

GLEN HELEN REHABILITATION CENTER

SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT



FACILITY SPECIFIC POLICY

REVISED 11/2025

1.400. CORRECTIONS STANDARDS AUTHORITY COMPLIANCE

410.02(32). PUBLIC INFORMATION PLAN REVIEW BY THE

PUBLIC: The public may request to review a copy of the Public Information Plan at the Public information window located at the GHRC Front Gate. The material shall be reviewed within the Front Gate Deputy's view and is not allowed to leave the immediate area. The Front Gate Deputy shall inspect the Public Information Plan prior to and upon return to ensure the material is complete, i.e.; missing or torn pages.

(Rev. 11/2025)

410.05(32). PUBLIC INFORMATION PLAN AND TITLE 15

DISTRIBUTION LOCATIONS: Facility Commanders, or their designees, shall insure that the locations of the Public Information Plan and Title 15 are listed in the facility policy manual. At a minimum, one copy shall be located in the Control Stations of each Housing Unit, and one in the Front Gate for public access. GHRC also has a copy located in the Watch Commander's Office and on the computer training files.

The Administrative Support Unit shall annually review the contents of the Public Information Plan. (Refer to bureau policy)

(Rev. 11/2025)

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

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

The Community Service & Re-Entry Division (CSRD) will provide the list of programs to the Housing Deputies. These programs will be posted in binders available for the inmates to sign up for during dayroom activity. Inmates may also submit a request slip to CSRD or the Facility Social Worker. (Refer to bureau policy).

(Rev. 11/2025)

2.100.00 EMPLOYEE ORIENTATION

2.110.00(32). ORIENTATION PROCEDURES: A shift supervisor shall appoint a staff member to assist in the orientation of each new employee. Areas covered shall include, but not be limited to the following:

- Facility layout.
- Critical Task Workbook.
- Issue locker, keys and mail box.
- Introduction to employees and staff.
- Detention and Corrections Policy Manual.
- Facility Specific Policy.
- Post Orders.

(Addition 12/2012)

2.200. STAFF RULES AND REGULATIONS:

200.35(32) AUTHORIZED GLOVES: Disposable gloves are kept and stored in all the housing areas for staff use.
(Rev. 11/2025)

200.55. (32) FLASHLIGHTS AND BATONS: Batons shall not be routinely carried inside the secure portion of the jail. Facility batons are kept on the Bridge inside the armory and directed for use by the Shift Supervisor in response to an event or circumstances.

Safety staff may carry department issued flashlights in the Housing Units. Staff members are encouraged to carry small personal flashlights.

(Revised 3/2015)

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

Staff shall ensure they take a 30-minute break during their assigned shift. If an employee has not been able to take their allotted break, they shall report it immediately to their shift supervisor.

(Add. 3/2018)

200.85(32) PERSONAL VEHICLES: All staff at Glen Helen Rehabilitation Center shall park on the main facility parking lot marked "Staff" parking. Visitors may park in the "Visitors" parking lot located south of the main parking lot.

(Rev. 11/2025)

220.00(32). BRINGING ITEMS INTO THE FACILITY: To maintain the security of the facility, the taking of personal items onto the facility is restricted to the following:

SWORN PERSONNEL:

Small flashlight, issued and authorized safety equipment, pen or pencil, notebook, keys, small water bottle, wristwatch, necessary personal hygiene items.

Lunches and food items shall be left in the refrigerator in the break room, or in personal lockers.

Radios, Televisions, electronic games, magazines, cellular telephones, or other reading materials are not permitted at the workstations.

2.200. STAFF RULES AND REGULATIONS:

PROFESSIONAL STAFF PERSONNEL:

Pen or pencil, notebook, keys small water bottle, wristwatch, necessary personal hygiene items.

Lunches and food items shall be left in the refrigerator in the break room, or in personal lockers.

Radios, Televisions, electronic games, magazines, cellular telephones, or other reading materials are not permitted at the workstations.

TEACHERS AND ROP INSTRUCTORS:

May bring those items onto the facility necessary to complete their classes, providing the items do not pose a threat to security of the facility. Any unusual items must be approved by the watch commander prior to being brought onto the facility.

CHURCH SERVICES PERSONNEL:

Those personnel with the proper minister passes may bring onto the facility the following items:

- Bibles and musical instruments such as guitars.
- Literature will be supplied by the Facility Chaplain for hand-outs.

(Rev. 11/2025)

220.10(32). PERSONAL PHONE CALLS: All calls coming through the bridge impact the bridge personnel's workload and should be minimized.

(Rev. 11/2025)

3.000 PERSONNEL ASSIGNMENTS

110.00(32). EXECUTIVE OFFICER: The Executive Officer is a lieutenant who is a direct representative of the Captain and is second in command for policies and procedures. In the absence of the Captain, he is in command of the facility and its operations, answerable to the Deputy Chief and or Assistant Sheriff.

The Lieutenant is responsible for the sergeants, seeing that they carry out their responsibilities uniformly, and orders handed down to them are carried out in the spirit they were intended. He is responsible to keep the Captain well informed of all functions and operations as well as the general demeanor of the officers and inmates at all times.

GENERAL DUTIES

As second in command, he shall have general supervision and direction of all personnel assigned to this facility, regardless of the divisional operation to which they are assigned.

Shall keep the Captain informed of any information concerning special assignments, personnel or inmate problems; or any other matters which might assist in the proper functioning of the Sheriff's Department and this facility in particular.

Shall inspect personnel continually with special reference to neatness and cleanliness of attire and person, regularity of uniform and equipment, and all officers are in possession of proper keys and other related equipment.

Shall make himself available for counseling with personnel as well as inmates. He shall encourage, advise and help officers in any way to do a better job which might better them for any promotions for which they may be eligible for.

Shall make daily inspections of all officer's posts, inmate housing, infirmary, kitchen, shops, etc., being especially alert to ensure health, safety and sanitation laws and rules are in effect.

Shall sit in occasionally at briefings of officers by sergeants to ensure directives and orders are properly presented and well understood.

Shall require all sergeants to observe rules, regulations and orders carefully, to ensure their conduct may be an example to be followed.

Shall require sergeants to post their officers promptly at the time set and shall not permit them to spend unnecessary time in the briefing room, kitchen or office unless their presence is needed.

3.100 PERSONNEL ASSIGNMENTS

Shall determine the shift sergeants have investigated the cause whenever an officer is delinquent in reporting an investigation of any case, and shall check all reports as to their completeness, making sure all necessary elements are pointed out, and both the officer and sergeant have approved the report.

Shall assist those with personal or work problems, inmates and officers alike.

Shall play host to visiting dignitaries and ranking officers of this Department, as well as other agencies, unless relieved of such by the Captain.

Shall see that other duties, as assigned by the Captain, are properly carried out.

Shall assist the Captain in directing, supervising, suppression and/ or investigation of any major emergencies, such as inmate disturbances, escapes, attempted escapes and riots; along with criminal investigations concerning the facility.

Shall assist in compiling the budget, and be aware and understand all expenditures and billing procedures.

Shall either compile, assist, and/or review the month end reports for accuracy.

Shall constantly be alert to review policy manuals, post position procedure manuals, and any other rules and regulations for any necessary additions, deletions, or changes that will aid in the efficient operation of the facility. Shall recommend these changes to the Captain, Deputy Chief and the Assistant sheriff.

Shall be responsible for the scheduling of facility personnel.

Shall be responsible for the reviewing of all inmate discipline reports, injury reports and grievances.

120.00(32) ADMINISTRATIVE ASSISTANT: Is responsible to the Commander and the Executive Officer.

Shall maintain files on reports, correspondence, inspections, disciplines, grievances, inmate injuries, facility logs, etc.

Shall assign and track grievances and grievance responses.

Shall complete monthly reports as necessary.

May assist in taking dictated statements concerning criminal violations and the preparation of adequate reports.

3.100 PERSONNEL ASSIGNMENTS

Shall maintain and update Personnel files, employee databases and prepare evaluation reports.

Shall update personnel schedules.

Shall assist the Fiscal Assistant with her duties when required.
(Rev. 11/2025)

140.00(32). FISCAL ASSISTANT: Is responsible to the Commander and the Executive Officer.

Shall maintain the budget control books.

Shall type requisitions and enter in the budget control books.

Shall be responsible for the preparation of all purchase orders for release of payment.

Shall submit monthly reports on budget status.

Shall be responsible for all contacts between other departments and outside vendors in regard to purchasing of supplies and materials.

Shall maintain the Time and Attendance records of the employees and prepare the overtime reports.
(Rev. 3/2017)

3.220.00(32) WATCH COMMANDER

220.00(32). WATCH COMMANDER: Is the direct representative of the Captain, in command of the custodial operation. In the absence of the Captain and Lieutenant, he is in command of the institution. He shall keep the Lieutenant and Captain advised at all times regarding the daily operation of the facility.

GENERAL DUTIES

Sergeants are assigned as shift watch commanders and shall be responsible for the efficient operation of the facility, answerable to the Lieutenant.

Watch commanders, shall make at least one inspection, per watch of the entire facility (Minimum, Maximum, Maintenance, Kitchen, Female Facility, Fire Camp, etc.) and personally contact the deputy/deputies at their post to answer questions to assist them in the operation of their post.

Watch Commanders shall conduct visual checks of the housing logs for completeness, and document the check with his initials, employee number and time of the check at least once per shift.

Shall be responsible for the accuracy and legality of all inmates' commitments and shall ensure all inmates are released on time.

Shall ensure proper searches are conducted during the receiving process and the procedures outlined in this manual for the receiving of inmates are properly executed.

Shall ensure inmate property is properly accounted for at the time of receiving and is returned to the inmate at the time of his release, with the proper receipts filed.

Shall be responsible for supervision of security officers maintaining constant surveillance of blocks, tanks, and dormitories, segregation cells, isolation cells, infirmary, chow hall and other areas around the compound as assigned; to ensure proper degrees of security, good order, comfort, welfare and cleanliness are maintained.

Shall ensure strict control of inmates and visitors is maintained on visiting days.

Shall periodically inspect the kitchen for cleanliness and good order, and inspect the mess hall at meal times to ensure the proper degree of discipline and security.

Shall ensure sick or injured inmates receive the proper treatment and inmates requiring special diets are properly fed.

3.220.00(32) WATCH COMMANDER

Shall assist the Captain and Lieutenant with instructions and the training of new employees.

Shall directly supervise all employees on their shifts and handle all minor personnel problems, employee counseling, etc.

Shall govern the overall count of the facility, preventing over crowding of any detention area and keeping sufficient number of inmates available for work crews.

Shall receive facility visitors and conduct them on tours when necessary and/or assigned.

Shall supervise the duty officer in accurate accounting and filing of inmate jackets, figuring outdates, arranging release forms, etc.

Shall ensure all employee and inmate problems, as well as facility problems, are properly handled or brought to the attention of the Captain or Lieutenant.

Review all disciplinary reports and cases, checking for legality and fairness, and approve all of them prior to any further action. Major incidents and criminal violations must also be approved by the Captain or his/her designee.

Shall approve all inmate transfers in, out, or around the facility.

Is directly responsible for proper key control and the proper assignment of keys at the start of each shift.

Shall brief all employees under his command prior to each shift, advising them of any inmate problems, legal points, new orders, etc.

As assigned by the Captain or Lieutenant, shall make accurate and complete investigations of criminal violations occurring on the facility, and submit detailed reports for criminal prosecution.

As assigned, shall be responsible for investigation of, search for, and apprehension of inmates who have escaped from this facility. He shall submit complete reports concerning this violation of criminal prosecution and be prepared to give any legal testimony necessary.

Shall be responsible for all moneys received on his shift, or turned over to him from other shifts.

Shall brief or aid in briefing of all newly assigned personnel as to procedures, rules and regulations, and facility and departmental requirements.

Be constantly alert to any policy updates or procedural changes for a more efficient operation of the facility. His recommendations shall be forwarded to the Lieutenant and Captain for further review and further action by the Deputy Chief and/or Assistant Sheriff.

Shall investigate and initiate any memorandum or related paperwork occurring on his shift necessary for complete information to all personnel. Shall instruct personnel as to the proper form, completeness, and thoroughness of each report. Shall review same prior to final acceptances to ensure the above.

240.00. SUPPORT SERVICES SERGEANT: Oversees the support services staff.

3.400. BRIDGE-BOOKING AREA

410.00(32). DUTY OFFICER (SCS): The Facility Duty Officer is directly responsible to the watch commander. The primary responsibilities are the timely processing of all paperwork related to an inmate's sentence. The paperwork may originate from the courts or other sources.

GENERAL DUTIES

Shall maintain accurate updates in the JIMSnet computer system on all inmates.

Shall handle all record changes on inmate transfers for release date and count to ensure accuracy.

Shall supervise inmate workers assigned office clean-up duties, and inspect office areas, holding areas, briefing room, rest rooms, and conference room prior to releasing the inmate from duty.

Shall receive inmate jackets and money from the transportation officer after inmates have been received. Properly complete the jackets and file.

Shall adjust outdates on records as directed, as a result of disciplinary action, earned time, crediting inmate records with work time, or court returnees with added time and/ or amended commitments. Shall ensure all inmates are released at the proper time.

Shall ensure all outstanding charges or cases pending on an inmate have been cleared prior to the release of the inmate.

Shall transmit, receive, and route all teletypes and assist the watch commander in complying with the same.

Shall be responsible for all money received on his shift or turned over to him from other shifts.

Shall be responsible for checking the legality of commitments and contacting the courts for verification, in the absence of the Court Liaison.

3.400. BRIDGE-BOOKING AREA

All Duty Officers are responsible for knowing and completing the following:

- Security and authorized disbursement of petty cash;
- Accounting and security of the facility keys in the Duty Officers key control box;
- Maintenance and security of all inmate files;
- Security and cleanliness of the officer areas, holding cages, briefing room, locker room, conference room and visitors room;
- Supervising the office inmate worker, ensuring she completes her assigned duties;
- Initiate transfer lists and ensure necessary transfers are made on the computer;
- Ensure all counts are made accurately;
- Maintain a courteous, professional and helpful demeanor when dealing with the public, courts and other divisions and agencies; on the telephone or in person;
- Assist the SCA in answering the facility and outside phones;
- Know the normal and emergency operations of the doors in the bridge area;
- Be familiar with booking, processing and release procedures, and the operation of the JIMSnet and teletype;
- Advise the watch commander of any special orders from the court, etc;
- Keep current with the "In Basket" ensuring those matters which need attention are taken care of;
- Computing the full time, adjusted outdates on all commitments. Ensuring the computer is corrected. Reconfirming the outdates prior to approving an inmate for release;
- Process weekenders (Work Release only);
- Preparing Court Calendars, in the absence of the court liaison and provide lists for the various housing locations.

(Rev. 1/2018)

420.00. COURT CALENDAR (SCS): The court calendar shall be completed by the Court Liaison SCS. In the absence of the court liaison, the Duty Officer shall complete the task.

3.400. BRIDGE-BOOKING AREA

430.00. COURT LIAISON (SCS): Sunday through Thursday, a Court Calendar shall be completed and distributed by the Court Liaison or Duty Officer. This calendar is to include court appearances, rotation workers, inmate workers, hospital runs, parole, any special runs and release list and any other special crews. Distribute copies of the list for:

- Housing units listed on the calendar
- Duty Officer
- Culinary
- Qualified Healthcare Professional
- Receiving
- Front Gate
- C&D deputy to pull property for court run
- WVDC Transportation

Email to group "Court," WVDC Video, WVDC Transportation, and WVDC Court Liaison.

Anytime there is a problem with a commitment or a commitment needs verification, the court liaison or duty officer may call or e-mail the court clerk. When e-mailing the court clerk, the clerk's supervisor should be included in the e-mail.

A Dummy Warrant may be sent the next day to court as "paper only" if no response from the court was received explaining the paperwork.

Court lists need to be produced each court day by the court liaison or duty officer for use by the housing, transportation and the Bridge personnel. The list is computer generated, but needs to be verified with the dummy warrants and/or court paperwork.

Follow the order of courts when putting the Court Calendar together using the West Valley Transportation Court Runs list

The Court Liaison is responsible for updating court returns. WVDC transportation shall bring the inmates back from court with their court paperwork. The jacket and computer may need to be updated. Any releases from court – CO (court order), DM (dismissed), CTS (credit time served) shall be dispositioned prior to running facility count.

Inmates with a new sentence shall be updated on the computer. Run a new Sentence Summary sheet (highlight in yellow the AOD and place on top of the other Sentence Summary sheet) and if the out-date has changed, do an audit to verify sentence time.

3.400. BRIDGE-BOOKING AREA

490.00(32). HOSPITAL TRANSPORTATION (Deputy): All shifts shall have a deputy assigned as the transportation deputy.

The transportation deputy shall be responsible for escorting inmates to the hospital for emergency treatment. The transportation deputy shall remain with the inmate until he is treated and returned back to custody at GHRC. If the inmate is to be admitted to the County Hospital, the deputy shall remain with the inmate until relieved by the WVDC Jail Ward Deputy.

The transportation of inmates to clinic appointments at the County Hospital or at WVDC shall be accomplished by the WVDC Hospital Transportation Detail.

The GHRC Hospital transportation deputy may also transport inmates to WVDC and CDC for: releases, special housing, discipline, etc.
(Rev. 1/2018)

3.500. PRIMARY CONTROL STATIONS

550.00(32). INTAKE CONTROL (FRONT GATE DEPUTY): The Front Gate Deputy is directly responsible to the Watch Commander. His primary responsibility is to maintain security through the control of all vehicle and pedestrian traffic in and out of the facility.

He is responsible for maintaining accurate logs and records of all movement into and out of the facility.

The Front Gate post is generally staffed seven days a week, 24 hours a day.

GENERAL DUTIES

Shall be responsible for all pedestrian and vehicle traffic in and out of the facility and maintain accurate records.

Shall be responsible for the security of the facility perimeter (Interior/Exterior).

Shall check and log all work crews/ trucks entering and leaving the facility and maintain accurate inmate counts.

Shall check and search all vehicles entering and leaving the facility. Shall maintain a log of all persons entering the facility, showing name, address, reason for entering, time in, time out, and date.

Shall issue authorized passes to persons entering the facility. Shall handle firearm security at the front gate for incoming officers.

Shall check in and supervise all visitors for inmates housed in the Male Minimum and Maximum housing units.

(Rev. 4/2017)

3.600. HOUSING UNITS

610.00(32) WEST FACILITY HOUSING DEPUTY:

The West Facility Housing Deputy is directly responsible to the Watch Commander. The Deputy's primary responsibility is to ensure the health, welfare, control and security of the inmates housed in the West Facility.

Shall be responsible for the health, welfare, control, and security of inmates housed in the West Minimum and West Maximum security areas.

Staff shall house inmates according to classification level and needs of the facility.

Shall maintain a constant surveillance over inmates when they are not out on work crews to ensure security and control.

Shall assist with inmate visitor control.

Shall pick up and deliver inmate mail and assist with contraband inspection.

Shall supervise inmates in cleaning of dormitories, individual bunks, day room, and all other areas within and around the West Facility.

Staff shall ensure inmates have no unsupervised access to the staff control area, and under no circumstances shall the inmate be allowed to remain in the control area without a staff member present.

Shall conducted regular shakedowns of the housing unit for contraband and other unauthorized items.

Shall keep the JIMSnet computer up to date and make accurate counts as required.

Shall counsel inmates as needed and refer major problems to the watch commander for immediate attention.

Shall conduct inspections of dormitory bunks and other security locations for cleanliness, damage, breakage and report same to the proper unit.

Shall be responsible for the sanitation habits of all inmates within his assigned unit as to the hair care, daily showers, and clipped fingernails. Shall ensure supplies of toilet paper and feminine hygiene items are accessible.

Shall keep the watch commander informed of any information essential to the efficient and safe operation of his unit.

3.600. HOUSING UNITS

Shall sign and maintain the housing observation logs listing all activities and incidents.

Shall complete all reports on time as necessary (inmate injury, disciplines, crime reports, etc.)

Shall assist in the feeding of the inmates housed in his area of responsibility.

Shall complete clothing exchanges for the inmates as necessary, and per the designated schedule.

Shall screen all request slips from inmates to ensure they are completed correctly. Staff shall handle request slips and grievances at the lowest level.

The West Maximum Control Room door shall be closed at all times unless allowing a staff member entrance.

(Rev. 11/2025)

620.00(32). WEST MAXIMUM CONTROL:

Shall assist the West Facility deputies with the aforementioned duties.

Shall be responsible for the health, welfare, control and security of the inmates.

Shall assign housing to inmates based on classification level and needs of the facility.

Shall maintain constant visual over the inmates and advise the housing deputies of any incidents.

Shall prepare inmates for movement to medical clinic, visiting room, and interrogation room and for any other movement scheduled.

Shall assist the deputy with the distribution and collection of inmate mail. Shall assist with contraband inspection as required.

Shall supervise inmates in cleaning of showers, cells, day rooms, and other locations to ensure cleanliness and sanitation at all times in areas of responsibility.

Shall supervise the feeding of inmates and ensure that all utensils, and trays and other articles are removed from the cells at the completion of the eating period.

Shall keep the JIMs computer up to date.

3.600. HOUSING UNITS

Shall counsel the inmates as needed and refer problems to the watch commander and for immediate attention.

Shall assist the deputy conducting daily inspections of bunks, cells and confinement areas for cleanliness, damage or breakage.

Shall submit complete and accurate reports on all incidents and shall follow through with any investigations as assigned by the watch commander.

Shall maintain logs in housing areas, listing all activities and incidents.

Shall be responsible for the sanitation habits of all inmates within her area as to frequency of hair care, fingernails clipped and showering each day and ensure unlimited supplies of toilet paper and feminine napkins are accessible.

Shall be responsible for knowing status of every inmate in areas of responsibility.

Staff shall ensure inmates have no unsupervised access to the staff control area, and under no circumstances shall the inmate be allowed to remain in the control area without a staff member present.

Staff shall ensure the entrance door is closed and locked at all times, unless it is being temporarily opened to allow a staff member in and out of the control area.

Shall screen all request slips from inmates to ensure they are completed correctly and are not in violation of facility policy.

Shall be alert for infractions of facility rules and regulations.

Shall keep the watch commander advised and apprised of any information essential to the efficient operation and security of the Maximum Unit.

Shall perform other duties as required to the efficient operation and security of facility.

(Rev. 11/2025)

3.700. RECEIVING- PROPERTY

700.00(32). PROPERTY/ RECEIVING DEPUTY/ SCS: The Receiving Officer shall receive and "in process" all new inmates, their clothing, property, and money. They shall also be responsible for the scheduled clothing exchanges of all male inmates.

RECEIVING OFFICER

Shall pull the clothing and personal property for those inmates scheduled for release, or transfer for that day. The property shall be sent to the bridge, and the inmates requiring to be dressed out shall be dressed into their own clothing.

Shall receive all incoming inmates and inventory all of their personal clothing and property. Issuing jail clothing, blankets, towel, sheets, etc.

Shall be responsible for the cleanliness and overall condition of the inmate property room. Inmates shall NOT be allowed in the inmate property room.

The property room shall be inventoried weekly on Saturday.

Shall be responsible for completing all inmate records and updates on the JIMs computer system.

Shall receive and release clothing for approved clothing exchanges, updating the computer and releasing the old clothing/ and or property.

Shall be responsible for investigation all reported lost or missing inmate property as a result of an inmate's transfer to or from the facility.

Shall keep the receiving cage door locked at all times, when staff is not present.

Shall order clothing and bedding as necessary from the laundry, or from the Supply SCS.

Shall keep the clothing rooms of M-2 and Maximum stocked with clean clothing and bedding.

Shall be responsible for maintaining the operations of the Maximum clothing exchange and coordinate with the laundry to ensure the proper amount of clothing and bedding is available for a timely exchange.

Supervise the clothing exchange crew during the preparation of the clothing. Ensure that the crew has a sufficient amount of clean clothing and bedding for the entire unit.

(Rev. 4/2017)

3.800. RELEASE AREA

810.00(32). RELEASE DEPUTY: While not an assigned position at GHRC, any deputy can fulfill the responsibilities of the release deputy as the need arises. Generally, the release deputy is assigned to C & D. The release deputy is responsible for verifying the identity of an inmate prior to release. This is done by comparing the inmate's identification with his physical appearance and booking documents, as well as fingerprints utilizing the FAST-ID system. Once the inmate's identity is verified, the release deputy shall have the inmate dress in their clothing and inspect the "hot" property. Once the inmate has inspected the property, the release deputy shall have the inmate sign the booking record. If any property is missing, or there is a discrepancy, the proper paperwork shall be completed. The release deputy shall return the inmate along with the paperwork to the holding cell on the bridge.

820.00(32). RELEASE PROCEDURE:

COURT ORDERED RELEASES: When an inmate is released by court order, the Court Liaison Officer or Duty Officer is responsible for verifying any and all court paperwork and entering the disposition into the computer. He will enter the reason for release on the appropriate section of the booking jacket and sign the booking jacket in the "Authorized By" portion of the Release Info box. The Court Liaison or Duty Officer shall then review the jacket and verify there are no wants or holds pending for the subject, and verify the accuracy of the paperwork authorizing the release. The C&D Deputy shall conduct the Fast ID and have the inmates dress out. After the inmate identification has been conducted, the inmates shall return to the bridge. The Duty Officer shall then release the inmate in the computer, and sign the "Released by" portion of the booking jacket. The Duty Officer shall have the inmate sign and fingerprint their paperwork, issue their money, and have the inmate inspect their property bag.

When releasing female inmates the Duty Officer shall respond to the Female Facility and conduct the releases in the same manner.

OTHER RELEASES: All other releases shall be the responsibility of the Duty Officer. The Duty Officer shall verify the reason for release and accuracy of any paperwork computing the adjusted out date. The Duty Officer shall ensure there are no wants or holds pending for individuals to be released. After reviewing the release paperwork for accuracy, the disposition and the reason for the release shall be entered into the computer in the appropriate section of the booking jacket and the booking jacket in the "Authorized By" portion or the Release Info box shall be signed. The C&D Deputy shall conduct the Fast ID and have the inmates dress out. After the inmate identification has been conducted, the inmates shall return to the bridge. The Duty Officer shall then release the inmate in the computer, and sign the "Released by" portion of the booking jacket. The Duty Officer shall release the inmate in the computer, and sign the "Released by"

3.800. RELEASE AREA

portion of the booking jacket. The Duty Officer shall have the inmate sign and fingerprint their paperwork, issue their money, and have the inmate inspect their property bag.

(Rev 4/2018)

3.900. CORRIDOR ROVERS

910.00. MAX ROVER: Is responsible to the Watch Commander. The Max Rover deputy shall assist deputies assigned to the Maximum Housing Units with various duties. (Refer to Post Orders for Max Rover.)

(Rev. 11/2025)

3.1000. VISITING LOBBY

1010.00(32). LOBBY SECURITY: Refer to Front Gate Deputy.

MAIL CLERK (SCA): The Mail Clerk (SCA) is directly responsible to the Administrative Sergeant. His primary responsibility is to process incoming inmate mail to facility policy.

General Duties

Shall process incoming inmate mail.

Shall assist the Front Gate Deputy with visits. Have the visitors complete the Visitor sign in form and compare the visitors' identification to the form.

Shall update the visitors' information in JIMSnet.

Shall conduct a bank run when notified by the Fiscal Clerk. A deputy shall accompany the SCA to the bank.

Shall answer the public phone line and assist the caller.

3.1100. LAUNDRY

1110.00(32). FACILITY LAUNDRY SCS: Is in charge of the overall Laundry operation, responsible to the Administrative Sergeant. The Laundry SCS shall supervise inmate workers assigned to the Laundry area, train inmate workers assigned to work in the Laundry; monitor linen and clothing for repairs and maintain security in the Laundry area.

(Rev. 11/2025)

3.1200. MAINTENANCE

1210.00(32). MAINTENANCE SUPERVISOR: Under the direction of the Maintenance Manager. Supervises personnel and inmate work crews engaged in facility maintenance; oversees repair, modification, and improvements of facility grounds; purchases, inventories, and controls all maintenance-related items; is subject to call-back for emergencies on a 24-hour basis as requested by the watch commander.

(Rev. 4/2017)

1200.00(32). MAINTENANCE MECHANIC: Performs skilled work in a variety of areas to maintain equipment and repair buildings within the facility; coordinates the efforts of inmate workers assigned to the Maintenance area; prepares and maintains reports related to maintaining the facility.

(Rev. 9/2011)

1230.00(32). MAINTENANCE ELECTRICIAN: Repairs and replaces broken or defective parts in motors, switches, and fixtures; inspects and installs lighting systems for repair and replacement; tests, locates, and repairs electrical circuits and equipment; plans electrical installations as needed on the facility.

(Rev. 9/2011)

1240.00(32). MAINTENANCE FISCAL CLERK: Coordinates vendor activities with the Maintenance Manager and Supervisor and completes all paperwork; completes and reviews requisitions, budgets, logs, and all paperwork dealing with the operation of the Maintenance Department; reports directly to the Maintenance Manager.

(Rev. 10/2018)

3.1300. FOOD SERVICES

1305.00(32). FOOD SERVICES: Selects, evaluates and supervises food service staff; establishes food requirements for inmates, prepares food budgets, coordinates food service activities with facility commanders, develops new employee orientation and training and maintains in-service training programs for the culinary staff.

1310.00(32). FOOD SERVICES SUPERVISOR: Under the direction of the Food Services Manager, performs duties including, but not limited to:

- Conduct on-going inspections to reveal areas where improvement or correction is needed.
- Inspect equipment daily for damage and to ensure safe operation.
- Conduct inventories of food supplies and determines quantity needed for meal preparation; receives and inspects food deliveries; plan menus.
- Prepare records and reports; assists with budget preparation, including recommendations for purchasing new equipment.
- Prepare staffing schedule, performance evaluations, food production schedules, and discipline reports.
- Ensure that staff and inmate workers are directly supervised and that good quality food is prepared and served.
- Evaluates subordinate staff and inmate workers work product to ensure compliance with all federal, state and county codes and regulations.
- Maintain key and tool control per facility/division policies.
- Ensure employee compliance with timesheet entry in EMACS.
- Ensure doors are secured per facility/division policies and only authorized persons are allowed to enter the secured areas.

Additional duties are to be assigned at the discretion of the Food Services Director. For additional information, refer to Post Orders.

1320.00(32). COOK II: Under the direction of the Sheriff's Food Services Manager or Supervisor, performs duties including, but not limited to:

- Ensure foods are palatable and served at proper temperatures.
- Deliver meals on schedule to various locations.
- Monitor, understand and supervise therapeutic diet preparations.
- Establish field feeding operations for search and rescue assignments.
- Establish and coordinate the work of inmate workers for departmental and other assigned special functions.
- Plan and carry out assignments, through training, supervising and disciplining inmate workers in the culinary department.
- Ensure foods are requisitioned on actual need using count sheets.
- Verify portion control according to menu specifications.

3.1300. FOOD SERVICES

- Inspect equipment daily for damage and to ensure safe operation.
- Maintain the following logs: food temperature logs, refrigerator logs, and freezer logs.
- Assist in receiving and storing vendor deliveries.
- Ensure product temperature integrity upon delivery.
- Supervise and train inmate work crews in the preparation and serving of meals.
- Oversee the general cleanliness of all food service areas.
- Conduct accurate inmate counts per facility/division policy.
- Initiate and maintain all tool security logs per facility/division policy.
- Issue, assign, collect, and account for all tools.
- Supervise inmate tool usage
- Maintain key control per facility/division policies.
- Control inmate movement per facility/division policies. Monitor inmate worker activities to ensure compliance with all inmate rules and guidelines.
- Ensure doors are secured per facility/division policies and only authorized persons are allowed to enter the secured areas.

Additional duties are to be assigned at the discretion of the Food Service Director. For additional information, refer to Post Orders.

3.1400. COMMISSARY

1405.00. COMMISSARY OPERATIONS MANAGER: Community Service & Re-Entry Division.

3.900. MEDICAL

1910.00(32). INFIRMARY SECURITY DEPUTY: Security for the Infirmary is the responsibility of the Deputy assigned to C & D.

1920.00(32). HOSPITAL TRANSPORT DEPUTY: Refer to Section 3.490.00.(32).

1950.00(32). QUALIFIED HEALTHCARE PROFESSIONAL: Conducts daily sick call within each housing unit; examines inmates and provides basic nursing care; administers oral, subcutaneous, and intramuscular medication; reviews, files, and maintains medical records and refers inmates to the Doctor, Dentist, Psychologist, etc., as needed.
(Rev. 11/2025)

(For further details on personnel assignments, refer to the GHRC Post Orders.)

4.000. WEAPONS, EQUIPMENT AND RESOURCES

010.00(32). MONTHLY INVENTORY OF WEAPONS: The Watch Commander shall assign a deputy to the position of "ARMORER" for the facility. This deputy shall be responsible for conducting the monthly inventory of all stations: weapons, ammunition, and specialty equipment.

The Armorer shall also be responsible for the maintenance and cleaning of the weapons and equipment.

The Executive Officer shall assign one of the sergeants to conduct monthly inspections of the armory.

(Rev. 5/2014)

4.100. WEAPONS INVENTORY

[REDACTED]

[REDACTED]

105.06(32). USE OF STANDARD DUTY RIFLES: The standard duty rifle presents a formidable psychological advantage to the user, which may in many cases, eliminates the need for the actual physical employment of the weapon. When improperly employed, the rifle can prove to be a distinct liability to the deputy, rather than asset.

[REDACTED] All sworn personnel shall maintain rifle proficiency / qualification in accordance with established Departmental policy.

[REDACTED]

[REDACTED]

120.06(32). USE OF SHOTGUNS: The shotgun presents a formidable psychological advantage to the user, which in many cases, eliminates the need for actual employment of the weapon. When improperly employed, the shotgun can prove to be a distinct liability to the deputy, rather than an asset.

[REDACTED] All GHRC sworn personnel shall maintain a shotgun proficiency / qualification in accordance with established Departmental policy.

130.00(32). AMMUNITION: As per SBSM Manual Section 2.624, "Each Station/Division Commander shall have a supply of extra ammunition to be maintained at the operation base of his command. Such a supply shall include ammunition for handguns, as well as for any rifles and shotguns assigned to his command. This ammunition shall be maintained in such a manner that it is accessible to any officer assigned in his command.

Additionally, the Department shall maintain extra supplies of ammunition as determined by the Sheriff's Range.

[REDACTED]

No member shall tamper with, remove, or use any ammunition described above, except when necessary during a tactical. In all cases, use of such ammunition

4.100. WEAPONS INVENTORY

shall be reported to the appropriate commander with no unnecessary delay, so that it can be replaced immediately.”

[REDACTED]

[REDACTED]

140.00(32). USE OF AMMUNITION: The ammunition stored at GHRC is to be used during the time of an emergency, or when requested by another station/ or division who is in need due to an urgent tactical situation.

[REDACTED]

[REDACTED]

[REDACTED]

(Rev. 11/2025)

4.200. EQUIPMENT

210.00(32). PORTABLE RADIOS INTRODUCTION: The designated channel is [REDACTED], which is designated for GHRC only. (Rev. 3/2017)

210.05(32). TACTICAL SITUATIONS: In the event of an emergency/ tactical situation, the radios shall remain on [REDACTED], unless instructed to change to an alternate frequency by the Central Communication Center. (Rev. 3/2017)

210.10(32). RADIO CALL SIGNS: Staff assigned H.T. sets shall use their position assignment as their call sign. [REDACTED]
(Rev. 5/2014)

210.15(32). H.T. RADIO ASSIGNMENT PROCEDURES: [REDACTED]
[REDACTED] for the deputy's use. Each radio is labeled with the housing location. At the start of each shift, the deputies shall inspect and inventory all radios assigned to their housing location and a notation shall be made in the housing log book. The radios shall be returned to their assigned housing areas at the end of shift.
(Rev. 5/2014)

210.20(32). RECHARGING H.T BATTERIES: The radios operate on a rechargeable high capacity nickel-cadmium battery. To make sure you get optimum capacity and performance, you should always recharge your battery before using it.

210.25(32). LOCATION OF H.T. RECHARGING UNITS: The primary battery charger is located in the Watch Commander's Office on the bridge of GHRC. The Work Release, Maintenance, and the Housing Units each have smaller recharging units.
(Rev. 3/2015)

210.30(32). RADIO INVENTORY: The Supply Sheriff's Custody Specialist shall be responsible for maintaining an inventory of the radios and batteries. He shall also order additional batteries when the supply has been depleted below a working level of inventory.
(Rev. 3/2017)

210.35(32). MALFUNCTIONING/ BROKEN RADIOS: In the event that a H.T. radio no longer functions, a note describing the malfunction should be attached to the radio and the radio left in the office of the Watch Commander. Prior to the radio being taken to County Communications for repair the antenna and battery should be removed.

4.200. EQUIPMENT

210.40(32). LOANER RADIOS: In the event the working inventory of H.T. radios is depleted to a level below the necessary amount for proper safety and security of the facility, a request may be made to County Communications for the loan of radios, until the repair of assigned radios is completed. The loaners should be programmed to the necessary channel by Communications.

210.45(32). MONTHLY INVENTORY: The Deputy assigned to the duties of the Facility Armorer, shall complete a monthly inventory of all weapons, ammunitions, and specialty equipment. The completed inventory shall be turned into the Administrative Sergeant for review prior to being given to the Facility Executive Officer.

215.00(32). "SPIT NET" DISPOSABLE SPIT GUARDS: Spit nets are located in all the "Black boxes" throughout Glen Helen Rehabilitation Center.
(Rev. 11/2025)

220.00(32). RIOT EQUIPMENT: Various types of equipment are available in the resolution of disturbances or situations within GHRC. Equipment used shall be determined on the size of the disturbance or situation. All equipment shall only be used with supervisor approval. The following equipment may be used during a disturbance or situation:

- Riot helmets
- Protective vests
- Riot shields
- Stingballs
- Batons
- Less lethal beanbag shotgun
- Pepper ball launcher
- MK-9 Pepper spray
- Flexcuffs

Deputies shall be familiar with the location of equipment. Most are located in the Armory on the Bridge, and in the housing unit's black boxes. All safety personnel shall have their department issued vest, helmet and safety gear available at all times while on duty.

(Rev. 11/2025)

4.200. EQUIPMENT

230.00(32). FACILITY EQUIPMENT: It is the responsibility of each Deputy to familiarize himself with the location and use of the facility equipment provided for them such as rescue knives, video cameras and metal detectors.

FLASH LIGHTS: Each sworn staff member is issued a flash light as part of their department provided equipment.

RESCUE KNIVES: The Facility currently maintains a supply of Rescue knives to be used in the event of an attempted suicide. The knife is to be used to cut any item that may be tied around the inmate's neck. The rescue knives are stored in the locked black boxes in the following areas:

- Watch Commander's Office
- M-1
- M-2
- A&E
- C&D
- West Minimum and West Maximum

VIDEO CAMERAS: The facility maintains a video surveillance system throughout most areas of the facility. In the areas lacking video surveillance, the facility has provided a portable video camera for use during inmate riots or other disturbances which may occur. The cameras shall also be used to record cell extractions and any potential use of force whenever possible. The West Minimum and West Maximum, B Blocks, and M2.

(Rev. 11/2025)

METAL DETECTORS: The Garrett walk through metal detectors are located in M-1, M-2, and the C&D corridor. All inmates entering and exiting those units shall walk through the metal detector one at a time and at intervals that shall not reduce the effectiveness of the metal detector. A deputy shall observe the inmate and monitor the metal detector during this procedure. This should not replace or substitute for physical searches according to bureau policy.

(Rev. 11/2025)

290.00(32) FIRE SUPPRESSION EQUIPMENT: There are fire extinguishers located throughout the facility. GHRC does not have a sprinkler fire system, except at West Maximum.

(Rev. 11/2025)

4.200. EQUIPMENT

290.15(32). SPRINKLERS: GHRC does not have a sprinkler fire system, except at West Maximum.

(Rev. 11/2025)

295.00(32). EMERGENCY RESPONSE EQUIPMENT: Various types of equipment are available to assist in the resolution of disturbances or emergency situations at GHRC. Equipment used shall be determined on the size of the disturbance or situation. Riot equipment used is found in Sections 2/220.00(32) and 2/230.00(32).

(Rev. 1/2018)

298.00(32) Automated External Defibrillators: GHRC has three AED's located in the infirmary, West Minimum and West Maximum unit and the bridge. Maintenance of AED's shall be the responsibility of the facility's health service personnel. An inspection log is located with each AED and shall be checked daily. (Refer to Nursing Operational Procedure Manual Section 301.2).

(Rev. 11/2025)

4.300. RESERVE DEPUTY SHERIFFS

310.00(32). RESERVE DEPUTY: Reserve deputies are utilized to assist at GHRC Fire Camp. Their duties include, but are not limited to, assisting with visits, security checks and other tasks associated with the Fire Camp.

5.000. FACILITY REPAIRS AND MAINTENANCE

115.00(32). MAINTENANCE REQUEST: If the malfunction is minor, a maintenance request using the e-Works program found on Starlink shall be completed and submitted. The report shall contain: location, the item, and the nature of the malfunction.

If the repair needs immediate attention, notify the watch commander.
(Rev.5/2014)

6.000. GENERAL FACILITY SECURITY GUIDELINES

000.05(32). PERIMETER SECURITY: The Deputy assigned to the Transportation position shall also assist as a Facility Rover. The Rover position shall conduct perimeter (Exterior/Interior) checks for breach of security. The Rover shall also check the security of the ROP buildings, West Minimum and West Maximum, EVOC, Academy and the Fire Camp.

(Rev. 11/2025)

010.00(32). EMPLOYEES REPORTING/ LEAVING WORK: Employees and visitors at GHRC shall enter and exit the facility via the Front Gate. [REDACTED]

(Rev. 8/2018)

020.00(32). REPAIR WORKERS: Contractors shall be cleared for security prior to entering the facility. Generally, they should be escorted by a facility maintenance worker at all times. All tools and equipment brought onto the facility shall remain secured and accounted for, prior to the contract worker leaving the facility.

050.00 ADMINISTRATIVE VISITOR LOG: The deputy assigned to the Front Gate position shall ensure all persons, not assigned to the facility, entering and exiting secure areas of the facility for purposes other than inmate visits are notated on the Administrative Visitor Log. The log shall include, the person's printed name, type of identification and number, time entered and exited the facility, agency, and purpose for the visit.

This requirement may be waived by the shift supervisor in order to facilitate tours granted in accordance with Bureau Policy Section 6/055.

(Add. 03/2017)

6.100. ALARM SYSTEMS

115.00(32). CODES FOR SERIOUS INCIDENTS:

CODE RED ALARM PROCEDURE: The facility shall immediately go to a "LOCK-DOWN" status in the event of a "Code Red". All facility lockdowns shall begin with the duty officer announcing, [REDACTED] on the facility radio to ensure all personnel are properly advised.

This procedure shall be implemented when any of the following conditions exist:

- Major Disturbances;
- Inmate Riots;
- Major Earthquakes or Structural Damage;
- Facility Fires;
- Escapes or attempted escapes;
- Any other situation which the watch commander deems appropriate for facility security or staff/ inmate safety.

[REDACTED]

[REDACTED]

The Watch Commander shall:

- Make a personal evaluation of the situation to determine the need for a lockdown of the facility.
- Notify the facility commander, or his designee if appropriate.

The Duty Officer shall:

[REDACTED]

6.100. ALARM SYSTEMS

- If the incident occurs during normal business hours (Monday through Friday 0800 to 1600) the duty officer may call the Community Service & Re-Entry Division and request personnel there make the immediate notification to the teachers / instructors;
- Man the telephone to receive a personnel roll call from all guard stations, and designated reporting areas;
- Monitor both the facility radio base station and portable handheld radio on the Sheriffs channel to the Central Dispatch Center;
- Established direct radio and / or telephonic communications with the affected area(s) of the facility;
- Assume overall responsibility and temporary command of the facility bridge and all personnel assigned there.
- Make the designated telephone and radio notification as directed by the watch commander.
- Instruct the SCA to handle all telephonic inquiries and begin typing a Major Incident Log.

The Front Gate and Transportation Deputy shall:



Control and Prowler Deputies shall:

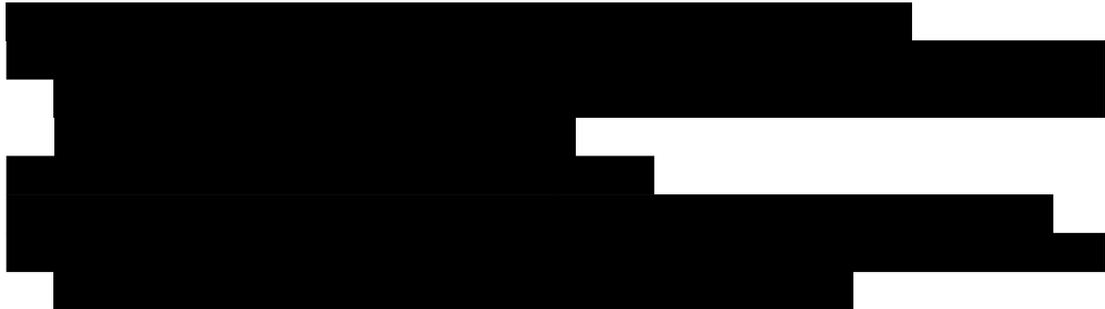
- Immediately secure all inmates on their assigned bunks.
- Televisions shall be turned off.
- Inmates housed in dorms will be moved into the dorm area and the dayroom shall be sealed off.
- Upon completion, both deputies shall immediately report to their respective deputy station and standby for further assignment.

6.100. ALARM SYSTEMS

West Maximum and West Minimum-Floor Deputies:

- Should the emergency exist on the west side of the facility, the watch commander shall respond to the area and assign duties as needed to resolve the emergency.
- Should the emergency exist on another part of the facility, the deputies shall lock down and secure their areas as instructed in anticipation of providing additional manpower to other parts of the facility as needed.

ROP Deputy shall:



DURING ALL EMERGENCY SITUATIONS THE INTAKING AND RELEASING OF INMATES SHALL CEASE UNTIL SUCH TIME AS THE WATCH COMMANDER/ DUTY SERGEANT DEEM IT IS SAFE TO RESUME THESE FUNCTIONS. THE ON SCENE SUPERVISOR SHALL MAKE AN INITIAL EVALUATION OF THE PROBLEM AND IMMEDIATELY BEGIN RESPONDING PERSONNEL AND NEEDED EQUIPMENT TO A SAFE STAGING AREA OUT OF SIGHT OF THE ACTUAL SCENE, TO PROVIDE FOR A RAPID, ORGANIZED AND PROPERLY OUTFITTED TACTICAL RESPONSE.

(Rev. 11/2025)

CODE BLUE PROCEDURE: Any employee who is made aware of a possible suicide or attempted suicide by hanging, and/or where the victim has stopped breathing, shall immediately call a "Code Blue" over the radio system, or Facility telephone. The employee shall advise of the location and the nature of the Code Blue, requesting any assistance needed.

If the suicide or attempt suicide is in the Maximum area, the Deputy shall lock down all inmates in the housing unit and open the corridor door. In the event the inmate is hanging from the cell door, the Deputy shall assess the best way to rescue the inmate while minimizing further injury to the inmate.

6.100. ALARM SYSTEMS

If the inmate is hanging, immediately cut the material that is used to support the inmate. Cut the material halfway between the knot of his neck and the other knot tied to the support. Lay the inmate on his back. If the material around the Inmate's neck is so tight he cannot breathe, cut the material on the opposite side of the knot. Request the necessary first aid for the inmate.

MAN-DOWN PROCEDURE: In the event an inmate becomes injured, or is suffering from a medical problem (heart attack, seizure, etc.) and is in need of immediate medical attention the Deputy shall advise over the radio

"Man down" Qualified Healthcare Professional respond to _____.
Advising the nature of the problem, if known.
(Rev. 11/2025)

6.300. EMERGENCY VENTILATION PROCEDURE

300.00(32). FACILITY VENTILATION: In the event a chemical agent (O.C., Mace, etc.) is dispensed in the Maximum building it may be necessary to shut-off the ventilation system. This shall be the responsibility of the deputy assigned to the C&D Housing Unit.



Maintenance SHALL be advised and requested to reactivate the air handling system.

(Rev. 11/2025)

6.400. FACILITY EMERGENCY PROCEDURES

400.05(32). EMERGENCY EVACUATION: In the event of an emergency situation within the facility of GHRC, the watch commander shall immediately be notified. The watch commander shall make the decision to notify the Facility Commander or his designee, or to make further advisements of the emergency situation.

In the event the Executive Officer or Facility Commander is not available, the on-duty Captain shall be advised by calling the Central Dispatch Center and requesting contact with the on-duty Captain.

The current Sheriff's MATRIX shall also be used in the event of a major emergency situation, such a disaster, earthquake, or major riot where additional assistance is needed or desired.

(Rev. 1/2018)

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 Manual.)

(Add. 10/2018)

410.00(32). EVACUATION ROUTES: As soon as it is determined an evacuation is to take place, the Sheriff's Aviation Division shall be notified, so a helicopter can assist in compound security.

WEST MINIMUM

Inmates housed in the minimum unit affected [REDACTED] under the direct supervision of a deputy. Additional deputies may be assigned to guard the area as manpower and time allow. The West Minimum Unit not affected shall be locked down. If both (M-1 & M-2) West Minimum Units are affected, then M-1 and M-2 [REDACTED]

Inmates to be evacuated are to be called from their dorms in a calm manner, with those inmates in the most danger being removed first. [REDACTED]

6.400. FACILITY EMERGENCY PROCEDURES

WEST MAXIMUM

[REDACTED]
[REDACTED] Inmates of different classifications shall be kept separate if possible.

In the event of a major fire or disaster, the inmates may be moved to one of the two fenced small recreation yards outside of the Minimum Housing Units. [REDACTED]

[REDACTED]
(Rev. 11/2025)

Maintenance shall be notified and used where necessary. [REDACTED]
[REDACTED]

Following the emergency, a body count shall be taken to check for missing inmates.

(Rev. 9/2011)

410.05(32). STAGES OF EVACUATION: There are three basic stages of evacuation:

- Stage 1: Evacuation from one section to another within the same building;
- Stage 2: Evacuation from one building into an adjacent corridor or building;
- Stage 3: Evacuation from any building to an open space outside any other building.

If the fire is contained to a small area, all unsecured inmates shall to be locked into a section not contaminated with smoke (if access to their cells is blocked) to avoid any escapes; security measures are to be maintained at all times while inmates are being moved.

As soon as possible, the names and booking numbers of all the inmates moved in the evacuation area are compared to a current housing list (if available). Any inmate on the list not accounted for at that time will be noted.

Security shall be maintained within the affected area(s) at all times until the fire has been extinguished and the area has been cleared for inmates to return to their cells. When the inmates are locked in their cells; the housing deputy shall

6.400. FACILITY EMERGENCY PROCEDURES

conduct a count and notify the watch commander immediately if any inmates are missing.
(Rev. 9/2011)

450.00(32). UTILITY FAILURES: In the event a major disaster occurs, damaged utilities shall be turned off. [REDACTED]

[REDACTED] An employee should be assigned to determine which areas are damaged and attempt to isolate those areas so utility usage may continue in the unaffected areas. [REDACTED]

EMERGENCY POWER GENERATOR

In the event all electrical power is lost, the following describes the emergency power available on the facility, the unit's locations, capacity, and fuel usage.

[REDACTED]

****NOTE**** Fuel for these generators is available through EVOC
(Rev. 11/2025)

NATURAL GAS LINES AND SHUT-OFF POINTS

[REDACTED]



6.400. FACILITY EMERGENCY PROCEDURES

GLEN HELEN WATER SYSTEM AND EMERGENCY USAGE



(Rev. 3/2017)

6.500. DOOR SECURITY

510.00(32). CONTROL PANELS:

[REDACTED]

FRONT GATE

The Front Gate at GHRC is the main point of egress and ingress to the facility, for pedestrian and vehicle traffic.

[REDACTED]

BRIDGE

[REDACTED]

[REDACTED]

WEST MINIMUM AND WEST MAXIMUM

The West Minimum and West Maximum has a sally port and a gate at the front and rear of the facility:

Sally port #1 (Gate 5) provides entry to the front of the facility from Institution Road

[REDACTED]

[REDACTED]

[REDACTED]

6.500. DOOR SECURITY

MAXIMUM RECREATION

[REDACTED]

(Rev. 9/2011)

510.05(32). SALLYPORTS: There are both vehicle and pedestrian sally ports at GHRC. The sally port is designed for Maximum security [REDACTED]

[REDACTED]

VEHICLE SALLYPORTS

[REDACTED]

[REDACTED]

[REDACTED]

PEDESTRIAN SALLYPORTS

- Maximum Housing Unit

[REDACTED]

- ROP Facility

[REDACTED]

(Rev. 11/2025)

6.500. DOOR SECURITY

510.10(32). NON-CRITICAL DOORS: The doors located in the following areas are to be considered non-critical and can be left unlocked during the times of normal operation (classes, shops, and kitchen) when facility personnel are present (instructor, teacher, cook, maintenance, etc.):

- Kitchen;
- ODR;
- Maintenance;
- ROP Auto Body;
- ROP Print Shop;
- ROP Landscaping;
- ROP Classrooms (ESL, Computer, GED, etc.);
- ROP Offices.

(Rev.9/2011)

6.800. FACILITY COUNT PROCEDURES

800.5(32) INTRODUCTION: The objective of a facility count is to accurately account for all inmates in the legal custody of the Sheriff.

The facility count is conducted twice daily, once on PM shift at approximately [REDACTED]

(Rev. 12/2012)

810.00(32). COUNT PROCEDURES: The objective of the facility count is to accurately ascertain the exact location of all inmates in the legal custody of the Sheriff whose housing is specified at Glen Helen Rehabilitation Center. The I.D. count is accomplished through comparisons of the name and booking number appearing on the inmate's ID card to that on the housing count sheet. The deputy shall view the inmate and inmate ID card for true identification. If the ID is missing, appears to be altered in any fashion, or is not the inmate in possession of the ID card, the Watch commander shall be informed immediately and the actual identity of the inmate must be established by fingerprints, photographs or other forms of identification.

VERIFICATION OF INMATES THAT ARE OFF THE FACILITY

The Duty Officer shall contact all offsite locations housing GHRC inmates, to ensure the count sheets are correct. The Duty Officer shall note on the count sheet the name of the employee from the offsite location verifying the inmate's identification.

REVIEW OF FACILITY COUNT SHEETS

It shall be the responsibility of the Duty Officer to review all the computer housing sheets after the completion of the Deputies' count. The Duty Officer will attempt to clear any discrepancies and make all of the necessary changes to the computer. In the event there is a discrepancy that can not be accounted for, the Watch Commander will be notified.

6.800. FACILITY COUNT PROCEDURES

PROCEDURES AT THE CONCLUSION OF COUNT

The Duty Officer shall do a computer count. The computer count must match the inmate movement for Count to be clear. The Duty Officer shall transfer the computer housing information onto a count sheet. The count sheet shall be given to the Watch Commander for review and signing. Copies of the count sheet shall be distributed (Fax, email, mail boxes, etc.) to the following locations:

- Original Copy (Admin file)
- Facility Commander (Email)
- Executive Officer (Email)
- Administrative Sergeant (Email)
- WVDC (Compliance Officer Email)
- Culinary (Cooks Count Sheet)
- CCU (Classification Unit Email)

Once the count sheets have been reviewed and the count is cleared, the Duty Officer shall make an ALL CALL announcement over the facility radio. "COUNT CLEARED ____HOURS." Indicating the time count was cleared.

RECORDING DISCREPANCIES

The deputy who has physically conducted the count shall circle the inmate's last name if he is on the Housing Order list, but cannot be located. If an inmate is present but is not on the Housing Order list, the deputy shall write the inmate's name, booking number and housing location on the Daily Count Sheet and attach it to the Housing Order List. Discrepancies shall be noted on the count sheet to alert the Duty Officer for further investigation.

NOTIFICATION OF SUPERVISOR FOR ANY DISCREPANCIES IN COUNT

The Duty Officer shall brief the shift supervisor when discrepancies are discovered and again when they are resolved.

LOCATING INMATES NOT ACCOUNTED FOR

If an inmate's name appears on the count housing list but is not physically located at the housing location, the housing deputies shall exhaust all efforts to locate that inmate and contact the Duty Officer. The Duty Officer shall follow through and assist with the search to locate the inmate.

6.800. FACILITY COUNT PROCEDURES

In the event an inmate cannot be accounted for, the watch commander shall be notified and the facility may go to a modified "Lock Down" status, where ALL inmate movement shall cease and a recount of the inmates completed. Announcements should be made over the PA systems requesting the missing inmate to report to the nearest deputy.

UTILIZATION OF THE I.D. CARD

The deputy conducting count shall visually check and compare the name, photo and booking number appearing on the inmate's identification card to that on the housing list count sheet. Refer to 6/810.00(32)

STAFF RESPONSIBILITIES DURING COUNT

- Prior to the beginning of Count the Duty Officer shall prepare a set of facility count sheets attached to the inmate housing list. The counts sheets shall be distributed to all the housing deputies.
- Advise inmates to get fully dressed and have their ID cards ready for count.
- All TVs and radios shall be turned off.
- All inmates shall be out of the shower and toilet areas.
- Inmates shall be lined up in bunk order according to the housing unit, dorm or cell block.
- All noise and activity shall stop.
- In all instances, the inmates shall remain in a fixed position. The deputy shall walk to each inmate and physically view the inmate and inmate ID card for true identification.
- Draw a line through the inmate's first name on the count sheet if he has been identified and cleared.
- Complete the Daily Count Summary sheets and fill in all the necessary boxes with the classification breakdown of the inmate population and the total amount of inmates housed.
- All completed Daily Count Summary Sheets shall be sent the bridge.

A & E – The deputy shall lock all inmates in their cell and have each inmate stand in front of his cell door. Each inmate shall be fully dressed and have his ID card in hand. The deputy shall walk down the inmate walkway and ensure every inmate in the cell is standing, not injured or ill. The deputy shall verify each inmate and check their cell number, identification card, name, booking number and photograph and compare the photograph to the inmate and check their name off of the count sheet. Upon completion of count, each inmate may return to their bunk.

6.800. FACILITY COUNT PROCEDURES

B- Blocks – The housing deputy will instruct all the inmates housed in B1 and B2 to enter their dayrooms for count.

Once all the inmates are in the dayroom, all the gates will be closed and the housing deputy will enter the dorm area through the bathroom to ensure there are no inmates left in the bathroom or dorm.

The housing deputy will then stand in the officer walkway next to the Dayroom/Dorm gate. The assisting deputy will stand between B1 and B2 next to the gate control panels.

All three gates to the restroom will be closed and the Dayroom/Dorm gate will be open. The gate from the dayroom to the control area will also be closed.

The inmates will lineup in the dayroom and in bunk order, with the first inmate standing next to the housing deputy. In B1, the inmates will lineup counterclockwise and in B2 they will lineup clockwise. Inmates will be fully dressed and have their ID card in their hand.

Inmates will stop at the housing deputy to be counted. The deputy will compare the inmates ID card with the name and booking number on the count sheet. They will also match the ID picture to the inmates' face. The inmate will not proceed through the gate until the deputy has given them approval. Once they are counted, they will go directly to their bunk and lie down. At no time will an inmate return to the dayroom. This will prevent the possibility of any inmate getting back in line to be counted a second time.

The assisting deputy will watch the movements of the inmates in the dayroom to ensure there is no misconduct among the inmates.

C- Blocks – The deputy shall lock all inmates in their cell and have each inmate stand in front of his cell door. Each inmate shall be fully dressed and have his ID card in hand. The deputy shall walk down the inmate walkway and ensure every inmate in the cell is standing, not injured or ill. The deputy shall verify each inmate and check their cell number, identification card, name, booking number and photograph and compare the photograph to the inmate and check their name off of the count sheet. Upon completion of count, each inmate may return to their bunk.

D- Blocks – The deputy shall lock all inmates in their cell and have each inmate stand in front of his cell door. Each inmate shall be fully dressed and have his ID card in hand. The deputy shall walk down the inmate walkway and ensure every inmate in the cell is standing, not injured or ill. The deputy shall verify each inmate and check their cell number, identification card, name, booking number and photograph and compare the photograph to the inmate and check their

6.800. FACILITY COUNT PROCEDURES

name off of the count sheet. Upon completion of count, each inmate may return to their bunk.

I-Tank – All inmates in I Tank shall be fully dressed and on their assigned bunk. All the inmates shall have their identification cards. [REDACTED]

[REDACTED] No inmates shall walk around or go to the restroom while count is being conducted. The deputy shall verify each inmate and check their cell number, identification card, name, booking number and photograph and compare the photograph to the inmate and check their name off the count sheet. Upon completion of count, each inmate may return to their bunk.

J- Tank – All inmates in J Tank shall be fully dressed and lined up in the Dayroom in Bunk order. All the inmates shall have their identification cards. [REDACTED]

[REDACTED] No inmates shall sit down, walk around or go to the restroom while count is being conducted. The inmates shall remain in a fixed position. The deputy shall go to each inmate and check their identification card, name, booking number and photograph and compare the photograph to the inmate and check them off of the count sheet. Upon completion of count, each inmate may return to their bunk.

K-Tank – All inmates in K Tank shall be fully dressed and on their assigned bunk. All the inmates shall have their identification cards. [REDACTED]

[REDACTED] No inmates shall walk around or go to the restroom while count is being conducted. The deputy shall go to each inmate and check their identification card, name, booking number and photograph and compare the photograph to the inmate and check them off of the count sheet. Upon completion of count, each inmate may return to their bunk.

Minimum 1&2 – The housing deputy shall advise all inmates to be fully dressed and have their I.D. cards ready for count. All T.V's and radios shall be turned off. The deputy shall have the inmates in each dormitory line-up in bunk order. The inmates shall remain in a fixed position. The deputy shall walk down the walkway and verify each ID card with the inmate. A line shall be drawn through the inmate's first name on the Housing Roster Count Sheets if he has been identified and cleared. The Second deputy may remain in the officer's station to maintain security. Upon completion of count, the inmates may return to their assigned bunk. The same procedure shall be conducted in each dorm.

6.800. FACILITY COUNT PROCEDURES

The deputy shall complete the Daily Count Summary Sheets and fill in all the necessary boxes with the classification breakdown of the inmate population and the total amount of inmates housed. The Deputy shall notate the total number of sentenced and pre-sentenced inmates on the count sheets. All completed Daily Count Sheets shall be sent to the bridge.

West Minimum – Deputies shall print out a housing roster for each of the dorms and max units prior to conducting count.

A deputy shall prepare each dorm unit for count by making an announcement into each dorm it is count time. An order shall be given to have all inmates get on his assigned bunk, be fully dressed and have his identification cards attached to his shirt.

Deputies shall confirm the inmate's identity by comparing the inmate to the inmate's identification card and the name on the housing roster. Deputies shall confirm the inmate is on the proper bunk. All inmates are to remain on their bunk while count is being conducted. Inmates shall remain on their bunks while count is being conducted.

If an inmate is not present, but their location is known, the deputy is to circle their last name. If an inmate is present, but not listed on the count sheet, her name and booking number shall be written on the bottom of the count sheet. All necessary boxes on the facility count sheet shall be completed.

All efforts shall be made to locate any inmate who is not present during count. Deputies shall make a notation of the whereabouts of the inmate if known. The watch commander shall be notified immediately of any inmates not accounted for. Lockdown procedures shall go into effect. Once all inmates are accounted for, the Duty Officer shall be notified of the classification breakdown of the inmate population and the total amount of inmates housed. The count sheets shall be given to the Duty Officer as soon as count is completed.

West Maximum– The Maximum SCS shall announce over the PA system that all inmates should proceed to their cells and close their cell door. [REDACTED] and the T.V's are turned off.

The Maximum SCS shall instruct all inmates to get fully dressed and stand in front of their cell door windows with his ID card displayed.

One deputy shall conduct count by walking in front of each cell. The deputy shall visually check the inmate's ID card and compare the picture to the inmate's face verifying the inmates' identity. Once the inmate's information is confirmed, a line

6.800. FACILITY COUNT PROCEDURES

shall be made through the inmate's name on the housing roster. The inmate shall then return to their bunk and remain there until further direction is given. All cells shall be checked, even if they are unoccupied.

If an inmate is not present, but their location is known, the deputy shall circle their last name. If an inmate is present, but not listed on the count sheet, her name and booking number shall be written on the bottom of the count sheet. The deputy shall return to the minimum side and prepare the count sheets for the bridge.

All efforts shall be made to locate any inmate who is not present during count. A deputy shall make a notation of the whereabouts of the inmate if known. If an inmate is not accounted for, the Watch Commander shall be notified immediately and lockdown procedures shall go into effect. Once all inmates are accounted for, notify the Duty Officer of the classification breakdown of the inmate population and the total amount of inmates housed. The count sheets shall be given to the Duty Officer as soon as count is completed.

(Rev. 8/2018)

6.900. CELL SEARCHES

910.00(32) SHAKEDOWN LOGS: After completing a shakedown of a cell/ cell block/ housing unit/ or dorm, the deputies shall complete a shakedown log form. Indicating on the form the date and time/ area(s) searched/ personnel involved/ listing the items of contraband removed during the search, and noting any other areas of concern.

The completed form shall be given to the Watch Commander for review. The original copy shall be given to the Facility Commander and a copy shall be placed on the Shakedown log board located in the Watch Commander's Office.

(Rev. 3/2017)

920.10(32) DEPUTIES ASSEMBLING: If a search is to be conducted, the deputies may meet and gather, out of view of the inmates, so that contraband will not be concealed and destroyed prior to the search.

(Rev. 9/2011)

925.25(32) INMATE HOLDING AREA: While the search of a housing area is being conducted, the inmates may be removed and placed into a controlled area, such as adjoining dayroom, recreation yard, corridor, etc.

(Rev. 9/2011)

940.05(32) CONTRABAND STORAGE CONTAINER AND LOG:

The watch commander shall be notified of any contraband items to be placed in the container. The watch commander shall log the items on the Contraband Log located in the Sgts share drive on the computer. The completed logs shall be forwarded to the Administration office on the first of each month.

(Rev. 4/2017)

980.05(32) DISPOSITION OF CONTRABAND ITEMS: Contraband to be destroyed

(Rev. 4/2017)

6.1000. FACILITY KEY CONTROL

1010.00(32) EMPLOYEE RESPONSIBILITY: Each housing unit is assigned one or more key sets to permit proper control of the unit. The incoming shift shall inspect the keys to ensure the keys are present and undamaged. A notation shall be made in the housing log book. [REDACTED]

Keys shall not be removed from their respective housing unit without the direct permission of the watch commander. The inmates shall never be allowed to have access to facility keys for any reason.

1020.00(32). KEY CONTROL LOCATIONS: Key control lock boxes are located in the following areas:

[REDACTED]

(Rev. 3/2017)

1030.00(32). MONTHLY KEY INVENTORY: The Executive Officer may assign a sergeant to be in charge of the master key control of the facility. Key audits shall be conducted twice per year.

(Rev. 4/2017)

6.1100. ESCAPE PROCEDURES

1190.00(32) FACILITY SPECIFIC POLICIES:

ESCAPE INVESTIGATION TEAM

Members of the Specialized Enforcement Division shall be called to the facility when an escape has occurred. They shall work with the appropriate supervisor and be responsible for the investigation of all escapes from the facility.

The watch commander may assign personnel to conduct "Witness" interviews. Unless information is developed leading the officer to believe the inmate being interviewed is a participant in the escape, a Miranda warning is not necessary.

The watch commander may also assign personnel who are familiar with the missing inmate to conduct searches of the surrounding area. The deputies may be assigned to conduct investigations off the facility prior to the arrival of the Fugitive Detail, if time factors are supportive of this type of action.

DUTY OFFICER'S RESPONSIBILITIES

As soon as a suspected escape is discovered, the duty officer shall:

- Notify the watch commander.

[REDACTED]

6.1100. ESCAPE PROCEDURES

VISITING/ LOBBY PROCEDURES

The deputy assigned to the front gate shall be responsible for evacuating and securing visiting lobby and parking lot once the shift supervisor advises and determines a suspected escape is discovered.

CODE RED PROCEDURES

Refer to Code Red Procedures in Section 6.115.00(32)
(Rev. 3/2017)

7.100 REPORT PROCEDURES

110.08(32) EVIDENCE COLLECTION AND STORAGE: All evidence collected on DR numbers issued to GHRC will be packaged according to department policy and [REDACTED]

(Rev. 5/2014)

120.05(32). APPROVAL OF REPORTS: All reports shall be approved by a supervisor. Reports shall be completed prior to the end of shift, approved by a supervisor. Staff members shall periodically check for rejected reports. Corrections to rejected reports shall be resubmitted as soon as possible.

(Rev. 11/2025)

124.00(32). INMATE INJURY LOG: The Inmate injury log is located in the Administration Office at Glen Helen Rehabilitation Center. The logs shall contain the inmate injury report number, date and time of the injury, the inmate's name and booking number, the location where the injury occurred, a brief description of the injury, and the name and employee number of staff completing the inmate injury report.

(Rev. 3/2018)

130.05 (32) DEPUTY REPORT (DR) LOG BOOK PROCEDURES: The designated STS/SCS/SCA shall maintain a DR log. The STS/SCS/SCA shall run a Crystal Report daily and enter all DRs into the DR log daily.

Reports submitted to the DA shall be entered and maintained on a separate log.

On the last day of every month, the STS/SCS/SCA shall run a pre-Dean's list and submit to the Administrative Sergeant. On the 5th of every month, the STS/SCS/SCA shall run a Dean's list and submit to the Administrative Sergeant.

(Rev. 8/2018)

130.35(32). DR PROCEDURES:

The deputy shall receive a DR number from Valley Communication Center, ensure dispatch verifies the physical address of 18000 Institution Road, San Bernardino, and issues a RD # (reporting district) for the face page. Ensure dispatch assigns the DR number to the deputy's name and employee number.

All reports shall be submitted by the end of the month so they can be stated prior to the 5th of the next month.

(Rev. 9/2015)

7.100 REPORT PROCEDURES

140.00(32). REPORT ROUTING:

Reports going to the District Attorney's office (DA) shall be marked "Submit to DA" in Box 81 of the CR-1 in Presynct. The designated STS/SCS/SCA will submit the report to the DA electronically via the San Bernardino District Attorney STAR Portal. The reporting deputy shall ensure:

- The Call History has been uploaded for every report
- All suspect CDL and Criminal History printouts are separately uploaded for each suspect if report is to be submitted to the DA
- Report is completed prior to EOW. (The watch commander must approve additional time.)
- A copy of the CR-3 with bar code has been scanned and the original is submitted with the evidence.

The watch commander shall approve the completed report.
(Rev. 11/2025)

Reports to District Attorney

- All reports are submitted electronically via the San Bernardino District Attorney STAR Portal.

(Rev. 11/2025)

Supervision

Supervision of the criminal report paper flow shall be the responsibility of the Administrative Sergeant.

Supervision of the documentation, retention, and distribution of station evidence will be the responsibility of the designated sergeant.

(Rev.5/2014)

7.300. GUIDELINES FOR EVIDENCE COLLECTION

300.00(32). EVIDENCE STORAGE: All evidence collected on DR numbers issued to GHRC shall be packaged according to department policy and stored. [REDACTED] by the appropriate STS/SCS/SCA assigned.
(Rev. 8/2018)

320.00(32). EVIDENCE LOCKERS [REDACTED]
[REDACTED]

[REDACTED]

If the evidence is too large to fit into the evidence locker [REDACTED] A note should be left with the report showing the location of the evidence.
(Rev. 5/2014)

325.00(32). PLACING EVIDENCE IN LOCKER: Refer to department policy.
(Rev. 5/2014)

330.00(32). REMOVING EVIDENCE FROM LOCKER: The evidence officer shall be responsible for tracking, transferring and disposition of all evidence taken at GHRC.
(Rev. 9/2011)

335.00(32). ENTRY INTO PETS COMPUTER: The evidence officer, or other trained personnel shall make all of the entries into PETS.
(Rev. 9/2011)

340.00(32). EVIDENCE OFFICER: Duties of the evidence officer shall be as follows:

- Property tag entry into "PETS" computer
- Transfer of property information into "PETS"
- Ledger entry tracking of all evidence;
- The physical transfer of evidence from GHRC to Sheriff's Scientific Investigations Division.

(Rev. 3/2015)

345.00(32). MAINTAINING EVIDENCE/ PROPERTY AT STATION: Evidence taken at GHRC shall NOT be maintained at this facility.
(Rev. 5/2014)

7.500. FACILITY FORMS

500.05(32). FACILITY FORMS: GHRC staff proposing new forms and revisions shall be responsible for the design and instructions for the completion of the form. The form will be submitted to the Administration Sergeant for approval before being forwarded to the Bureau Administrative Support Unit.
(Add. 12/2012)

520.00(32). FORM ORDER SHEET: When the supply of forms becomes low, and it is necessary to reorder, a copy of the form with a note indicating the amount needed should be given to the Administrative Fiscal Clerk. The clerk will then fill out the appropriate order form.
(Rev. 9/2011)

540.00(32). FACILITY SPECIFIC FORMS: Any GHRC facility specific form shall be approved by the Facility Commander prior to utilization or ordering.
(Rev. 9/2011)

8.100. INTAKE PROCEDURE

120.11(32) REMOVING ELECTRONIC MONITORS: Electronic Monitors removed from new arrestees shall be forwarded to the shift Duty Officer. The Duty Officer shall place the monitors in the work release box located on the GHRC Bridge.

(Add. 12/2012)

130.40(32). REMOVAL OF BODY PIERCINGS: GHRC safety staff shall not remove, or assist, in the removal of body piercings on inmates. Only medical staff may assist in the removal of piercings. Inmates refusing to remove piercings shall be subject to discipline.

Inmates with permanent or unremovable body piercings posing potential safety and security concerns shall be housed according to facility specific guidelines determined by the Classification Deputy. If special housing is not available, the inmate may be facility transferred.

Staff shall notify a supervisor when inmates with unremovable body piercing are housed and documentation will be placed on the inmates property screen.

(Add. 12/2012)

140.00(32). MONEY INVENTORY: The only bookings processed at GHRC, aside from supplemental warrants and holds, are Stays of Execution. These bookings shall be processed at the Front Gate by the SCA along with the Front Gate Deputy. All money shall be counted in front of the inmate being booked and recorded on the inmate's property screen. The money shall be placed in an envelope with the inmate's name and booking number. The money envelope shall be secured in a locker in the watch commander's office until it can be given to Fiscal staff.

(Rev. 3/2017)

8.200. BOOKING PROCEDURES

280.00(32). PLACEMENT OF INMATE IN HOLDING CELL: New (facility transferred inmates) shall be placed in the holding cell by entering and exiting through the "Golden Gate" door located on the west side of the bridge. Inmates shall not be taken through the security area of the bridge.

Females shall be seated near the control counter inside the West Minimum, until called to the counter to complete the booking. There are no holding or intake cells at West Minimum.

(Rev. 11/2025)

280.05(32). HOLDING FOR BAIL: GHRC does not accept bail bonds. However, bail bonds posted at CDC or WVDC may be faxed to GHRC for bail bond release.

(Rev. 5/2014)

8.300 ENROUTE BOOKINGS

330.10(32) INTER-STATE FEES: GHRC does not accept enroute bookings or fees.

(Rev. 5/2014)

8.400. BRIDGE/BOOKING CONCERNS

470.20(32). OUT OF COUNTY WARRANT PICK UP: Those inmates who have completed their sentence within San Bernardino County and have a Out-Of-County Hold, shall be transferred to WVDC for temporary housing, while awaiting transportation/ and or pickup by the County which has placed the hold.

In the event an agency comes to GHRC to pick-up an inmate who is scheduled for release, when all sentenced time has been served on all San Bernardino County charges or on a Court Order, the following shall occur:

- The duty Officer shall verify the validity of the court order.
- Verify the Identification of the transporting officer.
- Notify the watch commander
- Have the transporting officer sign the release paperwork below the inmate's signature.
- All the inmate's money and property shall be given to the transporting officer.

(Rev. 3/2017)

8.600. BOOKING JACKET AUDIT

620.00(32). CASE INFORMATION: The GHRC Duty Officer shall receive the inmate's paperwork and build the jacket. The duty officer shall audit the inmate's paperwork to verify the accuracy of the original computation by WVDC or other facilities using the manual work sheet and Julian calendar.

The duty officer shall complete the appropriate section of the Commitment Work Sheet Tracking form (Jacket audit). The entry under "Commitment Entry/Work up" shall have the duty officer's name, the date and time the entry was made.

The inmate's jacket and "Tracking" form shall be forwarded to the following shift's duty officer, who shall complete a second audit using the manual work sheet and Julian calendar. The jacket and "Tracking" form shall be given to the shift sergeant to review and sign.

At any point a discrepancy is noted, the Watch Commander shall be notified immediately. (For further information, refer to Bureau policy.)
(Add. 3/2017)

8.700. OUT OF CUSTODY PROGRAM – ELECTRONIC MONITORING

700.00 (32) ELECTRONIC MONITORS: Court commitments are for a straight time sentence; however, the court may indicate on the commitment paperwork the sentence may be served on a "Weekender/Work Release Program."

Pursuant to the provisions of Penal Code section 1203.016, the Electronic Confinement Program (ECP) is offered as a component of the Sheriff's Work Release Program. The Sheriff's Department's program administrator shall have the sole discretionary authority to permit participation in the program.

MINIMUM REQUIREMENTS TO PARTICIPATE IN THE PROGRAM

- Participants must first be eligible for and enrolled in the work release program offered pursuant to Penal Code Section 4024.2
- Must be low risk, non-violent offenders.
- Participants must meet the criteria for release established pursuant to Penal Code section 1203.016.

PROGRAM RULES AND STANDARDS

- Participants must reside in San Bernardino County or within 20 miles of the county boarder.
- Participants must provide proof of residency.
- Participants shall admit any person or agent designated by the Administrator, including any deputy sheriff, into his residence at any time.
- Participants must agree in writing and sign the program's rules and regulations.

CONSEQUENCES FOR PARTICIPANTS WHO VIOLATE THE PROGRAM

- If a participant cannot complete his agreement, he shall surrender himself to the Work Release office for review.
- Participants who tamper with or deliberately damage the electronic equipment shall be terminated from the ECP and may face additional charges.
- Any failure to comply with the stipulated rules and regulations may result in the following:
 1. Loss of credit for days against participant's sentence.
 2. Removal from the program.
 3. Return to regular jail custody for the remainder of their sentence.
 4. Prosecution for violation of Penal Code Section 4532.

8.700. OUT OF CUSTODY PROGRAM – ELECTRONIC MONITORING

GUIDELINES FOR RETREIVING MONITORS IF PARTICIPANTS ARE BOOKED INTO A FACILITY (Refer to bureau section 8/120.11)
(Rev. 11/2025)

9.300 INMATE ID CARDS AND MEDICAL WRISTBANDS:

300.05. INTRODUCTION: All arrestees booked into Type II detention facilities, and Work Release shall have an identification (ID) card reflecting their information. Type I detention facilities shall utilize the bureau approved wristband, noting the inmates name and booking number. "Medical Alert" inmate status shall be noted on a yellow wristband and may be placed in the "NEEDS" portion of the ID card.

310.00 YELLOW MEDICALERT WRISTBAND: If at any time an inmate advises staff of a medical condition, the Qualified Healthcare Professional (QHP) shall be notified. On determination of the medical condition, a yellow alert wristband shall be applied to the inmate's left wrist by the health service staff or designated custody staff. The wristband shall contain the inmate's medical status printed in black ink.

Under no circumstances shall anyone other than a Qualified Health Professional or designated custody staff complete this procedure. Below is a list of medical terms that may be used on medical alert wristbands:

- Medical Status
- Diabetes
- Seizures
- Pregnant
- Cardiac, HTN
- Multiple Medical Diagnosis
- Drug Allergies
- Facility Equipment
- O.K. Shoes
- Special Diet

310.01. IDENTIFICATION OF INMATES WITH DISABILITIES: Inmates with disabilities shall wear a colored wristband, assigned by a Qualified Health Professional (QHP), allowing staff to visually identify from a distance an inmate may be, due to a physical impairment, slow or unable to respond to commands. QHP shall write the inmate's booking number on the wristband.

The following colors shall indicate the following disabilities:

- Red: Visual impairment
- White: Hearing impairment
- Blue: Physical impairment possibly requiring a mobility device

The purpose of this is to alert staff the inmate may need reasonable accommodations to follow directions, understand what staff is communicating, or need specific types of assistance. If the bands are damaged the housing deputy shall ensure the inmate obtains a replacement from a QHP (Refer to Bureau Policy Section 18.030.00)

(Rev. 11/2025)

9.300 INMATE ID CARDS AND MEDICAL WRISTBANDS:

310.03(32) MEDICAL ABBREVIATIONS FOR INMATE IDENTIFICATION

CARDS: GHRC Qualified Health Professional is currently using the yellow medical alert wristbands for identification purposes.

(Rev. 11/2025)

9.400. TELEPHONE CALLS

420.00(32). BOOKING PHONE CALLS PROCEDURE: Inmates who are booked at GHRC, Stays of Execution or supplemental charges, shall be given an opportunity to use the phone. Male inmates shall use the phone in the "Holding Cell" on the bridge while the booking process is being completed. The inmate may also use one of the Collect-Only phones available in each of the housing units after the booking process has been completed.

Inmates shall use the telephones located in the dayroom or may also use the phones within the housing units after the booking process has been completed.
(Rev. 11/2025)

425.10 (32) RECORDING INMATE TELEPHONE CONVERSATIONS: (Refer to Bureau policy.)

430.00(32). TTY TELEPHONE ACCESS FOR INMATES WHO ARE DEAF OR HARD OF HEARING OR HAVE SPEECH DISABILITIES: The phone used for inmates who are deaf, hearing impaired, or have speech disabilities is a portable phone/ keyboard used in conjunction with the phone located on the bridge next to the large holding cell. The keyboard may be stored in the phone equipment room and shall remain plugged in to electricity. This will keep the battery charged and ready for use.

There are also two TTY phones located West Minimum and West Maximum. One is located in the West Minimum dayroom and one is in the West Maximum dayroom. (Refer to Bureau Policy 9/430)
(Rev. 11/2025)

430.05(32). TTY OPERATION. The duty officer shall keep printed instructions for operator use. Telephone privileges for deaf and hearing-impaired inmates are subject to the same facility rules and regulations as other inmates.

Housing deputies shall contact the duty officer when a male inmate requests to use the TTY phone. The inmate shall be escorted to the bridge. Telephone privileges for deaf, hearing-impaired, or inmates with speech disabilities are subject to the same facility rules and regulations as other inmates.

The duty officer shall maintain the printed instructions for the use of the TTY phone at the duty officer's desk.
(Rev. 8/2018)

9.500. FINGERPRINTING

510(32). FINGERPRINTING: Male inmates shall be fingerprinted in the male receiving room.

(Rev. 11/2025)

510.03(32). ELECTRONIC SCAN FAILURE: In the event of an electronic failure, fingerprint cards are kept in the male receiving room.

(Refer to Bureau policy.)

(Rev. 3/2017)

570.00 (32) FINGERPRINTS TO CAL-ID: (Refer to Bureau policy.)

9.600. INMATE DRESS – IN/ OUT, CLOTHING INVENTORY

610.00(32). INMATE DRESS IN: Sunday through Saturdays, 0530 hrs. to 1600 hrs. The property room SCS shall process all incoming and outgoing inmate's clothing and property. The C&D Deputy shall process inmates when the property room is not staffed. The Female Housing Deputy shall complete the processing of all Female inmates.

All of the inmate's personal clothing and property shall be inventoried and recorded on the JIMs computer. The property shall be placed in a sealed plastic bag and placed in an issued numbered storage bin along with the inmate's clothing. The bin shall be placed on the appropriate numbered shelf inside of the locked property room.

(Rev. 10/2012)

620.00(32). JAIL ISSUED CLOTHING: All inmates shall be issued clothing according to their respective classification prior to being placed into a housing unit. These items shall be returned prior to release. (Refer to Section 11/855.00(32)).

(Rev. 12/2012)

630.00(32). RECEIVING OFFICERS RESPONSIBILITY: The receiving officer shall comply with the policies for processing of inmates, [Refer to Section 9/610.00(32)] and the issuing/ and retrieving of jail clothing [Refer to Section 9/620.00(32)].

The Receiving Officers shall be responsible for the cleanliness and security of the property room. Inmates are not allowed to enter the property storage areas at any time.

It shall be the responsibility of the receiving officer to supply indigent clothing to those inmates being released who do not possess appropriate clothing.

660.05(32). INMATE WORKERS IN RECEIVING: Inmate workers may be assigned to the receiving areas, when an SCS is scheduled. This crew shall be responsible for cleanliness, folding and receiving jail clothing and bedding, and preparation for the clothing exchanges.

660.05(32). INMATE WORKERS IN CLOTHING STORAGE: Inmate workers may be assigned to work in the jail clothing/ and bedding storage area. They shall be responsible for folding and storing clothing received from the laundry and cleanliness of the room and surrounding area.

(Rev. 12/2012)

9.600. INMATE DRESS – IN/ OUT, CLOTHING INVENTORY

670.00(32). ISSUANCE OF CUP AND SPOON/ PLASTIC BIN: During the intake/ classification process, the receiving staff shall issue a cup and spoon to all inmates. Inmates assigned to bunks that do not have a drawer for storage shall be issued a plastic bin.

(Add. 9/2011)

9.800. INMATE CLASSIFICATION PROCEDURES

850.00(32). OFF-FACILITY HOUSING:GHRC inmate workers assigned as workers to Sheriff's stations (Big Bear, Victorville, Colorado River, Morongo, Barstow, etc.) who remain at those stations overnight are considered GHRC inmates, but are not carried on the daily count sheets.

(Rev. 5/2014)

880.00(32). HOUSING ASSIGNMENT ACCORDING TO GP RATING BY CCU: Inmates shall be housed according to the housing plan for GHRC.

(Rev/ 5/2014)

9.900. INMATE CLASSIFICATIONS

920.00(32). DISABLED INMATES: GHRC has limited housing capabilities. Inmates who have been diagnosed by a Qualified Healthcare Professional (QHP) as having grave disabilities, or those who are unable to care for themselves, shall be sent to WVDC, or to the Jail Ward if appropriate. Inmates with disabilities requiring accommodations such as bottom bunks, or use of TTY phones, may be housed at GHRC at the direction of the Facility Population Management Deputy in consultation with the Administrative Sergeant and the Executive officer.

Pregnant female inmates who are in their third tri-mester shall not be accepted at GHRC and shall be sent to WVDC. All other pregnant inmates shall be assigned a bottom bunk.

(Rev. 12/2012)

921.00(32) SUICIDAL INMATES: Staff shall have an inmate evaluated by GHRC Qualified Healthcare Professional (QHP) immediately if they believe the inmate becomes a danger to himself or others. Inmates who have been identified as suicidal by a QHP shall be transferred to WVDC immediately. GHRC staff shall maintain constant visual observation of the inmate and advise the watch commander as soon as possible. A Specialty Cell Log (Suicide Watch) shall be completed immediately along with a Strip Search Authorization Form. Staff shall have the watch commander review the Strip Search Authorization Form immediately. Once approved, the appropriate staff shall conduct a strip search of the inmate. The watch commander should be present during the search. The inmate shall be placed in handcuffs and transported to WVDC without delay.

(Refer to Bureau policy section 9.130.00.)

(Rev. 11/2025)

925.00(32) INMATE CLASSIFICATION CLOTHING COLORS: Inmates shall be provided clothing in the following colors, according to their classification:

General Population	Orange
Protective Custody (PC)	Green
High Security	Red
Seriously Mentally Ill Lockdown (SMIL)	Gold/Red
Seriously Mentally Ill (SMI)	Gold/ Gold
Inmate Workers	Blue
Inmate Workers (Kitchen)	Tan
Inmate Workers (ODR)	White/ Blue
Civil commitments/6600	Lime Green
Max. Inmate Workers	Tan shirt/orange pants

(Rev. 11/2025)

9.1000. WEEKENDER PROCESSING:

1000.05. COURT WEEKENDER /WORK RELEASE COMMITMENTS: Court commitments are for a straight time sentence; however the court may indicate on the commitment paperwork the sentence may be served on a "Weekender/Work Release Program."

(Rev. 3/2017)

1030.00. WORK RELEASE PROGRAM: Inmates currently incarcerated may also apply for the Work Release Program if they qualify and serve the remainder of their sentence on the Work Release Program. All work release applicants may be required to pay an administrative fee. In order for an incarcerated inmate to qualify, the inmate shall participate and complete all court ordered classes and serve a percentage of their time as determined by Work Release Staff.

If an inmate cannot complete his agreement, he shall surrender himself to the Work Release office for review. If it is determined no rules were violated, he may be ordered to return to his original work crew site, reassigned to another location, or returned to custody for completion of his original sentence.

If an inmate violates the conditions of the work release agreement, he shall be returned to custody and may be housed for up to 30 days in disciplinary housing. He may also lose all good/work credits granted to him per PC 4019. His release date may be adjusted to the full time out date based on his original court commitment. Inmates who violate their work release agreements may not be allowed to re-enter the work release program.

Inmates shall only be eligible for work release if the Work Release Supervisor determines the person is qualified as specified under Penal Code Section 4024.2(d).

An inmate currently serving time on the Work Release/Weekender program who is arrested for a new charge shall be booked under his current booking number and a supplemental booking shall be issued for the new charge or warrant. Bridge staff shall contact GHRC for the on-call Work Release Program/ (WRP) staff when an inmate currently in the Work Release Program is arrested for a new charge. Only the Work Release staff has the ability to transfer the inmate back into custody. However, if the inmate has a booking number issued by the Work Release office (Facility 36), the inmate shall be booked under a new booking number and handled as a new arrestee.

(Rev. 3/2017)

10.100. INMATE RELEASE PROCEDURES

103.00(32). ADJUSTED OUT DATE: The "PM" duty officer shall pull and disposition all jackets for Adjusted Outdates (AOD). The AOD list is generated by querying the release menu in JIMS. A JIMS query and SNS needs to be completed prior to release of the AOD's to ensure clearance of all wants and warrants.

(Add. 12/2012)

110.00(32) RELEASING OFFICER RESPONSIBILITIES: (Refer to the GHRC Post Orders.)

194.05(32). CASH DRAWER CONTINGENCY PLAN: In the event of an inmate being released without funds due to a computer failure, the duty officer shall:

- Maintain a handwritten release log, listing the inmate's name, booking number and reason for the release.
- Complete a Release With-out Funds form (ASU #090201).
- The inmate shall receive contact information for the Fiscal Office to retrieve their money.

(Rev. 3/2017)

10.210.00. BAIL INFORMATION

210.00(32) BAIL ACCEPTANCE: Cash bail, and bail bonds are not accepted at GHRC. In the event an inmate wants to bail, the inmate shall be informed WVDC or CDC is able to accept bail bonds. All bail bonds posted at CDC or WVDC may be faxed to GHRC for a bail bond release.

(Rev. 3/2017)

239.00(32) ACCEPTING BAIL FROM ANOTHER FACILITY: When a bail bond is faxed from another facility, the duty officer shall work the inmates booking jacket. If an inmate has more than one non-sentenced case, a separate bail bond will be required for each case. The faxed bail bond shall be attached to the booking record and placed in the inmate's jacket.

(Add. 12/2012)

11.100. PHYSICAL HOUSING DESCRIPTIONS

110.00(32). HOUSING: The various inmate classifications can be housed in the following locations, these may change as the inmate population varies and different needs arise:

- Maximum housing.....B-Blocks
- Maximum housing.....A & E Blocks
- Maximum housing.....C and D – Blocks
- Low to medium housing.....Minimum - 1 & J Tank
- Inmate workersMinimum – 2
- Civil Commitments, SVPs or PC's...K – Tank
- CCU Overflow.....I – Tank

(Rev. 11/2025)

120.00(32). INMATE MOVEMENT: All Maximum and Minimum inmates shall be escorted, when outside their housing unit, by a deputy sheriff or authorized custodial staff.

Facility staff shall maintain visual observation of all inmates moving throughout the facility, including those inmates going to and from the ROP Complex, until they reach their intended destination and another staff member assumes responsibility.

(Rev. 11/2025)

130.00(32). TYPICAL HOUSING UNIT DESCRIPTION: The Maximum Housing unit is a linear style design (cells are in a straight row, with no central control station for observation).

The single/ or multiple occupancy cells (1, 2, or 4 beds) are located in the following areas: A & E, C & D, K and Administrative Housing.

Dormitory housing in the Maximum unit consists of the following areas: J-Tank, I-Tank, B-1, and B-2.

(Rev. 7/2017)

140.00(32). DORMITORY UNITS: The Minimum Housing Units (M1 & M2) are both dormitory units. Each consists of four separate dormitories. Each dormitory houses sixty (60) to ninety (90) inmates, each dormitory has its own restroom and shower area.

11.100. PHYSICAL HOUSING DESCRIPTIONS

150.00(32). WEST MINIMUM AND WEST MAXIMUM UNITS: The West Minimum facility is a dormitory style unit with three separate dormitories. Each dormitory houses: WD-1 = 90, WD-2 = 90, WD-3 = 82, WD-3 also has an additional glass enclosed area consisting of 8 beds.

The West Maximum unit consists of two tiers with 13 cells, on each of the upper and lower tiers. Four of the cells are four-person and the remainder are two-person cells. The ~~Female~~ West Maximum Unit houses 28 inmates on each tier totaling 56.

(Rev. 11/2025)

160.00(32). SHELTERED HOUSING: Inmates with a physical disability or those with a temporary physical ailment (Walking cane or cast) may be housed if medically cleared.

(Re. 5/2014)

11.200.00 HOUSING GUIDELINES

240.00(32) TIER TIME: Suggested tier time and day room rotations are listed in the individual position POST Orders; these times should be followed as closely as possible. In the event circumstances arise which dramatically alter the suggested schedule, the on-duty watch commander shall be notified.

Non-discipline inmates shall receive as much tier time and/ or dayroom as possible between the completion of the morning meal and lights out. Each tier or dorm shall have a minimum of three (3) hours of dayroom time per day. This time shall be clearly logged in the housing unit log book. Inmates do not need to be locked down during shift change.

Deputies shall monitor the dayroom to ensure inmates are following facility rules and regulations at all times. Inmates shall not be required to participate in tier time or day room activities.

Inmates housed in E-1, E-2 on discipline shall be given the opportunity to shower daily and the appropriate log entry shall be made including the date and time of the shower.

(Rev. 3/2018)

245.00(32) LIGHTS OUT: Lights out at GHRC generally shall be 2200 hours Sunday through Thursday nights and extended to 2300 hours on Friday, Saturday and non-court nights.

(Rev. 12/2012)

260.00(32). RESTRICTED AREA: Same as bureau policy.

(Reviewed 9/2011)

295.00(32) CLEANLINESS AND SANITATION REQUIRED: Bunks shall be kept neat. Inmates shall be permitted to shower at least every other day and more often if possible. (Refer to Title 15, Section 1266.)

297.00(32) TOILET PAPER: The Supply SCS shall order toilet paper for the Male and Female Facility and shall be stored. The Supply SCS shall be responsible for delivering toilet paper to each of the housing units upon requests, for storage in the janitorial closets.

The housing deputies shall be responsible for ordering toilet paper from the Supply SCS when their inventory becomes low. The deputies shall be responsible for issuing the toilet paper to their various housing units as it is needed. (Rev. 5/2014)

11.200.00 HOUSING GUIDELINES

299.00(32). SANITARY NAPKINS: A sufficient supply of sanitary napkins, panty liners and tampons shall be maintained in the Female housing unit. Female inmates in need of feminine hygiene supplies shall have unlimited access to them at West Minimum and West Maximum. Female inmates SHALL NOT be subjected to a physical search or inspected to receive feminine hygiene products.

Staff shall not require proof if a menstruating person needs hygiene products in order to supply them. Individual inmates determined to be hoarding sanitary napkins or using the napkins for purposes other than personal hygiene are subject to disciplinary action.

(Rev. 11/2025)

11.300 UNIVERSAL PRECAUTIONS/CONTAMINATED CLOTHING

315.00(32). BIOHAZARDOUS WASTE: Biohazardous waste shall be placed in red plastic biohazardous contamination bags. Staff shall place the bags with the dirty laundry outside their housing units. The laundry staff shall collect and dispose of the bags in biohazard waste containers located outside the laundry room.

(Add. 12/2012)

11.400. HIGH SECURITY INMATE MOVEMENT

430.00(32). HANDLING OF HIGH SECURITY INMATES: When moving a "High Security" (Red Suit) inmate, the inmate shall be handcuffed and leg-ironed prior to being removed from his cell. Two (2) deputies shall be used to move a "High Security" inmate, the On-Duty sergeant should be advised prior to moving an inmate of this classification.

(N/A to GHRC)

(Rev.3/2015)

450.00(32). MOVEMENT TO/ FROM COURT: When an inmate of "High Security" is moved to court, he shall remain in his cell until called for by the transporting unit. Prior to removing the inmate from his cell he shall be secured as mentioned in section 11/430.00. (32). When the inmate is returned from court he will be immediately returned to his housing unit, where he shall be searched and a clothing exchange conducted prior to re-housing.

(N/A to GHRC)

(Rev. 3/2015)

460.00(32). OUTSIDE RECREATION: "High Security" inmates are generally housed at WVDC and NOT at GHRC. In the event that an inmate of this classification is housed at GHRC, he shall be given his allotted time outside recreation as required by title 15 (three hrs. within a seven day period).

Inmates shall not be placed into the recreation yard until a Deputy or SCS is in the Maximum recreation guard tower and the yard has been thoroughly searched.

(N/A to GHRC)

(Rev.3/2015)

11.500. OBSERVATION AND SPECIALTY CELL LOGS:

501.00. SAFETY CHECKS: Facility commanders shall ensure a sufficient number of personnel are on duty to conduct at least hourly safety checks of inmates. Safety checks shall include direct visual observation at random intervals and complete documentation of the observations on logs. The intent of the observation checks is to account for the presence of inmates and to look for signs of observable distress or trauma. Deputies shall make direct visual observations of each cell, dorm/ bunk areas, restrooms, showers and other areas where inmates could be located within their assigned housing areas. Special attention shall be paid to those areas hidden from staff's routine view.

Initiating logs: Housing and specialty cell logs shall be used to document the observation of inmates. Housing logs shall be replaced every 24 hours at 0001 hours. Deputies shall ensure the required information entered on logs is accurate and legible. Logs shall be posted in locations that cause deputies to walk past the area under observation to get to the logs.

Log entries shall document inmates' activities and behaviors. Notations shall include but are not limited to:

- Meal
- Shower
- Water/Toilet Facilities
- Sleeping/Breathing
- Restrained/How
- Out to Hospital
- Activity
- Doctor Evaluation
- Bizarre Behavior/Type
- Water shut off
- Refused Meal
- Refused Shower
- Refused Water/Toilet Facilities
- Movement
- Out to Court
- Interview/Type
- Combative/Verbal
- Psych Evaluation
- Self-Inflicted Injury

Shift supervisors shall conduct visual checks of the housing logs for completeness, and document the check with his initials, employee number and time of the check. This shall occur at least once per shift.

Supervisors shall make a notation on the paper log, indicating the supervisor's awareness of, and reason for, the late entry. Late entries may require a more formal action including but not limited to, requiring employees responsible for the late entry to provide a written reason the entry was late. (Refer to Title 15, Sections 1006 & 1007).

(Rev. 12/2012)

Routing Logs: Staff shall collect handwritten observation logs from the previous day at 0001 hours and route per facility policy.

11.500. OBSERVATION AND SPECIALTY CELL LOGS:

E1/E2:

When an inmate is placed in E-Blocks for a discipline or pre-discipline, a discipline report is required. The discipline shall contain the reason for placement. A watch commander shall be notified when an inmate is placed in E1/E2 housing. A transfer of an inmate between E1/E2 housing does not require a watch commander notification.

565.00 ADMINISTRATIVE HOUSING:

Administrative Housing is no longer used at GHRC. In the event it becomes necessary or exigent circumstances arise requiring the use of Administrative Housing, the Watch Commander shall obtain Captain or Lieutenant approval to use, even temporarily.

The exterior door, providing access to the Administrative Housing cells, shall remain locked at all times unless the housing deputy is inside the Administrative Housing corridor. No inmate workers shall be allowed inside of the Administrative Housing area without a deputy escort.

Deputies are required to make at least hourly checks on the inmates for their safety. These safety checks shall be conducted as randomly as possible.

If an inmate is housed in Administrative Housing during count, the following procedures shall be adhered to:

The deputy shall have each inmate stand in front of the window/bar area of his cell door. The inmate shall be fully dressed, and have his ID card clipped on his shirt pocket. The deputy shall observe each ID card and inmate. The deputy shall compare the inmate's ID card to the count sheet. Upon completion of count, the inmate may return to his bunk.

If an inmate is housed in Administrative Housing for more than 24 hours, they shall be given the opportunity to shower daily and the appropriate log entry shall be made including the date and time of the shower.

(Rev. 10/2018)

570.00(32) ADMINISTRATIVE HOUSING LOG AUDIT: The facility commander or his designee shall inspect these logs on a regular basis.

(Rev. 7/2017)

11.700. FEEDING PROCEDURES AND SCHEDULES

710.00(32). FEEDING HOSPITAL RUNS: Inmates scheduled for clinic and hospital appointments shall be transported by the WVDC Transport Unit. The assigned hospital transport deputy shall be responsible for the security, feeding and maintenance of those inmates.

If the inmate is prescribed a "Special Diet", the GHRC kitchen shall provide the special diet meal to be transported with the inmate by the WVDC Transportation Deputy.

Inmates returning from hospital runs who were not feed, shall be provided a meal or sack lunch. The duty officer shall notify the facility kitchen and have the meals sent to the bridge holding cells.
(Rev. 12/2012)

740.00(32). FACILITY FEEDING PROCEDURES:

MAXIMUM

The food for the Maximum Housing Unit shall be prepared and individually packaged by the kitchen staff. It shall be delivered via enclosed insulated carts to the rear door of Maximum, S/W of E-Blocks.

The Maximum Rover deputy, when available, shall take the "1" key from the key control on the bridge and escort the food carts to the outside of the door. The A&E Deputy shall remove all inmates from the hallway and lock the doors prior to giving the "ALL CLEAR" to open the door.

Refer to the individual Post Orders as to the feeding process of each of the housing units.

MINIMUM – ONE

Inmates housed in Minimum one shall be fed in the Chow Hall. The feeding process shall be supervised by: the watch commander, M-2 Deputy, M-1 Deputy, Transportation Deputy (when available), and Kitchen Support Deputy (when available).

SHORTLINE: All Minimum-1 inmates on special diets or "slow eater" status shall be sent to the chow hall first. A daily list of special diets or slow eaters status inmates shall be given to the Minimum Housing Unit deputies by the nursing staff during the first watch briefing.

The inmates shall be sent to chow hall, one dorm at a time, (rotated on a daily basis). They shall pick up their food trays and will be directed to sit by a deputy. They shall be given at least fifteen (15) minutes to eat.

11.700. FEEDING PROCEDURES AND SCHEDULES

There shall be NO unnecessary talking in the chow hall; the passing of food is not permitted. Inmates wearing jackets shall be required to unbutton them while inside of the chow hall.

Refer to the individual Post Orders as to the feeding process.

MINIMUM – TWO

Inmates housed in Minimum two shall be fed in the Chow Hall. The feeding process shall be supervised by: the watch commander, M-2 Deputy, M-1 Deputy, Transportation Deputy (when available), and Kitchen Support Deputy (when available).

SHORTLINE: All Minimum–2 inmates on special diets or “slow eater” status shall be sent to the chow hall first. A daily list of special diets or slow eaters status inmates shall be given to the Minimum Housing Unit Deputies by the nursing staff during the first watch briefing.

The inmates shall be sent to chow hall, one dorm at a time, (rotated on a daily basis). They shall pick up their food trays and will be directed to sit by a deputy. They shall be given at least fifteen (15) minutes to eat.

There shall be NO unnecessary talking in the chow hall; the passing of food is not permitted. Inmates wearing jackets shall be required to unbutton them while inside of the chow hall.

Refer to the individual Post Orders as to the feeding process.

WEST MINIMUM AND MAXIMUM

The food for the West Minimum and West Maximum Housing unit shall be prepared and individually packaged by the kitchen staff. It shall be delivered via enclosed insulated food carts to the rear door of the West Minimum and West Maximum, by the Kitchen staff. The inmates shall be fed in the dayroom. They shall be given a minimum of fifteen (15) minutes to eat.

The inmates in West Maximum shall be fed in the dayroom area. Inmates, at times, may also be fed in their cells when extenuating circumstances exist.

Refer to the individual Post Orders as to the feeding process.
(Rev. 11/2025)

11.700. FEEDING PROCEDURES AND SCHEDULES

740.05(32). USE OF DAYROOM TOILET DURING FEEDING TIME: No inmate shall use the dayroom toilet during feeding times. If an inmate needs to use the toilet, they may use the toilet located in their cell.
(Rev. 9/2011)

750.00(32). FEEDING TIMES:

- BREAKFAST
- BREAKFAST
- LUNCH
- DINNER



760.00(32). FOOD DELIVERY: Food deliveries to the Kitchen from contract vendors SHALL only be accepted during normal working hours (0600 to 1530 hours).
(Rev. 11/2025)

11.800. INMATE CLOTHING:

810.00(32). CLOTHING AND BEDDING ISSUE: GHRC inmates shall be given the standard issue of clothing and bedding described in Section 6/979.00(32), in accordance to policy and GP rating. The exception to this would be for inmates with medical conditions established a Qualified Healthcare Professional.

During the winter months, October 1 – April 1, inmates in M1, West Minimum, West Maximum and M2 receive jackets. Inmates in A Blocks, B Blocks, and West Minimum receive and extra blanket.

(Rev. 11/2025)

840.00(32) INMATE WORKERS: Inmate workers may receive additional clothing according to their work assignment, such as jackets, boots, shoes, etc. White Velcro tennis shoes may be purchased through commissary.

(Rev. 12/2012)

855.00(32). CLOTHING EXCHANGE SCHEDULE: Normal clothing exchange will be conducted as follows:

MONDAY:	BLOCKS: White roll and sheet
TUESDAY:	M-1: Exterior clothing and white roll/towel
WEDNESDAY:	M-1: Blankets (1 st Wednesday of the month)
	M-2: Blankets (2 nd Wednesday of the month)
	BLOCKS: Blankets (3 rd Wednesday of the month)
THURSDAY:	BLOCKS: Exterior clothing and white roll/towel
FRIDAY:	M-1: White roll/towel and a sheet.
	M-2: Full exchange and sheet only

Clothing exchange for the blocks and M-1 and M-2 shall take place during day shift. Inmate workers may exchange their clothing as necessary after completing their work assignment for the day.

Clothing exchange for the West Minimum and West Maximum units will be conducted twice per week. The clothing exchange schedule is as follows:

TUESDAY (PM shift): Whites only (towel, t-shirt, panties, bra, and socks)
SATURDAY (AM shift): Exterior clothing, whites and sheets. (Blankets once a month on the 4th Wednesday of the month.)

(Rev. 11/2025)

860.00(32) ENCHANGE OF UNDERGARMENTS (WHITE ROLL): Refer to 11.855.00. (32).

862.00(32) EXCHANGE OF OUTERGARMENTS: Refer to facility specific policy 11.855.00(32).

11.800. INMATE CLOTHING:

865.00(32). INMATE WORKER CLOTHING EXCHANGE: Inmate workers shall receive clothing exchange after the completion of their duties. The M2 housing deputy shall coordinate and conduct the clothing exchange of inmate workers returning from work. Refer to 11.855.00. (32).
(Rev. 3/2017)

868.00(32) SHEET EXCHANGE: Staff shall issue one bed sheet, and exchange it once within a seven day period. Sheets shall be exchanged one for one, unless medical needs necessitate additional sheets as directed by the GHRC Medical Staff. Refer to Title 15, Section 1271 and facility specific policy 11.550.00(32).
(Rev. 12/2012)

869.00 (32). BLANKET EXCHANGE: Refer to 11/855.00. (32).
(Rev. 12/2012)

11.1000. CLOTHING INVENTORY

1010.00(32). CLOTHING INVENTORY AT INTAKE: Inmate personal clothing shall be inventoried and entered into the JIMSnet computer by the employee assigned to Receiving/Property. The clothing shall be placed in the assigned property bin and stored in the locked property rooms at GHRC.

1015.10(32). PERSONAL PROPERTY/ MONEY RELEASE Inmates requesting a "Clothing Exchange/ Property Release" form (ASU#000301) shall complete the form and turn it in to a deputy. The deputy shall verify the inmates I.D. and make a notation with his signature on the form. Once the request has been approved by the Watch Commander, the inmate shall be advised of the approval by routing a copy of the request to him. The original shall be kept in the inmate's booking jacket. Once the clothing is brought to the facility, the Property SCS or Housing Deputy shall exchange all of the inventoried property for the new items and update the inmate's property/clothing screen.

Only inmates sentenced to state prison shall complete a "State Prisoner Property Release Form," (ASU Form #000902.)
(Rev. 3/2017)

1040.00(32). PROCESSING THE REQUEST: If an inmate qualifies for the release of personal property, or money (Sections 11/1040.00 and 11/1040.10) the watch commander shall sign and approve the release.

All of the inmate's money should NOT be released, other than for bail purposes. A minimum of \$10.00 should be left on the inmate's fiscal account, so they do not become indigent and require assistance with hygiene, and medical supplies.

1045.00 (32). PROCEDURE FOR SHOE EXCHANGE: If the medical staff approves an inmate to have his own personal shoes, they shall complete a medical form indicating the approval. The watch commander may approve an exchange for other than medical reasons. Only new shoes in the box without gang markings, coloring, or affiliations shall be accepted. Inmate's personal foot wear shall have the inmate's last name and booking number permanently marked on them.

12.100. PRO-PER PRIVILEGES

105.00(32) SUPPORT SERVICES STAFF RESPONSIBILITIES FOR LEGAL RESEARCH ASSOCIATES SERVICE: All Pro-Per inmates shall be transferred to West Valley Detention Center. GHRC does not have the required law library or an assigned Pro-Per Liaison officer.

The Service & Re-Entry Division offers a Legal Research service. The information shall be posted in each housing unit.

(Rev. 11/2025)

12.200. INMATE GRIEVANCES

240.00(32). SUPERVISOR/ WATCH COMMANDER RESPONSIBILITIES:

Upon receiving a grievance, the Watch Commander shall route it to Administration, who shall log it and assign a supervisor to conduct the investigation.

(Rev. 3/2017)

250.00(32). INVESTIGATION PROCEDURE: The supervisor assigned a grievance shall conduct an investigation of the allegations. The findings shall be recorded on a grievance response form (supplements may be attached if necessary). The grievance response shall be returned to the Lieutenant for review. Once approved, a copy of the completed grievance response shall be given to the inmate and additional copies shall be routed accordingly.

(Rev. 5/2014)

252.00 INMATE GRIEVANCE LOG: Inmate grievance logs shall be maintained at each facility. Log shall contain:

- Inmate grievance number
- Date grievance received
- Inmate's name and booking number
- Grievance issue
- Staff member grievance assigned
- Date grievance assigned
- Date completed grievance is due
- Date inmate received the answered grievance
- Involved employee

(Add. 3/2018)

12.300. INMATE REQUEST SLIPS

300.00 REQUEST SLIPS: Inmate request slips are available using the automated kiosk or will be provided by housing personnel to be used by inmates when they have a request for service or information.

(Add. 3/2018)

305.00 INMATE REQUEST SLIPS: In order to process requests timely and efficiently, staff shall require inmates to use the automated kiosk located in the housing area. If the kiosk is unavailable, inmates may complete the Inmate Request Slip form (AS E080401). Staff shall review and answer completed requests whenever possible. Completed request slips shall be answered in a professional manner. Staff shall forward request slips they are unable to answer to the appropriate location or supervisor. Staff shall respond to request slips using JIMSnet. Staff shall sign and date any request slip once answered if using (ASU #080401) form. Inmates shall be advised of the outcome of their request electronically on the kiosk. Completed request slips using the ASU #080401 form shall be placed in the inmate's booking jacket.

(Add. 3/2018)

310.00 RELIGIOUS REQUEST SLIPS: Inmates shall use the automated kiosk located in the housing area. If the kiosk is unavailable, inmates may complete the Religious Request Slip form (ASU #080402) for religious requests. Facility chaplains shall review and answer completed requests whenever possible. Chaplains shall respond electronically to request slips using JIMSnet. Chaplains shall sign and date request slips after requests are answered if using (ASU #080402) form. Chaplains shall forward request slips they are unable to answer to the appropriate location or supervisor. Inmates shall be advised of the outcome of their request electronically on the kiosk.

(Add. 3/2018)

320.00 LIBRARY REQUEST SLIPS: Inmates shall use the automated kiosk located in the housing area. If the kiosk is unavailable, inmates may complete the Library Request Slip form (ASU #080403) for requests. Staff shall give inmates the requested literature as soon as it is available. Library staff shall coordinate with the Community Service & Re-Entry Division for requests regarding religious holy books. Staff shall allow inmates to retain up to three holy books. Library staff shall respond to request slips using JIMSnet. Library staff shall sign and date request slips if using (ASU E080403) form and they shall be kept until literature are returned by inmates.

(Rev. 11/2025)

12.300. INMATE REQUEST SLIPS

325.00 MEDICAL REQUEST SLIPS: Inmates shall use the automated kiosk located in the housing area. If the kiosk is unavailable, inmates may complete the Health Services Request form (ASU #020501) for medical records. Health Services shall respond to medical request slips using JIMSnet. Forms shall be forwarded to Health Service personnel, if Health Services Request form (ASU#020501) was used.
(Add. 3/2018)

330.00 SUPERVISOR/ WATCH COMMANDER RESPONSIBILITIES: It is the responsibility of each watch commander and/or supervisor to regularly review the Inmate Request queue to ensure the requests are being answered. The watch commander and/or supervisor shall also review the Inmate grievance queue and answer any grievances which fall under their area of responsibility.
(Add. 3/2018)

12.600. INMATE MAIL

650.00(32). DELIVERY AND STORAGE OF INCOMING INMATE MAIL:

The assigned SCA shall pick up the mail at the U.S. Post Office Monday through Friday. It shall be delivered to the bridge for processing. Once the mail has been processed it shall be placed in the drawer for the appropriate housing location.

The oncoming shifts shall check the drawer for the mail. The mail shall be delivered forthwith.

(Rev. 5/2014)

680.05(32). UNAUTHORIZED CHECKS OR MONEY ORDERS: Staff shall only accept the following for deposit into an inmate's trust account: cash, United States Postal or Western Union Money order, or a Commercial financial institution cashier's check. Unauthorized items shall be returned to the sender. (Refer to Bureau Policy Sections 12/670.00 and 16/104.00.

690.20(32). QUESTIONABLE PUBLICATIONS: Any questionable items received through the U.S. Mail which are deemed inappropriate shall be returned to the sender. If it is not possible, the item may be placed in the inmate's property.

(Rev. 3/2017)

12.700. LEGAL MAIL

730.00(32). RECEIVING / DELIVERING LEGAL MAIL: SCA staff processing incoming mail, shall not open easily recognizable legal mail. All legal mail shall be given to the watch commander to be delivered to the inmate. The watch commander, or his designee, shall open the mail in the presence of the inmate and inspect it for contraband. The mail shall be given to the inmate and shall not be read by any staff member.

(Rev. 3/2017)

12.900. INMATE HAIRCUTS

912. (32). HAIR CARE PROCEDURES: Hair extensions, wigs, cornrows, braids, and ponytails are not allowed. Using string, rubber bands or pieces of bed sheets/towels/clothing to the hair is forbidden. Cutting names, numbers, or designs into the hair is forbidden.

Pre-trial inmates may request a haircut after their initial 30 days in custody and every 30 days thereafter. Sentenced male inmates shall have hair maintained at required levels of grooming standards for their work assignments. If a grooming standard is in question, the employees are encouraged to consult the work crew supervisor for clarification regarding specific standards.

Male inmates requesting hair care can check out the electric hair clippers daily during dayroom times. The clippers shall be securely maintained, when not in use, in the deputy's stations. The deputy will take the inmates I.D. card when checking out the clippers. The clippers shall only be used in the dayroom/tier and not taken into the inmates housing unit or restrooms.

West Minimum inmates may check out hair care equipment from the deputy's station and the equipment shall only be used in the beauty shop. Refer to POST orders for additional information.

West Maximum inmates may engage in hair care activities daily. The inmates may check out hair care equipment from the West Maximum SCS. They shall only use the equipment in the classroom next to the dayroom and not take the equipment back to their cells. No more than two inmates shall be in the classroom/beauty shop at one time. Refer to POST orders for additional information.

All grooming equipment shall be cleaned with the approved disinfectant after each use.

(Rev. 11/2025)

12.1100. NEWSPAPERS

1110.00(32). NEWSPAPERS: Newspapers are purchased for inmates by Inmate Welfare. The floor deputy shall be responsible for the collection and distribution of newspapers to the inmate population on a daily basis. Daily newspaper exchange shall be conducted in the following manner:

- Newspapers are delivered to the jail each day.
- Bridge personnel shall forward the newspaper to each inmate housing area.
- Commercial inserts are removed from each newspaper prior to distribution.

Housing areas shall receive the following amount of newspapers:

(5) West Minimum and Maximum

(4) M-1 (when occupied)

(4) M-2

(2) A-Block

(2) B-Block

(2) C-Block

(1) D-Block

(1) E-2

(2) J-Block

(2) I & K-Blocks

(Rev. 11/2025)

12.1600. OUTSIDE RECREATION

1610.00(32). MINIMUM REQUIREMENTS FOR OUTSIDE RECREATION:

MAXIMUM

Inmates housed in the Maximum Housing Unit shall receive a minimum of three hours of recreation over a seven day period. An SCS may be assigned to supervise recreation. It is the responsibility of this SCS to ensure each of the housing units in the Maximum Housing unit receives the minimum amount of recreation time. Recreation for the Maximum Housing units shall be conducted in the enclosed yard located to the east side of the building. The door to the recreation yard is adjacent to the officer's walkway of A and E.

The Recreation SCS shall be responsible for checking the yard prior to the start of each recreation period and security during recreation. He shall maintain a log (Refer to Section 12/1640.00).

The Recreation SCS shall follow the procedures outlined in the individual Post orders for the rotation of the cell blocks and the procedures for conducting recreation. Refer to POST orders for additional information.

MINIMUM ONE & MINIMUM TWO

The Main Recreation Yard, located between Minimum One and Minimum two housing units may be used for minimum security inmates. There shall be no more than ninety (90) inmates in the yard at one time. Inmates housed in Minimum Two shall not be allowed to participate in recreation with Minimum One inmates. Refer to POST order for additional information.

All inmates shall be checked out and accounted for when using the Main Yard.

All inmates shall be required to walk through the metal detector whenever exiting and entering the housing unit.

At least one deputy shall be present at all times while inmates participate in outside recreation and shall never leave the inmates unattended. All inmates are to remain three feet from fence line. All tables shall be visible and in the same area. Deputies shall monitor the inmate's actions ensuring facility rules are adhered to.

12.1600. OUTSIDE RECREATION

Outside recreation shall be totaled each day and recorded in half hour increments on the daily housing recreation logs. An inmate's refusal to attend shall be counted the same as participating for purposes of Title 15. Inmates shall have at least three hours of outside recreation within a seven-day period.
(Rev. 3/2017)

WEST MINIMUM AND MAXIMUM

Outside recreation for inmates housed at the West Minimum facility shall be conducted in the Main Yard (back yard) located behind dorm three. During inclement or windy weather, the small yard in the front of the facility may be utilized with watch commander approval.

Outside recreation for the West Maximum facility shall occur in the West Maximum recreation yard.

The West Minimum and Maximum Deputy and the West Minimum and Maximum SCS shall follow the procedures outlined in the individual Post Orders for conducting recreation. They will both be responsible for maintaining recreation logs.
(Rev. 11/2025)

1630.00(32). HOUSING DEPUTY RESPONSIBILITIES: One housing deputy assigned to the Minimum units shall supervise the inmates during outside recreation and an SCS shall be responsible for supervising maximum security inmates when in the Maximum recreation yards.

The Minimum housing deputy shall search the recreation yards for contraband and check all outside doors to ensure they are secured prior to beginning outside recreation. The Maximum Recreation SCS shall search the recreation yards for contraband prior to placing inmates in the yards.



12.1600. OUTSIDE RECREATION

All inmates may be searched for contraband before and after recreation.

Outside recreation shall be recorded in the Housing Unit Recreation Log book with a start and end time, the total amount of inmates attending, along with the total hours given for the day by the housing deputies and/or SCS. Refer to section 12/1610.00(32) and Facility POST Orders.

(Rev. 3/2017)

1650.00. (32). TYPES OF OUTSIDE ACTIVITIES:

MAXIMUM

- Issued sport equipment or games.

MINIMUM ONE

- Issued sport equipment or games.

MINIMUM TWO

- Issued sport equipment or games.

WEST MINIMUM AND WEST MAXIMUM

- Issued sport equipment or games.

(Rev. 11/2025)

12.1600. OUTSIDE RECREATION

1660.00(32). OUTSIDE RECREATION TIME PERIODS: Outside recreation time periods shall be conducted as per bureau policy 12/1610.00 if personnel and jail activities permit. Refer to Section 12/1610.00.

(Rev. 12/2012)

1690.10 INCLEMENT WEATHER: Staff shall not allow outside recreation during serious smog alerts, rain, or during periods of extreme heat or cold.

(Add. 3/2018)

1670.00(32). EMERGENCY SITUATIONS:

MAXIMUM

In the event of an escape or attempted escape, the deputy shall immediately notify the Duty Officer of the situation. The prisoner shall be ordered to STOP. If the prisoner scales the recreation yard fence and assistance has not yet arrived, assistance shall be requested again. The use of deadly force is authorized ONLY to protect life and in accordance with State Law and Departmental Policy.

If there is a fight in the yard, the deputy shall call for assistance, and order the inmates to STOP. The use of Deadly Force may be used to protect the life of an inmate, if the situation is in accordance with State Law and Departmental Policy.

MINIMUM

Depending on the size and type of emergency, the Deputies assigned to M-1, or M-2 shall advise the Duty Officer of the situation and then make an attempt to respond and control

(Rev. 3/2018)

12.1700. INMATE VISITING

1710.00(32). MINIMUM REQUIREMENTS FOR VISITING: Refer to Section 12/1750.05.05. (32).

1720.00(32). VISITING LOCATIONS: All male visitors (Maximum and Minimum) shall be conducted in the visiting booths located in the Maximum Building. Inmates housed in Minimum Housing may be sent or escorted to the Maximum Building. They shall report to the "Golden Gate" door and then directed to the visiting area by the C & D Deputy.

Visits for female inmates shall be conducted in the visiting room of the Female Facility.

(Rev. 12/2012)

1750.05(32). VISITING SCHEDULE: Due to the flexibility and changing of the inmate classifications housed at GHRC, the visiting schedule is subject to change according to the need of the facility. A copy of the current schedule shall be posted in each of the housing units and made available to the public visitors. (Rev. 12/2012)

1755.00(32). INMATE VISITING GUIDELINES: Visiting appointments shall be made one day prior to the requested visit. Visiting days are Wednesday through Sunday. Visitors must arrive 30 minutes prior to their scheduled visit to check-in. Late arrivals will not be admitted. Visitors are prohibited from bringing in cell phones, photographic or recording devices, or tobacco products to the facility. Visitors must dress in appropriate attire. Visitors who fail to comply with the dress code will be denied their visit. Visitors must keep children within arm's reach. Staff may terminate visits if parents/guardians fail to maintain control of accompanying children. Minors must be accompanied by a responsible adult. (Add. 4/2017)

1780.00(32). PAT DOWN SEARCH OF VISITORS: Searches are not routinely conducted on visitors. However, if there is probable cause to warrant a "Pat-Down" search, the watch commander shall be advised prior to conducting the search.

(Rev. 3/2017)

1790.00(32). VISITOR'S PERSONAL PROPERTY IN VISITING AREA: Visitors shall not take any personal property (bags, purses, cigarettes, books, magazines, electronics, food or drink, strollers, or diaper bags etc.) into the visiting area. They shall be advised to leave these items in their personal vehicles.

(Rev. 10/2012)

12.1800. VISITING PRODEDURES

1800.00(32). VISITING:

GENERAL PROCEDURES

Visiting hours shall be posted at the front gate, on the Bridge and in the housing units.

Inmates on disciplinary status shall not be allowed to have family visits; however, they may receive visits from their attorney and religious advisor (Ref. 12/1910.00).

The Front Gate Deputy shall be responsible for the visitors who come to visit housed inmates. All visitors must pass through the metal detector before entering the visiting lobby. If the alarm is activated, check the visitor for metal and have him attempt to pass through again. Use good judgment and demeanor in requesting a pat down search of the visitor.

Any visitor with a physical defect or injury requiring the use of a walker, wheelchair, crutches or other prosthetic device may be allowed to enter the facility with their equipment. No personal property except keys shall be allowed on the facility.

The deputy shall ensure once visiting commences all visitors shall remain in the visiting room and not loiter in the lobby or front entry area. If a visitor fails to comply with this rule, they may be asked to leave.

The deputy assigned to C-Block or Maximum Rover shall be responsible to conduct a walk-through of the visiting area to ensure there are no problems or rules violations being conducted. This deputy shall also monitor the visitation times to ensure each inmate receives his minimum allotted time.

Visiting appointment rosters are sent to each housing unit indicating which inmates have visits for the day. The Front Gate Deputy shall notify the housing deputy approximately 10 minutes prior to the scheduled visit of which inmates need to be sent to visiting. The housing deputy calls each inmate and checks each inmates ID card. If assigned to the minimum units, the deputy shall log each inmate who is sent to the visiting area. Male control shall be notified prior to sending the inmates for visitation. The housing deputy shall check off each inmate as they return from their visit.

Inmates are not to have any communication with their visitors either going to or returning from their visits. If they are caught having unauthorized communication, a discipline report may be written.

Upon completion of the visiting day, it will be the responsibility for the C-Block deputy to conduct an inspection/search of the inmate visiting area. It is the

12.1800. VISITING PRODEDURES

responsibility of the gate deputy to conduct an inspection/search of the visiting area (front entryway, lobby, visiting area, and bathrooms) to ensure no damage has occurred or contraband hidden for inmates. If visiting is not completed by the end of the AM watch, the AM deputy shall advise the PM Deputy. It shall become PM shifts responsibility to conduct an inspection/search of the visiting area and secure the lobby doors.

(Rev. 3/2017)

VISITORS WITH SERVICE ANIMALS

Visitors entering the facility accompanied by a dog or a miniature horse the visitor claims is a service animal shall be admitted. A visitor claiming the need for the service animal shall not be asked about their disability nor be required to provide proof of disability. The visitor shall not be required to verify the animal's capability as a service animal.

When a visitor with an animal attempts to enter the facility, staff should ask; If the animal is required because of a disability and what work or task the animal has been trained to perform; If the person states the animal is a pet, the animal shall be denied entrance to the facility; If the animal growls, or otherwise acts in a manner that poses a direct threat to the health and safety of others, it shall not be allowed into the facility. Barking alone is not a reason to direct the person and service animal to leave the facility. Some service dogs are trained to bark to alert its owner of an onset of a medical condition such as a seizure. Staff should speak to the owner and summon medical assistance if necessary.

A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

(For further information on visitors with service animals, refer to Post Orders Intro section.)

OFFICIAL VISITING

An attorney, bondsman, probation officer, ordained minister or peace officer may request an official visit by filling out a "Request for Official Visit Form" at the front gate any time during normal business hours. After hours visits need a watch commander's approval.

(Rev. 9/2011)

12.1800. VISITING PRODEDURES

PHOTOCOPYING IDENTIFICATION

When an inmate's attorney, investigator, legal assistant or interviewers from the Conflict Panel request an official visit, they will fill out the Request for Official Visit Form, a photocopy of their official identification will be taken and placed in the inmates booking jacket.

Licensed or certified process servers (Refer Title 15: Section 1068: PC825 (b)).

1810.00(32). VISITING PROCEDURES: Refer to Section 12/1720.00(32). The procedures for conducting visiting are listed in each of the position Post Orders.

1810.05(32). INMATES OUT TO COURT: There will be no makeup periods for those inmates who are Out-to-Court. They may visit during their next schedule visiting period.

(Rev. 9/2011)

1820.00(32). VISITING PASSES: Visitors will be given a visiting pass indicating the booth number to be used for their visit.

(Rev. 3/2017)

1855.00(32). LOBBY CONTROL DEPUTY RESPONSIBILITIES: This position is the responsibility of the Front Gate Deputy.

(Rev. 9/2011)

1860.00(32). CONTROL ROOM OFFICER RESPONSIBILITIES: The Front Gate Deputy at GHRC will be responsible for: checking in visitors, accepting deliveries, searching arriving and departing delivery vehicles. Additionally, he is responsible for security at the front gate and lobby.

(Rev. 3/2017)

12.2000. OFFICIAL VISITS

2010.00(32). VISITING PROCEDURE FOR OFFICER INTERVIEW ROOMS: Law Enforcement Officers, who request to visit or interview an inmate, will be permitted to conduct the visit in a secure area.
(Rev. 5/2014)

2030.00(32) OFFICIAL VISITORS: Official visits are those conducted by the following:

- An attorney who is requested by the inmate or the inmate's family. All other attorneys shall use the regular visiting area.
- Attorney of record including private investigators and legal assistants with letters of identification from the attorney of record. This does not include legal runners.
- Peace officers, parole agents, public defenders and DA investigators, and probation officers who are conducting an investigation.
- Attorneys, investigators, and legal assistants or interviewers from the Conflict Panel. (A current list of Conflict Panel attorneys, investigators, and legal assistants or interviewers shall be maintained by ASU in Starlink.)
- Notary public having paperwork requiring an inmate's signature.
- Bail agents having paperwork requiring the inmate's signature (Power of Attorney, Bail Agreement, or Promissory Note.)
- Religious officials meeting the requirements set forth in Bureau Policy Section 12.1910.00.
- City, County, Federal or State Officials with proper identification acting in an official capacity.
- Licensed process servers.
- Veteran Affairs employees who have been cleared by Inmate Welfare.

(Add. 3/2018)

2030.02(32) PRIVATE INVESTIGATOR EMPLOYEES: No private investigator's employee shall be granted an official visit without the attorney letter, the private investigator's letter, the letter of application, and the completion of a record check. If approval is granted by the Watch Commander, the Front Gate deputy shall ensure a request for Official Visit form is completed for each official visit. The Gate Deputy or assigned SCA shall enter the information into the visitor update screen of the JIMS computer and the form shall be filed in the inmate's booking jacket.

(Rev. 3/2017)

2030.05(32) AUTHORIZED HOURS FOR OFFICIAL VISITS: Official visits shall only be allowed between 0800 – 2200 hours. NO other time shall be allowed without the approval of the shift supervisor.

(Add. 3/2018)

12.2000. OFFICIAL VISITS

2030.20(32). AUTHORIZED AREA FOR OFFICIAL VISITS: There are two official visiting booths in the visiting area of the Maximum building. Official visits for a female inmate will be conducted at the official visiting window at the Female visiting area.

(Rev. 9/2011)

2030.30(32). OFFICIAL VISITOR LATE FOR VISIT: Due to the minimal amount of official visit request, Official Visitors are not required to schedule their visits at GHRC.

(Rev. 9/2011)

2030.35(32). CANCELING AN OFFICIAL VISIT: An Official Visit may be canceled at any time for violations of policy, or for security reasons.

2040.00(32). DEPOSITIONS: GHRC does not have any secured visiting areas capable for conducting depositions with inmates. Because of this, the inmate should be transferred to WVDC for the deposition.

(Rev. 3/2017)

2050.00(32). PROBATION INTERVIEWS: There is one telephone in the holding area of the male Maximum unit and one in the corridor of the West Minimum side. The phone is to be used for probation interviews.

(Rev. 11/2025)

2050.05(32). PROCEDURE FOR PROBATION VISITS: Same as official visit.

12.2200. INMATE COMMISSARY

2210.00(32). COMMISSARY-GENERAL PROCEDURES: Commissary purchases shall be limited to amounts set forth in Detentions and Corrections Policy Manual.

Commissary requests are handled through the Kiosks System, located in each housing unit. Orders placed by 2200 hours on Monday will be processed and delivered that Wednesday, with a makeup day of Friday. Inmates on discipline or PIM status are permitted to purchase and possess hygiene items, writing materials, and stamped envelopes.

Any inmate committed to the facility, may request an inmate welfare bag by placing an order with commissary. The welfare bag will be distributed on Wednesdays. The bag consists of one toothbrush, one tube of toothpaste, writing materials, stamped envelope, soap, comb, and a shaving razor. A charge shall be deducted from the inmate's fiscal account and may accumulate as a negative balance when necessary.

(Rev. 11/2025)

2210.05 COMMISSARY PROCEDURE: Commissary purchases are handled through the Kiosk System located in each housing unit. Inmates may place their orders during dayroom times. In the event the Kiosk System is inoperable, commissary slips shall be passed out to inmates each Monday. Slips shall be collected by the PM shift deputy, no later 2200 hours. The deputy shall put the slips in the commissary drawer located on the Bridge no later than 0500 hours on Tuesday. The commissary personnel shall distribute inmates' purchases on Wednesdays with a make-up day on Fridays. A deputy shall be present while commissary personnel distribute orders to the inmates.

(Add. 3/2018)

2210.10(32). STAFF ACCEPTING COMMISSARY: If the inmate is off the facility during scheduled commissary delivery, the inmate may have to receive their commissary on the make up day (Friday). If the inmate is an inmate worker assigned to a job on the regular delivery days and make up days, the deputy may receive their commissary with watch commander approval and give it to them when they return from work at the end of the day. Refer to Bureau Policy.

(Rev. 5/2014)

2220.02 RECEIVING RESPONSIBILITIES: Any Inmate committed to this facility, may request an inmate welfare bag. A new inmate shall be offered a welfare bag during the receiving process. A charge of \$3.00 shall be deducted from the inmate's fiscal account.

(Add. 3/2018)

12.2200. INMATE COMMISSARY

2250.10(32). MARKING PERSONAL ARTICLES: All items of clothing, including footwear, i.e.: shoes, sandals and shower shoes, and cups purchased through commissary or exchanged from outside this facility shall have the inmates last name and booking number on it in a prominent location to aid staff in easily identifying its owner. Possession of another inmate's property is grounds for discipline.

(Rev. 9/2011)

12.2300. INMATE DISCIPLINE

2310.00(32). WEARING SOCKS WITH SHOWER SHOES: Inmates shall not wear socks with shower shoes. Inmates violating this policy, shall be issued a Minor Rule Violation for this offense.

(Rev. 10/2012)

2320.50(32). REMOVING AN INMATE FROM DISCIPLINE: On the date an inmate is scheduled to be removed from discipline, he/she shall be re-housed on PM shift, after count is completed and cleared.

(Rev. 3/2017)

2325.00(32). DISCIPLINE PROPERTY LOCKER: Male inmates placed on discipline shall have their packaged and inventoried property stored in one of the locked property lockers inside of the A&E control station. Female inmates placed on discipline shall have their packaged and inventoried property stored in discipline storage bins located in the locked property room.

(Rev. 3/2017)

2345.00(32) INMATES OUT FOR HOSPITAL/CLINIC APPOINTMENTS: Inmates out to the hospital or clinic appointments who are on discipline shall have their property stored same as in section 12/2325.00(32). If the inmate is not present when the property is being inventoried, the deputy shall document on the property forms the reason. Examples include, but are not limited to, inmates being transported to the hospital, court, posing threats to staff.

(Rev. 3/2017)

2395.00(32). DISCIPLINE INMATES FROM OTHER FACILITIES: Inmates who receive a discipline while on a rotation work crew at a sub-station and returned to GHRC, shall be housed in discipline as per facility policy.

(Rev. 3/2017)

2512.00 JAIL DISCIPLINE REPORT NUMBER AND JAIL DISCIPLINE

LOG: (Same as bureau policy) A Jail Discipline Report Number (JDR) shall be issued and placed on the discipline report by the sergeant conducting the initial review of the discipline report. The sergeant shall enter the required information into the JDR log located in the GHRC Admin share drive.

(Rev. 10/2018)

2512.05(32) INMATES TRANSFERRING WITH PENDING DISCIPLINES:

The duty officer shall ensure inmates on discipline who are being transferred within the Bureau are sent with a copy of their disciplines. Staff receiving the discipline forms shall ensure they are routed to the proper locations to ensure the facility Watch Commander can conduct the pending disciplinary hearing within a reasonable amount of time.

(Rev. 3/2017)

12.2600. RELIGION

2645.00. RELIGIOUS OBJECTS AND ARTIFACTS: Religious objects and artifacts shall only be allowed in written or photocopy form.
(Rev. 9/2011)

12.2800. LIBRARY SERVICES

2820(32). LIBRARY BOOK DISTRIBUTION: The SCS Librarian shall be responsible for library services and maintenance of the facility library. The books and periodicals shall be delivered to the various housing units and issued to the inmates. Inmates must complete a library request slip and list the desired reading material.

(Rev. 5/2014)

13.100. INMATE WORKERS

105.00(32) INMATE WORKERS POLICIES AND PROCEDURES: Inmate Workers are sentenced inmates assigned to various job duties. The Facility Commander or designee shall appoint the Population Management Deputies to assign jobs to inmates meeting the classification requirements.

REPORTING FOR WORK

The housing/control deputies shall assemble the inmate workers on each of the work crew sheets at the required time. The inmates will be escorted to their workstations by a deputy, instructor or work supervisor.

JOB ASSIGNMENT

The inmate worker job assignments shall be made by the deputies assigned to M2 and the West Minimum and Maximum Facility. The inmate's name, booking number and job assignment shall be entered in (JIMS NET) scheduling work crew update.

HOUSING ASSIGNMENTS

Inmate housing assignments shall be completed by the Centralized Classification Unit (CCU) and deputies assigned to M2 and the West Minimum and Maximum Facility. Male inmate workers may be housed in Minimum Housing Unit Two. Those inmates with holds or classification conflicts may be housed according to their classification needs and inmate population restrictions.

SLEEP PERIODS

The time for lights out is the standard time for all inmates housed at GHRC, 2200 hours, Sunday through Thursdays, and 2300 hours Fridays, Saturdays and non-court days. Inmates who have job assignments on the early shift may be assigned to a common dorm, so they may have a better opportunity for an uninterrupted sleep period.

WORK SCHEDULES

Work schedules are determined by the work crew supervisors. The housing deputies shall be responsible for checking the inmates out to the work crews and checking them in when they return.

13.100. INMATE WORKERS

LOSS OF WORK PRIVILEGES

Inmate workers may work an extra detail (Sweeping, mopping, washing windows, etc.) to work back work time hours lost for disciplinary reasons if they are eligible. Refer to bureau section 12/2519.00 Discipline guidelines and 12/2523.20 Inmate worker violations JDR guidelines.

INMATE WORKER RULES AND REGULATIONS

The Population Management Deputy shall have the assigned inmate worker sign an "Inmate Worker Standards Agreement" (ASU# 100415 form). The inmate worker must comply with the rules therein in order to work, remain on work status, and retain their PC4019 work credits. Refer to bureau section 13/106.00.

SPECIAL CIRCUMSTANCES

Those inmates who are assigned to jobs that will require them to leave the facility compound, such as: Construction, Heavy equipment, Maintenance, Culinary, Landscape crew, etc. shall be cleared for this type of job prior to assignment.

The Population Management Deputy shall clear such inmates by conducting a thorough review of the inmates past criminal history, a check for holds, an evaluation of the inmates conduct while incarcerated, and an assessment of the remaining length of the inmate's sentence. If the classification officer notes a particular question with regard to an inmate's history, they shall bring it to the attention of the Administrative Sergeant for a final determination.

(Rev. 3/2017)

14.100. USE OF PHYSICAL FORCE

170.01(32) LOCATION OF OC: OC is stored [REDACTED]
[REDACTED]
[REDACTED]

181.00(32) DUTY WEAPONS: Deputies assigned to the Front Gate and Transportation position may maintain their duty weapon while on the Bridge during their assigned shift. The Front Gate deputy shall remain armed at all times while in the Public and Visiting areas [REDACTED]
[REDACTED]

(Refer to Department Policy Section 2.608.10)
(Rev. 11/2025)

14.200. INMATE DEATH INVESTIGATIONS

280.00 (32). AUTHORIZED RESPONDING PERSONNEL: The following emergency personnel may be authorized to enter the GHRC Facility:

- Fire Department/ Paramedics;
- Sheriff's Homicide;
- Sheriff's Scientific Investigations;
- Deputy Coroner San Bernardino County.

290.00 (32). QUALIFIED HEALTHCARE PROFESSIONAL RESPONSIBILITIES: The GHRC's Supervising Qualified Healthcare Professional shall examine the inmate's medical records and prepare a written report to the Facility Commander, containing the following information:

- Summary of inmate's medical history and treatment;
- Summary of all medical examinations, including diagnosis and treatment;
- Summary of complaints made by jail staff pertaining to any problems the inmate appeared to have prior to his/ her death;
- All emergency aid given at the scene;
- Copies of all medical records.

(Rev. 11/2025)

290.20 (32). ROUTING QUALIFIED HEALTHCARE PROFESSIONAL REPORT: Upon completion of any report the Supervising Qualified Healthcare Professional shall place the original medical records in a special Inmate Death File. A copy of the report along with a copy of the inmate's medical record is prepared for civil Liabilities.

(Rev. 11/2025)

14.500. POLYGRAPH EXAMINATIONS

520.00(32). POLYGRAPH EXAM LOCATION: There are no secure areas at GHRC to conduct an in custody polygraph. The inmate shall be transferred to WVDC for temporary housing and the attorney shall be advised to contact WVDC to set up an appointment.

(Rev. 9/2011)

540.15. DEPARTMENT EXAMINER: If an in custody GHRC inmate is to receive a polygraph from SBSB examiner, the inmate will be transported to Headquarters. A deputy will be assigned to remain with the inmate until the conclusion of the exam and then return him to GHRC.

(Rev. 3/2015)

14.600. MORRISSEY – HEARINGS

605.00(32). MORRISSEY HEARING: All Morrissey Hearings shall be conducted at WVDC. If a GHRC inmate is scheduled for a Morrissey Hearing, the duty officer shall be responsible for placing the inmate's name, booking number and housing location on the court calendar. Inmates shall be transported by WVDC Transportation Division the day of the hearing and shall return the same day.

(Rev. 12/2012)

14.1200 INMATE PROGRAMS

1210.00(32) LINEUPS: All lineups shall be conducted at WVDC. (Refer to WVDC Facility Policy)
(Add. 9/2011)

14.1400. VIDEO ARRAIGNMENT

1410.00(32). VIDEO ARRAIGNMENT: Inmates scheduled for video arraignment shall be added to the court calendar and transported by the Transportation Division to West Valley Detention Center.

(Add. 3/2018)

15.100. FACILITY INSPECTION

100.05(32). FACILITY INSPECTIONS: Inspection of the facility is an on-going process that shall be the responsibility of every employee. All employees are responsible for the cleanliness of their assigned work area, reporting maintenance malfunctions, identifying areas of concern, and reporting needed repairs to the proper divisions.

The housing deputies shall conduct inspections of their housing units twice per shift and shall document the inspections on the housing observations logs.

A formal inspection shall be conducted every month by an assigned sergeant. This sergeant shall utilize the pre-printed monthly inspection form. After the inspection is completed, copies of the form shall be routed to the Executive Officer for review.

(Rev. 5/2014)

15.200. COURT CALENDAR

210.00(32). COURT CALENDAR: Inmate court warrants are set up in a file by date located in the "Dummy Warrant Box" in the Duty Officer's Work Station. The Duty Officer or Court Liaison shall be responsible for setting up the Court Calendar. This is accomplished by running the JIMs Court Menu, Court Calendar (Name). This list is then verified against the Dummy Warrants.

The court calendar shall include court appearances, rotation workers, inmate workers, hospital/clinic runs, parole/Morrissey hearings, and any special runs including the morning release list. Copies of the court calendar shall be distributed to the following areas:

- Housing units/blocks
- Medical Unit
- Receiving
- Front Gate
- Receiving/property room
- WVDC Transportation

(Rev. 3/2017)

15.300. COURT PULLS

310.00(32). COURT PULL GUIDELINES: The P.M. shift deputies shall be responsible for conducting the Court Pull. The housing deputies shall verify the inmate's location, identity and pull any inmate property needed for court "Roll-Ups" or "Drug Courts".

The inmates housed in the Maximum housing units shall be fed breakfast in the units. When called for by the duty officer, male Maximum inmates shall be escorted to the GHRC Bridge and placed in the holding cells. Male Minimum inmates shall eat in the dining hall and then shall be escorted to the bridge holding cells to await the arrival of WVDC Transportation.

After the completion of their meal, the inmates will be placed in the white chairs next to the deputies' station to await the arrival of WVDC Transportation.

(Rev. 11/2025)

16.100. INMATE TRUST ACCOUNTS TYPE II AND TYPE III FACILITIES

104.00(32). INMATE TRUST ACCOUNT – ACCEPTABLE DEPOSITS: Any money received for, or from an inmate (at the time of intake, deposited by a visitor, received via mail, etc.) shall be placed on the inmate's fiscal trust account. Staff shall only accept the following for deposit in an inmate's trust account; cash, United States Postal or Western Union Money Order, or a Commercial financial institution cashier's check.

(Rev. 3/2017)

104.20(32). PROCESSING CASH: At the time of intake, all of the money taken from a new booking shall be totaled and accredited to his fiscal account on the JIMs computer. The money shall be placed in sealed envelope and the inmate's booking label shall be affixed to the envelope prior to depositing the envelope into the fiscal safe.

If money is received through the U.S. Mail (U.S. Postal Money Order), the SCA processing the mail shall make the entry into the inmate's fiscal account. A copy of the transaction shall be printed and sent to the inmate. After all of the mail is processed, the SCA shall print out a RECAP of all transactions. This shall be attached to the money orders prior to depositing them into the watch commander's office gun locker.

120.00(32). INMATE TRUST ACCOUNT – COMPUTER FAILURE CONTINGENCY PLAN: If the JIMs computer systems fails and entries cannot be made into inmate's fiscal accounts, the money and receipts may be set aside and entered into the system when it is reactivated. After the entries are made, the money and receipts shall be processed as per policy.

If an inmate is scheduled for release and staff is unable to access the inmate's fiscal account, the inmate shall be released without his money. He shall be given a pre-printed form that will inform him he is being released without his money and to contact the fiscal department at the telephone number and dates listed for information on how to retrieve the money owed to him.

(Rev. 3/2017)

120.05 (32). PROCESSING CASH AT INTAKE: Refer to Section 16/110.05 (32).

16.100. INMATE TRUST ACCOUNTS TYPE II AND TYPE III FACILITIES

130.00(32). INTAKE MONEY RECEIVED THROUGH INCOMING MAIL:

Refer to Section 16/110.05(32).

130.05(32). PROCESSING MONEY SENT BY MAIL: Refer to Section 16/110.05(32).

130.10(32). ROUTING MONEY TO FISCAL PERSONNEL: All money taken at the time of intake of a new booking shall be sealed in an envelope and have the inmate's booking label affixed. The envelope shall then be deposited in the fiscal safe.

All money and money orders received through the mail shall totaled and have a RECAP attached. The package shall then be placed into a locker in the watch commander's office.

(Rev. 3/2017)

140.00(32). INMATE MONEY RECEIVED THROUGH THE MAIL-COMPUTER FAILURE CONTINGENCY PLAN: Refer to Section 16/120.00(32).

140.05(32). VERIFICATION OF INMATES IN CUSTODY: An inmate's in-custody status can be confirmed by use of the JIMs computer by accessing the inmate's history by use of a booking number, or name.

(Rev. 9/2011)

16.300. FISCAL RESPONSIBILITIES

305.00 FISCAL RESPONSIBILITY: the fiscal clerks shall receive all of the money deposited into the safe and they shall ensure ~~that~~ the amounts and the RECAPS balance. The money shall then be deposited into the proper bank account.

(Rev. 3/2017)

320.00(32). VERIFICATION OF RELEASE DRAWERS: The Duty Officers shall be responsibilities for balancing the cash box (Refer to Section 16/100.15(32)).

(Rev. 9/2011)

When the amount of money in the Duty Officer's cash drawer depletes to \$900.00, the Duty Officer shall notify the Fiscal Assistant by email advising of the amount and denominations needed to replenish the drawer to \$1500.00.

When the Fiscal Assistant delivers the money to the Duty Officer, both the Duty Officer and Fiscal Assistant shall count the money, complete and sign the Money Accountability Form. A signed copy will be provided to the Fiscal Assistant. The Duty Officer shall scan the original to the GHRC-Share drive folder marked "Bridge and save it into the folder name "Money Cash Out." The original coy shall then be submitted to the Administrative Sergeant.

When the amount of money in the safe depletes to \$1500.00, the Fiscal Assistant will notify the Watch Commander of a needed bank run. The Fiscal Assistant will issue a check for the amount required to replenish the safe to approximately \$3000.00. A Sheriff's Custody Assistant (SCA) shall take the check to the bank accompanied by a member of the safety staff.

The SCA and the safety staff member shall return directly to the facility and turn the money over to the Fiscal Assistant in the Fiscal trailer. Both parties will count the money, complete and sign the "Money Accountability Form." A copy of the signed form will be given to the Fiscal Assistant. The original shall be given to the Duty Officer and scanned into the above mentioned folder, then submitted to the Administrative Sergeant.

A periodic audit shall be conducted of the scanned "Money Cash Out" forms by the Administrative Sergeant.

(Rev. 3/2018)

17.100. MEDICAL RECORDS

101.00(32) MEDICAL RECORDS PROCEDURE: Refer to SBSB Nursing Operational Procedure Manual Section 501.
(Add. 4/2013)

110.00(32). MEDICAL RECORDS: Medical jackets have been designed to meet the standards of records used at most hospitals. The medical record shall be identified with the inmate/ patient's booking number, full name, birth date, and date of arrest. All medical records are to be kept in the inmate's electronic medical record.
(Rev. 3/2018)

110.05(32). MEDICAL RECORD CONTENT: Medical records shall contain all hospital and health department referrals, medial envelopes, special diets, prescriptions, and any other information that may be deemed pertinent to an inmate's electronic medical record.
(Rev. 3/2018)

110.10(32). JACKET TRANSFERS TO GHRC: A Qualified Healthcare Professional (QHP) will maintain hard copy medical jackets for inmates booked prior to November of 2016. For all inmates booked during or after November of 2016, QHP will maintain electronic records.

When inmates are transferred to other facilities, the hard copy of the medical jacket, if it exists, will be sent to the new facility. When inmates are released from custody, the hard copy of the medical jacket, if it exists, will be sent to WVDC.
(Rev. 3/2017)

150.00(32). TRANSFER OF MEDICAL INFORMATION TO CONTINUING CARE AGENCIES: Per Minimum Jail Standards for Local Detentions Facilities, the following procedure shall be implemented:

150.00(32). TRANSFER OF MEDICAL INFORMATION TO CONTINUING CARE AGENCIES (continued):

- Prior to transferring inmates out of county or to other facilities, a list shall be made available to a Qualified Healthcare Professional as early as possible;
- A search shall be made for the Medical record of each inmate on the above mentioned list;
- Any record produced which notes a life threatening condition shall need a medical follow-up form. The following are conditions which shall need forms:

17.100. MEDICAL RECORDS

- Diabetics
 - list current medication dose
 - date of last Doctor check
 - last fasting blood sugar
 - diet or snack requirements;

- Cardiac
 - current medications
 - date of last Doctor check
 - copy of EKG/ X-ray, if done
 - lab work results

- Dialysis
 - current medications
 - schedule of dialysis
 - last dialysis
 - phone number to dialysis unit

- Colostomy
 - current medication
 - acute or chronic condition (is the colostomy permanent, or temporary?);

- Hemophiliac
 - current medication
 - last time factor given
 - note if inmate has been seen at the hemophiliac clinic or by the Facility MD;

- Seizures
 - current medication

 - last seizure (if in custody)
 - therapeutic blood levels, if done
 - date of last MD check;

- Asthma
 - current medications
 - therapeutic levels, if done
 - date of MD check, if done

- Ortho
 - casts/ crutches, or cane
 - ortho follow-up dates
 - medication
 - note any devices such as slings, braces, etc. that have been used while in custody;

- Paraplegic
 - note use of wheelchair, ability to

17.100. MEDICAL RECORDS

- Psychiatric Conditions
 - care for self, etc. catheter, or self cath. Bowel evacuation procedure (note "self care");
 - note if special housing is needed
 - note if suicidal
 - current medication/ the need for supervision of medication;
- Pregnant
 - date of confirmed pregnancy through lab
 - number of weeks/ months pregnant, if known
 - current medication, last OB clinic visit;
- Others
 - Lupus
 - Cancer
 - Chron's, etc
 - current medications
 - date of MD check
 - date of follow-up, if indicated

When the discharge summary is printed, it shall be placed in a manila envelope and given to the Transporting Officer/ or Release Officer with the following label:

INMATE MEDICAL RECORDS (NAME OF FACILITY where the inmate is being sent)
(Rev. 11/2025)

17.100. MEDICAL RECORDS

150.05(32). AUTHORITY: Minimum Jail Standards (Section 1206): The information shall be a standardized format and include diagnostic tests performed, medications prescribed, pending medical appointments, significant health problems, and other pertinent information that is necessary for continuation of health care.

(Rev. 9/2011)

17.100. MEDICAL RECORDS

200.05(32). SICK CALL POLICY: There is an established schedule for the days and times sick call and other non-emergency related medical services shall be generally conducted at GHRC. Other jail activities may cause some minor deviations in this schedule.

(Rev. 5/2014)

210.00(32). SICK CALL: Held seven days a week, once daily for each unit.

220.00(32). FACILITY MEDICAL DOCTOR: Appointments are held Monday, Wednesday, Thursday, and every other Tuesday starting at 0800 hrs and Friday, starting at 0600 hrs.

(Rev. 3/2018)

230.00(32). FACILITY PSYCHIATRIST: Appointments are held once a week on Friday, starting at 1100 hrs.

240.00(32). QUALIFIED MENTAL HEALTH PROFESSIONAL : Appointments are held Monday through Thursday, starting at 0800 hrs.

(Rev. 11/2025)

250.00(32). FACILITY DENTIST: Dental appointments for male inmates are on Monday at WVDC and for female inmates on Tuesday at WVDC. When a holiday falls on a Monday, WVDC staff will reschedule to an available date.

(Rev. 3/2018)

260.00(32). "WALK-IN" INMATES TO SICK CALL: Deputies shall NOT send "Walk-In" inmates to sick call unless the illness or injury is of an emergency nature.

If the illness or injury is in need of immediate attention, the deputy is to first contact the Qualified Healthcare Professional (QHP) and advise of the need or treatment. The QHP shall then authorize the deputy to bring the inmate to the infirmary, or the QHP may respond to the area where the inmate is; depending on the nature of the emergency.

Inmates who become ill and are not emergency cases shall be referred to sick call the following day via a written request for medical attention. Medical requests slips are available through each Housing Deputy.

(Rev. 11/2025)

17.100. MEDICAL RECORDS

INJURED INMATES: Any time an inmate is injured to the extent that he needs first aid treatment, the watch commander shall be notified immediately to determine if a criminal action is involved in the injury. In the case of non-criminal activity, an investigation shall be conducted to establish the civil liability of the jail. A complete investigation shall be conducted and an injury report submitted before the watch commander goes off duty.

(Rev. 9/2011)

INMATE ON THE JOB INJURIES: Inmate workers are NOT eligible for Workman's compensation, with the exception of inmates assigned to the Fire Crew that sustain an injury during the course of their Fire Crew duties. San Bernardino County Ordinance 1723 excludes workers compensation coverage to inmate workers.

MOVEMENT OF INJURED PERSON: Movement of injured persons within the jail will normally be governed by those procedures taught in basic first aid and described in the Employee Safety Health Manual.

These procedures state that an injured person should not be moved except to prevent further injury or possible death. Should it become necessary to move the person, keep them lying down flat. The person should be slid onto a wide board and tied securely to prevent them from rolling off.

Whenever an inmate, staff member, or visitor is injured and movement is of a concern, the facility Qualified Healthcare Professional shall respond and supervise the movement when possible. However, emergency situations may exist that require the injured person be moved immediately to prevent further injury or possible death.

Portable gurneys are located in designated areas within the jail. These gurneys should be used to move injured people when necessary.

There are also wheelchairs available that may be used to move persons depending upon the extent and nature of their injuries or illness.

When carrying an injured person, walk in step to prevent jarring and carry only the distance necessary.

(Rev. 11/2025)

17.300. MEDICAL PROCEDURES

320.00 SICK CALL/ MEDICATION DELIVERY: Refer to bureau policy.
(Add. 3/2018)

330.00(32). HOSPITAL REFERRAL: Sick or injured inmates must be examined by the Qualified Healthcare Professional (QHP). If the examination indicates it is necessary to have the subject treated at the County Medical Center, the QHP shall complete a referral form. The hospital referral form shall accompany the inmate to the hospital. The QHP on duty shall be responsible for the appropriate follow up and is to notify the Watch Commander and Duty Officer.
(Rev. 11/2025)

330.05(32). AMBULANCE TRANSPORT: All inmates charged with felonies transported to the hospital or any other location from GHRC [REDACTED]
[REDACTED] Watch commanders shall ensure inmates are secured and supervised when transported by ambulance [REDACTED]
[REDACTED] While at the hospital, do not permit anyone to remove the security equipment unless it is medically necessary. Upon arrival at the hospital, the deputy shall immediately secure the inmate in a room designated for prisoners.
(Rev. 11/2025)

330.10 (32). TRANSPORT OF INMATE TO AND FROM THE HOSPITAL:
Refer to section 17/330.05(32) and bureau policy section 17/330.10.
(Rev. 12/2012)

330.25(32). PROCEDURE FOR TRANSFERRING AND RETURNING INMATES TO ARROWHEAD REGIONAL MEDICAL CENTER: If an inmate is sent to the County Medical Center for treatment, and the medical staff requests the inmate to be admitted or housed at the hospital, the following procedure shall be followed:

Advise the Facility Watch Commander. Once the inmate has been assigned to a hospital room, release custody of the inmate to the deputy assigned to the Hospital Jail Ward.

The Facility Duty Officer shall transfer the inmate to WVDC on the computer. The inmate's property and clothing shall be transported to WVDC. Refer to Bureau Section 17/330.10.
(Rev. 3/2017)

17.300. MEDICAL PROCEDURES

370.20(32). SPECIAL DIETS: Any special diet requirement is to be initiated by medical staff; one copy of the paperwork is forwarded to the facility kitchen and the female facility, one is placed in the inmate's medical record. Upon discontinuation of the diet, the Infirmary will update the inmate's electronic medical record.

(Rev. 3/2018)

370.25(32). COURT APPEARANCES AND MEDICAL PROBLEMS: When a medical inmate is sent to court, the dummy warrant shall contain, in addition to any hold, an explanatory statement outlining the inmate's medical problems. The watch commander shall advise the Jail transportation officer of all necessary information to safeguard the health of both the inmate and staff. Prisoners with communicable diseases shall NOT be transported on normal runs, but shall be transported and caused to appear in court individually, particularly in the case of desert or other courts. They shall be permitted to remain two or three days pending court action. Any other serious problems shall be annotated on the dummy warrant, such as epileptic, diabetic, heart patient, and so forth. They may be transported with other prisoners, but should be viewed as often possible. A Qualified Healthcare Professional shall have previously issued the subjects their medications; however, if medication is due before the subject could reasonably be returned to the jail from the outlying court, the Jail transportation Officer shall take sufficient medication to last the subject, and shall release it to the station involved, or administer whatever is necessary.

(Rev. 9/2011)

370.35(32). USE OF KWELL LOTION: If the existence of crabs or lice should be determined by a Qualified Healthcare Professional (QHP), and the inmate is found to be infested, a QHP shall give instructions as to the proper application and use of kwell lotion or shampoo. The inmate shall be showered and the issuance of clean clothing and bedding shall occur. The infested clothing and bedding shall be placed in a red plastic bag and sealed. The red bags containing the infested articles shall be labeled and marked, "Infested, Lice/Crabs".

(Rev. 11/2025)

17.300. MEDICAL PROCEDURES

380.20(32). PROCEDURE FOR ACCEPTING/EXCHANGING EYEGLASSES:

Personal prescription eyeglasses and contact lenses shall be accepted for inmates provided they do not already have a pair in their possession. (NO PRIOR APPROVAL IS NECESSARY).

Eyeglasses that have been damaged may be exchanged on a one-to-one basis. When prescription glasses are brought to the facility, bridge personnel will prepare an inmate trust receipt. The glasses shall be examined to note any damage. If there is any damage, it shall be noted on the trust receipt. The yellow copy of the receipt shall be given to the person leaving the glasses. The original receipt shall be attached to the glasses. The glasses shall be placed into the proper housing mail drawer for the next on-coming shift to deliver to the inmate.

Standard reading glasses shall not be accepted. Inmates requiring the use of reading glasses can purchase them from commissary. If the inmate is unable to purchase the reading glasses, the inmate shall place an inmate request to see the Medical Staff. If the Medical Staff approves the inmate to have reading glasses, the Medical Staff will send the Medical information to the Community Service & Re-Entry Division (CSRD). CSRD shall provide the reading glasses to the inmate and deduct the money from their account even if their account is negative.

Contact lenses shall be accepted if they are in an unopened box. The lenses shall be issued on a month to month basis. Inmate's requiring contact lens cases or solution shall submit a medical request slip. The cases or solution will be issued by medical at sick call.

(Rev. 11/2025)

390.05. MEDICAL CLINIC SECURITY: Security for the Medical clinic and housing area shall be accomplished by the deputy assigned to the C & D housing unit.

(Rev. 9/2011)

390.50(32). DRAWING BLOOD FOR INVESTIGATIVE PURPOSES: A Qualified Healthcare Professional shall not draw blood for investigative purposes. Blood shall be drawn for evidentiary purposes only by court order and completed only by approved contract medical services.

(Rev. 11/2025)

17.600. COMMUNICABLE DISEASE/BLOODBORNE EXPOSURE:

650.00(32). COURT-ORDERED AIDS TESTING: In the event of a court ordered AIDS test, the Public Health Department will contact the Detention and Corrections Bureau Health Services Division to arrange for the specimen collection. GHRC staff shall cooperate with the Health Services Division by arranging for the inmate to be transferred to the appropriate facility or making arrangements for the collection to occur at GHRC.

(Rev. 3/2017)

17.800. PREGNANT INMATES

840.02 (32) MILK WITH MEALS: Pregnant inmates may receive an evening snack and shall receive milk with every meal.

(Rev. 3/2017)

850.00(32) PREGNANT INMATE HOUSING: Pregnant female inmates may be housed at GHRC, until their third tri-mester of pregnancy, at which time they shall be transferred to WVDC. Any female inmate with a high risk pregnancy shall be housed at WVDC. Pregnant inmates shall be housed on a bottom bunk (NO EXCEPTIONS).

(Rev. 8/2018)

17.900. PERSONAL MEDICATIONS

910.05(32). MEDICATION APPROVAL: When a new booking is received at GHRC (Stay-of-Execution.) and they claim an immediate need for prescribed medication that is on their person, the a Qualified Healthcare Professional (QHP) shall be requested to make an evaluation. The QHP shall determine the following:

- Does the inmate have an immediate/ or possible urgent need for the medication;
- Does he need to have access to the medication;
- Does the facility pharmacy have the medication in stock;
- Does the inmate need to see the facility doctor?

If the inmate should have access to the medication, the QHP shall make the evaluation as to how much the inmate should be permitted to have on his person. The remaining medication shall be placed into the inmate's personal property.

The inmate shall be given an appointment to see the facility doctor for evaluation. Refer to Bureau policy.

(Rev. 11/2025)

960.00(32). MEDICATION DISBURSEMENT: Only the appropriate medical staff shall dispense medication to inmates. In the event of extreme circumstances or emergency situation, custody shall dispense medication per the instructions of the a Qualified Healthcare Professional assigned to the facility.

(Rev. 11/2025)

17.1000. COURT DOCTORS VISITS

1020.00(32) IN-CUSTODY PSYCHIATRIC EXAMS:

1020.05(32). COURT-ORDERED PSYCH EVALUATIONS: Evaluations are conducted on Monday through Friday between 0800 and 1700 hours by appointment only with the medical staff. The evaluations are conducted in the Official Visiting booth. Appointments will be made for Tuesdays to review the inmate's physical chart.

(Rev. 3/2018)

17.1100. HOSPITAL POLICIES

1130.05(32). HOSPITAL TRANSPORT DEPUTY RESPONSIBILITIES:

The hospital transportation deputy shall:

- Shall obtain the hospital paperwork from a Qualified Healthcare Professional.
- Transport inmates to ARMC (or other hospital at the direction of emergency personnel) for emergency runs or take inmates to Behavior Health. If the inmate is transported via ambulance, the hospital transportation deputy shall follow the ambulance.
- Shall maintain custody of the inmate at all times unless the inmate is released from custody while at the hospital, the inmate is admitted to ARMC and the Jail Ward deputy has taken over custody, or relieved by another deputy.

Refer to Bureau policy.

(Rev. 11/2025)

17.1500.00. PC290/ PC296 COMPLIANCE

1500.03(32). NOTIFICATION: When reviewing an inmate's criminal history sheet, the Duty Officer shall look for prior sex offenses and complete a Notice of Registration Form SS-8047. The original shall be sent to records, a copy shall be placed in the inmate's jacket and a copy shall be given to the inmate.

Releasing staff shall notate the above inmates' on the 290 Notification form (ASU #120514) and email the list to the Records Division at the end of the day. Notice of Registration Forms shall not be completed for sex offenders released to the custody of state prison.

(Rev. 3/2018)

1525.00(32). OUT OF CUSTODY PROBATIONERS: GHRC personnel shall not collect a DNA sample from persons who are not in the custody of the Sheriff's Department. Such persons shall be directed to report to the Probation Department for collections.

(Add. 9/2011)

1530.00(32). COURT RETURN OFFICER'S RESPONSIBILITIES: The Court Liaison SCS or Duty Officer shall review each felony conviction and complete the necessary Proposition 69 routing slip for inmates who qualify for DNA sample collection. The routing slip and the booking jacket shall be placed on the Duty Officer's desk until the sample collected. The sample shall be collected by sworn staff.

(Add. 3/2017)

1535.00(32). DUTY OFFICER: Following the JIMSnet computer entries, the Duty Officer or Court Liaison shall place the collected samples in the Prop. 69 box located on the bridge.

(Add. 5/14)