



Central Detention Center Facility Specific Procedure Manual

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REVISION HISTORY

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03/31/15	Newspapers	STS Hernandez, J.
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07/07/15	Facility Count Procedures-Count Procedures Federal Revised	STS Hernandez, J.
07/07/15	Escape Procedures Added	STS Hernandez, J.
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07/07/15	Booking Procedures- Placement of Inmate in Holding Revised	STS Hernandez, J.
07/07/15	Bridge/Booking Concerns-Out of Custody Warrants Added	STS Hernandez, J.
07/07/15	Inmate Dress In Receiving/Property Officer Revised	STS Hernandez, J.
07/07/15	Inmate Dress In Issuance of Cup and Spoon/ Plastic Bin Added	STS Hernandez, J.
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REVISION HISTORY

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03/05/18	Board of State and Community Corrections Compliance Public Information	STS Hernandez, J.
03/05/18	Plan and Title 15 Inmate Use Revised	STS Hernandez, J.
03/05/18	Plan and Title 15 Inmate Use Public Information Plan Review By Public	STS Hernandez, J.
03/05/18	Removing Electronic Monitors Revised	STS Hernandez, J.
03/05/18	Book and Release Revised	STS Hernandez, J.
03/05/18	Violation of Probation Procedure-Added	STS Hernandez, J.
03/05/18	Release Procedure-Priority Enforcement Program (PEP) Inmates Added	STS Hernandez, J.
03/05/18	Electronic Confinement Program Added	STS Hernandez, J.
03/05/18	Telephone Call Revised	STS Hernandez, J.
03/05/18	Inmate Dress In Added	STS Hernandez, J.
03/05/18	Incompetent To Stand Trial Addition	STS Hernandez, J.
03/05/18	Inmate Grievance Procedure Addition	STS Hernandez, J.
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03/05/18	Response To Hanging Victims Addition	STS Hernandez, J.

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01/16/19	Removing Electronic Monitors Addition	STS Hernandez, J.
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03/05/19	Outside Recreation Housing Deputy Responsibilities 12/1630.00(30) Revision	STS Hernandez, J.
03/05/19	TTY Operation Addition	STS Hernandez, J.
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CENTRAL DETENTION CENTER FACILITY SPECIFIC PROCEDURE MANUAL

1.200. (30) DETENTION AND CORRECTIONS BUREAU POLICY MANUAL

1.220.00 (30) Temporary Operating Procedures:

T.O.P. numbers shall be assigned and maintained by the Training Office. A copy of the Memorandum shall be routed to the Watch Commander's office, where it will be placed on the "Briefing Board" for notification to all staff members.

(REVIEWED. 10/01/24)

1.400. (30) BOARD OF STATE AND COMMUNITY CORRECTIONS COMPLIANCE

1.410.01(30) Public Information Plan and Title 15 – Inmate Use:

Staff members shall make the Public Information Plan (PIP) and/or Title 15 available when an inmate submits a request on an Automated Request Slip (ARS) The staff member shall determine the location where the inmate shall be allowed to review the Public Information Plan. and/or Title 15 Generally, General Population inmates shall review the PIP and/or Title 15 alone in the chow hall.

Segregated inmates may review the Public Information Plan and/or Title 15 during tier time on the tier. At no time, shall an inmate be allowed to review the PIP and/or Title 15 in the privacy of his cell.

A reasonable amount of time shall be allotted to review the PIP and/or Title 15. The Public Information Plan and/or Title 15 must be returned the same day as issued and immediately checked for irregularities (damage, missing/torn pages, etc.).

Under no circumstances shall staff discuss the contents of the Public Information Plan and/or Title 15 with inmates.

(REVIEWED. 10/01/24)

1.410.02 (30) Public Information Plan – Review by the Public:

The Public may request to review a copy of the Public Information Plan (PIP) at the Public Information Window. The material shall be reviewed in the public lobby and is not allowed to leave the immediate area. The PIP shall be inspected prior to and immediately after public use, checked for irregularities (damage, missing/torn pages, etc.). Under no circumstances shall staff discuss the contents of the PIP with the public.

(REVIEWED. 10/01/24)

1.410.05 (30) Public Information Plan Distribution:

Copies of the Public Information Plan are maintained in the following locations:

- Main Guard
- Eastside Housing
- 1st Guard
- 2nd Guard
- Main Corridor Deputy Office
- Public Information Window
- Training Office

(REVIEWED. 10/01/24)

1.410.25 (30) Individual and Family Services Program:

Inmate Social Service resource information is available in the Public Information Plan.

(REVIEWED. 10/01/24)

1.500. (30) NOTIFICATION AND REPORTING OF SERIOUS INCIDENT

1.505.00 (30) Death Notifications:

Request by the public made either in person or by telephone to notify an inmate of a death shall require a staff member to complete a Death Notification to Chaplain Form. The death shall be confirmed by contacting the hospital, coroner's office or mortuary before the form is forwarded to the facility chaplain.

Death Notification to Chaplain Forms can be found in a binder at the Front Counter.

DO NOT REMOVE)

(REVIEWED. 10/01/24)

2.100. (30) STAFF ORIENTATION

2.110.00 (30) Orientation Procedures:

The Training Office shall assist in the orientation of each new staff member. Areas covered shall include, but shall not be limited to the following:

- Administration offices
- Tour of facility
- Introduction
- Locker and key assignments

(REVIEWED. 10/01/24)

2.200. (30) STAFF RULES AND REGULATIONS

2.200.35 (30) Authorized Gloves:

Latex gloves are maintained by Support Services and stored in the Breathalyzer Room.
(REVIEWED. 10/01/24)

2.200.55 (30) Flashlights and Batons:

Flashlights are in the following locations for staff member use:



(REVIEWED. 10/01/24)

2.200.70 (30) Meals:

Staff members shall not leave the facility for their meal break without approval from a supervisor.

(REVIEWED. 10/01/24)

2.200.80 (30) Removing Food Staff Dining Rooms:

Same as bureau policy.
(REVIEWED. 10/01/24)

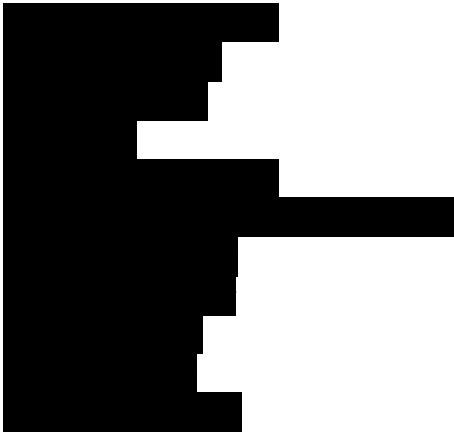
2.200.85 (30) Personal Vehicles:

Staff members shall park in marked spaces. Staff members shall not block the exits from the recreation yards or other locations not marked for parking.

(REVIEWED. 10/01/24)

2.220.00 (30) Bringing Items into the Facility:

Staff member's personal property shall be [REDACTED]. Safety staff members may bring the following items into the secured portion of the facility:



Other department staff members may bring items necessary for the performance of their job, i.e.; Nurses may bring a blood pressure cuff and stethoscope.

Staff members may bring sipper type cups or plastic bottled water for use during their shift. The cup must have either a sipper lid or a lid with a straw to lessen the likelihood of accidental spill damaging facility equipment. No glass or metal cans shall be taken into the secured areas of the facility.

Staff members not wishing to eat in the officer's dining room and preferring to bring their own meal, may either leave it in their assigned lockers or in the break room on the Bridge. Limited refrigerator space is available for this use. During their lunch break, staff members may take their food to the officer's dining room if it is carried in a paper sack or plastic bag.



No medication shall be brought into the secured portion of the facility. Staff members shall leave any needed medication in their assigned locker.
(REVIEWED. 10/01/24)

2.258.01 (30) Overtime Regulations:

Staff members shall adhere to the following facility regulations when working overtime:

- May work a maximum of sixty (60) hours of overtime per pay period and must take one (1) day off per week, regardless of where overtime was worked, except with Facility Commander Approval.
- May work overtime if there is a minimum of eight (8) hours rest prior to their next scheduled shift.

- Not be scheduled or permitted to work overtime concurrently with vacation or 4850 leaves of absence unless expressly authorized by the Facility Commander, and upon concurrence with the Deputy Chief.
- Not be scheduled to work overtime at any other station or division until approval has been obtained from his/her Facility Commander.
- Adhere to all facility overtime rules and monitor overtime hours worked (as not to exceed sixty (60) hours per pay period).

DO NOT REMOVE)
(REVIEWED. 10/01/24)

2.300. (30) STAFF GUIDELINE FOR DEALING WITH INMATES

2.300.75 (30) Removing Federal Inmates from the Facility:

Officers allowed to temporarily remove federal inmates from the facility include:

- Federal Agents
- Contract Guards

The SBCSD Marshal Liaison Office shall complete a Federal Inmate Removal form prior to the inmate's removal from the facility. A supervisor shall authorize the inmate removal by signing the form prior to releasing the inmate to the officer. Staff members shall not allow officers to remove a federal inmate without a completed Federal Inmate Removal form.

Prior to leaving the facility a staff member shall visually check and compare the name, photo and booking number on the inmate's identification card to the name and booking number on the Federal Inmate Removal form. Once the inmate's identification is confirmed, the staff member shall sign and return the form to the inmates booking jacket.

The removal of the inmate shall not be allowed if a discrepancy with the inmate's identification or Federal Inmate Removal form is discovered.

Supervisors shall make an entry in the watch commander's pass down log when a federal inmate is temporarily removed from the facility by another agency.

(DO NOT REMOVE)
(REVIEWED. 10/01/24)

2.400. (30) INMATE ORIENTATION

2.400.01 (30) Inmate Orientation:

Inmates shall be provided an Inmate Rules and Regulations pamphlet (ASU# 060803) at the time of booking.

Support Services staff members shall play the inmate orientation video in all housing units at least once a day.

(REVIEWED. 10/01/24)

4.000. (30) WEAPONS, EQUIPMENT AND RESOURCES

4.010.00 (30) Monthly Inventory of Weapons:

Each month, the Support Services Sergeant or his designee shall complete a physical inventory of all the following:

[REDACTED]

A written report of the inventory, listing the equipment in need of repair or replacement, shall be submitted to the Facility Commander.

Rules of Firearm Safety

[REDACTED]

Safety Precautions

[REDACTED]

Mounted Weapons

[REDACTED]

Safe Handling of Ammunition

[REDACTED]

Safety Inspection

[REDACTED]

Cleaning Firearms

[REDACTED]

Materials

[REDACTED]

Cleaning Equipment

[REDACTED]

(REVIEWED. 10/01/24)

4.200. (30) EQUIPMENT

4.210.00 (30) Portable Radios(HTs):

CDC utilizes portable H.T. sets for use by on- duty staff. There are two frequencies programmed into the radios:

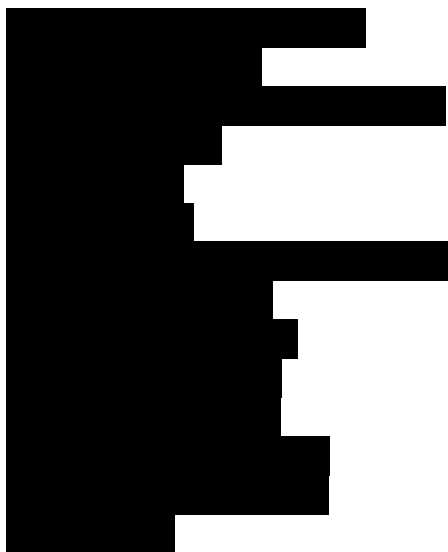


Use of Radios: H.T. radios are assigned to designated post and assignments within the facility. In post positions deputies, shall check out a radio from the staff member working in the guard station at the beginning of each AM and PM shift. The guard station staff member shall log the deputy's name, employee number and radio number in the 24-hour activity log book. At the end of each shift the deputy shall return the radio back to the guard station. Staff members working in assigned positions shall ensure radios are returned and staged in their assigned area at the end of each shift.

It is each staff member's responsibility to ensure their radio number is received by the duty officer and recorded on the shift roster. The duty officer shall ensure staff member's name and radio number is recorded on the shift roster at the beginning of each shift. This information shall be used to complete a staff member's roll call in case of a facility emergency.

Batteries: A supply of batteries shall be available at each work station. The Bridge Deputy shall ensure an adequate supply of batteries is maintained at each work station.

Locations: CDC HTs shall be kept in the following locations:



Inventory: The Bridge Deputy maintains and conducts HT radio inventory every month. The Bridge Deputy is responsible for the maintenance and repairs of HT radios.

Call Signs: Supervisor call signs shall be assigned by the facility Executive Officer or his designee.

(REVIEWED. 10/01/24)

4.212.00 (30) Electronic Scanning Devices:

Garrett Hand-Held Metal Detector: The hand-held metal detector is an active hand-held metal detector with high sensitivity to all metals including ferrous, non-ferrous and stainless steel.

Each hand-held should be checked daily and tested to ensure the battery is in good condition as well as verifying there are no loose or missing parts.

When using the hand-held detector be sure to move the detector within one inch from the person (object) with a gentle movement. Outline the body surface, making sure not to touch the person with the hand-held.

Metrasens Ultra: This device is ferromagnetic object detector and works by detecting changes in ferromagnetic objects that pass by. This detector is used to detect metallic objects on inmates and visitors.

This device will register a false alarm if anyone touches the sides of the unit. To prevent false alarm reading the safety staff member should verify that the side of the unit is not touched during the scanning process.

To avoid unnecessary interference, safety staff should stand no closer than six feet in front of the unit. The individual that is being scanned should be at least three feet from the unit. These distances should be adhered to so as not cause interference with the unit.



If the unit triggers an alert, it has detected the person passing through the system has some type of ferrous object. If this occurs, then have the individual pass through the unit one more time. If you still get an alert, then the individual should be searched by a hand-held device or by a pat down search to locate any contraband. This section will also apply to individuals that are on the facility for visitation of inmates.

(ADD. 10/01/24)

4.215.00 (30) "SPIT NET" Disposable Spit Guard:



(REVIEWED. 10/01/24)

4.220.00 (30) Riot Equipment:

Various types of equipment are available to assist in the resolution of disturbances or situations within CDC. Equipment shall only be used with Supervisor approval. Equipment used shall be determined by the size of the disturbance or situation.

Riot equipment used, but not limited to, is as follows:



(REVIEWED. 10/01/24)

4.230.00 (30) Facility Equipment:

[REDACTED] and other various areas of the facility. The assigned staff members shall check off flashlights assigned to each area on the 24-hour Activity Log at the beginning of the shift. Broken or malfunctioning flashlights shall be forwarded to Support Services for repair.

(REVIEWED. 10/01/24)

4.290.00 (30) Fire Suppression Equipment:

The fire suppression equipment is located throughout the facility and includes various types of fire extinguishers and sprinkler systems.

(REVIEWED. 10/01/24)

4.295.00 (30) Strategic Response Equipment:

The Strategic Response Team (SRT) [REDACTED]
[REDACTED] Access to the (SRT) room shall be under the direction of a Supervisor. The Bridge Deputy is responsible for maintaining and updating the equipment inventory on a quarterly basis.

(REVIEWED. 10/01/24)

4.297.00 (30) Tools and Equipment:

Staff members shall immediately notify a supervisor when tools or equipment are discovered missing from their assigned work area. After a thorough search of the work area has been completed under the direction of a supervisor, the staff member shall complete a Lost or Missing Item Form. The memorandum shall include the date and time the item was discovered missing, location, description of tool or equipment, and action taken (areas searched). [REDACTED]

The staff member locating the lost or missing item(s) shall complete a Located Lost or Missing Item form.

(REVIEWED. 10/01/24)

4.297.05 (30) Culinary Tool Inventory:

Culinary tools and designated utensils that can cause serious injury or death (e.g. knives) are secured by food services staff members [REDACTED]

The culinary supervisor shall assign one staff member per shift to [REDACTED]

[REDACTED] An inventory check-out log shall be completed at the beginning of each shift and prior to checking-out culinary tools or designated utensils to inmates. [REDACTED]

Staff members shall document the issuance of tools for usage on the Tool Check-Out sheet and ensure knives used by inmates are tethered at the appropriate workstations.

Food service staff members are expected to monitor inmate worker tool and utensil usage. The kitchen support deputy shall assist with this monitoring when present in the kitchen area.

(DO NOT DELETE)

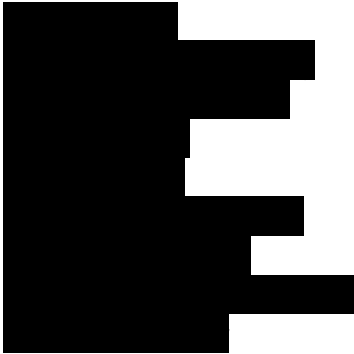
(REVIEWED. 10/01/24)

4.297.10 (30) Maintenance Tool Inventory:


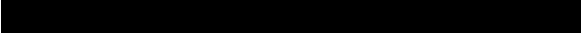
The maintenance supervisor shall assign one staff member per shift to check out the key to open the maintenance shop door. The key is checked [REDACTED]


The Maintenance shop is located within the secure perimeter of the facility; therefore, inmates shall not be allowed to enter the maintenance shop or be assigned to perform job duties using maintenance tools.


A daily inspection shall be completed by staff members prior to starting and upon completing a job assignment of tools stored in the following areas

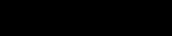
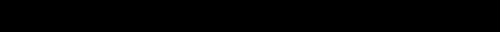


An assigned staff member shall submit a completed inspection sheet once a month to the Maintenance Supervisor. Inspection sheets are retained for a period of 12 months.

Hazardous tools are not stored in the CDC Maintenance shop. 


Commonly used tools shall be mounted on a shadow board and stored so tools disappearance will not escape attention 



Posted tool inventories shall be listed in areas where tool equipment is kept. 
 the staff member must put his identification "tag" in its place.

(DO NOT DELETE)

(REVIEWED. 10/01/24)

4.298.00 (30) Automated External Defibrillators (AEDs):

Automated External Defibrillators (AED) are in the following areas:

- Male Medical Clinic
- Administration Hallway
- Female Elevator Wall

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

(REVIEWED. 10/01/24)

5.100. (30) FACILITY REPAIRS AND MAINTENANCE

5.140.00 (30) Maintenance in Housing Areas:

Minor repairs shall be requested by [REDACTED]. The location, item, and the nature of the malfunction shall be specified in the request. Maintenance staff shall be notified immediately when a major malfunction occurs.

Staff members must ensure inmates are fully dressed while maintenance staff or the opposite gender completing repairs is in designated housing areas.

Generally, male inmate workers shall not enter female housing areas to be of assistance to facility maintenance staff members.

(REVIEWED. 10/01/24)

6.000. (30) FACILITY SECURITY GUIDELINES

6.000.05 (30) Perimeter Security:

The Hospital Transportation Deputy shall [REDACTED]. The check shall be done by using a marked facility vehicle. [REDACTED]

If the deputy observes suspicious activity, a crime in progress, or vandalism to any part of the facility, he shall immediately notify a supervisor and take the appropriate action.

(REVIEWED. 10/01/24)

6.010.00 (30) Staff Reporting to and Leaving Work:

Staff members reporting for work and leaving work shall enter and exit [REDACTED]

(REVIEWED. 10/01/24)

6.020.00 (30) Inmate Contact/ Repair Workers and Vendors:

A supervisor shall be notified after regular operating hours and on weekends when emergency repair workers respond to the facility. [REDACTED]

[REDACTED]. Workers will be issued a visitor pass and safeguarded by an assigned staff member at all times.

(REVIEWED. 10/01/24)

6.040.00 (30) Staff I.D. Display:

Department staff members, volunteers and other law enforcement agencies not assigned to CDC shall display their department issued identification card and shall sign in using the visitor log located on the bridge or at main guard.

Unless previously approved by the Commander or his designee, Department staff members and other law enforcement agencies, regardless of their nature of business, not assigned to CDC shall be escorted by an assigned staff member to and from their facility destination.

(REVIEWED. 10/01/24)

6.040.15 (30) Contract Employee Identification Display:

Contract employees shall display their department issued identification card and shall sign in using the visitor log located on the bridge or main guard.

Unless previously approved by the Commander or his designee, Department staff members and other law enforcement agencies, regardless of their nature of business, not assigned to CDC shall be escorted by an assigned staff member to and from their facility destination.

(DO NOT REMOVE)
(REVIEWED. 10/01/24)

6.055.00 (30) Administrative Visitors Access to Facility:

CDC administrative visitors include, but are not limited to, SBC Communication workers, inspectors, SBCSD Technical Services Division, and Facilities Management.

CDC uses color coded visitor passes. Passes shall be worn in plain view and shall not be removed until the visitor leaves.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

(REVIEWED. 10/01/24)

[REDACTED]

[REDACTED]

(REVIEWED. 10/01/24)

[REDACTED]

(REVIEWED. 10/01/24)

6.400. (30) FACILITY EMERGENCY PROCEDURES

6.400.00 (30) Emergency Operations Plan (EOP):

During an emergency, such as fire, earthquake, utility failure, bomb threat, riot control, and evacuation due to a hazardous waste condition, a Supervisor and the Duty Officer shall be notified immediately by phone or radio. If this cannot be done [REDACTED]
[REDACTED]

Staff members working a post during an emergency shall assess the situation and be prepared to provide a supervisor with as much information as possible and shall be prepared to direct any assistance entering the area.

[REDACTED]

[REDACTED]

(REVIEWED. 10/01/24)

6.402.00 (30) Facility Ventilation:

CDC is equipped with a manual smoke removal system [REDACTED] Prior to activating the system, approval shall be obtained from a supervisor.

At no time while actual material is burning or prior to completely extinguishing a fire should this system be activated. It could fuel the existing fire, possibly causing further injury and or damage. This system shall only be used after the fire has been extinguished.
(REVIEWED. 10/01/24)

6.500. (30) DOOR SECURITY

6.510.00 (30) Control Panels:

Control panels consist of a series of switches, buttons, and lights that alert the user when certain conditions exist. [REDACTED]

[REDACTED] It is the responsibility of all staff members assigned to areas with control panels to familiarize themselves and efficiently operate such panels. The use of the "override" feature shall be used in emergency situations or when [REDACTED]

Staff members shall not use the "override" feature simply to expedite the entering or exiting of gates and doors for non-emergent reasons.
(REVIEWED. 10/01/24)

6.510.05 (30) Sallyports:

[REDACTED]

[REDACTED]

(REVIEWED. 10/01/24)

6.510.10 (30) Lobby Doors:

CDC main lobby doors are open to the public 24 hours a day. To minimize the safety concern for staff and civilians conducting official business, the public entrance doors will be secured between 2200 hours and 0600 hours, but still accessible to persons conducting official business.

The watch commander will be responsible for ensuring the doors are locked and unlocked by safety staff during these hours. The main lobby has been equipped with an intercom / doorbell style camera. This camera will be used by visitors to communicate with bridge staff during the time the lobby is closed.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

(ADDED. 10/24/24)

6.600. (30) LOCKDOWN PROCEDURES

6.640.05 (30) Staff Accountability:

Immediately after inmates are locked in their cell, [REDACTED]
[REDACTED] The duty officer shall contact the guard station for staff accountability. When all staff members have been physically accounted for, the duty officer shall notify the supervisor. Missing staff members shall be physically accounted for before any other tactical considerations are undertaken.

(REVIEWED. 10/01/24)

6.645.00 (30) Lockdown Procedures:

The following procedures shall be followed during a facility lockdown:

Supervisor Responsibility:

- Assess the situation to determine the need for a facility lockdown.
- Implement an emergency plan.
- Ensure all staff are accounted for.
- Notify the facility commander when appropriate

Release/Duty Officer Responsibility:

- [REDACTED] Lockdown all areas and report to the nearest Guard Station or Bridge for visual identification."
- Monitor the facility radio base station to establish communication and arrival of outside assistance coming into the facility.
- Establish direct radio and/or telephonic communications with the affected area(s) of the facility.
- Notify dispatch to divert booking to other facilities.

Deputy Responsibility:

- Immediately clear and secure the public lobby and physically account for all staff in administrative offices.
- Advise a supervisor of all arriving assisting staff members.

Main Guard Responsibility shall:

- Ensure there is NO inbound or outbound movement through the intake areas of the facility without the permission of a supervisor.
- Advise a supervisor of all arriving assisting staff (if applicable).
- Log detailing names, commands, and arrival/departure times of all assisting staff.
- Cease all new arrest bookings until cleared by a supervisor.

(REVIEWED. 10/01/24)

6.700. (30) BRIDGE SECURITY

6.740.00 (30) Weapons:

[REDACTED]

(DO NOT REMOVE)
(REVISED. 10/01/24)

6.800. (30) FACILITY COUNT PROCEDURES

6.810.00 (30) Count Procedures:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

(REVIEWED. 10/01/24)

6.900. (30) CELL SEARCHES

6.900.15 (30) Housing Shakedown:

[REDACTED] When a shakedown has been completed, the shakedown log shall be completed by the Floor Deputy and forwarded to a Supervisor for review. The pink copy of the log will be maintained in the Watch Commander's office. The white copy will be forwarded to CDC Administration for retention.

A Supervisor shall note the location, date, time, and housing area of the shakedown on the Watch Commander's pass on log for reference.

[REDACTED]

[REDACTED]

[REDACTED]

(REVIEWED. 10/01/24)

6.940.05 (30) Contraband Storage Container and Log:

[REDACTED]

(REVIEWED. 10/01/24)

6.1000. (30) FACILITY KEY CONTROL

6.1010.00 (30) Staff Responsibility:

Staff members shall adhere to the following responsibilities:

- Personal keys shall not be taken into any secured area of the jail.
[REDACTED]
- Non-SBCSD staff members shall not be allowed to use facility or security issued keys under any circumstances.
[REDACTED]

- Check and count when exchanging keys from one staff member to another, confirming actual key count at shift change.

[REDACTED]

- Immediately notify the supervisor if administrative or security keys are damaged, lost, or missing. Written notification shall also be made in writing on a memorandum and/or a criminal report. Upon approval from a supervisor, staff members issued administrative keys shall be replaced [REDACTED]

(REVIEWED. 10/01/24)

6.1020.00 (30) Key Control Locations:

The Main Key Control Box is located on the Bridge. [REDACTED]

[REDACTED]

[REDACTED]

(REVIEWED. 10/01/24)

6.1030.00 (30) Key Inventories:

Key inventory shall be completed by staff members assigned to the following work areas:

- Bridge - [REDACTED] by the duty officer once per shift in the 24-Hour Activity Logbook.
- First, Second, Main Guard - Key inventory shall be completed and noted in the 24-Hour Activity Logbook by the guard station staff member once per shift.
- East Side Housing - Key inventory shall be completed and noted in the 24-Hour Activity Logbook by the assigned deputy once per shift.

(REVIEWED. 10/01/24)

6.1100. (30) ESCAPE PROCEDURES

6.1120.00 (30) Supervisory Responsibilities:

Same as bureau policy.

(REVIEWED. 10/01/24)

6.1130.00 Exterior/Interior Search:

Same as bureau policy.

(REVIEWED. 10/01/24)

6.1190.00 (30) Facility Specific Polices:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

(REVIED. 10/01/24)

7.100. (30) REPORTS

7.110.08 (30) Evidence Collection and Storage:

Items collected as evidence shall be stored in the Evidence Lockers located [REDACTED]
[REDACTED] Blood and urine samples shall be stored in the small [REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED] to be transported to the Scientific Investigation Division (SID).

A supervisor or the designated Evidence Officer shall remove evidence from a secured locker. Evidence shall be transported to SID by the training office staff.

(REVIEWED. 10/01/24)

7.120.05 (30) Approval of Reports:

All reports shall be approved by a supervisor. Reports shall be completed prior to the end of shift, approved by a supervisor. Staff members shall periodically check for rejected reports. Corrections to rejected reports shall be resubmitted as soon as possible.

(REVISED. 10/01/24)

7.124.00 (30) Inmate Injury Log:

Deputies shall obtain an injury report number from the duty officer. [REDACTED]
[REDACTED]

(REVIEWED. 10/01/24)

7.130.05 (30) Deputy Report (DR) Logbook Procedures:



(REVISED. 10/01/24)

7.500. (30) FACILITY FORMS

7.500.05 (30) Facility Forms:

The Training Office is responsible for developing and maintaining facility specific forms.
(REVIEWED. 10/01/24)

7.520.00 (30) Ordering Forms:

The Training office is responsible for ordering facility forms. A weekly inventory of all forms should be conducted prior to placing an order. Facility specific forms shall be approved by the facility commander or designee before official use begins

(REVIEWED. 10/01/24)

8.100. (30) INTAKE PROCEDURE

8.120.02 (30) Biometric Identification System Procedures:

Federal Inmates transferred to CDC from another Federal facility or agency are not required to submit a thumbprint to CAL-ID via the Biometric Identification System prior to booking for identification purposes.

New Federal bookings from the streets shall require Biometric Identification prior to booking.

The IBIS sheet shall be submitted to the booking officer with a federal booking application.

(REVIEWED. 10/01/24)

8.120.04 (30) Health Screening:

If an arrestee had a Pre-Jail Check or Medical Clearance prior to arrival at CDC, and medical staff identified that the arrestee meets clinical criteria for return to the Emergency Department for further assessment and treatment, the arrestee shall be accepted for booking, and jail staff shall make appropriate arrangements to transport the arrestee back to the hospital.

(DO NOT REMOVE)

(REVIEWED. 10/01/24)

8.120.11 (30) Removing Electronic Monitors:

An Electronic Monitor Release [REDACTED] form must be generated when a booking officer receives an electronic monitor. The form shall be filled out with the following information.

- Inmate Name
- Inmate Booking Number
- Electronic Monitor Company
- Electronic Monitor Serial Number

The electronic monitor shall be placed into a plastic bag and sealed. The plastic bag must have a booking label attached to it. The bag shall be placed in the designated bin located near the release desk. The form shall be filed in the inmate's booking jacket and forwarded to the duty officer.

The duty officer shall contact the service provider and complete the following information on the form:

- Person Contacted at Company
- Dated and Time Contacted
- Agent Authorized to Pickup
- Estimated Time of Pickup

The form shall be kept in the inmate booking jacket.

Upon pick up, a staff member shall pull the form from the inmate's booking jacket and release the monitor to the authorized agent. The following information shall be completed on the form:

- Agent's Printed Name
- Agent's Signature
- Pickup Date and Time
- Staff releasing Monitor Name and Employee

The original form shall be forwarded to Administration and a copy shall be kept in the inmate booking jacket.

The electronic monitor bin shall be audited once a week by the AM Release Officer. The release officer shall:

- Check the booked date on the booking label
- If the date is over a week old, pull the form from the inmate booking jacket.
- Contact the electronic monitoring company to arrange pick up.
- At the bottom of the form, write your name, employee number, date, time, and person contacted.

Electronic Monitors not claimed within 6 weeks from the time of arrest shall be forwarded to the Training Office. Make copy of the form and attach the original to the plastic bag for further processing.

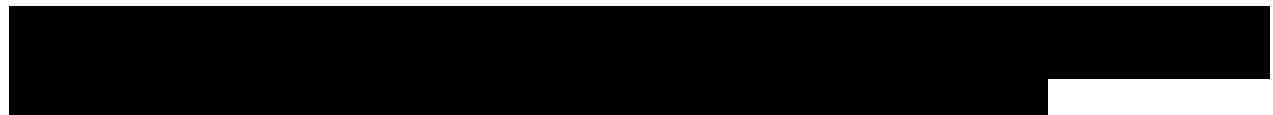
(REVIEWED. 10/01/24)

8.130.40 (30) Removal of Body Piercing:

Inmates with permanent or non-removable body piercings posing potential safety and security concerns shall be housed in accordance with the Centralized Classification Unit guidelines.

(REVIEWED. 10/01/24)

8.140.00 (30) Money Inventory:



(REVIEWED. 10/01/24)

8.200. (30) BOOKING PROCEDURES

8.280.00 (30) Placement of Arrestee in Holding Cell:

Once all aspects of the booking process have been completed, the arrestee shall be placed in the cells designated as "Hold for Dress," "Hold for Bail," or "Cite Release" pending further processing.

(REVIEWED. 10/01/24)

8.280.05 (30) Hold for Bail:

The Intake Deputy shall contact a bridge staff member to verify that the bond has been received. If a bond has not been received after two hours, the inmate shall be dressed and housed.

(REVIEWED. 10/01/24)

8.290.00 (30) Book and Release:

The front counter staff member shall confirm the Book and Release Court Order and ensure the defendant has valid identification. Generally, the hospital transportation deputy shall be notified to respond to the front lobby and take the defendant into custody.

A deputy shall conduct a pat-down search and handcuff the person prior to transporting him to the intake yard for booking.

If the arrestee is a female, a female deputy shall be notified to respond and conduct a pat-down search of the arrestee prior to transport.

A supervisor shall be notified if the hospital transportation deputy is not available.

(DO NOT REMOVE)
(REVIEWED. 10/01/24)

8.290.07 (30) High Profile Inmates:

Same as bureau policy. [REDACTED]

(DO NOT REMOVE)
(REVIEWED. 10/01/24)

8.290.08 (30) Release of Public Information on Certain High-Profile

Arrestees/Inmates:

The only information provided to the public shall be confirmation of a federal inmate housed in a San Bernardino County Detention Center. All other phone booking information and inquiries regarding federal inmates shall be directed to the United States Marshal Service.

(REVIEWED. 10/01/24)

8.300. (30) ENROUTE BOOKINGS

8.330.10 (30) Inter-state Fees:

The receipt and the enroute booking Form shall be forwarded to the Fiscal office. The money shall be forwarded to the Bureau of Administration.

(REVIEWED. 10/01/24)

8.400. (30) BRIDGE /BOOKING CONCERNS

8.420.05 (30) Violation of Probation – Procedure:

Staff members shall schedule a court date for this type of booking using the [REDACTED]

(REVIEWED. 10/01/24)

8.470.20 (30) Out of County Warrant Pickup:

Once their local county charges are completed, CDC inmates booked on out-of-county warrants shall be scheduled and transported to West Valley Detention Center. Inmates with warrants from the following counties shall be added to the court calendar and sent to WVDC [REDACTED]

- Los Angeles
- Orange
- Riverside
- San Diego

A copy of the out of county warrant shall be made and given to WVDC transportation.

(DO NOT REMOVE)

(REVIEWED. 10/01/24)

8.600. (30) BOOKING JACKET WORKUP

8.620.00 (30) Case Information:

Upon confirming an inmate's case information in [REDACTED] the duty officer shall be responsible for transferring the case information to the front of the inmate's booking jacket. Case information shall not be erased from the booking jacket until the inmate is released from custody and the booking jacket has been recycled.

(REVIEWED. 10/01/24)

9.100. (30) SEARCHES

9.115.00 (30) Vehicle Searches:

Non-police vehicles shall check in and out with Main Guard. The Intake Deputy shall physically perform a security check of non-facility assigned vehicles upon arrival at the facility and prior to the vehicle leaving a secure area of the facility. This includes delivery vehicles requiring access to the dock area.

The Kitchen Support Deputy may perform security checks of vehicles leaving the dock area. If the Kitchen Support Deputy clears a vehicle to leave the secured area of the facility,

[REDACTED]

(DO NOT REMOVE)

(REVIEWED. 10/01/24)

9. 122.00 (30) Procedures for Conducting a Strip Search:

[REDACTED]

(REVIEWED. 10/01/24)

9.300. (30) INMATE ID CARDS AND MEDICAL WRISTBANDS

9.310.00 (30) Yellow Medical Alert Wristband:

Same as bureau policy.

(REVIEWED. 10/01/24)

9.310.03 (30) Medical Abbreviation for Inmate Identification Cards:

The classification deputy shall add medical information to an inmate's identification card. Inmates shall not be charged for the new identification cards.

(REVIEWED. 10/01/24)

9.310.20 (30) Absentee Bookings

Same as bureau policy.

(REVIEWED. 10/01/24)

9.400. (30) TELEPHONE CALLS

9.425.10 (30) Recording Inmate Telephone Conversations:

Telephone Communication Recording Request forms are submitted to the CDC Training Office.

(REVIEWED. 10/01/24)

9.430.05 (30) TTY Operation:

Staff members shall provide inmates who have hearing impairments or speech disabilities access to a Video Relay Services (VRS) device at the time of booking. Inmates can submit a request through the electronic Kiosk to the Phone or Miscellaneous category. [REDACTED]

[REDACTED]

(REVIEWED. 06/01/24)

9.500. (30) FINGERPRINTING

9.510.00 (30) Fingerprinting:

Inmate fingerprinting shall be completed in the Identification Rooms located in the booking areas. [REDACTED] the I.D. room shall remain locked when not in use by staff members.

(REVIEWED. 10/01/24)

9.510.03 (30) Electronic Scan Failure:

In the event of an electronic scan failure, fingerprint cards are kept in the cabinet [REDACTED] [REDACTED] Completed fingerprint cards shall be forwarded to Cal-Id at the end of each shift.

(REVIEWED. 10/01/24)

9.570.00 (30) Fingerprints to Cal-Id:

[REDACTED]

(REVIEWED. 10/01/24)

9.600. (30) INMATE DRESS IN

9.630.00 (30) Receiving/Property Officer Responsibility:

The CDC Receiving SCS is responsible for the following duties:

- Dressing new inmates in the required clothing.
- Takes and receipts inmate's personal clothing [REDACTED]
- Maintains and stores inmate clothing and personal property.
- Makes and distributes inmate identification cards.
- Issue inmate a cup and spoon.
- Conducts clothing exchange for inmate workers and court returns.
- Pulls property authorized by inmate property release form.
- Responds to inmate clothing property request.

The CDC Receiving/Property SCS shall issue the following items to each inmate:

Males

- 1 sheet
- 1 blanket
- 1 towel
- 1 shirt (color determined by inmate classification).
- 1 pair pants (color determined by inmate classification).

- 1 T-shirt (white)
- 1 pair socks
- 1 pair briefs
- 1 pair shoes (facility issued plastic sandals)

Females

- 1 towel
- 1 blanket
- 1 shirt (color determined by inmate classification).
- 1 pair of pants (color determined by inmate classification).
- 2 bras
- 1 T-shirt (white)
- 2 pair of panties
- 1 pair of socks
- 1 pair shoes (facility issued plastic sandals)

(REVIEWED. 10/01/24)

9.660.00 (30) Inmate Workers in Receiving:

Inmate workers assigned to Receiving shall distribute clothing and bedding to arrestees. They shall remain in the inmate dress-in area when not used to clean Intake. Staff members shall ensure the property room door is secured at all times.

(REVIEWED. 10/01/24)

9.660.05 (30) Inmate Workers in Clothing Storage:

Inmate clothing storage is maintained and supervised by Support Services. Inmate workers shall not be allowed into clothing storage closets or areas unless they are under the direct supervision of a staff member.

(REVIEWED. 10/01/24)

9.670.00 (30) Issuance of Cup and Spoon/Plastic Bin and Lid:

All inmates shall be issued a cup and spoon. New inmates and transferred inmates from other facilities shall be sent to the property area for the issuance of cups and spoons. Staff members shall update the inmate's Clothing Inventory Screen to reflect the inmate received a cup and spoon.

Deputies shall visually inspect each inmate as they exit their housing and enter the chow hall to ensure that they have their cup and spoon. Inmates who do not have their cup and spoon will be sent back to retrieve them.

Inmates shall walk with cup and spoon in hand with their hands crossed in front. The handle of the spoon that is carried in the cup shall be exposed at all times. The issued cup and spoon shall be the only cup and spoon allowed in the inmate's possession during meal service.

Deputies shall visually inspect that each inmate is in possession of their cup and spoon as they exit the [REDACTED]

When an inmate is released from custody or transferred to another facility, he must return his cup and spoon to the guard station. On the East Side, items shall be returned to the housing deputy. If the inmate is in possession of his cup or spoon, he shall be allowed to return to his housing unit to retrieve the items [REDACTED]

A discipline shall be served to inmates who lose or alter their issued cup or spoon.

An inmate is not permitted to have an issued cup or spoon outside of his housing unit unless he is walking to chow, is scheduled for release, or has been transferred to another facility.

(REVIEWED. 10/01/24)

9.900. (30) INMATE CLASSIFICATIONS

9.910.10 (30) Specialty Housing:

Protective custody, administrative housing and administrative Housing Inmates

Inmate movement shall be conducted as follows at CDC:

The floor deputy shall lock down all inmates on the tier.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

(REVISED. 10/01/24)

9.921.00(30) Suicidal Inmates – Federal Inmates:

Staff members shall notify the United States Marshal Service and the CDC USM Liaison Office upon placing a federal inmate on suicide watch. Suicidal federal inmates shall be transferred to WVDC for housing [REDACTED]

(DO NOT DELETE)

(REVIEWED. 10/01/24)

10.100.00 (30) INMATE RELEASE PROCEDURES

10.105.00 (30) Duty Officer Responsibilities:

[REDACTED]

(REVIEWED. 10/01/24)

10.110.00 (30) Releasing Officer Responsibilities:

[REDACTED]

(REVIEWED. 10/01/24)

10.120.05 (30) Inmates Dress Out:

Inmates who need to change their head coverings will be directed to the Intake area and assigned to a private stall.

(REVIEWED. 10/01/24)

10.194.05 (30) Cash Drawer Contingency Plan:

Inmate releases may continue when the computer system fails and the downtime is unknown, or if the system is scheduled for routine maintenance with a lengthy downtime. The release officer is responsible for:

- Maintaining a handwritten release log, listing the inmate's name, booking number and the reason for the release
- Complete a Release Without Funds Form.

(REVIEWED. 10/01/24)

10.200. (30) BAIL INFORMATION

10.210.00 (30) Bail Acceptance:

A bail log is kept at the bail desk. The log and the attached bonds or cash bail receipts shall be checked twice per shift to confirm the bail process has been completed. Discrepancies shall be brought to the attention of the duty officer.

After the case has received a disposition update and the inmate has been release from custody, staff shall forward the original bail bond to the court of jurisdiction.

(REVIEWED. 10/01/24)

10.212.00 (30) Bail Bonds:

Staff shall ensure bail agents complete and submit the Bail Agent Request form [REDACTED] before accepting a bond. It is not necessary to keep a copy of the bail agent's identification card when accepting the bail bond.

In addition to the bureau policy Bond Acceptance criteria, staff shall ensure:

- The date on the bond is the current date the bond is posted.
- Confirm the power of attorney number listed on page 1 is the same number listed on page 2.

(REVIEWED. 10/01/24)

10.220.00 (30) Completing Self Cash Bail

Inmates may self-cash bail with money in their Inmate Trust Account. The inmate shall complete and sign the Inmate Property/Money Release form [REDACTED] requesting the release of the exact bail amount(s) and the jurisdiction(s) to which each bail shall be made payable. Self-cash bail shall be processed as a normal cash bail.

Inmates requesting a self-cash bail shall complete and sign the Inmate Property/Release form.

- Staff may provide the Inmate Property/Release form to the inmate during the intake process.
- Inmates who have been housed may request the Inmate Property/Release form from staff and/or by submitting an inmate request through the kiosk.

Upon receiving a completed Inmate Property/Release form for **SELF-CASH BAIL**, staff shall review the form and verify the exact bail amount(s) and the jurisdictions(s) to which each bail shall be made payable to. The completed form(s) shall be given to watch commander for approval as soon as practicable. Upon approval, the watch commander will provide the form(s) to the releasing officer for processing.

1. Releasing officer will begin the self-bail process by reviewing and verifying the Inmate Property/Release was completed accurately with exact bail amount(s) and jurisdiction(s).
 - a. Debit the money from the Inmate's Trust Account. Notate the reason for the debit is (Self-Bail)
 - b. If the amount is less than \$200, cash will be taken from the cash drawer.
 - c. If the amount is over \$200, a check will be issued: Make payable to the **"San Bernardino County Trial Courts."**
 - d. On the memo line of the check type: Booking #, Inmate's name, and SELF BAIL.
 - e. The money will be given to the SCA to begin the cash bail process.

- i. Make sure the money is counted, placed in the envelope, and sealed.
 - ii. The receipt can be placed in the box or attached or attached to the sealed envelope. **The envelope should not be opened without you being present.**
2. The Sheriff's Custody Assistant will complete the self-cash bail paperwork.
3. After the bail has been process and inmate has been released the Releasing officer shall attach a copy of the cash bail receipt(s) to the inmate's Release Receipt.

(ADDED. 10/24/24)

10.228.00 (30) Completing the Cash Bail Verification Envelope:

The staff member who fills out the cash bail verification envelope shall ensure the following:

- Cash amounts are written
- Money is counted and verified by a supervisor before the envelope is sealed
- Supervisor verification signature has been obtained on the envelope.



Sheriff's Bureau of Administration shall:

- Open the [REDACTED]
- Verify the cash bail

- Issue a receipt for the cash bail to the deputy. The receipt and the [REDACTED] are returned to the fiscal office.

(DO NOT REMOVE)

(REVIEWED. 10/01/24)

10.230.00 (30) Cash Bail Receipt Distribution:

For receipt distribution instructions refer to the Cash Bail Procedure Book located at the front counter. The CDC fiscal clerk shall check the Cash Bail Procedure Book daily for bail receipt copies. Receipt copies shall be maintained in the fiscal office indefinitely.

(REVIEWED. 10/01/24)

10.239.00 (30) Accepting Bail for Another Facility:

The bail bond and the Bail Agent Request Form shall be placed and kept on the facility bail log until the case has a disposition update. After the case has received a disposition update and the inmate has been released from custody, staff shall forward the original bail bond to the court of jurisdiction.

(REVIEWED. 10/01/24)

11.100. (30) PHYSICAL HOUSING DESCRIPTIONS

11.130.00 (30) Male Housing Unit Description

The west side housing areas are located on the first floor, first mezzanine, second floor and second mezzanine.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

(REVISED. 10/01/24)

11.140.00 (30) Dormitory Unit:

The west side of the facility has three (3) different size dormitory tanks.

C, F, J, and R Dorms:

[REDACTED]

[REDACTED]

[REDACTED]

M Dormitory:

[Redacted]

[Redacted]

[Redacted]

I-Tank:

Located in the west [Redacted]

[Redacted]

[Redacted]

West side Administrative Twenty-Four (24):

[Redacted]

[Redacted]

[Redacted]

West side Second Administrative:

[Redacted]

[REDACTED]

[REDACTED]

[REDACTED]

Main Corridor Cells 2 and 3:

Located in the east side main corridor [REDACTED]

[REDACTED]

[REDACTED]

MCO-1:

Located in the Visiting Corridor [REDACTED]

[REDACTED]

[REDACTED]

Dorm #1:

Located in the East side Marshaling Corridor. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Dorm #2:

Located in the East side [REDACTED]

[REDACTED]

[REDACTED]

(REVIEWED. 10/01/24)

11.160.00 (30) Sheltered Housing:

Does not apply to CDC.

(REVIEWED. 10/01/24)

11.170.00 (30) Medical Clinic Housing Unit:

Generally, inmates requiring special housing for medical concerns shall be housed at WVDC.

(REVISED. 10/01/24)

11.200. (30) HOUSING GUIDELINES

11.240.00 Tier Time:

Non- discipline inmates are entitled to three hours of tier time per day. Tier time begins right after breakfast and continues until lights out. A supervisor shall be notified when tier time needs to be changed or adjusted to ensure the safety and security of the facility, staff, and other inmates. The floor deputy shall record the reason for the change on the Tier Time log.

Single Cell Housing: Based on inmate population and security concerns, the floor deputy shall determine the number of inmates allowed out on tier at one time.

Ten Man Housing: One to two cells shall be allowed out on tier time at a time. Not to exceed a total of 20 inmates out on tier at one time.

High Security Housing: One cell shall be allowed out on tier at a time. Not to exceed a total of one inmate out on tier at a time. Prior to allowing another cell out on tier time, the deputy shall visually check the tier to ensure all cell gates are closed.

Discipline Housing: Inmates on discipline shall be allowed 30 minutes of Tier Time daily. Once cell shall be allowed out on a tier at a time, not to exceed a total of one inmate out on a tier at a time. Prior to allowing another cell out on tier time, the deputy shall visually check the tier to ensure all cell gates are closed.

Dorm Housing: Generally, dayroom gates are left in the open position therefore, inmates shall be allowed as much tier time as possible prior to lights out.

(REVISED. 10/01/24)

11.245.00 (30) Lights Out:

Same as bureau policy

(REVISED. 10/01/24)

11.260.00 (30) Restricted Area:

Same as bureau policy

(REVISED. 10/01/24)

11.297.00 (30) Toilet Paper:

Support Services is in charge of delivering bulk toilet paper to all housing areas and keeping track of deliveries. The floor deputies provide toilet paper to inmates as needed. Deputies shall visually assess toilet paper supplies during random security checks. All toilet paper should be kept in or near the holder provider.

(REVISED. 10/01/24)

11.300. (30) UNIVERSAL PRECAUTIONS /CONTAMINATED CLOTHING

11.310.02 (30) Disposable Surgical Mask:

Staff shall require inmates, identified by Health Services staff and suspected or known to have airborne communicable diseases, to wear surgical masks while outside their cells.

(REVISED. 10/01/24)

11.312.00 (30) Contaminated Clothing:

Inmates shall place contaminated clothing and linens in yellow plastic bags [REDACTED]. The bags shall be transported to the GHRC laundry by Support Services. Yellow bags are kept in the following areas:

[REDACTED]

(REVIEWED. 10/01/24)

11.315.00 (30) Biohazardous Waste:

Biohazardous waste shall be put into red plastic biohazardous contamination bags and placed in the biohazardous receptacle in the Biohazardous Room [REDACTED] of the facility. Inmates shall not carry these bags without the direct supervision and escort of a deputy. Health Services staff coordinate Biohazardous Waste pick-up arrangements. Biohazardous Waste is usually collected twice a week by a

contracted company.

Biohazardous waste includes, but is not limited to:

[REDACTED]

Red bags are kept in the following areas:

[REDACTED]

(REVIEWED. 10/01/24)

11.500. (30) OBSERVATION AND SPECIALTY CELL LOGS

11.501.00 (30) Safety Checks:

Supervisors shall conduct visual checks of the housing observation and tier time logs for completeness. This includes delayed observation time entries, undocumented in and out tier time entries, observations not noted, and illegible writing such as time and employee number entries. The supervisor shall direct staff members to document the reason for incomplete or illegible log entries in an interoffice memorandum. This memorandum shall be attached to the log.

The deputy assigned to Intake shall forward all Specialty Cell logs to the Watch Commanders office for review as inmates are cleared for booking or housing.

Observation or Specialty Cell logs used in inmate housing shall be forwarded to the Watch Commanders office for review after PM shift by the guard station staff member.

Observation or Specialty Cell logs shall be completed in black ink. Highlighters shall not be used for any reason.

(REVIEWED. 10/01/24)

11.521.10 (30) Sobering Cell Placement Procedures:

Arrestees shoes shall be placed in a plastic bag by the deputy. A label with the inmate's first initial and last name shall be attached to the bag. The inmate booking number shall be written on the label once it has been provided.

(DO NOT REMOVE)
(REVIEWED. 10/01/24)

11.523.10 (30) Suicide Observation Cell Mental Health Evaluation – Federal Inmate:

Staff members shall notify the USM Service and the CDC USM office when a federal detainee is medically cleared from suicide watch and re-housed. [REDACTED]

[REDACTED]
(REVIEWED. 10/01/24)

11.524.10 (30) Safety Cell

Safety gowns are kept in the male property room. If an inmate is transported to WVDC wearing a safety gown, the transporting deputy must contact a WVDC staff member to request a clean safety gown to replace the one the inmate was wearing.

(REVIEWED. 10/01/24)

11.560.00 (30) Administrative Housing Observation Logs:

Completed Administrative Housing logs shall be maintained by the CDC Training Office staff.

(REVIEWED. 10/01/24)

11.570.00 (30) Administrative Housing Log Audit:

The facility commander or his designee shall inspect logs on a regular basis.

(REVIEWED. 10/01/24)

11.700 (30) MEAL SERVICE

11.740.00 (30) Meal Service Procedures:

The following procedure shall be followed:

- Make an announcement 15 minutes prior to meal service.
█ Open tier cells one at a time. █
█
 - Deputies shall visually inspect that each inmate has their cup and spoon as they exit their housing and prior to entering the chow hall. Inmates not possessing their cup and spoon shall be sent back to retrieve the items. Inmates shall walk with cup and spoon in hand with their hands crossed in front. The handle of the spoon that is carried in the cup must be exposed at all times. The issued cup and spoon shall be the only cup and spoon allowed in the inmate's possession during meal service
█
█
 - The meal service order shall generally be left to the discretion of the assigned floor Control Deputy, unless directed otherwise by a supervisor.
█
█
 - Allow inmates 15 minutes to complete their meals. Inmates may be excused to leave the dining hall when they are finished eating.
 - Do NOT allow inmates to pass food or talk (unless to a deputy) during meal service.
 - Ensure that the dining hall sculleries and serving line doors are locked during meal service.
 - The assigned floor Control Deputy and one additional deputy shall remain outside the dining hall to re-house inmates.
 - Deputies shall visually inspect that each inmate has possession of their cup and spoon as they exit the dining hall.
- █
█

Special Body Inmates

Inmates housed in single man cells, including inmates on discipline, shall receive meal service in their cells. Prior to allowing food delivery to inmates housed in Single Man Cells and Restrictive Housing Cells, [REDACTED]

[REDACTED] The deputy shall then enter the tier without other inmates to conduct a visual check to ensure each inmate is in their cell and the doors and gates are secure.

In the Single Man Housing, one deputy shall remain at the control panel and a 2nd deputy shall escort inmate workers to conduct the delivery of food. Directly after the inmates are given a minimum of fifteen minutes to consume their meals, the deputy shall escort the inmate workers down the tier for the removal of the empty trays ensuring the number of trays match the number delivered. Should there be a discrepancy, the Watch Commander shall be notified and an immediate search for the missing items(s) shall be conducted.

A deputy shall search the inmate workers as they prepare for post meal cleanup. This includes searching the cleaning supplies, mop bucket and trashcan prior to sending those items into the housing areas for use. The inmate workers shall then be searched again prior to being sent back to culinary staff.

Safety staff observing inmates refusing to eat at meal service shall immediately contact a supervisor. If it is determined the inmates are participating in a hunger strike, health services staff shall be contacted. For federal inmates, additional contact shall be made to the CDC Marshal Liaison office.

Notations shall be made on the housing observation log noting:

- Immediate notification to a Supervisor and Health Services staff.
- Meals and water were offered.
- The re-housing of inmates to the Infirmary.

Court Pull:

General Population inmates scheduled for court or transfer shall receive meal service be first in the dining hall. Inmates shall be allowed a minimum of 15 minutes to eat. Inmates shall not be returned to their housing assignments. [REDACTED]

Court Returns and Special Runs

Generally, inmates returning from court, or a special run should be returned to their housing area for feeding. If meal service has passed inmates shall be temporarily placed into a Marshaling Cell and given a sack lunch

Inmate Workers:

Generally, inmate workers shall receive meal service in the first-floor dining hall.

Breakfast Inmate workers shall receive their meal service first prior to general population inmates.

Lunch Inmate workers shall receive their meal service after general population inmates.

Dinner Inmate workers shall receive their meal service in the first-floor dining hall after general population

Serving Portions- Generally, inmate workers will only be allowed to receive double serving portions during meal service.

(DO NOT DELETE)
(REVISED. 10/01/24)

11.750.00 (30) Meal Service Requirements:

The following times are approximate. If a delay is expected, the supervisor shall be notified.

- Breakfast - 0430 hours
- Lunch - 1030 hours
- Dinner - 1630 hours

(REVIEWED. 10/01/24)

11.800. (30) INMATE CLOTHING AND BEDDING

11.810.00 (30) Clothing and Bedding Issue:

Inmates shall be dressed in inmate jail clothing prior to being housed. Clothing and bedding shall be issued by [REDACTED]

(REVIEWED. 10/01/24)

11.830.00 (30) Standard Clothing Issue:

Inmates shall be allowed to have in their possession three pairs of shoes regardless of their classification.

General Population Inmates

- 1 pair of jail issued EVA-Step-ins
- 1 pair of orange canvas shoes OR 1 pair of authorized white velcro tennis shoes
- 1 pair of shower shoes

Inmate Workers

- 1 pair of white velcro tennis shoes OR 1 pair of blue canvas shoes
- 1 pair of jail issued EVA-Step-ins
- 1 pair of shower shoes

(REVISED. 10/01/24)

11.855.00 (30) Clothing Exchange Schedule:

Clothing exchanges are scheduled within the housing areas at least twice a week for each inmate. Generally, clothing exchanges are conducted 3 days a week.

(DO NOT DELETE)
(REVIEWED. 10/01/24)

11.860.00 (30) Exchange of Undergarments (White Roll):

The following undergarments shall be exchanged twice a week:

- Underwear - male
- T-shirt
- Socks
- Towels

(REVIEWED. 10/01/24)

11.862.00 (30) Exchange of Outer Garments:

Facility issued shirts and pants shall be exchanged once a week by Support Services staff members.

(REVIEWED. 10/01/24)

11.865.00 (30) Inmate Worker Exchange of Clothing:

Inmate workers shall have the opportunity to exchange clothing daily prior to returning to their assigned housing area. Floor staff members shall contact the Property SCS to coordinate the clothing exchange. On the east side of the facility inmate worker clothing exchange shall be coordinated by a support services staff member or the housing deputy.

(REVIEWED. 10/01/24)

11.868.00 (30) Sheet Exchange:

Sheets shall be exchanged once a week by the Support Services staff.

(REVIEWED. 10/01/24)

11.869.00 (30) Blanket Exchange:

Blankets shall be exchanged once a month by the Support Services staff.

(REVIEWED. 10/01/24)

11.1000. (30) CLOTHING INVENTORY

11.1010.00 (30) Clothing Inventory at Intake:

The staff member assigned to Receiving takes inventory and enters the inmate's personal clothing into [REDACTED]. Inmate personal clothing shall be stored in the property room.

(REVIEWED. 10/01/24)

11.1015.00 (30) Personal Property/Money Release:

Inmate clothing exchange is accepted at the Public Information Window with the approval of a supervisor. The staff member accepting and releasing the clothing exchange shall ensure that the clothing was accepted on the property screen in [REDACTED].

Staff members completing the clothing transaction shall retain the signature of the person who is accepting the inmate's inventoried clothing. To complete the clothing exchange, staff members shall follow the normal property release procedures.

Inmate Property/Money Release Forms shall be forwarded to a supervisor for review. Once the form has been reviewed, one (1) copy shall be forwarded to the inmate and one (1) to the Bridge SCA. The inmate's [REDACTED] computer screen shall be updated indicating if the request was approved or denied.

(DO NOT REMOVE)
(REVIEWED. 10/01/24)

11.1045.00 (30) Retention of Personal Shoes:

Same as bureau policy.

(REVIEWED. 10/01/24)

11.1050.00 (30) Orange Canvas Shoes:

Inmates can wear the orange canvas shoes purchased from commissary, in their living areas, outside recreation, court, and off-facility services.

When pulling inmates for court in the morning, they can wear their orange canvas shoes to meal service.

Inmates shall wear jail-issued footwear (jellies) for all other movement within the facility, i.e., chow, visits, and medical.

(DO NOT REMOVE)
(REVIEWED. 10/01/24)

11.1055.00 (30) White Velcro Shoes:

Health Services staff shall complete and fax an Authorization of Shoes form [REDACTED] when a chrono is issued by health services to Inmate Services. Shoes shall be delivered and issued by GHRC Inmate Services staff.

(DO NOT REMOVE)
(REVIEWED. 10/01/24)

11.1060.00 (30) US Marshal Inmates – Release of Clothing and Property:

Federal inmates who want their property released to a person of their choice at any time may request a Prison Property Form time. Federal inmates transferred from SBCSD to federal custody are not allowed to take their personal property with them and should be encouraged to complete a Prison Property Form prior to leaving the facility.

The property officer shall send a notice to the inmate's specified address. If an inmate or his designee does not claim the property, it shall be disposed of according to departmental and bureau policy guidelines.

Federal inmates transferred within the SBCSD may retain their commissary and personal property.

(DO NOT REMOVE)
(REVIEWED. 10/01/24)

12.100. (30) INMATE PRO-PER PRIVILEGES

12.100.00 (30) Introduction:

Generally, Federal inmates shall be allowed to review Legal Discovery materials. A request from the inmate or his attorney of record to review discovery materials shall be directed to the CDC Marshals Office. The Marshal Liaison staff shall review the request and make an approved or denied notification directly to the inmate's attorney.

Attorneys who receive authorization for their clients to review legal discovery materials are responsible for delivering the materials.

(DO NOT REMOVE)
(REVIEWED. 10/01/24)

12.105.15 (30) Support Services Staff Responsibilities for Legal

Research Associates Services:

Same as bureau policy.

(REVIEWED. 10/01/24)

12.200. (30) INMATE GRIEVANCE POLICY

12.220.00 (30) Inmate Grievance Procedure:

Grievances except for units FAH 1-4, MC 01-03 and 2AH 1-4 shall be submitted on kiosks. Upon receiving a grievance from one of these locations, staff members will review the grievances to determine if emergency handling is required. Those identified as requiring emergency handling shall be immediately forwarded to a supervisor for additional investigation. Staff should direct inmates to the kiosk to submit or review a grievance.

The Automated System allows inmates to submit four (4) grievances in one week and two appeals per grievance. Inmates will not be allowed to back date an incident further than ten (10) days from the current date, unless the grievance is regarding PREA. There is no time limit on PREA grievances.

(REVIEWED. 10/01/24)

12.240.00 (30) Supervisor/Watch Commander Responsibilities:

A supervisor or his designee is required to handle inmate grievances in a timely manner per bureau policy and procedures. Refer to Bureau Policy Section 12.220.00

(REVIEWED. 10/01/24)

12.250.00 (30) Investigation Procedure:

Same as bureau policy.

(REVIEWED. 10/01/24)

12.252.00 (30) INMATE GRIEVANCE LOG

Grievances Investigations shall be logged in the Grievances log located in the Administration computer share drive. The following information shall be recorded:

- Assigned Grievance Number
- Inmate Name
- Issue
- Date Assigned
- Assigned To
- Due Date
- Date Grievance to Inmate
- Employee
- Comments

(REVIEWED. 10/01/24)

12.300. (30) INMATE REQUEST SLIPS

12.330.00 (30) Supervisor/Watch Commander Responsibilities:

Supervisors should ensure inmate request slips are answered in a timely manner per bureau policy and procedures. Refer to Bureau Policy Section 12.305.00, 12.310.00, 12.320.00 and 12.325.00.

(REVIEWED. 10/01/24)

12.600. INMATE MAIL

12.690.15 (30) Books

Staff can accept hand courier deliveries from a courier service if the courier has identification with their name indicating they work for the company. A photo on the identification is not necessary. However, staff can ask for a valid photo ID to verify that the name on the ID card matches. Staff shall run the booking number or name listed on the packing slip. Packages shall not be accepted for inmates not housed at CDC.


(REVIEWED. 10/01/24)

12.700. LEGAL MAIL

12.710.00 (30) Legal Mail:

The mail clerk shall log the date and time the mail was received on the Legal Mail Log. A supervisor shall be responsible for the delivery of inmate legal mail. Upon delivery, the legal mail shall be opened in front of the inmate and inspected for contraband, cash, checks, or money orders before it is given to the inmate.

Federal inmates transferred from federal facilities shall be allowed to keep legal mail and other related materials with them during the booking process. The staff member assigned to Intake shall inspect the legal items for contraband, cash, checks or money orders during the intake process.

Contraband items shall be recorded on the contraband log and discarded into the contraband box located in Mail Guard. All forms of money shall be forwarded to the booking window.

(DO NOT DELETE)

(REVIEWED. 10/01/24)

12.900. INMATE GROOMING

12.912.00 (30) Hair Care (Grooming Procedures):

Inmates wanting access to any of the secure locations designated for grooming to utilize the grooming equipment may do so by completing a request slip and submitting it under the category Miscellaneous. A staff member shall add the inmate's name to the haircut list.

Those inmates desiring grooming services will have their name, booking number, and housing tier and cell documented on the Grooming Services Roster form. Grooming services will begin after breakfast chow and conclude before evening count. The grooming services roster will then be placed into the grooming roster tray located on the SCA desk. An on-duty SCA will scan and [REDACTED]

Before placing inmates into one of the secure locations designated for grooming the floor deputy shall:

- Allow inmates to take their personal comb into the designated location for grooming.
- Inventory and inspect the grooming equipment and document in the logbook. Any discrepancies along with immediately notifying a supervisor of the discrepancy.
- Visually inspect the secure location designated for grooming to ensure no contraband has been left inside.
- Have the inmate sign the list indicating the service was received. If the service is refused for any reason, or not provided, then the reason shall be documented next to the inmate's name.
- Complete the 24- Hour Administrative Housing Log. Enter time, employee number and write "Grooming" through the boxes

The floor deputy shall visually check on the welfare of all inmates as often as possible, while grooming is in progress.

Upon completion of the grooming the floor deputy shall:

- Immediately search each inmate for contraband.
- Inventory and inspect the grooming equipment for damage or missing parts. If any items are missing or damaged the watch commander shall immediately be notified and the inmate(s) shall not be returned to their housing location until authorized to do so by the watch commander.
- Ensure inmates are using the provided Purell Disinfectant to clean grooming equipment.
- Ensure the location is clean. If necessary, have the floor worker thoroughly clean the location.
- Forward the completed Grooming list to Support Services staff.
- Complete the 24- Hour Administrative Housing Log. Enter time, employee number and check the "Empty" box.

Locations Designated for Grooming

[REDACTED]

This location is intended to be the primary location for special body inmates which cannot be placed in a grooming location with any other inmates due to their classification level. A majority of these inmates are already housed on the 2nd Floor. The inner and outer doors to this location shall be closed and locked when in use for grooming.

- [REDACTED]

Equipment

There are two (2) grooming equipment boxes on the West Side of the facility one (1) on each floor to be kept in the guard shacks when not in use. Each floor is also supplied with one (1) shaver. Staff members are responsible for charging cordless equipment after each use.

The following grooming equipment is supplied in each box:

- hair clipper
- hair clipper brush
- 1 ¼ hair clipper attachment
- 1 large nail clipper
- 1 spray bottle of Purell disinfectant

On the east side of the Facility, the following grooming equipment is supplied and kept in the designated grooming location:

- hair clipper
- hair clipper brush
- 1 ¼ hair clipper attachment
- 1 large nail clipper
- 1 spray bottle of Purell disinfectant

Inmate Usage of Secure Locations Designated for Grooming

General population Inmates: Generally, eligible GP inmates housed on the Westside of the facility shall be placed in and use their floor's designated location for all grooming needs. When necessary to accommodate everyone on the haircut list or based on special grooming needs of the inmate, the floor deputy can send the inmate to another floor's grooming location. PC inmates housed on the Eastside of the facility shall be placed in and use the Eastside designated location.

GP inmates on the list may have access to their designed grooming location(s) seven (7) days a week and shall remain locked inside their designated location(s) until the grooming is complete or 45 minutes has elapsed, whichever is soonest, to allow for

rotation to the next inmate(s) on the list. [REDACTED]
[REDACTED]

Inmate Workers: Facility inmate workers housed in the Westside of the facility shall be placed in one of the designated locations for grooming to accommodate their grooming needs, this includes the use of the shaver. Inmate workers housed on the Eastside of the facility shall be placed in the Eastside designated location.

Inmate workers may have access to their designated grooming location(s) seven (7) days a week and shall remain locked inside the designated location(s) until the grooming is complete or 45 minutes has elapsed, whichever is soonest. As time permits, staff shall allow inmate workers to use the grooming location(s) to maintain inmate worker grooming standards.

Generally, inmate workers who handle food (i.e. ODR and Kitchen workers) will be provided an opportunity to receive clothing exchange after grooming is complete.

Special Body Inmates: Inmates housed on the Westside of the facility with a Special Housing classification which would prevent them being placed unrestrained in a cell with any other inmate, then such Special Housing inmate shall be placed alone in the 2nd Floor location for their grooming needs (Examples: High Security or any Administrative Housing classification). Special Housing inmates able to be placed together with other inmates of the same classification (Examples: PC2' s with other PC2's or PC3's with other PC3's), can be placed together in any available grooming location. Special Body inmates housed on the Eastside of the facility shall be placed in and use the Eastside designated secure location designated for grooming.

On the Eastside of the facility Special Body inmates shall be given access on days determined by the floor deputy or Support Services staff.

No inmate housed anywhere in the facility shall be allowed to use grooming equipment in their assigned housing area as this could compromise the safety and security of the facility, this would include the nail clippers.

If the inmate's classification allows them to be in a grooming location with other like classification inmates, then the maximum number of inmates is limited to four (4). One of those four (4) inmates can be designated as a barber.

(REVISED. 10/01/24)

12.1100. NEWSPAPERS

12.1100.00 (30) Newspapers:

Inmate Services, through the Inmate Welfare Fund, provides daily newspapers to inmates and should not be set aside for staff members' personal use. Therefore, newspapers shall not be left in guard stations, bridge or other staff offices.

Daily newspaper procedures shall be conducted in the following manner:

- Receive daily newspapers at front counter
- Forward newspapers to the bridge inmate worker. Commercial inserts shall be removed from each newspaper prior to distribution
- Bridge staff members shall forward newspapers to each guard station and the east side.
- The floor deputy shall collect and distribute newspapers to inmate housing areas daily and in a timely manner.

(DO NOT REMOVE)
(REVIEWED. 10/01/24)

12.1600. OUTSIDE RECREATION

12.1610.00 (30) Minimum Requirements for Outside Recreation:

If facility population permits, inmates shall be offered additional outside recreation time.
(REVIEWED. 10/01/24)

12.1630.00 (30) Housing Safety Staff Responsibilities:

Movement to Outside Recreation Deputy Responsibilities

- Remove inmates from scheduled housing locations
- Visually check and compare the inmate's name and photo to the housing alphabetical list
- Count the number of inmates going to outside recreation before moving them into the recreation area
- Advise the guard tower for approval prior to putting the inmates in a yard
- Move the inmates into the designated yard
- Secure the gate and recount the inmates before allowing them to disperse
- Advise the guard station staff member of the number of inmates sent to outside recreation.

Returning from Outside Recreation Deputy Responsibilities

- Advise the housing location of inmates returning from outside recreation

- Count the number of inmates returning to housing and compare it to the number of inmates sent to outside recreation.
- Monitor inmate movement back to housing locations
- Advise the guard station staff member of the number of inmates returning from outside recreation.

Guard Station Staff Member Responsibilities

- Provide the floor deputy with a computerized alphabetical housing list
- Document the following information in the in the 24-Activing Housing Logbook:
 - Housing locations recreation time periods
 - Number of inmates attending and returning
 - Detailed descriptions of any incidents

(REVIEWED. 10/01/24)

12.1650.00 (30) Types of Activities:

Inmate personal belongings shall not be allowed in the recreation yard except for a small amount of reading material or other items at the discretion of the outside recreation deputy.
(REVIEWED. 10/01/24)

12.1660.00 (30) Outside Recreation Time Periods:

If staffing and jail activities permit, outside recreation time periods shall be conducted as per bureau policy 12.1610.00. [REDACTED]

(REVIEWED. 10/01/24)

12.1700. INMATE VISITING

12.1710.00 (30) Minimum Requirements For Visiting:

Same as bureau policy.

(REVIEWED. 10/01/24)

12.1720.00 (30) Visiting Locations:

The designated inmate visiting areas are located near the Public Lobby.
(REVIEWED. 10/01/24)

12.1730.05 (30) Requesting a Visit Under Penal Code Section 4571:

Convicted felons requesting a Request to Visit Form can obtain one from the Public Information Window. The form shall be completed and mailed back to the facility. Once the form is received, the duty officer shall attach the following to the form and forward it to the Facility Commander:



After review by the Facility Commander, a copy of the form shall be mailed to the convicted felon, indicating if the request has been approved or denied. A copy shall also be placed in the inmate's booking jacket.

Convicted felons approved to visit must present a copy of the form to the visiting deputy when signing in for a visit. Not having a copy of the form may result in the cancellation of the scheduled visit.

(DO NOT DELETE)
(REVIEWED. 10/01/24)

12.1740.15 (30) Bail Agent Visits:

Bail agent visits shall be conducted over the inmate phones. If the bail agent cannot be accommodated to conduct his visit over the phone due to special housing visiting days or no available visiting phone stalls, he shall be instructed to return during a public visiting time break.

On non-public visiting days, the main corridor deputy shall periodically check on the inmate and advise bridge staff members when the visit has been completed. Bridge staff members shall ensure the bail agent can exit the visiting area.

(DO NOT DELETE)
(REVIEWED. 10/01/24)

12.1750.05 (30) Visiting Schedule:

Inmate visits are Wednesday through Saturday. Generally, eligible inmates shall be allowed to have one visit per day, which includes two (2) people per visit for a minimum of (30) thirty minutes. This includes adults and minors under the age of 18).

The following days and times are scheduled through the Inmate Visiting Call Center:

General Population Inmates

Wednesday and Friday

- 8:15 a.m.
- 9:15 a.m.
- 12:15 p.m.
- 1:15 p.m.
- 2:15 p.m.
- 3:15 p.m.
- 6:15 p.m.
- 7:15 p.m.

AH, PC, PC-AH. PIM Inmates

Thursday and Saturday

- 815 a.m.
- 915 a.m.
- 1215 p.m.
- 115 p.m.
- 215 p.m.
- 315 p.m.
- 615 p.m.
- 715 p.m.

(REVISED. 10/01/24)

12.1790.00 (30) Visitor's Personal Property in Visiting Area:

Visitors shall not be allowed to take the following personal items into the visiting area:

- Purses/backpacks
- Diaper bags
- Cigarettes
- Strollers
- Food
- Drinks
- Cell phones
- Cameras
- Drugs

Visitors in possession of items that violate state or federal laws are subject to criminal prosecution. Visitors in possession of non-criminal contraband shall be told to secure their items in their vehicles.

The visiting deputy shall process such contraband per bureau policies.

(DO NOT DELETE)
(REVIEWED. 10/01/24)

12.1800.00 VISITING PROCEDURES

12.1810.00 (30) Visiting Procedures:

All visitors must provide identification per Bureau Policy 12/1810.15 and are subject to a criminal history search to determine their eligibility to visit.

Visitors shall additionally be screened for contraband and weapons by use of the metal detector per facility specific policy 4.212.00, and when probable cause exists, a cursory search of the visitor shall be conducted in compliance with Bureau Policy 9/113. Once cleared by the Visiting Deputy, the visitor shall proceed directly to their visiting destination and complete their visit as scheduled.

Any visitor who deviates from their authorized destination or attempts to visit any inmate they are not scheduled to see shall be subject to immediate removal from the facility and denial of future visits in accordance with Bureau Policy 12/1885.05.

Visitors shall adhere to all visiting rules and regulations as enforced by the Visiting Deputy. The Main Corridor Deputy and Bridge staff members shall coordinate with the Visiting Deputy to report and appropriately handle any visitor incidents violating laws or facility rules.

Federal Inmates: Media groups requesting to visit a federal inmate shall contact the inmate's attorney of record and the United States Marshals Service for approval prior to conducting a visit or interview. The attorney of record shall contact the USMS if the request is approved. Notification to allow or deny the visit or interview shall be made to the SBCSD Marshal Liaisons Office by the USMS. Approval or denial for the interview shall be documented and filed in the inmate's booking jacket.

The visiting center is required to notify the SBCSD Marshal Liaisons Office prior to scheduling a media visit or interview for a federal inmate.

(DO NOT DELETE)
(REVISED. 10/01/24)

12.1885.10 (30) Temporary Suspension of Visiting Privileges:

Same as bureau policy.
(REVIEWED. 10/01/24)

12.1890.00 (30) Inmates in Intake:

Inmates temporarily housed in Intake shall be allowed official and bail agent visits. Bridge staff members shall notify the Intake deputy if an inmate has an official visitor. A deputy shall escort the inmate to and from the official visiting area. Bridge staff members shall advise the deputy when the official visit is over.

(REVIEWED. 10/01/24)

12.1900. RELIGIOUS VISITORS/VOLUNTEERS

12.1910.00 (30) Visits for Religious Purposes:

Clergy visits are not to be considered personal visits and are therefore not to be counted in the allotted number of personal visits allowed as per bureau policy.

Generally, clergy visitation shall be conducted in the regular inmate visiting area over the phone. However, there may be instances where it may be requested to use the official visit area. If the clergy member makes a specific request to visit with an inmate in the official visiting area, a supervisor shall be notified.

Clergy visitors with proper identification and approved security clearance from SBCSD Inmate Services may visit in the official visiting area.

(REVIEWED. 10/01/24)

12.2000.0 OFFICIAL VISITS

12.2005.00 (30) Official Visits

Officer Interview Rooms: Law Enforcement agencies shall notify the facility Duty Officer prior to interviewing an inmate in the Officer Interview room. The appropriate guard station shall be notified to send the inmate to the officer interview room located [REDACTED]. Female inmates are escorted to the officer interview room located in the [REDACTED].

[REDACTED]

[REDACTED]

Official Visitor Late for Visit: Staff members shall not place an inmate into an Official Visiting Room until the official has checked in at the Front Counter.

Probation Interviews: Generally, Probation Interviews are held in the Official Visiting Room.

Parole Interviews: Parole agents assigned to CDC to conduct Parolee Notification of Charges interviews shall be allowed to conduct these interviews on the bridge.

The assigned agent shall provide a list of inmate names to the duty officer. Foreseen delays regarding inmate movement shall be brought to the attention of the parole agent. The duty officer shall confirm the inmate's availability and have the inmate sent to an available booking window or to the release area window.

Bridge staff members shall confirm the agent's identification and ensure the agent signs in on the facility's Visitor Log. For each inmate, the agent shall fill out an official visiting request form for each inmate and attach a copy of his department issued identification card. The form and a copy of the identification card shall be filed in the inmate's booking jacket.

(REVISED. 10/01/24)

12.2030.00 (30) Official Visitors:

Staff members shall be responsible for making a copy of the official's identification card(s) and attaching it to the official visiting request forms. Copies are filed in the inmates booking jacket.

The following forms of identification are required before an official visit is granted:

ATTORNEY

- Driver's License
- Current Bar Card

BAIL AGENT

- Driver's License
- Bondsman Identification Card
- Notary

CLERGY

- Driver's License
- Original copy of ordination certificate or letter from church

NOTARY PUBLIC

- Driver's License
- Official Stamp with Notary Identification. Number Stamp the official visitor slip with the notary's Identification Number.

PARALEGAL

- Driver's License
- Letter of identification from the attorney of record. A copy of the letter shall be made and placed into the inmates booking jacket.

PEACE OFFICER/PAROLE AGENT/PROBATION OFFICER

- Department Issued Identification Card

PUBLIC DEFENDER/DA INVESTIGATOR

- Department Issued Identification Card

PRIVATE INVESTIGATORS

- Driver's License
- Letter of identification from the attorney of record. A copy of the letter shall be made and placed into the inmate's booking jacket.

PSYCHOLOGIST/PSYCHIATRIST

- Driver's License
- Order of Psychological/Psychiatric Appointment signed by the judge and/or their clerk.

FEDERAL INMATE OFFICIAL VISITORS

ATTORNEY: Federal inmates shall be allowed to receive official visits from their attorney of record or an attorney who is requested by the inmate or the inmate's family.

PRIVATE INVESTIGATORS: The attorney shall provide a dated document under their letterhead authorizing their employee with the following information: Date of visit, employee name, DOB, inmate's name and booking number and / or federal register number. The investigator shall provide a valid photo ID and investigator card.

PEACE OFFICERS, PAROLE AGENTS, and PROBATION OFFICERS: Shall have written USMS authorization. If written authorization is needed direct the official to contact the USMS [REDACTED]

BAIL AGENTS: Bail agents shall not visit federal inmates housed in a SBCSD jail facility.

Federal case bail interviews and paperwork are processed directly through USMS.

[REDACTED]

(REVIEWED. 10/01/24)

12.2030.02 (30) Private Investigator Employee:

[REDACTED]

(REVIEWED. 10/01/24)

12.2200. COMMISSARY

12.2210.05 (30) Commissary and ICARE Package Procedure:

Support Service staff members shall coordinate the distribution of inmate commissary and escort commissary staff while in the facility.

During inmate commissary, the deputy assigned to the housing area must remain on the floor to assist with inmate movement to sally ports and to provide general supervision.

In the event the inmate computerized Kiosk fails, support services staff members are responsible for distributing and coordinating the pickup of inmate commissary slips.

(REVIEWED. 10/01/24)

12.2210.10 (30) Staff Accepting Commissary and ICARE Package

Packages:

Staff members shall not accept commissary for inmates who are not present at facility during commissary delivery. An attempt to deliver the commissary items to the inmate will be made later in the week.

Commissary for inmates no longer at the facility or for inmates who refuse to accept their commissary shall be returned to the commissary company on the day delivery is attempted.

(REVIEWED. 10/01/24)

12.2220.02 (30) Receiving Responsibilities:

Inmates shall initially be issued a Welfare Bag at the time of dress-in and prior to being housed. The inmate's trust account shall be debited for this transaction. Welfare Bags issued by staff members after the initial housing shall also be debited from the inmate's trust account.

(REVIEWED. 10/01/24)

12.2300. INMATE DISCIPLINE

12.2300.30 (30) Suspension of Visiting Privileges:

Same as bureau policy.

(REVIEWED. 10/01/24)

12.2305.00(30) Property Inventory:

Deputy responsibility:

- Inventory the inmate's personal property using the Inmate Property Inventory form.
- Secure the property in a plastic bag.
- Provide the inmate with a copy of the Inmate Property Inventory.
- Attach a copy of the form to the plastic bag.
- Ensure the inmate's property is stored in the discipline property room.
- Attach the original Inmate Property Inventory form to the original Discipline Report and forward it to the Watch Commander's office.

- A Property Inventory form shall be completed and noted as “No Property Taken” when property is not taken from an inmate.

Found contraband shall be logged in the facility contraband logbook prior to disposal.
(REVIEWED. 10/01/24)

12.2325.00 (30) Discipline Property Locker:



(REVISED. 10/01/24)

12.2325.01 (30) Returning Inmate Property:

Safety staff shall return an inmate's personal property and have them sign the Property Inventory form. A copy of the signed form shall be given to the inmate. The original completed form shall be filed in the inmate's booking jacket.

(REVISED. 10/01/24)

12.2345.00 (30) Storage of Inmates Property:

Safety staff shall inventory an inmate's property and complete a Property Inventory form when inmates are removed from their cells and are not permitted to take their property.

Staff shall inventory property in the inmate's presence and obtain the inmate's signature on the form. When the property cannot be inventoried in the inmate's presence, staff shall document on the form the reason. Examples include, but are not limited to, inmates being admitted to the hospital, inmates posing significant threats to staff, or the inmate is not expected to return to facility for an extended period of time.

Safety staff shall inventory the inmate's property and remove the property from their assigned cell to prevent theft.

The original form shall be signed by the inmate, unless indicated on the form for the reason why. Safety staff shall sign the original form and place it in the inmate's booking jacket and place a copy inside the inmate's property bag. A copy of the signed form shall be given to the inmate.

(REVISED. 10/01/24)

12.2500. DISCIPLINE GUIDELINES

12.2512.00 (30) Jail Discipline Report Number and Jail Discipline Log:

The deputy writing the report shall obtain the JDR number from the duty officer. The JDR number consists of six digits as follows:

- Month: Jan. 01
- Date: 04
- Report # 01

The Jail Discipline Report shall be maintained at the Duty Officer's desk.
(REVIEWED. 10/01/24)

12.2512.05 (30) Inmates Transferring with Pending Disciplines:

Discipline reports for inmates pending a disciplinary hearing shall be forwarded to a supervisor, and the inmate shall temporarily be housed per his classification. If the inmate is already in discipline, the classification deputy shall house him in discipline housing when the inmate is physically transferred.
(REVIEWED. 10/01/24)

12.2517.00 (30) Discipline Report:

The original Inmate Discipline Report shall be forwarded to the Training Office for JIMS and stating updates.
(REVIEWED. 10/01/24)

12.2519.00 (30) Earning Back Good Work Time:

Inmate request to work back Good and Work Time shall be answered by Support Services. Support Service staff members shall determine if the inmate is eligible to work back time. Completed request for Return of Lost Work Time forms shall be forwarded to Support Service for final review.
(REVIEWED. 10/01/24)

12.2600. RELIGION

12.2652.00 (30) Diets:

In the absence of the facility chaplain, any request for a special religious diet shall be referred to a supervisor for approval. [REDACTED]

The supervisor is responsible for ensuring that a copy is hand delivered to the medical unit and to culinary. A copy shall be left in the calpains' box on the bridge. The original copy shall be forwarded to Administration for review by the executive officer and facility commander. Culinary staff members shall prepare the special diet starting with the next meal service and continue until the chaplain returns to the facility.

(DO NOT REMOVE)
(REVIEWED. 10/01/24)

12.2800. LIBRARY SERVICES

12.2820.00 (30) Library Book Distribution:

Support Services staff distribute or exchange library books to inmates once a week. Inmates must submit a library request under the category "Books" and list the desired reading material.

(REVIEWED. 10/01/24)

12.2900. INMATE EDUCATION PROGRAMS

12.2902.00 (30) Inmate Education Programs:

The following academic and vocation programs are generally offered to inmates housed at CDC:

- Journaling
- FIVE Keys.
- Substance Abuse
- S.T.A.R.T
- 24 Rebound
- Food Handlers Course (for Culinary Inmate Workers only)

Various inmate education and community resources are available to all inmates by submitting a request through the electronic kiosk. CDC Training staff coordinates inmate education classes as requested by Inmate Services.

(REVIEWED. 10/01/24)

13.1000. INMATE WORKERS

13.105.00 (30) Inmate Workers Policies and Procedures:

Staff Responsibilities

Federal inmates may voluntarily submit a request to be hired as an inmate worker under category Inmate Worker. Support Services staff members shall review these requests and get clearance from CCU to hire the inmate.

Reporting for Work

Inmate workers reporting for work shall be held accountable to the staff members listed below:

- INFIRMARY and 1st Floor: Main Corridor Deputy
- INTAKE: Intake Deputy
- RECEIVING: Receiving/Property SCS
- ADMINISTRATION: Administration Staff
- KITCHEN/ODR: Supervising Cook
- MAINTENANCE: Maintenance Staff
- 2nd FLOOR: 2nd Floor Guard Station
- BRIDGE: Duty Officer

Job Assignments

Support service staff members are responsible for all sentenced inmate worker assignments and job classifications. Any request for changes in inmate worker hours, shifts, or job assignment shall be referred to the Support service and shall not become effective unless approved by the Support Service Sergeant.

If an inmate worker is involved in any type of facility rule violation, a copy of the report shall be forwarded to the Support Services office.

At no time shall an inmate supervise another inmate.

Sleep Periods

Generally, lights out for all inmate worker housing units shall be 2300 hours. The hours can be extended at the discretion of the housing area deputy/SCS to accommodate later workers for showers, tier time and TV up to 0200 hours.

Housing Assignments

Housing assignments for sentenced inmate workers are made by Support Services staff members.

Inmate Workers shall be re-housed after discipline status as follows:

- Federal inmate workers shall be removed from worker status and re-housed in general population.
- Sentenced county inmate workers are returned to the inmate worker housing unit, pending review.

Work Schedules

Work schedules are determined by Support Services staff members. Bridge staff members shall forward work crew sheets to the appropriate guard stations. The floor deputy shall supervise the process of pulling inmates for work.
(REVISED. 10/01/24)

14.200. INMATE DEATH INVESTIGATION

14.220.00 (30) Housing Staff Responsibilities:

[REDACTED]

(DO NOT REMOVE)
(REVIEWED. 10/01/24)

14.260.10 (30) Responses to Hanging Victim:

[REDACTED]

(REVIEWED. 10/01/24)

14.500. POLYGRAPH EXAMINATIONS

14.500.05 (30) Court Ordered Polygraph Examinations:

Generally, polygraph examinations are conducted at Sheriff's Headquarters and scheduled by Specialized Investigations. If a request is made to conduct a polygraph examination at CDC, the Officer Interview rooms shall be used. [REDACTED]

[REDACTED]

Bridge Staff Members Responsibility

The staff member shall obtain the court order for the polygraph examination and verify the inmate's name and the identification of the examiner. The staff member shall make a copy of the court order for the inmate's booking jacket.

A supervisor shall be made aware of the polygraph examination. The examiner shall sign the visitor's log on the bridge and be issued a visitor pass. The examiner shall be escorted by a deputy to the appropriate officer interview room.

Main Corridor Deputy Responsibility

The Main corridor Deputy shall randomly make observations to determine when the examination has ended.

Following the examination, the inmate must remain in the interview room until the main corridor deputy has performed a pat-down search.

Examiner Sign Out

When the polygraph examination is completed, a supervisor shall be notified, and a deputy shall escort the examiner back to the bridge. The examiner shall sign out on the visitor's log and return the visitor pass.

(DO NOT REMOVE)
(REVIEWED. 10/01/24)

14.1200. LINEUP PROCEDURES

14.1280.00 (30) Court Ordered Lineup:

IN CUSTODY

An inmate ordered to appear in a lineup shall be sent to West Valley. The inmate's name, booking number and housing location shall be added to the CDC court calendar on the day of the scheduled lineup.

(REVIEWED. 10/01/24)

14.1400.0 VIDEO ARRAIGNMENT

14.1410.00 (30) Video Arraignment:

Inmate video arraignments are not conducted at CDC. Inmates scheduled to attend video arraignment shall be added to the court calendar on the day of the arraignment and sent to West Valley Detention Center.

(REVIEWED. 10/01/24)

15.100. FACILITY INSPECTIONS

15.100.05 (30) Facility Inspections:

The assigned supervisor or designee shall conduct monthly facility inspections. Identified areas of concern and in need of corrective actions shall be documented. An E-works request shall be electronically submitted for each repair.

(REVIEWED. 10/01/24)

15.200. COURT CALENDAR

15.210.00 (30) Court Calendar:

The court calendar shall be distributed to each housing area by the Court Calendar SCS.

Copies shall be distributed to the following areas:

- Fiscal
 - Housing units
 - Nurses station in the infirmary
 - Release Officer
 - One court calendar shall remain with the dummy warrants for distribution to the WVDC Transportation office.
 - WVDC Transportation Culinary
 - Front Counter/Public Information Window
- (REVIEWED. 10/01/24)

15.300. COURT PULLS

15.310.00 (30) Court Pull Guidelines:

PM shift deputies shall be responsible for verifying the location of inmates housed in their area and escorting them to the Marshaling Corridor. Using the Intake court calendar, staff shall:

Movement to Court

The intake deputy shall visually check each inmate and compare the name, photo, and booking number appearing on the inmate's identification card to the Intake Court Calendar prior to placing the inmate into a marshaling cell. [REDACTED]

If an inmate is present but not listed on the court calendar, the deputy shall notify the duty officer to confirm the inmate's court appearance. If the inmate needs to be transport to court, his name, booking number, and housing location shall be added to the court calendar.

Federal inmates pulled for court shall have their legal paperwork inspected for contraband. A supervisor shall be notified if:


- Amount of legal paperwork the inmate wants to take to court will interfere with the chaining and transporting process.
- Amount of paperwork required for the inmate to be assisted.

Returning from Court

The intake deputy shall visually check each inmate and compare the name, photo, and booking number appearing on the inmate's identification card to the Intake court calendar prior to sending the inmate to chow or to his assigned housing area. [REDACTED]

[REDACTED]

[REDACTED]



A supervisor shall be notified if an inmate has been transported to CDC in error. The inmate shall be placed into a holding cell pending transportation arrangements to his correct housing facility.

Federal Inmates- Transporting Legal Paperwork to Court

A court order is not required to allow Federal inmates to carry their legal paperwork when pulled and transported to Federal Court. Generally, legal paperwork shall be carried in a 10"x12" legal-sized envelope or expandable folder.

Inmate legal paperwork shall be inspected when returning from court and prior to the inmate being re-housed.
(REVIEWED. 10/01/24)

17.100. MEDICAL RECORDS

17.101.00 (30) Medical Records Procedures:

Refer to SBSB Nursing Operational Procedure Manual. The manual can be located on Starlink.

(REVISED. 10/01/24)

17.200.05 (30) SICK CALL POLICY

Inmates shall submit a health services request under the category Health. In the event the kiosk is inoperable, request slips are placed in the locked medical request boxes located outside the guard stations and by the eastside deputy office and should be picked up daily by health services staff members.

Generally, the inmate shall be seen by the health service staff the following day. Non-emergency related medical services shall be generally conducted in the infirmary.

All appointments for medical doctor, psychiatrist, psychologist, and dentist shall be made by health service staff members.

(REVISED. 10/01/24)

17.210.00 (30) Nurse Sick Call:

Generally, health services staff members shall generate an inmate sick call list and forward it to the appropriate guard station.

[REDACTED]

[REDACTED]

[REDACTED]

(REVISED. 10/01/24)

17.220.00 (30) Facility Medical Doctor:

[REDACTED] shall be scheduled by health services staff members.

(REVIEWED. 10/01/24)

17.230.00 (30) Facility Psychiatrist:

[REDACTED] Appointments shall be scheduled by health services staff members.

(REVIEWED. 10/01/24)

17.240.00 (30) Facility Psychologist:

[REDACTED] Appointments shall be scheduled by health services staff members.

(REVIEWED. 10/01/24)

17.250.00 (30) Facility Dentist:

[REDACTED]

Appointments shall be scheduled by health services staff members.

(REVIEWED. 10/01/24)

17.300. MEDICAL PROCEDURES

17.320.00 (30) Sick call / Medication Delivery:

On the west side of the facility, the assigned infirmary deputy shall remain in the infirmary during inmate sick call. On the east side of the facility the main corridor deputy members shall remain on the eastside during inmate sick call.

It is the main corridor deputy's responsibility to escort health services staff members during inmate medication delivery.

(REVISED. 10/01/24)

17.330.00 (30) Hospital Referral:

Sick or injured inmates must be examined by health services staff members. A hospital referral form shall be completed if the examination indicates it is necessary to have the inmate treated at a Medical Center. The hospital referral form shall accompany the inmate to the hospital. The nurse on duty shall be responsible for the appropriate follow up.

Federal Inmates: Notification to the appropriate federal agency shall be made in cases of sexual assault.

(DO NOT REMOVE)
(REVISED. 10/01/24)

17.330.05 (30) Ambulance Transport:

A supervisor shall determine the number of deputies needed to transport an inmate to the hospital based on the inmate's classification.

(REVIEWED. 10/01/24)

17.330.10 (30) Transport of Inmates to and From the Hospital:

Transporting deputies shall notify the duty officer upon leaving and returning to the facility.

Federal Inmates - [REDACTED]

(DO NOT REMOVE)

(REVIEWED. 10/01/24)

17.330.25 (30) Transferring and Returning Inmates to Arrowhead Regional Medical Center:

Refer to SBSB Nursing Operational Procedure Manual Sections 108 and 111.

(REVIEWED. 10/01/24)

17.340.00 (30) Inmates Admitted to and Released From Patton:

Does not apply to CDC. [REDACTED]

(REVIEWED. 10/01/24)

17.360.00 (30) Court Orders:

Staff shall forward medical requests court orders to health services staff members.

(REVIEWED. 10/01/24)

17.370.00 (30) Specific Medical Problems:

CDC Health Service staff members and WVDC Transportation shall make all transporting arrangements for inmates with medical conditions which prevent them from being transported with other inmates due to level of contagiousness or disabilities.

(REVIEWED. 10/01/24)

17.380.20 (30) Procedure for Accepting and Exchanging Prescription

Eyeglasses: Staff members shall ensure prescription eyeglasses are not damaged before they are accepted. The eyeglasses shall be forwarded to the inmate by having the inmate sent to **booking window** or the intake area. If the inmate is either unavailable or unable to be moved, **a facility supervisor shall be notified**. The facility supervisor can direct a deputy to deliver the accepted eyeglasses to the inmate. Staff members who accept eyeglasses shall ensure they are delivered to the inmate before the end of their shift.

Standard reading glasses shall not be accepted. Inmates requiring the use of reading glasses can purchase them from commissary.

Inmate eyeglasses shall not be carelessly left lying around where they can be damaged.

Prescription Eyeglasses (Exchange)

Personal prescription eyeglasses can be accepted for inmates, provided they do not already have a pair in their possession. Eyeglasses that have been damaged may be exchanged on a one-to-one basis. Old glasses may be added to the inmate's clothing inventory screen and forwarded to the property room. If an exchange is being conducted by a deputy, he shall ensure the old eyeglasses are delivered to the property room.

(REVIEWED. 10/01/24)

17.380.30. WIRE-FRAMED EYEGASSES: Inmates who require eyeglasses with a wire frame shall be allowed to retain them for their personal use.

(ADD. 10/01/24)

17.390.05 (30) Medical Clinic Security:

The Infirmary and Main Corridor Deputy shall provide security for the medical clinic area.

(REVIEWED. 10/01/24)

17.500. METHADONE USAGE

17.510.00 (30) Administration of Methadone:

The administration of prescribed methadone dosage to an inmate by a methadone clinic employee shall be done in the west side or east side release area.

Times of distribution shall be determined by the facility and the methadone clinic.

(REVIEWED. 10/01/24)

17.600. COMMUNICABLE DISEASES/BLOODBORNE EXPOSURE

17.650.00 (30) Court – Ordered AIDS Testing:

The request for AIDS testing shall be forwarded to health services staff. Testing is coordinated with the San Bernardino Department of Public Health.

(REVIEWED. 10/01/24)

17.700. (30) USE OF NALOXONE (NARCAN)/FENTANYL EXPOSURE

17.710.00. NALOXONE HYDROCHLORIDE (Narcan):

Naloxone, also known as Narcan, is a prescription medication used for the treatment of a possible opioid or suspected opioid overdose or an exposure to Fentanyl.

Trained staff may administer Naloxone to a person at risk of an opioid-related overdose.

(REVIEWED. 10/01/24)

17.730.00. NALOXONE TRAINING:

Staff shall be required to attend training that consists of recognizing signs and symptoms of overdose, such as

sleepiness, reduced level of consciousness, unresponsive to outside verbal or physical stimulus, awake but unable to speak, slow or shallow breathing to absent breathing, slow heartbeat and/or low blood pressure, lips and/or fingernails turning blue/purple, and/or pinpoint(constricted) pupils.

(REVIEWED. 10/01/24)

17.740.05. NALOXONE KITS:

Naloxone kits shall be stored in a container labeled "First Responder Narcan Kit" and contain the following items:



Kits are located in the following locations:



(REVIEWED. 10/01/24)

17.900. INMATE MEDICATIONS

17.960.00 (30) Medication Disbursement:

Inmates scheduled for court appearances may carry medications prescribed by health services staff members. Medications carried by the inmate shall be in a bubble-pack card with the name of the medication, dosage, name of the doctor who prescribed the medication, and directions.

(REVIEWED. 10/01/24)

17.1000. COURT ORDERED DOCTOR VISIT

17.1020.00 (30) In Custody Psychiatric Exams:

The court or mental health examiners (MHE) may request to evaluate an inmate for competency/eligibility if the visit cannot be conducted in official visiting and must be face-to-face with no barrier. This evaluation shall be scheduled by the MHE in advance through the Administration Sergeant or Facility designee at West Valley Detention Center.

(REVIEWED. 10/01/24)

17.1020.05 (30) Court – Ordered Psych Evaluation of an Inmate’s File:

Court ordered psychotherapists must make prior arrangements with Health Services Staff to review an inmate’s medical chart.

(REVIEWED. 10/01/24)

17.1500. PC290 / PC296 COMPLIANCE

17.1500.03 (30) Notification:

Same as bureau policy
(REVIEWED. 10/01/24)

17.1525.00 (30) Out-of-Custody Probationers:

Staff members shall not collect a DNA sample from individuals who are not in custody of the SBCSD. Such people shall be directed to report to the Probation Department for collection.

(REVIEWED. 10/01/24)

17.1530.00 (30) Court Return Officer’s Responsibilities:

The Court Return SCS shall review each felony conviction and complete the necessary Proposition 69 Routing Slip for inmates who qualify for DNA sample collection. The routing slip and the booking jacket shall be placed on the duty officer’s desk until the sample is collected.

(REVIEWED. 10/01/24)

17.1535.00 (30) Duty Officer:

Generally, a criminal history sheet is reviewed for DNA sample collection at CDC. When reviewing an inmate’s criminal history sheet, the duty officer shall look for prior sex offenses and complete a Notice of Registration form if applicable. [REDACTED]

[REDACTED]
(REVIEWED. 10/01/24)

18.000. THE AMERICANS WITH DISABILITIES ACT

18.035.05. (30) ADA BOOKING RESPONSIBILITIES:

Inmates identified as having a health condition, disability or special need shall be expedited through the booking process, as clinically indicated and with safety/security consideration.

A deputy shall assist and escort the inmate through the booking process from the time they are identified until they are handed to CCU for classification to be housed in a unit or released. The escort deputy and CCU deputy will finish completing the Inmates with Disability Booking Checklist [REDACTED] to ensure the inmate is aware of all available programs and services and provide the inmate with an Inmates with Disabilities Information Brochure [REDACTED]
(REVIEWED. 10/01/24)

18.050.04. TDD AND VRS TELEPHONE ACCESS FOR INMATES WHO ARE DEAF OR HARD OF HEARING OR HAVE SPEECH DISABILITIES:

Staff shall provide inmates who have hearing impairments or speech disabilities access to a Telecommunications Device for the Deaf (TDD) telephone and/or the Video Relay Services (VRS) at the time of booking and while housed in a detention facility.

Inmates who are deaf, hearing-impaired, or have speech disabilities wishing to use Telecommunications Device for the Deaf (TDD) and/or the Video Relay Services (VRS) can submit a request through the Automated Request System (ARS) to staff. Such requests shall be accommodated as soon as practical.

(REVIEWED. 10/01/24)

18.068.00 (30) Inmates with Disabilities and Visits:

[REDACTED] If an inmate with disabilities is housed, every effort shall be made to accommodate the visit. An inmate's visit shall not be denied due to a disability.

(REVIEWED. 10/01/24)

18.095.00. (30) INMATES WITH DISABILITIES AND RELEASES:

Inmates with disabilities being released shall be guided through the process by a deputy if assistance is needed. The housing and/or release deputy shall provide assistance as needed for an inmate with disabilities until the inmate is beyond the secure area of the facility.

(REVIEWED. 10/01/24)