

FACILITY POST ORDERS
CENTRAL DETENTION CENTER



Shannon Dicus, San Bernardino County Sheriff-Coroner

Central Detention Center
630 East Rialto Avenue
San Bernardino, CA 92415



INTRODUCTION

The information contained in this manual reflects the current facility outlined procedures to help you perform your job duties at Central Detention Center.

Any modification of procedures in this manual shall first be approved by the CDC Administrative Sergeant. The Facility Commander shall approve facility specific procedures.

This manual, in its entirety, is in electronic format in the Central Detention Center administration shared file, under Post Orders,

ANNUAL REVIEW PROCESS

Central Detention Center facility post orders shall be reviewed and updated once a year by CDC Training personnel. The revision history page is in the Post Orders master copy in the CDC Training office.

INTERMITTENT UPDATES

Suggestions for updates may be submitted in memo form to the Training Office for review and consideration.

LOCATIONS

- Administration Office
- Training Office
- STARLINK
- Watch Commander's

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Floor Deputy (East Side)	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Documentation:

Complete CDC 24-Hour Activity Logbook (sick call, outside rec, visiting, court, etc.).

Ensure Administrative Housing Logs are accurate (document inmate activity: sleeping, awake, tier time, etc.).

Complete Safety Check Log as required.

Ensure all logs are accurate and legible if using paper logs.

Complete crime, injury, and discipline reports as needed.

Inmate Movement & Security:

Supervise inmate movement and maintain security on assigned floor.

Conduct periodic searches of inmate workers and others moving through the facility.

Conduct cell rotations as directed.

Conduct inmate counts as scheduled.

Ensure inmates wear jail-issued footwear (Crocks) during movement; orange canvas shoes permitted for chow if going/returning from court.

Special Housing & Court:

Feed inmates in their cells and supervise inmate meal service.

Ensure single-cell inmates receive tier time and log it.

Pull inmates scheduled for:

Court [REDACTED]

Visits, interviews, church services, supplemental bookings, activities.

Work assignments at designated times.

Grooming care (maintain security in grooming locations).

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Floor Deputy (East Side)	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Mail, Commissary & Distribution:

Distribute:

Mail immediately after night count.

Newspapers immediately after morning meal service.

Commissary slips when kiosk is not operable.

Distribute toilet paper and hygiene items as needed.

Issue mattress to each new inmate before housing.

Floor & Sanitation:

Responsible for cleanliness of assigned floor.

Distribute cleaning supplies to all housing areas.

Ensure inmate workers empty trash containers as needed.

Inspect housing trash containers for cleanliness, vandalism, contraband.

Ensure all cleaning supplies are returned, inventoried, and secured.

Conduct inventory of janitorial closet at all AM shift start:

Report missing items to Support Services or Supervisor.

Inspect for contraband and damaged equipment.

Keep closet doors secured.

Sick Call Duties:

Escort Health Services staff during medication distribution.

Responsible for Eastside sick call.

Pull inmates scheduled for sick call on the Eastside.

Maintain security and control of inmate movement during sick call.

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POST ORDERS (DEPUTY)**

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Monitor inmate sick call.

Assist inmates back to assigned housing locations after sick call.

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Floor Deputy (First & Second)	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Responsibilities:

Maintaining security of the assigned floor.

Supervising inmate movement and activities.

Ensuring cleanliness, accountability, and safety standards are met.

Accurately documenting logs and reports.

Equipment & Accountability:

Conduct inventory of janitorial supplies and chemicals at the beginning of each shift.

Report missing supplies or chemicals to Support Services or a Supervisor.

Inspect closets for contraband and damaged equipment.

Ensure closet doors remain secured when not in use.

Ensure cleaning supplies are returned, secured, and inventoried after use.

Replace black box seal after inspection or inmate disturbances.

Inmate Supervision & Security:

Supervise inmate movement and maintain security on assigned floor.

Conduct inmate counts as required.

Search inmate workers and others during movement and prior to rehousing.

Conduct cell rotations as scheduled.

Monitor inmate services provided by Support Services staff.

Enforce inmate footwear policy:

Crocks required for facility movement.

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Orange canvas shoes permitted in housing areas, recreation, court, and chow (as specified).

Housing Unit Duties:

Maintain cleanliness of assigned floor.

Distribute cleaning supplies to housing areas after meal service.

Inspect housing trash containers for cleanliness, vandalism, and contraband.

Ensure inmate workers empties trash containers as needed.

Provide inmates with toilet paper and hygiene items as needed.

Issue a mattress to each new inmate before housing assignment.

Exchange inmate clothing and return used clothing to the property room.

Logs & Documentation:

Complete Safety Check Log as required.

Ensure all logs are accurate, legible, and maintained (paper or electronic).

Document Administrative Housing logs to reflect inmate activity (e.g., sleeping, awake, tier time).

Complete crime, injury, and disciplinary reports when applicable.

Document inmate property returns from discipline property room. Ensure inmate signs receipt, place copy in inmate jacket.

Inmate Movement & Activities:

Pull, escort, and supervise inmates for:

Court [REDACTED]

Visits, officer interviews, and church services.

Supplemental bookings and other scheduled activities.

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Floor Deputy (First & Second)	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Grooming care appointments.

Sick call (assist Infirmary deputy if needed).

Work details (search inmate workers prior to sending them to work areas).

Escort health services staff during medication disbursement (if needed).

Assist Recreation Deputy with commissary distribution/security.

Announce chow, visits, sick call, and other movements via intercom.

Meals & Commissary:

Feed special housing inmates in their cells.

Supervise inmate meal service.

Ensure inmates walk to chow with cup and spoon.

Collect returned cups/spoons and forward to designated culinary bins.

Distribute commissary slips when kiosk is inoperable.

Mail, Forms & Communication:

Distribute inmate mail [REDACTED]

Distribute newspapers immediately after morning meal service.

Deliver outgoing mail to Guard Shack staff (West Side).

Hand deliver requested forms to inmates and notify Guard Shack staff of delivery.

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Admin / Training Deputy	Last Revised: NEW	04/30/26 6	Last Reviewed	04/30/26
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GENERAL DUTIES

This position is responsible for administering compliance with local, state, and national laws, rules, and regulations as well as the station. This position also is responsible for training at the station.

MAJOR DUTIES

Research laws, rules, and regulations; evaluates and recommends operational standards for the facility.

Research and maintain current knowledge of open records laws, reviews potential areas of compliance vulnerability and risk.

Oversee the implementation of new equipment, policy and procedures.

STATION TRAINING

Develop teaching material and curriculum for briefings.

Update topics / teaching points.

Present and instruct material during briefings.

Other special training as needed or requested.

BOARD OF STANDARDS AND COMMUNITY CORECTIONS (BSCC)

Coordinate closely with the BSCC field representative facilitating the physical inspection of the facility.

Provides the administrative portion of the inspection to the inspector such as policy and compliance programs such as Public Information Plans, Suicide Prevention Plans, Inmate Rules and Regulations.

Conduct pre-inspections at the facility.

Maintain a working BSCC binder for unannounced BSCC inspections.

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Admin / Training Deputy	Last Revised: NEW	04/30/26 6	Last Reviewed	04/30/26
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ENVIRONMENTAL HEALTH INSPECTIONS

Coordinate facilitation of inspection.

Act as a liaison between Environmental Health and the facility.

Notify facility and advise dates of pending inspection via e-mail.

Conduct pre-inspection of facility one week prior to inspection date. Have a copy of prior inspection findings.

Accompany inspector throughout facility, provide information as needed.

Bi-ANNUAL FIRE INSPECTION

Coordinate scheduling and facilitation of each inspection.

Act as a liaison between County Fire and the facility.

Notify facility and advise dates of pending inspection via e-mail and briefings.

Contact County Fire to ensure all dates and times are correct prior to inspection.

Accompany inspector throughout facility, provide information as needed.

**ANNUAL CALIFORNIA ENVIRONMENTAL REPORTING SYSTEM
INSPECTION (CERS)**

Coordinate scheduling and facilitation of each inspection.

Act as a liaison between County Fire Hazardous Waste and the facility.

Notify facility and advise dates of pending inspection via e-mail and briefings.

Contact County Hazardous Waste Fire to ensure all dates and times are correct prior to inspection.

Accompany inspector throughout facility, provide information as needed.

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POST ORDERS (DEPUTY)**

Title:	Admin / Training Deputy	Last Revised: NEW	04/30/26 6	Last Reviewed	04/30/26
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UPDATE ANNUAL SECURITY REVIEW

Coordinate and help with the facilitation of updating the annual security review.

Ensure the binder has been updated with all signatures.

ANNUAL UPDATE FIRE SUPPRESSION

Update the annual fire suppression plan.

Ensure the binder has been updated with all signatures.

Send copy to County Fire for signatures and approval.

ANNUAL EMERGENCY OPERATIONS MANUAL

Update the annual Emergency Operations Manual.

Ensure the binder has been updated with all signatures.

ANNUAL UPDATE FACILITY SPECIFICS

Update facility specifics to reflect changes and updates in case law, Title 15, Penal Code, and other mandated areas.

Revise policy by reviewing, adding, deleting, and combining policy sections.

Update a copy of SB978 of the Facility Specifics Procedure Manual.

Upload a copy of the facility specifics procedure manual into Starlink.

ANNUAL UPDATE FIRE POST ORDERS

Update the Post Orders.

Revise Post Orders by reviewing, adding, deleting, and combining sections.

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POST ORDERS (DEPUTY)**

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Upload a copy of the Post Orders into Starlink.

ADA STATION COMPLIANCE DESIGNEE

Weekly check in with ADA inmates that are housed here at CDC.

Act as a liaison between ADA Compliance Team and the facility.

Coordinate training, reviewing grievances, provide assistance and support to facility staff.

C.I.T. STATION DESIGNEE

Attend bimonthly TREAMS meeting with CIT group.

Act as a liaison between CIT Coordinators and the facility.

RELIGIOUS DIETS DESIGNEE

Facilitate inmates request to be added to religious diets as prescribed in Religious Land Use and Institutionalized Persons Act of 2000 (RLUIPA).

Track all inmates that are on a religious diet.

Have inmates complete and sign all required forms.

Monitor inmate's commissary for compliance on religious diets and write disciplines as needed.

TECHNICAL DUTIES

Prepare and execute thorough written reports, make recommendations, and manage complicated assignments in a manner which enhances the goals of the facility and the accomplishment of its mission.

Conduct audits and/or inspections to ensure the facility operations comply with Title 15, Title 24, the Penal Code, current case law, court orders and written policy.

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Admin / Training Deputy	Last Revised: NEW	04/30/26 6	Last Reviewed	04/30/26
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Follow-up on facility inspections conducted by the Environmental Health, Fire Marshall, and Board of Standards and Community Corrections, to ensure overall compliance.

Supervise any necessary and/or required corrective measures.

Review and evaluate facility, department and bureau policy and procedures. Make recommendations and initiate revisions or additions as necessary.

Serve as a liaison between supervision and line personnel at the station level to ensure timely and appropriate compliance.

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	Sheriff Custody Specialist (Administration)	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Administrative and Technical Liaison Duties

Liaison with:

- **County Information Services Division** – County phone systems.
- **Sheriff Technical Services Division (TSD)** – Computers, software, printers, Aoptix intake cameras, and JIMSnet.
- **CAL-ID** – IBIS (Fast ID) system and Morpho USA DNA computers.
- **Rapiscan** – X-ray machine maintenance and service coordination.
- **District Attorney's Office** – Report submittals, filing status, inmate call recordings, and Keeper of Records testimony.
- **Records Division** – Incident report statistics, Inform/ARS/RMS systems, and inmate booking jacket issues.
- **Administrative Services Unit (ASU)** – Policy compliance.

Operational Support and Facility Maintenance

Pick up supplies [REDACTED]

Manage facility form inventory; order and restock as necessary.

Maintain and organize the forms room.

Monitor the Genetec camera system and assist with maintenance.

Fix facility staff phones when possible to avoid unnecessary ISD service calls.

Maintain adequate inventory of DNA kits and Intoximeter supplies.

Personnel and Key Management

Manage staff key inventory and locker assignments.

Create and distribute new staff member packets.

Issue keys and lockers as needed.

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	Sheriff Custody Specialist (Administration)	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Evidence and Records Management

Serve as **Evidence Officer**: input evidence data into PETS [REDACTED]
[REDACTED]

Digitally file:

- Facility count sheets
- Electronic monitor forms
- Phone recording requests
- Fishlines
- Hospital/Special Run logs
- Vehicle checkout logs
- Housing observation logs

Maintain issued citation files.

Update Adjusted-Out Date summaries for inmate good/work time changes.

Reports, Logs, and Data Monitoring

Review, correct, and maintain:

- Suicide Logs
- Suspended Booking Logs
- Strip Search Logs
- Sobering and Safety Logs

Review and monitor **Discipline Reports (JDR)** for timely routing and completion.

Maintain digital files and logs for all reports.

Input incident data into Bureau and Station spreadsheets.

Submit monthly and statistical reports (Incident, Inmate Injury, Discipline, Grievance) to ASU.

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	Sheriff Custody Specialist (Administration)	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Communication, Discovery, and Legal Coordination

Submit Inform reports to the DA's Office for review and filing.

Provide Discovery materials to:

- o District Attorney's Office
- o Civil Liabilities Division

Copy and distribute inmate phone recordings and security camera footage for requesting agencies.

Respond to inmate inquiries regarding disputed phone charges.

Training and Compliance

Train staff in **Prop 69 DNA collection compliance**.

Mail Prop 69 DNA swabs and maintain logs.

Ensure facility compliance with **Title 15** posting requirements.

Assist with **SCA and SCS** interviews as needed.

Support facility administrators with special assignments.

Assist TSD with maintaining and updating the **Facility Visiting Table** based on housing classifications.

Supervise bridge/admin inmate workers.

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	BOOKING OFFICER	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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General Duties

Inventory and verify all items on the Booking Intake Money Ledger at start of shift; report discrepancies.

Maintain the booking ledger and record all new bookings.

Verify completion of inmate health screens before processing.

Ensure each booking jacket includes a Biometric ID sheet or CAL-Photo.

Review all booking documents for completeness and accuracy.

Confirm charges are bookable and assigned to the correct CNI screen.

Handle inmate property and money in accordance with policy.

Maintain security and visual surveillance in the Intake area.

Audit booking jackets and dummy warrants when time allows.



Inmate Property and Money

Inventory money and property in the presence of both the inmate and arresting officer.

Record on Money & Property screen; both must sign for verification.

Place money in labeled coin envelope (inmate name, number, amount).



Store property in clear plastic bag per policy and forward to Property Officer if found unattended.

Do not accept bulk property or allow inmate workers to handle inmate property.

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	BOOKING OFFICER	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Booking Records and Labels

For release-eligible inmates:

2 booking records, 5 labels (distributed between jacket, inmate copy, application, and ID basket).

For inmates remaining in custody:

2 booking records, 6+ labels (including dummy warrants and supplemental charges).

For federal inmates:

1 booking record, 4 labels.

Suspended Bookings

Process arrestees normally, even if on suspended booking status.

Ensure property is inventoried and health screen is entered.

Forward booking jacket to duty officer for updates and placement in suspended file.

Periodically confirm suspended status with intake deputy; finalize when cleared.

Inmates must be issued a booking number—no exceptions.

Manual Bookings (System Down)

Use preprinted forms and issue new sequential booking numbers.

Complete required forms manually (health screen, property receipt, booking app, records, and hand-written label).

Once JIMSnet is operational, enter all manual bookings electronically in order.

Manual bookings are for **on-site arrests only**.

Money Drawer Procedures

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	BOOKING OFFICER	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Balance cash drawer [REDACTED]

Generate **Cash Transaction Recap Report** in JIMSnet → Fiscal → Reports.

Complete **Intake Daily Recap Sheet** and secure all money, reports, and ledgers [REDACTED]

Report and investigate any overages or shortages immediately.

Intake Money Ledger

At beginning of shift, verify presence of:

1. Drawer key
2. Scissors
3. Stapler

For each booking, record:

- Eligibility (E = eligible for release / K = keep)
- Sex
- Name
- Booking number
- Money amount
- Intake time
- Arresting agency and officer

Supplemental Bookings

Ensure inmates sign for supplemental charges (shifts 2 & 3).

Log all supplemental bookings in the **Supplemental Booking Log**.

Scan and email the log to **Centralized Classification Unit (CCU)** before shift end.

Forward the original log to the CDC Training Office for 12-month retention.

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Bridge Deputy	Last Revised:	10/01/25	Last Reviewed	04/30/26
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[REDACTED]

Coordinate bi-annual inspections and cleaning of firearms with certified armorers.

Facility Equipment Management:

Distribute, maintain, and oversee:

[REDACTED]

Facility flashlights (monthly inspection and inventory).

Mobile Data Computers (MDCs) are assigned to facility vehicles (updates, hardware upkeep, performance).

Key and Emergency Supply Management:

[REDACTED]

Conduct periodic inspection and inventory of:

Emergency water supplies.

Meals Ready-to-Eat (MREs).

Fire Safety Equipment:

[REDACTED]

Facility Records and Inspections:

Prepare and assist with annual facility inspections.

Review and update Temporary Operating Procedures (TOPs) as directed.

Assist in record-keeping and inventory of facility fixed assets.

Coordinate with Facilities Management for site project escorts when required.

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Bridge Deputy	Last Revised:	10/01/25	Last Reviewed	04/30/26
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Documentation and Reporting:

Maintain accurate records of all inspections, inventories, and corrective actions.

Submit completed reports to the Watch Commander by designated deadlines.

Retain copies of documentation per facility retention policy.

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	CLASSIFICATION	Last Revised:	10/01/24	Last Reviewed	04/30/26
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General Duties

Refer to the *Correction Standards and Operations Division Classification Unit* for current policies, procedures, and responsibilities related to inmate classification.

Review inmate booking information, criminal history, and behavior to determine appropriate housing and security levels.

Conduct classification interviews with inmates to assess custody level, program eligibility, and special housing needs.

Ensure classification decisions comply with departmental policies, safety standards, and legal requirements.

Maintain and update inmate classification records within the facility's management system.

Coordinate with housing, medical, mental health, and program staff to ensure accurate and safe inmate placement.

Review and process classification or reclassification requests due to behavioral changes, court dispositions, or sentence modifications.

Assist in identifying and resolving classification-related issues impacting inmate management or housing.

Prepare reports, memos, and documentation for administrative and supervisory review.

Communicate all classification updates and changes to appropriate facility staff and supervisors.

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	CLASSIFICATION	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Initial Classification

Conduct initial classification assessments for newly booked inmates.

Review all intake documentation, including booking sheets, warrants, criminal history, and prior institutional behavior.

Interview inmates to gather information relevant to security risks, separation needs, and program eligibility.

Determine initial custody level and housing assignment in accordance with departmental guidelines.

Ensure special considerations are noted for medical, mental health, or protective custody needs.

Record and file all classification decisions and supporting documentation in the inmate's record.

Reclassification

Review inmate files regularly or upon significant status changes (disciplinary actions, court orders, behavioral improvements, etc.).

Conduct reclassification interviews as required to reassess custody levels or housing needs.

Adjust classification status and update records to reflect current inmate circumstances.

Communicate reclassification decisions promptly to housing, security, and program staff.

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	CLASSIFICATION	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Ensure reclassification reviews are completed within required timelines established by policy.

Maintain documentation of all reclassification determinations for audit and accountability purposes.

Administrative Segregation Reviews

Participate in classification reviews for inmates placed in administrative segregation.

Evaluate documentation supporting segregation placement and assess continued need for separation.

Conduct interviews with segregated inmates when required to review behavior and housing options.

Coordinate with mental health and security staff to assess risk factors and appropriate housing alternatives.

Document findings, recommendations, and decisions in accordance with departmental procedures.

Ensure periodic segregation reviews are completed and filed within the required timeframes.

**CENTRAL DETENTION CENTER
POST ORDERS (Court Liaison SCS)**

Title:	Court Liaison	Last Revised:	04/30/26	Last Reviewed	04/30/26
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Court Liaison – General Duties & Procedures

Court Paperwork Processing:

Receive inmate court paperwork and dummy warrants returning from San Bernardino County Courts.

Stamp each document with the correct date.

Prioritize court orders that mandate inmate release before processing any other commitments.

Verify that all court paperwork contains:

1. Defendant's name and DOB
2. Court of jurisdiction
3. Case number
4. Charges
5. Date of issue
6. Judge/Commissioner's name
7. Court date, time, and department
8. Court seal and signature (electronic signature acceptable)

Confirm accuracy and completeness of all computer-generated court paperwork.

Data Entry & System Updates:

Query JIMS by booking number to locate the inmate's case.

Update the inmate's court screen with:

- o Charges & charge type
- o Bail amount
- o Hearing type
- o Court, department number, date, and time

Update booking jacket / dummy warrant to match bail and court information.

Attach all court paperwork to the correct booking record.

Email questionable or unclear court orders [REDACTED]

[REDACTED]

[REDACTED]

**CENTRAL DETENTION CENTER
POST ORDERS (Court Liaison SCS)**

Title:	Court Liaison	Last Revised:	04/30/26	Last Reviewed	04/30/26
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Warrants & Releases:

Update inmate teletype forms.

[REDACTED]

Run JIMSNET reports to identify inmates eligible for release to other counties.

Forward booking jackets of eligible inmates [REDACTED]

[REDACTED]

[REDACTED]

Special Programs & Sentences:

Stamp "INROADS" on booking jackets and dummy warrants for inmates sentenced to INROADS. Forward commitments to appropriate recipients.

Identify Drug Court releases by copying the booking record and property sheet; attach to dummy warrant. Stamp "DRUG COURT" on both jacket and warrant.

For PC1170(h) sentences:

- o Ensure inmates are re-fingerprinted upon conviction.
- o [REDACTED]
- o Log inmate information (name, booking number, housing, charges) in the PC1170(h) log.
- o [REDACTED]

Blank logs are not required.

For state prison commitments:

- o Update inmate status screen
- o Forward State Prisoner Property Release Form to inmate.

Court Calendar Duties:

Run a draft copy of the day's court calendar to verify alignment with jurisdiction.

Pull dummy warrants and arrange them according to the calendar.

**CENTRAL DETENTION CENTER
POST ORDERS (Court Liaison SCS)**

Title:	Court Liaison	Last Revised:	04/30/26	Last Reviewed	04/30/26
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Distribute copies of the court calendar [REDACTED]

Pull booking jackets for inmates scheduled for transfers or release.

Ensure "Not Booked" hearings are sent to the correct court.

Notify Classification of unusual facts or charges affecting housing.

USM Court Line Procedures

Receiving & Processing:

Check email periodically for last-minute add-ons before end of shift.

Discrepancy Handling:

When federal inmate court-line lists are received [REDACTED]

Run each name in JIMSNET to confirm SBCSD housing.

If the inmate cannot attend court due to discrepancies (e.g., not in custody, name/number not found, transfer, out to hospital, or other reason):

- Notify the issuing cellblock [REDACTED]
- Include the following in the email:
 - Inmate Name

**CENTRAL DETENTION CENTER
POST ORDERS (Court Liaison SCS)**

Title:	Court Liaison	Last Revised:	04/30/26	Last Reviewed	04/30/26
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- Federal Register Number
- Booking Number (if known)
- Reason for discrepancy



**CENTRAL DETENTION CENTER
POST ORDERS (SCS)**

Title:	Sheriff Custody Specialist (Duty Officer)	Last Revised:	10/01/2 5	Last Reviewed	04/30/26
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General Duties

Booking Jacket Audits

Audit new arrestee booking jackets received from the Booking Officer.

Audit inmate booking jackets received from other facilities.

Verify accuracy of booking documents and ensure:

- All required inmate signatures are present.
- Thumbprints are obtained on each record.
- Necessary corrections are made in JIMSnet.

Verify booking and court paperwork with JIMSnet entries.

Prepare booking jackets by:

- Writing case information in pencil on the face of the jacket.
- Noting all holds in the HOLD section.
- Preparing dummy warrants for each case.

Court and Warrant Processing

Set court dates for warrants and on-site arrests (excluding Juvenile, Fugitive, and PC 3455(B)(1) warrants).

Examine Probable Cause Declarations (PC Decs) for:

- Correct booking charges.
- Correct court assignment.
- Arresting officer signature.
- Execution within 48 hours of arrest.

[REDACTED]

[REDACTED]

[REDACTED]

Warrants and Holds

**CENTRAL DETENTION CENTER
POST ORDERS (SCS)**

Title:	Sheriff Custody Specialist (Duty Officer)	Last Revised:	10/01/2 5	Last Reviewed	04/30/26
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Run WANTS checks for new arrestees and inmates eligible for release (after 48 hours in custody).

Review WANTS reports for local, county, and out-of-state warrants.

Notify Sheriff's Warrants of Fugitive warrant detentions.

Process supplemental warrants/holds as needed and advise Booking Officer of totals. Prepare teletypes for out-of-county holds.

Run and process warrants received via fax/printer each hour.

Release Processing

Verify and process bail bonds for accuracy.

Authorize inmate releases by completing booking jacket and forwarding to Release Officer.

Process inmates for early release as authorized by Facility Commander.

Generate Adjusted Outdate [REDACTED]
o Maintain copies in the release book (even if no releases).

Special Case Processing
[REDACTED]

PC 1381 Forms: Process, complete, and mail forms with stamped envelope.

PC 3056 Holds:

- o Ensure hold/hold drop orders are date-stamped, initialed, and reviewed.
 - o Confirm booking and release actions are completed accordingly.
- [REDACTED]

Proposition 69 DNA Collection:

- o Review criminal history for eligibility.
- o [REDACTED]

High-Profile Inmates

**CENTRAL DETENTION CENTER
POST ORDERS (SCS)**

Title:	Sheriff Custody Specialist (Duty Officer)	Last Revised:	10/01/2 5	Last Reviewed	04/30/26
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Verify booking jacket has contact officer's name/phone. If not reach out to agency for notification info.

Stamp booking label and dummy warrant "High Profile."

[REDACTED]

Facility Operations

Counts and Rosters

[REDACTED]

Submit cleared counts [REDACTED]

Email facility count sheets to designated personnel.

Save and update scanned count sheet [REDACTED]

Ensure current duty shift roster reflects all staff, assignments, and radio numbers.

Communication and Notifications

Provide information to law enforcement agencies as requested.

Contact court staff for clarification on paperwork.

[REDACTED]

[REDACTED]

[REDACTED]

Visitors and Interviews

Maintain visitor logs, issue color-coded passes.

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POST ORDERS (SCS)**

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Ensure all visitors are escorted by staff.

Search clergy belongings before entry.

Safeguard visitors with blue passes.

Monitor Official Visiting area; notify deputy upon visit completion.

Assist officers with inmate interviews.

Equipment and Security

Check printers/faxes for warrants.

[REDACTED]

[REDACTED]

Emergency Response

Escapes

[REDACTED]

Documentation and Reporting

Issue and log Jail Discipline Report (JDR) numbers.

Issue and log Inmate Injury Report numbers.

**CENTRAL DETENTION CENTER
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Maintain audit logs of booking jackets.

Create logs for all notifications, warrants, holds, and escape responses.

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Alarm Procedures

[REDACTED]

Battery Recycling

Follows California Universal Waste Rule.

Used batteries (flashlights, cameras, etc.) must go into labeled recycling pails after taping terminals.

[REDACTED]

Biometric Identification System (IBIS / FAST ID)

All new county arrestees must be checked via IBIS for identity verification.

Results printed and forwarded with booking paperwork.

[REDACTED]

**CENTRAL DETENTION CENTER
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Cell Searches / Shakedowns

[REDACTED]

Shakedown log required with staff names and employee numbers.

[REDACTED]

Religious materials should not be disposed of without supervisor approval.

Citation Books

Used for misdemeanors and infractions on CDC property.

[REDACTED]

“Notice to Appear Log” maintained by Watch Commander.

Errors must be corrected per policy; voided citations retained.

Retention: 24 months; monthly audits conducted by Training Office.

Civil Rights Complaint

Inmates request a CRCP form via inmate request slip.

Grievance deputy manages issuance, supervision during completion, and mailing to U.S. District Court.

Fiscal office assists if filing fees apply.

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Cleaning Procedures

Deputies shall conduct inventory of supplies and chemicals in the inmate janitorial closets [REDACTED] using the CDC janitorial inventory sheet.

Cleaning supplies shall be issued to all tiers and dorms at the beginning of each AM shift. Inmates will be allowed a maximum of two hours for the use of cleaning supplies. Cleaning responsibilities will rotate with normal tier time schedules.

During inmate cleaning time all televisions will remain off until the conclusion of cleaning and cleaning supplies have been collected.

Janitorial Closet Inventories

Deputies shall inspect and verify all supplies are returned and in good working order. Any missing or damaged items shall be reported to the watch commander and notated on the janitorial inventory sheet.

Support Services should be contacted when any item is broken or damaged so the item can be exchanged or replaced.

Commissary

[REDACTED]

All deliveries scanned for contraband and supervised.

Undelivered items refunded by commissary company.

Deputies must provide security during delivery.

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Communication

All inmate movement must be verified by HT radio between sending and receiving staff.

Computer Failure Procedures

Manual property and release processes used during system downtime.

Property manually inventoried and logged; welfare bag charges applied after system restoration.

Manual release log maintained; inmates not paid out until system restored. Inmate releases shall be continued without the computer. A handwritten release log shall be maintained, listing the name of the inmate, booking number, and the reason for the release

The inmate shall not be paid out; they shall receive a copy of a preprinted form that explains the procedure for receiving their money later. This form is to be signed by both the Release Officer and a Supervisor. A copy of the release log and each of the not paid money forms are to be given to the Fiscal Clerk at the end of the shift

The release jackets are to be set aside, and the information placed onto the computer when it becomes operational.

If the manual release procedure is in effect, the following arrestees shall be paid out in cash at the time of release:

1. Cite Releases
2. Misdemeanor Releases
3. Book/Releases
4. Bail Bond Releases (this applies to new bookings only)

Count Procedures

Duty Officer coordinates inmate count with Classification.

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Off-facility inmates verified daily.

Count spreadsheet completed, reviewed by supervisor, and filed.

Court Pull

Court inmates awakened, fed [REDACTED]

Inmate visiting ports not to be used as holding cells.

Includes physical, video, federal, medical, and transfer cases.

Cups and Spoons

Issued during intake and tracked on inmate clothing form.

Replacements issued as needed [REDACTED]

Items must be returned at release or transfer.

Inmates must have cup/spoon during chow; special housing inmates provided separately.

Doors and Gates

Verbal warning ("Gates opening/closing") required before operation.

Must remain closed when not in use.

Bar tapping done each shift to check for tampering; documented in log.

[REDACTED]
BA (Blood and Alcohol)

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[REDACTED]

West Movement Gates

[REDACTED]

Marshalling Gates

[REDACTED]

[REDACTED]

[REDACTED]

Outer and Inner Transportation Doors

[REDACTED]

East Side Elevator Gate

[REDACTED]

West Side Escalator Door

[REDACTED]

East Side Housing

[REDACTED]

Vehicle Sallyports - (Inner/Outer)

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Use the speaker and camera to identify persons and nature of business prior to allowing them to enter the sallyport gates.

Headquarters Sallyports - (Inner/Outer)

[REDACTED]

[REDACTED]

Control Room Doors

[REDACTED]

[REDACTED]

[REDACTED]

Main Corridor Gate

**CENTRAL DETENTION CENTER
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[REDACTED]

Chow Hall Gates

[REDACTED]

West Side Elevator Gates

[REDACTED]

[REDACTED]

Male Officer Walkway Gates

Under no circumstances are inmates to have access to the officer walkways unless escorted by a deputy.

[REDACTED]

[REDACTED]

East Side Officer Walkway Gates

Inmates shall not have access to the officer walkways unless escorted by a deputy.

Housing Gates

[REDACTED]

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[REDACTED]

[REDACTED]

Key only accessible doors

[REDACTED]

Outside Recreation Doors

[REDACTED]

E-WORKS

All facility maintenance requests shall be submitted [REDACTED]
[REDACTED] Staff members discovering areas generally maintained and repaired by facility maintenance requiring repairs shall submit an e-works request as soon as possible.

MEAL SERVICE

Frequency: 3 meals daily; no more than 12 hours between meals.

Timing: Special housing served ~30 minutes before general population (GP).

Meal times:

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- **Breakfast:** [REDACTED]
[REDACTED]

- **Lunch:** [REDACTED]
- **Dinner:** [REDACTED]

Meal period: Minimum 15 minutes to eat (Title 15).

Staffing:

[REDACTED]

Rules: Inmates must be fully dressed, face one direction, remain silent, and follow tier-by-tier seating.

Inmate workers: [REDACTED] may get double portions at lunch only.

Security: Deputies must search workers and carts; verify tray counts and notify the Watch Commander of discrepancies.

FLOOR SECURITY

One deputy must remain on each floor (east and west) unless emergency.

[REDACTED]

GUN LOCKERS

[REDACTED]

[REDACTED]

[REDACTED]

**CENTRAL DETENTION CENTER
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INMATE GROOMING

Offered every other week by housing unit; [REDACTED]

Begins after breakfast, ends before evening count.

Roles:

- o *Guard Shack:* Print roster, announce grooming, log activity.
- o *Floor Deputy:* Manage inmate rotation (4 at a time), ensure equipment accountability.
- o *SCA:* Scan and save roster.

Electric shavers now provided daily; charged overnight in designated areas.

Discipline housing excluded.

INMATE TRANSFERS / FISHLINES

Initiated by Classification Unit or staff for medical/security reasons.

Must be approved by CCU before physical transfer.

Documentation: CDC Fishline Form → CCU → Duty/Release/Medical/Property staff.

Inmates transfer with personal and cell property; contraband logged.

End-of-month Fishline forms sent to Training Office for scanning.

INMATE MOVEMENT

High Security Inmates:

[REDACTED]

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Court Movement: [REDACTED]

INMATE PROPERTY

Lost Property:

Search property room and other facilities before release.

Complete *Inmate Lost Property Form* (ASU #121612); hold for 7 days.

If not found: Supervisor assigns DR report; documentation filed for claims.

Found property after release: bag, label, complete notification forms, and store 4 months before destruction.

State Prisoner Property:

Inmates may release property before transport using *State Prisoner Property Release Form* (ASU #000902).

Form processing handled by Guard Shack, SCS, and Property Officer; no supervisor approval required.

Destruction of Found/Abandoned Property:

Held 120 days; inventoried and sent for destruction with DR number.

Salvageable clothing reused; valuables stored separately.

Additional Cell Property:

Use *Property Inventory Form* (ASU #080502) for safekeeping or confiscation.

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Deliver copies to inmate, Property Officer, and booking jacket.

INMATE REQUEST SLIPS

Submitted electronically via kiosk; paper only for 2AH 1–4 or during outages.

Categories routed to responsible divisions [REDACTED]

Maintenance requests: [REDACTED]

All responses must be professional and are permanent records.

MAIL

Delivered after count; legal mail by supervisor.

Undeliverable mail returned to Mailroom.

Outgoing mail must be scanned [REDACTED]

MISDEMEANOR WARRANT CITATION TELETYPES

Deputies issuing a citation without arrest must [REDACTED]

MONEY RELEASE

[REDACTED]

**CENTRAL DETENTION CENTER
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Blank checks and signature stamps secured separately.

Two-person verification required (writer and stamper).

Bridge: [REDACTED]

Fiscal Office: [REDACTED]

[REDACTED]

PUBLIC INFORMATION

Certain information **must be made public** unless it compromises safety or investigations.

Publicly releasable info includes:

- Full name, current address, occupation
- Physical description (DOB, sex, height, weight, hair/eye color)
- Date/time of arrest & booking, arrest location
- Factual circumstances, bail amount, release info, and charges

Additional info that *may* be released:

Court date, jurisdiction, vehicle location

RELIGIOUS SERVICES

West Side: [REDACTED]

East Side: [REDACTED]

Volunteers must be on the "*Cleared Religious*" list in STARLINK and check in at the Front Counter.

Staff must search all materials before entry and log volunteer visits.

INMATE PROGRAMMING – "Five Keys"

Classes: [REDACTED]

**CENTRAL DETENTION CENTER
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Mon: [REDACTED] **Wed:** [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Floor Workers clean chow halls before class.

STRIP SEARCH PROCEDURES

[REDACTED]

Complete **Strip Search Authorization Form** [REDACTED]

[REDACTED]

[REDACTED]

If related to suicide watch [REDACTED]

TDD/VRS DEVICE (Hearing/Speech Disabilities)

Provide access to **TDD/VRS** during booking and housing.

[REDACTED]

Inmates receive **90 minutes minimum** for use.

File receipts appropriately and return device after use.

[REDACTED]

SUICIDAL INMATES

Immediate actions:

1. Notify **deputy + supervisor**

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3. If suicide watch needed:

- o Begin **Suicide Log** and **Strip Search Form**
- o Dress inmate in safety gown

4. Transport deputy must deliver:

- o Booking, medical, and property jackets
- o Suicide log and strip search form
- o Exchange gown at [REDACTED] and return replacement

TASERS

Only **trained deputies** may carry Tasers.

No outside law enforcement may bring Tasers inside secure areas.

Supervisors assist with Taser updates [REDACTED]

VEHICLE SEARCHES

[REDACTED]
[REDACTED]
[REDACTED]

WEAPONS

Deadly force only per departmental policy.

[REDACTED]

Non-sworn personnel may not handle firearms [REDACTED]

[REDACTED]

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NARCAN (Naloxone)

Used for **suspected opioid overdoses.**

Only **trained staff** administer via **nasal spray** [REDACTED]

Notify **Health Services QHP** after use.

Report damaged or missing kits [REDACTED]

WORK RELEASE INMATES (Work Crew)

Schedule: [REDACTED]

Deputy responsibilities:

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- Track check-in/out via **Work Crew Sheet**
- Issue orientation/safety materials
- Enforce rules (vests, no phones/visits, must stay on-site)
- Report injuries [REDACTED]

CDC Training Office forwards weekly Work Crew reports [REDACTED]

**CENTRAL DETENTION CENTER
POST ORDERS (SCS)**

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General Duties

Serve as liaison with the United States Marshal Service (USMS) for movement of inmates detained in Federal custody to and from San Bernardino County.

Process incoming federal inmate paperwork and jackets.

Forward [REDACTED]

[REDACTED]

Update the Transportation Movement Board as needed.

Prepare inmate jackets and paperwork for release.

Audit incoming federal booking jackets for accuracy.

Assist USMS, U.S. Public Defenders, Homeland Security, and other federal agencies with prisoner inquiries.

File inmate paperwork and jackets in proper order.

Assist Legal Discovery SCS with duties as assigned.

Draft and update Temporary Operating Procedures (TOPs) regarding federal inmates.

Maintain communication [REDACTED]

Answer inmate requests and grievances related to federal custody.

Email the daily Federal Inmate Count [REDACTED]

Monitor fax machine, email, and Marshal Liaison desk for new paperwork throughout the shift.

Post new Federal transportation runs [REDACTED]

Communicate with medical for Fed inmate housing approval.

**CENTRAL DETENTION CENTER
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Processing Incoming Federal Inmates

Personal Property

- Do not accept personal property.
- If inmate arrives with legal paperwork → provide to Intake Deputy for screening → return to inmate.

Paperwork Verification

- Ensure booking paperwork matches remand order.
- Sign remand order after verification [REDACTED]

Medical

- Copy medical paperwork; [REDACTED]
- If no medical paperwork, [REDACTED]

Booking Routing Slip

- Complete USM Booking Routing Slip with:

- Give paperwork to Booking Officer.

New Arrests – Court Appearance

[REDACTED]

[REDACTED]

Inmates must wear jail-issued clothing to court.

[REDACTED]

Ensure "Inmate Removal By Officer" form is completed with:

- Arresting agent's name, agency, contact number.
 - Watch Commander authorization signature.
 - Copy shall be given to Male Intake Deputy
- [REDACTED]

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Federal Inmate Count

First deputy in office conducts count [REDACTED]

Enter data into [REDACTED]

[REDACTED]

Auditing New Booking Jackets

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Transportation – Ground Runs

[REDACTED]

Complete Transportation Movement Cover Sheet:

[REDACTED]

Attach USM Request for Transport [REDACTED]

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Write run on dry erase board [REDACTED]

Copy USM-129s [REDACTED]

Transportation – Airlift Runs

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Print remands and distribute:

- o With housing [REDACTED]
- o Without housing [REDACTED]

Hospital Admits

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**CENTRAL DETENTION CENTER
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Hospital Discharges

[REDACTED]

Receive inmate with medical paperwork.

Forward paperwork [REDACTED]

Ensure inmate is re-screened [REDACTED]

[REDACTED]

Filing & Paperwork

[REDACTED]

File paperwork from scan box by date.

[REDACTED]

If inmate not in custody, [REDACTED]

Request Slips & Grievances

Review federal inmate requests/grievances.

[REDACTED]

[REDACTED]

Deputy Scheduling for Airlift

[REDACTED]

Minimum: [REDACTED]

Airlift overtime posted weekly; [REDACTED]

Non-CDC deputies may work if "Overtime Permission Form" is on file.

**CENTRAL DETENTION CENTER
POST ORDERS (SCS)**

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Admin Sergeant advises scheduled deputies of report times.

Watch Commander notified of staffing arrangements.

**CENTRAL DETENTION CENTER
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General Fiscal Duties

Run fiscal reports.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Answer inmate fiscal inquiries.

Track and verify [REDACTED]

Verify and audit [REDACTED]

Transmit data files [REDACTED]

Process inmate payroll reimbursement.

Send civilian deposits, money mail receipts, and release reports [REDACTED]

[REDACTED]

**CENTRAL DETENTION CENTER
POST ORDERS**

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Audit facility housing logs as time permits.

[REDACTED]
[REDACTED]
[REDACTED]

Trust Account Cash Count & Receipt Verification Daily Balancing

[REDACTED]

Money Mail Procedures

Verify all checks received and enter totals on [REDACTED]

Add all checks; attach calculator receipt with checks.

[REDACTED]

Intake Verification

[REDACTED]
[REDACTED]

Verify each booking officer's intake log [REDACTED]

[REDACTED]

Record totals using [REDACTED] including adjustments [REDACTED]

[REDACTED]

[REDACTED]

Print copy and attach to supporting documents.

**CENTRAL DETENTION CENTER
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Cash Verification

Balance all cash [REDACTED]

Enter totals [REDACTED]

List total of all checks received.

[REDACTED]

Replenishing the Release Drawer

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

QuickBooks Steps:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Deposits

[REDACTED]

**CENTRAL DETENTION CENTER
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Submit original deposit slip [REDACTED]

Complete deposit bag label with:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Auditing Releases

Use release receipts and QuickBooks registers to verify all payments.

Highlight verified payments; mark check numbers.

Record totals on **Release Reconciliation Form**.

Enter all shift totals, adjustments, and check information.

Totals must match **JIMSnet Release Recap Report**.

End-of-Day Packet to Inmate Welfare:

Cash Count Verification Form (with deposit stubs)

Intake Recap

Supporting shift paperwork

Release Reconciliation Form

Release Recap

Check Registers

**CENTRAL DETENTION CENTER
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Check Transmittal – Positive Pay

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Federal Inmate Releases

Receive **Remand** from CDC–Marshal Liaison.

Verify inmate identity, booking/federal numbers, and release amount.

[REDACTED]

[REDACTED]

Abandoned Funds (ABF) Definition:

Funds owed to released inmates not received at release (commissary, trust, or money mail).

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**CENTRAL DETENTION CENTER
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[REDACTED]

[REDACTED]

[REDACTED]

Paying Out ABF

Go to **Vendors** → **Pay Bills**.

[REDACTED]

[REDACTED]

Crediting ABF in JIMSnet

If inmate is back in custody, **credit** to new booking (no check issued).

Steps:

[REDACTED]

ABF from Commissary

[REDACTED]

Search by booking number, update payment details, and save.

Cross-verify with other facilities before issuing payment.

Research Tools

[REDACTED]

[REDACTED]

Paying Out Federal ABF

**CENTRAL DETENTION CENTER
POST ORDERS**

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

U.S. Marshal (USM) Billing

Track USM inmates by agency:

[REDACTED]

Run monthly [REDACTED]

Verify movement histories for accuracy.

Deduct release day; correct totals in Excel.

Submit finalized monthly report [REDACTED]

Money Mail Processing

Acceptable Checks:

U.S. Postal Money Orders

Bank Money Orders / Cashier's Checks

U.S. Currency Money Orders

Checks from other correctional institutions

Unacceptable checks → Return with **Money Mail Return Letter** and copies filed.

Money Mail Log

**CENTRAL DETENTION CENTER
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Record:

Date

Clerk Name

Inmate Booking #

Check # / "Cash"

Amount

Posting to Inmate Account (JIMSnet):

[REDACTED]

Checks from Other Correctional Facilities

Post as:

[REDACTED]

Money Release Procedure

Upon Watch Commander approval, verify with inmate.

Record release in **Clothing Inventory** [REDACTED]

Verify recipient's ID and attach copy to release form.

Debit inmate account [REDACTED]

Issue check payable to authorized recipient.

Record in Clothing Inventory comments and obtain recipient's signature.

Processing Payroll Reimbursement

Retrieve Inmate Payroll Printouts [REDACTED]

[REDACTED]

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	FISCAL	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Complete **Inmate Payroll Form** [REDACTED]

Prepare **Payment Voucher:**

[REDACTED]

2. Submit one yellow and one white copy of voucher with supporting documentation [REDACTED]
3. File remaining copies and support documents.

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	FRONT COUNTER	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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General Duties

Serve as the main public contact point; disseminate inmate information to the public, attorneys, bail agents, and law enforcement.

Verify, collect, and copy official visitor identification; update visitor information in JIMSnet.

Assist visiting deputy with visitor warrants and ensure all visitor logs and passes are properly issued and recorded.

Process and audit inmate property, clothing exchange, and money release requests.

Handle bail processing (cash, bond, or mixed payments); maintain bail logs, verify accuracy, and route funds and documents to proper courts or Fiscal office.

Send and record teletypes to agencies; ensure accurate documentation.

Maintain inmate booking jackets, dummy warrants, and filing systems according to disposition and court schedules.

Assist booking, mailroom, and fiscal staff as needed; replenish counter supplies.

Bail Procedures

Require **Bail Agent Request Forms** and proper identification before visits or bail bond drop-offs.

Confirm bail info from **booking jackets and dummy warrants**, not JIMSnet.

File copies of bonds/receipts in booking jackets; forward originals to the correct court.

Record and verify all bail transactions in the [REDACTED]

Handle voided receipts properly — marked "VOID" in red ink and filed as required.

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	FRONT COUNTER	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Cash Bail Receipt Distribution:

Copies distributed among inmate jacket, payer, Fiscal Bail box, and logbook per detailed procedure.

Mixed payments (cash/check) verified and processed following the same format.

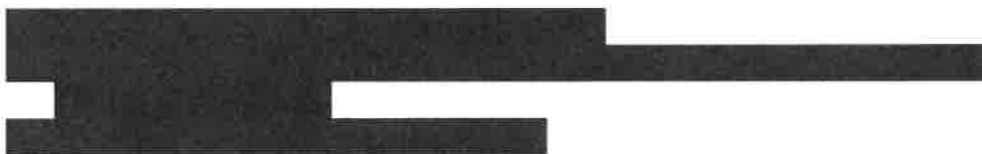
Contingency & Notifications

Computer failure: Use manual deposit log and receipts for inmate money deposits; never leave cash unattended.

Death notifications: Confirm death, complete the form, and forward to the chaplain.

Filing Procedures

Maintain and file booking jackets, dummy warrants, and paperwork by category:



File all paperwork promptly and route incorrectly housed or released inmate documents to Records or other facilities.

Visitors

Verify and record official and public visitor information; ensure visitor logs are completed and passes issued.

Escort and monitor all visitors; blue-pass visitors require safeguarding.

Update "No Show" and "Refused" visits 

**CENTRAL DETENTION CENTER
POST ORDERS**

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Maintain visitor lists for one month before forwarding to Administration.

Official Visitor ID Requirements:

Different identification requirements for attorneys, bail agents, clergy, notaries, investigators, psychologists, and law enforcement (as specified).

Property & Clothing

Process property release and clothing exchange forms only if approved by a supervisor.

Verify ID, update JIMSnet clothing inventory, and record all transactions.

Ensure copies of requests are filed properly and forwarded to the property room.

Packages & Deliveries

Accept only verified inmate packages from recognized carriers or publishers.

Confirm inmate's housing status before acceptance; forward to the mailroom for logging and scanning.

Reports

Graveyard SCA responsibilities:

Print and distribute:

- **Visiting List** [REDACTED]
- **Visits by Block** [REDACTED]
- **Housing Order List** [REDACTED]
- **Housing Name List** [REDACTED]

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	FRONT COUNTER	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Forward reports to designated guards, deputies, and other departments as required.

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	GUARD SHACK	Last Revised:	10/01/24	Last Reviewed	04/30/26
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Key Responsibilities:

Security Operations:

[REDACTED]

[REDACTED]

[REDACTED]

Maintain a clean, organized, and secure guard shack at all times.

Inmate Monitoring & Logging:

Record all inmate movements (e.g., sick call, visits, recreation, meals, church, counts).

Track and log daily activities such as supplies, newspapers, and form distributions.

Monitor inmates via cameras and in-person observation.

Assist floor deputies with observation logs and communication to inmates via intercom.

Mail & Documentation:

Inspect, scan, and seal outgoing inmate mail.

Maintain and audit logbooks (Inmate Chrono, Shakedown, Activity).

Ensure accurate records of all shift activities, counts, and movements.

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	GUARD SHACK	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Main Guard Duties:

Control access to the rear transportation yard, sally port, and intake areas.

Verify visitor and vehicle identification before granting entry.

Issue and track visitor passes; ensure all non-staff visitors are escorted.

██

Oversee searches of incoming/outgoing non-facility vehicles.

Notify appropriate staff of incoming deliveries.

██

Visitor Control:

Red Pass: Non-law enforcement/non-department visitors (must be escorted).

Blue Pass: Contractors or repair technicians (must be escorted and safeguarded).

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Intake (Male & Female)	Last Revised:	04/30/26	Last Reviewed	04/30/26
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General Duties

- [REDACTED]
- Maintain order and security in the Intake area at all times.
- Ensure cleanliness of the Intake and Marshalling areas.
- [REDACTED]
- Conduct inmate count as directed.
- Conduct bar tapping once per shift to bars/gates located in the immediate area.

Intake Procedures

- Search all incoming arrestees, inmates returning from court, and inmates returning from special runs.
- Conduct biometric identification (Fast ID) for all new arrestees.
 - [REDACTED]
 - Fast ID new federal arrestees arrested “off the streets.”
- Photograph new arrestees and ensure name and booking number accuracy prior to submission.
- Collect DNA from eligible inmates following established procedures.
 - [REDACTED]
- Process 1170(h) scans.
- Ensure all new arrestees held in Intake cells have been issued a booking number.
 - Immediately notify a Shift Supervisor if an arrestee remains in an Intake cell for an unreasonable amount of time without a booking number.

Court & Release Procedures

- Physically confirm all court bodies have been pulled and [REDACTED]
- Mark off court return bodies from the court calendar.
 - [REDACTED]
 - Place inmates cleared for release into the [REDACTED]
- Keep Enroute bookings separate from other inmates.

Specialty & Safety Procedures

- Advise Shift Supervisor and Health Services personnel when an arrestee is placed on or removed from a specialty cell log.
- Notify Health Services personnel and Shift Supervisor immediately if an inmate is discovered to be suicidal after booking.
 - Suicidal inmates must remain in constant vision of a staff member.

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Intake (Male & Female)	Last Revised:	04/30/26	Last Reviewed	04/30/26
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- Ensure federal inmates are allowed possession of all legal paperwork prior to housing.
- Escort inmates to the Main Corridor [REDACTED]
- Escort inmates to the booking window when needed.
- Perform strip searches in accordance with department policy.
- Ensure all Specialty Logs and Safety Check Logs are accurate, legible, and contain inmate names and booking numbers prior to submission to the Watch Commander's Office.

Contraband Procedures

- Advise transporting officers of any contraband located on new arrestees.
- Document contraband [REDACTED]

Federal Inmate Procedures

- Notify Health Services when federal inmates arrive.
 - Once cleared and documentation is signed, photograph and fingerprint federal inmates.
- [REDACTED]

Additional Duties

- Assist with inmate meal service when workload allows.
 - One deputy must remain in Intake at all times.
- If the Kitchen Support Deputy is unavailable, perform security checks on non-facility vehicles entering or exiting the facility.
 - All non-facility vehicles must check in and out with Main Guard.
 - Advise Main Guard once a vehicle has been cleared to exit.

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Kitchen Support Deputy	Last Revised:	10/01/24	Last Reviewed	04/30/26
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Responsibilities:

[REDACTED]

[REDACTED]

Maintain security of the kitchen and dock areas.

Ensure all doors are secure when not in use.

Conduct and document inspections of assigned areas.

Monitor and control inmate work crews [REDACTED]

Report security issues, maintenance concerns, and incidents promptly.

Security of Kitchen & Dock Areas:

Ensure kitchen and dock doors remain secure when not in use.

Announce via HT radio:

[REDACTED] when doors are opened.

[REDACTED] when doors are closed.

[REDACTED]

[REDACTED]

Remain physically present on the dock during deliveries or when dock doors are open.

Inspect and clear all non-facility vehicles leaving the secure dock.

Continuously monitor vehicles until they leave facility grounds.

Inmate Supervision & Searches:

Ensure all inmate workers are accounted for at the beginning and end of shifts.

Collect and hold inmate ID cards before outside assignments; return after work is complete.

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Kitchen Support Deputy	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Limit number of workers assigned to back dock duties.

Conduct searches:

Inmate workers before leaving assignments.

Unescorted inmates returning from back dock.

Inmates and carts moving to/from the floors.

Random searches throughout shift to reduce contraband.

Ensure inmate workers:

Eat only in assigned areas.

Wear proper protective footwear and food-handling attire.

Remain in assigned areas unless reassigned by staff.

Daily Inspections:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Report any tampering or suspicious activity to culinary staff and the shift supervisor.

Dock Operations:

Secure dock area before checking vehicles.

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Kitchen Support Deputy	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Prohibit unescorted inmate movement while dock doors are open.

Supervise all inmate work outside secure areas.

Only cleared County inmates may work outside the secure facility.

Federal inmates may only work within fenced secured areas.

Inmates may not use unescorted elevators.

Emergency Procedures:

Inmate fight in Kitchen: [REDACTED]

Notify shift supervisor and additional deputies immediately.

Preserve crime scenes and evidence when crimes occur.

During facility CODE RED:

[REDACTED]

Incident & Maintenance Reporting:

Complete all crime, injury, and discipline reports as required.

Report damaged equipment to maintenance and submit an electronic work request [REDACTED] immediately.

End of Shift Duties:

Ensure all inmates are accounted for and returned to housing.

Verify no staff remain in the kitchen.

Secure all kitchen and dock areas.

[REDACTED]

Special Assignment: Work Crew – 1st Scullery:

Responsible for trash removal from elevator to dock and assisting with deliveries.

Wake-up: [REDACTED]

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Kitchen Support Deputy	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Pick-up by Kitchen Support Deputy: [REDACTED]

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	LEGAL DISCOVERY	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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General Duties

Coordinate Access:

Work with the U.S. Marshal's Service to authorize and schedule federal inmates' use of the Legal Discovery Room (LDR).

File Management:

Prepare and maintain an individual file folder for each inmate authorized to use the LDR; [REDACTED]

Material Handling:

[REDACTED]

Inventory and log all materials received; inmate must sign the material log confirming receipt.

Rules and Documentation:

Have inmates read and sign the Legal Discovery Rules and Regulations before use.

Provide a copy to the inmate and file the signed original.

Scheduling and Usage:

Create weekly schedules allowing each inmate 4 hours per week [REDACTED]
[REDACTED]

Document all usage or refusals on the Discovery Checkout Log.

Have inmates sign a Discovery Refusal form if they decline scheduled time; note refusals accordingly.

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	LEGAL DISCOVERY	Last Revised:	10/01/24	Last Reviewed	04/30/26
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Security Procedures:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

File Folder Contents:

Discovery Rules and Regulations

Inmate Acknowledgement Form

Discovery Checkout Log

Inmate Observation Log

Material Log

Refusal Procedure:

If an inmate refuses LDR time, the floor deputy completes and signs the refusal form; inmate signs to acknowledge (or note "refused to sign").

The form is filed in the inmate's folder and logged accordingly.

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Public Lobby Deputy Post Orders	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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General Duties

- [REDACTED] as a uniform presence.
- Remain in the lobby when inmates have been released to ensure they leave the property.
- Maintain security and respond to emergencies in the public lobby areas.
- Monitor and maintain security within the public and official parking areas.
- Monitor front door for public needing access to the lobby.
- Ensure front doors are locked when not in use. [REDACTED]

Parking Lot & Vehicle Enforcement

- Enforce California Vehicle Codes and Penal Codes in the facility parking lots.
- Issue citations as necessary. [REDACTED]
- Forward the white and yellow copies of citations [REDACTED]

Security & Equipment

[REDACTED]

Additional Duties

- Maintain cleanliness of the public lobby.
- Perform additional duties as directed by the shift supervisor, including those required during a Code Red.
- Notify a supervisor if a member of the public is injured on County premises.
- Provide first aid to the public if required, until emergency personnel arrive.

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	MAIL ROOM	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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General Duties

Sort and distribute all incoming and outgoing inmate and facility mail.

[REDACTED]

Verify inmate custody status via JIMSnet; stamp "Return to Sender" if out of custody or not located.

Write inmate housing location on mail; place "Off Facility" mail in the designated tray and recheck daily.

Log and forward legal mail and Legal Mail Logs to the Watch Commander for delivery; file completed logs.

Sort inmate mail by housing location and type (legal mail, books, magazines, newspapers).

Open and inspect all inmate mail for contraband and unauthorized materials.

Ensure publications are mailed directly from the publisher or religious store.

Log photos, money mail, books, newspapers, and magazines [REDACTED]

Remove staples, envelope flaps, stamps, and samples from magazines.

Return unauthorized mail to sender with a completed Unauthorized Items Form; file a copy in the inmate's jacket.

Scan inmate mail for key words (e.g., escape, staff names) and forward flagged mail to Classification.

Process and record inmate money mail [REDACTED]

Place processed inmate mail for delivery on the bridge cart; return dead mail and questionable items as directed.

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	MAIL ROOM	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Forward indigent legal mail to Inmate Services; [REDACTED]

Respond to inmate mail request slips and maintain delivery logs for books and magazines.

Mail Inspection

Inspect all incoming mail for contraband, including but not limited to:

Drugs, stickers, glitter, tape, staples, nude photos, gang content, escape-related materials.

Excessive use of crayon, lipstick, glue, or crafts.

Items purchasable from commissary (paper, stamps, envelopes) — log and place in inmate property.

Publications (Newspapers, Magazines, Books)

Must not advocate violence, criminal acts, escape, or contain pornographic content.

Remove all staples and subscription renewals; label with inmate's booking info.

Track number of publications received; forward to housing when processed.

Hardback books are prohibited and stored in inmate property.

Forward over-limit publication requests to housing deputy.

Internet Pages

Unlimited number allowed per letter.

Printed photos count toward total photo limit.

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	MAIL ROOM	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Money Mail

Never leave money mail unattended.

Acceptable forms:



Record inmate name, booking number, amount, payment type, and reference number on the Money Mail Log.

Enter transactions in JIMSnet as Type "MM"; print and forward transaction receipt to inmate.



Legal Mail

Log all legal mail, including for out-of-custody inmates ("NIC").

Complete log sections before forwarding to a supervisor (inmate name, booking number, sender, etc.).

Ensure supervisor or delivering officer completes delivery sections and verifies inmate signature.

Report discrepancies or undelivered legal mail to a supervisor immediately.

Undelivered legal mail is returned to sender per standard procedure.

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Main Corridor	Last Revised:	10/01/2 5	Last Reviewed	04/30/26
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Key & Equipment Control

[REDACTED]

[REDACTED]

[REDACTED]

Corridor & Housing Security

- Maintain security and control of inmate movement in the Main Corridor.
- Maintain security and control of inmate movement on the Eastside during sick call and other activities.
- Responsible for direct observation of inmates housed in I-tank.
- Maintain security of Conference Rooms located in the Main Corridor.
- Periodically inspect the inmate worker supply closet for contraband and damaged equipment.

Sick Call Duties

- Escort Health Services staff during medication distribution (First Floor, Second Floor)
- Maintain security and control of inmate movement during sick call.
- Monitor inmate sick call.
- Assist inmates back to assigned housing locations after sick call.
- Allow inmates to remain in the Infirmary if insulin is to be administered after Accu-Chek prior to meal service.
- Monitor inmate sick call when the Infirmary deputy is unavailable.

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Main Corridor	Last Revised:	10/01/2 5	Last Reviewed	04/30/26
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Infirmary / I-Tank Support

Feed I-tank inmates.

Maintain observation logs for inmates assigned to the Discovery Room
[REDACTED]

Assist the Infirmary Deputy with:

- Maintaining observation logs.
- Pulling I-tank inmates for visits, officer interviews, church services, supplemental bookings, and other activities.
- Verifying inmates are pulled for appropriate visiting times.

Visiting list for I-tank can be collected from 1st Guard.

Visiting Procedures

Check inmate passes for correct destinations (e.g., visiting, sick call).

Assign inmates to appropriate visiting ports or official visiting booths.
[REDACTED]

On general population visiting days:
[REDACTED]

Record inmate names placed in each visiting port (before and after visit).

Send inmates back to housing after visits.

Inspect visiting ports and phones after each visit for damage.

Submit E-Works repair requests for any broken or damaged equipment.

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Outside Recreation	Last Revised:	10/01/2 5	Last Reviewed	04/30/26
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Responsibilities:

Ensure the safety and security of inmates and staff during recreation.

Maintain constant supervision of inmates in the recreation yards.

[REDACTED]

Document recreation activities, incidents, and inmate refusals in accordance with facility and bureau policy.

Key Control:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Opening Procedures – Towers:

Prior to the start of recreation:

[REDACTED]

Inspect inner and outer fencing for breaks or damage.

Inspect barbed and razor wire.

Search all recreation yards and bathrooms for contraband.

Ensure inmate bathrooms are in working order.

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Outside Recreation	Last Revised:	10/01/25	Last Reviewed	04/30/26
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Inspect yards for safety hazards (e.g., water on cement, gopher holes, dangerous objects).

Closing Procedures – Towers:

At the conclusion of recreation:

[REDACTED]

[REDACTED]

Turn off A/C, heater, and lights.

Check bathrooms for contraband.

Collect and secure recreation equipment.

Visually inspect recreation yards.

Secure all recreation yard gates and officer walkways.

Tower Equipment Inventory (Daily):

Each tower must be checked for the following:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Outside Recreation	Last Revised:	10/01/2 5	Last Reviewed	04/30/26
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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Inmate Supervision:

Maintain constant visual observation of recreation yards and inmates.

Maintain visual and verbal contact with staff in recreation areas.

Count and record inmates before, during, and after recreation.

Escort inmates per facility and bureau policy.

Never leave inmates unsupervised in recreation yards.

Communication:

Verify inmate movement with sending and receiving staff before unescorted movement.

[REDACTED]

Tower deputies shall coordinate with each other and floor deputies during incidents.

Alarms:

[REDACTED]

[REDACTED]

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Outside Recreation	Last Revised:	10/01/2 5	Last Reviewed	04/30/26
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Activate alarms only during life-threatening situations or major disturbances.

Fights or Injuries:

Intervene using appropriate force.

Request backup immediately.

Notify medical staff if an inmate is injured.

Escape Attempt:

Take immediate action to prevent escape, including use of weapons if necessary.

Notify shift supervisor and duty officer.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Recreation Log:

Deputies shall maintain a weekly recreation log containing:

Date and time of each recreation period

Housing area and yard assignment

Number of inmates

Weapon inventory

Inmate refusals (noted by housing staff)

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Outside Recreation	Last Revised:	10/01/2 5	Last Reviewed	04/30/26
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Significant incidents

Outside recreation deputy's name and employee number

Logs shall be submitted

Commissary Distribution:

Outside Recreation Deputies shall assist and provide security for commissary company personnel during inmate commissary distribution.

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	RECEIVING / PROPERTY OFFICER	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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General Duties

Maintain security of the property room at all times — ensure doors, pass-throughs, and roll-up doors remain locked when unattended.

Receive, inventory, and store inmate personal clothing and property in accordance with JIMSnet procedures.

Dress in new inmates and issue required jail clothing, footwear, and welfare items.

Label and log property using the inmate's assigned tub number; mark gender-specific labels (red for females, black for males).

Collect property bags from bridge drop boxes and organize all inmate clothing and property in designated storage areas.

Conduct property and clothing audits twice weekly; document and file completed audit reports.

Handle property releases, lost and found items, and forward property to other facilities or release officers as required.

Manage inmate welfare bags and indigent clothing supply, ensuring adequate stock and timely distribution.

Supervise inmate workers performing cleaning, laundry, and trash duties; ensure no unsupervised inmate access to the property room.



Respond to inmate property requests periodically throughout each shift.

Receiving Procedures

Issue standard clothing and bedding items to each new inmate: socks, underwear, T-shirt, uniform, footwear, blanket, sheet, and towel.

Allow personal shoes only with medical approval or if jail footwear does not fit appropriately.

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	RECEIVING / PROPERTY OFFICER	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Indigent Clothing

Provide appropriate release clothing when personal items are unavailable, unsuitable, or destroyed.

Monitor and replenish indigent clothing supplies for both male and female inmates.

Property Release

Upon claim verification, deliver inmate property to the Front Counter and file signed release documentation in the inmate's property container.

Inmate Worker Cleaning Assignments

Clean designated facility areas including Main Guard, Intake, Receiving, Property Room (under supervision), and Marshalling areas.



**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	RELEASE OFFICER	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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General Responsibilities

Verify inmate eligibility for release by reviewing booking jackets, court dispositions, and pending holds (state, federal, out-of-county).

Ensure all teletypes, warrants, and notifications are properly processed before release.

Computer release inmates only after placement in the release holding cell.

Verify inmate identity through PID/IBIS, right thumbprint, and signature comparison.

Return property and money to inmates and obtain required signatures.

Process releases to self, other agencies, federal, out-of-county, and drug court.

Debit inmate accounts for Drug Court releases and issue checks as required.

Ensure the physical release occurs within one hour of computer release.

Maintain and secure blank checks, release receipts, and fiscal documentation.

[REDACTED]

[REDACTED]

Respond to inmate requests and assist the Duty Officer when necessary.

Inmate Identification Procedures

Compare inmate ID card with booking records (name, photo, booking number).

[REDACTED]

Obtain right thumbprint and signature; compare to booking records.

Stop processing and notify a supervisor if discrepancies exist.

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	RELEASE OFFICER	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Property and Money Release

Compare sealed property with the booking list in inmate's presence.

Note discrepancies on the **Inmate Lost Property Form** before release.

Issue money release receipts; obtain inmate signature.

Follow payout limits:

[REDACTED]

[REDACTED]

Computer and Manual Release

Inmates are computer-released only after verification and placement in the release cell.

During system downtime, complete manual release forms and maintain numerical order of jackets until data entry is restored.

Money Drawer and Fiscal Control

[REDACTED]

Document all replenishments and discrepancies [REDACTED]

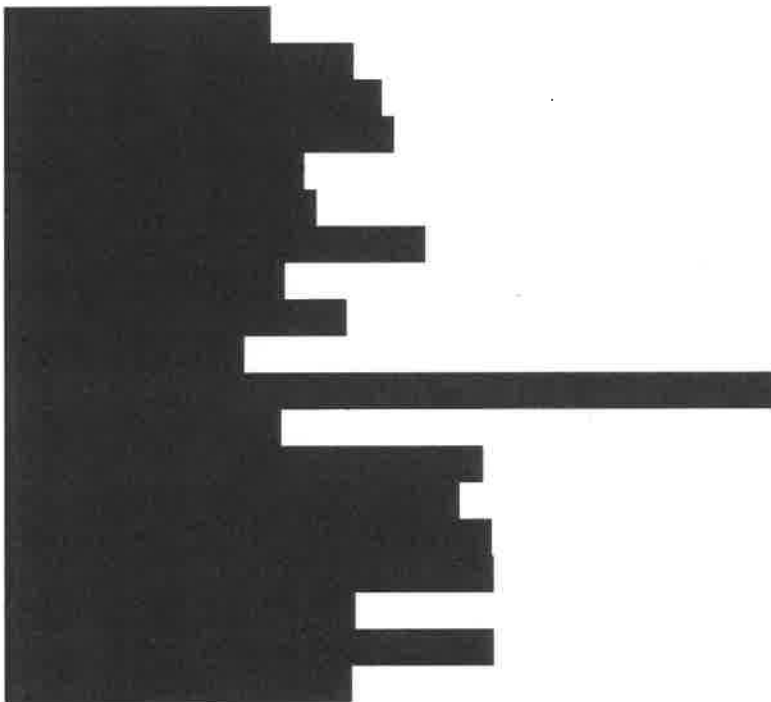
Report shortages or overages to a supervisor.

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	RELEASE OFFICER	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Release Dispositions

The Release Officer must correctly select and process the disposition type, including but not limited to:



(Each disposition requires review of relevant court or warrant paperwork, verification of inmate identity, signature/thumbprint comparison, property/money return, and proper documentation.)

Special Considerations

High Profile Inmates: [Redacted]

PC3056 Holds: [Redacted]

ICE/Federal Holds: [Redacted]

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	SHERIFF TRAINING SPECIALIST	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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General Duties

Training & Instruction

Deliver and facilitate training sessions for department staff and guest instructors.

Develop, review, and update lesson plans, manuals, and critical task workbooks.

Evaluate trainee performance and recommend retention or remedial action.

Incorporate adult learning principles and ensure compliance with legal and regulatory standards.

Conduct training needs assessments and maintain program effectiveness through feedback and review.

Liaison

Collaborate with department and county representatives to identify and implement training best practices.

Maintain communication with all facility levels to assess ongoing training needs.

Inspections & Audits

Participate in internal and external audits and inspections to identify training deficiencies and ensure compliance.

Policy & Administrative Support

Create and distribute policy update bulletins.

Assist staff in obtaining system access credentials (Tiburon, JIMS, Livescan, Crime Web, Cal Photo).

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POST ORDERS**

Title:	SHERIFF TRAINING SPECIALIST	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Critical Task Workbooks

Research, develop, update, and archive critical task workbooks for various assignments.

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	SUPPORT SERVICES	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Facility & Supplies:

- Coordinate replenishment of supplies for guard shacks and eastside.
- Order and inventory cleaning supplies, chemicals, and janitorial items weekly.
- Maintain Safety Data Sheets and 24-month chemical inventory records.
- Train staff in floor maintenance and cleaning standards.
- Supervise inmate floor crews, ensuring compliance and safety.
- Request and track floor equipment repairs and replacements.

Library & Games:

- Provide inmate library services weekly and supervise inmate library workers.
- Manage and issue inmate games bi-monthly; log and replace damaged games.
- Order recreation supplies [REDACTED]

Orientation & Equipment:

- Facilitate daily showing of the inmate orientation video.
- Maintain inmate televisions.
- Request X-ray machine repairs [REDACTED]

**CENTRAL DETENTION CENTER
POST ORDERS**

Title:	SUPPORT SERVICES	Last Revised:	10/01/24	Last Reviewed	04/30/26
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Other Key Tasks:

Oversee cleaning of barber shop equipment and inmate area vents.



Drop off inventoried surplus items as needed.

Areas Maintained by Inmate Floor Crews:

Federal & County crews clean designated housing, intake, guard, medical, and corridor areas.

County crews also maintain administrative, kitchen, and public areas.

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Transportation Deputy	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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General Responsibilities:

Transport inmates to and from Arrowhead Regional Medical Center (ARMC) or other designated facilities.

Obtain a hospital referral from medical staff before transporting an inmate to a hospital.

[REDACTED]

Assist Intake deputies and other assignments as directed by a supervisor.

Maintain Class A uniform, vest, and all required safety equipment during duty.

[REDACTED]

Use (BWC) when transporting inmates.

Maintain communication with the duty officer regarding inmate transport, medical status, and mileage.

Log into and utilize the MDC (Mobile Data Computer) for transport-related documentation.

Medical Transports:

[REDACTED]

[REDACTED]

Maintain custody and control of inmates at medical facilities.

[REDACTED]

Restraints shall not be removed unless medically necessary.

Inmates shall never be left in the care of hospital security.

Forward hospital referral paperwork to CDC medical staff upon return.

[REDACTED]

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Transportation Deputy	Last Revised:	10/01/24	Last Reviewed	04/30/26
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Book and Release Process:

Respond to the visiting lobby when a subject reports for Book and Release.

Conduct a cursory search of the subject.

[REDACTED]

Complete a booking application.

Female subjects must be searched by a female deputy.

Ensure use of (BWC) during transport.

Prisoner Security:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Suicide Transfers:

Collect inmate property, jacket, Suicide Log, and Strip Search form prior to transport.

Ensure inmate is placed in a safety gown before leaving the facility.

Upon arrival at WVDC, issue a clean safety gown to replace the transport gown.

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Transportation Deputy	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Vehicle Inspections and Fueling:

Complete a vehicle inspection sheet once per shift.

Ensure fuel levels are at or above ½ tank at the beginning and end of shift.

Use assigned gas card and log for fuel purchases.

Submit completed inspection sheets to the Watch Commander's mailbox for review before forwarding to the vehicle coordinator.

Perimeter Checks:



Report findings to the shift duty officer.

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Public Lobby / Visiting Deputy Post Orders	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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General Duties

- [REDACTED]
- Remain in the lobby during **public visiting hours**.
 - Maintain security and respond to emergencies in the **public and visiting lobby areas**.
 - Monitor and maintain security within the **public and official parking areas**.
 - Notify a supervisor if a member of the public is injured on County premises.
 - Provide first aid to the public if required, until emergency personnel arrive.

Visitor Processing

- Receive inmate visiting lists from bridge staff members.
- Prior to starting visits, turn on the **metal detector** and ensure it is operational.
- Ensure all visitors pass through and clear the metal detector. Use the handheld detector as needed.
- Turn off the metal detector at the end of visiting hours.
- Enforce visiting check-in procedures: visitors must check in **30 minutes prior** to their scheduled visit.
- Verify visitor identification: compare ID to the visiting appointment list and sign-in sheet.
- Forward completed visitor sign-in sheets to bridge staff for **JIMS update**.
- Document no-shows or refused visits on the Visiting List.

- [REDACTED]
- Enforce visitor dress code.
 - Direct visitors to the correct visiting area and escort visitors to/from the eastside visiting area.
 - Ensure visitors remain in secured visiting areas until their visit is over.
 - Visitors are not permitted in the visiting office without supervisor approval.

Visitor Property & Conduct

- Do not allow visitors to bring personal property into visiting ports.
- Do not provide security or storage for visitor property. Direct visitors to use their vehicles or lobby lockers.

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Public Lobby / Visiting Deputy Post Orders	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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- Encourage visitors to park in the southwest parking lot.
- Ensure weapons, drugs, and alcohol are not brought onto jail grounds.
- Ensure bail agent visits are conducted over inmate phones.
- Provide and process **“Request for Convicted Felon to Visit”** forms as required.
 - If the existing form is over 180 days old, a new one must be completed.

Official / Professional Visits

- Open official visiting room doors for approved visitors.
- Verify official visitors have completed an Inmate Visiting Request Slip.
- Conduct a visual inspection of all bags, briefcases, purses, etc., for electronic devices or contraband.
- Secure visiting area gates and doors before, during, and after visits.
- Notify Main Corridor and East Housing when visits are completed.

Parking Lot & Vehicle Enforcement

- Enforce California Vehicle Codes and San Bernardino County Parking Codes in facility lots.
- Issue citations as necessary. [REDACTED]

Security & Equipment

- [REDACTED]
- Notify a supervisor of any public incidents, including:
 - Utilization of items from the black box.
 - Broken seals requiring restock/reseal.

**CENTRAL DETENTION CENTER
POST ORDERS (DEPUTY)**

Title:	Public Lobby / Visiting Deputy Post Orders	Last Revised:	10/01/2 4	Last Reviewed	04/30/26
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Additional Duties

- Maintain cleanliness of the public lobby and restrooms.
- Monitor Work Release / Work Crew participants.
- Perform additional duties as directed by the shift supervisor, including those required during an inmate escape.