

# West Valley Detention Center



## Procedure Manual

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WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Detention and Corrections Bureau Policy Manual

Bureau Policy: 1.215.00 Facility Specific Policy

Facility Policy: (34)1.215.00 Facility Specific Policy

The following manuals shall be reviewed annually and provided to ASU in accordance with Bureau Policy:

West Valley Facility Specific Manual	Administrative sergeant or designee
Post Orders	Administrative sergeant or designee
Emergency Operations Manual	Operations sergeant
Health Services Manual	Health Services director or designee
Food Services Manual	Food Services director or designee
Transportation Manual	Transportation sergeant

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Detention and Corrections Bureau Policy Manual

Bureau Policy: 1.215.00 Facility Specific Policy

Facility Policy: (34)1.215.05 Facility Specific Procedure Manual Distribution

A copy of the West Valley Detention Center Facility Procedure Manual shall be maintained at the following locations:

1. Facility Commander's Office
2. Executive Officer's Office
3. Administrative Sergeant's Office
4. Bridge
5. Security Administration's Lieutenant's Office
6. Security Administration's Sergeant's Office

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Detention and Corrections Bureau Policy Manual

Bureau Policy: 1.220.00 Temporary Operating Procedures

Facility Policy: (34)1.220.00 Temporary Operating Procedures

The Temporary Operating Procedures Log shall be maintained by the administrative sergeant or designee. All original copies shall be retained at their work station for reference and review. A copy of the memorandum will be routed to the watch commander to be placed on the briefing board.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Board of State and Community Corrections Compliance

Bureau Policy: 1.410.01 Public Information Plan and Title 15, Inmate Use

Facility Policy: (34)1.410.01 Public Information Plan and Title 15, Inmate Use

Housing unit staff shall make the Public Information Plan (PIP) available when an inmate submits a request on an Automated Request Slip (ARS). The inmate may read the PIP while seated alone in the dayroom or the General-Purpose Room (G-room) during their tier time. Administrative housing inmates may view the PIP in the Administrative Housing Corridor. Pro Per inmates may request to view the PIP during their allotted time in the Law Library. Staff shall not allow the PIP to be viewed without supervision or in the privacy of any inmate's cell/dorm. Staff shall not discuss the contents with inmate. Staff shall inspect the PIP prior to and immediately after inmate use to check for irregularities. Staff shall log the time and date the inmate was provided with access on the automated request slip.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Board of State and Community Corrections Compliance

Bureau Policy: 1.410.02 Public Information Plan and Title 15, Review by the Public

Facility Policy: (34)1.410.02 Public Information Plan and Title 15, Review by the Public

The Public Information Plan (PIP) shall be available for review at the Public Information Window in the Public Visiting Lobby. Upon request, the public may review the PIP in the immediate area and under supervision. Members of the public shall be given a reasonable amount of time to review the PIP (one person at a time). Staff shall inspect the PIP prior to and after use by the public, checking for irregularities. Under no circumstances shall staff discuss the contents of the PIP with the public.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Board of State and Community Corrections Compliance

Bureau Policy: 1.410.05 Public Information Plan and Title 15, Distribution

Facility Policy: (34)1.410.05 Public Information Plan and Title 15, Distribution

A copy of the Public Information Plan shall be maintained at the following locations:

1. Public Visiting Lobby
2. Law Library
3. Housing unit control room for each housing unit

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Board of State and Community Corrections Compliance

Bureau Policy: 1.410.25 Individual and Family Service Program

Facility Policy: (34)1.410.25 Individual and Family Service Program

Information pertaining to the Individual and Family Service Program can be located within the Public Information Plan (PIP). The PIP is available in all housing unit control rooms and on Starlink.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Staff Orientation

Bureau Policy: 2.110.00 Orientation Procedures

Facility Policy: (34)2.110.00 Staff Orientation Procedures

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: May 27, 2025

Bureau Policy Section: Staff Rules and Regulations

Bureau Policy: 2.200.00 Staff Rules and Regulations

Facility Policy: (34)2.200.20 Uniforms

[REDACTED]

[REDACTED]

[REDACTED]

For specifications regarding uniforms, refer to Department Policy Section 1.650.00

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Staff Rules and Regulations

Bureau Policy: 2.200.00 Staff Rules and Regulations Facility

Policy: (34)2.200.25 Reporting for Duty

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Staff Rules and Regulations

Bureau Policy: 2.200.35 Authorized Gloves

Facility Policy: (34)2.200.35 Authorized Gloves

Facility Procedure Manual does not differ from Bureau policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Staff Rules and Regulations

Bureau Policy: 2.200.55 Flashlight and Batons

Facility Policy: (34)2.200.55 Flashlight and Batons

Facility Procedure Manual does not differ from Bureau policy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Staff Rules and Regulations

Bureau Policy: 2.200.70 Meals

Facility Policy: (34)2.200.70 Meals

Employees assigned to West Valley Detention Center, are entitled to one, 30-minute uninterrupted meal break, per assigned shift. Generally, employees are to remain on the facility for their meal break and are to take their break away from their assigned post. The facility shall provide the employee with one meal, per assigned shift. This meal will be provided in the Officer's Dining Room (ODR). The use of the ODR is for on-duty employees. An off-duty employee or a visitor, shall not use the ODR without approval from a shift supervisor.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Staff Rules and Regulations

Bureau Policy: 2.200.80 Removing Food from Staff Dining Rooms

Facility Policy: (34)2.200.80 Removing Food from Staff Dining Rooms

Staff shall not remove food from staff dining rooms without approval from a shift supervisor. Approval by the shift supervisor shall be documented on the Officer's Dining Room Meal Request form.



## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Staff Rules and Regulations

Bureau Policy: 2.220.00 Bringing Items into the Facility

Facility Policy: (34)2.220.00 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.

Safety employees may bring in 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. The shift supervisor may approve any exceptions.

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 or clear handbags, similar in size to the Ziploc bags, 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.

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 any employee break room 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.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Staff Rules and Regulations

Bureau Policy: 2.220. Staff Rules and Regulations

Facility Policy: (34)2.230.00 Overtime Regulation

Employees assigned to the West Valley Detention Center shall adhere to the following facility regulations when working overtime:

[REDACTED]

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Staff Guidelines for Dealing with Inmates

Bureau Policy: 2.300.30 Inmate Movement

Facility Policy: (34)2.300.30 Inmate Movement

Inmates shall always be escorted when leaving their assigned housing, unless they are an inmate worker assigned to a specialized area.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Staff Guidelines for Dealing with Inmates

Bureau Policy: 2.400.01 Inmate Orientation

Facility Policy: (34)2.400.01 Inmate Orientation

New arrestees booked into West Valley Detention Center shall be provided with the following forms of orientation at the facility:

- Printed Inmate Rules and Regulations pamphlets (ASU #060803) are available in English or Spanish. Inmates shall receive this pamphlet at booking.
- Inmate Orientation Video shall be broadcast on the housing segment televisions. The video shall be played twice, once in the morning and once in the evening. Housing unit staff shall ensure the housing segment televisions are turned on when the Inmate Orientation Video is broadcast. Support Services staff shall be responsible for broadcasting the video throughout the facility.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Staff Assignments

Bureau Policy: 3.000.01 Staff Assignments

Facility Policy: (34)3.000.01 Staff Assignments

For staff duties and responsibilities refer to West Valley Detention Center Post Orders.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.000.00 Weapons, Equipment and Resources Facility

Policy: (34)4.000.06 Glock Semi-Automatic Pistols

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WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Weapons, Equipment and Resources

Bureau Policy: 4.010.00 Monthly Inventory of Weapons

Facility Policy: (34)4.010.00 Monthly Inventory of Weapons



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Weapons, Equipment and Resources

Bureau Policy: 4.010.00 Monthly Inventory of Weapons

Facility Policy: (34)4.010.05 Supplemental Ammunition

[REDACTED]

[REDACTED]

[REDACTED]

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Weapons, Equipment and Resources

Bureau Policy: 4.210.00 Portable Radios (HTs)

Facility Policy: (34)4.210.00 Portable Radios (HTs)

Employees utilizing portable radios (HT's) in the performance of their duties, shall use the following channels for communications:

- Primary facility radio transmissions:  
[REDACTED]
- Tactical Channels for non-emergency radio transmissions:  
[REDACTED]
- Channel for Maintenance, Facilities Management, and Jail Ward:  
[REDACTED]
- Rancho Cucamonga frequency (for use by Visiting Lobby deputy, hospital transportation deputy, Front Gate deputy and core rover, in the course of their duties):  
[REDACTED]

Radio transmissions should be brief, concise, and to the point. Accepted radio codes and terminology shall be used whenever possible. Lengthy transmissions should be conducted on the telephone whenever possible. (Reference Department Policy 2.522.20)

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Weapons, Equipment and Resources

Bureau Policy: 4.210.00 Portable Radios (HTs)

Facility Policy: (34)4.210.05 Portable Radio (HT) Assignments

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Weapons, Equipment and Resources

Bureau Policy: 4.210.00 Portable Radios (HTs)

Facility Policy: (34)4.210.10 Portable Radio (HT) Inventory

[REDACTED]

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.215.00 "Spit Net" Disposable Spit Guard

Facility Policy: (34)4.215.00 "Spit Net" Disposable Spit Guard

The floor sergeant shall be notified when use of a spit net is necessary. [REDACTED]

[REDACTED]

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: May 27, 2025

Bureau Policy Section: Equipment

Bureau Policy: 4.220.00 Riot Equipment

Facility Policy: (34)4.220.05 Riot Helmets



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: May 27, 2025

Bureau Policy Section: Equipment

Bureau Policy: 4.220.00 Riot Equipment

Facility Policy: (34)4.220.10 Riot Batons



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: May 27, 2025

Bureau Policy Section: Equipment

Bureau Policy: 4.220.00 Riot Equipment

Facility Policy: (34)4.220.15 Riot Vests



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: May 27, 2025

Bureau Policy Section: Equipment

Bureau Policy: 4.220.00 Riot Equipment

Facility Policy: (34)4.220.20 Riot Shields



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.220.00 Riot Equipment

Facility Policy: (34)4.220.25 Rubber Ball Grenade

For rubber ball grenade use refer to Bureau Policy 14.160.10.

[REDACTED]

[REDACTED]

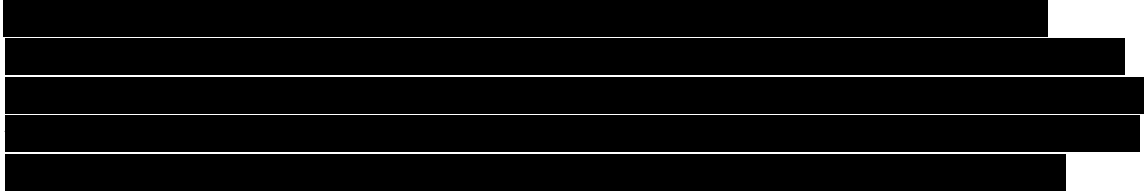
WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: May 27, 2025

Bureau Policy Section: Equipment

Bureau Policy: 4.220.00 Riot Equipment

Facility Policy: (34)4.220.26 Munition Expenditure Report



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.220.00 Riot Equipment

Facility Policy: (34)4.220.27 Muniton Replacement



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: May 27, 2025

Bureau Policy Section: Equipment

Bureau Policy: 4.220.00 Riot Equipment

Facility Policy: (34)4.220.30 Oleoresin Capsicum (OC)



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.230.00 Facility Equipment

Facility Policy: (34)4.230.05 Facility Flashlight



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.230.00 Facility Equipment

Facility Policy: (34)4.230.10 Rescue Knives

Rescue knives shall only be utilized in the event of an inmate suicide attempt by hanging.

[REDACTED]

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: May 27, 2025

Bureau Policy Section: Equipment

Bureau Policy: 4.230.00 Facility Equipment

Facility Policy: (34)4.230.15 Go Pro Camera



## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.230.00 Facility Equipment

Facility Policy: (34)4.230.20 Handheld Metal Detectors

West Valley Detention Center maintains several hand-held, battery-operated metal detectors within the facility.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.230.00 Facility Equipment

Facility Policy: (34)4.230.25 Metal Detectors

Metal detectors will be used for close body inspection of inmates or public visitors.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.230.00 Facility Equipment

Facility Policy: (34)4.230.30 Cellsense Contraband Detector

Cellsense Contraband Detectors are used for close body inspection of inmates or public visitors. Four units are located on the facility and can be found at the following locations:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.230.00 Facility Equipment Facility

Policy: (34)4.230.35 Electric Carts

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.290.00 Fire Suppression Equipment

Facility Policy: (34)4.290.05 Fire Suppression Equipment

Heat sensitive fire sprinklers are located throughout the facility. When activated, the fire sprinkler system will generate an alarm in Master Control and the respective housing unit.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: May 27, 2025

Bureau Policy Section: Equipment

Bureau Policy: 4.295.00 Emergency Response Equipment

Facility Policy: (34)4.295.05 Strategic Response Team (SRT) Cart

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.298.00 Automated External Defibrillators (AEDs)

Facility Policy: (34)4.298.00 Automated External Defibrillators (AEDs)

Automated External Defibrillators (AEDs) are to be used in the event of a medical emergency. AEDs are located in the following locations within West Valley Detention Center:

- Unit 1 / 2 Corridor
- Unit 9 / 10 Corridor
- Medical Clinic
- Intake Nurse Station

In the event of a Code Blue alarm medical staff shall ensure the AED is transported to the location. Employees trained in AED use are encouraged to make use of the AED if required. Monthly maintenance checks on all AEDs shall be the responsibility of the medical stores specialist.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Repairs and Maintenance

Bureau Policy: 5.140.00 Maintenance in Housing Areas

Facility Policy: (34)5.140.00 Maintenance in Housing Areas

Under no circumstances shall the deputy leave a maintenance worker(s) unattended in the presence of secured or unsecured (dormitory) inmates. The deputy shall ensure inmates of differing genders than that of maintenance worker(s) remain fully dressed for the duration of the repairs.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Repairs and Maintenance

Bureau Policy: 5.100. Facility Repairs and Maintenance

Facility Policy: (34)5.150.00 Housing Unit Kiosk

Each housing unit segment is assigned a specific automated kiosk.

In the event of a technical problem with the kiosks, staff shall notify the shift supervisor as soon as possible. The shift supervisor shall notify the facility coordinator of the problem(s) via email or telephone. The facility coordinator shall be responsible for arranging necessary repairs or maintenance. The facility coordinator may delegate the arrangement of repairs or maintenance to a sheriff's custody specialist (SCS). The designated SCS shall keep the facility coordinator advised of maintenance problems. Technical Services Division (TSD) does not maintain or repair kiosks and shall not be contacted regarding kiosk problems.

Inmates shall only use the automated kiosk in their assigned housing segment. Inmates shall only use their assigned account information at the kiosk.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Security Guidelines

Bureau Policy: 6.000.05 Perimeter Security

Facility Policy: (34)6.000.05 Perimeter Security



The core rover deputy shall notify dispatch to have a patrol deputy respond for any reported crimes/emergencies outside the facility.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Security Guidelines

Bureau Policy: 6.010.00 Staff Reporting to and Leaving Work

Facility Policy: (34)6.010.00 Staff Reporting to and Leaving Work

Refer to Facility Procedure Manual (34)2.200.25.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Security Guidelines

Bureau Policy: 6.020.00 Inmate Contact/Repair Workers and Vendors

Facility Policy: (34)6.020.00 Inmate Contact: Repair Workers and Vendors

The administrative sergeant shall approve/deny all workers and vendors. Contract workers/vendors shall have their visit documented.

All contracted repair workers and/or vendors reporting to the facility, during business hours, shall enter through the back-dock gate or the Administration Lobby. Sheriff's personnel shall escort all workers/vendors.

Contracted workers/vendors arriving for emergency repairs after hours, shall have their identification and authorization to be on the facility verified by the kitchen support deputy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Security Guidelines

Bureau Policy: 6.040.00 Staff Identification Display

Facility Policy: (34)6.040.00 Staff Identification Display

Facility Procedure Manual does not differ from Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Security Guidelines

Bureau Policy: 6.060.00 Facility Tours

Facility Policy: (34)6.060.00 Facility Tours

The administrative sergeant or designee shall approve/deny all tours. Individual tours shall check in with Master Control.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Alarm Systems

Bureau Policy: 6.111.00 No-Dial Alarm

Facility Policy: (34)6.111.00 No-Dial Alarm (Knock Down Phone)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Alarm Systems

Bureau Policy: 6.115.00 Codes for Serious Incidents Facility

Policy: (34)6.115.05 Code Red

[REDACTED]

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Alarm Systems

Bureau Policy: 6.115.00 Codes for Serious Incidents Facility

Policy: (34)6.115.10 Code Blue

Only staff required to administer appropriate medical assistance or to secure the scene shall respond.

If the emergency is a suicide by hanging, Rescue knives are available for use to cut down hanging victims. [REDACTED]

Procedure for suicide by hanging:

1. [REDACTED]
2. Immediately cut the materials that are used to support the inmate. Cut the material halfway between the knot on his/her neck and the other end tied to the support.
3. Lay the inmate on his/her back. If the material around the inmate's neck is so tight the inmate cannot breathe, cut the material on the opposite side of the knot.
4. Administer first aid. If the victim has vital signs but is unconscious, request an ambulance from the core rover deputy
5. Isolate the other inmates in the same cell/housing unit for possible interviews
6. Preserve the crime scene with the same integrity as a homicide scene until the circumstances surrounding the incident become clear
7. If a qualified healthcare professional determines the victim is deceased, leave the victim in the cell, notify the watch commander who will notify the facility commander, Homicide, SID, the Crime Lab and Civil Liabilities
8. All personal property belonging to the inmate, including personal items in the housing unit will be collected. (per Government Code Sec. 27491.3) All items will be inventoried by the investigating officer and an appropriate receipt prepared for the deputy coroner to sign. The deputy coroner will take possession of the property from the watch commander.

A supervising qualified healthcare professional will examine the inmate's medical record and prepare a written report to the facility commander which must contain the listed information:

- Analysis and summary of inmate's medical history
- Summary of complaints made by inmate regarding medical problems
- Observations made by jail staff suggestive of medical problems with inmate
- Summary of all medical examination. Including diagnosis and treatment
- Identify the specific cause of death
- Copies of all medical records

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Alarm Systems

Bureau Policy: 6.115.00 Codes for Serious Incidents Facility

Policy: (34)6.115.10 Code Blue

Following the completion of the report, the supervising nurse will route the original medical records to a special Inmate Death file. The qualified healthcare professional's report will be reviewed by the facility doctor prior to submitting it the facility commander. The facility doctor may submit his personal report with the qualified healthcare professional's report if deemed necessary. Copies of all reports will be retained in a special file maintained by the facility commander.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Alarm Systems

Bureau Policy: 6.115.00 Codes for Serious Incidents Facility

Policy: (34)6.115.15 Man Down

The following procedures shall be followed in the event of a Man Down alarm:

- The qualified healthcare professional assigned to the unit shall respond to the location.
- When the qualified healthcare professional arrives at the scene(s) he/she shall evaluate the situation and advise if any additional resources are needed. If the qualified healthcare professional determines hospital treatment is required, he/she shall coordinate with the core rover deputy via radio broadcast, to request inmate transport to the hospital via ambulance or hospital transportation deputy escort.
- Safety staff shall ensure an Inmate Injury Report (ASU# 021101) is completed and forwarded to the facility commander, when necessary.



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Alarm Systems

Bureau Policy: 6.115.00 Codes for Serious Incidents Facility

Policy: (34)6.115.20 Code 33



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Emergency Procedures

Bureau Policy: 6.400.00 Emergency Operations Plan (EOP)

Facility Policy: (34)6.400.00 Emergency Operations Plan (EOP)

The Emergency Operations Plan (EOP) shall be updated annually by the Operations sergeant and reviewed by the executive officer.

[REDACTED]

- [REDACTED]

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Emergency Procedures

Bureau Policy: 6.402.00 Facility Ventilation

Facility Policy: (34)6.402.00 Facility Ventilation

Facility and housing unit ventilation shall be completed by contacting Facilities Management personnel assigned to the Boiler Room.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Door Security

Bureau Policy: 6.510.00 Control Panels

Facility Policy: (34)6.510.00 Control Panels



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Door Security

Bureau Policy: 6.510.05 Sallyports

Facility Policy: (34)6.510.05 Sallyports

[REDACTED]

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Door Security

Bureau Policy: 6.510.10 Non-Critical Doors

Facility Policy: (34)6.510.10 Non-Critical Doors

Non-critical doors are the glass hinged doors outside of the segment bar doors (commonly referred to as a Johnson door). The glass hinged door may be left open for normal unit functioning, so long as the Johnson door remain secure. In the event of a major disturbance, or emergency situation, these doors can be closed to maintain additional barriers and security.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Door Security

Bureau Policy: 6.505.00 Door Security

Facility Policy: (34)6.505.05 Control Room Door Security

The control room door, commonly referred to as the bubble door, shall not be opened while an inmate is in the sallyport. The door shall remain closed until the inmate is in a secure area with no access to an opened control room door.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Lockdown Procedures

Bureau Policy: 6.640.05 Staff Accountability

Facility Policy: (34)6.640.05 Staff Accountability

Immediately after inmates are locked in their cells, deputies shall physically account for all staff in their designated areas. *All staff must be visually accounted to ensure their safety.* [REDACTED]

[REDACTED]

[REDACTED]



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Count Procedures

Bureau Policy: 6.810.00 Count Procedures

Facility Policy: (34)6.810.05 Verification of Inmates Off the Facility



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Count Procedures

Bureau Policy: 6.810.00 Count Procedures

Facility Policy: (34)6.810.10 Review of Facility Count Sheets



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Count Procedures

Bureau Policy: 6.810.00 Count Procedures

Facility Policy: (34)6.810.15 Procedures at the Conclusion of Count

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Count Procedures

Bureau Policy: 6.810.00 Count Procedures

Facility Policy: (34)6.810.20 Notification of Supervisor for any Discrepancies of Count

The watch commander shall be notified of any discrepancies.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Count Procedures

Bureau Policy: 6.810.00 Count Procedures

Facility Policy: (34)6.810.25 Recording of Discrepancies

If an inmate is listed on the count sheet and cannot be found in the specified housing area, the deputy shall attempt to locate the inmate by checking other areas of the jail (other housing units, Intake, or Medical Clinic, etc.)



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Count Procedures

Bureau Policy: 6.810.00 Count Procedures

Facility Policy: (34)6.810.30 Locating Inmates not Accounted For

When attempting to locate inmates who are not in their proper housing location, the following areas shall be systematically checked:

[REDACTED]

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Count Procedures

Bureau Policy: 6.810.00 Count Procedures

Facility Policy: (34)6.810.35 Utilization of the ID Card

The deputy conducting count shall visually check and compare the name, photo and booking number appearing on the inmate's identification card to the housing count sheet. If the identification card appears to be altered or damaged, the floor sergeant shall be informed immediately, and actual identity of the inmate shall be established. Once the identity of the inmate is established, a new identification card shall be issued.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Count Procedures

Bureau Policy: 6.810.00 Count Procedures

Facility Policy: (34)6.810.40 Staff Responsibilities During Count

Sheriff's custody specialist (SCS) responsibilities:

- Make an announcement: □ Count is about to begin □ Instruct all inmates to:
- Cell housing: lock it down
- Dorms: line up on the walls of the segment day room
- Instruct all inmates to be fully dressed
- Instruct inmates to have their inmate ID card ready to present to the deputy.
- Turn off all televisions
- Ensure all doors register secured (cell housing)
- ***Maintain visual observation of the deputy(s) as count is being conducted***

Deputy responsibilities:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- Cell housing: Deputy shall take the count sheet and go from cell #1 to cell #16
- Dorm housing: Deputy will ensure all inmates are off their bunks and out of the bathrooms. [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Male/Female Intake Deputies

- Deputies in these areas are to compare the “ZZZZ” housing list to those inmates in all holding cells in the Intake areas. Inmates who have been booked in, but not yet processed, shall have their paperwork and FAST-ID photograph used for verification.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Cell Searches

Bureau Policy: 6.900.15 Housing Shakedown

Facility Policy: (34)6.900.15 Housing Unit Shakedown Procedure

[REDACTED]

[REDACTED]

[REDACTED]

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 17, 2020

Bureau Policy Section: Cell Searches

Bureau Policy: 6.900.15 Housing Shakedown

Facility Policy: (34)6.900.16 Shakedown Log



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Cell Searches

Bureau Policy: 6.940.05 Contraband Storage Container and Log

Facility Policy: (34)6.940.05 Contraband Storage Container and Log

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Key Control

Bureau Policy: 6.1010.00 Staff Responsibility

Facility Policy: (34)6.1010.00 Staff Responsibility



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Key Control

Bureau Policy: 6.1020.00 Key Control Locations

Facility Policy: (34)6.1020.00 Key Control Locations

[REDACTED]

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

- [REDACTED]

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Key Control

Bureau Policy: 6.1030.00 Key Inventories

Facility Policy: (34)6.1030.00 Key Inventories



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Escape Procedures

Bureau Policy: 6.1190.00 Facility Specific Policies

Facility Policy: (34)6.1190.00 Escape Investigation Team

Facility Procedure Manual does not differ from Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Escape Procedures

Bureau Policy: 6.1190.00 Facility Specific Policies

Facility Policy: (34)6.1190.05 Core Rover Responsibilities

CORE ROVER RESPONSIBILITIES:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Escape Procedures

Bureau Policy: 6.1190.00 Facility Specific Policies

Facility Policy: (34)6.1190.15 Duty Officer Responsibilities

DUTY OFFICER RESPONSIBILITIES:

[REDACTED]

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Escape Procedures

Bureau Policy: 6.1190.00 Facility Specific Policies

Facility Policy: (34)6.1190.20 Visiting Lobby Procedures

Facility Procedure Manual does not differ from Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Escape Procedures

Bureau Policy: 6.1190.00 Facility Specific Policies

Facility Policy: (34)6.1190.25 Code Red Procedures

Refer to Facility Procedure Manual (34)6.115.05 Code Red.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Escape Procedures

Bureau Policy: 6.1190.00 Facility Specific Policies

Facility Policy: (34)6.1190.30 CCU Staff Responsibilities

Facility Procedure Manual does not differ from Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Escape Procedures

Bureau Policy: 6.1190.00 Facility Specific Policies

Facility Policy: (34)6.1190.35 Shift Supervisor Responsibility

Facility Procedure Manual does not differ from Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy: 7.110.08 Evidence Collection and Storage

Facility Policy: (34)7.110.08 Evidence Collection and Storage

A guideline has been designed to aid in proper evidence packaging and storage for all reports. The guideline is based on department policy and the Crime Lab requirements for obtaining the best test results. The guideline is located in Security Administration. All evidence shall be collected by the deputy handling the crime investigation. All evidence/property shall be tagged with a property tag and placed in the evidence locker as soon as possible.



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy: 7.120.05 Approval of Reports

Facility Policy: (34)7.120.05 Approval of Reports



## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 17, 2020

Bureau Policy: 7.124.00 Inmate Injury Log

Facility Policy: (34)7.124.00 Inmate Injury Log

An Inmate Injury Log shall be maintained by the sheriff's custody specialist (SCS) assigned to Master Control and shall issue an Inmate Injury Number when requested by floor safety staff. The SCS shall obtain the following information for the log before issuing the Inmate Injury Number for the report:

- Date and time of injury
- Inmate's name and booking number
- Location where injury occurred
- Brief description of injury sustained
- Name and employee number of staff member completing the injury report

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy: 7.130.05 Deputy Report (DR) Log Book Procedures

Facility Policy: (34)7.130.05 Deputy Report (DR) Log Book Procedures

When a deputy determines a report shall be generated, the deputy shall complete the following steps to obtain a Deputy Report Number:

- The deputy shall determine what type of report number will be needed (Example: W&I 5150, PC 242, PC 4573.6, G-Cas code, etc.)
- The deputy shall be prepared to relay all necessary information regarding the incident to a dispatcher (Example: suspect/victim name, D.O.B., booking number, etc) in exchange for the assigned Deputy Report Number.
- Prior to clearing the call with dispatch, the deputy shall make every effort to provide a brief narrative disposition regarding the incident for documentation
- Once the Deputy Report Number has been obtained, the deputy shall log the number and affiliated information in the red DR Log Book, located in Security Administration.



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy: 7.500.05 Facility Forms

Facility Policy: (34)7.500.05 Facility Forms



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy: 7.520.00 Ordering Forms

Facility Policy: (34)7.520.00 Ordering Forms



## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: December 9, 2020

Bureau Section: Bridge/Booking Procedures

Bureau Policy: 8.120.11 Removing Electronic Monitors

Facility Policy: (34)8.120.11 Removing Electronic Monitors

When an arrestee is booked into custody with an electronic monitor attached to their person, the following procedures shall be adhered to:

- Determine if the arrestee is being booked in for a misdemeanor or felony.
- If the arrestee is being booked for a misdemeanor and will be cite released, the arrestee shall be processed and segregated in the intake area. The arrestee shall be released with their electronic monitor intact.
- If the arrestee is being booked on felony charges, the arrestee shall have their monitor removed by the intake deputy. The intake deputy shall place the monitor in a plastic property bag and affix a pre-printed booking label on the outside of the bag. The bag shall be sealed by a booking officer and placed in the receptacle, designated for removed ankle electronic monitors, near the bridge supervisor's work area.
- A bridge supervisor will contact the governing agency (Example: Parole, Probation, GHRC Work Release), bail agent or monitoring company with notification of the monitor removal. The date, time and person notified shall be notated in the Electronic Ankle Monitor Release Log.

□ The agency or company will be requested to pick up the monitor from the visiting lobby within 30 days.

- Once notification is made, the bridge supervisor shall place the monitor in the receptacle in the fiscal/lobby area designated for electronic ankle monitors for pickup.
- Any agency personnel or company employees requesting to pick up monitors shall be directed to the visiting lobby for retrieval. Non-sworn personnel such as bail agents or company representatives shall not be allowed access to secure portions of the facility and shall use the public entrance.
- Personnel or employees requesting to pick up monitor(s) shall provide the name and booking number of the inmate from which the monitor was removed. Staff shall not accept a serial number, nor shall they open the sealed bag to identify the monitor.

□ The monitor receptacle shall remain in the secure area. Outside personnel, bail agents or company employees shall not be allowed to search the receptacle for monitor(s).

□ Lobby staff shall indicate the date, time and name of the person receiving the monitor(s) in the Electronic Ankle Monitor Release Log.

- The Electronic Ankle Monitor Release Log shall be retained in the fiscal/lobby area.
- Bridge supervisors will coordinate the destruction of monitors left after 30 days and indicate as such in the Electronic Ankle Monitor Release Log.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Bridge/Booking Procedures

Bureau Policy: 8.130.40 Removal of Body Piercing

Facility Policy: (34)8.130.40 Removal of Body Piercing

Inmates with permanent or unremovable body piercings posing potential safety and security concerns shall be subject to housing in Administrative Housing.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Bridge/Booking Procedures

Bureau Policy: 8.140.00 Money Inventory

Facility Policy: (34)8.140.00 Money Inventory

Facility Procedure Manual does not differ from Bureau Policy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Bridge/Booking Procedures

Bureau Policy: 8.100.00 Intake Procedures

Facility Policy: (34)8.150.00 Combative Arrestees

There are circumstances in which West Valley Detention Center (WVDC) 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 WVDC 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.
- The core rover will assemble the deputies and will meet the arresting agency in the Intake Yard. The intake area supervisor will be responsible determining whether more or fewer personnel are required. All deputies present will audio record the contact with the arrestee. Generally, female deputies will be present for female combative arrestees.
- The core rover will contact the intake nurse to respond to the Intake Yard. The intake nurse will be responsible for determining if the combative arrestee is medically cleared for booking.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Bridge/Booking Procedures

Bureau Policy: 8.100.00 Intake Procedures

Facility Policy: (34)8.150.00 Combative Arrestees

- 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.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Booking Procedure

Bureau Policy: 8.280.00 Placement of Inmate Holding Cell

Facility Policy: (34)8.280.00 Placement of Inmate Holding Cell

The following cells shall be used to follow arrestees/inmates during the intake/booking process:

- Hold for Booking- New arrestees shall be placed in this cell, pending completion of their booking paperwork
- Hold for I.D.-Newly booked inmates shall be placed in this cell, pending photo and fingerprint processing by the intake deputy
- Hold for Dress-Inmates who have been booked, fingerprinted and photographed, shall be placed in this cell pending dress into jail issued clothing
- Hold for Cite Release-Inmates who have been processed and are pending release from custody shall be placed in this cell
- Hold for Housing/Classification-Inmates who have been processed and dressed out into jail issued clothing shall be placed in this cell, pending interview and housing by the classification deputy

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.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Booking Procedure

Bureau Policy: 8.280.05 Hold for Bail

Facility Policy: (34)8.280.05 Hold for Bail

Facility Procedure Manual does not differ from Bureau Policy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Booking Procedure

Bureau Policy: 8.290.07 High Profile Inmates

Facility Policy: (34)8.290.07 High Profile Inmates

Arrestees with bail enhancements of \$1 million or more shall be identified as High-Profile inmates. A Bridge supervisor may designate an inmate with other charges as High Profile, based on crime or circumstances.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Booking Procedure

Bureau Policy: 8.295.10 Court Appearances for Absentee Bookings

Facility Policy: (34)8.295.10 Court Appearances for Absentee Bookings

Court appearances shall be updated according to booking procedures and the dummy warrant will be retained in the booking jacket.

A sheriff's custody specialist (SCS) assigned to the court calendar will verify if the inmate is able to attend a scheduled court appearance with the core rover deputy. When the inmate is unable to attend court, the Able/Unable to Transport to Court (ASU #181010) form shall be sent to court on the court date. The court return SCS will update the jacket and JIMSNet with the next scheduled court appearance date. The booking jacket will be retained on duty officer desk one until the inmate is no longer housed at the hospital.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Enroute Bookings

Bureau Policy: 8.330.10 Interstate Fees

Facility Policy: (34)8.330.10 Interstate Fees

Interstate fees are no longer collected at West Valley Detention Center.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Bridge/Booking Concerns

Bureau Policy: 8.420.05 Violation of Probation Procedure

Facility Policy: (34)8.420.05 Violation of Probation Procedure

Any arrestees booked a Violation of Probation booking shall be arraigned according to the Probation Arraignment Calendar. [REDACTED]

[REDACTED]

[REDACTED]

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Bridge/Booking Concerns

Bureau Policy: 8.470.20 Out of County Warrant Pick Up

Facility Policy: (34)8.470.20 Out of County Warrant Pick Up

A dummy warrant for those inmates shall be filled out to include:

- Teletype date
- Pick-up date
- Agency name



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: June 3, 2025

Bureau Policy Section: Searches

Bureau Policy: 9.120.05 Body Scanners

Facility Policy: (34)9.120.05 Body Scanners

Facility Procedure Manual does not differ from Bureau Policy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Searches

Bureau Policy: 9.122.00 Procedures for Conducting a Strip Search

Facility Policy: (34)9.122.00 Procedures for Conducting a Strip Search

The investigating deputy authoring the strip search shall be present for the search and is personally responsible for inputting all necessary information into the JIMSNet. This information shall be entered into JIMSNet immediately after the completion of the search. The original forms shall be filled out in their entirety and routed to Security Administration for filing.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Inmate Identification Cards and Medical Wristbands

Bureau Policy: 9.310.00 Yellow Medical Alert Wristband

Facility Policy: (34)9.310.00 Yellow Medical Alert Wristband

In the event an inmate refuses to have a yellow medical alert wristband applied, Health Services staff shall ensure the appropriate medical form(s) are completed. The San Bernardino County Sheriff's Department Health Services Division: Refusal of Examination and/or Treatment form, shall be completed, witnessed and filed in the inmate's medical jacket for documentation.

Any inmate who intentionally and/or maliciously alters their yellow medical alert wristband or provides the band to any other inmate for purposes of medical misrepresentation, shall be subject to disciplinary procedures.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Telephone Calls

Bureau Policy: 9.430.05 TTY Telephone Operation

Facility Policy: (34)9.430.05 TTY Telephone Operation

TTY phones are located in the following areas of the West Valley Detention Center:

- Male Intake
- Female Intake
- Housing Unit 1
- Housing Unit 11
- Housing Unit 14
- Housing Unit 15

To prevent the passing of contraband between inmates in the facility, male inmates shall use the TTY phone closest to their respective housing location (Example: inmates housed in north side units shall utilize the TTY phones in Housing Unit 11-14-15. Inmates housed in south side units shall utilize Unit 1). The housing unit staff shall coordinate with the other housing unit prior to the inmate leaving. After the inmate has completed the call, the deputy escorting the inmate, shall collect the TTY printout and turn it into Security Administration with the inmate's name and booking number.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Fingerprinting

Bureau Policy: 9.510.00 Fingerprinting

Facility Policy: (34)9.510.00 Fingerprinting

Inmates shall be fingerprinted and palm-printed in their respective Male/Female Intake area upon booking.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Fingerprinting

Bureau Policy: 9.501.03 Electronic Scan Failure

Facility Policy: (34)9.501.03 Electronic Scan Failure

3 Fingerprint cards must be completed for each inmate:

- 1) CAL ID
- 2) DOJ
- 3) FBI

The right and left palm shall be captured manually for each inmate.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Inmate Dress In

Bureau Policy: 9.630.00 Receiving Officer Responsibility

Facility Policy: (34)9.630.00 Receiving Officer Responsibility

The sheriff's custody specialist (SCS) assigned to Receiving shall be responsible for issuing and maintaining the inventory of all clothing, bedding, cups and spoons issued to each inmate. The inmate's personal clothing shall be inventoried and documented in JIMSNet. Personal clothing shall be placed in the Property Room for storage. Refer to Post Orders for receiving officer's responsibilities.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Inmate Dress In

Bureau Policy: 9.660.00 Inmate Workers in Receiving

Facility Policy: (34)9.660.00 Inmate Workers in Receiving



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Inmate Dress In

Bureau Policy: 9.660.05 Inmate Workers in Clothing Storage

Facility Policy: (34)9.660.05 Inmate Workers in Clothing Storage



## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Inmate Dress In

Bureau Policy: 9.670.00 Issuance of Cup and Spoon/Plastic Bin and Lid

Facility Policy: (34)9.670.00 Issuance of Cup and Spoon/Plastic Bin and Lid

All new inmates shall be issued a cup and spoon when processed through Receiving (this shall include inmate transfers). The cup and spoon shall be the only cup and spoon allowed in the inmate's possession during meal time. It shall be the responsibility of the inmate to keep his cup and spoon clean and serviceable.

When inmates are released/transferred from the facility, they shall deposit the cup and spoon into the receptacle located by North Control. The deputy escorting the inmate shall ensure that the cup and spoon are placed in the container.

At no time will the cup and spoon be removed from the facility. Any inmate with more than one cup/spoon shall be subject to discipline per facility policy. Inmates who lose or destroy their issued cup/spoon shall also be subject to charges for replacement of the items, as well as subject to discipline per facility policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Inmate Classification Procedures

Bureau Policy: 9.801.00 Classification Plan

Facility Policy: (34)9.801.00 Classification Plan

The Classification Plan shall be located in the Centralized Classification Unit's office.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Inmate Classification Procedures

Bureau Policy: 9.805.05 Location of Classification Interviews

Facility Policy: (34)9.805.05 Location of Classification Interviews

Classification interviews at West Valley Detention Center shall be conducted in the designated Classification offices. If necessary, other confidential locations on the facility may be used such as Officer Interview rooms.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Inmate Classification Procedures

Bureau Policy: 9.805.20 Special Housing/Medical Recommendation

Facility Policy: (34)9.805.20 Special Housing/Medical Recommendation

Facility Procedure Manual does not differ from Bureau Policy

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Inmate Classification Procedures

Bureau Policy: 9.805.20 Special Housing/Medical Recommendation

Facility Policy: (34)9.805.25 Diabetic Inmates

Health Services staff shall issue all diabetic inmates, a yellow wristband and ensure appropriate information is entered into JIMSNet. The yellow wristbands make inmates with diabetic concerns easily identifiable to safety staff.

Each evening, Health Services staff shall ensure the core rover and Culinary staff are provided with a list of the diabetic inmates in each housing location. The core rover shall disseminate the diabetic list to safety staff in the housing units

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Inmate Release Procedures

Bureau Policy: 10.103.00 Adjusted Out Date

Facility Policy: (34)10.103.00 Adjusted Out Date

Facility Procedure Manual does not differ from Bureau Policy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Inmate Release Procedures

Bureau Policy: 10.105.00 Duty Officer Responsibilities

Facility Policy: (34)10.105.00 Duty Officer Responsibilities

The assigned duty officer shall verify:

- Release status for inmates eligible for the misdemeanor warrant and pretrial release programs
- Verify bail bonds for accuracy and process for release
- Verify adjusted out date for sentenced inmates
- Verify inmate has no holds or outstanding warrants

The duty officer shall approve, sign the booking jacket and initiate the release process in the computer system. The duty officer will send the booking jacket to the property officer to continue the release procedures.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Release Procedures

Bureau Policy: 10.110.00 Releasing Officer Responsibilities

Facility Policy: (34)10.110.00 Releasing Officer Responsibilities

The release officer shall:

- Conduct a secondary review of the booking jacket documents
- Notify the housing unit staff of the inmate's release by providing the full name, booking number and assigned housing
- Follow identity verification guidelines adhering to Bureau Policy 10.120.10.
- Determine if the release has special procedures (Ex: High Profile release)
- Verify all county property has been returned in exchange for the inmate's personal property adhering to Bureau Policy 10.120.12.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Release Procedures

Bureau Policy: 10.120.05 Inmate Dress Out

Facility Policy: (34)10.120.10 Inmate Dress Out

Any inmate who has obtained a religious head covering during their incarceration (during a conversion or reaffirmation of their faith) shall be allowed to keep the item.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Release Procedures

Bureau Policy: 10.194.05 Cash Drawer Contingency Plan

Facility Policy: (34)10.210.00 Cash Drawer Contingency Plan

Facility Procedure Manual does not differ from Bureau Policy. For information on Manual Releases refer to Bureau Policy 10.194.00.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Release Procedures

Bureau Policy: 10.210.00 Bail Acceptance

Facility Policy: (34)10.210.00 Bail Acceptance

Bail shall be accepted at the Public Information Window in the West Valley Detention Center Public Lobby.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Release Procedures

Bureau Policy: 10.212.00 Bail Bonds

Facility Policy: (34)10.212.00 Bail Bonds

Facility Procedure Manual does not differ from Bureau Policy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Release Procedures

Bureau Policy: 10.228.00 Completing the Cash Verification Envelope

Facility Policy: (34)10.228.00 Completing the Cash Verification Envelope

The sheriff's custody assistant (SCA) assigned to the Bail Up desk shall assist with all cash bails. When the SCA receives a cash bail less than \$1,000.00 involving U.S. currency, the SCA will count the currency and a second count will be conducted by a fiscal assistant. The count can be accomplished by using a counting machine. In the event the two counts don't match, a third count will be conducted by hand. Once the count matches, the SCA will take the cash bail to the fiscal assistant and the bail envelope will be cosigned and sealed. The fiscal assistant will unlock the "cash bail drop box" and watch the SCA deposit the sealed envelope containing the cash bail amount. Both the SCA and the verifying fiscal assistant will cosign the Bail Log.

When the SCA receives a cash bail \$1,000.00 or more and involving U.S. currency, the SCA will notify a fiscal assistant and a shift sergeant. The fiscal assistant and shift sergeant will each conduct a separate count of the currency. The count can be accomplished by using a counting machine. In the event the two counts don't match, a third count will be conducted by hand. The fiscal assistant and shift sergeant will cosign and seal the bail envelope with the verified money. The fiscal assistant will unlock the "cash bail drop box" and watch the SCA deposit the sealed envelope containing the cash bail amount. The SCA, shift sergeant, and the verifying fiscal assistant will cosign the Bail Log.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Release Procedures

Bureau Policy: 10.239.00 Accepting Bail for Another Facility

Facility Policy: (34)10.239.00 Accepting Bail for Another Facility

Facility Procedure Manual does not differ from Bureau Policy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Physical Housing Descriptions

Bureau Policy: 11.130.00 Male Housing Unit Description

Facility Policy: (34)11.130.00 Male Housing Unit Description

A male housing unit has eight segments. Six segments designated as inmate living quarters. Living quarters are either dorm style housing or celled units.

- A double occupancy cell contains a bunk bed, toilet, sink, table and stool.
- Each inmate living quarter segment contains a common area with shower stalls, toilets, sinks (one with hot water access), phones, kiosk, permanent tables, permanent stools, and a television.

One segment is designated as a Recreation Yard and contains phones, toilets, sinks, drinking fountain and exercise equipment.

One segment is a general-purpose room with a medical exam room, a barbershop, storage closets, equipment/cleaning closet, public and official visiting areas.

Each unit has 4 administrative housing cells. These cells are single occupancy containing a bed, sink, toilet, table and stool. There is a communal shower and phone in the common area.

Several units have been afforded additional accommodations based on the needs of the facility, such as:

- Elevators
- TTY telephones
- Video phone capabilities for the Probation Department

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Physical Housing Descriptions

Bureau Policy: 11.140.00 Dormitory Units

Facility Policy: (34)11.140.00 Dormitory Units

A dormitory unit has eight segments. Six segments designated as inmate living quarters with 48 bunk beds. Each inmate living segment contains a common area with shower stalls, toilets, sinks (one with hot water access), phones, kiosk, permanent tables, permanent stools, and a television.

One segment is designated as a Recreation Yard and contains phones, toilets, sinks, drinking fountain and exercise equipment.

One segment is a multi-purpose room with a medical exam room, a barbershop, storage closets, equipment/cleaning closet, public and official visiting areas. There are also four single occupancy cells in this area.

Several units have been afforded additional accommodations based on the needs of the facility, such as:

- Elevators
- TTY telephones
- Video phone capabilities for the Probation Department

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Physical Housing Descriptions

Bureau Policy: 11.150.00 Female Housing Units

Facility Policy: (34)11.150.00 Female Housing Units

A female housing unit has eight segments. Six segments designated as inmate living quarters. Living quarters are celled units.

- A double occupancy cell contains a bunk bed, toilet, sink, table and stool.
- Each inmate living quarter segment contains a common area with shower stalls, toilets, sinks (one with hot water access), phones, kiosk, permanent tables, permanent stools, and a television.

One segment is designated as a Recreation Yard and contains phones, toilets, sinks, drinking fountain and exercise equipment.

One segment is a general-purpose room with a medical exam room, a hair care room, storage closets, equipment/cleaning closet, public and official visiting areas.

Each unit has 4 administrative housing cells. These cells are single occupancy containing a bed, sink, toilet, table and stool. There is a communal shower and phone in the common area.

Several units have been afforded additional accommodations based on the needs of the facility, such as:

- Elevators
- TTY telephones
- Video phone capabilities for the Probation Department

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Physical Housing Descriptions

Bureau Policy: 11.160.00 Sheltered Housing

Facility Policy: (34)11.160.00 Sheltered Housing

Inmates in sheltered housing are placed in the unit at the direction of Health Services. Inmates are placed in sheltered housing due to developmental disabilities and/or mental health illnesses. Care is provided with the support of medical personnel and mental health personnel. Sheltered housing may house both female and male inmates in separate segments, privacy is afforded to each segment by using dividers.

A Sheltered Housing Unit has eight segments. Six segments designated as inmate living quarters. Living quarters are celled units.

- A double occupancy cell contains a bunk bed, toilet, sink, table and stool.
- Each inmate living quarter segment contains a common area with shower stalls, toilets, sinks (one with hot water access), phones, kiosk, permanent tables, permanent stools, and a television.

One segment is designated as a Recreation Yard and contains phones, toilets, sinks, drinking fountain and exercise equipment.

One segment is a general-purpose room with a medical exam room, a hair care room, storage closets, equipment/cleaning closet, public and official visiting areas.

Each unit has 4 administrative housing cells. These cells are single occupancy containing a bed, sink, toilet, table and stool. There is a communal shower and phone in the common area.

Several units have been afforded additional accommodations based on the needs of the facility, such as:

- Elevators
- TTY telephones
- Video phone capabilities for the Probation Department

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Physical Housing Descriptions

Bureau Policy: 11.170.00 Medical Clinic Housing Unit

Facility Policy: (34)11.170.00 Medical Clinic Housing Unit

The Medical Clinic Housing Unit at West Valley Detention Center has single occupancy cells. Each cell contains a bed, sink, toilet, stool and cell shower. The common area of the segments contains a shower, sink, phones, permanent tables, permanent stools, and a television. The recreation areas contain tables, seating, phone and a water fountain. The unit may house multiple classifications and both genders, so long as they are segregated within the unit.

Inmates in the Medical Clinic Housing Unit are housed at the direction of health services personnel based on inmate's medical diagnosis and level of care needed. It shall be the sole responsibility of health services personnel to complete the necessary form and route it to the Centralized Classification Unit prior to housing the inmate in the Medical Clinic Housing Unit. The unit may house multiple classifications and both genders, so long as they are segregated within the unit.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Housing Guidelines

Bureau Policy: 11.240.00 Tier Time

Facility Policy: (34)11.240.00 Tier Time

Non-discipline inmates shall receive as much tier time as possible between the completion of cleanup of the morning meal and lights out. During this time, inmates shall be locked down in cells or sit on their bunks for the minimum amount of time needed to prepare, serve, and clean up before and after meals. Inmates do not need to be locked down during shift change. The length of tier time may vary based on the number of inmates who will need to utilize the available showers, phones, and kiosks. Administrative Housing inmates shall not be allowed into housing segment dayrooms.

Generally, when an inmate classified as Administrative Housing, High Security, Protective Custody Administrative Housing, Seriously Mentally Ill Lockdown, or Problem Inmate is on tier time, staff shall not enter the segment. Deputies shall only conduct hourly safety checks when those inmates are locked in their cells, unless there are exigent circumstances which warrant staff entering for the protection of staff, inmates, or the security of the facility.

For the protection of inmates and staff, the tier time programs in all housing units shall be run according to the classification level of the inmates within each segment as follows:

- Single cell (1 cell at a time)
- Eighth tier (1 eighth of a segment at a time)
- Quarter tier (1 quarter of a segment at a time)
- Half tier (1 half of a segment at a time)
- Full tier (the entire segment at a time)

Generally, inmates who have been determined to be Administrative Housing inmates, High Security inmates, Protective Custody Administrative Housing inmates shall receive tier time in a single cell program. Seriously Mentally Ill Lockdown inmates shall receive tier time in a single cell program unless Mental Health determines the inmate may participate in a different tier program.

Generally, inmates who have a classification level of GP1, GP2, GP3, or PC2 shall be placed on a quarter tier program.

Generally, inmates who have a classification level of GP4 or GP5 shall be placed on a half tier program.

Generally, inmates who have a classification level of GP6, GP7 or PC3 shall be placed on a full tier program.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Housing Guidelines

Bureau Policy: 11.240.00 Tier Time

Facility Policy: (34)11.240.00 Tier Time

In segments where the classification of inmates is mixed, the sergeant(s) shall work with classification staff to identify the appropriate program which will allow all inmates within the segment to have as much tier time as possible, while keeping inmates of differing classifications from intermingling.

Once inmates in cell units are allowed out for tier time, their cell doors shall be closed and locked. Inmates shall be allowed to enter or exit their cells and retrieve items from their cells during cell calls. Cell calls lasting approximately five (5) minutes shall be conducted approximately every 90 minutes. The deputy shall check the showers and all applicable and available hiding locations for inmates between tier times to ensure no inmates are hiding. Inmates shall not be required to participate in tier time.

The shift supervisor responsible for reviewing and signing the tier time logs shall initial next to the tier program entry on the first page and review the tier time log entries to ensure inmates are receiving tier time pursuant to policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Housing Guidelines

Bureau Policy: 11.245.00 Lights Out

Facility Policy: (34)11.245.00 Lights Out

Facility Procedure Manual does not differ from Bureau Policy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Housing Guidelines

Bureau Policy: 11.260.00 Restricted Area

Facility Policy: (34)11.260.00 Restricted Area

Red lines are located in the interior common living areas of the segments in the housing units to outline restricted area. Inmates who disregard the use of these areas shall be subject to discipline.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Housing Guidelines

Bureau Policy: 11.297.00 Toilet Paper

Facility Policy: (34)11.297.00 Toilet Paper

Each housing unit shall regularly distribute toilet paper to inmates. Distribution of toilet paper shall be noted in the Housing Unit Log Book.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Housing Guidelines

Bureau Policy: 11.299.00 Sanitary Napkins

Facility Policy: (34)11.299.00 Sanitary Napkins

Inmates shall be allowed to maintain a maximum of 6 sanitary napkins in their possession at a time. Inmates shall not be denied sanitary napkins upon request, so long as they do not exceed the maximum limit already in their possession. Deputies shall keep a supply of sanitary napkins on the lower inside window ledge (inmate side) of every female housing segment. Inmates will be able to obtain their own supply of sanitary napkins as needed.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Universal Precautions/Contaminated Clothing

Bureau Policy: 11.310.02 Disposable Surgical Masks

Facility Policy: (34)11.310.02 Disposable Surgical Masks

Disposable surgical masks shall be provided to the inmate and exchanged as directed by qualified medical professional. These masks shall be considered biohazardous waste and shall be disposed of according to facility policy.

Staff having contact with any inmate ordered to wear a surgical mask, may also wear a surgical mask when having contact with the inmate.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Universal Precautions/Contaminated Clothing

Bureau Policy: 11.315.00 Biohazardous Waste

Facility Policy: (34)11.315.00 Biohazardous Waste

All biohazardous waste materials and items shall be bagged in red bags labeled BIOHAZARD. Staff shall not open, or allow inmates to open, red biohazard bags. Red biohazard bags containing clothing shall be taken to the Infirmary for destruction.

The deputy assigned to the area where the biohazardous waste is generated shall be responsible for escorting the bag to the biohazardous waste tubs located in the male entrance area of the Medical Clinic. A company shall be contracted to dispose of the biohazardous bags for final disposal based on need and scheduling. The deputy assigned to the Medical Clinic shall be responsible for organizing transport of the bags to the designated area for pick up. At no time shall these bags be transported by inmate workers without the direct supervision and escort by the deputy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Observation Logs

Bureau Policy: 11.501.00 Safety Checks

Facility Policy: (34)11.501.00 Safety Checks

During a safety check, the time written on the logs must be the time when the observation check occurs. There shall be no “pre-flighting” of the observation logs allowed. Safety checks must be random (e.g. 1045, 1141, 1239, etc.) Checks should not be logged at the same minute for each hour. Staff are encouraged to make additional safety checks and log entries whenever they are present in a monitored area. When a safety check is late, a notation detailing the reason for the delay shall be documented on the log.

Generally, when an inmate classified as Administrative Housing, High Security, Protective Custody Administrative Housing, Seriously Mentally Ill Lockdown, or Problem Inmate is on tier time, staff shall not enter the segment. Deputies shall only conduct hourly safety checks when those inmates are locked in their cells, between tier time sessions, unless there are exigent circumstances. Deputies shall check the showers and all applicable or available hiding locations for inmates to ensure no inmates are hiding.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 17, 2020

Bureau Policy Section: Observation Logs

Bureau Policy: 11.501.00 Safety Checks

Facility Policy: (34)11.501.05 Routing Observation Logs



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Observation Logs

Bureau Policy: 11.520.00 Specialty Cell Checks

Facility Policy: (34)11.520.05 Routing Specialty Cell Checks



## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Observation and Specialty Cell Logs

Bureau Policy: 11.523.00 Suicide Cell

Facility Policy: (34)11.523.00 Suicide Cell

Showers for male inmates shall be provided in the Receiving shower area of Male Intake. Showers for female inmates shall be provided in the Receiving shower area of Female Intake. Only the minimum number of deputies required for security shall accompany the inmate to the shower area. A deputy shall remain in the shower area during the inmate's shower. Only deputies of the same sex as the inmate shall accompany an inmate to the shower area. No professional staff shall be in the shower area while an inmate is bathing except for Health Services in the event of a medical emergency.

A deputy shall instruct the inmate to wear their modesty gown. The deputy shall handcuff the inmate to the rear through the tray door and remove the inmate from the safety cell. The inmate shall face the wall and be leg shackled. The minimum number of deputies required shall escort the inmate to the shower area. The inmate will be unhandcuffed but shall remain leg shackled. The inmate shall only be provided with soap.

At the conclusion of the shower, the inmate will be allowed a towel to dry. The deputy shall handcuff the inmate to the rear and escort the inmate to the suicide cell. The deputy shall remove the leg shackles and place the inmate in the cell. The deputy shall unhandcuff the inmate through the tray door.

Restraint chairs are for temporary use and inmates restrained in them shall not be permitted to take showers. Inmates who refuse to follow instructions, are combative, or threaten violence to themselves or others shall not be provided showers. Deputies shall articulate the specific reason(s) the inmate was not provided shower time on the Suicide Cell Log.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Observation and Specialty Cell Logs

Bureau Policy: 11.524.10 Safety Cell Procedures

Facility Policy: (34)11.524.10 Safety Cell Procedures

Showers for male inmates shall be provided in the Receiving shower area of Male Intake. Showers for female inmates shall be provided in the Receiving shower area of Female Intake. Only the minimum number of deputies required for security shall accompany the inmate to the shower area. A deputy shall remain in the shower area during the inmate's shower. Only deputies of the same sex as the inmate shall accompany an inmate to the shower area. No professional staff shall be in the shower area while an inmate is bathing except for Health Services in the event of a medical emergency.

A deputy shall instruct the inmate to wear their modesty gown. The deputy shall handcuff the inmate to the rear through the tray door and remove the inmate from the safety cell. The inmate shall face the wall and be leg shackled. The minimum number of deputies required shall escort the inmate to the shower area. The inmate will be unhandcuffed but shall remain leg shackled. The inmate shall only be provided with soap.

At the conclusion of the shower, the inmate will be allowed a towel to dry. The deputy shall handcuff the inmate to the rear and escort the inmate to the safety cell. The deputy shall remove the leg shackles and place the inmate in the cell. The deputy shall unhandcuff the inmate through the tray door.

Restraint chairs are for temporary use and inmates restrained in them shall not be permitted to take showers. Inmates who refuse to follow instructions, are combative, or threaten violence to themselves or others shall not be provided showers. Deputies shall articulate the specific reason(s) the inmate was not provided shower time on the Safety Cell Log.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 17, 2020

Bureau Policy Section: Observation Logs

Bureau Policy: 11.560.00 Administrative Housing Observation Logs

Facility Policy: (34)11.560.00 Administrative Housing Observation Logs

Deputies shall only conduct hourly safety checks on inmates housed in the Administrative Housing (AH) portion of a housing unit when those inmates are locked in their cells. Staff shall not enter the corridor unless there are exigent circumstances which warrant staff entering for the protection of staff, inmates, or the security of the facility. The deputy shall check the showers for inmates between tier times to ensure no inmates are hiding.

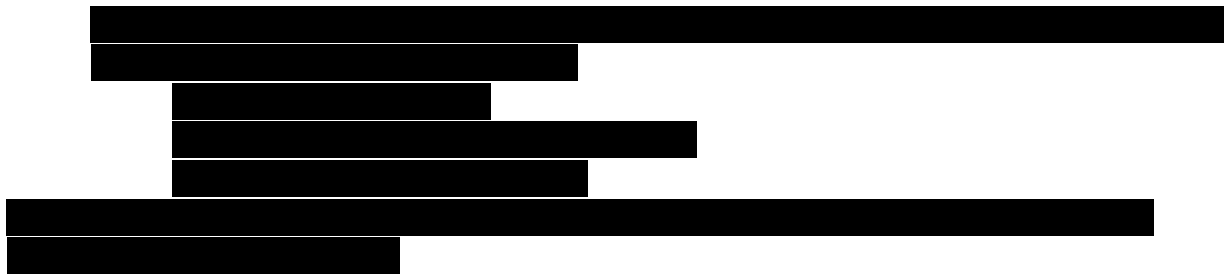
WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 17, 2020

Bureau Policy Section: Observation Logs

Bureau Policy: 11.570.00 Administrative Housing Log Audit

Facility Policy: (34)11.570.00 Safety Log Audit



## WEST VALLEY DETENTION CENTER FACILITY SPECIFIC MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Meal Service

Bureau Policy: 11.740.00 Meal Service Procedures

Facility Policy: (34)11.740.00 Meal Service Procedures

The sheriff's custody specialists (SCS) assigned to North and South Control shall notify each housing unit via the radio when their meal cart is enroute. Meal service times generally occurs as follows:

Breakfast: 0445 hours

Lunch: 1000 hours

Dinner: 1630 hours

Times may vary based on the unit's feeding schedule and the order food is delivered from Culinary. If an unprecedented delay is expected, the housing unit deputy shall notify the floor sergeant, and the incident shall be documented in the Housing Unit Log Book.

Diabetic breakfasts shall be delivered along with the court breakfasts. On weekends and court holidays, breakfast for diabetic inmates shall commence at approximately 0400 hours.

Medical and housing unit staff shall work together to ensure diabetic inmates are fed as soon as possible after medical staff has visited the unit. Some diabetic inmates may need a blood sugar check before eating. An insulin dependent inmate who does not receive his meal shortly after receiving insulin may experience a life-threatening medical emergency. When in doubt, housing staff should consult with medical staff before delivering food to a diabetic inmate.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Meal Service

Bureau Policy: 11.750.00 Meal Service Requirements

Facility Policy: (34)11.750.00 Meal Service Requirements

Facility Procedure Manual does not differ from Bureau Policy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Clothing and Bedding

Bureau Policy: 11.810.00 Clothing and Bedding Issue

Facility Policy: (34)11.810.00 Clothing and Bedding Issue

Any inmate booked into and/or housed at the West Valley Detention Center shall be issued bedding and dressed into all county issued jail clothing by the sheriff's custody specialist (SCS) assigned to Receiving.

Any inmate found to have destroyed or hoarded inmate issued clothing may be placed on discipline and may be subject to prosecution. Staff shall take any damaged or destroyed clothing to Laundry.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Clothing and Bedding

Bureau Policy: 11.830.00 Standard Clothing Issue

Facility Policy: (34)11.830.00 Standard Clothing Issue

Facility Procedure Manual does not differ from Bureau Policy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Clothing and Bedding

Bureau Policy: 11.855.00 Clothing Exchange Schedule

Facility Policy: (34)11.855.00 Clothing Exchange Schedule

The clothing exchange schedule shall be maintained by Support Services. The schedule is subject to change based on the needs of the facility and at the discretion of the facility commander or designee. Support Services shall advise staff of alternative clothing exchange schedules.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: May 27, 2025

Bureau Policy Section: Inmate Clothing and Bedding

Bureau Policy: 11.860.00 Exchange of Undergarments (White Roll)

Facility Policy: (34)11.855.00 Exchange of Undergarments (White Roll) (Females)

Female inmates shall have their undergarment (whites) clothing exchanged within their unit under the direction of the housing unit deputy twice a week.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Clothing and Bedding

Bureau Policy: 11.862.00 Exchange of Outer Garments

Facility Policy: (34)11.862.00 Exchange of Outer Garments

Facility Procedure Manual does not differ from Bureau Policy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Clothing and Bedding

Bureau Policy: 11.865.00 Inmate Worker Clothing Exchange

Facility Policy: (34)11.865.00 Inmate Worker Clothing Exchange

Inmate workers shall receive clothing exchange in Receiving. The housing unit deputy shall ensure inmates are searched for contraband upon returning to the housing unit.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Clothing and Bedding

Bureau Policy: 11.868.00 Sheet Exchange

Facility Policy: (34)11.868.00 Sheet Exchange

Facility Procedure Manual does not differ from Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Clothing and Bedding

Bureau Policy: 11.869.00 Blanket Exchange

Facility Policy: (34)11.869.00 Blanket Exchange

Facility Procedure Manual does not differ from Bureau Policy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Clothing and Bedding

Bureau Policy: 11.1010.00 Clothing Inventory at Intake

Facility Policy: (34)11.1010.00 Clothing Inventory at Intake

The sheriff's custody specialist (SCS) assigned to Receiving, shall inventory the inmate's personal clothing and enter the information into JIMSNet. Once the property has been inventoried, the Receiving SCS shall make sure the clothing is bagged and labeled, then placed in the corresponding bin. The bin containing the inmate's property shall be sent to the Property Room for storage. The inmate shall sign a receipt of their clothing inventory.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Clothing and Bedding

Bureau Policy: 11.1015.00 Personal Property/Money Release Facility

Policy: (34)11.1015.05 Personal Clothing Exchange

Inmate requests for personal clothing exchange shall make the initial request on the Automated Requests. The inmate will be sent the Inmate Property/Money Release/Clothing Exchange Request (ASU #000301). The inmate shall indicate his selection and sign the form. The completed form shall be sent to the sheriff's custody specialist (SCS) assigned to the Property Room. The form will be answered by the Property SCS and a copy forwarded to the inmate. If the request is denied an explanation of the denial will be provided.

Personal clothing exchanges may be done during regular visiting hours. Check in will be at the Public Information Window. The sheriff's custody assistant assigned to the Public Information Window, will issue a pass to the Property Window. The Lobby deputy will inspect the clothing to prevent contraband from entering the facility. The Property SCS will conduct the personal clothing exchange and obtain a signature from the visitor. The receipt shall be forwarded to the inmate's booking jacket. The visitor must take the old clothing. Duplicate articles of clothing are not allowed.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Clothing and Bedding

Bureau Policy: 11.1045.00 Retention of Personal Shoes

Facility Policy: (34)11.1045.00 Retention of Personal Shoes

Inmates in possession of personal shoes prior to August 1st, 2008, shall be allowed to retain them with authorization from Health Services staff.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Pro Per Privileges/Legal Research Service

Bureau Policy: 12.105.15 Support Services Staff Responsibilities for Legal Research Associates  
Service

Facility Policy: (34)12.105.15 Support Services Staff Responsibilities for Legal Research  
Associates Service

Support Services staff assigned to the Law Library shall be responsible for ensuring  
Bureau Policy is adhered to.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Discipline

Bureau Policy: 12.2512.05 Inmates Transferring with Pending Discipline

Facility Policy: (34)12.2512.05 Inmates Transferring with Pending Discipline

When an inmate is transferred with a pending discipline, staff will ensure the process is completed in accordance with discipline guidelines set in Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Grievances

Bureau Policy: 12.240.00 Supervisor/Watch Commander Responsibilities

Facility Policy: (34)12.240.00 Supervisor/Watch Commander Responsibilities

The watch commander or designee shall review the Grievance Queue routinely and ensure grievances are being properly investigated. The watch commander or designee shall review and approve all inmate grievances responses.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Grievances

Bureau Policy: 12.250.00 Investigation Procedure

Facility Policy: (34)12.250.05 Paper Grievances

Paper grievances shall be routed to the sheriff's custody specialist (SCS) assigned to Security Administration. The SCS shall screen the grievance, log the grievance, assign the grievance a number, and direct it to the appropriate division for investigation. Once a grievance is assigned to the appropriate division supervisor, it becomes the duty of the supervisor or supervisor designee to ensure the grievance is properly investigated and answered within twenty calendar days. All paper grievances shall be answered using the Inmate Grievance Investigation Form (ASU #050402). If at any time the investigation requires more than the twenty days staff shall notify the inmate by submitting an extension form (ASU#001001) with an estimated completion date. It shall not be routinely used unless there is a viable reason for the additional time needed. It shall become the duty of the watch commander or designee to review and approve all inmate grievances.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Grievances

Bureau Policy: 12.252.00 Inmate Grievance Log

Facility Policy: (34)12.252.00 Inmate Grievance Log

The Inmate Grievance Log is maintained by the sheriff's custody specialist (SCS) assigned to Security Administration.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Request Slips

Bureau Policy: 12.330.00 Supervisor/Watch Commander Responsibilities

Facility Policy: (34)12.330.00 Supervisor/Watch Commander Responsibilities

Shift supervisors shall ensure inmate request slips on are being answered in a timely manner by the all staff.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Mail

Bureau Policy: 12.605.00 Inmate Mail

Facility Policy: (34)12.605.05 Facility Address

All inmate mail shall be addressed:

Inmate Name

Booking Number

9500 Etiwanda Avenue

Rancho Cucamonga, CA 91739

All outgoing mail shall show this return address along with the inmate's full name, booking number and housing location.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Mail

Bureau Policy: 12.650.00 Delivery/Storage of Inmate Mail

Facility Policy: (34)12.650.00 Delivery of Inmate Mail

Housing unit deputies shall inspect all U.S. Mail and material for contraband, criminal conspiracies, and information regarding facility security. Distribution of incoming inmate mail shall be conducted by the graveyard housing unit deputy. 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. Any undeliverable inmate mail shall be returned at the end of the shift to the mail room mailbox with the appropriate notation written on the outside of the envelope (Example: NIC or rehoused to).

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Mail

Bureau Policy: 12.714.00 Incoming Legal Mail

Facility Policy: (34)12.714.00 Incoming Legal Mail

The mail room staff will separate regular mail from legal mail and forward all legal mail to Support Services. The assigned deputy will deliver legal mail to the housing units. The deputy will verify inmate's identity and the inmate shall sign for their legal mail on the deputy's log. The deputy shall open the legal mail in the presence of the inmate and thoroughly inspect it for contraband before allowing the inmate to possess it. When an inmate is not available to accept legal mail delivery, the deputy will notate the reason and attempt delivery the following day.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Grooming

Bureau Policy: 12.912.00 Hair Care Procedures

Facility Policy: (34)12.912.00 Hair Care Procedures

Each housing unit at the West Valley Detention Center shall allow inmates to conduct hair care using the following schedule:

- Monday: Segment "A"
- Tuesday: Segment "B"
- Wednesday: Segment "C"
- Thursday: Segment "D"
- Friday: Segment "E"
- Saturday: Segment "F"
- Sunday: Make-up day

Hair care shall be conducted during regular operating hours of the unit and at the discretion of the housing unit staff in coordination with other housing unit activities. Exceptions to the schedule and normal operating hours can be made for special circumstances and with approval from the housing unit staff. Units housing inmates with special classifications shall be exempt from this schedule and shall abide by a schedule located in their specific Housing Unit Post Orders.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Grooming

Bureau Policy: 12.912.00 Hair Care Procedures

Facility Policy: (34)12.912.05 Hair Care Log

A Hair Care Log Book shall be maintained in each housing unit. This log book shall contain the loose pages of current and past hair care lists for inmates housed in their units. The following procedures shall be followed regarding the hair care list and Hair Care Log book in the unit:

- The day before a segment is scheduled for hair care, housing unit staff shall place the hair care list in the segment for inmates to sign up.
- The sheriff's custody specialist (SCS) assigned to the housing unit, shall check the inmate's eligibility by using the Hair Care Log Book to verify the inmate has not received hair care in the previous thirty (30) days.
- Inmates who are not eligible shall have a notation made as to why they were not eligible
- Inmates who are eligible and receive hair care shall have their name highlighted and a notation made indicating they received hair care.

Hair care lists shall be maintained in the log book for reference and eligibility checks for at least thirty (30) days. After the thirty (30) days retention period, the pages shall be routed to Security Administration for filing.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Grooming

Bureau Policy: 12.925.00 Grooming Equipment

Facility Policy: (34)12.925.05 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 each 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 Housing Unit Post Orders.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Newspapers

Bureau Policy: 12.1110.00 Newspapers

Facility Policy: (34)12.1110.05 Newspapers

A sheriff's custody specialist (SCS) assigned to Support Services, shall retrieve the delivery of newspapers designated for inmates at West Valley Detention Center. Upon retrieval, the SCS shall remove all commercial inserts and distribute enough newspapers for each housing unit segment into the housing unit mail boxes.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Outside Recreation

Bureau Policy: 12.1610.00 Minimum Requirements for Outside Recreation

Facility Policy: (34)12.1610.00 Minimum Requirements for Outside Recreation

Facility Procedure Manual does not differ from Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Outside Recreation

Bureau Policy: 12.1630.00 Housing Safety Staff Responsibilities

Facility Policy: (34)12.1630.00 Housing Safety Staff Responsibilities

When conducting outside recreation, the housing unit deputy shall be responsible for the following procedures:

[REDACTED]

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Outside Recreation

Bureau Policy: 12.1630.00 Housing Safety Staff Responsibilities

Facility Policy: (34)12.1630.00 Housing Unit SCS Responsibilities

When conducting outside recreation, the sheriff's custody specialist (SCS) assigned to the housing unit, shall be responsible for the following procedures:

[REDACTED]

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Outside Recreation

Bureau Policy: 12.1650.00 Types of Activities

Facility Policy: (34)12.1650.00 Types of Activities

Inmates shall be prohibited from exercising in groups of three (3) or more or regimented by any one inmate.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Outside Recreation

Bureau Policy: 12.1660.00 Time Periods

Facility Policy: (34)12.1660.00 Time Periods

A minimum of 3 hours of recreation time shall be distributed over a 7-day period for inmates at West Valley Detention Center. The week begins on Monday and ends on Sunday.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Outside Recreation

Bureau Policy: 12.1600.00 Outside Recreation

Facility Policy: (34)12.1695.00 Yard Enclosures

Recreation yard enclosures are designed to accommodate a maximum of four inmates. The enclosures enable multiple classifications of inmates to participate in physical recreation at the same time and in the same recreation yard. The enclosures allow staff to restrict inmate access to each other to prevent fights or for other safety and security concerns. Inmates of different classifications shall not be placed together in an enclosure.



When exigent circumstances exist, an excess of four inmates may be temporarily placed in an enclosure. During these exigent circumstances, inmates shall not be held in an enclosure longer than one hour without supervisor approval. Inmates shall not be placed in an enclosure as a form of punishment.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.1710.00 Minimum Requirements for Visiting

Facility Policy: (34)12.1710.00 Minimum Requirements for Visiting

All inmate social visits at West Valley Detention Center are scheduled for 20 minutes. Visits are available 5 days a week. Visiting programming is set up according to the unit classification of inmates and maintained by Sheriff's Technical Services Division (TSD).

Centralized Classification Unit (CCU) shall be responsible for notifying TSD of any changes made to the Classification Housing Matrix. TSD shall ensure the appropriate updates are made to the visiting programming to prevent delays and problems with scheduling. Units housing inmates of special classifications may vary on their visiting dates based on facility needs.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.1720.00 Visiting Locations

Facility Policy: (34)12.1720.00 Visiting Locations

The following areas at the West Valley Detention Center have been designated as inmate visiting locations:

- The upper area of every housing unit has a visiting area for inmates and the public, with a barrier of glass and a two-way phone to facilitate the visit.
  - The Medical Housing Unit does not have a visiting area, inmates will be redirected to Unit 15
- The upper area of every housing unit is also equipped with Official Visiting rooms for visitors considered official visits.
- Official law enforcement visits may be conducted in the Officer Interview Rooms located behind South Control.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.1740.10 Pro Per Inmates-Investigator Visits

Facility Policy: (34)12.1740.10 Pro Per Inmates-Investigator Visits

Facility Procedure Manual does not differ from Bureau Policy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.1750.05 Visiting Schedule

Facility Policy: (34)12.1750.05 Visiting Schedule

Inmate visiting days and hours are: Wednesday through Sunday from 0830 to 2100 hours. There may be a half-hour (1/2 hour) to one-hour (1 hour) delay in each unit during meal times. Visitors need to schedule visits 24 hours in advance, by calling the Visiting Appointment Line at 909-887-0364 and must arrive 30 minutes prior to their scheduled visit.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.1790.00 Visitor's Personal Property in Visiting Areas

Facility Policy: (34)12.1790.00 Visitor's Personal Property in Visiting Areas

Visitor's at West Valley Detention Center may rent lockers to store their personal property. The use of the lockers shall be at the risk of the visitor. When checking in for their visit, visitors are allowed their government issued ID and one car key.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.1810.00 Visiting Procedures

Facility Policy: (34)12.1810.00 Visiting Procedures

All visitors are required to complete a West Valley Detention Center Visitor Sign-In form (ASU#180906) and must provide identification according to Bureau Policy 12.1810.15. Visitors are subject to a search of their criminal history background to determine their eligibility to visit the facility.

Visitors shall be screened for contraband and weapons by use of the metal detector. When probable cause exists, a cursory search of the visitor shall be conducted in compliance with Bureau Policy 9.113.00. Once cleared by the Visiting Lobby deputy, the visitor shall proceed directly to their visiting destination and complete their visit as scheduled. Any visitor who deviates from their authorized destination or attempts to visit any inmate they are not scheduled to see, shall be subject to immediate removal of the facility and denial of future visits in accordance with Bureau Policy 12.1185.05.

Visitors shall adhere to all visiting rules and regulations as enforced by the Visiting Lobby deputy. Housing unit staff shall coordinate with the Visiting Lobby deputy to report and appropriately handle any visitor incidents violating laws or facility rules.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.1885.10 Temporary Suspension of Visiting Privileges

Facility Policy: (34)12.1885.10 Temporary Suspension of Visiting Privileges

Facility Procedure Manual does not differ from Bureau Policy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.1890.00 Inmates in Intake

Facility Policy: (34)12.1890.00 Inmates in Intake

Law enforcement visits may be conducted in the intake area and when confidentiality issues exist, may be conducted in the Officer Interview room.

Officials other than law enforcement, requesting to visit an inmate who is in intake, shall conduct their official visit according to their credentials and appropriate room per policy. Generally, the visit will be held at the nearest available housing unit, at the convenience of the intake deputies. (For example: a bail bondsman requesting to meet with an inmate in intake may conduct their official visit in Unit 1). Inmates proceeding to areas outside of intake for an official visit, shall be dressed out in county issued jail clothing for security and easy identification.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.1910.00 Visits for Religious Purposes

Facility Policy: (34)12.1910.00 Visit for Religious Purposes

If exigent circumstances exist, a shift supervisor may allow a family member of an inmate to accompany an official religious visitor. The visit shall be conducted in the general visiting area and not in the official visitor's room.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.2005.00 Official Visits

Facility Policy: (34)12.2005.00 Official Visits

Official visitors are not required to make appointments; however, appointments are recommended to help speed up the check in process. The facility has a separate phone line for officials to set up appointments. To obtain the phone number, officials may present their credentials at the Public Information Window in the Public Lobby. This number is not to be shared with the public or the inmate's family.

The official visitor will fill out the Request for Official Visit form at the visitor's window. Custodial staff shall verify the visitor's credential(s) and valid government issued ID and upon approval, staff will provide a visitor's pass. The official visitor shall proceed to the lobby deputy's office to be searched, check in, obtain a key and be directed to the correct visiting area.

The lobby deputy shall ensure official visitors do not bring prohibited items into the facility.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.2030.00 Official Visitors

Facility Policy: (34)12.2030.00 Official Visitors

Photocopies of identification belonging to official visitors shall be filed in the booking jacket of the inmate they are visiting.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.2030.02 Private Investigator Employees

Facility Policy: (34)12.2030.02 Private Investigator Employees

Private investigator's employees shall be approved/denied by the administrative sergeant.  
Requests for approval must be submitted two weeks prior to the desired visiting date.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Commissary

Bureau Policy: 12.2210.05 Commissary and iCare Package Procedure

Facility Policy: (34)12.2210.05 Commissary and iCare Package Procedure

Commissary shall be distributed by the commissary vendor under the supervision of the Support Services sheriff's custody specialist (SCS). All commissary bags shall be scanned through security machines. The SCS shall escort the vendor through the facility to each housing unit while ensuring compliance with the Detentions and Corrections Bureau Commissary policies.

Commissary shall be provided once per week. Days and time for commissary delivery shall vary according to the housing unit. All schedules are subject to change. Holidays may affect commissary schedule changes. Support Services shall advise staff of alternative holiday commissary schedules.

Commissary staff and the housing unit staff shall coordinate commissary. All televisions and telephones shall be turned off during commissary distribution. The deputy shall remain in the segment/sally-port and assist the commissary SCS. The primary role of the deputy and SCS is to prevent the passing of contraband and to address safety concerns.

Commissary workers distribute the bags to the inmates. Distribution may be through the segment bar door or at individual cell doors through the tray slot. After signing for their commissary bag, inmates should check their bags for missing items. If there are any missing items or concerns, the inmate should bring the problem to the attention of the commissary worker. Commissary disputes are between the commissary company and the inmate. Staff may provide inmates with a Commissary/iCare Question/Comment form.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Commissary

Bureau Policy: 12.2210.10 Staff Accepting Commissary and iCare Packages

Facility Policy: (34)12.2210.10 Staff Accepting Commissary and iCare Packages

Staff at West Valley Detention Center shall not accept or sign for inmate's commissary or iCare packages.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Care Bags

Bureau Policy: 12.220.02 Receiving Responsibilities

Facility Policy: (34)12.2220.02 Receiving Responsibilities

Newly booked inmates shall be offered the option to purchase a care bag (commonly referred to as a fish kit) by the sheriff's custody specialist (SCS) assigned to Receiving.

Inmates previously housed, may order a care bag on the housing unit kiosk in the commissary section. Care bags are delivered to the housing unit during the assigned commissary distribution date.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Commissary

Bureau Policy: 12.2200. Commissary and iCare package

Facility Policy: (34)12.2230.05 Paper Commissary Order Forms

In the event the kiosks are out of order before Tuesday at 0930 hours, the shift supervisor shall advise the facility coordinator via telephone or email. The housing units shall distribute paper commissary order forms to the inmates. The forms shall be obtained from the commissary mail box. Housing units shall distribute and collect the forms from the inmates. Staff shall turn the completed forms in to commissary mail box on Tuesdays before 0930 hours.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Discipline

Bureau Policy: 12.2300.30 Suspension of Visiting Privileges

Facility Policy: (34)12.2300.30 Suspension of Visiting Privileges

Inmates placed on discipline status shall lose social visiting privileges.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Discipline

Bureau Policy: 12.2305.00 Property Inventory

Facility Policy: (34)12.2305.00 Property Inventory

If the inmate does not have any property, the deputy shall document “No Property” on the form. Property Inventory forms shall be completed as soon as reasonably possible after the final discipline review and prior to the end of shift. The original signed copy will be given to the sergeant, a copy placed in the property bag, and a copy given to the inmate.

All confiscated property will be placed in a property bag. The deputy shall apply a label to the exterior of the bag with the inmate’s name and booking number. Confiscated property shall be stored in the Property Room. Inmate property shall not be stored in housing unit closets or control rooms.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Discipline

Bureau Policy: 12.2315.00 Storage of Inmate's Property

Facility Policy: (34)12.2315.00 Storage of Inmate's Property

The deputy shall take the property to the Property Room and complete the Inmate Property Sign-In Log. The deputy shall not place torn or open bags in the Property Room. The sheriff's custody specialist assigned to the Property Room, shall verify the property and store it until the inmate is no longer on discipline. Inmate property shall not be stored in housing unit closets or control rooms.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Discipline

Bureau Policy: 12.2325.00 Discipline Property Locker

Facility Policy: (34)12.2325.00 Discipline Property Locker

West Valley Detention Center does not maintain a discipline property locker. All discipline property shall be stored in the inmate's assigned bin in the Property Room.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Discipline

Bureau Policy: 12.2335.00 Returning Inmate Property

Facility Policy: (34)12.2335.05 Discipline Inmate Property Return

Every night before midnight, the sheriff's custody specialist (SCS) assigned to the Property Room, shall run an Inmate Discipline Report to determine which inmates are completing their discipline time. The Property Room SCS shall advise the housing unit deputies to pick up the discipline property.

The deputy shall complete the "Inmate Property Sign-Out Log" located in the Property Room. The SCS shall release the property to the inmate's housing unit deputy. The deputy shall return the property to the inmate and have him sign the Property Inventory Form (AS#080502). The deputy shall route the signed form to the inmate's booking jacket.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Discipline

Bureau Policy: 12.2345.00 Inmates Out for Hospital/Clinic Appointments

Facility Policy: (34)12.2345.05 Property Storage for Inmates with Health or Safety Circumstances

The following are health and safety circumstances in which a deputy shall collect and inventory an inmate's property to prevent theft:

- An inmate is placed on suicide watch
- An inmate is scheduled for clinic visits, and the nature of the visit indicates the inmate may be absent from the housing unit for an extended period of time
- An inmate is scheduled for a hospital visit and the nature of the treatment indicates they may be absent from the facility for an extended period of time
- An inmate is transported to the hospital without advance notice or in an emergency situation, and is not expected to return to the facility for an extended period of time

The housing unit deputy shall document the inmate's property on the Property Inventory Form (ASU#080502). The deputy shall write "NONE" on the "JDR No." line and document why the property was taken. If the inmate does not have any property, the deputy shall document on the form. The deputy shall make reasonable attempts to inventory the property in the inmate's presence and have the inmate sign the form. The deputy shall document the reasons an inmate did not sign the form and/or was not present during the property inventory. Original forms shall be placed inside the property bag and a copy shall be given to the inmate. The deputy shall take the inmate's property to the facility Property Room. The sheriff's custody specialist assigned to the Property Room, shall verify the property and store it until the inmate is rehoused. Inmate property shall not be stored in housing unit closets or control rooms.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Discipline

Bureau Policy: 12.2345.00 Inmates Out for Hospital/Clinic Appointments

Facility Policy: (34)12.2425.10 Property Return for Inmates with Health or Safety Circumstances

When an inmate whose property was stored, returns from the clinic, hospital, or suicide watch, the housing unit deputy shall retrieve the inmate's property from the Property Room. The sheriff's custody specialist assigned to the Property Room, shall release the property to the deputy. The deputy shall return the property to the inmate and have the inmate sign the Property Inventory Form (ASU#080502). The deputy shall route the signed form to the inmate's booking jacket.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Discipline

Bureau Policy: 12.2512.05 Inmates Transferring with Pending Disciplines

Facility Policy: (34)12.2512.05 Inmates Transferring with Pending Disciplines

When an inmate is transferred with a pending discipline, staff will ensure the process is completed in accordance with discipline guidelines set in Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Discipline

Bureau Policy: 12.2517.00 Discipline Report

Facility Policy: (34)12.2517.00 Discipline Report

Completed Inmate Discipline Report forms shall be retained in an administrative file managed by the sheriff's custody specialist assigned to Security Administration.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Discipline

Bureau Policy: 12.2517.00 Discipline Report

Facility Policy: (34)12.2519.00 Earning Back Good and Work Time

Any discipline taken on an inmate worker resulting in the loss of days worked shall be reported to Support Services and the Bridge liaison for re-computation of the inmate's release date.

Inmate workers who desire to earn back good and work time lost due to discipline shall complete the following procedure:

- Submit a "Request for the Return of Lost Good and Work Time" (ASU#050301) form to Support Services
- Support Services shall forward the request to the Bridge liaison for investigation and make a recommendation to the amount of time that may be worked back
- The Bridge liaison shall forward a copy of a written response to the inmate either denying or approving the request and place the original in the inmate's booking jacket
- If approved, and the required number of hours have been worked and signed off by the proper authority, the completed form shall be submitted to the Bridge liaison for re-computation of the inmate's release date
- The completed form shall be submitted to the Bridge sergeant or shift supervisor for final approval
- The Bridge liaison shall provide the inmate with written notification of the new Adjusted Out Date (AOD)

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Library Services

Bureau Policy: 12.2820.00 Library Book Distribution

Facility Policy: (34)12.2820.00 Library Book Distribution

The sheriff's custody specialist (SCS) assigned to the Law Library, shall also serve as the facility librarian. The Law Library SCS shall fulfill requests for library books and return read books into open inventory. The Law Library SCS shall coordinate with housing units to distribute and deliver requested publications to inmates throughout the facility. Book distribution shall generally take place at least once every two (2) weeks for every unit and shall rotate between the south and north side units of the facility.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Library Services

Bureau Policy: 12.2800.00 Library Services

Facility Policy: (34)12.2825.00 Civil Rights Complaint Distribution

The sheriff's custody specialist (SCS) assigned to the Law Library, will (upon the request of the inmate) issue any inmate information reference a Civil Rights Complaint. Once requested, the Law Library SCS shall provide the inmate with a Civil Rights Complaint packet. It is the inmate's responsibility to route the necessary paperwork to the proper location with pre-paid postage.

If the inmate does not have money to pay the full filing fee, the inmate must complete the Request to Proceed Without Prepayment of Filing Fees portion of the Civil Rights Complaint packet. It is the inmate's responsibility to route this paperwork through the Law Library. The Law Library SCS will send the completed package to the Fiscal supervisor. Upon receiving the completed packet, the Fiscal supervisor shall complete the Certification Section on the complaint and attach a certified copy of the inmate's jail trust account statement for the six months immediately preceding the filing of the complaint. The Fiscal supervisor shall then return the forms to the inmate. The inmate shall be responsible for mailing the packet.

If the inmate's request to proceed without prepayment of filing fees is granted, the court may assess an initial partial filing fee at the time the complaint is filed. The prepayment generally ranges from 20% of the average monthly deposits for the preceding six months, or 20% of the average monthly balance in the inmate's trust account, whichever is greater. The Fiscal supervisor will follow the court order to take the initial partial filing fee out of the inmate's trust account, as soon as funds are available, and forward the money to the clerk of court. It is the inmate's responsibility to request payment be sent to the clerk of the court until the amount of the filing fee is paid in full. Upon the request of the inmate, the Fiscal supervisor will abide by the court order, collect the money, and send payments to the clerk of the court, anytime the inmate's trust account exceeds \$10.00. The percentages and payments are determined by the United States District Court.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Education Programs

Bureau Policy: 12.2902.00 Inmate Education Programs

Facility Policy: (34)12.2902.00 Inmate Education Programs

Programs currently offered at West Valley Detention Center are:

- Five Keys Charter School: Provides inmates access to curriculum needed to obtain a high school diploma
- INROADS: Independent Study - Life Skills Journaling Program
- Inmate Services Unit Partnership with Cal State San Bernardino University
  - Trauma and Recovery (pre-requisite for TALK)
  - TALK (Teaching and Loving Kids)– A guided contact visit with inmates and their children to practice skills developed in parenting classes.
- Alcoholics Anonymous/Narcotics Anonymous
- STAR Program: Voluntary court referred treatment program for non-violent offenders with a history of persistent mental illness. Individualized service plans are created in partnership between the client and the treatment team. The comprehensive recovery orientated treatment emphasizes coping skills, communication in relationships, symptom management, relapse prevention, hope and empowerment.
- Telecare's San Bernardino ACT (Assertive Community Treatment): Programs for individuals with serious mental illness. These programs exist to help people live successfully in the community and make strides towards achieving their personal recovery goals, while avoiding unnecessary psychiatric hospitalization.
- START (Sheriff's Transitional Assistance Reentry Team): Release assistance for inmates not on parole or probation who need veteran's programs, homeless assistance, substance abuse, GED or educational programs, job training, or vital document paperwork.
- Religious Services provided through religious volunteers:
- Regional Occupation Program
  - Culinary: Restaurant Operations and Off-site Catering
  - Custodial Occupation: OSHA standards, chemical safety and biohazard handling

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Education Programs

Bureau Policy: 12.2902.00 Inmate Education Programs

Facility Policy: (34)12.2902.05 Five Keys Charter School and Housing Unit Operations

Instruction for the Five Keys Charter School will occur in the general-purpose room (commonly referred to the “G room”) of a housing unit. When the instructor arrives to the unit, the instructor will provide the housing unit staff a list of enrolled inmates who will participate in instruction. Only those inmates on the list will be allowed in the multipurpose room to participate.

All Five Keys instructors shall remain standing during instructional time in the general-purpose room. The one exception is the special education instructor who will be the second instructor in the room with the lead instructor. The special education instructor will be seated at a table across from the special education inmates, separate from all other inmates, while the lead instructor is providing class instructions.

The housing deputy does not need to remain inside the segment during instruction. The deputy shall be available in the housing unit to respond should the need arise. The sheriff custody specialist (SCS) assigned to the housing unit, shall monitor the instruction via video camera and intercom to ensure the instructor’s safety. Generally, other inmate services needing access to the general-purpose room shall be accommodated as normal. If there is a need for the deputy assigned to the housing unit to leave while instruction is still underway, the deputy shall arrange for a relief deputy to respond to the unit prior to leaving.

Inmates on discipline shall not participate in the classroom instruction. The instructor may see the inmate, individually, at the segment bar door (commonly referred to as the Johnson door).

PC-AH inmates enrolled in the program are not allowed to participate in group class sessions with other inmates in the segment. Five Keys staff will provide independent study packets for inmates requiring specialty housing as defined in Detentions and Corrections Policy Section 9.910.00.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures

Facility Policy: (34)13.105.00 Inmate Workers Policies and Procedures

Support Services shall be responsible for inmate worker management. Assignments, job classifications, work schedules, and all other matters pertaining to an inmate's work time and status are the responsibility of Support Services. Support Services shall consult with the Bridge Fugitive/USM liaison, the Centralized Classification Unit (CCU), Health Services, Transportation, and other department entities as needed.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures Facility

Policy: (34)13.105.05 Inmate Worker Supervision

Inmate workers shall be supervised by facility safety and professional staff.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures Facility

Policy: (34)13.105.10 Inmate Worker Eligibility

Inmate worker candidates shall:

- Be sentenced to 60 days or more
- Inmate candidates shall only have a General Population (GP) Level of 4, 5, 6, or 7
- Disciplines shall be minor and infrequent based on the totality of an inmate's record

Current medical inmates may be considered for inmate worker positions on a case by case basis in consultation with Centralized Classification Unit (CCU) and Health Services

Disqualifying factors include but are not limited to the following:

- Excessive (more than 2 minor disciplines during the current stay), felonious, or violent discipline records
- Any arrest for PC187, PC261, or similar crimes
- Prior arrests for the following crimes and any subsections shall be considered on a case by case basis and approved by the Support Services sergeant: PC241, PC242, PC243, PC244, PC245, PC246, PC247, PC248 and any other violent crimes
- Current GP Level 1, 2, 3, AH, PC, PCAH, SMI, and SMIL inmates shall not be considered for inmate worker positions (Past bookings in this class may be considered)
- The totality of circumstances of any inmate's arrest and/or criminal history may be deemed disqualifying with the approval of the Support Services sergeant
- The totality of circumstances of any inmate's institutional behavior in this or any other facility, including in-county, out-of-county, state prison, out-of-state, federal, foreign, or private facility, may be deemed disqualifying with the approval of the Support Services sergeant

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures Facility

Policy: (34)13.105.15 Criteria for Job Assignment

Support Services staff shall determine the acceptance of a potential inmate worker and the inmate worker's assignment based on criteria including, but not limited to the following:

- Security classification
- Classification of crime
- Criminal history
- Conduct and behavior
- Disciplinary record
- Gang affiliation
- Length of sentence
- Prior classification
- Suicide attempts
- Health
- Pending holds
- Language barriers
- Current address
- Education level
- Prior inmate worker history
- Special training or skills
- Willingness to work
- Ability to work with others

Support Services staff may consider an inmate worker's work experience but will generally, fill vacant positions first. Inmate workers who have holds or are High Profile inmates shall only be allowed to work inside the secure areas of the facility.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures Facility

Policy: (34)13.105.20 Inmate Worker Selection

Upon being identified as an eligible worker, the inmate shall successfully complete the following process:

- The inmate shall be cleared by Health Services staff
- The inmate shall be interviewed by Support Services staff

Inmate workers shall comply with all bureau and facility rules and the Inmate Worker Standards Agreement (ASU#100415). Inmate workers shall not report to a work assignment until the Inmate Worker Standards Agreement is signed. Inmate workers shall not receive special privileges.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures Facility

Policy: (34)13.105.25 Inmate Worker Assignments

Inmate jobs include but are not limited to crews for:

- Administration
- Bridge
- Clothing exchange
- Intake
- Kitchen
- Laundry
- Law library
- Floor
- Officer's Dining Room (ODR)
- Receiving
- Special projects
- Warehouse

Support Services may create additional duties and job classifications based on the needs of the facility. Additions shall be approved by the Support Services sergeant prior to implementation.

Inmates may request specific assignments but shall not be permitted to select their own assignments. Assigning relatives to work together may also create conflict; and therefore, is not recommended. Staff shall consider the following before granting an inmate an assignment request:

- Potential for contact with inmates of the opposite sex
- Potential for escape
- Potential for passing contraband
- Potential for theft
- Potential for violence

Support Services shall make and/or consider necessary or requested changes to inmate workers' job assignments, hours, and shifts. Any changes shall be approved by the Support Services sergeant.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures

Facility Policy: (34)13.105.30 Job Tasks Prohibited to Inmate Workers

Inmate workers shall not be assigned job tasks allowing them access to sensitive information, supervision of other inmates, or weapons. The following are examples of tasks inmate workers shall not be assigned:

- Answering telephones
- Copying inmate booking jackets
- Distributing medication to inmates
- Filing medical records
- Fingerprinting
- Packaging inmate property
- Position of authority over other inmates
- Working on department computers

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures

Facility Policy: (34)13.105.35 Inmate Worker Reporting for Work

Inmate workers shall report to the following supervisory personnel:

<b>Job Location</b>	<b>Supervisory Personnel</b>
Administration	Administrative secretary
Bridge	Duty officer
Clothing exchange	Clothing exchange SCS
Floor crew	Floor crew SCS
Intake	Intake deputies
Kitchen	Supervising cook
Officer's Dining Room	Supervising cook
Laundry	Laundry SCS
Library	Library SCS
Receiving	Receiving SCS
Fire safety	Fire safety SCS
Special projects	Special projects SCS
Transportation	Transportation deputies
Warehouse	Stores specialist

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures Facility

Policy: (34)13.105.40 Inmate Workers and Discipline

Inmate workers are required to follow the same facility rules as other inmates. Inmate workers who violate rules are subject to the same discipline and discipline process as other inmates. Inmate workers shall be returned to the inmate worker housing unit pending the discipline review.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures Facility

Policy: (34)13.105.50 Inmate Worker Sleep Periods

The housing unit staff may use discretion to extend lights out to 0200 hours to accommodate the schedules of late workers for showers, television time, day room, etc.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures Facility

Policy: (34)13.105.55 GBTI Inmate Workers

Gay, Bisexual, Transgender, and Intersex (GBTI) inmates shall be allowed to participate in inmate worker programs. Under no circumstances shall an GBTI inmate be denied a position as an inmate worker solely due to GBTI status. GBTI inmate workers shall be housed separately from other non-inmate workers in accordance with Bureau Policy 11.200.00.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures Facility

Policy: (34)13.105.60 ADA Inmate Workers

Support Services staff shall make reasonable accommodations to ensure inmate workers with disabilities shall receive assignments based on the inmate worker criteria. Inmates with disabilities who do not work because of their disability shall receive full good and work time credit unless placed on discipline.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Use of Force

Bureau Policy: 14.170.10 Spit Net

Facility Policy: (34)14.170.10 Spit Net

Facility Procedure Manual does not differ from Bureau Policy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Death Investigations

Bureau Policy: 14.220.00 Housing Unit Staff Responsibilities

Facility Policy: (34)14.220.05 Authorized Responding Personnel

In the event of an inmate death, the first deputy on scene shall take control of the scene and request additional deputies as needed. Once a sufficient amount of personnel has arrived to contain the scene and provided medical aid, the controlling deputy or floor sergeant shall designate a deputy to create and maintain a log of all personnel entering the scene for evidentiary purposes. Any persons not directed to a specific duty at the scene by the commanding deputy or floor sergeant shall return to his/her post without delay.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Death Investigations

Bureau Policy: 14.220.00 Housing Unit Staff Responsibilities Facility

Policy: (34)14.220.10 Facility Nurse Responsibilities

West Valley Detention Center's supervising nurse shall examine the inmate's medical record and prepare a written report to the facility commander. The report shall contain the following information:

- Summary of complaints made by the inmate regarding medical problems
- Observations made by jail staff suggestive of medical problems with the inmate
- Summary of all medical examinations, including diagnosis and treatments
- Any emergency aid given at the scene
- Identify the specific cause of death
- Copies of all medical records

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.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Polygraph Examinations

Bureau Policy: 14.515.00 Polygraph Examiner Check In/Out Facility

Policy: (34)14.515.05 Polygraph Procedure

The polygraph examiner shall arrange an appointment time with the administrative sergeant.

On the day of the appointment the polygraph examiner shall check in at the Public Information Window. In addition to the polygraph examiner's credential and government issued ID, he/she shall provide the court order. The sheriff's custody assistant (SCA), assigned to the Visiting Lobby, shall make a copy of the court order for the inmate's booking jacket. The SCA shall notify Master Control and South Control of the polygraph examiner's visit. A deputy shall escort the polygraph examiner to South Control. The SCA shall contact the housing unit and request the specified inmate be sent to the Officer Interview rooms located by South Control.

At the conclusion of the examination, the inmate shall remain in the Officer Interview room until a deputy has searched him. The polygraph examiner shall be escorted to Master Control. A Bridge supervisor or the intake supervisor shall be notified the examination was concluded.

If the examiner is employed with the San Bernardino County Sheriff's Department, they may check in at the Administration Lobby. They may use the rear breezeway access door in the intake area to access the Officer Interview rooms.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Polygraph Examinations

Bureau Policy: 14.520.00 Polygraph Examination Location

Facility Policy: (34)14.520.00 Polygraph Examination Location

Examinations shall be conducted in the Officer Interview rooms. The door shall be kept closed during the examination.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Blood Alcohol Drop Box

Bureau Policy: 14.710.00 Location

Facility Policy: (34)14.710.00 Blood Alcohol Drop Box Location

The following evidence kits shall be placed in the evidence lockers located in Security Administration:

- Blood alcohol kits
- Urine alcohol kits
- Marijuana evidence kits
- Sex kits

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Line Up Procedures

Bureau Policy: 14.1210.00 Line Ups

Facility Policy: (34)14.1210.00 Line Ups

Formal line-ups shall be conducted in the Line-Up Room at the West Valley Detention Center at the request of an investigating officer or by court order.

An investigating officer who desires to have an arrestee shown in a formal line-up shall notify the deputies assigned to PRCS at least twenty-four (24) hours in advance. The notification shall include:

- The arrestee's full name, date of birth, and booking number
- The station/division conducting the investigation
- The date and time the investigator desires the line-up
- The business telephone number of the investigator requesting the line-up

A supply of Line-Up Identification Cards shall be maintained at the West Valley Detention Center and shall be available to any officer or agency requesting one. There shall also be a Line-Up Procedure Manual maintained in the Line-Up Room. This manual shall be made available, upon request, to any officer conducting line-ups at West Valley Detention Center. This manual shall *not* be removed from the facility.

The agency or officer shall also be provided with copies of the current admonition forms. It is the responsibility of the agency or officer conducting the line-up to read the various admonitions to the witnesses.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Line Up Procedures

Bureau Policy: 14.1210.00 Line Ups

Facility Policy: (34)14.1210.05 Admonitions

### **Suspect Admonition:**

Prior to a line-up procedure, the suspect shall be read, verbatim, the line-up admonition as printed on the current Line-up Admonition Form. The line-up deputy shall be responsible for reading this admonition to the suspects. The Support Services sergeant shall ensure this form is laminated for repeated uses and the printed admonition is authorized by the District Attorney's Office.

### **Witness Admonition:**

After the witnesses are seated and prior to the line-up, the witnesses shall be read, verbatim, the Witness Admonition as printed on the current Witness Admonition Form. This admonition shall be read by the officer conducting the line-up. The Support Services sergeant shall ensure this form is laminated for repeated uses and that the printed admonition is authorized by the District Attorney's Office.

### **Witness Conclusion Admonition:**

When the line-up is concluded, the witnesses shall be read, verbatim, the Line-Up Conclusion Admonition as printed on the current Line-Up Conclusion Form. This admonition shall be read by the officer conducting the line-up. The Support Services sergeant shall ensure this form is laminated for repeated uses, and that the printed admonition is authorized by the District Attorney's Office.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Line Up Procedures

Bureau Policy: 14.1210.00 Line Ups

Facility Policy: (34)14.1210.10 Numbered Positions

The manual contains the following information directed towards the officer conducting the Line Up:

“ATTENTION: INVESTIGATING OFFICERS: If a photo line-up has previously been conducted with the suspect, you may not want to place the suspect in the same numbered position as occupied in the photo line-up.”

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Line Up Procedures

Bureau Policy: 14.1210.00 Line Ups

Facility Policy: (34)14.1210.15 Line Up Procedure

### **PREPARTION:**

Selection of inmates for a line-up shall be handled by deputies assigned to PRCS. A PRCS deputy shall make a close physical observation of the inmate the line-up is for and handpick several other inmates who are similar in physical attributes to participate in the line-up. The following requirements and procedures shall be complied with:

- The PRCS deputy or Support Services sergeant is responsible for scheduling line-up at the request of law enforcement agencies having case jurisdiction. Line-ups shall be scheduled from 0900 to 1000 hours, Monday through Friday
- All persons used in the actual line up shall be in legal custody of the Sheriff's Department
- Prior notice is required for scheduling a line-up
- All special props such as hats, bandannas, glasses, etc. shall be supplied by the requesting agency
- Investigating agency requesting the line-up shall arrange for photographs and assignment of an officer to be present at the line-up
- Investigating agency is responsible for contacting all victims, witnesses and attorneys whose presence is required at the line-up
- Line-ups shall start promptly at the scheduled time and should be completed within 30 minutes
- PRCS deputy shall ensure that inmates scheduled for line-ups are in custody on that date. If the inmate has been released or unable to participate in the line-up, the PRCS deputy shall notify the investigating agency

### **LINE UP:**

Persons arriving at West Valley Detention Center who state they are here to surrender themselves for a line-up shall be processed as follows:

- Lobby personnel shall immediately check with the PRCS deputy to ensure a line up is scheduled for that day
  - If the person arrives later than 0800 hours, the PRCS deputy may cancel the line-up and shall notify the agency of the cancellation. The defendant shall be advised to contact their attorney for further instructions. The line-up may be rescheduled by the investigating agency for the next available date.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Line Up Procedures

Bureau Policy: 14.1210.00 Line Ups

Facility Policy: (34)14.1210.15 Line Up Procedure

- The defendant shall be advised if he has any cash or personal property in their possession, they will have to secure them. Personal property and cash will not be allowed into the facility.
- The defendant shall be taken to intake for booking and the original court order hand delivered to the booking officer.
- The defendant is processed like a Book and Release booking
  - The correct charge to be used for booking shall be "Commitment/Court-Ordered Line Up".
- The defendant shall be dressed in orange jail clothing and housed alone in an intake cell until time for the look-a-like selection process and the line-up.
- After the line-up is completed, it is the responsibility of the PRCS deputy to arrange for the immediate release of the defendant.
  - If the defendant's attorney desires to see him after the line-up, the attorney and defendant shall be directed to the Attorney Visit Room located next to the line-up area.
- The Support Services sergeant shall be responsible for maintaining a copy of the court order requesting a line-up in the Support Services Office. This copy shall reflect information such as the date the line-up is scheduled, the date the line-up is actually conducted and/or cancelled. The copy may also reflect any other information that might be pertinent for statistical or other reasons.
- Any failure on the part of the defendant to comply with facility rules or lawful orders may be grounds for immediate release of inmate and cancellation of line-up.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Video Arraignment

Bureau Policy: 14.1410.00 Video Arraignment

Facility Policy: (34)14.1410.00 Video Arraignment

The Video Arraignment rooms are located at the West Valley Detention Center, [REDACTED]  
[REDACTED]

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: May 27, 2025

Bureau Policy Section: Video Arraignment

Bureau Policy: 14.1410.00 Video Arraignment

Facility Policy: (34)14.1410.10 Safety Staff Responsibilities

The housing deputy shall feed all video arraignment inmates (AM and PM) prior to their video arraignment. At the completion of breakfast and after regular court inmates have been sent to Transportation, all video court inmates shall be pulled from their housing segments and placed in the general-purpose room (G room). Prior to escorting the inmate to Video Arraignment, the housing unit deputy shall ensure the inmate to be arraigned is fully dressed and has an Inmate ID card in their possession.

The deputies assigned to the Video Arraignment shall maintain security until court proceedings are completed. They shall ensure that all inmates are sent back to their housing unit.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Video Arraignment

Bureau Policy: 14.1410.00 Video Arraignment

Facility Policy: (34)14.1410.15 Court Paperwork

All court paperwork shall be faxed to the West Valley Detention Center from the arraignment court. Upon receipt, the paperwork shall be forwarded to the court liaison. All inmates released from custody because of their arraignment hearing shall be processed as a priority.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Video Arraignment

Bureau Policy: 14.1410.00 Video Arraignment

Facility Policy: (34)14.1410.20 Notification to Court Officer

The sheriff's custody specialist (SCS), assigned to Video Arraignment, shall notify the court officer by telephone of any scheduled cases not heard or of any court orders not received.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Video Arraignment

Bureau Policy: 14.1410.00 Video Arraignment

Facility Policy: (34)14.1410.25 Video of Introductory Rights

Once inmates are inside Video Arraignment, they shall be shown a video with a judge's prerecorded message.

The judge on the tape shall advise the inmates:

- Of their constitutional rights, the right to waive these rights, and the importance of understanding of their rights
- Of the charge(s) pending against them
- Of the consequences involved when they plead guilty or "no lo contendre" to an infraction, misdemeanor, or felony
- If they are not U.S. citizens, 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 administrative fee will be added
- This video is also available in Spanish

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Video Arraignment

Bureau Policy: 14.1410.00 Video Arraignment

Facility Policy: (34)14.1410.30 Deputy Advisement to Video Arraignment Inmates

Once inmates have seen the Video Arraignment Introductory Rights Tape, the deputy assigned to Video Arraignment, shall read verbatim, the Video Arraignment Advisement on the current advisement form. The Support Services sergeant shall ensure this form is laminated for repeated use and the printed advisement is authorized by the District Attorney's Office.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Video Arraignment

Bureau Policy: 14.1410.00 Video Arraignment

Facility Policy: (34)14.1410.35 Video Arraignment Process

Inmates are called up to the video monitor one at a time to be interviewed by the judge. Once the arraignment process has been completed, the deputy assigned to Video Arraignment shall arrange for escort back to the inmate's housing location.

Female inmates shall be returned to their housing unit by the deputy assigned to Video Arraignment.

Special classification inmates shall be returned to the holding cells until time allows for the inmate to be escorted to their housing unit.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Video Arraignment

Bureau Policy: 15.210.00 Court Calendar

Facility Policy: (34)15.210.00 Court Calendar Distributions

The court calendar SCS shall generate various types of court calendars. Copies of each shall be distributed as listed:

[REDACTED]

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Court Pulls

Bureau Policy: 15.310.00 Court Pull Guidelines

Facility Policy: (34)15.310.00 Court Pull Guidelines

Transportation pull for inmates scheduled for court or facility transfers shall be conducted as follows:

- The graveyard housing unit staff shall review the court calendar and use highlighters to indicate the scheduled destination of the inmates housed in their units (such as: AM/PM Video Arraignment, regular court pull, roll-ups to Morongo and outlying Type I facilities, State Prison, etc.).
  - Housing unit staff shall identify any ADA inmates listed on the court calendar and advise Core Rover.
  - Core Rover will coordinate with Transportation to comply with Bureau Policy on Inmates with Disabilities and Court Transportation.
- Based on the list, the graveyard housing unit staff shall wake the inmates for the serving of court breakfast and ensure the inmates have sufficient time to get ready.
- The housing unit SCS shall coordinate with the deputy to stage the inmates to walk to Transportation or Male/Female Intake, depending on their destination.
- The housing unit deputy shall ensure each inmate is searched for contraband prior to leaving the unit.

[REDACTED]

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Fiscal Responsibilities

Bureau Policy: 16.305.00 Fiscal Responsibilities

Facility Policy: (34)16.305.10 Intake Drawer Recap

A fiscal assistant will verify the intake drawer daily. The intake drawer should contain all the monies collected per shift from new arrestees booked into West Valley Detention Center. An Automated Cash Recap shift report and an Intake Balance Sheet Verification form will be completed by the fiscal assistant. All monies collected at each booking window shall be packaged, sealed in a bag and dropped into the locked fiscal box on the Bridge.

It shall be the duty of the fiscal assistant to balance all monies collected from the booking windows at each shift. After all the drawers have been verified, the total amount of money is placed in the fiscal safe and an entry is made in the West Valley Detention Center Cash Counts file.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Fiscal Responsibilities

Bureau Policy: 16.305.00 Fiscal Responsibilities

Facility Policy: (34)16.305.15 Verification of Release Drawers

The release drawer shall be verified as follows:

- The fiscal assistant shall obtain a Release report for the individual shifts
- The release drawer should contain: Quick books Check report, Release report, Check Issued report and remaining cash
- The fiscal assistant shall:
  - Count the remaining money in the release drawer ○
  - Add the totals from the
    - Release report
    - Copies of checks written on the shifts



All of the release drawers shall be verified in the same manner and the Daily Fiscal report will be filled out.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Fiscal Responsibilities

Bureau Policy: 16.305.00 Fiscal Responsibilities

Facility Policy: (34)16.305.20 Intake/Release Drawer Overages and Shortages

After the cash drawers have been verified and the Daily Fiscal report has been filled out, overages and shortages shall be identified. Under no circumstances shall money overages be used to correct or balance money shortages.

If the overage cannot be credited to the appropriate account, it will be handled in the following manner:

- An entry will be made in the West Valley Detention Center Daily Deposit Log. The money shall be deposited into the bank account.
- Shortages determined during the audit shall be documented in the West Valley Detention Center Daily Deposit Log.

When a cash shortage is discovered, an audit shall be conducted to include:

- Recounting of cash
- Reviewing all transactions for the period
- Checking the amounts of all checks and money order to ensure the receipts were written for the correct amounts

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Fiscal Responsibilities

Bureau Policy: 16.305.00 Fiscal Responsibilities

Facility Policy: (34)16.305.25 Release Drawer Preparation for Oncoming Shift



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Fiscal Responsibilities

Bureau Policy: 16.305.00 Fiscal Responsibilities Facility

Policy: (34)16.305.30 Shortage Fund

[REDACTED]

[REDACTED]

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Money Release

Bureau Policy: 16.350.00 Inmate Money Release

Facility Policy: (34)16.350.00 Inmate Money Release

Using the Automated Request Slips, the inmate shall request the Inmate Property/Money Release/Clothing Exchange Form (ASU#000301). Once completed, the housing unit staff shall route the forms to the fiscal mailbox for approval/denial of request.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Records

Bureau Policy: 17.101.00 Medical Records Procedures

Facility Policy: (34)17.101.00 Medical Records Procedures

A patient's record, except for mental health histories/information, may be disclosed with the patient's written authorization to any person so designated. A completed Authorization for Release and/or Disclosure of Medical Information form shall be required prior to disclosure. The signed release form shall be given to the medical records clerk for processing.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Sick Call Schedule

Bureau Policy: 17.200.05 Sick Call Policy

Facility Policy: (34)17.200.05 Sick Call Policy

Nurse sick call shall be held on a daily basis in each housing unit. Nurse sick call shall be logged in the Housing Unit Log Book. Inmates seeking medical attention for non-life-threatening medical conditions shall submit a Health Services Request form on the Automated Request Slip (ARS). Inmates will be placed on an appointment list to see a registered nurse.

Deputies shall not send "walk - in" inmates to sick call unless the illness or injury is of an emergency nature. Inmates who become ill and are not emergency cases shall be referred to submit a Health Services Request form to be scheduled for the next available sick call.

If an illness or injury needs immediate attention, the deputy is to first contact the nurse and advise of the need for treatment. The nurse shall then authorize the deputy to bring the inmate to the nurse's station or the nurse may respond to the area where the inmate is located.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Sick Call Schedule

Bureau Policy: 17.220.00 Facility Medical Doctor

Facility Policy: (34)17.220.00 Facility Medical Doctor

A qualified healthcare professional shall schedule appointments to see a facility medical doctor. Generally, appointments are scheduled Monday through Friday.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Sick Call Schedule

Bureau Policy: 17.230.00 Facility Psychiatrist

Facility Policy: (34)17.230.00 Facility Psychiatrist

A qualified mental health professional shall schedule appointments to see a facility psychiatrist.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Sick Call Schedule

Bureau Policy: 17.240.00 Facility Psychologist

Facility Policy: (34)17.240.00 Facility Psychologist

A qualified mental health professional shall schedule all appointments to see a facility psychologist.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Sick Call Schedule

Bureau Policy: 17.250.00 Facility Dentist

Facility Policy: (34)17.250.00 Facility Dentist

A qualified healthcare professional shall schedule appointments to see a facility dentist.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Procedures

Bureau Policy: 17.320.00 Sick Call/Medication Delivery

Facility Policy: (34)17.320.00 Sick Call Medication Delivery

It shall be the responsibility of the housing unit staff to ensure inmates are locked down on their bunks or secured in their cells with the televisions turned off when medication is distributed.

The housing unit SCS shall give notice to the inmates that medication distribution will begin and advise the inmates to lock it down. Inmates who are to receive medication shall be advised to line up fully dressed with their inmate ID card, and a cup of water (if necessary). The housing unit deputy shall escort the medication nurse as he/she distributes medication.

Medication delivery shall be documented in the Housing Unit Log Book.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Procedures

Bureau Policy: 17.330.00 Hospital Referral

Facility Policy: (34)17.330.00 Hospital Referral

Sick or injured inmates shall be examined by a qualified healthcare professional. If the examination indicates it is necessary to have the subject treated at the hospital, the qualified healthcare professional shall complete a referral form. The referral form shall accompany the inmate to the hospital.

It shall be the duty of the charge nurse to coordinate transportation with the core rover deputy for all inmates being referred to the hospital.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Procedures

Bureau Policy: 17.330.10 Transport of Inmates to and From the Hospital

Facility Policy: (34)17.330.10 Transport of Inmates to and From the Hospital

The transporting deputy shall carry the hospital referral in a sealed envelope and provide it to hospital or ambulatory staff.

Upon return from the hospital, the transporting deputy shall escort the inmate to the Infirmary along with all hospital paperwork and any additional items.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Procedures

Bureau Policy: 17.330.25 Procedures for Transferring and Returning Inmates to Arrowhead  
Regional Medical Center

Facility Policy: (34)17.330.25 Procedures for Transferring and Returning Inmates to Arrowhead  
Regional Medical Center

Once an inmate has been admitted and issued a room number at the Arrowhead Regional Medical Center or any other hospital, the core rover deputy shall update the inmate's housing location in JIMSNet. The core rover shall notate in the comments section: the room number and general reason for admittance (such as: complaint of chest pain).

Once an inmate has returned to West Valley Detention Center, the core rover deputy shall update his/her housing location in JIMSNet.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Procedures

Bureau Policy: 17.340.00 Inmates Admitted to and Released from Patton State Hospital

Facility Policy: (34)17.340.00 Inmates Admitted to and Released from Patton State Hospital

### **Admitted to Patton State Hospital**

Inmates admitted to Patton State Hospital are given credit for all accrued good and work time up to the date of admission. The inmate's outdate is adjusted accordingly without any further credit for good and work time, thereby establishing a full-time adjusted outdate which is the length of time the hold shall be requested at Patton State Hospital. The inmate shall be given a credit for straight time only while at Patton State Hospital. If the subject is released from Patton State Hospital prior to the expiration of his/her full-time outdate, the inmate shall be returned to a SBCSD detention center to serve the remainder of their sentence. The inmate may earn credit for good and work time upon his/her return.

Any inmate who is sent to Patton State Hospital or any state hospital shall be released in the computer by the duty officer. Depending on the circumstances, should the inmate return to the West Valley Detention Center to complete his/her pretrial commitment, he/she shall be booked in under the previous booking number so long as there has been no lapse in the inmate's incarceration.

When an inmate is first admitted to Patton State Hospital, his money and personal property shall be forwarded to the property clerk at Patton State Hospital and a receipt shall be obtained and filed in the jacket.

### **Released from Patton State Hospital**

If the inmate is returned to the jail at a later date, his money and property shall be returned with him and routinely processed.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Procedures

Bureau Policy: 17.360.00 Court Orders

Facility Policy: 17.360.00 Court Orders

Court orders received regarding medical treatment of inmates shall be forwarded to the Health Services division.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Procedures

Bureau Policy: 17.370.00 Specific Medical Problems

Facility Policy: (34)17.370.00 Specific Medical Problems

Inmates who have specific medical problems that require special treatment, shall be seen by a qualified healthcare professional who shall determine the appropriate course of action and/or treatment.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Procedures

Bureau Policy: 17.370.20 Special Diets

Facility Policy: (34)17.370.20 Special Medical Diets

Any special medical diet requirement shall be initiated by a qualified healthcare professional. A copy of the paperwork shall be forwarded to Culinary and a second copy shall be placed in the inmate's medical record.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Procedures

Bureau Policy: 17.380.25 Procedure for Accepting and Exchanging Prescription Eyeglasses

Facility Policy: (34)17.380.25 Procedure for Accepting and Exchanging Prescription Eyeglasses

Inmates may have prescription eyeglasses placed or exchanged on their property. Eyeglasses, previously in the inmate's possession which have been damaged, may be exchanged on a one for one basis. Prescription contact lenses and contact wash may also be placed on the inmate's property. Contacts and contact solution must be new and sealed in their original containers.

Visitors shall check in at the Visiting Lobby window and be given a pass to the Property Room window at the direction of the sheriff's custody specialist (SCS) assigned to the Property Room.

The SCS accepting the glasses shall enter the information in the computer system, record any existing damage to the eyeglasses and place the glasses in the inmate's property. The SCS shall contact the corresponding housing unit staff to notify receipt of the inmate's glasses and arrange a time the glasses will be retrieved and delivered to the inmate. The Property Room SCS shall provide the deputy with a receipt for the inmate to sign. The housing unit deputy will make delivery/exchange of the glasses with the inmate at the housing unit. The inmate shall sign the receipt. The signed form shall be forwarded to the Bridge for filing in the inmate's jacket.

If an exchange occurs, the housing unit deputy will return the old glasses to the Property Room SCS, who will place the old glasses in the inmate's property bin. Glasses shall be inspected for contraband and proper working order by a deputy prior to being released to the inmate.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Procedures

Bureau Policy: 17.390.05 Medical Clinic Security

Facility Policy: (34)17.390.05 Medical Clinic Security

It shall be the duty of the deputy assigned to the Medical Clinic to maintain security. The deputy shall work with qualified healthcare professionals and housing unit staff to coordinate the scheduling and treatment of special classification inmates.

Inmates in the Medical Clinic for treatment shall adhere to all facility rules. Inmates shall not communicate in the waiting area of the Medical Clinic or possess any items other than their inmate ID card on their person. Inmates who do not adhere to the rules shall be subject to disciplinary actions as approved per policy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Procedures

Bureau Policy: 17.390.05 Medical Clinic Security Facility

Policy: (34)17.390.10 Nurse Stations

Each housing unit has a nurse's station. The deputy(s) assigned to the housing unit are responsible to make sure the nurse's station is secure and unoccupied when qualified healthcare professionals are not present.

The nurse's station shall be used by healthcare staff only. All other staff are not to utilize or stay in the room unless healthcare staff.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: 08/2011

Bureau Policy Section: Methadone Usage

Bureau Policy: 17.510.00 Administration of Methadone

Facility Policy: (34)17.510.00 Administration of Methadone

Any methadone clinic employee or employee of a contract delivery service shall be cleared at a "Level 5" security clearance level. Once cleared, persons making methadone deliveries shall administer the methadone using the following procedure:

- The sheriff's custody assistant (SCA) assigned to the Visiting Lobby, shall verify the identity, clinic paperwork, and security clearance of the person delivering the methadone, and if all criteria is met, shall direct them to the Visiting Lobby deputy for physical clearance.
- The Visiting Lobby SCA shall coordinate with the lobby deputy and Master Control and communicate with them, the individual they will be screening is here to administer methadone.
- While the individual is being screened by the lobby deputy, he/she shall call the inmate's housing unit and direct them to send the inmate to the Officer Interview room.
- The Visiting Lobby SCA shall call Male Intake and direct a deputy to meet the individual at Master Control to be escorted to the Officer Interview room.
- Master control shall obtain the necessary information pertinent to Facility Visitor's Log (ASU # 080801), hold the visitor's identification and issue the individual an "escort" pass.
- Master control shall only allow the person to enter the secured area of the facility with the escort of a deputy.
- The Male Intake deputy shall escort the individual to the Officer Interview room, where he shall remain present and witness the administering of the methadone to the inmate. The deputy shall have the inmate returned to his/her housing unit, then escort the individual back to Master Control where he/she shall leave the facility through the Visiting Lobby.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: 08/2011

Bureau Policy Section: Communicable Diseases/Bloodborne Exposure

Bureau Policy: 17.650.00 Court Ordered AIDS Testing

Facility Policy: (34)17.650.00 Court Ordered AIDS Testing

Penal Code Section 1202.6 mandates AIDS testing upon conviction for certain offenses relating to prostitution. The court will order such testing to be completed by the San Bernardino County Department of Public Health. When such an order is made, the court routes a copy of the order to the facility housing the inmate. The Public Health Department will contact the Corrections Bureau Health Services Division to arrange for the specimen collection (Bureau Policy 17/650).

When a copy of the court order arrives at the West Valley Detention Center, the following procedure shall be followed:

- The copy of the court order shall be routed to the Infirmary, where a copy shall be retained until the blood draw has been completed by the Department of Public Health.
- An employee of the Department of Public Health shall administer the ordered draw, after entering the secured portion of the facility with an escort after checking in at Master Control.
- Medical personnel in the Infirmary shall coordinate and witness the blood draw of the inmate, and return the inmate to his/her Housing Unit upon completion.
- The Department of Public Health employee shall take the blood sample with him/her and be escorted to Master Control to exit the facility.

The results of the blood test will be reported from the Department of Public Health directly to the ordering court.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Pregnant Inmates

Bureau Policy: 17.850.00 Pregnant Inmate Housing

Facility Policy: (34)17.850.00 Pregnant Inmate Housing

A qualified healthcare professional shall advise the Centralized Classification Unit (CCU) when a female inmate is pregnant. Notification shall be done using the Housing Assignment form printed from the Electronic Health Record or the Special Housing/Medical Recommendation form (ASU #060401). The qualified healthcare professional shall determine the need for a pregnant inmate to be housed in sheltered housing.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Medications

Bureau Policy: 17.960.00 Medication Disbursement

Facility Policy: (34)17.960.00 Medication Disbursement

Facility Procedure Manual does not differ from Bureau Policy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Court Ordered Doctor Visits

Bureau Policy: 17.1020.00 In Custody Psychiatric Exams

Facility Policy: (34)17.1020.00 In Custody Psychiatric Exams

When a court appointed Mental Health Examiner (MHE) has a valid court order and needs to evaluate an inmate he has three options:

**Option 1: (Official Visiting Booth)** Generally, court appointed MHE's shall conduct visits in official visiting booths, or other secure locations within the facility where the examiner and the inmate are separated by a barrier. The court appointed MHE shall enter the facility through the Visiting Lobby. The MHE shall present his credentials and minute/court order to the Visiting Lobby staff. The Visiting Lobby deputy shall collect a CDL and issue the MHE an official visitor's key for the unit the inmate is housed in.

The Visiting Lobby deputy shall then advise Master Control an MHE is enroute. The MHE will check in at Master Control. The sheriff's custody specialist (SCS) assigned to Master Control, shall collect the official visitor's key. A member of Health Services staff shall respond to Master Control and escort the MHE to the Medical Clinic to review the charts (if chart review is needed). After the MHE reviews the medical charts, a member of Health Services staff shall escort the MHE back to Master Control, the MHE will proceed to the unit to conduct the evaluation. Once the evaluation is completed, the MHE shall turn in the official visitor's key and check out of the facility with the Visiting Lobby deputy.

**Option 2:** When the MHE requests to have a contact evaluation, the MHE shall sign the Assumption of Risk and Release of Liability form (ASU#141212) before any visit is authorized. The liability forms shall be kept on file in the administrative sergeant's office. Once approved the MHE, shall contact the administrative sergeant or his designee and arrange for the evaluation to take place. The contact visit shall take place in the Unit 15

“Vista Room”, located upstairs in the general-purpose room (G room) of Unit 15. The MHE shall be placed inside the Vista Room along with the inmate and the door secured. A deputy shall supervise the visit from a position which allows him to observe the interaction between the MHE and the inmate without over hearing private medical information. The MHE and inmate shall not be left unsupervised. Only one MHE shall be scheduled to use the room at a time. Once the evaluation is completed the deputy assigned to supervise the visit shall escort the MHE to the Visiting Lobby.

**Option 3:** The MHE may use one of the secure official visiting booths located upstairs in Unit 15. The inmate shall be placed inside the official visiting booth. The MHE shall sit on the outside of the booth. The MHE may use the adjustable table and chair from the nurse's office as needed. The tray door will be left open for the MHE and inmate to communicate through. The MHE may pass items to the inmate to be manipulated as needed. Immediate supervision by a deputy is not necessary.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Court Ordered Doctor Visits

Bureau Policy: 17.1020.05 Court Ordered Psychiatric Evaluation of Inmate's Medical File

Facility Policy: (34)17.1020.05 Court Ordered Psychiatric Evaluation of Inmate's Medical File

Court ordered psychotherapists with a need to review an inmate's medical file shall make arrangements with the Medical Clinic.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section PC290/296 Compliance

Bureau Policy: 17.1500.03 Notification

Facility Policy: (34)17.1500.03 Notification

Facility Procedure Manual does not differ from Bureau Policy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: PC290/296 Compliance

Bureau Policy: 17.1525.00 Out of Custody Probationers

Facility Policy: (34)17.1525.00 Out of Custody Probationers

Out-of-custody probationers shall not be accepted at the West Valley Detention Center for the sole purpose of having DNA samples taken without written consent from the facility commander.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: PC290/PC296 Compliance

Bureau Policy: 17.1530.00 Court Return Officer's Responsibilities

Facility Policy: (34)17.1530.00 Court Return Officer's Responsibilities

The court return officer shall notify the core rover deputy of inmates who need to provide DNA samples.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: May 27, 2025

Bureau Policy Section: PC 290/PC296 Compliance

Bureau Policy: 17.1535.00 Duty Officer

Facility Policy: (34)17.1535.00 Duty Officer Responsibilities



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

GLOSSARY OF TERMS

Adjusted out date (AOD)	Date an inmate is set to be released
Administrative Support Unit (ASU)	Division responsible for Detentions Bureau policies, compliance and bureau training
Automated Request Slips (ARS)	Electronic inmate request submitted on the housing unit kiosk
Biometric Identification System (IBIS)	Single fingerprint comparison to AFIS database for rapid identification
Board of State and Community Corrections (BSCC)	California regulatory agency which establishes minimum standards and conducts biennial inspections for local adult and juvenile detention facilities
Civil Commitment	Civil confinement ordered by the court
Civil Commitment (6600)	Civil confinement of a previously convicted sexually violent offender, who is likely to engage in a sexually violent criminal behavior
Core rover	Deputy who facilitates day to day operations at the direction of the floor sergeants
Correctional Mental Health Services (CMHS)	Providing comprehensive assessment and treatment for correctional patients with mental health issues. The clinical goal of individual maximum level of wellness
Corrections Force Investigation Team (CFIT)	Investigation team tasked with reviewing all use of force incidents to ensure compliance with policy and is properly documented
Count	Physical accounting of all inmates in custody at a specific facility
Destroyed clothing	Intentional destruction of clothing and bedding. Inmates may be placed on discipline and/or subjected to prosecution for PC594(b)(2)(A) or another appropriate penal code section
Electronic Health Record (EHR)	Systematized collection of inmate health information in a digital format
Emergency Operations Plan (EOP)	Facility emergency procedures
Grievance	A complaint regarding conditions of confinement
Human Machine Interface (HMI)	Computer program used for door control, intercom, and utilities

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

GLOSSARY OF TERMS

In Propria Persona (Pro-Per)	An inmate who appears before court without a legal representative or lawyer
Jail Based Competency Treatment (JBCT)	Sheriff's and department of state hospital have established a jail-based competency treatment program for the assessment and treatment of correctional patients that have been identified through court process to be incompetent to stand trial
Jail Discipline Report (JDR)	Inmate discipline with specific report number used for tracking
Jail Ward	Wing of ARMC for inmates in custody of the sheriff's department who require hospitalization
Chrono	Recommendation form for special accommodation
Parole	Inmates who served a sentence in state prison may be released under the supervision of state parole agents
Post Release Community Supervision (PRCS)	Inmates who served a prison sentence in county jail may be released under the supervision of the probation department
Prison Rape Elimination Act (PREA)	Federal law that addresses prevention, detection, and response to sexual abuse in detention facilities
Sallyport	The area between two (or more) interlocking doors serving as an ingress and egress path to each other
Sheriff's Transitional Assistance Re-Entry Team (START)	Release assistance for inmates not on parole or probation who need veteran's programs, homeless assistance, substance abuse, GED or educational programs, job training, or vital document paperwork
Watch commander	Shift lieutenant