

High Desert Detention Center Facility Policy Manual

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1.100.00(37) DISTRIBUTION OF MANUAL

1.100.05 (37) MANUAL LOCATIONS: A copy of the High Desert Detention Center facility policy manual will be maintained electronically and available at all computer work stations throughout the facility. Hard copies of the manual will be provided to:

- San Bernardino Public Employees Association
- Safety Employees Benefit Association
- Administrative Support Unit
- Internal Affairs Division

1.200.00 (37) DETENTION AND CORRECTIONS BUREAU POLICY MANUAL

1.215.00 (37) FACILITY SPECIFIC POLICY: The Commander or Executive Officer shall insure the facility specific manual, Post Orders, and specialty manuals (Food Services, Health Services, Emergency Procedures, and Transportation) are reviewed annually and prior to the Annual Security Review due date. The annual policy review shall be documented in the Annual Security Review. Upon completion of the review a copy of the facility specific policy shall be provided to the Administrative Support Unit.

1.220.00 (37) TEMPORARY OPERATING PROCEDURES (T.O.P.): Facility specific T.O.P.'s shall be routed to the High Desert Detention Center's Executive Officer for approval prior to being implemented. Approved Temporary Operating Procedures (TOP) outlining the change shall be routed to the Watch Commander's Office and placed in the Temporary Operating Procedures Manual and on the briefing board for notification to all employees. The Facility Commander's Secretary shall maintain the manual along with an electronic copy.

1.400.00(37) DEPARTMENT OF CORRECTIONS COMPLIANCE

1.410.00 (37) PUBLIC INFORMATION PLAN:

Bureau Policy shall apply.

1.410.01 (37) PUBLIC INFORMATION PLAN AND TITLE 15. INMATE USE:

Inmates shall complete a request slip to review a copy of the Public Information Plan or the Minimum Standards for Local Detention Facilities as found in Title 15 and Title 24 of the California Code of Regulations.

The Housing Deputy or Control Room SCS shall:

- Allow the inmate to review these documents in the dayroom or other appropriate location. Inmates shall not be allowed to take the document to their bunk or cell.
- Monitor the inmate while allowing a reasonable amount of time to review the documents.
- Inspect the documents prior to and upon return to ensure the materials are not damaged.

- Sign the inmate request slip indicating the date and time the inmate was provided the documents.
- Forward the request slip to the bridge for filing in the inmate's booking jacket.

1.410.02 (37) PUBLIC INFORMATION PLAN: REVIEW BY THE PUBLIC: The public may request to review Title 15 and Title 24, or the Public Information Plan at the Public Information Window. The documents shall be reviewed in the public lobby and are not allowed to leave the immediate area. An employee shall inspect the documents prior to and upon their return to ensure the material is complete and undamaged.

Staff who receives a request to review these documents at the Public Information Window shall complete the Public Information Plan Log. This log requires the employee to confirm the citizen's identity through appropriate identification (CDL or similar), note the date/time of review and employee number of the employee providing the documents for review.

1.410.05 (37) PUBLIC INFORMATION PLAN DISTRIBUTION: Copies of the Public Information Plan are maintained at the following locations:

- Housing Control Rooms
- Intake Control
- Watch Commander's Office
- Public Information Window/Bridge
- Administration

1.410.25 (37) INDIVIDUAL AND FAMILY SERVICE PROGRAM: The Inmate Social Service resource information shall be available to inmates through the library process.

The Release officer shall provide a 211 Reentry Program guide to each inmate prior to the inmate being released to self.

1.500.00(37) NOTIFICATION MATRIX

1.500.05 (37) FACILITY COMMANDER NOTIFICATIONS: In addition to the Department's Notification Matrix, the Facility Commander or his designee shall be immediately notified in the following instances:

- Injury to an employee requiring medical treatment.
- County vehicle involved traffic collision.
- Escape or attempted escape.
- Death of an inmate or injury to an inmate resulting in a serious injury or hospitalization.
- Any riot or threat of riot.

- Any disturbance in which three or more inmates are injured.
- Any request for assistance to an outside division or agency.
- Discharge of sting ball or less lethal round (other than training).
- Any time media is on site.
- Use of force with significant injury (broken bones, ambulance transport etc.).
- Inability to clear count after 2300 hours.
- Any incident that has the potential of resulting in formal employee discipline.
- Any other event that you feel the command staff should be made aware of.
- Injury to a member of the public where hospital transportation is required.
- Booking of any law enforcement officer, county employee, or department employee's family member
- Off duty incident involving any employee under their command

2.100.00 (37) EMPLOYEE ORIENTATION

2.110.00 (37) ORIENTATION PROCEDURES: A High Desert Detention Center staff member will assist in the orientation of each newly assigned employee. Areas covered will include, but not limited to, the following:

- Introduction to facility staff.
- Assign locker, and facility keys.
- Provide personal data package to be completed, sexual harassment policy and work performance standards.
- Provide Critical Task Workbook
- Review posted schedule / TLR's
- Identify locations of / access to manuals (providing Facility Manual Review Form)
- Identify locations of facility forms
- Tour of facility
 - Employee parking
 - Public lobby / restrooms / visiting
 - Administration
 - [REDACTED]
 - Employee locker rooms
 - Employee Exercise Room & Rules
 - Bridge
 - Support Offices
 - Attorney Visiting
 - [REDACTED]
 - Medical / Behavioral Health
 - Inmate Property Storage
 - Training Room
 - Briefing Room
 - Officer's Dining Room

- Watch Commander's Office
- Kitchen / R.O.P. / Bakery
- Food Delivery Area and Procedure
- Laundry
- Marshaling
- Receiving / Classification
- Outdoor Recreation
- Housing Units
- Control Rooms
- Intake/Booking
- Classrooms
- Releases
- Transportation
- Car Wash
- Perimeter Security
- Multi-purpose Room

2.200.00 (37) EMPLOYEE RULES AND REGULATIONS

2.200.35 (37) AUTHORIZED GLOVES: Safety staff may wear black leather gloves while performing searches and shakedowns but shall not wear them while performing regular duties. Latex gloves are provided throughout the facility and can be requested from the warehouse.

2.200.55 (37) FLASHLIGHTS AND BATONS: Same as bureau policy.

2.200.65 (37) REPORTING FOR DUTY: Staff arriving at work shall park in the employee parking area and enter the facility through the public lobby doors. [REDACTED]

2.200.66 (37) SHIFT RELIEF: Many High Desert Detention Center posts are fixed positions. Staff shall not quit their assigned posts until they have been properly relieved.

Immediately following briefing or upon start of their shift, oncoming staff shall obtain security keys (if required) from the appropriate key control and report to their assigned post; where they will be briefed by the off-going shift of the previous shifts events. Off going shifts shall return their security keys, to the appropriate key control, prior to leaving the facility.

Staff shall maintain physical possession of keys and HT radios while on the facility. HT radios shall be exchanged between shifts and batteries shall be maintained in charging stations at most work locations throughout the facility. Security keys must be checked in and out of Master Control for every person on every shift. Sheriff's or Facility vehicle keys must be check out and returned to Intake Control on every shift.

2.200.70 (37) MEALS: All facility employees eating their meals at High Desert Detention Center shall eat their meals in the Officers Dining Room (ODR). Employees shall not take their breaks or eat their meals at their assigned duty post. The employee is responsible for notifying the Watch Commander if they haven't had their break within 3 hours of "End of Watch." At no time is food to be consumed anywhere other than the ODR unless prior approval has been received by the facility lieutenant.

Staff shall stagger their breaks when assigned to a position having more than one staff member; they shall not leave their assigned post at the same time. At all times there shall be one deputy or Sheriff's Custody Specialist in the housing unit control room and one floor deputy in the housing unit unless otherwise authorized by the watch commander. (Refer to Detentions and Corrections Manual Sections 3.0.1 and 6.1010.0)

2.200.75 (37) REMOVING FOOD FROM THE OFFICERS DINING ROOM: Staff shall not take food, dishes, cups, or utensils from the ODR. Drinks in disposable cups (Styrofoam) or employee provided beverage containers may be consumed outside of the ODR.

2.200.80 (37) STAFF DINING ROOM / FOOD PREPARATION: Facility provided meals requiring preparation in the kitchen shall only be made available during the posted hours of operation under the direct supervision of Food Services staff.

Staff shall not access or utilize any portion of the kitchen to prepare any meal without prior approval of the Facility Commander. Personal meals may be stored in the employee refrigerator located in the Staff Dining Room.

2.200.90 (37) PERSONAL VEHICLES: Staff shall not park their vehicles in spaces designated for public, visitor, or official parking. Staff shall only bring personal vehicles into the intake yard secure parking area with a shift supervisor's approval.

2.220.00(37) BRINGING ITEMS INTO THE FACILITY: Items brought into the facility shall be subject to search to protect the safety of staff, inmates, and the security of the facility. Shift supervisors shall search without discrimination. Employees' personal property shall be left in their vehicles or lockers.

Professional staff and contract employees may bring items necessary for the performance of their jobs according to Bureau Policy. Other facility employees may bring items necessary for the performance of their job, i.e.; Nurses may bring a blood pressure cuff and stethoscope. Personal hygiene items or medication may be taken to an assigned post.

Safety employees may bring department issued items into the secure area of the facility, which are vital for the performance of their duties. Executive staff and approved administrators entering the facility shall be allowed to bring in items, such as briefcases, which contain paperwork and county issued laptops or notebook computers.

Employees may use a clear Ziploc style bag (not to exceed 1 gallon in size) to bring personal hygiene items or medication to their assigned post. Small clear backpacks, clear handbags, mesh backpacks, or mesh handbags are acceptable. All other backpacks, purses, handbags, firearms, and other items unnecessary for job performance shall not be permitted into secure areas of the facility.

All facility employees may bring sipper-style cups, plastic bottled water, reusable metal bottles with screw top lids, for use during their shift. The cup must have a sipper lid or a lid with a straw to lessen the likelihood of accidental spills damaging facility equipment. No glass shall be taken into the secured areas of the facility without the approval of a supervisor. Supervisor may approve any exceptions.

Employees preferring to bring their own meal may do so. The meal shall be carried in a clear Ziploc (not to exceed 1 gallon in size). The bag must be labeled with the employee's name and date before it is stored in an employee refrigerator on the facility. Employees may also use plastic meal prep containers, which shall be stored in the employee refrigerator. Staff shall not bring in any ceramic, glass, metal storage container, or metal utensils into the secure portion of the facility.

Devices with cellular capabilities shall not be allowed into the secured portion of the facility without approval. Only the facility commander or designee, may authorize staff to retain cellular phones for short-term emergency reasons. Requests for such authorization shall be in memo form and shall have specific time limits. The facility commander or designee may authorize shift supervisors and specialized staff to retain cellular phones.

Employees may utilize personal music players with headphones in the workout room. Personal music players are not allowed in any other areas of the facility.

2.400.00 (37) INMATE RULES

2.400.01 (37) INMATE ORIENTATION: Each inmate housed at the High Desert Detention Center shall be provided an Inmate Rules and Regulations pamphlet (ASU# 060803) at the time of booking.

3.000.00 (37) PERSONNEL ASSIGNMENTS

3.000.01 (37) PERSONNEL ASSIGNMENTS: Personnel assignments can be found in the High Desert Detention Center Staffing Plan. Responsibilities and procedures can be located in the High Desert Detention Center's Post Orders and Performance Standards.

4.000.00 (37) WEAPONS, EQUIPMENT AND RESOURCES






4.200.00 EQUIPMENT

4.210.00 (37) PORTABLE RADIOS INTRODUCTION: The High Desert Detention Center utilizes portable H.T. sets for use by duty personnel. The 800 MHz radio frequencies assigned to the High Desert Detention Center are 37ADC1, 37ADC2 and 37ADC3.

4.210.05 (37) TACTICAL SITUATIONS: If a tactical situation arises at the facility, all air traffic regarding that situation shall be conducted on the primary channel. Routine traffic of a non-emergency nature will be moved to a secondary channel as directed by the shift sergeant.

4.210.10 (37) RADIO CALL SIGNS: Employees assigned HT's shall use their position assignment as their call sign. Employee should not use names as call signs.

4.210.15 (37) H.T. RADIO ASSIGNMENT PROCEDURES: At the beginning of each shift, employees shall obtain their H.T. and a fresh battery from their workstation or the employee they are relieving.

4.210.20 (37) RECHARGING H.T. BATTERIES: H.T. batteries are NOT to be exchanged until the low battery signal sounds. At that time, the employee can pick up a charged H.T. battery for exchange from the Deputy offices or the bridge. Discharged batteries shall be placed in the battery charger until fully charged.

4.210.25 (37) LOCATIONS OF H.T. RECHARGING UNITS: The multiple recharging units are located on the Bridge, the Watch Commander's Office, housing units, Intake Control, Master Control, and Support Services. There will be additional single recharging units in Administration, the kitchen, maintenance and other offices as designated.

4.210.30 (37) DAILY RADIO INVENTORY: The assigned employee shall inventory radios assigned to each area on the 24-hour activity log at the beginning of each shift. Radios shall not be taken by an employee to work in an area other than where the radio has been assigned. In the event a radio cannot be located, it will be immediately reported to the Watch Commander.

4.210.35 (37) MALFUNCTIONING OR BROKEN RADIOS: Broken or malfunctioning radios shall be forwarded to Support Services for repair.

4.210.40 (37) LOANER RADIOS: Employees that need a loaner radio shall check out their HT and battery from Master Control.

4.210.45 (37) MONTHLY INVENTORY: Once every month, the Administrative Sergeant shall ensure that an inventory of all HT's and HT batteries is conducted. This report shall be forwarded to the Facility Commander for review.

4.215.00 (37) "SPIT NET" DISPOSABLE SPIT GUARD: If a situation warrants the use of a spit net, the Watch Commander shall be notified. Spit nets can be obtained from the Intake area, the Deputy offices, or the medical staff.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

4.230.00(37) FACILITY EQUIPMENT:

4.230.01 (37) FLASH LIGHTS: Re-chargeable flashlights are maintained at the following secured locations:

- Master Control
- Intake Control
- Releases
- Transportation
- Medical Offices
- Housing units
- Bridge
- Support Services
- Watch Commanders Office

The assigned SCS or Deputy 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.

[REDACTED]

4.230.10 (37) GO PRO VIDEO CAMERAS: A Go Pro camera shall be maintained in the Watch Commander's Office and in the Intake Control booth. The Go Pro camera shall be used for any major disturbance, combative arrestees, Emergency Response Team (ERT) events and non-consensual blood draws from an inmate refusing to provide a Buccal Swab sample.

[REDACTED]

[REDACTED]

[REDACTED]

4.230.25 (37) FOGGERS: Must be checked in and out of Master Control as needed.

4.240.00 (37) X-RAY SYSTEM: A portable x-ray system shall be used per policy. Refer to Bureau Policy 6.920.40 (Rev. 03/2016)

4.290.00 (37) FIRE SUPPRESSION EQUIPMENT: Fire sprinklers, hoses and connecting fire boxes are located within the facility for use during a fire, as required by the Fire Authority having jurisdiction. Staff shall be familiar with the location and use of such equipment.

4.290.10 (37) FIRE CONTROL PANEL: The High Desert Detention Center maintains two fire control panels. The Fire Control Panel located on the Bridge shall be monitored by the Core Deputy or Duty Officer. The Fire Control Panel located in Master Control shall be monitored by the employee assigned to Master Control. Staff assigned to these positions shall be trained in the response and operations of the Fire Control Panel.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

4.295.60 (37) ERT CABINET EQUIPMENT REMOVAL: The Watch Commanders shall ensure that all equipment and weapons are returned to the ERT cabinet following an incident. The Watch Commander will ensure that soiled clothing is immediately sent to the laundry for disinfection and cleaning. The Watch Commander will be responsible for checking the inventory list to ensure all ERT items are accounted for. The designated armory Sergeant will be notified in writing when equipment/ammunition is in need of replacement.

4.298.00(37) AUTOMATED EXTERNAL DEFIBRILLATORS (AED): AED's shall be inventoried on the 24-hour activity log at the beginning of the shift by the SCS or Deputy assigned to the Post. AED's shall be located in the following locations:

- Housing Units
- Intake Control

5.100.00 (37) FACILITY REPAIRS AND MAINTENANCE

5.115.00 (37) MAINTENANCE REQUEST: Minor repairs shall be requested by completing and submitting a maintenance request using the e-Works program found on Starlink. The location, item and the nature of the malfunction shall be specified in the request. The Watch Commander and maintenance personnel shall be notified immediately when a major malfunction occurs.

5.140.00 (37) MAINTENANCE IN HOUSING AREAS: When maintenance staff responds to a housing unit, all inmates in that section shall be locked in their cells and a deputy shall be present. If maintenance or repair is needed in an occupied cell, the inmate/s shall be removed and secured. If repair is needed in dormitory housing, inmates shall be removed from the housing segment or ordered to stay on their bunks depending upon the type of maintenance or repair. It shall be the deputy's responsibility to secure the area when maintenance enters the unit and to prevent contact between inmates and maintenance workers. Under no circumstances shall the deputy leave a maintenance worker unattended in the presence of secured or unsecured inmates.

6.000.00 (37) GENERAL FACILITY SECURITY GUIDELINES

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

6.020.00 (37) INMATE CONTACT / REPAIR WORKERS AND VENDORS: All repair workers (contractors, telephone repair, computer repair, copier repair, etc.) requiring entrance onto the facility shall enter through the front public lobby doors. Bridge personnel shall notify the Watch Commander.

The Core or Visiting Deputy shall confirm their identity, have them pass through a metal detector, and check their possessions for weapons. The repair worker shall then be escorted by the appropriate staff member to the location of the repairs. All repair workers shall be accompanied and supervised by safety staff when physical inmate contact is possible.

If a Contractor is going to be at the facility for a full day or more, we will require them to complete and have approved the ASU 100714 form and screen them by running SNS and a Criminal History. Felony convictions, in and of themselves, may not always be disqualifying. Evaluation of the felony conviction history will be done on a case by case basis and will take into consideration the severity of the crime, the time since the conviction, and any continued criminal behavior. We will not require vendors such as the copier repair person, the water delivery person, etc. to be screened.

6.040.00 (37) EMPLOYEE IDENTIFICATION DISPLAY: Bureau Policy shall apply.

6.060.00 (37) FACILITY TOURS: Watch Commanders may give permission for certain groups or individuals (family members or outside agency employees) to tour the facility on a case by case basis. All facility tours shall be noted on the Watch Commander's log.

6.100.00(37) ALARM SYSTEMS

6.115.00 (37) CODES FOR SERIOUS INCIDENTS: Same as Bureau Policy

[REDACTED]

[REDACTED]

[REDACTED]

When authorized, the Core Deputy or Duty Officer shall make the announcement using the H.T. Radio. The announcement shall be as follows:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

6.115.20 (37) CODE BLUE ALARM PROCEDURE:

A Code Blue is used to notify custody and health services personnel of apparent inmate life-threatening emergencies. When a **CODE BLUE** situation exists within the facility, the employee shall announce over the H.T a “Code Blue” exists followed by the inmates’ status, incident location, and pertinent medical information located in the JIMS medical alert screen. Only the number of staff required to administer appropriate medical assistance or to secure the scene shall respond.

The Core Deputy shall immediately initiate a time sequence log of the **CODE BLUE** situation.

Request for outside medical response shall be determined by the facility nurse.

The following procedure shall be followed when an attempted suicide by hanging has occurred:

- If there is any possibility that the inmate is alive, cut the inmate down immediately.
- Cut between the two knots – DO NOT CUT THE KNOT.

Cut opposite of the knot around the neck.

- Render needed first aid.
- Medical aid is essential, but protection of a crime scene must be considered
- Isolate the other inmates in the same cell/housing unit for possible interviews.
- Until the circumstances surrounding the incident become clear, preserve the crime scene with the same integrity as that of a homicide crime scene.
- If the Facility Nurse determines the victim is deceased, leave the victim in the cell, notify the Watch commander who will notify the Facility Commander, Homicide Detail, S.I.D., the Crime lab and Civil Liabilities.

6.115.30 (37) MAN-DOWN ALARM PROCEDURE:

This code is used to alert custody and health services personnel of a serious inmate injury or medical condition. The inmates’ suspected injury or medical condition symptoms, incident location, and pertinent medical information located in the JIMS medical alert screen shall be given when a man down is announced. The deputy shall evaluate the situation and request any additional assistance.

Requests for outside medical response shall be determined by the facility nurse and made by the Core Deputy. Safety staff shall ensure an Inmate Injury Report (ASU# 021101) is completed and forwarded to the Facility Commander, when necessary.



6.150.20 (37) LOCAL FIRE ALARM SYSTEM: There are two facility fire alarm systems at the High Desert Detention Center.



[REDACTED]

In addition, each control room is equipped with a monitor and alarm for their area of control.

In the event of an alarm, the assigned personnel shall acknowledge the alarm and verify the status of the alarm location. The employee shall then notify the Watch Commander of the location of the fire alarm and current status.

The Watch Commander shall ensure the alarm is investigated and the local fire department is notified if necessary.

6.400.00(37) EMERGENCY OPERATIONS PLAN (EOP): Emergency procedures are located in the Facility's Emergency Operations Plan. An electronic copy of the High Desert Detention Center's Emergency Operations Plan shall be maintained on "Starlink" website under "Emergency Operations.

In addition, a paper copy shall be maintained in:

- Facility Commander's office
- Executive Officer's office
- Watch Commander's office
- Bridge
- Intake Control and Master Control

6.400.05 (37) EMERGENCY NOTIFICATION: In the event of an emergency, the Watch Commander shall be notified immediately. If an evacuation is necessary, the Watch Commander will decide the procedures to be taken in accordance with the Emergency Operations Plan. Any employee working a post during an emergency shall assess the situation and be prepared to provide the Watch Commander with as much information as possible and should be prepared to direct any assistance coming into the area.

In the event of an evacuation, the Watch Commander shall notify the Executive Officer as soon as the emergency situation permits.

6.400.10 (37) EVACUATION ROUTES: If an evacuation of the facility is necessary, each employee is responsible for familiarizing themselves with the **Emergency Operations Plan** and evacuation routes for each area of the facility. Unless the emergency is life threatening, the employee should wait for evacuation orders from a supervisor before taking any action.

6.402.00 (37) FACILITY VENTILATION: Each Housing Unit is equipped with a smoke evacuation system that is controlled:

- Automatically (in the case of a fire)
- Manually-by use of a button located on segment control panels (shuts off automatically after ten minutes of use).

In cases where there is a need to remove offensive substance from the air, the “Purge Exhaust” system shall be used. A control panel is located in each control room and in Master Control. Staff shall become familiar with the operations of the system.

In addition, there are large ventilation fans available that will assist in drawing the unwanted substance from the facility to the outside. Opening a dorm door (or facility door) in conjunction with the outside door to the recreation area (or closest outside door) will cause a circulation of air and draw the unwanted substance from the housing unit. Whenever this procedure is used, all secured areas will be locked down to prevent escape.

Prior to using this procedure, approval will be obtained from the Watch Commander.

6.500.00 (37) DOOR SECURITY

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

6.600.00 (37) LOCKDOWN PROCEDURES


6.640.05 (37) PERSONNEL ACCOUNTABILITY: When ordered by the Watch Commander inmates shall be locked in their cells and all facility personnel shall check in with their Supervisor for the purpose of conducting an accurate personnel roll call.



6.645.00 (37) LOCKDOWN PROCEDURES: Refer to 6.115.10 (37) CODE RED ALARM PROCEDURES

6.800.00 (37) FACILITY COUNT PROCEDURES

6.800.05 (37) INTRODUCTION: The objective of a facility count is to accurately account for all inmates in the legal custody of the Sheriff. Facility count shall be conducted once per day at lights out.



6.810.10 (37) REVIEW OF COUNT SHEETS: The Core Deputy shall review all completed and returned count sheets to ensure that each inmate housed at the High Desert Detention Center is accounted for. This includes Intake, Hold for Housing, Hold for Bail, and inmates who are cite releases.

If an inmate is found to be anywhere other than his assigned housing location, the Core Deputy shall notify Classification to ensure that the inmate is in his proper housing location.

6.810.15 (37) CONCLUSION OF COUNT: When count is completed, the Core Deputy shall type the appropriate numbers in the corresponding housing locations on the facility count spreadsheet. The original shall be given to the Watch Commander for review and approval; copies of the count sheet will be made and distributed as follows:

- Watch Commander
- Administration
- Culinary
- Classification
- Administrative Support Unit

When the count has been cleared, the Core Deputy shall declare via radio broadcast: "Count Clear at _____ hours."

[REDACTED]

[REDACTED]

6.810.25 (37) UTILIZING THE I.D. CARD FOR COUNT:

Facility count is accomplished through comparison of the name and booking number appearing on the inmate's I.D. Card to that on the housing count sheet.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Refer to post orders for additional information

6.900.00 (37) CELL SEARCHES

6.910.00 (37) SHAKEDOWN LOGS: When a shakedown has been completed, a detailed shakedown log shall be forwarded to the Watch Commander for review. A copy of the shakedown log shall be placed on the shakedown board in the Watch Commander's Office and the original shall be forwarded to Administration.

[REDACTED]

[REDACTED]

[REDACTED]

6.920.25 (37) INMATE HOLDING AREA: Inmates shall be removed from the area being searched. Inmates shall be checked for contraband and then placed in a specified area until the search is completed.

6.940.05(37) CONTRABAND STORAGE CONTAINER AND LOG: The High Desert Detention Center contraband box and log are maintained in the Watch Commander's Office. Support Services should be notified when the box is full.

6.1000.00 (37) FACILITY KEY CONTROL

6.1010.00 (37) EMPLOYEE RESPONSIBILITY: Bureau Policy shall apply.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

6.1100.00 (37) ESCAPE PROCEDURES

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

6.1190.00 (37) FACILITY SPECIFIC POLICIES:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

7.100.00 (37) REPORTING PROCEDURES

7.110.08 (37) EVIDENCE COLLECTION: All evidence shall be packaged in accordance with the procedures established by the Sheriff's Property Division.

[REDACTED]

7.110.15 (37) REMOVING EVIDENCE FROM INTERIM LOCKERS: The Executive Officer or the designated Evidence Officer shall remove evidence from a secured locker.

7.110.20 (37) ENTRY INTO THE P.E.T.S. SYSTEM: Evidence shall not be taken to the Scientific Investigations Division until the information listed on the original evidence report is entered and transferred through the P.E.T.S. computer system.

7.110.25 (37) EVIDENCE OFFICER: The High Desert Detention Center Evidence Officer shall complete the following duties:

- Enter property tags into the P.E.T.S. computer system
- Transfer property information into the P.E.T.S. system
- Track entries for all evidence for High Desert Detention Center
[REDACTED]
- Stock evidence supplies as needed

7.110.30 (37) MAINTAINING EVIDENCE / PROPERTY AT STATION: Evidence taken at High Desert Detention Center shall be stored in the interim property lockers and transferred to the Scientific Investigations Division at the earliest convenience.

7.120.05 (37) APPROVAL OF REPORTS: Reports shall be approved and reviewed by the Watch Commander. Generally, reports shall be completed prior to the end of shift (unless excused by the Watch Commander).

7.124.00 (37) INMATE INJURY LOG: The administrative secretary shall issue inmate injury report numbers and maintain a Inmate Injury Log upon receiving the completed inmate injury reports.

7.126.00 (37) INMATE DISCIPLINE REPORTS: Refer to Bureau Policy 12/2517.00

7.130.05 (37) DR LOG BOOK PROCEDURES: The watch commander shall make a log entry onto the electronic DR log book located in the watch commander share file when a deputy assigned to their shift is issued a DR number.

7.500.00 (37) FACILITY FORMS

7.500.05 (37) FACILITY FORMS: All facility specific forms shall be approved by the facility commander or his designee prior to use. Electronic copies of these forms shall be maintained in the "Administrative Shared Folder".

7.520.00 (37) ORDERING FORMS: Most facility forms can be located in the computer under "templates" Additional forms can be ordered through Support Services by filling out the appropriate order sheet. An inventory of all forms should be conducted prior to placing the order.

8.100.00 (37) INTAKE PROCEDURES

8.110.00 (37) COMBATIVE ARRESTEES: There are circumstances in which the High Desert Detention Center (HDDC) staff may become aware of the existence of a combative arrestee either on the facility or in route to the facility, including, but not limited to:

- An arresting officer/agency may call ahead to advise the facility a peace officer is in route to HDDC with a combative arrestee and will provide an estimated time of arrival (ETA).
- A deputy or officer may tell the Sheriff's Custody Specialist (SCS) assigned or deputies assigned to intake, there is a combative arrestee in the back of their patrol car and requires assistance.

Upon notification of a combative arrestee in route to, or already on the facility, the following procedures shall be followed:

- The Core Rover deputy will be notified of the combative arrestee, arresting agency, and ETA.
- The Core Rover deputy will notify the intake supervisor of the combative arrestee and related details via radio or telephone.
- If the combative arrestee is still in route to the facility, the Core Rover deputy will notify the deputy assigned to the guard shack and the SCS in intake of the combative arrestee and related details.
- Upon the arresting agency's arrival, the guard shack deputy and/or the intake SCS will notify the core rover via radio of the agency's arrival.
- The Core Rover will notify the intake area supervisor via radio of the agency's arrival.
- The intake area supervisor will respond to the Intake Yard to provide any needed instruction or direction.

[REDACTED]

[REDACTED]

- The Core Rover deputy will use a Go Pro camera to memorialize contact with the combative arrestee, from the moment of verbal contact to securing the arrestee in a cell.

One intake deputy will attempt to engage the combative arrestee in conversation.

This has multiple purposes:

- To explain the situation and booking process to the arrestee.
- To attempt to calm the combative arrestee down to reduce the likelihood of the need for force.
- To determine the arrestee's intoxication level, comprehension, cooperativeness, and/or ability to follow instructions

If the intake nurse determines the combative arrestee is medically cleared for booking, the arresting officer will escort the combative arrestee into the search & uncuff area of intake. It is the arresting agency's responsibility to provide enough personnel to facilitate moving the arrestee from the vehicle into the search & uncuff area. If it should become necessary, intake deputies may assist the arresting officer if s/he is assaulted or is otherwise unable to restrain the arrestee. Once inside search & uncuff, the combative arrestee will be thoroughly searched for contraband.

- Once the search of the combative arrestee has been completed, the intake deputies will attempt to obtain a print on the IBIS machine to verify the arrestee's identity. (This may or may not be immediately possible depending on the arrestee's cooperativeness).
- If the combative arrestee continues to be uncooperative throughout the intake process, deputies may place the arrestee in a sobering cell, safety cell, or a cell by him/herself as determined by the intake area supervisor.
- Generally, the combative arrestee will remain handcuffed throughout the intake process and will only be unhandcuffed upon placement of the arrestee in a cell.

8.120.04 (37) HEALTH SCREENING: Health screening shall be followed in accordance to Detention and Correction Bureau policy.

If Health Services staff determines the arrestee's medical needed cannot be met at the High Desert Detention Center, the arrestee's booking process shall be expedited and upon completion transported to West Valley Detention Center as soon as possible.

8.120.11 (37) REMOVING ELECTRONIC MONITORS: Removal of electronic monitors shall be followed in accordance to Detention and Correction Bureau policy.

Once a bracelet has been removed, the monitor shall be placed in a sealed property bag and a booking label with the inmate's name and booking information shall be placed on the bag. Duty Officer shall call the governing agency which has jurisdiction over the monitor (such as: Parole, Probation, GHRC Work Release). The monitor shall remain on the Bridge in the designated receptacle until the respective agency picks the device up.

8.130.40 (37) REMOVAL OF BODY PIERCING: Bureau Policy shall apply.

8.135.00 (37) REMOVAL OF SHOELACES: Arrestees shall remove their shoelaces during the booking process. The shoelaces shall be placed in the arrestees' property and returned to them upon release.

8.140.00 (37) MONEY INVENTORY: Inmate money recorded on the property screen shall be secured in the booking officer's cash drawer until the end of shift. Cash drawer keys shall remain in the possession of the assigned booking station staff member. Keys shall not be left unattended.

8.200.00 (37) BOOKING PROCEDURES

8.230.13 (37) BOOKING INMATES WITH DISABILITIES: Once an ADA inmate is identified by Health Services at health screening, his booking process shall be expedited and completed as soon as possible. Inmates possessing disabilities which prevent them from being housed at the High Desert Detention Center shall be transferred to West Valley Detention Center.

8.280.00 (37) PLACEMENT OF INMATE IN HOLDING CELL: The intake holding cells shall be used during the Booking/Intake process. Staff shall not accumulate multiple inmates prior to processing; instead staff shall process inmates promptly ensuring those inmates being housed are moved from intake without delay.

Exceptions can be made for arrestees and inmates who are candidates for a "special classification", and whose presence around those who are general population may cause a safety concern.

8.280.05 (37) HOLD FOR BAIL: Bureau Policy shall apply.

8.290.00 (37) BOOK AND RELEASE: The Bridge employee shall confirm the Book and Release Court Order and ensure the defendant has valid identification. The Hospital Transportation Deputy shall be notified to respond to the front lobby and take the defendant into custody. The deputy shall conduct a pat down search and transport the arrestee via Sheriff's unit to the intake yard. The deputy shall book the arrestee into the facility. A supervisor shall be notified if the Hospital Transportation Deputy is not available.



8.300.00 (37) EN-ROUTE BOOKINGS

8.330.10 (37) INTER-STATE FEES: Staff shall attach duplicate receipts to the payments and the En-route Booking forms (ASU# 081001) and place them in an envelope and insert the envelope into the fiscal box located on the bridge. Yellow copies of the receipts shall remain in the receipt book.

8.400.00 (37) BRIDGE/BOOKING CONCERNS

8.420.05 (37) VIOLATION OF PROBATION-PROCEDURE: Court dates shall be set for video court three business days after the issuance of the hold.

8.470.20 (37) OUT OF COUNTY WARRANT PICK UP: Out of County warrants shall be transferred to West Valley Detention Center for delivery and pick up. Individual officers may make prior arrangements with the High Desert Detention Center duty officer to pick up specific inmates at the High Desert Detention Center.

8.600.00 (37) BOOKING JACKET WORK-UP

8.620.00 (37) CASE INFORMATION: Bureau Policy shall apply.

9.100.00 (37) SEARCHES

9.122.00(37) STRIP SEARCH UPDATE IN JIMS: Same as Bureau policy.

9.300.00(37) INMATE ID CARDS

9.310.00 (37) YELLOW MEDICAL ALERT WRISTBAND: Same as Bureau policy.

9.400.00 (37) TELEPHONE CALLS

9.430.05 (37) TTY TELEPHONE OPERATION/TRAINING: The High Desert Detention Center is equipped with TDD (telecommunications device for the deaf) and inmates requiring that technology will be afforded the use of TDD. TDD can be found in Male and Female Intake. Staff shall be familiar with the TDD use and shall ensure its operability at all times.

9.500.00 (37) FINGERPRINTING

9.510.00 (37) FINGERPRINTING: Fingerprinting shall occur during the booking process. IBIS machines are located in male and female booking areas.

9.510.03 (37) Electronic Scan Failure: Same as Bureau policy.

9.570.00 (37) Fingerprints to Cal-ID: Same as Bureau policy.

9.600.00(37) INMATE DRESS IN/OUT CLOTHING INVENTORY

9.630.00(37) RECEIVING OFFICER RESPONSIBILITY: The Receiving SCS is responsible for the following duties:

- Issue each inmate being housed the required clothing and bedding
- Obtain and inventory the inmate's personal clothing. Make the appropriate JIMS entry.
- Maintains and stores inmate clothing and personal property.
- Release inmate property when authorized by an inmate property release form.

For any additional duties, refer to High Desert Detention Center Job Duties.

9.640.00 (37) RELEASE OFFICER RESPONSIBILITY: The Release Officer shall receive the inmates from the housing units. After checking in all the inmate's jail- issued items, the inmate's clothing bin is pulled, and the inmate will sign the clothing inventory receipt. The inmate shall change into his personal clothing and all jail issued items and clothing shall be deposited in the appropriate receptacle.

[REDACTED]

[REDACTED]

9.670.00 (37) ISSUANCE OF CUP AND SPOON: Inmates shall be issued a cup and spoon during dress in at the High Desert Detention Center.

9.800.00 (37) INMATE CLASSIFICATION PROCEDURES

9.801.00 (37) CLASSIFICATION PLAN: Same as Bureau policy

9.805.05 (37) LOCATION OF CLASSIFICATION INTERVIEWS: Generally classification interviews shall occur in the Classification office located in Intake. Other classification interviews may occur throughout the facility as long as confidentiality of information is maintained.

9.805.20 (37) SPECIAL HOUSING /MEDICAL RECOMMENDATION: Staff shall notify health services personnel if inmates have physical or mental disabilities, or if the inmate is displaying unusual behavior. Health services personnel shall be solely responsible for completing the Special Housing/Medical Recommendation Form (ASU#060401), classifying an inmate as Unusual Behavior and Unusual Behavior Lock-Down.

Inmates needing special housing not provided by High Desert Detention Center shall be transferred to West Valley Detention Center.

9.900.00 (37) CLASSIFICATION TYPES

9.910.00 (37) SPECIAL HOUSING AND MOVEMENT: Same as Bureau Policy

9.921.00 (37) SUICIDAL INMATES: Inmates who reveal or display intent to cause physical harm to themselves or others shall be evaluated. Every effort shall be made to retain the inmate at the High Desert Detention Center. When Department of Behavioral Health staffing levels at the High Desert Detention Center prevent the continued housing of inmate, the inmate shall be transported to Behavioral Health or West Valley Detention Center.

10.100.00 (37) INMATE RELEASE PROCEDURES

10.103.00 (37) ADJUSTED OUT DATE: Same as Bureau Policy.

10.105.00 (37) DUTY OFFICER RESPONSIBILITIES: Refer to High Desert Detention Center Duty Officer Post Orders.

10.110.00 (37) RELEASE OFFICER RESPONSIBILITIES: Refer to High Desert Detention Center Release Officer Post Orders

10.120.05 (37) INMATE DRESS-OUT: Inmates approved for release shall be sent to the Release area. The Property officer shall give the inmate his civilian clothing for dress out and then place him in the Hold for Release cell. Female inmates given county issued religious head covering for modesty purposes shall be afforded opportunities to change into their personal head coverings in an area of privacy.

10.194.05 (37) CASH DRAWER CONTINGENCY PLAN: In the event of power or computer failure and the downtime is unknown, or the system is scheduled for routine maintenance with a lengthy downtime, inmate releases shall continue without the computer. The release officer shall:

- Maintain a hand-written release log, listing the name of the inmate, booking number, and the reason for the release.
 - Shall complete a Release without Funds form (ASU# 090201). Inmates will not be paid their monetary balance during a computer system failure.
- The original form shall be placed in an administrative file and kept for 30 months and a copy shall be given to the inmate.

10.210.00 (37) BAIL ACCEPTANCE: Bail shall be received at the Public Information window located in the Public Lobby.

10.212.00(37) BAIL BOND: Staff shall ensure bail agents complete and submit the Bail Agent Request Form (ASU #10111) prior to accepting a bond. It is not necessary to retain a copy of the bail agent's identification card when accepting a 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.

10.228.00(37) COMPLETING THE CASH BAIL VERIFICATION ENVELOPE: In addition to bureau policy Cash Bail Verification envelope criteria, staff shall ensure:

- The information listed on the envelope has been verified by two (2) staff members.
- A supervisor verification signature has been obtained.
- All monies collected have been listed by denomination on the envelope.

A supervisor or fiscal clerk verification is not required if the total of the bail is \$1,000.00 or less.

10.230.00 (37) CASH BAIL RECEIPT DISTRIBUTION: The Core Deputy shall be notified of the receipt of the cash bail. The Core Deputy shall coordinate the delivery of the cash box to the Bureau of Administration by a deputy. The Core Deputy shall notify the watch commander of the delivery.

10.239.00 (37) 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 and if applicable, the inmate has been released from custody. Staff shall forward original bail bonds to the court of jurisdiction after the case has a Disposition Update and if applicable, the inmate has been released from custody.

11.100.00 (37) PHYSICAL HOUSING DESCRIPTIONS

[REDACTED]

[REDACTED]

[REDACTED]

11.150.00 (37) FEMALE HOUSING UNIT: Females shall be housed according to the classification plan and Bureau needs.

11.160.00 (37) SHELTERED HOUSING: There is no sheltered housing at the High Desert Detention Center. Inmates requiring sheltered housing will be transferred to the West Valley Detention Center.

11.170.00 (37) MEDICAL CLINIC HOUSING UNIT: There is no medical housing at the High Desert Detention Center. Inmates who require medical housing shall be transferred to the West Valley Detention Center or Central Detention Center.

11.200.00 (37) HOUSING GUIDELINES

11.215.00 (37) ADA ACCOMMODATIONS IN HOUSING UNITS 3-8: All Dormitory segments maintain ADA accommodations. Each housing segment maintaining cells has two double persons, lower floor ADA compliant cells, in addition to a one double person ADA compliant administrative segregation cell.

11.245.00 (37) LIGHTS OUT: Same as Bureau Policy.

11.260.00 (37) RESTRICTED AREA: Same as Bureau Policy.

11.297.00 (37) TOILET PAPER: Same as Bureau Policy.

11.299.00 (37) FEMALE PERSONAL HYGIENE ITEMS: Same as Bureau Policy.

11.300.00 (37) UNIVERSAL PRECAUTIONS / CONTAMINATED CLOTHING

11.310.02 (37) DISPOSABLE SURGICAL MASK: Same as Bureau Policy

11.315.00 (37) BIOHAZARDOUS WASTE: Biohazardous waste containers are located in the Medical Services hallway.

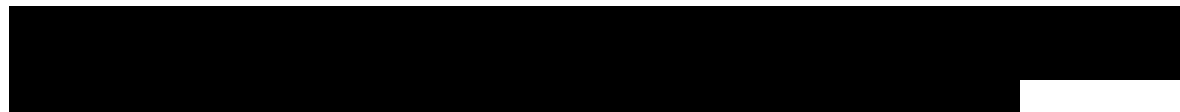
11.500.00 (37) OBSERVATION LOGS

11.501.00 (37) SAFETY CHECKS: The assigned Deputy shall collect all observation logs from the previous day and forward them to the Watch Commander's office.

11.501.05 (37) TIME STAMP VALIDATION: Safety staff assigned to the High Desert Detention Center shall start their safety logs on SharePoint, walk segment to segment checking inmates, and then come back to the computer and complete the logs making any notations necessary. Deputies shall not use Fire Doors to go from one housing segment to the next during Safety Checks.

11.501.10 (37) TIME STAMP VALIDATION AUDIT: Watch Commanders shall, at the direction of the facility Executive Officer, randomly choose 2 housing units to audit per shift. The audit shall consist of comparing the times on share point logs to the time stamp recorded video.

When there are omissions or unexplained differences between the times, the Watch Commander shall compare the logs to the recorded video to resolve any conflict. At that time the Watch Commander shall contact the deputy and document the discrepancy reasons. The Watch Commanders documentation will be annotated with the explanation indicating the location and the results of the audit. The entry of said results will be made on the comments section of the Safety Check Log.



11.521.20 (37) ADDITIONAL SOBERING CELL PROTOCOL: Inmates who abuse alcohol can be at significant risk for serious health complications and death. These risks can be mitigated and managed by proper medical intervention, observation and providing oral fluid and electrolytes to assist in the sobering process.

Energy drinks such as Gatorade contain electrolytes and sugars which can assist in the management of inmates under the influence of alcohol or who are at risk for potential alcohol withdrawals. The male and female nursing stations have a quantity of Gatorade on hand for these inmates. Inmates who are under the influence of

[REDACTED]

[REDACTED]

- When all the inmates have been seated, the Deputy will leave the segment and go to the next. No inmate shall move from his/her seat while the Deputy is in the segment.
- If an inmate does not wish to eat, he still must be seated until the Deputy has left the segment.
- When the inmates finish their meal, they shall leave their trays at their table.
- All inmates shall return to their bunks and remain there until cleanup has been done.
- The Deputy shall return to the segment with the chow servers.
- Trash containers are brought back into the segments and the chow servers clear the tables. The chow servers will stack the trays for a final count by the Deputy.
- The Deputy will notify the Control SCS of the number of trays being removed from each segment and compare this to the initial count.
- Cleaning equipment shall then be placed in the segment for the inmates to clean their dayroom.
- The Deputy shall call the Kitchen Deputy to pick up the chow carts containing the empty trays.
- The Deputy will count the last chow cart containing the unused meals and ensure the chow servers are fed. After the chow servers are finished eating, they will clean up the remaining trays. The Deputy will conduct a second count of the trays to verify all trays have been accounted for. The Control SCS will be notified of the number of trays from each count.

Enroute booking inmates shall receive meals at the same time and manner as other inmates in similar holding or housing areas.

Deputies making a hospital run shall obtain a sack lunch for each inmate going to the hospital. The hospital shall provide food for those inmates admitted to the Jail Ward.

[REDACTED]



11.800.00 (37) INMATE CLOTHING ISSUE

11.810.00 (37) CLOTHING AND BEDDING ISSUE: Inmates housed at the High Desert Detention Center shall be dressed in inmate jail clothing. The Receiving SCS shall issue clothing and bedding.

11.830.00(37) STANDARD CLOTHING ISSUE: Same as Bureau Policy.

11.855.00(37) CLOTHING EXCHANGE - GENERAL: Soiled clothing and bedding shall be exchanged as follows at High Desert Detention Center:

The following articles shall be exchanged once a week:

- shirt and pants
- sheets

The following articles of clothing shall be exchanged twice a week:

- underwear
- T-shirt
- Towel
- Socks

11.860.00 (37) EXCHANGE OF UNDERGARMENTS: Same as Bureau Policy

11.862.00 (37) EXCHANGE OF OUTER GARMENTS: Same as Bureau Policy

11.865.00 (37) INMATE WORKER CLOTHING EXCHANGE: Inmate worker clothing exchange shall occur in the Marshalling area. Staff responsible for the inmate worker(s) shall coordinate with the kitchen support deputy or a movement deputy. Inmate workers shall be thoroughly searched prior to being given clean clothing.

11.868.00 (37) SHEET EXCHANGE: The Laundry SCS will coordinate and conduct inmate sheet exchange once a week.

11.869.00(37) BLANKET EXCHANGE: The Laundry SCS will coordinate and conduct inmate blanket exchange once a month.

11.1000.00 (37) CLOTHING INVENTORY

11.1010.00 (37) CLOTHING INVENTORY AT INTAKE: Inmate personal clothing is inventoried and entered into the JIMS computer by the Property SCS. The inmate signs a clothing inventory receipt. Personal clothing for inmates housed at the High Desert Detention and is stored in the Property Room.

11.1015.00 (37) PERSONAL PROPERTY/ MONEY RELEASE: The “Inmate Property / Money Release – Clothing Exchange Request” form shall be filled out by

the inmate and forwarded to the Property SCS for approval. The Property SCS shall indicate in the “comments” section of the inmate’s Clothing Inventory Screen that the personal property or money release has been approved, and a copy of the form shall be given to the inmate. If the request is denied, the Property SCS shall indicate the reasons for denial and forward a copy of the request to the inmate.

If the request has been approved, the completed original shall be placed in the inmate’s clothing bin. When the visitor arrives to pick up the property or money, the Property SCS shall be notified and the visitor shall be directed to the property pick up window. The property SCS shall pull the original request from the bin and forward it as follows:

- If the request is for money, the completed form shall be forwarded to the bridge for cash pay-out.
- If the request is for property, the completed form shall be handled by the Property SCS. All property will be released at one-time excluding clothing.

Once the money/property has been released, the employee processing the request shall obtain the visitor’s signature on the request form; the completed form shall be forwarded back to the bridge for filing in the inmate’s jacket.

11.1020.00 (37) PERSONAL CLOTHING EXCHANGE PROCEDURE: Inmate requests for clothing exchange shall be on “Inmate Property / Money Release – Clothing Exchange Request” form. The inmate must indicate on the form which clothing item(s) are to be exchanged and be signed by the inmate. The completed form is forwarded to Support Services for approval. If approved, the approval is indicated on the “comments” section of the inmate’s Clothing Inventory Screen. The completed form shall be forwarded to the inmate. If the request is denied, the form shall be returned to the inmate with an explanation of the reasons for denial. Personal clothing exchanges occur at the Public Property Window. The SCA working the Public Information Window will notify the Property SCS and direct the individual to the property window. The Property SCS will pull the inmate’s clothing bin and update the computer with the new clothing articles. Once the updated receipt is printed, the visitor will sign the bottom of the form; both receipts will be forwarded to the bridge for filing in the inmate’s jacket. The visitor must take the old clothing; we will not keep duplicate articles of clothing in an inmate’s property bin.

11.1045.10 (37) RETENTION OF PERSONAL SHOES: The Property SCS may release the inmate’s personal shoes from his property upon the authorization from health services personnel that the shoes are a medical necessity.

11.1065.00 (37) EMERGENCY REQUEST: When a visitor requests an emergency release of money or property, the Watch Commander shall be notified to approve or deny the request.

If approved, the Watch Commander’s name shall be printed on the “authorizing signature” line; and the employee processing the request shall sign and place their employee number under the Watch Commander’s name. The visitor will then complete the request form, indicating in the “comments” section why the request is an emergency. The form shall then be sent to the inmate’s housing location (or wherever the inmate is at the time of the visit) for signature.

The request is then forwarded accordingly to either the Property Room or the Bridge depending upon the nature of the request.

12.100.00 (37) INMATE PRO-PER PRIVILEGE

12.100.10 (37) INTRODUCTION: The High Desert Detention Center shall not maintain a physical law library. Pro Per inmates with court ordered pro-per status shall conduct legal research through Legal Research Associates (LRA). Inmates shall place legal phone calls call and complete written work from their housing units.

Pro Per inmates may retain LRA paperwork in their living area separate from their personal belongings.

All law library requests shall be forwarded to Support Services' Law Librarian. If at any time the High Desert Detention Center cannot accommodate the needs of the inmate, the Law Librarian shall document the requested needs on a memo and forward it to the facility commander or his designee. Pro Per Court Orders do not supersede department policy.

12.105.15(37) SUPPORT SERVICES STAFF RESPONSIBILITIES LEGAL RESEARCH ASSOCIATES: Bureau policy shall apply.

12.110.00 (37) LAW LIBRARY PRIVILEGES: The Law Librarian shall maintain a log in which documents the time and date each inmate is given legal supplies or access to equipment.

12.110.02 (37) TELEPHONE PRIVILEGES: Eligible Pro-Per inmates shall have access to telephones in their housing unit. Pro-Per inmates may request phone time via the kiosk. If it is found the phone call/ number meets the requirements as set forth by law to be considered confidential, the request shall be approved, and the phone number shall be blocked from recording.

Pro-Per inmates shall have access to the pro per phone located in the G Room in the visit 2 booth for making calls related to their case.

The inmate will be placed in the designated visiting booth 2 with door secured prior to the inmate receiving phone access. An inspection of the phone will be conducted prior to allowing the inmate's removal from the cell or booth. Damaged phones will result in discipline/criminal charges.

Designated Areas:

Unit 3, 4, 5, 6, 7 & 8 – G Room, Official Visit 2

If the designated areas are in use, an inmate may be moved to a nearby unit with Watch Commander approval. Pro-Per inmates will be allowed to use the phone during weekdays from 0800 – 1700 excluding holidays. Disconnect/unplug the charging base to disconnect the cordless phone in case of uncooperative inmate.

(Rev 09/2020)

12.110.05 (37) PRO-PER EQUIPMENT: Pro-Per inmates as outlined in Bureau Policy 12.100 and housed at the High Desert Detention Center shall have access to law library research materials through Legal Research Associates (LRA). Pro-Per inmates shall submit all legal research requests through Support Services.

Audio, video and DVD equipment shall be maintained by Support Services and provided to Pro Per inmates. Pro Per inmates wishing to use this equipment shall do so in official visiting. Law Librarian shall document on the inmate's "Law Library log" the date, time and amount of time the inmate was allowed access to the equipment.

12.200.00 (37) INMATE GRIEVANCES

12.240.00 (37) SUPERVISOR/WATCH COMMANDER RESPONSIBILITIES: If the Watch Commander believes that a grievance is actually a request, the grievance shall be completed indicating it was a request and the request shall be handled in the same manner as any request slip or kiosk request. The completed grievance shall then be routed to the Administrative Secretary or other designated staff member for processing.

Watch Commanders shall ensure all grievances submitted are investigated and answered in compliance with Bureau Policy.

12.250.00 (37) INVESTIGATIVE PROCEDURES: The investigating employee shall contact the inmate initiating the grievance and record the investigative findings on the inmate grievance summary form or on the kiosk under the same grievance. The grievance summary forms can be returned to the Watch Commander who shall sign the bottom of the summary grievance form and forward both forms to the Facility Administrator for approval. The two forms shall be sent to the Watch Commander for dissemination; one copy of the summary report shall be given to the inmate.

All originals shall be placed in the inmate's booking jacket and a photocopy shall be made for the Administrative Grievance file.

On the kiosk, the completed task will automatically be routed to the Watch Commander for the approval. Any original paper grievances shall be placed in the inmate's booking jacket and a photocopy shall be made for the Administrative Grievance file.

12.252.00 (37) INMATE GRIEVANCE LOG: The inmate handwritten grievance log shall be maintained by the administrative secretary.

12.400.00 (37) INMATE WRITS

12.400.03 (37) ROUTING AND HANDLING OF P.C. 1381 REQUEST: Request for P.C.1381 Forms and the completed P.C. 1381 Request Forms shall be forwarded to Support Services. Support Services staff shall process requests and completed forms in compliance with Detention and Corrections Bureau Policy.

12.500.00 (37) INMATE VOTING

12.520.00 (37) VOTING PROCEDURES: Request for Absentee Ballot applications shall be forwarded to Support Services. Support Services shall maintain a supply of Absentee Ballot applications.

12.600.00 (37) INMATE MAIL

12.610.05 (37) FACILITY ADDRESS: Inmate mail shall be addressed to:

Inmate Name / Booking Number
High Desert Detention Center
9438 Commerce Way
Adelanto, CA 92301

12.650.00 (37) DELIVERY/STORAGE OF INCOMING INMATE MAIL: Delivery of inmate mail shall be done by the housing deputy during their shift. The deputy shall personally deliver the mail after verification of inmate's identity by using the inmate's issued ID. At no time shall any inmate other than the intended recipient be allowed to handle the mail. Undeliverable inmate mail shall be returned to the mailroom with the appropriate notation written on the outside of the envelope (Example: NIC, UTL, or rehoused to).

12.680.00 (37) CHECKS OR MONEY ORDERS: Mailroom staff shall process incoming inmate mail containing checks or money orders without delay.

12.680.05 (37) UNAUTHORIZED CHECKS OR MONEY ORDERS: It shall be the responsibility of the assigned mail SCA to return all unauthorized checks and money orders to the sender.

12.700.00 (37) LEGAL MAIL

12.714.50 (37) RECEIVING / DELIVERY OF LEGAL MAIL: Upon receipt, the assigned mail SCA shall log the date and time the mail was received in the Legal Mail Log. Legal mail shall be categorized, logged and distributed based on the recipients housing location in the facility. The Floor Sergeant shall delegate legal mail distribution to a Deputy at his/her discretion.

The legal mail shall be distributed without delay, with the Deputy verifying the inmate's identity and obtaining a signature upon delivery. The log and any undeliverable legal mail shall be returned to the Watch Commanders' office with the reason for failed delivery notated in the book (such as: inmate out to court). Deliverable mail shall be attempted at a later time. Mail that is unable to be delivered shall be returned to the mail room.

The delivering deputy shall open the legal mail in the presence of the inmate and thoroughly inspect it for contraband, cash, checks or money orders before allowing the inmate to possess it.

Federal inmates transferred to the High Desert Detention Center from other federal facilities shall be allowed to keep legal mail and other related legal materials with them during the booking or receiving process. The Intake Deputy shall inspect the legal items for contraband, cash, checks or money orders during the intake or receiving process. If necessary, personnel shall sort through received legal mail and ensure that it is forwarded to the correct inmate.

Contraband items shall be discarded into a contraband box located on the Bridge, Intake, and the Watch Commanders office. All forms of monies shall be forwarded to the Fiscal.

12.900.00 (37) INMATE GROOMING:

12.912.00 (37) HAIR CARE PROCEDURES: Inmates shall be allowed haircuts in accordance with the following schedule and conducted during regular operating hours of

the unit and at the discretion of the Housing Unit Deputy and SCS, in coordination with other activities occurring in the unit (such as: clothing exchange, church services, etc). Staff shall allow exceptions to the schedule and normal operating hours due to special circumstances.

Hair care equipment shall be provided to the housing segment on their scheduled day. Inmates requesting a haircut shall be responsible for finding another inmate from within that segment who will act as a barber.

The haircuts shall be conducted in the front of each housing dayroom and the inmate requesting the haircut is responsible for cleaning the equipment and haircut area at the conclusion of the haircut. The Housing Deputy shall inventory the barber tools after the last haircut. The allotted time for each haircut is a maximum of 30 minutes.

12.925.00(37) GROOMING EQUIPMENT INVENTORY: All grooming equipment shall be stored in the control room when not in use. Grooming equipment shall be inventoried and inspected at the start of each shift and documented in the Housing Unit Log Book. The equipment shall also be inventoried upon removal from the segment. The following items shall be maintained in the grooming kits in their respective Housing Units:

- (1) Electric Clipper with (4) guard attachments
- (1) Bottle of clipper oil
- (1) Small brush for cleaning
- (1) Mirror (Foil)
- (1) Can/bottle of approved disinfectant
- (1) Fingernail clippers

Female inmates receive the additional items:

- (1) Flat Iron
- (1) Hot Curling Iron
- (1) Blow Dryer

12.915.10 (37) ELECTRIC RAZORS/INMATE WORKERS: Electric razors shall be made available to inmate workers twice daily to shave facial hair prior to reporting to work assignments.

The Housing Deputy shall document the inspection and inventory of the electric razors and cleaning equipment on the housing unit's daily log.

Razors shall be cleaned and disinfected after each use.

An Inmate Worker shall be assigned to clean and disinfect the razor heads after each use. The assigned inmate worker shall be trained on proper cleaning procedure in accordance with bureau policy.

(Refer Bureau Policy 12.925.00. Grooming Equipment, Title 16, Article 12, Section 979 of the California Code of Regulations Barbering and Cosmetology; and POST orders.)

12.925.00 (37) ELECTRIC GROOMING EQUIPMENT: Housing Units with special security concerns due to inmates with special classifications shall not allow the use of razors in their units. Inmates housed in these specified units shall be provided with electric shavers. These electric shavers shall be accounted for and inspected at the start of each shift and in between inmate use. Each electric shaver shall be disinfected in between inmate use. Housing Units prohibiting the use of razors shall enforce the use of electric shavers in accordance with the schedule set forth in their specific Unit Post Orders.

12.1100.00 (37) NEWSPAPERS

12.1110.00 (37) NEWSPAPERS: Per Title 15: The facility administrator of a Type II or III facility shall develop written policies and procedures which will permit inmates to purchase, receive and read any book, newspaper, periodical, or writing accepted for distribution by the United States Postal Service.

12.1600.00 (37) RECREATION:

12.1610.00 (37) MINIMUM REQUIREMENTS: Inmates shall be afforded recreation in accordance with Title 15 and Bureau Policy.

[REDACTED]

[REDACTED]

[REDACTED]

In order to maximize the safety and security of staff and inmates, housing unit and segment tier integrity shall be maintained. Moreover, the recreation schedule is based on a random and rotating housing unit and tier recreation schedule.

- Deputies will be assigned specifically to the management, observation, safety, and movement of inmates [REDACTED]
- Deputies will coordinate with housing unit staff for movement and participation of the inmate.
- Housing unit staff will confirm if the inmate accepts or refuses [REDACTED]
- Deputies will verify the eligible inmates through a current vetted housing roster. The deputies will conduct a safety search of the inmate prior to escorting the inmate from the housing unit to [REDACTED]

- Inmates shall be fully dressed in appropriate jail issued clothing and have in their possession their issued inmate identification card.
- Inmates will be provided a minimum of one hour of recreation time [REDACTED]
- At the conclusion of the inmate's recreation time, deputies shall verify each inmate's identification prior to movement back to the housing unit. Inmates shall be searched, be fully dressed in appropriate jail issued clothing and have in their possession their issued inmate identification card.
- A recreation log will be retained by the deputies consistent to Policy 12.1640 Recreation log. In addition, assigned deputies will track all inmates unable to participate because of court, required appointments, or refusal.
- When the schedule permits, make-up time slots will be set aside at the end of the two-week period.

[REDACTED]

The area is monitored by surveillance cameras and visually by safety staff.

- The process is subject to changes with the facility commander's approval when staffing or unforeseen incidents occur.

12.1620.00 (37) CONTROL ROOM RESPONSIBILITIES (SCS): The Control Room SCS shall be responsible for ensuring the Recreation Log is completed. The SCS shall communicate with the deputy to obtain and log such information as; recreation time periods, number of inmates attending and returning, housing location, and detailed descriptions of any incidents, including but not limited to, assaults, disciplines, recreation refusals, or weather conditions.

12.1640.05 (37) RECREATION REFUSAL: The Control Room SCS shall document any time inmates refuse recreation time on the Recreation Log as "Refused" along with the date and time. Staff shall not enter any presumptive recreation time on the log in lieu of actual recreation time received.

12.1640.10 (37) HOUSING DEPUTY'S RESPONSIBILITIES: The Housing Deputy shall be responsible for coordinating, scheduling, and supervising all inmate movement for recreation. Prior to each recreation period, the deputy shall thoroughly check the recreation yard for contraband and any security breaches.

The Housing Deputy shall communicate with the Control Room SCS and provide the necessary information to ensure the Recreation Log is completed.

12.1640.15 (37) COUNT DURING RECREATION: The Housing Deputy shall be responsible for counting the number of inmates entering the recreation yard. The number of inmates participating in recreation shall be notated in the unit log book. Upon completion of recreation, the Housing Deputy shall re-count the inmates as they return to their housing unit. If at any time the number of inmates returning from recreation is not the same as the beginning count the watch commander shall be immediately notified. Inmates from multiple dorms shall not be comingled and the total number of inmates shall not exceed 70 at one time.

12.1650.00 (37) TYPES OF RECREATION: Staff shall prohibit inmates from exercising

in groups of three (3) or more when organized or regimented by any one inmate. Staff shall prohibit inmates from exercising to the point of exhaustion. Staff should monitor inmates who are exercising and intervene to prevent injuries.

Inmate personal belongings shall not be allowed in the recreation yard with the exception of a small amount of reading material or other items at the discretion of the Housing Deputy.

[REDACTED]

[REDACTED]

12.1690.05 (37) MAKE-UP EXERCISE PERIODS: The Housing Deputy shall schedule additional recreation periods if necessary and if time allows.

12.1700.00 (37) INMATE VISITING:

12.1720.00 (37) VISITING LOCATIONS: All public visits shall take place through video visitation stations. The visitation stations will allow audio and visual contact with the public visitor and the inmate.

12.1750.00 (37) VISITING SCHEDULE: The High Desert Detention Center shall conduct inmate visits Thursday through Sunday. Generally, each eligible inmate shall be allowed to have two visits per week for 30 minutes. The following times are reserved for inmate visits:

0900 – 2000 Wednesday through Saturday

12.1780.00 (37) SEARCH OF VISITORS: All visitors shall be subject to search prior to entering the visiting area. [REDACTED]

[REDACTED]

12.1790.00 (37) VISITORS' PERSONAL PROPERTY IN VISITING AREA: Visitors shall not be allowed to take personal items into the visiting area. The prohibited items include, but are not limited to:

- Purses/Backpacks
- Diaper bags
- Cigarettes

- Strollers
- Food or Drinks
- Cellular phones
- Cameras
- Electronic recording device

12.1810.00 (37) PUBLIC VISITING PROCEDURES: Persons wishing to visit an inmate shall make an appointment by telephone, one day prior to the visit, through the visiting center.

12.1820.05 (37) BRIDGE RESPONSIBILITIES: Bridge staff shall check in visitors prior to the scheduled visit confirming and comparing the identity of the visitor to the names on the visitor list.

12.1820.10 (37) DEPUTY RESPONSIBILITIES: The assigned Core Rover shall be responsible for the following:

- Providing security and supervision inside the lobby during visiting hours.
- Monitoring the metal detector and inspecting visitors for contraband (If needed).
- Taking actions against unlawful activity and facility rule violations.

12.1820.15 (37) VISITING SCS RESPONSIBILITIES: The Visiting SCS shall be responsible for the following:

- Coordinating with the Core Rover the movement of the public visitors.
- Notifying the Control Room SCS of which inmates have visitors.
- Monitoring all visits through the video visitation system for inappropriate or unlawful activity, terminating such visits and notifying the Core Rover.
- Assisting the public with their visit by addressing any equipment malfunctions or locating inmates.
- Maintaining order within the visiting room, i.e.; uncontrolled children, loud visits.

12.1820. 20 (37) CONTROL ROOM SCS RESPONSIBILITIES: The Control Room SCS shall notify the inmates, via the P.A. system, of their visit.

12.1885.10 (37) TEMPORARY SUSPENSION OF VISITING PRIVILEGES:

Visiting privileges may be suspended if a Health Services supervisor determines a medical condition could endanger inmates or staff.

Additionally, with the approval of the facility commander staff may temporarily suspend social visiting privileges in accordance with discipline policies.

12.1890.00 (37) INMATES IN INTAKE: Inmates in Intake shall not be allowed public or social visits. Other visits (such as Official and Bail Bondsman visits) shall be allowed. Law Enforcement visits may be conducted in the Intake area.

Officials, other than law enforcement, requesting to visit an inmate in Intake shall conduct their official visit according to their credentials and appropriate room usage.

The Intake or Movement Deputy shall escort the inmate to the official interview room.

Inmates proceeding to areas outside of Intake for an official visit shall be dressed out in county branded jail clothing for security and easy identification.

12.1910.00 (37) VISITS FOR RELIGIOUS PURPOSES: Clergy visits are not to be considered as personal visits. Clergy members, with a security clearance from Inmate Services Unit, shall be afforded a visit in the official visiting area.

Clergy members without a security clearance shall be allowed a visit utilizing the video visitation system.

12.2005.00 (37) OFFICIAL VISITS:

12.2005.05 (37) VISITING PROCEDURE FOR OFFICIAL INTERVIEWS:

. The visitor shall complete a Request for Official Visit form. Bridge personnel shall verify the visitor's identity, photocopy the identification cards, and provide the visitor with a pass and key for an official visiting room. Photocopies of the visiting request form and the Official Visitor's identification cards shall be filed in the inmates booking jacket.

The Core Deputy or Visiting Deputy shall ensure that official visitors do not bring prohibited items into the facility.

The Bridge SCA or Core Deputy shall determine from the official visitor if there will be an exchange between the official visitor and inmate. Official Visits requiring an exchange will be done through the opening (pass-through) at the bottom of the official visit window. These opening are designed for signing paperwork.

If an item being exchanged is larger than the pass-through opening the exchange shall be coordinated by a deputy and the item shall be searched for contraband prior to the exchange.

12.2005.10 (37) VISITING PROCEDURE FOR OFFICER INTERVIEWS: Law enforcement officers requesting interviews without a glass barrier shall be escorted by an SCS or sworn bridge staff to the officer interview rooms.

The Core Deputy shall ensure that official visitors do not bring prohibited items into the facility.

12.2005.20 (37) VISITING PASSES: Official and attorney visitors shall be issued a laminated visitor's pass that shall be affixed to the visitor's clothing so that it is clearly visible.

12.2030.20 (37) AUTHORIZED AREA FOR OFFICIAL VISITS: Official visits shall be conducted in the Official Visiting rooms.

12.2030.30 (37) OFFICIAL VISITOR- LATE OR CANCELLED VISITS: Inmates are not pulled for visits until the official visitor arrives to prevent unnecessary inmate movement.

12.2040.00 (37) DEPOSITIONS: Attorney depositions are referred to the Watch Commander. The following procedures are followed:

- A court order is required.
- Depositions are conducted in the Official Visiting room.

A copy of the court order is made at time of the deposition and placed in the Inmate's booking jacket.

12.2050.00 (37) PROBATION INTERVIEWS: In person probation visits shall be considered official visits.

12.2050.05 (37) PROCEDURE FOR PROBATION VISITS: In person probation visits shall be considered official visits. Refer to facility policy section 12/2005.00 (37).

For telephone interviews, the requesting Probation Officer will call their Central Investigations receptionist at (909) 387-3159 to schedule the interview. The receptionist will coordinate the daily schedule of interviews between the hours of 0830 – 1030 hours, and 1130 -1400 hours. The receptionist will fax and/or e-mail the schedule of interviews to the Core Deputy by 1100 hours the day prior to the interviews. The Core Deputy shall provide the interview schedule to the housing units at the beginning of each shift. The Movement Deputy will ensure the inmates are escorted to the appropriate Marshalling cells for the interviews. When the Probation Officer calls for the scheduled interview, Bridge staff shall transfer the call to the cell designated for that interview.

12.2200.00 (37) INMATE COMMISSARY

12.2210.06 (37) COMMISSARY PROCEDURE: Generally, inmates shall receive commissary once a week. Commissary employees shall deliver commissary to the housing units under the supervision of the housing deputy.

12.2210.10 (37) STAFF ACCEPTING COMMISSARY: Staff shall not sign for inmate commissary. Staff shall accept commissary for inmates that are out to court. Staff shall deliver the commissary upon the inmates return and obtain an inmate signature.

12.2220.00 (37) RECEIVING RESPONSIBILITIES: Newly booked inmates likely to spend over 24 hours in custody shall receive a "Care Bag". The Receiving SCS shall debit the inmates fiscal account for the care bag regardless of the current fiscal balance.

12.2300.00 (37) INMATE DISCIPLINE

12.2300.30 (37) SUSPENSION OF VISITING PRIVILEGES: Shall not be imposed unless considered as part of the discipline hearing described in Bureau Policy Section 12.2515.00 and then only upon the approval of the facility commander.

12.2305.00 (37) PROPERTY INVENTORY: The housing deputy present at the discipline hearing shall place the inmate on discipline and inventory their property.

12.2325.00 (37) DISCIPLINE PROPERTY STORAGE: Discipline property storage is located in the housing unit, housing those inmates on discipline. Discipline property shall be stored in the storage lockers.

12.2340.00 (37) REMOVING AN INMATE FROM DISCIPLINE: Housing deputy shall track inmates on discipline in their housing unit. The housing deputy shall remove the inmate from discipline, make the necessary computer updates, and return the inmates

property. The housing deputy shall re-house the inmate in the housing unit or contact the classification officer for housing elsewhere on the facility.

12.2345.00 (37) INMATES OUT FOR HOSPITAL /CLINIC APPOINTMENTS: To prevent theft, inmates going to the hospital / clinic appointments may elect to remove their property from the housing unit. The housing deputy will place the property into a bag, label the bag with the inmate's name / booking number and ensure the bag is secured in the discipline property storage locker. Upon returning, the inmate shall be given back his property.

12.2512.00 (37) JAIL DISCIPLINE REPORT NUMBER AND JAIL DISCIPLINE LOG: Jail Discipline Report (JDR) numbers shall be obtained from the core deputy. The JDR number consists of six digits as follows:

Month: Jan =01
Date: 04
Report # 01

The Jail Discipline Report (JDR) log shall be maintained at the Core Deputy's Desk.

12.2512.05 (37) INMATES TRANSFERRING WITH PENDING DISCIPLINES: Staff shall ensure inmates being transferred to other facilities are sent with a copy of their discipline and the watch commander of the receiving facility is notified. A copy of the discipline shall also be maintained at High Desert Detention Center with a notation on the discipline that the inmate was transferred.

Staff receiving discipline forms at the High Desert Detention Center shall ensure they are routed to the watch commander's office. The watch commander shall conduct the pending disciplinary hearing within Title 15 requirements.

12.2517.00 (37) DISCIPLINE REPORT: Original discipline reports pending a hearing shall be maintained in the watch commander's officer. A copy of the discipline report shall be maintained in the housing unit where the inmate is housed. Upon completion of the discipline hearing the original discipline report shall be forwarded for administrative review.

12.2519.00 (37) EARNING BACK GOOD AND WORK TIME: Eligible inmates wishing to earn back work time shall submit Request for Return of Lost Work Time forms (ASU# 050301) to Support Services. Support Services staff shall process the request in accordance with Bureau Policy.

12.2800.00 (37) LIBRARY SERVICES

12.2820.00 (37) LIBRARY BOOK DISTRIBUTION: Inmate library request slips or kiosk requests shall be forwarded to Support Services. Support services staff shall generally distribute / exchange library books to inmates once every two (2) weeks or more if time permits.

12.2900.00 (37) INMATE EDUCATION PROGRAMS:

12.2902.00 (37) INMATE EDUCATION PROGRAMS: Support Services staff shall coordinate with the INROADS program coordinator at GHRC to provide inmate programs at High Desert Detention Center. Support Services shall notify inmates of the available educational programs.

Inmate requests to participate in a particular program shall be forwarded to Support Services. Support Services staff shall review the request slips and determine if the inmate is eligible for the program. Support Services staff shall develop and maintain inmate class rosters and ensure the delivery of educational programs.

If the program is unavailable at the facility where the inmate is currently housed, Support Services shall make an effort to match the inmate with the program at another facility and may transfer the inmate to another facility for participation in the program.

13.105.00 INMATE WORKERS

13.105.15 (37) STAFF RESPONSIBILITIES: All sentenced inmate worker assignments, job classification, and other matters pertaining to the inmate's work time and status are the responsibility of Support Services. All personnel shall be concerned with the security and work performance of inmates under their control. All other matters should be referred to Support Services.

13.105.20 (37) REPORTING FOR WORK: Work schedules are determined by Support Services. Support Services shall forward work crew sheets to the appropriate guard stations. The Housing Deputy or Control Room SCS shall supervise the process of pulling inmates to report to work.

13.105.25 (37) JOB ASSIGNMENTS: All changes in inmate workers' job assignments and/or days off shall be done by Support Services. Any requests for changes in inmate worker hours or shifts shall be referred to Support Services. Any discipline taken on an inmate worker resulting in the loss of days worked shall be reported to Support Services immediately for re-computation of the inmates out date.

13.105.30 (37) CREW SHEETS: Printed daily job assignment crew sheets shall be kept in the housing deputy's office. Staff removing inmate workers for job assignments shall notate on the crew sheet, their name and employee number along with the time the inmates were removed from the housing location. Names and booking numbers of volunteer inmate workers shall be handwritten on the crew sheet. Staff returning inmate workers to the housing location shall indicate on the crew sheet which inmates have returned along with the employee's name, employee number and time of return. An ongoing log shall be kept on the crew sheet for those inmates leaving and returning multiple times during the day.

13.105.35 (37) COMPLETED CREW SHEETS: Completed crew sheets shall be routed to the Core Deputy and maintained for a period of 30 days.

13.105.40 (37) SLEEP PERIODS: Generally, lights out for all inmate worker housing units shall be 2300 hours, although the hour can be extended at the discretion of the Housing Deputy to accommodate late workers for showers, TV, etc. up to 0200 hours.

13.105.45 (37) WORK SCHEDULE: Work schedules are determined by Support Services. Staff removing inmate workers from their housing location for job assignments shall make the proper notations on the daily crew sheet

13.105.50 (37) HOUSING ASSIGNMENTS: Housing assignments for sentenced inmate workers are made by the Classification Deputy.

Post discipline, Inmate Workers shall be re-housed as follows:

- Sentenced inmate workers are returned to the inmate worker-housing unit, pending review.
- If serious enough, the Executive Officer may send the inmate to GHRC for housing.

13.105.55 (37) SEARCHING INMATE WORKERS: Inmate workers may be searched at any time during the course of their work assignment. All Inmate workers shall be strip searched prior to returning to their housing unit.

All strip searches shall be in accordance with the Bureau's strip search policy.

14.100.00 (37) USE OF FORCE

14.115.00 MEDICAL TREATMENT: Staff shall ensure Health Services staff are notified after any Level II or Level III use of force. Health Services staff shall assess the condition of every inmate involved in any Level II or Level III use of force incident, as soon as practical following the incident.

14.160.05 (37) LESS LETHAL SHOTGUN: Department and Bureau Policy shall apply.

14.160.10 (37) RUBBER BALL GRENADE USE: Department and Bureau Policy shall apply.

14.160.15(37) OC – OLEORESIN CAPSICUM: Department and Bureau Policy shall apply.

14.160.16(37) LOCATION OF OC (Oleoresin Capsicum): Deputies are required to carry OC within the facility

. Deputies needing a replacement OC canister shall contact a supervisor and exchange the used canister for a new one.

14.160.20 (37) PEPPER BALL USE: Department and Bureau Policy shall apply.

14.160.25 (37) TASERS: Department and Bureau Policy shall apply

14.171.10(37) PEPPER BALL EQUIPMENT USE AND REPORTING REQUIREMENTS: Department and Bureau Policy shall apply.

14.200.00 (37) INMATE DEATH INVESTIGATIONS

14.210.00 (37) LEGAL GUIDELINES: Department and Bureau policy shall apply.

14.210.10 (37) PRESERVATION OF THE SCENE: Department and Bureau policy shall

apply.

14.220.00 (37) HOUSING SAFETY STAFF'S RESPONSIBILITIES: Department and Bureau policy shall apply.

14.230.40(37) HEALTH SERVICES RESPONSIBILITIES: The Supervising Nurse shall examine the inmate's medical record and prepare a written report to the Facility Commander, which must contain the following information:

- Analysis and summary of inmate's medical history
- Summary of complaints made by inmate regarding medical problems
- Observations made by any jail staff suggestive of medical problems with inmate
- Summary of all medical examinations, including diagnosis and treatments
- Any emergency aid given at the scene
- Copies of all medical records
-

14.230.50 (37) ROUTING NURSES REPORT: Following the completion of the report, the Supervising Nurse shall place the original medical records in a special Inmate Death file. The nurse's report shall be reviewed by the Facility Doctor prior to submitting it to the Facility Commander. The Facility Doctor may submit his personal report with the nurse's report if deemed necessary.

14.250.00 (37) IN CUSTODY DEATH REVIEW BOARD: Department and Bureau policy shall apply.

14.260.10 (37) RESPONSE TO A HANGING VICTIM: Department and Bureau policy shall apply.

14.260.15 (37) EMERGENCY MEDICAL AID: Department and Bureau policy shall apply.

14.270.00 (37) PERSONAL PROPERTY: Department and Bureau policy shall apply.

14.500.00 (37) POLYGRAPH EXAMINATIONS

14.520.00 (37) POLYGRAPH EXAM LOCATIONS: Polygraphs are not performed at High Desert Detention Center. Inmates consenting to a polygraph examination shall be transferred to the West Valley Detention Center.

Sworn SBSB personnel may take temporary custody of an inmate and transport him to and from the Polygraph Division for the examination.

14.605.00 (37) MORRISSEY HEARING

14.605.00 (37) MORRISSEY HEARING LOCATION: Morrissey Hearings shall be conducted at West Valley Detention Center. Inmates scheduled for Morrissey Hearing shall be transferred to West Valley Detention Center.

14.700.00 (37) BLOOD ALCOHOL DROP BOX

14.710.00 (37) BLOOD ALCOHOL DROP BOX LOCATION: High Desert Detention Center does not provide a “Drop Box” for Blood Alcohol kits.

14.1200.00 (37) LINE-UP

14.1280.00 (37) COURT ORDER LINE-UPS: High Desert Detention Center does not conduct line-ups. Court ordered line-ups shall occur at West Valley Detention Center.

14.1400.00 (37) VIDEO ARRAIGNMENT

14.1410.00 (37) VIDEO ARRAIGNMENT/COURT CALENDAR: The Support Services SCS assigned to video arraignment shall provide a copy of the video court calendar to each housing unit.

14.1420.00 (37) HOUSING DEPUTY RESPONSIBILITIES: The Housing Deputy shall confirm the identity of each inmate scheduled for video arraignment, and ensure they are listed on the housing movement log. Prior to sending the inmates to video arraignment, the deputy will ensure all inmates are searched. The only item an inmate can bring to video arraignment is their booking paperwork (with the exception of required medical items).

14.1430.00 (37) VIDEO ROOM SECURITY: The deputy assigned to video arraignment shall maintain security until court proceedings are completed. The deputy shall ensure the inmates are sent/ escorted back to their assigned housing unit.

14.1440.00 (37) COURT PAPERWORK: All court paperwork shall be faxed to the High Desert Detention Center from the arraignment court. Upon receipt, the paperwork shall be forwarded to the Support Services SCS assigned to video arraignment. Following video arraignment, the dummy warrant will be updated by the Support Services SCS and corresponding court paperwork attached. The dummy warrant and court paperwork will be forwarded to the Duty Officer to update the inmate’s jacket and JIMS computer. All inmates released from custody as a result of their arraignment hearing shall be processed immediately.

14.1440.05 (37) NOTIFICATION TO COURT OFFICER: The Support Services SCS assigned to video arraignment shall notify the court officer of any scheduled cases which are not called, or of any court orders not received.

14.1450.00 (37) VIDEO ARRAIGNMENT INTRODUCTORY RIGHTS TAPE: Once inmates are inside the video arraignment room; they shall be shown a video rights tape. This video tape is played in English and in Spanish. The judge on the tape advises the inmates of the following:

- Their constitutional rights, the right to waive these rights, and the importance of understanding their rights.
- The charges pending against them.
- The consequences involved when they plead “guilty” or “nolo contendere” to an infraction, misdemeanor or felony.

- If they are not a U.S. citizen or are in the process of applying for citizenship, what consequences may occur as a result of their charge.
- If a fine is imposed and the inmate chooses to pay in installments, a \$30.00 administrative fee will be added.

14.1460.00 (37) ADVISEMENT VIDEO ARRAIGNMENT: Once the inmates have viewed the Video Arraignment Introductory Rights Tape, the Support Services SCS assigned to video arraignments shall inform the inmates of the following:

- They have the right to have their arraignment in person with the judge.
- They must sign a waiver to participate in the video arraignment process.
- If they do not waive their rights, they will be sent to court in person on the next court date.
- If they are being arraigned on a felony charge, they cannot plead guilty during the video arraignment process. The judge will set a pre-trial date for the inmate and any future dates for purposes of O.R. release, bail reduction, etc.

14.1470.00 (37) VIDEO ARRAIGNMENT PROCESS: Inmates are called up to the video monitor one at a time to be interviewed by the judge. As each arraignment is concluded, the Support Services SCS will instruct the inmate to return to their seat until all arraignments are complete.

15.100.00 (37) FACILITY INSPECTION

15.100.05 (37) INTRODUCTION: The Facility Commander has established an inspection matrix. His appointees will conduct the inspections as directed. Completed inspection forms shall be retained for two years. (Refer to Title 15, Section 1280 and Bureau Policy 15.100.05.)
(Rev. 10/2020)

15.103.00 (37) ANNUAL SECURITY REVIEWS: Electronic copies of past security reviews shall be maintained in the facility administrative shared folder.

15.200.00 (37) COURT CALENDAR

15.210.00 (37) COURT CALENDAR: The court calendar will be printed according to the housing location from the JIMS computer system by the Court Return SCS.

15.210.10(37) COURT CALENDAR DISTRIBUTION: Copies will be distributed to the following areas:

- Property
- All housing units
- Medical Office
- Release Officer
- One court calendar will remain with the dummy warrants for distribution to the

- transportation office.
- Transportation

15.300.00(37) COURT PULLS

15.310.00(37) TRANSPORTATION PULL GUIDELINES: In order to ensure the timely and efficient transportation of inmates to court, other facilities, or for release, the following guidelines have been established:

- The PM shift deputies working the housing units are responsible for verification of the location of inmates housed in their area.
- The graveyard Duty Officer is responsible for the release work-up of inmates scheduled for release to other agencies, divisions or departments, i.e., GHRC – fish line, state prison, out of counties and desert court, as well as regular shift releases.

16.100.00 (37) INMATE TRUST ACCOUNTS: Bureau Policy shall apply.

16.300.00 (37) FISCAL RESPONSIBILITIES: Bureau Policy shall apply.

17.100.00 (37) MEDICAL RECORDS

17.101.00 (37) MEDICAL RECORDS PROCEDURES: The newly opened medical records shall be kept in the New Booking receptacle on the nurse's desk, pending determination of the housing location of the inmate, at which time they shall be filed in the active file.

17.200.00 (37) SICK CALL SCHEDULE

17.200.05 (37) SICK CALL POLICY: Inmates shall complete a health services request on the kiosk that will be forwarded to the medical clinic. Generally, the inmate shall be seen by the medical staff the following day. Non-emergency related medical services shall be generally conducted in the housing unit's medical exam room.

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

17.210.00 (37) NURSE SICK CALL: Medical staff shall generate an inmate "sick call" list and forward it to the appropriate housing locations. Safety staff shall bring the requested inmates to the exam room upon the arrival of medical staff in the housing unit.

17.220.00 (37) FACILITY MEDICAL DOCTOR: Appointments are held Monday through Friday, around regularly scheduled facility activities.

17.230.00 (37) FACILITY PSYCHIATRIST: Appointments shall be held weekly as determined by psychiatrist's schedule.

17.240.00 (37) FACILITY PSYCHOLOGIST: Appointments shall be held weekly as determined by the psychologist's schedule.

17.250.00 (37) FACILITY DENTIST: Appointments are made, and initial assessment provided by the Facility Dentist on weekdays, as determined by the dentist's schedule. Follow-up care will be provided at a designated facility.

17.260.00 (37) "WALK-IN" INMATES TO SICK CALL: Deputies shall not send "walk-in" inmates to sick call unless the illness or injury is of an emergency nature.

If the illness or injury is in need of immediate attention, the deputy shall first contact the nurse and advise them of the need for treatment. The nurse shall then authorize the deputy to bring the inmate to the exam area, or the nurse will respond to the area where the inmate is; depending on the nature of the emergency.

Inmates who become ill and are not emergency cases shall be referred to sick call the following day via kiosk request for medical attention. However, custody staff may contact the nursing staff at any time for advice/direction in regard to medical/psychiatric care.

17.300.00 (37) MEDICAL PROCEDURES

17.320.00 (37) SICK CALL: Inmates who become ill and are non-emergency cases, shall be referred to the nurse on duty or to sick call the following day - unless the nurse deems it necessary for the inmate to be seen immediately.

A deputy shall escort the medical staff during inmate medication delivery

17.330.00 (37) HOSPITAL REFERRAL: Sick or injured inmates shall be examined by the Facility Nurse. If the examination indicates it is necessary to have the subject treated at the County Medical Center, the nurse shall complete a referral form. The hospital referral form shall accompany the inmate to the hospital. The nurse on duty shall be responsible for the appropriate follow up.

17.330.05 (37) AMBULANCE TRANSPORT: All inmates that are transported to the hospital or any other location from the High Desert Detention Center shall be secured with a waist-chain or handcuffs and leg irons. Inmates **SHALL NEVER** be left in the care of the hospital security personnel at any time, this includes clinics, or emergency care.

Staff shall not permit anyone to remove any security equipment, unless it is medically necessary, or the inmate is in labor or post-delivery.

17.330.10 (37) TRANSPORT OF INMATES TO AND FROM THE HOSPITAL:
Bureau Policy shall apply.

17.330.25 (37) TRANSFER OF INMATE TO ARROWHEAD REGIONAL MEDICAL CENTER: Whenever an inmate is removed from the High Desert Detention Center and admitted to the Arrowhead Regional Medical Center, the Duty Officer shall facility transfer the inmate to the West Valley Detention Center.

The inmate's property, clothing and booking jacket shall be transferred to the West Valley

Detention Center at the earliest opportunity.

17.330.30 (37) PROCEDURE FOR TRANSFERRING TO ARROWHEAD REGIONAL MEDICAL CENTER: The Duty Officer shall transfer the inmate in the JIMS system to the West Valley Detention Center. The Duty Officer shall then call the West Valley Detention Center's Duty Officer and advise them of the transfer.

17.340.00 (37) INMATES ADMITTED TO PATTON: Inmates admitted to Patton Hospital shall be facility transferred to the West Valley Detention Center.

17.360.00 (37) COURT ORDERS: On all hospital admissions, the Duty Officer on duty when the inmate was admitted shall initiate an affidavit and court order under the provisions of the P.C. Sec. 4011. The dayshift Duty Officer shall give these forms to the Transportation Deputy and request that all the forms be transported to the County Clerk for certification and then to a superior court judge for signature.

The court order must be signed within 48 hours after the inmate's admission to the hospital, excluding Saturdays, Sundays and holidays. A copy of the order shall be returned to the facility for inclusion in the inmate's jacket.

17.370.00 (37) SPECIFIC MEDICAL PROBLEMS: Inmates with medical conditions which cannot be treated or managed at the High Desert Detention Center shall be transferred to the West Valley Detention Center.

Additional information may be found in the Detention and Corrections Bureau Nursing Operational Procedure Manual.

17.370.20 (37) SPECIAL DIETS: The special diet order form shall be filled out by the medical staff upon receipt of an order from the doctor, or per medical protocol. The form shall be noted and approved by the Institutional Nurse and routed to the Food Services Manager.

When the diet is discontinued, the copy maintained in the medical section shall be so noted and filed in the inmate's medical records. Notification of discontinuance of diets shall be made in the same sections as original distribution. The canceling and implementation of special diets shall be the exclusive responsibility of the Facility Nurse.

17.370.25 (37) COURT APPEARANCE AND MEDICAL PROBLEMS: When a medical inmate is sent to court, the dummy warrant shall contain, in addition to any hold, an explanatory statement outlining the inmate's medical problems. The Watch Commander shall advise the Jail Transportation Deputy of all necessary information to safeguard the health of both the inmate and staff. Inmates with communicable diseases shall not be transported and caused to appear in court individually, particularly in the case of desert or other courts. They shall not be permitted to remain two or three days pending court action. Any other serious problems shall be annotated on the dummy warrant, such as epileptic, diabetic, heart patient, and so forth. They may be transported with other prisoners but should be viewed as often as possible.

The Jail Nurse shall have previously issued the subjects their medication; however, if medication is due before the subject could reasonably be returned to jail from the outlying court, the Transportation Deputy shall take sufficient medication to last the subject, and shall release it to the station involved, or administer whatever is necessary.

17.380.00 (37) INTAKE PROCESS: A nurse shall be assigned to screen all arrestees prior to booking. The Facility Nurse will examine the arrestee and approve or deny

acceptance based on the arrestee's medical history. The nurse will make appropriate hand-written medical notations on the intake report.

Arrestee requiring a level of care that cannot be provided at the High Desert Detention Center shall be transferred to the West Valley Detention Center after booking.

17.380.20 (37) PROCEDURE FOR ACCEPTING EYEGLASSES: 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, including contact lenses and wash.

When prescription glasses are brought to the front counter, bridge personnel shall prepare an inmate trust receipt. The glasses shall be examined to note any damage. Should damage be found, it shall be noted on the trust receipt. The yellow copy of the receipt shall be given to the person leaving the glasses. The original receipt shall be attached to the glasses and delivered to the inmate.

The glasses shall not be carelessly left lying around where they can be damaged.

The inmate shall sign the trust receipt acknowledging receipt of the glasses. The receipt shall be sent to the bridge and filed in the inmate's jacket.

If the glasses cannot be immediately delivered to the inmate, the Property SCS shall place them in the inmate's property tub. The glasses shall then be delivered as soon as possible to the inmate.

If the glasses being accepted are for an exchange, the old glasses shall be given to the person leaving the new glasses. The person receiving the old glasses shall sign the original receipt acknowledging receipt of the old glasses.

17.390.05 (37) MEDICAL CLINIC SECURITY: The High Desert Detention Center does not have a Medical Clinic. Each Housing unit is equipped with a medical exam room. The Housing Unit Deputy shall escort inmates to the medical exam area and provide security for the medical staff.

17.390.10 (37) SUPPORT ROVER DEPUTY: The High Desert Detention Center does not have a Medical Clinic. Each Housing unit is equipped with a medical exam room. The Housing Unit Deputy shall escort inmates to the medical exam area and provide security for the medical staff.

The High Desert Detention Center has Dental and X-Ray [REDACTED]

[REDACTED] The Support Rover Deputy shall provide security for inmates waiting to be examined in this area. It is expected that the Support Rover Deputy shall have knowledge of the facility and operations.

It shall be the duty of the Support Rover Deputy to maintain security for inmate(s) scheduled for dental examinations and X-Rays. The deputy shall work with qualified healthcare professionals and housing unit staff to coordinate the scheduling and treatment of specially classified inmates.

Inmates being treated in [REDACTED] Medical [REDACTED] shall adhere to all facility rules. Inmates shall not communicate in the waiting area [REDACTED] or [REDACTED]

possess any items other than their inmate ID card on their person. Inmates may be allowed to possess paperwork, medications, or other items only if specified by medical staff. Inmates who do not adhere to the rules shall be subject to disciplinary actions as approved per policy.



17.500.00 (37) METHADONE PATIENTS

17.510.00 (37) ADMINISTRATION OF METHADONE: The administration of prescribed methadone dosage to an inmate by a methadone clinic employee shall be done in the housing unit. Times of distribution shall be determined by the facility and the methadone clinic.

17.600.00 (37) PROCESSING / HOUSING COMMUNICABLE DISEASE PRISONERS

17.650.00 (37) COURT- ORDERED AIDS TESTING: When an order is received at High Desert Detention Center it shall be forwarded to the medical staff. The medical staff shall coordinate with San Bernardino County Department of Public Health to complete the test as ordered. (Refer to Health Services Division Nursing Operational Procedures Manual)

17.800.00 (37) PREGNANT INMATES

17.850.00 (37) PREGNANT INMATE HOUSING: Pregnant inmates shall be housed at West Valley Detention Center (WVDC). (Refer to Nursing Operational Procedure Manual Policy # 314.11)

17.900.00 (37) PERSONAL MEDICATIONS

17.960.00 (37) MEDICATION DISBURSEMENT: Bureau Policy shall apply.

17.1000.00 (37) COURT ORDERED DOCTOR VISITS

17.1020.05 (37) COURT ORDERED PSYCH EVALUATION: Court ordered psychotherapists must make prior arrangements to contact or visit any inmate with the Facility Nurse and Watch Commander.

17.1500.00 (37) PC290/296 COMPLIANCE

17.1500.03 (37) NOTIFICATION: Bureau Policy shall apply.

17.1525.00 (37) OUT-OF-CUSTODY PROBATIONERS: Bureau Policy shall apply.

17.1530.00 (37) 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.

17.1535.00 (37) DUTY OFFICER: Duty officers shall ensure required DNA samples have been taken from PC 290 or PC 296 registrants prior to forwarding inmates' booking jackets to release. Duty officers shall ensure required JIMS computer entries documenting sample collections are completed.

18.000.00 (37) AMERICANS WITH DISABILITIES ACT

18.000.05(37) INTRODUCTION TO THE AMERICANS WITH DISABILITIES ACT(ADA):

All High Desert Detention Center staff shall ensure inmates with disabilities are afforded equal opportunity to participate in activities, programs, and services provided by the facility.

18.050.05 (37) TTY OPERATION: Staff shall be familiar with the TTY use and shall ensure its operability at all times. The facility's Training Specialist shall insure training is provided to all safety staff.

18.055.00 (37) ACCESSIBLE HOUSING ASSIGNMENTS: Inmates with mobility disabilities shall be assigned to a bottom tier cell and bottom bunk. Housing units maintain two ADA compliant, bottom tier, double bunked cells in each celled segment. Each housing unit 3 through 8 also maintains a dorm and administrative segregation cell that is ADA compliant.

While utilizing the ADA cells, inmates shall be housed according to classification and population management factors as set forth in bureau policy

18.065.00 (37) INMATES WITH DISABILITIES AND PROGRAMS: Inmates with disabilities are entitled to and shall be provided an equal opportunity to participate in and benefit from the same programs as all other inmates. Inmates at the High Desert Detention Center with mobility disabilities shall use the elevator to access programming rooms located on the upper levels.