North County Detention Facility Policies
1.0 POLICY STATEMENT

The NCDF fire alarm system shall be operated according to the procedures specified in this chapter and the 401 Control Operational Manual.

2.0 DEFINITIONS

**LED**
(Light Emitting Diode) Status light located on the bottom of each smoke detector and on the fire panel.

**Fire Panel**
Fire alarm system panel located on the west wall of the 401 Control room.

**Fire Alarm Panel Tracking Log**
A form used to track fire alarm system activation for Facilities Operations Staff.

**Manual Pull Station**
A method of reporting fires by pulling a small handle from a box mounted in the walls.

3.0 GENERAL INFORMATION

A. The fire system is not integrated into the touch screen and cannot be silenced or reset except by using the switches on the fire panel.
B. Smoke detectors which have not been activated will have a flashing red LED. The LED will flash once every 30 to 45 seconds.
C. Smoke detectors which have been activated will have a steady glowing red LED.
D. Each smoke detector base has a number attached to it which is to be used when referring to a specific device.
E. An alarm is indicated on the fire panel as a red LED next to the zone or location in which the alarm has been activated.
F. A trouble is indicated on the fire panel as a yellow LED next to the zone or location in which the trouble is located. Troubles may not be reset by the 401 Control Officer. Facilities Operations staff must be notified.
G. A trouble indicates a device which has been tampered with or a violation of the supervisory circuits.
H. Facilities Operations staff shall be responsible for checking the Fire Alarm Panel Tracking Log on a daily basis.
I. The fire system zones/locations are posted next to the fire panel in 401 Control.

4.0 PROCEDURES
4.1 FIRE SYSTEM ACTIVATION

A. When the fire system has been activated, the **401 Control Officer** shall radio a staff member in the zone where the alarm is registering and request a search of the area for any signs of a fire situation.

B. The **Staff Member** will check the area for a smoke or fire situation and, if the area is clear, check all detectors and devices in the zone for one which has been activated.

C. Once it has been determined there is no fire situation, the **401 Control Officer** may silence the fire panel and alarms at the activated zone.

D. The procedures specified in [Emergencies - Fire](http://scsd-intranet/manuals/ncdf/401-control-operations-fire-alarm-system.htm) shall be initiated if a fire situation is present.

E. If there is no fire situation, the **Staff Member** will report his findings to the 401 Control Officer including an activated detector number, if found, and probable cause of the alarm (e.g. heavy dust, smoke, steam from showers, etc.).

F. If all detectors in the affected zone have flashing red LED's, indicating they have not been activated, and all other devices in the zone are in the normal state, the **401 Control Officer** shall notify the Watch Commander immediately and shall not reset the fire panel.

G. The **Watch Commander** shall contact on-duty Facilities Operations staff or contact Sheriff's Dispatch for the on-call Facilities Operations staff member.

H. The **401 Control Officer** shall document all fire system activation on the [Fire Alarm Panel Tracking Log](http://scsd-intranet/manuals/ncdf/401-control-operations-fire-alarm-system.htm).

I. If no reason is found for the activation of the system, the "CAUSE" section shall be completed by the responding Facilities Operations Staff Member.

J. **Facilities Operations Staff** will respond to 401 Control immediately, check the system for malfunctions, complete the "CAUSE" section of the Fire Alarm Panel Tracking Log and reset the fire panel.

4.2 FIRE PANEL RESET

A. The **401 Control Officer** may silence and reset the fire panel once it is clear that no fire condition exists in the activated zone.

B. To silence the panel and the alarm at the activated zone, the **401 Control Officer** will press the SILENCE switch on the fire panel.

C. To reset the panel, a **Facilities Operations Staff** will open the fire panel door and press the RESET switch.
1.0 POLICY STATEMENT

In order to facilitate timely reports for misdemeanor offenses which involve inmates, Correctional Staff shall be authorized to write misdemeanor crime reports within the guidelines set forth in this chapter. In addition, to accurately track the disposition of weapons and trace amounts of drugs which cannot be associated with a particular individual, Correctional Staff shall write informational crime reports.

2.0 DEFINITIONS

None

3.0 GENERAL INFORMATION

3.1 LIMITS OF AUTHORITY TO MAKE ARRESTS/COMPLAINTS

A. Under 836.5 P.C., Correctional Officers are designated as Public Officers, and may send crime reports to the District Attorney's Office for complaint when there is reasonable cause to believe an inmate has committed a misdemeanor offense while in custody.

B. Correctional Officers are authorized to prepare crime reports on inmates for the following misdemeanor offenses:
   1. 242 P.C. Battery (Any willful and unlawful use of force or violence upon the person of another)
   2. 488 P.C. Petty Theft (Theft of any item or property not otherwise defined in the Penal Code)
   3. 4600 P.C. Damage to County Property (The willful and intentional damage or destruction or injury to any jail, prison, or any public property in any jail or prison)
   4. 166.4 P.C. Violation of a Court Order (Refusal to obey a direct order of the court or cause a disruption in any court)
5. 594 P.C. Vandalism (The malicious defacement, damage or destruction of real or personal property not his or her own)
6. 148 P.C. Interfering with the Duties of a Public Officer (Any person willfully resists, delays, or obstructs any public officer, peace officer, or emergency medical technician)
7. 11550 H&S Under Influence of a Controlled Substance (No person shall be under the influence of any controlled substance)
8. 647(f) PC Under the influence of alcohol, drugs toluene or any combination, and unable to care for self.

C. Correctional Officers are only authorized to prepare crime reports involving inmates, not visitors or other members of the public.

D. When a 242 P.C. occurs, and there is no clear aggressor and/or the victim does not wish to press charges, an Incident Report shall be written and a Termination of Investigation form will be used and the 242 P.C. will be handled administratively through the disciplinary process.

E. Although generally Correctional Officers are not authorized to detain or arrest visitors to the facility, they may detain visitors under the following circumstances:
   1. The visitor is impaired to the extent that allowing him to drive a vehicle would present a danger to himself and others.
   2. The visitor assaults/batters a staff member, in which case the visitor may be restrained to keep him from continuing the assault/battery.

F. Correctional Staff may ask that a visitor they wish to have arrested sit down and wait for a deputy to make the arrest, however, if the visitor chooses to leave the facility, the staff member must allow him to do so, with the exception of the two circumstances listed above.

G. When a Correctional Officer seeks a criminal complaint with reasonable cause, within the course and scope of employment, he is not civilly liable for false arrest or false imprisonment.

3.2 MISDEMEANOR CRIME REPORTS

A. Crime reports shall be written as statements of fact, without personal or editorial opinions.
B. In cases where property is damaged, the total cost of replacement or repair, including staff time, shall be considered by the Sergeant when determining whether the crime is a felony or misdemeanor.
C. When determining whether or not a battery is a misdemeanor or felony, it is important to evaluate the extent of the injury to the victim.
   1. If the victim loses consciousness, sustains a concussion or a wound requiring sutures, or cannot use a body part for a protracted period of time because of the injury, it is likely the battery should be charged as a felony.
   2. If the battery involved force likely to produce great bodily injury, (e.g. repeated blows, repeated kicking, use of a weapon, etc.) the crime should be pursued as a felony.
   3. In either of these circumstances, once a determination is made that the battery was felonious, the victim does not have the option of signing a Termination of Investigation form and a deputy must be called to take a crime report.

D. Inmates found to be intoxicated, who do not fall into the category of 11550 H&S, shall be processed administratively through the disciplinary process, and no crime report shall be written, with the exception of those inmates found to be in violation of the conditions of their court order. In this case, a crime report may be written for 166.4 P.C.

3.3 INFORMATIONAL CRIME REPORTS

A. Informational Crime Reports shall be written when weapons or trace amounts of suspected drugs are found within the secure perimeter of the Facility, and they cannot be associated or linked with a particular individual.
B. Informational Crime Reports serve CIB in tracking incidents such as those listed in 3.3, A., and enable the Property Clerk to track the destruction of the items.

3.4 MISCELLANEOUS INFORMATION

A. The Administrative Lieutenant is the liaison with the Courts and District Attorney's Office.
B. The procedures for booking video and audio tapes of criminal incidents or crime scenes, or for booking other evidence is covered in the Evidence Collecting/Storage chapter.
C. In all cases, an evaluation shall be made by the Watch Commander and Facility Manager to determine if it would be more effective to handle the misdemeanor offense administratively and/or criminally, recognizing that in most cases, the administrative penalties for misdemeanor offenses are frequently more effective than those given by the courts.

4.0 PROCEDURES

4.1 ON-VIEW MISDEMEANORS

A. When a misdemeanor is committed in an Officer's presence or if an Officer is told about a misdemeanor offense which occurred out of his presence, he will:
   1. Isolate the inmate, if the offense is likely to continue or re-occur;
   2. Immediately notify the Watch Commander of the situation;
   3. Conduct a thorough investigation of the incident, including interviewing victim(s), witnesses, the suspect, collection of any evidence, etc. (Refer to Evidence Collection - Storage and Handling for evidence collection procedures.)
      a. If the suspect is interviewed and it is believed the investigation will result in a request to the District Attorney's Office for a complaint, the Officer must first read the inmate his Miranda rights.
   4. Present his findings to the Watch Commander.

B. The Watch Commander will:
   1. Discuss the issue thoroughly with the Officer;
   2. Review the incident report and any supporting documents (e.g. witness statements, victim/suspect statements, evidence, etc.);
   3. Determine whether the matter should be handled administratively and/or criminally.

C. If it is determined the matter requires a crime report, the Watch Commander will advise the officer to write a crime report, and as needed, provide a Citizen's Arrest form to the inmate for his signature (to be included as part of the report).

4.2 SENDING A MISDEMEANOR CRIME REPORT TO THE DA FOR A COMPLAINT

A. If the Watch Commander determines that a report should be sent to the District Attorney's Office for a complaint, rather than handling the offense administratively, he will advise the Officer to include a statement at the end of his report that he wishes to send the report to the District Attorney's Office for a complaint.

B. The Officer will complete:
   1. A Crime/Incident Report Face Sheet
   2. An Incident Report
   3. A Miranda Warning (if needed)
   4. An Evidence/Property Record (if needed)

C. When the paperwork is completed, the Officer will:
   1. Formally advise the inmate that the report is being submitted to the District Attorney's Office for a complaint.
   2. Ask the Central Clerk to provide him with a CLETS check of the suspect and attach the CLETS printout to the crime report.
      a. The CLETS printout provided to the District Attorney's Office with the crime report shall be provided
by the Central Information Bureau (Sheriff's Records) whenever no one is available to operate the CLETS terminal at NCDF.

3. Give the original crime report, incident report and supporting documentation and one photocopy of each document to the Watch Commander for review.
   a. The Watch Commander will process the additional copy of the incident report as specified in the Incident Report chapter.

D. The Watch Commander will review the report to determine if:
   1. It is complete and correct;
   2. Contains the necessary elements to support the charge; and
   3. All required paperwork, signatures, and staff member ID numbers are included.

E. The Watch Commander will return the report to the Officer if it is inaccurate or incomplete, or does not appear to contain the necessary elements for the charge.

F. When the report is determined to be complete, the Watch Commander will sign the report and forward the entire report to the Facility Manager for review.

G. The Facility Manager will review the report to ensure all of the elements of the crime are included and to determine if a crime report is the best course of action.

H. If the Facility Manager determines the offense would be better handled administratively he will return the crime report to the Supervising Sergeant with his decision.

I. If the Facility Manager determines the crime report should be forwarded to the District Attorney's Office for a complaint he shall:
   a. Contact Sheriff's Dispatch for a crime report number;
   b. Write the crime report number on all of the crime report documents;
   c. Enter the crime report number into the appropriate SCADS incident report; and
   d. Place the crime report and attachments in a box for the Transportation Deputy to pick up on the next transportation run.

J. The Transportation Deputy will pick up the report(s) and take them to the Central Information Bureau.

4.3 REPORTS RETURNED BY THE D.A.'S OFFICE FOR MORE INFORMATION

A. If the District Attorney's Complaint Deputy is in need of more information than was included on a crime report, he will complete a Complaint Review form and forward the form to the MADF Administrative Lieutenant.

B. The Administrative Lieutenant shall forward the form to the Watch Commander who reviewed the original report.

C. The Watch Commander shall review the Complaint Review form with the Officer who wrote the original report and direct him to provide the information required, or to conduct the follow up needed.

D. When the Officer has completed his assignment, the Watch Commander shall review his work, and if it is complete, shall forward it to the Administrative Lieutenant.
   1. If the Officer is unable to provide the required information, or further investigation provides no other information, the Administrative Lieutenant shall be so advised in writing, and shall ask the District Attorney to dismiss the case.

E. The Administrative Lieutenant shall return the form and information to the District Attorney's Office.

4.4 AFTER A CRIME REPORT NUMBER IS ISSUED AND NO REPORT IS REQUIRED

A. If, after a crime report number is issued, it is determined that no crime occurred (e.g. victim recants) and a report is not required, the Watch Commander will:
   1. Contact the Central Information Bureau and ask that an "Incident History" (CAD printout) of the report
number be faxed to NCDF;
2. Write on the Incident History form the circumstances of the cancellation and forward it to the Central Information Bureau.

B. A **Central Information Bureau Staff Member** shall file the Incident History form and it will become the official record of the incident.
C. The **Watch Commander** shall not contact Sheriff's Dispatch to cancel the report number.

### 4.5 INFORMATIONAL CRIME REPORTS

A. When it has been determined that weapons and/or trace amounts of drugs found within the secure perimeter of the facility cannot be associated with or linked to an individual, the reporting **Correctional Officer** will:
   1. Complete the face page of the Crime/Incident Report in accordance with the example in the "Crime Report Writing for Correctional Officers."
   2. Complete a SCADS Incident Report, and attach a copy to the Crime/Incident Report face page.
   3. Complete an Evidence/Property Record, and chain of evidence form, for the items to be destroyed, and attach them to the Crime/Incident Report.
      a. The items to be destroyed will be collected and packaged in accordance with procedures outlined in the Evidence Collecting/Storage chapter.
   4. Give the original crime report, incident report and supporting documentation and one photocopy of each document to the Watch Commander for review.
      a. The **Watch Commander** will process the additional copy of the incident report as specified in the Incident Report chapter.

B. The **Watch Commander** will:
   1. Review the report to determine if it is complete and correct, and all required paperwork, signatures, and required staff member ID numbers are included.
   2. Return the report to the Officer if it is inaccurate or incomplete, or does not appear to contain the necessary elements for the charge.
   3. If the report is determined to be complete, sign the report and contact Sheriff's Dispatch for a crime report number;
      a. Write the crime report number on all of the crime report documents;
      b. Enter the crime report number into the appropriate SCADS incident report; and
      c. Place the crime report, evidence, and attachments in a box for the Transportation Deputy to pick up on the next transportation run.
C. The **Transportation Deputy** will take the report(s) to the Central Information Bureau, and place the items for destruction in an evidence locker.
Criminal Activity Reporting

1.0 POLICY

All criminal activity which is discovered shall be reported to the responsible agency.

2.0 DEFINITIONS

Criminal Activity

Any activity which violates local, state, or federal statutes.

Crime Scene

The area in which a crime has been committed and/or evidence of a crime has been discovered.

3.0 GENERAL INFORMATION

None

4.0 PROCEDURES

4.1 REPORTING CRIMINAL ACTIVITY

A. The Staff Member who discovers any criminal activity shall:
   1. If he is a Correctional Officer:
      a. Contact the 401 Unit Officer for assistance;
      b. Have all the inmates involved placed in holding cells (401 Holding, 401 Dress Bath, 202 Holding);
      c. Lock down all other inmates in the area;
      d. Secure the crime scene with assistance from responding Officers;
      e. Notify, via radio, the medical staff, if medical assistance is needed.
   2. If he is a Support Services or Contract employee:
      a. Notify, via the most expedient means, the 401 Unit Officer of the situation;
      b. request assistance; and,
      c. (if possible), direct the inmates to lock down immediately.

B. The 401 Unit Officer will:
   1. Dispatch available officers, via radio, to the area;
   2. Notify the Watch Commander; and,
   3. If appropriate, send medical staff to the area.

C. The Watch Commander will go to the area and evaluate the situation.
D. The **Watch Commander** will direct the 401 Unit Officer to call Sheriff's Dispatch and request a deputy to conduct an investigation.

E. The **Discovering Officer** or responding officer will isolate the crime scene until the deputy arrives.

F. The **Watch Commander** will contact the 401 Unit Officer to ask that a Movement Officer be sent to escort the deputy to the designated area.

G. The **Deputy** will:
   1. Complete his investigation;
   2. Add supplemental charges to current inmate charges, as appropriate (Refer to [Booking - Supplemental Charges](http://scsd-intranet/manuals/ncdf/booking-supplemental-charges.htm)); and
   3. Write his report.

H. The **Deputy** will forward a copy of his report to the Watch Commander.

I. All **Correctional Officers** involved, will submit incident reports to the Watch Commander detailing their observations and the role they played in the incident.

   All **Non-Correctional Staff Members** involved in the incident shall submit [Civilian Incident Reports](http://scsd-intranet/manuals/ncdf/civilian-incident-reports.htm) to the Watch Commander detailing their observations and the role they played in the incident.

J. The **Watch Commander** shall ensure that the crime report and incident report numbers are cross referenced, and that copies of the incident reports and memos are forwarded to the Deputy who conducted the investigation.
Vending Card Use and Adjust Cash Accounts

1.0 POLICY STATEMENT

Staff will be able to purchase and cash in Vending Cards. Vending cards with a balance of $3.00 or less may be cashed in by staff. Prior to each commissary delivery day, inmates will be allowed to cash in debit cards with a balance of less than $3.00.

2.0 DEFINITIONS

Debit Card
A card encoded with value on a magnetic strip on the back of the card. The value is used to purchase items from vending machines. Cards may be purchased from commissary.

Debit Card Reader
A piece of equipment which reads the value of a debit card. Readers are both portable and located in vending machines.

Debit Card Adjust Account Log
A SCADS report which lists inmates alphabetically by unit, as well as each inmate's booking number.

3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION

4.1 MISCELLANEOUS INFORMATION

A. Inmates may purchase vending cards through commissary and at the time of booking.

B. Staff may purchase vending cards from the NCDF Legal Processors at any time.

C. The purchaser must print their name on the back of their debit card(s) at the time they receive them. A Commissary Detention Assistant will provide a permanent marker to inmates to print their names on their debit cards.
D. Inmates may not be in possession of more than eight cards at one time. The total value of an inmate's cards may not exceed $40.00.

E. Inmates may only cash in debit cards with a balance of less than $3.00, unless they are being released or transferred to a location that does not use debit cards. Money from the debit card will be deposited back on the inmate's cash account.

F. When an inmate is transferred to the 401 Unit, MADF housing or is transferred by Transportation Deputies to another county facility, a Deputy will give the inmate's debit card(s) to the Central Legal Processor for cash in.

G. Upon release, it is the inmate's responsibility to bring his debit card(s) to Central for cash in. If the inmate forgets to cash in his debit card(s) prior to the final release process, the card(s) cannot be cashed in. (Refer to: Releases - General Procedures.)

H. Inmate debit cards with no value must be turned in during the debit card cash in process.

I. A Legal Processor will complete the Debit card cash in on a regular scheduled basis.

4.2 CONTRABAND DEBIT CARDS

A. If, at any time, an inmate is found to be in possession of a debit card with another inmate's name on it, the card will be confiscated and a Deputy will conduct an investigation.

   1. If it is determined the card was stolen from another inmate, and the original owner of the card is in custody, the original owner of the card may either have the balance of the debit card credited to his account or he may receive the card back, and the inmate found to be in possession of the card shall be written up.

   2. If the original owner of the card is not in custody, the card will be photo copied, attached to any incident report written and the inmate in possession of the card will be written up.

   3. Cards which have been confiscated, have value on them and are not to be credited to an inmate account will be placed in the cash drawer for weekly pick up by the Detention Department Analyst.

   4. If it is discovered during the Deputy's investigation that the original owner of the card gave his card to another inmate, both the inmate in possession of the card and the original owner shall be written up and the balance of the debit card shall be credited to the original owner of the card.

5.0 PROCEDURES

5.1 STAFF PURCHASE OF VENDING CARDS

A. Cash or check will be accepted for purchase of vending cards.

B. Monies received will be placed in the cash drawer, added to the cash drawer balance, and displayed on the cash drawer report as a commissary and a vending transaction.

C. Staff wishing to purchase vending cards will do so at NCDF only. The legal Processor will access the commissary function, "Employee Vending Cards" for both purchase and return of the vending card. A staff members name is not required for this transaction unlike inmate transactions.

D. Receipts will be generated for both purchase and return of vending cards. The staff member purchasing or returning the vending card will be required to sign the receipt which will be forwarded to Jail Stores.
5.2 DEBIT CARD CASH IN

A. The Legal Processor conducting debit card cash in will run the SCADS Debit Card Adjust Account Log report and go to each Unit as scheduled.

B. The Unit Deputy will announce for inmates who wish to cash in debit cards with balances of less than $3.00 to line up at the chosen location with their I.D. cards and signed debit cards.

C. The Legal Processor will:

   1. Take the card from the inmate and check the inmate's I.D. card.

   2. Read the back of the card to make sure it has a printed name on the back and the name matches the name of the inmate cashing the card in.

      a. If the inmate is in possession of a card(s) which have no name on them or has another inmate's name, the Legal Processor will notify the Unit Deputy prior to cashing in the card and the Deputy will conduct an investigation.

   3. If the card has the correct name on it, place the card in the reader, write the value on the Debit Card Adjust Account Log, have the inmate sign the log acknowledging the amount is correct.

   4. The Legal Processor will dispose of the used debit cards as appropriate.

D. When the Legal Processor has completed the debit card cash in process in each unit, he will run an adding machine total of "cash in" amounts written on the log(s), and staple the adding machine tape to the log.

E. The Legal Processor will then credit each inmate's cash account using the SCADS system Adjust Accounts process. A receipt will not be generated for the inmate. (Refer to: Accounting - Inmate Cash Handling.) Upon posting, the Debit Card Account Adjustments report will print. The Legal Processor will compare the total amount of the adjustments to the adding machine total from the Adjust Account Log. If the totals do not match, the discrepancy must be identified and corrected, and noted on the Account Adjustments report.

F. The Legal Processor will give the Debit Card Adjust Account Log, (with adding machine tape attached), and the Debit Card Account Adjustments report, to the NCDF Administration Secretary for filing.

6.0 REVISION HISTORY

Version 5.12.01 - Revised 12/2001

Version 6.10.09 - Revised 10/20/2009 (Policy renamed from Debit Card - Use and Adjust Cash Accounts to Vending Card - Use and Adjust Cash Accounts)
Direct Supervision Principles

1.0 POLICY STATEMENT

The direct supervision concept at MADF encourages officer contact with inmates and emphasizes the use of interpersonal communication skills. Officers will provide a leadership role and make themselves available to inmates by using the new generation/direct supervision model for inmate management.

2.0 DEFINITIONS

Direct Supervision Officers in direct contact with inmates, constantly interacting with inmates and utilizing leadership skills while observing the inmates in a barrier free environment.

3.0 GENERAL INFORMATION

3.1 THE PRINCIPLES OF NEW GENERATION JAIL MANAGEMENT

A. Principle I - Effective Control

A jail, by definition, is a controlled environment for detention of those who are charged with a crime, awaiting a disposition, or serving a short sentence. Therefore, effective control of inmates is one of the primary objectives of any jail.

1. Total Control - The Managers of podular/direct supervision jails must be in total control of their jails at all times. Control should never be shared with inmates.
2. Sound Perimeter Security - The physical security of the podular/direct supervision facility is concentrated on the perimeter. A strong perimeter security permits greater flexibility of internal operating procedures and increases staff safety.
3. Population Divided Into Controllable Groups - Dividing the jail population so that the jail administration will not have to deal with more than 50 inmates at any one time will facilitate their ability to remain in control.
4. Easily Surveillable Areas - The supervising officer should always be in a position to easily observe the area he controls.
5. Maximize Inmates' Inner Controls - One of the most significant elements of the principle of effective control is to structure the inmate's environment so that his inner controls will be maximized. A pro-active management approach to this problem is to manipulate the inmate's environment so that his critical needs are best achieved through compliant behavior and his negative deeds will consistently result in frustration.
B. Principle II - Effective Supervision

Effective supervision involves more than visual surveillance; it includes the use of all the human senses, as well as extensive personal interaction between staff and inmate.

1. **Staff-To-Inmate Ratio** - The experience of the past eight years in podular/direct supervision detention facilities indicates that an officer can effectively supervise 50 inmates. There is some evidence indicating that the group of inmates being supervised by one officer may even exceed 50, but it is still too early to determine the validity or reliability of this date.

2. **Officer in Control of Unit** - Effective supervision depends on the officer's being in control of his unit. If an inmate challenges an officer's authority by failing to comply with verbal commands, the offending inmate must be removed from the unit. The inmate should only be returned when there is a clear understanding that he agrees to comply with all Direct Supervision orders given by the officer. The inmate may only need removal for a brief time if it appears that he is responding to counseling and is prepared to accept the officer's direction. On the other hand, the inmate may need to be placed in administrative segregation to await a disciplinary hearing. In either case, the unit officer should not be expected to contend with an inmate on his unit who is not agreeable to promptly obeying all lawful orders. The officer should not be hesitant to exercise his authority, particularly in maintaining the sanitation and orderliness of the unit. The officer should, of course, be careful not to abuse his authority and place his superiors in a position of not being able to support him. All of the staff lose in a situation of that kind.

3. **The Officer's Leadership Role** - One of the major sources of inmate violence is the struggle to assert leadership when a leadership void exists. In order to avoid this situation, the officer must fill this leadership void and protect his role jealously. There is only room for one leader on a unit during any one shift and that must be the officer.

4. **Frequent Supervision by Management** - Management must actively assume the responsibility for assuring that staff are successful in fulfilling their inmate supervisory responsibilities. This is achieved principally through the high visibility of managers in the housing units. The supervisor must ensure that the officer is performing his duties correctly is achieving the desired results, and can be fully supported by management.

5. **Techniques of Effective Supervision and Leadership** - The principles of effective supervision are applicable to supervision and leadership in a podular/direct supervision facility. Mastery of these techniques will enable the officer to accomplish his objectives skillfully and with a sense of professional competence.

C. Principle III - Competent Staff

In order to run an institution where successful operation is dependent upon the effectiveness of staff, rather than technological devices, the staff must be competent.

1. **Recruitment of Qualified Staff** - A basic requirement for acquiring a qualified staff is a formal recruitment program which recognizes the qualifications for officers to staff a podular/direct supervision facility. A candidate for such a position should have the ability to relate effectively to people, to become a leader of men, and to possess the capacity to learn the skills required of this position.

2. **Effective Training** - In addition to basic correctional officer training the officer needs to be trained in history, philosophy, and the principles and dynamics of new generation jails. He should also receive training to develop the critical skills of effective supervision, leadership, management and interpersonal communication.

3. **Effective Leadership by Management** - Management must assume the responsibility for making their staff effective. They must develop their staff through constructive supervision and leadership, ensure that they receive proper training, and maintain high recruitment standards.
D. Principle IV - Safety of Staff and Inmates

Probably the greatest concern about being incarcerated or seeking employment in a detention facility is personal safety.

1. **Critical To Mission and Public Expectations** - The basic mission of a detention facility is to provide safe and secure custody of its wards until they are released.

2. **Life Safety Codes** - Any detention facility must be responsive to the critical issues of fire prevention, and emergency response to fire situations.

3. **Personal Liability** - Millions of dollars have been paid in court-awarded damages to victims or their families as a result of personal injuries sustained in jails because of preventable unsafe conditions.

4. **Inmate Response to Unsafe Surroundings** - A critical day-to-day element of this principle is how inmates respond to unsafe surroundings. Their response is rather predictable -- self-preservation. Inmates attempt to enhance personal safety by acquiring defensive weapons, affiliating with a kindred group for common defense, presenting themselves as tough persons not to be messed with, or by purchasing security with cash or kind. Inmates often commit violent or destructive acts in order to be placed in administrative or punitive segregation, where they perceive it to be safer than the general population. Inmates in a podular/direct supervision facility where personal safety is ensured do not find these defensive strategies necessary or in their best interests. On the contrary, such behavior is dysfunctional. It does not fulfill their needs and serves no constructive purpose.

5. **Staff Response to Unsafe Working Conditions** - Staff's response to unsafe conditions is not too different from inmates' since self-preservation is also one of their basic instincts. They avoid personal contact with inmates and avoid patrolling areas perceived by them to be unsafe. Free from the feeling of being in constant jeopardy, work in the podular/direct supervision jails can even become a rewarding experience.

6. **Fear-Hate Response** - The inevitable result of an unsafe environment is the "fear-hate" response. We usually hate those we fear and fear those we hate. The inmates' fear and the resultant hate of other inmates and staff leads to some hideous consequences. The staffs' similar feelings towards inmates and even other segments of staff exacerbates the situation. The combined result of all of this intense hatred for one another is a "cancerous" working situation which is extremely hazardous.

E. Principle V - Manageable and Cost Effective Operations

One very practical and important consideration for any jail is that it be manageable and cost effective. Jail expenses cannot be avoided by neglect. The podular/direct supervision jail is able to fulfill the mission of the jail while at the same time reduce costs.

1. **Reduced Construction Costs** - Construction costs vary according to region and unique local circumstances confronting the architect and contractor. The fact that this type of institution is free to take on many architectural styles, as long as they facilitate the principles and dynamics, also contributes to the variation in cost. The absence of vandal proof and security style furnishings, fixtures, and finishes throughout 90% of the facility is the major contributor to lower construction costs.

2. **Wider Range of Architectural Options** - Since the architect does not have to select materials primarily as a reaction to the anticipated destructive behavior of inmates, he is free to select a wider range of materials.

3. **Reduced Vandalism** - One unique characteristic of the podular/direct supervision facility is the absence of graffiti and vandalism which is so pervasive in other types of jails. This contributes to a reduced operating cost. Direct Supervision.

4. **Anticipate Fundamental Needs** - Much negative inmate behavior is driven by efforts to fulfill their human needs. If the inmate understands that the majority of his fundamental human needs can be fulfilled on a general housing unit, then he has a very important investment in remaining on the unit. Modules provide for those needs with telephones, television, commissary, programs, food service, the security of single cells and...
private showers, recreation and work activities.

5. **Sanitation and Orderliness** - A very important dynamic in managing a unit in a podular/direct supervision facility is the set of activities involved in maintaining a clean and orderly unit. The orderly state of the unit is a continual reminder that the officer is exerting active control of the unit. Competition between units for a prize awarded to the cleanest unit can produce amazing results in maintaining a high standard of sanitation and orderliness.

F. **Principle VI - Effective Communication**

Effective communication is a critical element in the operational strategy of all human enterprises.

1. **Frequent Inmate and Staff Communication** - Frequent communication between staff and inmates should be encouraged. Inmates will often advise staff of illegal activities being planned by other inmates if they have the opportunity to do so without running the risk of being identified. The inmate's cooperation is motivated both by an expectation of favorable treatment from the administration and by a desire not to have his living conditions jeopardized by the irresponsible actions of others, particularly if he does not stand to benefit.

2. **Communication Between Staff Members** - Because of the assignment of individual officers to separate units, there is a particular need for management to facilitate effective communication between staff members. This needs to be accomplished between shifts and between assignments.

3. **Techniques of Effective Communication** - Every officer should be trained in the techniques of interpersonal communication. The officer's acquisition of these important communication skills and his mastery of them through daily application will serve him well in other assignments as well as prepare him for promotional opportunities.

G. **Principle VII - Classification and Orientation**

The classification and orientation of inmates is a critical element that must be included in the day-to-day operations of podular/direct supervision facilities.

1. **Know With Whom You Are Dealing** - The officer must know with whom he is dealing and should have the benefit of as much information about the inmate as possible.

2. **Orientation** - Inmates should be told what is expected of them. A carefully structured orientation program will save a lot of time and misunderstanding and will provide a further opportunity to hear about the inmate's behavior.

3. **Assumption of Rational Behavior** - Human behavior is amazingly responsive to the expectations communicated. The traditional detention facility approach is to treat all newly admitted inmates as potentially dangerous until they prove otherwise. In a podular/direct supervision facility, all new inmates are treated with a clear expectation that they will behave as responsible adults until they prove otherwise. Staff is equipped to deal with those who prove otherwise, but the vast majority of inmates conduct themselves responsibly even during the admission process.

4. **Maximum Supervision During Initial Hours of Confinement** - The first 24 to 48 hours of confinement is a critical period in the detention process. The highest rate of suicide occurs during this Direct Supervision period, accounting for nearly half the total jail suicides. Intensive supervision at this phase of the detention process will contribute to a lower suicide rate.

H. **Principle VIII - Just and Fair**
To advocate that detention facilities operate in a just and fair manner sounds more like a homily than a principle of jail management. However, the many implications of this issue in a detention facility warrant further examination, and because of its significance to jail management, it is regarded as an operational principle.

1. **Critical to Mission and Public Policy** - A critical part of the mission of most detention facilities is the provision of just custody. This is in recognition of the fundamental obligation to comply with constitutional standards and other applicable codes and court decisions.

2. **Consistent Root Cause of Collective Violence** - The level of violence in our society has reached such alarming proportions. After examining the history of collective violence in the United States, a Presidential commission was able to identify a set of root causes which were present in all of the many occurrences. One consistent root cause, which is particularly relevant to the correctional setting, is that in every such event there was a strong feeling by participants that they have been treated unfairly. When a person is in a captive status, the impact of unfair treatment is greatly magnified. As a principle of inmate management, it is not sufficient for management to be, in fact, just and fair; it is also vitally important that management's actions are perceived by the inmate population as just and fair.

3. **Critical Leadership Quality** - The officer's role as the leader of the unit is an important dynamic in exerting positive control over the inmate population. Any compromise of the officer's reputation for fairness will seriously jeopardize his operational effectiveness.

4. **Formal Administrative Remedy and Disciplinary System** - There will always be those cases where the inmate does not accept the officer's position. Regardless of the basis for the inmate's disagreement, it is very functional to have a formal administrative procedure in which to channel such disputes. A creditable third party review is not only a good pressure release mechanism, but it also serves as a good monitoring system to ensure consistency of equitable treatment.

### 4.0 PROCEDURES

None
Laundry - NCDF

1.0 POLICY STATEMENT

There shall be a sufficient quantity of institutional clothing, bedding, and linen in stock at all times to conduct required inmate clothing exchanges at the NCDF. To maintain clean clothing, bedding, and linen stock levels, NCDF laundry will be processed at the central laundry at MADF on a daily basis.

2.0 DEFINITIONS

None

3.0 GENERAL INFORMATION

A. Washers and dryers located in NCDF minimum security housing units are intended to be used only for the laundering of Work Furlough inmates' personal work clothing. Only under emergency circumstances, and with the approval of the Facility Manager, shall these machines be used for institutional laundry.
B. The central laundry operation at MADF will launder all washable institutional clothing, linen, and bedding, and all cleaning rags and mop heads for both the MADF and NCDF.
C. The central laundry will operate on day and swing shifts, seven days per week, and on Grave Shift, five nights per week. One Detention Assistant and three to four NCDF Inmate Workers will be assigned to the Laundry Room.
D. All institutional outer wear will be marked "So Co Jail", while underwear and linens purchased for NCDF will be marked "NCDF" for identification. Whenever possible, NCDF laundry will be kept and processed separately in the central laundry to avoid mixing and subsequent sorting requirements. All laundry items belonging to NCDF will be returned to that facility after laundering.
E. In various janitor's closets and storerooms throughout NCDF will be located receptacles for the collection of soiled cleaning rags and mop heads. These items will also be transported to the central laundry for processing and will be returned to NCDF stock.
F. In accordance with established facility procedures, NCDF assigned staff will issue institutional clothing, linen, and bedding to new inmates upon arrival; conduct required clothing and linen exchanges; collect and sort soiled laundry items for transport to the central laundry; receive and re-stock storage areas with clean clothing, linen, bedding, and janitorial/cleaning items; and maintain records for accounting for all items as appropriate.
G. During the sorting operation all items found to be damaged and in need of repair or discard will be set aside for evaluation by the Laundry Detention Assistant. All un-serviceable items removed from in-service stock will be logged, and reported to the Supervising Detention Assistant for record keeping purposes.
H. Under normal circumstances, there will be a 24-hour turnaround for all NCDF laundry. All soiled items transported to the central laundry for processing will be returned clean and sorted the following day. The pick-up and delivery will be scheduled on day shift at 0630 hours and on swing shift at 2130 hours.

4.0 PROCEDURES
4.1 PROCESSING NCDF LAUNDRY

A. A **Laundry Detention Assistant** will drive the detention laundry truck to the NCDF to pick up carts of soiled laundry at the designated location.

B. **NCDF Inmate Workers** will assist the Detention Assistant in loading the laundry carts into the laundry truck.

C. The **Laundry Detention Assistant** will drive the laundry truck to the MADF loading dock.

D. The **Laundry Detention Assistant** will enter the facility via the loading dock door.

E. The **Laundry Detention Assistant** will direct the on-site inmate laundry workers to unload the carts from the laundry truck and transport the load to the laundry room for processing. (Refer to: [Laundry - Operating Procedures](http://scsd-intranet/manuals/ncdf/laundry-ncdf.htm))

F. The **Inmate Workers** will wash all carts used to transport NCDF laundry, inside and out, with disinfectant cleaner.

G. After the NCDF laundry has been washed, dried and sorted, the **Inmate Workers** will place the clean items back into the transport carts in an orderly fashion.

H. The **Laundry Detention Assistant** will direct the Inmate Workers to load the NCDF laundry carts/bags into the detention laundry truck.

I. A **Laundry Detention Assistant** will drive the laundry truck to NCDF and deliver the clean laundry items to NCDF staff at the designated location. **NCDF Inmate Workers** will be directed to assist in unloading the laundry truck.

J. When available, the **Clothing Detention Assistant** will re-stock the clean clothing, linen, and bedding items into the appropriate facility storerooms in preparation for the daily exchanges.

K. The **Clothing Detention Assistant** will direct and supervise the NCDF Inmate Workers in the restocking of clean and folded items in the clothing room.
1.0 POLICY STATEMENT

The Sonoma County Mental Health Department and the Sonoma County Sheriff's Department will work jointly and cooperatively to maintain an effective program for the mental health services to individuals detained in the Sonoma County Adult Detention Facilities. The program will, at minimum, provide the services and activities which are outlined in the California Code of Regulations Minimum Standards for Local Adult Detention Facilities, Title 15.

2.0 DEFINITIONS

**Acute**
Demanding urgent attention.

**Forensic Medicine**
A science that deals with the relation and application of medical facts to legal problems.

**Forensic Services Screening Form**
A form used by Mental Health Staff during the screening of inmates who are being seen for the first time.

**Forensic Services Staff Member**
Employees of the County of Sonoma assigned to the Mental Health Services Division at the MADF.

**Classification/Health Services Input Forms**
A form used to document information about a specific inmate's behavior.

**P.R.N.**
As needed.

**Psychotropic Medication**
Medication which is used to alter the negative behavior of mental health...
3.0 GENERAL INFORMATION

3.1 OBJECTIVES OF MENTAL HEALTH SERVICES

A. The overall objectives of the Detention Mental Health Services Program are:

To reduce inmate management and control (safety and security) problems within the facilities through the identification of mental health problems and related risks.

1. To reduce the potential for and the incidents of harm to inmates and staff through preventive intervention.
2. To enable inmates with mental health problems to stabilize and adequately maintain within the detention environment and throughout the judicial process through the provision of direct mental health services, both medical and psychological.
3. To expedite the processing of court-ordered evaluations and reports of inmates' mental health status and of court orders to transfer inmates with acute mental health problems to outside hospitals and mental health treatment facilities.
4. To provide 24-hour coverage by mental health professionals, either on site or on call, for responses to emergency situations and incidents and for crisis intervention with inmates experiencing critical mental health problems.

3.2 MENTAL HEALTH STAFF RESPONSIBILITIES

A. Evaluate all referred inmates to determine the nature and degree of the mental problems they may be experiencing. Standard clinical practice is the basis for the evaluation but the following additional concerns should assist in the clinician's evaluation process:

1. Whether or not the inmate can maintain stability while remaining in custody.
2. What positive or negative impact will his housing have on his mental state?
3. Is his mental disturbance sufficiently acute and out of control that continued presence in the jail would be harmful to his or other inmates or staff health and safety?

B. Provide input to Correctional Officers and Detention Facility Medical Staff on inmate housing needs and special handling needs. The primary medium for this information is the Classification/Health Services Input form.

C. Determine the need for acute hospitalization of mentally disturbed inmates, determine the appropriate facility (depending on clinical and security factors) and make all necessary arrangements for their placement at the appropriate treatment facility.

D. Develop treatment plans based on the evaluation. The focus should be on problems experienced in custody, with the goal of reducing any negative impact of their incarceration on their mental stability/health.

E. Provide on-going counseling to inmates upon request or referral. Focus: maintain or improve stress coping mechanisms to permit adequate adjustment while incarcerated.

F. Provide evaluations and prepare reports on inmates' mental status and relevant history as ordered by the courts.

G. Provide consultation to Detention Medical Staff on psychiatric issues of medical care and psychotropic medication.

H. Provide assessment and consultation to Detention Medical Staff regarding relationship of physical ailments and psychiatric symptoms and problems.

I. Provide psychiatric evaluations to determine inmate need for psychotropic medication, provide consultation and follow-up evaluations regarding the effectiveness and side effects of psychotropic medications prescribed.

J. Provide in-service training to Correctional Officers and Detention Medical Staff on psychiatric disorders and their (treatment) proper handling in the detention facility.

K. Provide call back and/or on-site consultation of emergency referrals or incidents during time period not covered by regular schedule assignments, on holidays and during absences.

L. Provide referral to secure psychiatric facilities when the jail is not considered suitable housing because of the inmate's degree of emotional disturbance.
3.3 USE OF MEDICATIONS

A. Detention Medical Staff will store and dispense psychotropic medication. (Refer to Medical - Medication Rounds)
B. All identified problems in the area of physical medicine will be referred to the Detention Medical Staff.

3.4 MISCELLANEOUS INFORMATION

A. Mental Health Staff shall coordinate housing recommendations through the Classification Officer or Watch Commander.
B. Mental Health Records are confidential files and will be accessible to Mental Health and Medical staff members only, except by court order.

4.0 PROCEDURES

4.1 ROUTINE NON-EMERGENT REFERRALS

A. Any Officer or Medical Staff Member who feels that an inmate should be evaluated by the Mental Health Staff will complete a Classification/Health Services Input Form.
   1. The Officer or Medical Staff Member shall be specific in documenting his observations of the inmate's behavior.
   2. The Officer will place the form in the Unit out box and then place it in Mental Health's mailbox in the Staff Work Room prior to going off shift.
   3. The Medical Staff Member will place the form in Mental Health's mailbox, or deliver it directly.
B. The Mental Health Staff will pick up their mail and review all Classification/Health Services Input Forms.
C. The Mental Health Staff will interview all routine referrals within 24 hours of the referral date, if at all possible; 48 hours at the latest.
D. If the routine referral is an initial contact, the Mental Health Staff will conduct a full evaluation. The Forensic Services Screening Form and the Classification/Health Services Input Forms will be completed by the Mental Health Staff.
E. The Mental Health Staff shall include any specific concerns or recommendations on the Classification/ Housing Input Forms.
F. The Mental Health Staff will remove the yellow copy of the Classification/Health Services Input Form and forward it to the Classification Staff.
   1. The white copy of the Classification/Health Services Input Form will remain with Mental Health.

4.2 ROUTINE REQUESTS FROM INMATES

A. An Inmate requesting to speak with the Mental Health Staff may do so by filling out an Inmate Request Form (Side 1) (Side 2) and giving it to the Unit Officer.
B. The Unit Officer will read the Inmate Request Form to make sure it has been completed properly.
C. The Unit Officer will sign the Inmate Request Form and return the pink copy to the inmate.
D. The Unit Officer will place the two remaining copies of the Inmate Request Form in the Unit out box and then place them in the mental health's mailbox prior to going off duty.
E. The Mental Health Staff will pick up their mail and review all Inmate Request Forms.
F. The Mental Health Staff will interview the inmate within 24 hours of the request date, if at all possible; 48 hours at the latest.
G. If the Inmate has never been examined by the Mental Health Staff, a full evaluation will be conducted and the Mental Health Staff will complete the Forensic Services Screening Form.
H. Upon completion of the evaluation/interview, the Mental Health Staff will document that the interview was completed and the date and time the interview was completed on the Inmate Request Form.
I. The Mental Health Staff will give the Inmate the yellow copy of the Request Form and place the white copy in the inmate's mental health file.
4.3 EMERGENT REFERRALS WHEN MENTAL HEALTH STAFF IS ON-DUTY

A. The following are examples of circumstances which require immediate/emergent referrals:
   1. Mention of suicide and/or attempted suicide.
   2. Restraint chair placement of an inmate who indicates that he may be a threat to his own safety. (Refer to: Restraint Chair Use)

B. The Correctional Officer will complete the Classification/Health Services Input Form and contact the on-duty Mental Health Staff Member via telephone or radio.
   1. If there is no on-duty Mental Health Staff Member at NCDF, but there is a Mental Health Staff Member on duty at MADF, the Correctional officer shall contact the Watch Commander to ask that he call the MADF Mental Health Staff Member.

C. The Mental Health Staff Member will promptly respond to the area where the inmate is located to conduct an evaluation. Any such emergent referrals take precedence over any other non-emergent referral or service.
   1. If the evaluation is to be done by the on-duty Mental Health Staff member at the MADF, he may require the inmate to be transported to the MADF.

D. If the referral is also an initial contact, the Mental Health Staff will conduct a full evaluation which is comprised of evaluating the specific problems or behaviors addressed in the Classification/Health Services Input Form, as well as completing the Forensic Service Screening form.

E. If the inmate can be maintained in custody, an appropriate treatment plan will be prepared by the Mental Health Staff. The evaluation and recommendations on the Classification/Health Services Input Form shall include any information necessary to the Correctional Staff to permit the most appropriate housing assignment and recommendations on any special requirements in handling of the inmate.

4.4 ON-CALL MENTAL HEALTH COVERAGE

A. The Mental Health Staff shall be available on an on-call basis during any period of time not covered by regular shift assignments, or in the absence of staff resulting from illness, vacation, or any other cause.
   1. If there is an on-duty Mental Health Staff Member working at the MADF, referrals shall be made directly to that Staff Member in the absence of NCDF Mental Health Staff. (Refer: to Section 4.3)

B. When a Correctional Officer or Medical Staff Member feels that an inmate should be seen immediately, or an opinion from Mental Health is needed and no Mental Health Staff Member is on duty, he shall contact the Watch Commander and relay the necessary information.

C. The Watch Commander shall determine whether or not it is necessary to contact the on-call Mental Health Staff Member.

D. If the Watch Commander determines that it is necessary to contact the on-call Mental Health Staff Member, he will dial the "pager" number.

E. The Mental Health Staff Member has 15 minutes to telephone the Watch Commander.
   1. If the Watch Commander has not received a phone call from Mental Health within the 15-minute time limit, he will re-dial the pager phone number.
   2. If the Watch Commander still does not receive a phone call from the Mental Health Staff Member within 15 minutes, the Watch Commander will reference the on call schedule provided by the Forensic Services Coordinator.
   3. The Watch Commander will telephone the Mental Health Staff Member at home who is listed as being on call.
   4. If the Watch Commander is unable to contact the on-call Mental Health Staff Member, he will telephone the Forensic Services Coordinator immediately.

F. Once the Watch Commander has contacted a Mental Health Staff Member, he will relay the necessary information.

G. The Mental Health Staff Member will then advise the Watch Commander of the proper steps to follow, or he will respond to the NCDF for an on-site evaluation.

4.5 HOSPITALIZATION FOR PSYCHIATRIC TREATMENT
A. If the evaluation determines that the inmate requires psychiatric hospitalization, the Mental Health Staff Member will determine in which facility the inmate can be safely and securely treated.

B. The Mental Health Staff Member will contact the Watch Commander, via telephone, and inform him of the results of the evaluation and decision to hospitalize the inmate.

C. The Mental Health Staff Member will complete the appropriate paperwork and the Watch Commander will initiate hospitalization procedures.

4.6 INMATES WITH DEVELOPMENTAL DISABILITIES

A. When an inmate comes into custody with a developmental disability, he will be referred to a Mental Health Staff Member immediately, by a Correctional Officer, and isolated in a holding cell.
   1. The Mental Health Staff Member will recommend appropriate housing, and the inmate will be housed immediately after the completion of booking, if it is determined that he will not be released.
   2. A Mental Health Staff Member will contact the North Bay Regional Center within 24 hours from the time the inmate comes into custody.
   3. If no Mental Health Staff Member is on duty, the Watch Commander will arrange to have the inmate transported to the MADF for housing in the Mental Health Module pending an evaluation by Mental Health Staff.
Overtime Use

1.0 POLICY STATEMENT

Detention Division employees may be asked, or required, to work overtime to meet workload, scheduling or emergency requirements.

2.0 DEFINITIONS

- **Unit Manager**: Refers to: Lt. Watch Commanders, Facility/Assistant Facility Manager, Support Services Manager, Institutional Services Manager, Food Services Director, etc.

3.0 GENERAL INFORMATION

A. Compensatory time off can be covered with overtime, only if it does not cause undue operational hardship on the Division and only if all other scheduled vacancies are filled.

B. It is part of the Unit Manager's responsibility to be aware of overtime budget appropriates in relation to overtime scheduling, and to explore all alternatives to overtime prior to authorization. All Unit Managers are responsible for scheduling work shifts, vacations and leaves of assigned personnel so as to minimize the need for overtime.

C. Certain work assignments, commonly known as fixed posts, require coverage to maintain minimum staffing levels. When regularly allocated personnel (including relief positions) are unable to meet minimum requirements, overtime may be required if other means of meeting the required coverage is unavailable.

D. The Assistant Facility Manager or other Unit Manager is ultimately responsible for ensuring overtime funds are appropriately used.

E. Each Operations Shift and Unit Supervisor is responsible for tracking the overtime worked on their shifts. In order to accurately track the amount of overtime being expended, and the reasons the overtime is being worked, the overtime is to be logged daily on the Overtime Report, and turned in to the Unit Manager with the time sheets at the end of each pay period.

F. The Sergeant posting payroll each day is responsible for tracking the amount of overtime being worked by each Correctional Officer and Legal Processor.

4.0 PROCEDURES

4.1 SCHEDULING CORRECTIONAL OFFICER OVERTIME

A. Each month, on a pre-determined date and time, the **Watch Commanders** for each shift will post (in the Watch
Overtime Use

Commander's Office) a list of the overtime required for the upcoming month.

B. Staff signing up for overtime shifts shall write their name on the date and time they wish to work.
   1. Staff who find they cannot work an overtime shift for which they have signed up shall not erase or white-out their name, but shall advise the Scheduling Sergeant on the shift they were scheduled to work overtime.

C. As other vacancies occur or are eliminated due to a change in staffing levels, the Watch Commanders will update the overtime lists.
   1. If vacant shifts are eliminated, the Watch Commanders will make an entry in the Supervisor's log saying that overtime shifts have been deleted, advising staff to check the lists if they are signed up for overtime.
   2. Staff are ultimately responsible for checking the overtime lists to see if they are still scheduled to work the overtime shifts.

4.2 SCHEDULING SUPPORT STAFF OVERTIME

A. As vacant shifts become available, the Unit Manager or Supervisor will let the other unit members know the shifts that need to be filled.
B. If no volunteers come forward, the Unit Manager or Supervisor will assign a staff member to fill the shift.

4.3 APPROVING OVERTIME WORKED

A. Upon completion of authorized overtime worked, the Staff Member will complete an Authorization for Overtime form and submit it to the on-duty Supervisor for his signature.
   1. The on-duty Supervisor is responsible for telling the Staff Member the overtime category he is filling, and if necessary, the name of the staff member being replaced.
B. The Supervisor will review the form for completeness and accuracy, and if accurate, sign the form.
   1. If the form is not correctly filled out, the Supervisor will return it to the Staff Member and ask them to correct it.
C. If the Staff Member works another shift, and/or a Unit other than the one in which the overtime was worked, the on-duty Supervisor will forward the form to the Staff Member's Supervisor.
D. When a Staff Member's completed and signed Authorization for Overtime form is received by his Supervisor, the Supervisor shall log the overtime and place it with the Staff Member's Time Sheet, to be forwarded to the Unit Manager at the end of each pay period.
E. The Unit Manager will review all of the time sheets and Authorization for Overtime forms and sign as needed.
Paging System - Master

1.0 POLICY STATEMENT

The NCDF paging system shall be used to announce pertinent information throughout the 400 building, at several outside locations and in specific areas within the 400 building, when the individuals for whom the information is intended cannot be reached by another method.

2.0 DEFINITIONS

Master Paging System
The paging system, located in 401 Control, which allows the 401 Control Deputy to page throughout the 400 Building, at outside locations and in specific areas within the 400 building.

Unit Paging System
Independent paging systems located in the 101, 201, 202, 203, 301 and 501/502 Units, which allow the Unit Deputies to page throughout the unit day rooms and some outdoor areas.

LED
Light emitting diode

3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION

4.1 MISCELLANEOUS INFORMATION

A. The master paging system may page throughout the 400 building and to several outside locations using the following paging zones:
   1. Program/Medical will call speakers in the Dispensary, Library, Probation Office, DGO and Program Deputies' office and hallways in the area.
   2. Administration will call speakers in the lobby, administrative offices, staff locker rooms, lounge and four outside speakers located at the east wall of the dining room, outside the staff lounge and at the kitchen south exit.
   3. Dining will call the three speakers located in the dining room.
4. All Call will call all speakers in the master system.
B. The master paging system and unit paging systems shall not be used to pass non-business related messages.
C. 401 Control Staff shall be asked to page individuals only if the individual cannot be reached by radio or telephone and it is urgent they be contacted.
D. The 401 unit has no unit paging systems.

4.2 MASTER PAGING SYSTEM COMPONENTS AND SETTINGS

A. The master paging system has three basic components. They are the:
   1. amplifier,
   2. switch panel, and
   3. microphone.
B. The amplifier is located to the right of CCTV monitors 3 and 4, and is covered by a black, metal panel.
C. The switch panel is located below monitors 3 and 4 and contains six switches.
   1. The first four switches are the paging zone switches.
   2. As each individual zone switch is depressed, a light in the switch will illuminate, indicating the zone has been selected.
   3. Pressing the RESET switch will disengage all selected zone switches and deactivate the switch lights. The RESET switch does not illuminate when pressed.
   4. The PUSH TO TALK switch is pressed when the 401 Control Deputy wishes to transmit a message through the paging system and must remain depressed while the Deputy is speaking into the paging system microphone.
   5. When the Deputy has completed the page, the PUSH TO TALK switch is released.
   6. The PUSH TO TALK switch will illuminate when depressed and the switch light will deactivate when the switch is released.
D. The paging system microphone is the same microphone used to answer intercom calls.
   1. When making a page, the 401 Control Deputy must speak clearly into the microphone.
   2. The microphone cannot be used simultaneously to answer an intercom call and to make a page. These functions must be done one at a time.

5.0 PROCEDURES

A. When making a page the 401 Control Deputy shall:
   1. Select the desired paging zone(s) by pressing the switches on the switch panel.
   2. Depress the PUSH TO TALK switch.
   3. Speak clearly into the microphone.
   4. Release the PUSH TO TALK switch when announcement is complete.
   5. Press the RESET switch to deselect paging zones.

6.0 REVISION HISTORY

Version 1.06.96 – Revised 4/11/2008
Perimeter Security

1.0 POLICY

Correctional Staff shall make frequent, unscheduled rounds to observe inmate behavior, and to identify maintenance problems and/or any safety and security breaches.

2.0 DEFINITIONS

Rounds Periodic patrols of the units, holding cells, and any other areas occupied by inmates to observe inmate behavior, and to identify maintenance and/or any safety and security breaches.

3.0 GENERAL INFORMATION

A. There are several different designations of security perimeters at NCDF and each is patrolled and held secure according to the specific designation.
   1. The 101, 201, 501, and 502 Units are designated as "minimum" security areas.
   2. The 202 and 203 housing units and the 301 Unit are designated as "medium" security areas.
   3. The 401 Unit is designated as a "maximum/medium" security area. It can be used in either of these capacities.
B. To avoid efforts to compromise the security and safety of the NCDF and to maintain separation between male and female inmates, a patrol of the NCDF grounds will be conducted by the Movement Officer.
C. Patrols will occur on all shifts. The patrol requirements are a minimum of two times per shift on each watch.

4.0 PROCEDURES

4.1 GROUND SURVEILLANCE PATROL

A. The Movement Officer or Officer assigned by the Watch Commander will conduct ground surveillance patrol to include:
   1. All perimeter fences and boundaries.
   2. The exterior perimeter of all buildings.
   3. Both 301 and 202/203 vehicle drive-through gates and parking lots.
   4. The area around the "Hog Barn".
   5. The ROP Yard and exercise areas.
   6. All inmate "out of bounds" areas.
4.2 UNIT OFFICERS (101, 201, and 301)

A. **Unit Officers** are responsible for making patrol rounds of the secure perimeters of their units each shift. These areas are:
   1. 301 Unit Officers will patrol the outside of the building and fenced yard areas.
   2. The 101 and 201 Unit Officers will patrol the exterior of the housing units; one 201 Unit Officer will also make patrol rounds of the ball field a minimum of two times per shift.
B. In the event of the discovery of suspicious activity the **Officer** shall immediately notify the Watch Commander who will take appropriate action.
C. Documentation of suspicious activity will be placed in the NCDF Supervisor's Log by the **Watch Commander**.
# Property - Inmate Clothing/Bulk Property

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Title: **PROPERTY - INMATE CLOTHING/BULK PROPERTY** NCDF Version: 11.03.02

Title 15 Standards: 1264

## 1.0 POLICY STATEMENT

The NCDF will receive and maintain the personal clothing and bulk property of inmates in an orderly, safe and hygienic manner as dictated by local, state and federal regulation.

## 2.0 DEFINITIONS

<table>
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<tr>
<td>Closed Container</td>
<td>For the purposes of this chapter, a closed container is any container in which the property of an inmate/commitment is contained when he arrives at the facility for booking. E.g., purses, backpacks, suitcases, etc.</td>
</tr>
<tr>
<td>Clothing Storage Bag</td>
<td>A nylon bag designed to store all inmate personal clothing.</td>
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</table>

## 3.0 GENERAL INFORMATION

A. Inmates will be allowed to temporarily retain personal clothing (e.g. shoes and bras) only when the facility, upon dress-in, cannot provide clothing in the proper size, or when authorized by medical staff.

1. The facility will provide proper fitting required clothing items to inmates upon dress-in, or as soon as such items can be purchased through prescribed purchasing procedures.

B. Inmate clothing and bulk property will be released to others on an all or nothing basis, unless a law enforcement agent removes only certain items of clothing or property.
C. Personal clothing brought in for court appearances will only be accepted if the Court has ordered that the inmate be brought to Court in civilian clothing. Generally, the clothing will be exchanged with existing clothing so the inmate will not accumulate more than one set of personal clothing. (Exceptions to this rule may be made by the Assistant Facility Manager and are usually the result of an agreement reached with the Court.)

1. Items of clothing which will not be accepted for court appearances unless approved by the Assistant Facility Manager are:
   a. Belts
   b. Suspenders
   c. Hats
   d. Scarves
   e. Neck ties
   f. Pantyhose/tights/leggings
   g. Any item which the Watch Commander feels may pose a security threat or is inappropriate.

D. Clothing and shoes will not be accepted for inmates who are being released to other institutions.

E. No perishable food items will be stored with inmate property in the Clothing Room.

F. Infested or extremely soiled clothing will be handled immediately by sealing it in plastic bags.

4.0 PROCEDURES

4.1 CLOTHING IN NORMAL CONDITION

A. For NCDF commitments, the Officer will inventory the inmate's clothing and personal items and complete a Clothing Information form.

B. The Movement Officer will give one copy of the form to the Central Legal Processor and will set one aside for the Laundry Detention Assistant.

   1. The Laundry Detention Assistant will later use the form to enter the inmate's clothing sizes in SCADS.
   2. If the inmate is being dressed-in in the 301 Unit, the 301 Officer will forward the Clothing Information form to the Central Legal Processor.

C. The Central Legal Processor will enter the clothing information into the SCADS system using the information provided on the Clothing Information form, will print three copies of the inmate's clothing screen, and give the copies to the officer storing the clothing.

D. The Movement Officer will place the inmate's clothing in the clothing storage bag as follows:

   1. Pants, shirt and jacket will be hung neatly on the hanger.
   2. Undergarments will be placed in the upper pocket.
3. Shoes or boots will be placed in the bottom pocket.

E. The Officer will:

1. Fold one copy of the SCADS clothing screen print and place it in the clear plastic pocket of the clothing storage bag, with the inmate's name and booking number clearly visible.
2. Place the clothing storage bag in the appropriate alphabetical section of the storage rack.
3. Have the inmate sign one of the copies of the inmate's clothing screen print for placement in the inmate's D-file and give the inmate copy as a receipt.

4.2 SOILED AND VERMIN INFESTED CLOTHING

A. The Movement Officer will identify those inmates whose clothing and hygiene are very offensive due to:

1. Intense body odor;
2. Clothing or skin soiled with urine, fecal matter or vomit;
3. Crabs, lice, etc.

B. The Movement Officer will determine if the commitment's hygiene and/or clothing will place him or others in jeopardy and, if so, stage him separately.

C. If the inmate's clothing is soiled enough to constitute a health hazard (vomit, urine, fecal matter, etc.), the Movement Officer will offer the commitment a shower and jail clothing immediately upon entry into the facility.

D. The Movement Officer will:

1. Obtain a plastic bag;
2. Escort the inmate to 401 dress bath and direct the inmate to undress and have the inmate place his clothing in the plastic bag;
3. Seal the plastic bag and place an ID tag with the inmate's name on the bag;
4. Tell the inmate that he may have a friend or relative bring in clean civilian clothing and make a one-for-one exchange;
5. Request jail-issued clothing and a towel from the Laundry Detention Assistant;
6. Direct the inmate to shower and dress in the jail-issued clothing;
7. Escort the inmate back to Central and complete the booking/check-in process; and
8. Place the bag or clothing in the Clothing Room with the bulk property;

4.3 STORAGE OF BULK PROPERTY

A. The Movement Officer will:

1. Search and tag all inmate bulk property with a bulk property tag, writing in the inmate's name on both halves of the tag;
2. Examine all Closed containers.
3. Dispose of any perishable food items and glass containers.
4. Inform the Watch Commander if any items of contraband or evidence relating to a crime are found and hold in safety for further instructions.
5. Forward any money found to the Central Legal Processor.
6. Give the half of the bulk property tag, not used to tag the bulk property, to the Central Legal Processor.
7. Inventory all remaining property and enter the inventory in SCADS. All items originally stored in closed containers should be placed in a clear plastic bag and stored outside the original container.

B. The Central Legal Processor will:

1. Write the inmate's booking number on the bulk property tag;
2. Access the SCADS clothing function and enter the property descriptions;
3. Staple the bulk property tag to a copy of the SCADS clothing screen; and,
4. Give the appropriate number of printed copies of the inmate clothing screen and the bulk property tag to the Movement Officer.

C. The Movement Officer shall:

1. Place the bulk property tag in the clothing storage bag with a copy of the inmate clothing screen; and,
2. Place the bulk property on the storage shelves.

4.4 RELEASE OF PERSONAL CLOTHING TO INMATES

A. If an inmate is unable to wear an item of jail-issued clothing because of medical problems, the Movement Officer, with medical staff authorization and the approval of the Watch Commander, will release that item of personal clothing to the inmate.

B. If an inmate is unable to wear an item of jail-issued clothing because of size problems, the Movement Officer, with the approval of the Watch Commander, will temporarily release that item of personal clothing to the inmate until such time as the facility can purchase and issue the correctly sized item.

C. The Watch Commander will notify the Unit Officer of the special-issue item.

D. Medical staff authorization for a personal clothing item will be documented on a Classification/Health Services Input form, approved by the Watch Commander and sent to the unit.

E. The Unit Officer will annotate the approval of the inmate's personal item on the Inmate Management Notes screen using SCADS.

4.5 INMATE RELEASE OF CLOTHING/BULK PROPERTY TO OTHERS

A. An Inmate who wishes to release his bulk property to family or friends will ask the Unit Officer for an Inmate Property Release form, complete and sign the form and give it to the Unit Officer.

B. The Unit Officer will legibly sign his name as the accepting officer after verifying the inmate's identity, and
C. When the family member or friend comes in to pick up the property, the **Central Legal Processor** will:

1. Check the Property Release form file box to ensure the inmate has completed a form;
   a. If there is no form, the **Central Legal Processor** will tell the individual the inmate has not completed an **Inmate Property Release form** authorizing the release of the property.
2. Verify the individual's identity by checking his identification (the identification must have a picture of the individual and must be of the same type acceptable for visiting purposes);
3. Make a photocopy of the individual's identification to attach to the **Inmate Property Release form**;
4. Call a Movement Officer to retrieve the items after verifying that the Inmate Property Release form has been completely filled out.

D. The **Movement Officer** will:

1. Reconcile all property with the property receipt.
   a. If there is a discrepancy, the Movement Officer will initiate the procedures outlined in **Section 4.9** of this chapter.
2. Place the inmate's property items in a plastic bag and check the clothing receipt for any bulk property.
3. Lock the Clothing Room and take the property up to Central.

E. The **Central Legal Processor** will obtain a signature from the individual on the **Inmate Property Release form** and give him the property.

F. The **Central Legal Processor** will access the inmate's SCADS file and enter the items released and the name of the person to whom they were released.

G. The **Central Legal Processor** will attach the photocopy of the identification to the **Inmate Property Release form** and place them in the inmate's D-file.

**4.6 RELEASING PROPERTY TO LAW ENFORCEMENT OFFICIALS**

A. The **Law Enforcement Official** will go to Central and request access to the inmate's property stored in the Clothing Room.

B. The **Central Legal Processor** will call a Movement Officer and relay the request.

C. The **Movement Officer** will:

1. Look up the inmate's SCADS property list;
2. Pull the inmate's clothing storage bag, and any bulk property he may have; and
3. Go to the lobby, escort the official to the clothing room and provide the official with a **Property Release to**
D. The Law Enforcement Official will:

1. Search the clothing bag and/or bulk property that is listed on the SCADS property inventory. The Law Enforcement Official shall not search the interior of any closed container owned by the inmate, or any item not listed on the SCADS property inventory, without first presenting a search warrant for such inspection to the Movement Officer.
2. Remove any items believed to be evidence, or which will assist with a case;
3. Return the clothing/property to the Movement Officer; and
4. Give the Movement Officer a Property Release to Law Enforcement form.

E. The Movement Officer will:

1. Escort the Law Enforcement Official to the lobby;
2. Take the list removed from the inmate's property and any search warrant to the Central Legal Processor and ask that copies be made and the originals placed in the inmate's D-file.

F. The Central Legal Processor will access the inmate's SCADS file and document the property items removed from the inmate's property and reason for release and give the copies to the Movement Officer to place in the inmate's property and reason for release. The Property Release to Law Enforcement form and any search warrant will be filed in the inmate's D-file.

4.7 ACCEPTING CLOTHING

A. When clothing is brought in for an inmate, the Central Legal Processor will:

1. Access SCADS to check if the inmate is scheduled for court in civilian clothes, or if the inmate has no clothing;
   a. If inmate is not scheduled for court or has clothing and is not authorized for a one-for-one exchange, clothes will not be accepted.
2. Inform the Movement Officer that there is clothing to be accepted in the lobby.

B. The Movement Officer will:

1. Accept and inventory the clothing;
2. Search the clothing for any contraband;
3. Complete a handwritten receipt and give it to the person dropping off the clothing;
4. Take the clothing to the Clothing Room;
5. Remove the clothing to be exchanged;
6. Put the new clothing into the inmate's clothing storage bag; and,
7. Give the exchange clothing to the individual waiting in the lobby.
C. The Central Legal Processor will:

1. Access SCADS, enter the new clothing and show the old clothing as being released to the individual who picked it up;
2. Forward a SCADS clothing receipt copy to the inmate, the inmate's D-file and the Movement Officer;
3. Place a copy of the handwritten receipt in the inmate's D-file.

4.8 MAILING CLOTHING/BULK PROPERTY/VALUABLES

A. Inmates who are being transferred to other institutions who wish to have their bulk property mailed to friends or family members will complete and sign a Property Disposition Authorization form and forward the form to the Central Legal Processor.

B. The Central Legal Processor will:

1. Make a copy of the form and give it to the Movement Officer to send to the MADF with the property, so that the money for mailing may be removed from the inmate's account, or that the mailing costs may be deducted from the Inmate Welfare Trust Fund if the inmate is indigent;

C. The Movement Officer will take the inmate's bulk property to the Commissary Detention Assistant, along with the inmate's valuables property.

D. The Central Legal Processor will access SCADS and release the inmate's property.

E. Upon receipt of the form, the Central Legal Processor will:

1. Access SCADS and release the inmate's valuables; and
2. Give the valuables to the Movement Officer.

F. The Commissary Detention Assistant will:

1. Place the valuables in the box with the bulk property;
2. Seal the box and label it with the name and address specified by the inmate; and
3. Forward the box to the MADF Warehouse to be mailed.

4.9 PROPERTY DISCREPANCIES/INVESTIGATION

A. If there is a discrepancy, the Movement Officer shall immediately notify the Watch Commander prior to the release of any of the property in question.

B. The Watch Commander shall respond immediately to the Clothing Room to verify the discrepancy.
C. The **Watch Commander** shall, in writing or verbally, notify the inmate of the discrepancy and provide him with a [County of Sonoma Claim Form (side one) (side two)](http://scsd-intranet/manuals/ncdf/property-inmate-clothing-bulk-property.htm).

D. The **Movement Officer** shall immediately prepare a memo documenting the discrepancy and any other observations or pertinent information.

E. The **Watch Commander** shall:

   1. Notify the Assistant Facility Manager as soon as possible;
   2. Investigate the loss of property within 48 hours; and,
   3. Provide a supplemental memo to the Assistant Facility Manager documenting his findings and actions taken to locate the missing property.

F. The **Assistant Facility Manager** shall:

   1. Review the original memo prepared by the Movement Officer and the memo written by the Watch Commander;
   2. Evaluate the findings and take appropriate action; and,
   3. Forward all paperwork to the MADF Administrative Lieutenant for use in responding to the claim.
Searches - Perimeter

1.0 POLICY

Perimeter searches shall be conducted by Correctional Staff to deter the occurrence of vandalism and introduction of contraband into the facility and to ensure the security of the exterior of the buildings.

2.0 DEFINITIONS

Perimeter Search  A foot patrol of the exterior grounds at the NCDF, perimeter.

Search Team  A team of officers used to conduct thorough searches of selected areas.

3.0 GENERAL INFORMATION

A. Perimeter searches will be conducted at the NCDF by Correctional Staff.
B. Perimeter searches will be conducted a minimum of twice each shift.
C. Officers will not set a pattern or establish any type of routine when conducting perimeter searches.
D. In addition to scheduled searches, perimeter searches may be conducted when circumstances warrant (e.g. the sound of drilling occurring outside the facility, the sound of a vehicle's engine running or headlights after dark).
E. Correctional Staff who discover suspicious circumstances or persons will request assistance and direction before taking action.
F. Officers who discover maintenance problems will follow proper procedure for reporting such problems. (Refer to: Maintenance - Inspections and Work Orders.)
G. Areas to be examined will include but not be limited to:
   1. Doors, frames and locks.
   2. Windows, frames and screws.
   3. Vents.
   4. Exposed wiring and plumbing.
   5. Building facade and landscaping.
H. Protective clothing (e.g. rain coats, rain pants, etc.) will be available to Officers designated to conduct exterior searches.
I. Patrol Deputies conducting searches after daylight hours will do so at the discretion of the Patrol Sergeant in coordination with the NCDF Watch Commander.

4.0 PROCEDURES

4.1 CONDUCTING A PERIMETER SEARCH
A. **Movement Officers** will:
   1. Notify the Watch Commander prior to starting the search.
   2. Notify the 401 Unit Officer.

B. While on the perimeter search, **Movement Officers** will:
   1. Visually inspect the building exterior, checking for any evidence of tampering, or damage, particularly at doors and window;
   2. Check the shrubbery and trash containers around the building exterior; and,
   3. Check the ROP/Weights and Measures areas.

C. Upon completion of the search, **Movement Officers** will report to the Watch Commander the results of their search.
Subpoenas/Restraining Orders

1.0 POLICY

The Sonoma County Sheriff's Department functions as an agent of the court, and as such will assist in the service of court processes upon employees and inmates of the NCDF, within the limitations of the law and regulations.

2.0 DEFINITIONS

CSO  Community Service Officer

E.P.O.  Emergency Protective Order

Proof of Service Form  Written documentation identifying that a subpoena was served and by whom.

Subpoena  A written command issued by a court, directed to an individual, ordering him to appear at a certain time and place, to give testimony upon a certain matter.

T.R.O.  Temporary Restraining Order

3.0 GENERAL INFORMATION

A. Court Appearances:

Attendance at a work related court or quasi judicial hearing, as required by subpoena, is an official duty assignment. Permission to omit this duty must be obtained from the judge, District Attorney's Office, or other competent court official. When appearing in court, the member will report in uniform or appropriate civilian clothing. Members shall present a neat, clean appearance, and avoid any conduct which might imply disrespect of the court.
B. Testifying for the Defendant

Any member subpoenaed to testify for the defense in any trial or hearing, or against the County of Sonoma or the Sheriff's Department in any hearing or trial, shall notify his commanding officer upon receipt of the subpoena. He shall also notify the District Attorney's Office.

C. Civil Actions: Court Appearances and Subpoenas

Members shall not volunteer to testify and shall not testify unless legally subpoenaed in civil actions rising out of Departmental employment. Members shall accept all subpoenas legally served. If the subpoena arises out of departmental employment, or the member is informed that he is a party to a civil action arising out of departmental employment, he shall immediately notify his supervisor and any other party as directed by competent authority.

D. Civil Depositions, Affidavits, and Civil Action Interviews:

Members shall confer with their Supervisor, who will notify the Administrative Lieutenant, before giving a deposition or affidavit on a civil case which directly or indirectly affects the department. If the Administrative Lieutenant determines that the cause is of importance to the County of Sonoma and the Sheriff’s Department, he shall inform, via chain of command the Sheriff or Detention Assistant Sheriff before the deposition or affidavit is given.

E. Under no circumstances are Process Servers or anyone serving T.R.O.'s to be allowed to enter any of the controlled areas of the NCDF to look for an employee, inmate or other individual.

F. Any summons that is directed to the Sheriff's Department as an entity, rather than to an individual, may be served by delivering a copy of the summons and complaint to the Sheriff's Secretary during normal business hours (Monday - Friday, 8:00 A.M. to 5:00 P.M.).

G. When completing the Proof of Service form, it shall include, but not be limited to the following:
   1. Whom served.
   2. Time.
   3. Date.
   4. The serving Officer's title and signature.

H. When Process Servers are following proper procedure, employees are not to hamper or delay service.

I. E.P.O.s are initiated by Law Enforcement Officials when they believe the protected person is in immediate and present danger of domestic violence or child abuse. E.P.O.s may be served on inmates by Correctional Officers when requested by the initiating agency. In no case will Correctional Staff be asked to serve an E.P.O. on a staff member.

4.0 PROCEDURES

4.1 SERVICE OF CIVIL PAPERS BY CSOs ON INMATES

A. The CSO attached to the Civil Bureau who has subpoenas to serve on inmates, shall call the NCDF Central Legal Processor to determine if the inmate is still in custody.

B. The Central Legal Processor shall check SCADS and if the inmate is in custody, will call the inmate's Unit Officer to determine if the inmate is available (e.g. not out to court, sick call, programs, etc.).

C. The Central Legal Processor will then advise the Civil Bureau CSO of the inmate's availability.

D. The Civil Bureau CSO coming to the NCDF to serve subpoenas shall enter the facility through the Lobby.

E. The Civil Bureau CSO will give the Central Legal Processor a photocopy of the inmate's subpoena.
F. The **Central Legal Processor** will review the subpoena, and if need be, will add the court date to the inmate's schedule.

G. The **Civil Bureau CSO** will then proceed to the inmate's housing unit.

H. The **Civil Bureau CSO** will enter the unit to serve the subpoena.

I. The **Unit Officer** will call the inmate and request he report to the Officer's Station.

J. When the inmate arrives at the Officer's Station, the **Civil Bureau CSO** will serve the inmate with the subpoena.

K. The **Unit Officer** will document the subpoena service in the Unit Activity Log.

L. The **Civil Bureau CSO** will exit the unit and leave the facility.

### 4.2 SERVICE ON EMPLOYEES BY THE CIVIL BUREAU

A. **Civil Bureau Personnel** will place subpoenas for employees in an inter-office mail envelope.

B. The **Mail Detention Assistant** will pick up inter-office mail from the Civil Bureau and ensure it is delivered to NCDF.

C. The **Central Legal Processor** will distribute any subpoenas for employees in their appropriate Watch Commander's mail boxes.

D. Prior to shift briefing, the **Watch Commander** will pick up their mail from the mail room.

E. At the briefing, the **Watch Commander** will serve the subpoena on his employee.

F. The **Watch Commander** serving the subpoena will complete the Proof of Service form.

G. The **Watch Commander** will place the completed Proof of Service form in an inter-office envelope for return to the Civil Bureau.

### 4.3 SERVICE BY PROCESS SERVER/CIVILIAN/LAW ENFORCEMENT ON INMATES

A. The **Process Server/Civilian/Law Enforcement Official** will come to the NCDF Lobby and inform the Central Legal Processor he has a subpoena, T.R.O., or E.P.O. to serve on an inmate.

B. The **Central Legal Processor** will check SCADS to determine if the inmate is still in custody.

C. If the inmate is in custody, the **Central Legal Processor** will contact a Movement Officer, via the 401 Officer, and advise him there is a subpoena/T.R.O./E.P.O. which needs to be served.

D. The **Movement Officer** will meet with the Process Server/Civilian/Law Enforcement Official.

E. If the individual serving the subpoena/T.R.O. is a process server or civilian, the **Movement Officer** will:

   2. Serve the subpoena/T.R.O.
   3. Make a copy for the Central Legal Processor so the inmate can be scheduled for his court appearance.
      a. The **Central Legal Processor** will enter the inmate's court date into SCADS by accessing the "View Schedule" screen, entering the court date, time, court room number, a brief description (restraining
order hearing, etc.), and NICC.
b. If the item served was a T.R.O., the **Central Legal Processor** will also call Station II in Sheriff's Dispatch to notify them of the service and will provide them with pertinent information (case or OCA number, inmate's name and date of birth, serving officer's name, the time the T.R.O. was served and FCN number, if available.
c. The **Central Legal Processor** will initial and date the upper right hand corner of the document indicating the required scheduling and notifications were done, and file the document in the inmate's D-file.

4. Complete the Proof of Service form and return it to the process server/civilian.

F. If the individual serving the subpoena/T.R.O./E.P.O. is a Law Enforcement Official, the **Movement Officer** will:
1. Accept the subpoena/T.R.O./E.P.O. from the Law Enforcement Official
2. If the document is an E.P.O., complete the Proof of Service Form and return it to the Law Enforcement Official.
3. If the document is a subpoena:
   a. make a copy for the Central Legal Processor so the inmate can be scheduled for his court appearance.
   b. the **Central Legal Processor** will process the document as specified in Section 4.3,E,3.
   c. complete the Proof of Service Form and return the Proof of Service form to the District Attorney's Office via the courier service.
4. If the document is a T.R.O., make a copy for the Central Legal Processor so the inmate can be scheduled for his court appearance and complete the Proof of Service Form and return it to the Law Enforcement Official.
   a. the **Central Legal Processor** will process the document as specified in Section 4.3,E,3.
5. Serve the subpoena/T.R.O./E.P.O.

### 4.4 SERVICE BY PROCESS SERVER ON EMPLOYEES

A. The **Process Server** will come to the NCDF Lobby and inform the Central Legal Processor he has a subpoena to serve on an employee.
B. The **Central Legal Processor** will call the Watch Commander to determine if the employee is on duty.
C. If the employee is on duty, the **Watch Commander** will meet with the Process Server.
D. The **Watch Commander** will:
   1. Accept the subpoena from the Process Server and tell him to remain in the Lobby for as long as it takes an officer to serve the subpoenas.
   2. Serve the subpoena.
   3. Complete the Proof of Service form and return it to the Process Server.

### 4.5 SERVICE OF EMPLOYEE SUBPOENAS ISSUED BY THE DISTRICT ATTORNEY

A. The **District Attorney's Office** will place two copies of the subpoena in a courier envelope and forward it to the MADF Custody Administration Secretary.
B. When the copies are received, the **Custody Administration Secretary** will:
   1. On the Officer Information Screen, enter the date the subpoena was received.
   2. Forward both copies of the subpoena to the employee's supervisor.
C. The employee's **Supervisor** will:
   1. Serve the subpoena, giving the employee one copy;
   2. Complete the Proof of Service on the second copy; and
   3. Return the completed copy to the Custody Administration Secretary.
D. The **Custody Administration Secretary** will:
   1. Note the date the Proof of Service was returned in the Officer Information Screen; and
   2. Forward the Proof of Service to the District Attorney's office via the courier service.
Division Wide Policies
Access Passes

1.0 POLICY STATEMENT

The Detention Division shall approve access to the Detention facilities for visitors, professional visitors, volunteers and staff based only on level of clearance necessary to conduct business. All persons who enter the secure perimeter of the facilities may be subject to search and shall be required to wear an Access Pass that designates their level of access.

2.0 DEFINITIONS

Access Card/Pass A card issued to non-members after a security background allowing access into the non-public areas of the Sheriff’s facilities. (Refer to: Facilities Access Control)

Access List A computer-based list containing the names of persons who have not been issued a Facility Pass. The list indicates the level of access the person has to the Detention facilities.

Contact Visit A visit conducted in an area where exchanging material and physical contact are not prohibited.
Non-Contact Visit  A visit in which physical contact between the inmate and visitor is not permitted.

Professional Visitor  Attorneys, government or law enforcement representatives, and physicians ordered by the court to evaluate an inmate's medical or mental health, who are acting as representatives of an attorney. Representatives from clergy, psychiatrists, counselors, and other service providers may also be authorized to conduct professional visits.

Volunteer  A non-paid representative of an organization, who has been approved to provide services or programs to inmates at the MADF or NCDF.

Contractor Employee  A person employed by a public/private firm which has contracted with the Sheriff’s Office to provide services in the Detention facilities, e.g. food service manager, nursing personnel.

General Services Employee  A person employed by the County General Services Department who is assigned to provide a specific service in the facility, e.g. maintenance, communications.

Outside Agency Employee  A person employed by the Probation Department, Mental Health, T.A.S.C. (Treatment Accountability for Safer Communities), or SCOE (Sonoma County Office of Education) who is assigned regularly to work in the Detention facilities.

Receptionist  Personnel assigned to the MADF or NCDF Lobby.

Criminal History Check  For the purposes of this chapter, a Criminal History Check is a review of all records available to Law Enforcement. (CLETs, IJS, Warrants, etc.)

3.0 MANDATES

None

4.0 GENERAL INFORMATION

A. All areas of the Access List shall be audited annually. The Inmate Program Services Coordinator is responsible for auditing the Programs List, the Research
and Planning Lieutenant is responsible for auditing the Contractor's List and the MADF Administrative Lieutenant is responsible for auditing the Individual’s List.

B. The Detention Assistant Sheriff, Captains, Administrative Lieutenant and Lieutenants have the discretion to grant access to the facilities pending the Personnel Services background check for an Access Pass.

C. The following individuals have the authority to authorize Sheriff’s Personnel to begin backgrounds checks for an Access Pass approval:

1. The Inmate Program Services Coordinator
2. The Research and Planning Lieutenant
3. The Assistant Sheriff, Captains and the NCDF Assistant Facility Manager or their designees.

D. All contractors who have been granted access, but not issued an Access Card, to the secure perimeter of the facilities shall be listed on the Facilities Access List.

E. Access rights to the facilities can be revoked or suspended at the discretion of the Detention Assistant Sheriff, Captains, Detention Services Research and Planning Lieutenant, MADF Administrative Lieutenant, NCDF Assistant Facility Manager, Watch Commander, Inmate Program Services Coordinator and if necessary any Supervising Legal Processor and/or Sergeant.

F. Any person who violates any law or facility rules or who continues any unacceptable practice or conduct in the facilities may have their pass cancelled and access privileges terminated.

### 4.1 ACCESS PASS TYPES AND REQUIREMENTS

<table>
<thead>
<tr>
<th>Pass</th>
<th>Who Issues</th>
<th>Who Approves</th>
<th>Level of Access</th>
<th>Level of Check Required</th>
<th>Type of Individuals Issued to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receptionist</td>
<td>Receptionist or Administrative Lieutenant</td>
<td>None or Criminal History</td>
<td>Visitor or Professional Visitor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receptionist</td>
<td>Administrative Lieutenant or Contact Visiting Officer</td>
<td>Criminal History or dependant on situation</td>
<td>Professional Visitor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receptionist</td>
<td>Administrative Lieutenant, Watch Commander, Contact Visiting Officer</td>
<td>None for Tours, Criminal History for all others</td>
<td>Tours, Vendors, Approved Contractors, Volunteers, Clergy, Guests, etc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
A. All Access Passes must be worn on an outer garment on the upper third of the torso so that Detention Staff may easily identify the level of access of the wearer.

B. All passes will be color-coded by type and will authorize access to specific areas of the facilities.

C. [Redacted] will be issued to members of tour groups and visitors from other agencies being escorted into the secure perimeter by Detention Division employees. (Agency representatives in uniform will not need to be issued a pass.)

D. Approved contractor employees and visitors, and Facilities Operation’s contractors and vendors who have been authorized access, but require an escort will be issued [Redacted]

E. Program providers with approved [Redacted] may be permitted by the Administrative Lieutenant to escort individuals holding [Redacted] to Program Rooms only. [Redacted] holders must be on the facility access list prior to entering the secure perimeter or approved by a Watch Commander.

F. An Access Pass will be issued to contractor employees and other County employees assigned to the Detention Division, only after they have completed the security clearance process by the Sheriff’s Personnel Unit. Employees of contractors may be approved for an Access Pass pending the completion of the security clearance. Sheriff’s Personnel will obtain a reference from either the Inmate Program Services Coordinator, the Research and Planning Lieutenant, MADF Administrative Lieutenant, NCDF Assistant Facility Manager, or Captain, and based on that information, an interim pass may be authorized.

### 4.2 MISCELLANEOUS INFORMATION

A. Sheriff’s Department Employee I.D. Cards will be worn by all Sheriff’s Department staff not wearing a uniform when entering and while conducting business within the facilities.
B. Non-staff members requesting to enter the secure perimeter must:

1. Have legitimate business to conduct;

2. Be on the computer-based Facilities Access List or have the approval of designated staff member.

3. Submit a photo I.D., e.g. a California Drivers License, to the Legal Processor, as proof of identification. (Attorneys acting as counsel to inmates must also show a California Bar Card).

C. All non-uniformed staff must wear Department I.D., and visitors must wear an Access pass while in the facilities, with the exception of non-professional contact visitors at NCDF.

D. The Access List shall contain names and level of facility access for persons who have not been issued an Access Pass.

E. Requirements for clearing the metal detector differ depending on the area to which the visitor is going. The requirements are as follows:

1. Visitors going to the Administration areas of the MADF (non-secure) do not need a pass and do not need to clear the metal detector, however, they may not go to the Administration areas until it is verified they are expected, or until someone from Administration escorts them.

2. All visitors going into the secure perimeters of the facilities must be on the facility access list, wear a pass, and clear the metal detector or they may not enter the facilities. The only exceptions to this are contractors who enter the facilities with tools to conduct their business, and law enforcement officials from other agencies whose accessories may set off the metal detector.

3. All professional visitors and visitors going to the non-contact visiting areas shall wear a pass and clear the metal detector.

4. Visitors going only to the cashier at the MADF or to visit in the Dining Hall at NCDF are required to clear the metal detector, but are not required to wear a pass.

F. The areas into which tours may be taken at the MADF are listed in the chapter Tours - MADF.

4.3 ORIENTATION REQUIREMENTS
A. The Research and Planning Lieutenant and NCDF Assistant Facility Manager are responsible for conducting a Criminal History Check on contractors used by the General Services Department and also to properly orient them to the facilities for security purposes and PREA.

B. Inmate Services Disclaimer Agreement and Memorandum of Understanding form. The Inmate Program Services Coordinator is responsible for orienting volunteers, teachers and program providers to the facilities.

C. The Research and Planning Lieutenant or the NCDF Assistant Facility Manager shall schedule orientation for Detention Division contractors (e.g. copy machine maintenance, vending machine, etc.)

D. Orientation shall be held before the individual is authorized to enter the secure perimeter unescorted, and shall include at a minimum:

1. Security issues
2. Procedural issues (Emergencies, accountability for tools, etc.)
3. PREA

5.0 PROCEDURES

5.1 CLEARING CONTRACTORS FOR ACCESS

A. Facilities Development and Management (FDM) will, verbally or in writing, provide to the Detention Services Research and Planning Lieutenant or the NCDF Assistant Facility Manager the name of the individual to be cleared for access, his date of birth, driver’s license, social security numbers and company name.

B. The Research and Planning Lieutenant, MADF Administrative Lieutenant and the NCDF Assistant Facility Manager shall:

1. Conduct a Criminal History Check
2. If the individual is denied access, notify the FDM to advise them of the denial;
3. If the individual is authorized access:
4. Notify the FDM and schedule a time to conduct orientation with the individual;
5. Once the individual has been oriented, place their name on the Facility Access List.

5.2 OBTAINING AN ACCESS PASS
A. The Visitor, Volunteer, or Professional Visitor shall request access to the facilities.

B. The Receptionist will determine the nature of the person's business and check appropriate lists or otherwise verify the individual's access to enter the facility and issue the appropriate Access Pass.

5.3 INVENTORYING PASSES

A. The Day and Swing Shift Receptionist will inventory the passes when they begin and end their shifts. passes will not be inventoried because they do not allow for unescorted access into the secure perimeter of the facilities.

1. On day shift, the Receptionist will write all the Access Pass numbers in the appropriate section of the Visitor Pass Check-Out/Check-In List and compare it to the previous day's list to make sure all passes are accounted for.

2. The Swing Shift Receptionist will inventory the passes and compare them to the list started by the day shift Receptionist.

3. At the end of each shift (graves at the NCDF), the Receptionist will inventory the passes against the list.

B. If there is any discrepancy, the Receptionist shall recheck the list to see who was issued the missing pass last and shall make every attempt to retrieve that pass.

C. If the Receptionist is unable to retrieve the pass they shall notify the Sergeant or Supervising Legal Processor who will contact the individual and ask that he return the Access Pass.

6.0 REVISION HISTORY

Version 12.03.05 - Revised 03/2005
(Replaces MADF Version: 11.01.01 and NCDF Version 7.12.03)
Version 13.06.07 - Revised 06/26/07
Version 14.02.16 - Revised 2/2016
Access - Staff

1.0 POLICY STATEMENT

Access into the facility shall be regulated and certain areas shall be restricted for the safety and security of staff and inmates,

2.0 DEFINITIONS

**Contractor Employee**

A person employed by a private firm which has contracted with the Detention Division to provide services in the facility, e.g. food service manager, nursing personnel.

**Detention Division Employee**

A Sheriff's Department employee, assigned to the Detention Division and paid from the Detention Division budget.

**General Services Employee**

A person employed by the County General Services Department who is assigned to provide a specific service in the facility, e.g. maintenance, communications.

**Personal Services Contractor**

A person with whom the County has contracted to provide a specific service in the facility.

**Outside Agency Employee**

A person employed by the Probation Department, Mental Health, T.A.S.C., or SCOE who is assigned regularly to work in the MADF.
3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION

A. All non-uniformed staff must wear their Departmental identification cards or Department access passes while in the Facility. (Refer to Access - Passes)

B. All Detention Staff and Sworn Staff who are conducting business in the Facility wearing civilian clothes will wear their Departmental identification cards while in the Facility.

A. Outside agency and contractor employees without an access pass will enter the Facility using the Lobby entrance.

C. The following areas are restricted to all staff (with the exception of Sergeants and above) other than those assigned to work in them:

1. MADF:
   a. Armory
   b. Central Control (Refer to: Central Control Operations - Central Control Functions)
   c. Cashier's Office and Inmate Property Vault
   d. Clothing Storage Room
   e. Maintenance Area/Communications Shop
   f. Mechanical and Electrical Rooms
   g. Medical Records Area
   h. Stores Warehouse
   i. Pharmacy and Laboratory
   j. Records Area

2. NCDF:
   a. Clothing Room
   b. Dispensary
   c. Maintenance Room
   d. Classification/DGO/Programs Office
   e. Mechanical/Electrical Rooms
   f. Stores Office and Supply Room
   g. 401 Central Control
   h. Central/Records Area

D. A facility access list is available on the computer that specifies program providers, contractors, etc., who have access to the Facility, and the level of access they are allowed.
E. Off-duty Employees can only enter the secure perimeter with the Watch Commander's permission.

F. The property of any person entering the secure areas of the Detention Facilities is subject to search. (Refer to: Personal Property)

5.0 PROCEDURES

5.1 GENERAL SERVICES EMPLOYEE ACCESS TO THE ROOF

A. Facility Operations and Communications Personnel will notify Central Control prior to accessing and leaving the MADF roof.

A. Facility Operations and Communications Personnel may access the NCDF roof in one of the following ways:

1. Use the stairs to access the Administration Building roof.
2. Use the stairs to access the 200 Building roof.

5.2 ENTRANCE INTO AND EXIT FROM THE SECURE PERIMETER/STAIRWELLS

A. Staff Members who wish to enter or exit a secure perimeter of the Facility may request access to the MADF stairwells via their portable radios identifying themselves and the stairwell they are requesting access to.

6.0 REVISION HISTORY

Version 08.08.01 - Revised 08/2001
Version 09.06.07 - Revised 06/26/07
Version 10.02.09 - Revised 2/13/2009 (Merges NCDF Version 5.10.07 and MADF Version 9.06.07)
Access to Legal Reference Materials

1.0 POLICY STATEMENT

The Detention Division will provide inmates with access to legal reference materials via written request to a contracted legal resource service.

2.0 DEFINITIONS

Paging The practice of photocopying legal material from a library or other sources for delivery to inmates.

Pro Per An inmate who is a principal in a civil or criminal matter, and who has been authorized to act as his/her own counsel.

3.0 MANDATES

Title 15 Standards: 1045, 1064
Government Code Section: 8206, 8228.1, 8209
Civil Code Section: 1189(a)(2)

4.0 GENERAL INFORMATION

A. Inmates will have access to legal reference materials via a contracted service with the Detention Division.

B. All requests for legal reference materials shall be submitted in a written form using the contracted vendor’s form.
C. Procedures that affect the access to legal reference materials as a result of a pro
per designation are specified in the Pro Per Inmate Policy.

D. Inmates requiring the use of a Notary Public may choose to use the services of an
outside Notary Public. Inmates should refer to the information posted in the
Module/Unit.

5.0 PROCEDURES

5.1 SUBMITTING LEGAL INFORMATION REQUESTS

A. Inmates will use the legal information request forms available to them in their
assigned module/unit.

1. Instructions for completing the legal information request forms are is on
the back of the request forms.

B. The forms will be collected three times a week and forwarded to the contracted
service provider for processing.

C. Inmates may request information on one form with up to five (5) items/topics
every 30 days.

1. Pro Per inmates are not restricted on the number of submissions for legal
reference materials.

6.0 REVISION HISTORY

Version 3.03.02 - Revised 03/2002
Version 4.11.07 - Revised 11/21/07
Version 5.09.08 - Revised 9/30/08
(MADF Version 4.11.07 and NCDF Version 5.11.07 Law Library Policies merged)
Version 6.01.10 - Revised 01/2010
1.0 POLICY STATEMENT

On-duty injuries and illnesses cost the loss of careers and personal suffering. They are financially very costly, and result in increased overtime. Prevention of these injuries and illnesses is the key to the reduction of them. Each person in the Division must become a safety advocate. Supervisors and managers must act as safety officers, and each of us is responsible for preventing these losses by actively watching for potential accidents, and interceding to correct these situations.

2.0 DEFINITIONS

**Serious Injury or Illness**
Defined by Cal-OSHA as any injury or illness which requires inpatient hospitalization for a period in excess of 24 hours, for other than medical observation, or in which an employee suffers a loss of any portion of the body, or suffers any degree of permanent disfigurement.

**Basic First Aid**
The immediate and temporary treatment for injury or sudden illness, given before regular medical care is available.

**Supervisor**
Any supervisor or management staff member who is by his presence and availability becomes responsible for investigating and reporting on an employee on-duty illness or injury.

3.0 MANDATES

Cal-OSHA, Title 8, Subchapter 7, Section 3203

4.0 GENERAL INFORMATION
A. Detention medical staff will only provide emergency and basic first aid care for staff members who are injured or become suddenly ill on duty.

B. Sick time will begin the day after an on-duty injury or work related illness if the employee does not return to work.

C. If an injury occurs during a time when the injured employee’s regular supervisor is not on duty, any supervisor or manager who has knowledge of the injury or illness must take responsibility for following through on these procedures.

D. An injured employee on Workers’ Compensation may only be off work if the absence is authorized by a physician. If the injury or illness is severe enough to make an employee lose time from work, a doctor must be consulted by the employee. Lost time without a doctor’s authorization will not be compensated under the Workers’ Compensation Program.

E. An employee on Workers’ Compensation may not return to work unless permitted to do so by the employee’s physician and the County-appointed health authority, if required.

F. The Supervisors Report of Occupational Injury or Illness and the Supervisor’s Accident/Incident Investigation Report of Occupational Injury or Illness will be completed using the templates available on the Department Intranet site (Manuals-Safety Programs/Reporting (OSHA) Forms).

5.0 PROCEDURES

5.1 TREATMENT OF ON-DUTY ILLNESS OR INJURY

A. When a Detention Division Employee is injured on duty, or suffers a sudden, significant illness a Detention Medical Staff Member may be called to respond.

B. Medical Staff will offer first aid to the individual. If an ambulance is needed, Medical Staff or the Supervisor will contact Central Control to ask the Officer to call Sheriff’s Dispatch to request an ambulance.

C. If an ambulance is not needed, the Supervisor will have three options for transporting the employee to the hospital or doctor for treatment.

   1. A Patrol or Transportation Deputy may transport.
   2. The Supervisor or another employee may transport.
   3. If the employee is able, and the Supervisor approves, the Employee may transport himself.

5.2 ACCIDENT REPORTING AND INVESTIGATION
A. The employee will notify his (or other on-duty) supervisor of any injury or work-
related illness. The Administrative Lieutenant will receive copies of reports applicable to
the corrections staff, and the Detention Support Lieutenant for the civilian staff. They
will monitor reports for trends and incidents.

B. The Administrative Lieutenant will advise the Assistant Sheriff and Facility
Supervisors of notable items; the Detention Services Lieutenant will advise the Assistant
Sheriff, and the Detention Services Manager with notable items.

C. Care must be taken with these report to ensure that supervisors and above, and
then only those with a “need to know,” are privy to employee identified information on
the forms. The forms include address, phone numbers, the last four Social Security
numbers, etc. Any additional personal information like medical diagnosis, and such is
also not to be divulged. No copies of reports shall leave Department jurisdiction, except
by official directive.

D. The Cal-OSHA Serious Immediate Reporting Notification must be submitted
immediately within eight (8) hours of the incident for serious injury, illness or death.
[Instructions for completing this form can be found on the Department Intranet, under
OSHA]

   1. Complete the Cal-OSHA Immediate Reporting Notification.
   2. Telephone Cal-OSHA with the information at (707) 576-2388. After
      regular business hours, leave a message on the answering machine.
   3. Send a fax copy of the completed form to Cal-OSHA at (707) 565-2598.
   4. Save the fax transmittal report for the file.
   5. Notify Risk Management at ext. 2942, and fax a copy of the form to (9)
      526-0101.
   6. Notify the Sheriff’s Administrative Lieutenant at ext. 1119, and send the
      original form with the pink and yellow copies, including the fax confirmation.

E. The Supervisors Report of Occupational Injury/Illness/Exposure will be submitted
for every on-the-job incident, no later than 24 hours of knowledge.

   1. Fax to Risk Management.
   2. Original to Administrative Lieutenant (MADF), Assistant Facility
      Manager (NCDF), or Detention Services Lieutenant, as appropriate.
   3. The responsible manager will hold original pending receipt of
      Accident/Incident Investigative Report.
F. The Accident/Incident Investigative Report will be completed by the supervisor within five (5) working days of the incident. Thorough investigative efforts and reports are essential. **Items #4 through #16 will always be completed on reports initiated by the Detention Division.** [Instructions for completing this form, and FAQ’s, can be found on the Department Intranet, under OSHA]

1. Original to Administrative Lieutenant (MADF), Assistant Facility Manager (NCDF) or Detention Services Lieutenant, as appropriate.

2. The responsible manager will forward the original Supervisors Report of Occupational Injury/Illness Exposure, and the Accident/Incident Investigative Report to the Department Safety Coordinator.

**6.0 REVISION HISTORY**

Version 6.08.05 – Revised 8/16/05
Activity Logging

1.0 POLICY STATEMENT

Activity logs documenting daily Module/Unit operations, emergency situations and unusual occurrences shall be maintained by Correctional Staff.

2.0 DEFINITIONS

<table>
<thead>
<tr>
<th>Emergency Situations</th>
<th>Fires, riots, hostage taking, medical emergencies, earthquakes, assaults, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unusual Occurrence</td>
<td>Any situation or occurrence not typical of normal operations.</td>
</tr>
</tbody>
</table>

3.0 MANDATES

None

4.0 GENERAL INFORMATION

A. Every Deputy assigned to a post which requires Activity Log entries shall be responsible for maintaining accurate and complete entries.

B. Activity Logs shall be kept by all Module/Unit Deputies, the Booking, Custody and Custody West Sergeants, and the NCDF Watch Commander.

C. Activity logging is accomplished via the jail computer system.

D. The contents of the Activity Logs are confidential and shall not be discussed with inmates.
E. Activity Logs are legal documents subject to subpoena for evidence; therefore, entries shall be professionally worded.

F. Activities shall be logged when they do not occur as they should or when inmates do not receive a service such as clothing exchange, commissary, etc.

G. All Module/Unit Deputies will log the following activities:

1. The time the Deputy assumes responsibility for the module/unit and when they turn responsibility over to a new Deputy, including when they leave for breaks.
2. Inmate counts;
3. All meal refusals and inmate welfare observations;
4. Transfer of inmates in/out of Module/Unit;
5. Unusual occurrences, cell searches, and walk-throughs;
6. Module/Unit meetings;
7. Lockdowns;
8. Module/Unit inspections;
9. Maintenance problems;
10. Physical security issues identified;
11. Observations regarding inmate behavior.

H. If an inmate refuses three consecutive meals in a row a Classification/Health Services Input shall be submitted to medical staff, mental health staff and classification, documented in the Activity Log, and in the Inmate Management Notes.

I. Activity logging does not replace the use of the Classification/Health Services Input form.

J. All Sergeants shall document the following information in the Activity Log for their areas:

1. Any emergency or unusual situations;
2. Information pertinent to the safe and secure operation of the facilities;
3. Unannounced rounds conducted in modules/units;
4. Any deviations from the staffing plan

K. The appropriate Sergeant shall document in addition to 4.0(J):

1. All Safety Cell placements/removals;
2. All Restraint Chair placements/removals;
3. The result of the shift count;
4. The times and names of employees who call in sick.
5.0 PROCEDURES
None

6.0 REVISION HISTORY
Version 2.03.97 – Revised 03/1997
Version 3.04.08 – Revised 4/9/2008
(Replaces MADF Version: 2.03.97 and NCDF Version 3.03.97)
Version 4.06.14 – Revised 6/2014
Version 5.10.16 – Revised 10/11/2016
Administrative Segregation Operations

1.0 POLICY STATEMENT

To ensure consistency in Administrative Segregation housing where safety concerns are higher due to classification of the inmates housed there.

2.0 DEFINITIONS


Rules of Daily Operation The Rules of Daily Operation, contain information about specific procedures which apply only to Administrative Segregation Units. The rules include information about specific duties, safety and security related issues, and other procedures, which may change as the needs of the Module/Unit change. The Lieutenant responsible for Administrative Segregation Units and/or higher authority only may approve changes to Rules of Daily Operations.

Administrative Segregation A status of confinement in which an inmate is placed in a setting that offers a higher degree of control and supervision than is otherwise available in the general population of the jail.

3.0 MANDATES

Title 15 Standards: 1053

4.0 GENERAL INFORMATION

A. Administrative Segregation is not a punitive system. An inmate may be confined in Administrative Segregation for any of the following reasons:

1. The inmate has shown a propensity towards violence to staff and/or other inmates.

2. The inmate is or has been an escape risk.
3. The inmate would disrupt the operations of the jail.

4. The inmate is determined to be a member of a designated security threat group or gang.

B. Administrative Segregation may include restricting privileges; however, it shall not involve any deprivation of privileges other than what is necessary to protect inmates and staff.

C. Administrative Segregation is subject to the grievance process.

D. The level of restraint required for each inmate will be noted on the inmate’s "Special Handling Screen" in SCADS, as well as on the tank sheet.

E. All inmates will be given access to the shower at least once every other day. This access shall be given during the inmate’s OCA. An additional 5 minutes will be added to the inmates 30 minute OCA for a total of 35 minutes per day to allow time for the inmate to shower.

F. The Rules of Daily Operation provide direction regarding the distribution of forms, cleaning supplies, razors, etc.

G. Classification staff will review the status of inmates in Administrative Segregation at least every 30 days.

H. O.C.A. will be conducted using a continuous, rotating schedule and will be scheduled by the Grave Shift Officer.

I. The OCA shall continue except for scheduled lockdown periods, cell/module searches, or during emergencies.

J. Inmates will receive a minimum of three (3) hours of OCA per seven-day period.

K. For specific information regarding cell and Module searches, refer to Rules of Daily Operation.

L. For specific information regarding inmate behavior, refer to Rules of Daily Operation.

M. The Rules of Daily Operation for Male Special are kept in the Male Special Control booth.

5.0 PROCEDURES

A. A. Reference: Rules of Daily Operations

6.0 REVISION HISTORY
1.0 POLICY STATEMENT

Command, supervision, exercise of authority and other communication or interaction among staff shall conform to the requirements outlined in this Chapter. Staff members, regardless of rank, will exercise respect, good judgment and courtesy when dealing with others.

Established lines of authority will be used and supported by all staff, in that line of authority or outside of that line of authority. In times of emergency, Correctional Staff may cross established lines of authority when necessary to preserve the safety and security of the staff, inmates or public and Detention facilities.

2.0 DEFINITIONS

Chain of Command  The unbroken line of authority extending from the Sheriff through a single subordinate at each level of command to the level of execution.

Watch Commander  Member responsible for operational function of Patrol, MADF or NCDF, for a given shift.

Support Staff  All members who are not peace officers or correctional officers.

3.0 MANDATES

None

4.0 GENERAL INFORMATION
4.1 ADMINISTRATIVE RELATIONSHIPS

A. All Department personnel except the Sheriff have an immediate supervisor. That Supervisor is the person above him in the Chain-of-Command. The Supervisor is accountable for the proper execution of every order and assignment.

Accountability will be achieved through, but not limited to, personal supervision and instruction; ensuring Staff are familiar with and comply with established rules, regulations, and operating procedures; issuing necessary special operation instructions, memoranda and directives; and effective delegation of authority.

B. Every Supervisor shall be aware at all times of whom he is supervising. Subordinates shall also be aware of who their supervisors are.

C. Supervisors are responsible for those under their supervision and shall take all reasonable steps to ensure that each Subordinate understands his duties and performs them promptly, completely, and in accordance with established policy and procedures.

D. Each Supervisor shall assume the responsibility for the supervision of all Subordinate Members in the Chain-of-Command and shall not divert this responsibility.

E. Each Supervisor shall strive to create and maintain high morale among Staff Members, constantly evaluating the quality and quantity of supervision exercised by other Subordinate ranking personnel.

F. Each Supervisor shall achieve maximum efficiency by suitably delegating authority, in a clear-cut manner, whenever appropriate.

G. Supervisors shall be aware of established policy and procedures and shall promote both understanding and compliance among Subordinates, through clearly conveying both the spirit and intent, as well as content, of orders and directives.

H. Supervisors shall develop sound and resourceful techniques for passing on personal and acquired experience to new and inexperienced personnel.

 Supervisors will encourage the contribution of new ideas and suggestions for improving policies and procedures, practices, and operational techniques, from Subordinates. Supervisors will respond to input from Subordinates promptly and appropriately.
I. Supervisors shall consider Subordinates' abilities and skills when making assignments and attempt to match them with the requirements of the assignments when possible.

J. Each Supervisor shall have knowledge of the progress of Subordinates and assist them by counsel, advice, and direction, and shall ensure that Subordinates find solutions to problems which arise during the tour of duty.

K. Each Supervisor shall investigate any report of laxity in performance of duty or the violation of Department or Division rules on the part of Subordinates. After gathering the facts, the Supervisor shall report his findings with whatever recommendations are appropriate for him to make, in writing, to the Detention Assistant Sheriff through the chain of command.

L. Each Supervisor shall be fair and impersonal in evaluating the work of Subordinates. Evaluations should be based on objective evaluation criteria whenever possible.

M. Each Supervisory Officer shall strive to develop and maintain a high level of morale and respect through friendly, but firm supervision of Subordinates. Supervisors should lead and teach by example.

N. Each Supervisor shall be responsible for the performance and behavior of Subordinates.

1. Supervisors shall observe, encourage, and ensure that their Subordinates' conduct toward the public and inmates is, and remains positive. Supervisors shall assist Subordinates in recognizing and correcting problems on or off the job that negatively affect job performance. Supervisors should be cognizant of behavior which indicates job dissatisfaction, difficulty adjusting to the jail environment, or an inability to work effectively with inmates.

2. Supervisors shall promptly counsel Subordinates when performance or other problems are noted, to determine the nature of the difficulty. Supervisors shall initiate corrective action, using personal counseling skills and/or other Division or Department resources.

3. Supervisors shall make themselves aware of available counseling services offered by the County for all Employees (e.g. mental health counseling, alcohol and drug treatment, etc.).
4.2 LINES OF AUTHORITY

A. In emergency situations, in which the safety of Staff, inmates and/or the public are at stake, or when the safety or security of any of the Detention Facilities is an issue, the ranking Correctional Officer on duty shall have complete authority to take necessary action. In these emergency cases, the ranking Correctional Officer shall have authority over Support Staff, Supervisors and Managers.

B. In the absence of emergency situations, all first-line Supervisors, regardless of whether they are Correctional Officers or Support Staff, are of equal rank. All first-line Supervisors have the same responsibilities and authority for their areas. Unless a documentable emergency exists those boundaries should not be crossed.

C. If a conflict arises in which two Supervisors, both assigned to Operations don't agree, the Watch Commander shall be contacted and will have authority to resolve the issue. If a conflict arises between Support Staff and Operations, the Watch Commander and the Detention Services/Planning & Research Lieutenant will work together to resolve the problem.

D. During nights, weekends and holidays, the Watch Commander is the highest ranking on-duty person in the Division and has full authority to take whatever steps are necessary to ensure the safety and efficiency of operations. If a conflict arises, or there is a need to alter or modify existing procedure, whatever action has been taken should be documented in the Watch Commander's Log.

E. When problems exist, Staff will resolve them as amicably as possible. If the problem cannot be resolved at that level, then the next person(s) in the Chain(s) of Command need to be contacted.

5.0 PROCEDURES

None

6.0 REVISION HISTORY

Version 3.06.04 Revised 6/23/04
Annual Security Review

1.0 POLICY STATEMENT

An annual security review of the Main Adult Detention Facility and North County Detention Facility shall be conducted to ensure safety and security of facility operations and ensure proper facility maintenance. The Annual Security Review is a valuable document in future planning, budgetary issues and litigation.

2.0 DEFINITIONS

None.

3.0 MANDATES

Title 15 Standards: 1029(a)(6)

4.0 GENERAL INFORMATION

A. As required by Title 15 section 1029(a)(6), an annual security review shall be conducted to evaluate security and control procedures.

B. The Annual Security Review provides a chronological record of each facilities security status.

C. The annual security review shall include, but not limited to:

1. Physical counts
2. Facility searches
3. Contraband control
4. Key control
5. Staffing
6. Perimeter security
7. Equipment and training
8. Firearms control and ammunition
9. Duress alarm systems
10. Chemical agents
11. Mechanical restraint devices

D. Facilities inspections shall include a review of interior and exterior security measures of both facilities.

5.0 PROCEDURES

A. Inspections will be conducted and documented by the designated manager.

B. The Facility Administrator shall review evaluate and make a record of security measures.

C. A complete report will be maintained for inclusion in the biennial Corrections and Standards Authority Inspection and with the Annual Inspection Report filed in Detention Administration.

6.0 REVISION HISTORY

Version - 1.05.10 - 05/2010
1.0 POLICY STATEMENT

The following will apply based on the balancing test in Section 5.1, B of this Policy, except as permitted by written authority of a Member's Unit Manager.

A. Members shall not associate with, engage the services of, accept services from, or do favors for any person in the custody of the Sheriff's Office, or any person the Member met while that person was in custody;

B. Members shall not knowingly associate socially with the spouse, immediate family member, or romantic companion of any person in the custody of the Sheriff's Office;

C. Members shall avoid regular or continuous associations or dealings with non-members whom they know or should know are persons under felony criminal investigation or indictment, or have a reputation in the community or the Sheriff's Office for present involvement in felonious or criminal behavior, and/or are racketeer, convicted sexual offenders, felons, gang members, or with individuals who associate with gang members, except as necessary to the performance of official duties or where unavoidable because of other personal relationships of the members.

2.0 DEFINITIONS

**Inmate**
Any person currently in the custody of the Sheriff, whether physically in custody or released on a parole, furlough, or temporary release basis.

**Member**
Any person appointed or assigned to the Sheriff's Office.
3.0 MANDATES

None

4.0 GENERAL INFORMATION

A. Any Member contacted by, or on behalf of, an inmate who has been released from the custody of the Sheriff’s Office within 30 days shall immediately report the contact via memorandum to his Supervisor.

B. Staff Members who have a relative or friend in custody may or may not be allowed to work in the same Facility, and shall be prohibited from using his position to access the relative’s or friend's criminal and custody records. This decision will be made by the staff member's Unit Manager. The Staff Member's Unit Manager shall determine whether the inmate is to be transferred to another Facility, taking under consideration housing the inmate in an area where the Staff Member will have no responsibility for supervision and little or no opportunity to have contact with the inmate.

C. Any Staff Member who becomes aware that a relative has been brought into custody shall immediately notify his Supervisor. The Supervisor shall report the issue to the Watch Commander to determine whether or not it is necessary to re-assign the Staff Member to a different position immediately (e.g. the Staff Member is working in booking and a relative is brought into custody).

D. Any Staff Member who is aware of association between a member of the Sheriff’s Office and a known felon, parolee, certified or suspected gang member, or inmate shall report the association to his Supervisor immediately.

E. Association is also addressed in the Department Rules and Regulations Regarding Conduct, Section 5.0, Subsection B (56).

5.0 PROCEDURES

5.1 REPORTING A POSSIBLE ASSOCIATION

A. The Staff Member shall document the relationship which may be considered association in a memo, and forward the memo to his Unit Manager via the Chain of Command.

B. After receiving the report of a Staff Member's involvement with a known felon, parolee, or inmate, the Unit Manager shall determine whether the Staff Member's rights of association and privacy are outweighed by the potential for the association:

1. To impair the dignity or reputation of the Sheriff's Office.
2. To erode the public's confidence in the Sheriff's Office.

3. To create the appearance of impropriety; or

4. To adversely affect the Staff Member's credibility or reputation in the community and thereby affect the Staff Member's job performance.

5. To protect institutional security.

C. The Unit Manager shall return his decision in writing, to the Staff Member involved in the relationship, and shall provide a copy to the Detention Assistant Sheriff.

6.0 REVISION HISTORY

Version 5.06.04 - Revised 06/22/2004
Version 6.08.09 - Revised 12/2009
Audits

1.0 POLICY STATEMENT

High liability incidents and activities such as restraint chair placements shall require an audit each time they occur. This is to ensure each incident is necessary and conducted appropriately. Other activities, such as safety cell placements or strip searches, shall require scheduled audits of sample groups. In addition, Supervisors and Managers are encouraged to conduct audits after incidents that involve high levels of force, forced cell removals, major suicide attempts or anytime an audit may be deemed appropriate or beneficial.

2.0 DEFINITIONS

Audit  
A regular examination of accounts or records. A methodical examination or review of an incident.

OCA  
Out of cell activity.

3.0 MANDATES

None

4.0 GENERAL INFORMATION

A. At a minimum, audits shall be conducted for the following functions and activities:
   1. Restraint Chair placements
   2. Safety cell placements
   3. Sobering cell logs
   4. Strip search authorizations
   5. Use of force - Taser
   6. Use of force - O/C Spray
   7. Out of Cell Activity (OCA) logs
   8. Facility Rounds

B. Audit procedures and minimum requirements are specified in the policies and procedures that pertain to them. For example, the audit process for Restraint Chair placements is documented in the Restraint Chair Use and Audit Procedures policy.

C. OCA logs for housing modules/units will be audited on a monthly basis by an assigned staff member to ensure inmates are being offered the required amount of OCA and recreation yard time, as well as to ensure inmates are receiving the maximum amount of time out of cell they are allowed.

D. Safety cell placements, strip search authorizations, and sobering cell log audits are conducted by an assigned staff member monthly. On a quarterly basis, an overall summary of the audit results are forwarded to the Administrative Lieutenant for review.
E. The Administrative Lieutenant may conduct quarterly audits of the sobering cell logs, safety cell and restraint chair placements, and use of force incidents for the purpose of evaluating how medical staff, mental health staff, and/or custody staff fulfilled their responsibilities.

F. Formal, automated audit forms are available for auditing restraint chair placements, safety cell placements, use of the Taser and O/C Spray. All other audits conducted use forms generated by the assigned auditor.

5.0 PROCEDURES

None

6.0 REVISION HISTORY

Version 1.11.04 - Created 11/30/04
Version 2.04.08 - Revised 04/01/2008
Version 3.05.10 - Revised 05/2010
1.0 POLICY STATEMENT

Prior to initial housing, each inmate shall be provided with clean institutional clothing and linen and personal care items.

2.0 DEFINITIONS

**Clothing Receipt**
An itemized list, produced by SCADS, of an inmate's personal clothing and any other personal property stored in the clothing room.

**Dress in**
The process of dressing an inmate into institutional clothing prior to initial housing.

**Intake Bag**
A bag containing personal hygiene items made available to each inmate upon dress in.

3.0 MANDATES

Title 15: 1027, 1057, 1265, 1266, 1270, 1260

4.0 GENERAL INFORMATION

A. Strip searches of inmates being dressed in for housing shall only be conducted as specified in the Searches - Strip chapter.

B. Dress in procedures shall only be performed or viewed by a Correctional Deputy of the same sex as the inmate.

C. The identification card, one intake bag, institutional clothing, pillow, and linen shall be issued at the completion of dress-in.

D. A razor and spoon may be issued when the dress-in process is completed.

E. Each inmate who is dressed-in shall receive a receipt for all personal property and clothing taken into storage.

F. If proper fitting clothing is unavailable for inmate use due to special circumstances, such as the inmate's size, inmates may be allowed to temporarily wear items of their own personal clothing (Refer to: Property - Inmate Clothing/Bulk Property).

G. Deputies will search the items brought in with inmates who have transferred from other facilities as soon as possible. Inmates will be allowed to keep only items which are similar to items issued or sold on commissary at MADF/NCDF.
H. Inmates requesting to take a shower during the dress in process will not be denied.

### 5.0 PROCEDURES

A. The Detention Assistant will put together the appropriate clothing bundles prior to the dress in process and enter the inmate's clothing information into SCADS.

B. A Deputy will escort the inmate to the assigned dress in area and conduct a thorough pat search.

C. If a Strip Search has been authorized refer to Searches - Strip, if no strip search has been authorized instruct the inmate to change into the facility issued clothing.

D. If the inmate has any type of prison/gang tattoo(s), take photos of the tattoo(s). The genital areas for both males and females as well as the breasts of females will not be photographed. These areas will be covered by a towel or clothing before the photos are taken. The Deputy will complete a Classification Input and forward the input, and the photos to the Gang Intel Deputy.

E. The Deputy will search the inmate's clothing prior to storage.

F. The Deputy will conduct a pat search on each inmate after the dress in process is completed and prior to escorting the inmate to their assigned housing.

### 6.0 REVISION HISTORY

Version 15.02.02 - Revised 2/2002  
Version 16.12.08 - 12/12/2008 (Merged MADF Version 15.02.02 and NCDF Version 11.03.02 into Detention Division Version)
1.0 POLICY STATEMENT

All incoming prisoners will be properly identified. The booking of arrestees/commitments will be fully documented by taking their fingerprints, photographs and descriptive information.

2.0 DEFINITIONS

B.C.I.D. Bureau of Criminal Identification

C.I.I. Central Intelligence and Investigations

C.S.I. Crime Scene Investigations

D-Number A permanent Sheriff's Department number assigned to individuals incarcerated in Sonoma County Detention Facilities

D.O.J. Department of Justice

F.B.I. Federal Bureau of Investigation

Live Scan System An inkless system that records an inmate's fingerprints on a fingerprint card, and electronically transmits them to D.O.J.

IDN Question of Identity

CIB Central Intelligence Bureau

3.0 MANDATES

40302 CVC, 40307 CVC
4.0 GENERAL INFORMATION

A. The booking process must be completed before the inmate's SCADS file can be accessed for capturing fingerprints or taking pictures.

B. If an arrestee/commitment is missing both hands, D.O.J. and C.S.I. require that a print be made of each foot. The footprint is to be placed on a palm print card.

4.1 FINGERPRINTS

A. Fingerprints and palm prints of inmates will be generated by the Live Scan System and will be transmitted to D.O.J. electronically.

B. D.O.J. does not require fingerprints on people booked for State Parole hold only, or commitments to serve prison time.

C. Arrestees being booked on civil charges only shall not be fingerprinted.

D. All data errors identified on fingerprint cards shall be forwarded to D.O.J. using the NATMS Record Error Correspondence form.

4.2 QUESTION OF IDENTITY

A. If an arresting Officer or staff believes an arrestee/commitment is not who he says he is, an IDN request may be sent to D.O.J. on the Live Scan System.

B. If a Deputy requests that the fingerprints of an arrestee/commitment be processed through IDN he will discuss the reasons he is requesting the IDN with his Sergeant and obtain approval.

C. IDN Live Scan results will be received in MADF Booking and if necessary the Booking Legal Processor will fax a copy to the NCDF Central Legal Processor.

D. If it is believed an arrestee/commitment has given a false name, it is acceptable to delay the booking of the individual for up to 11 hours, provided D.O.J. has not responded to the IDN request, except when the subject is brought into custody per 40302 CVC.

E. If the subject has been brought into custody for an infraction or misdemeanor pursuant to 40302 CVC, he will be accepted into the facility; however he can only be held a maximum of two hours per 40307 CVC.

4.3 PHOTOGRAPHS

A. Pictures of inmates will be generated by the video imaging system. The pictures will appear on the Inmate I.D. Cards, Inmate Management Cards, and on all booking face sheets.

B. If an inmate normally wears glasses, a picture shall be taken of the inmate with and without his glasses.

C. All incoming inmates will be photographed to verify identity, including detainees, civils, 849 (b) (2), etc.

5.0 PROCEDURES

5.1 CAPTURING PHOTOGRAPHS & FINGERPRINTS
A. The Deputy shall access the video imaging system, and:

1. Take the inmate's picture;

2. Print one Inmate I.D. Card, one Inmate Management Card, and the proper number of booking sheets for the booking type;

3. If the inmate is disabled place a blue dot on the I.D. card

4. Place a small red dot on the right hand corner of the Inmate I.D. card photo if the inmate has a history of prior suicide attempts.

B. The Deputy shall access the Live Scan System and roll the fingerprint/palm prints.

C. The MADF Booking Legal Processor will:

1. Review the Live Scan results from the Department of Justice. If D.O.J. indicates the prints are for the arrestee indicated on the pre-booking sheet, proceed with the booking process.

2. If the Live Scan results indicate that the prints are for an individual other than the arrestee, check the name provided by D.O.J. in SCADS to determine if the arrestee has a D-number under the different name. Notify the arresting agency of the true name of the arrestee.

3. If the arrestee is found to have a D-number under the different name, provide the Supervising Legal Processor or Booking Sergeant with all available information so that approval can be obtained to complete a "Booked in Error" transaction.
   a. Re-book the arrestee under the existing D-number.
   b. Stamp the first booking sheet with the "Booked in Error" stamp, indicate the reason for the transaction, and obtain the sign-off from the appropriate Supervisor.
   c. Forward the stamped booking sheet with copies of supporting documents to the Supervising Legal Processors' Office for filing.
   d. File a copy of the booking sheet and the movement history screen, both stamped, in the D-file.

4. Booked in Error" transactions can only be completed if the arrestee is still in the booking area. If the arrestee has already been moved to housing, then a "Booked in Error" transaction cannot be completed. Follow the D-file merge procedure outlined in Section 5.2, A, 3 of this chapter.

D. The NCDF Central Legal Processor will file the Live Scan results in the inmates D-file.

5.2 REQUESTING IDN PROCESSING FOR FINGERPRINTS

A. If it is requested that the fingerprints of an arrestee/commitment be processed through IDN:

1. The Deputy shall access the Live Scan System and, following the "Instructions for Submitting Question of Identity Prints", transmit the fingerprints to D.O.J.

2. Once the notification is received from D.O.J. and it is determined that the individual has given the correct name, the MADF Booking Legal Processor/NCDF Central Legal Processor will verbally notify the MADF Booking Sergeant/NCDF Watch Commander.

3. If it is determined that the arrestee/commitment has been booked under a false name and D.O.J. provides
the true name of the individual, the Booking Legal Processor/Central Legal Processor shall:

a. Verbally notify the MADF Booking Sergeant/NCDF Watch Commander of the individual's true name;
b. If the inmate is an NCDF Commitment, have the Watch Commander sign off on the notification copy;
c. Forward a copy of the notification to the Central Information Bureau (Sheriff's Records) so the D-file information can be corrected;
d. and if the arrestee was booked at MADF, forward a copy of the notification to the arresting agency.

6.0 REVISION HISTORY

Version 13.08.03 - Revised 08/27/03
Version 14.11.07 - Revised 11/21/07
Version 15.02.09 - Revised 2/13/2009 (Version 15.10.05 merged MADF Version 14.11.07 and NCDF Version 3.10.07)
1.0 POLICY STATEMENT

All individuals being admitted to the Sonoma County Detention Facilities shall undergo a process of intake screening to evaluate their medical condition and mental health status, and to evaluate their need for any special accommodation as a result of a disability. This screening will be conducted to ascertain whether the individual will be accepted into custody; to determine if they are in need of immediate medical or mental health treatment; and to provide medical and/or mental health information relating to housing, classification, and the handling of inmates. To facilitate the process, staff shall be trained in the proper use of forms, screening criteria, and the procedures to be used for medical and mental health screening.

2.0 DEFINITIONS

- **Short-term temporary release**: Any temporary release which is 72 hours or less.
- **Weekend Commitment**: Any inmate committed by the court to serve a sentence in two-day increments over a designated number of weeks.
- **Arrest Report Form**: Document completed by the Booking Deputy prior to accepting an individual into custody.

3.0 MANDATES

Title 15 Standards: 1207

4.0 GENERAL INFORMATION

A. An Arrest Report Form shall be completed immediately upon arrival prior to the individual being accepted into custody.

B. If at any time prior to the booking process any of the following is observed, custody staff will not accept the
individual. At the NCDF, arrangements will be made for the individual to be transported to an emergency medical facility:

a. are or have been unconscious;
b. are having or have had convulsions;
c. have significant external bleeding;
d. have obvious bone fractures;
e. suffering from obvious signs or symptoms of alcohol or drug withdrawal;
f. have visible signs or symptoms of a head injury;
g. are a pregnant female with complications
h. are complaining or demonstrating symptoms of severe pain, trauma or other serious illness or injury
i. are unable to walk under their own power with assistance.

C. A Pre-Booking Medical /Mental Health screening form will be completed on all inmates coming into custody.

1. Inmates who have been temporarily released from custody for a period of 72 hours or less, and inmates returning for weekend commitments, shall be asked questions from the Short Term Temporary Release Medical Screening form.

D. Any female arrestee that has given birth in the past 12 months and have been charged with the murder or attempted murder of her infant will be immediately referred to Mental Health Staff for screening.

E. Any inmate charged with homicide, arson, vehicular manslaughter, child endangerment, and/or child sexual assault will be referred to Mental Health Staff.

F. If the Arresting Officer needs to conduct an alcohol breath test, they shall do so prior to the medical/mental health screening process.

G. Arrestees entering custody directly from the hospital must have a Hospital Clearance form.

H. All staff shall be responsible for monitoring the physical and mental health of inmates during the booking/intake process.

I. It is the responsibility of custody staff to immediately advise a supervisor when an inmate is disabled or appears to be disabled. (Refer to: Disability Accommodations).

1. If an arrestee comes into custody who cannot communicate with Staff because of language issues or a disability, and there is no translator available, a Medical Staff Member will be called to examine the arrestee prior to the completion of the medical/mental health screening process.

J. Arrestees who are intoxicated must be examined by Medical Staff in accordance with the Sobering Cell Use Policy.

1. Inmates at the MADF will be considered a "partial booking" until they are able to complete the booking process.

2. At the NCDF, the individuals who are intoxicated will be examined by medical staff to determine if the inmate needs to be transported to the MADF for sobering.

5.0 PROCEDURES

5.1 COMPLETING THE PRE-BOOKING MEDICAL/MENTAL HEALTH SCREENING FORM
A. At the MADF, the Deputy conducting the intake will:

1. Obtain the Pre-Booking and Probable Cause forms from the Arresting Officer and review them, noting the arrestee's full name, and in particular, the "violent/assaultive" and "suicidal" sections of the "Observations of Behavior While in Custody" section of the Pre-Booking form.
   a. Note any information obtained by the arresting officer regarding the inmate.

2. Begin the Pre-Acceptance Medical Screening process by visually assessing the inmate's physical condition and ask the arresting officer whether or not the arrestee had been treated at the hospital before being brought to the MADF.
   a. The indications provided by the Arresting Officer will be compared to the responses given by the arrestee when asked the questions on the Pre-Booking Medical/Mental Health Screening Questionnaire. If there are discrepancies, the Booking Deputy will notify Mental Health Staff.

3. Complete the Arrest Report Form.
   a. If none of the conditions from questions 1-7 on the Arrest Report From exists, the Pre-Booking Medical/Mental Health Screening Form will be completed. Where applicable, the Booking Deputy will obtain the results of the alcohol test from the Arresting Officer, and write them in the upper right-hand corner of the Pre-Booking Medical/Mental Health Screening form.

B. At the NCDF, the Deputy conducting the intake will:

1. Conduct a drug or alcohol test (if necessary) and note the results on the Pre-Booking Medical/Mental Health Screening form.

2. Inventory the inmate's property, valuables and money

3. Complete a Personal Property Receipt form.

C. The Deputy will ask the arrestee each of the questions on the Pre-Booking Medical/Mental Health Screening Form and record the responses.

D. The Deputy will observe the inmate, looking for conditions, signs, and behaviors indicated on the form and will record the results of his/her observations.

1. If there are any "Yes" responses to the questions or if any physical or mental health conditions are observed by the Deputy, they will contact Medical and/or Mental Health Staff and notify them of the condition and/or responses of the arrestee. (see Section 5.3 below)

2. If there are any “Yes” responses to the Disability questions, Correctional Staff will notify the Sergeant, initiate the ADA Tracking Process and place the completed paperwork in the inmate's booking file. (Refer to: Disability – Accommodations)

E. If the arrestee is unable to complete the medical/mental health screening due to intoxication, refuses to cooperate or refuses to answer questions on the Pre-Booking Medical/Mental Health Screening Form, the Deputy will:

1. Complete as much of the Pre-Booking Medical/Mental Health Screening form as possible and indicate the arrestee's refusal to answer and/or sign, and note the date and time of the refusal.

2. Contact a Medical Staff Member, advise him of the situation, and give the Medical Staff Member as much
information possible regarding the inmate's physical condition.

3. Notify the Sergeant.

   a. At the MADF the inmate will be considered a "partial" until the arrestee cooperates and/or is able to continue with the booking process.

   b. At the NCDF, the inmate may be placed into holding until they cooperate with the process or at the Sergeant's discretion the inmate may be transported to the MADF. If the inmate is intoxicated, they will be examined by medical staff to determine if the inmate needs to be transported to the MADF for sobering.

F. Arrestees who are intoxicated must be examined by Medical Staff in accordance with the Sobering Cell Use Policy.

5.2 COMPLETING THE SHORT TERM TEMPORARY RELEASE MEDICAL SCREENING FORM

A. When an Inmate returns from a temporary release which did not exceed 72 hours or as a returning weekend commitment, they will be accepted into the facility following the procedures outlined in Booking - Return from Temporary Release.

B. The Deputy will:

   1. Complete the "inmate identification" section of the Short Term Temporary Release Medical Screening form and begin the screening process by visually assessing the inmate's physical condition.

   2. Complete an Arrest Report Form.

      a. If an inmate has any obvious serious injuries or illnesses, or has any of the conditions listed in section 4.0 (A) (1) above, the Deputy will immediately contact a Medical staff member.

C. Complete the Short Term Temporary Release Medical Screening Form and continue with the intake process as described in section 5.1 above.

5.3 CONTACTING MEDICAL OR MENTAL HEALTH STAFF

A. For any "Yes" answers and for any positive observations, the Deputy will contact Medical Staff, Mental Health Staff, or both, as applicable. The Deputy will check the appropriate box(es) indicating that Staff were contacted, and will enter the name(s) of the Staff Member(s) contacted.

B. Medical and/or Mental Health Staff will be responsible for following up with a personal contact with the arrestee, either immediately or within two (2) hours, as the circumstances indicate.

C. If the arrestee has been taken to the hospital for examination and treatment prior to being brought to jail for booking, a Medical Staff Member must review the Hospital Medical Clearance form(s) and personally evaluate the arrestee as a part of the Pre-Booking Medical/Mental Health Screening process.

D. Medical and/or Mental Health Staff will enter comments in the appropriate areas of the Pre-Booking Medical/Mental Health Screening form. They will also enter, as applicable, housing recommendations and special handling recommendations. The Health Care Staff Member will sign, date, and time the form.
6.0 REVISION HISTORY

Version 9.01.02 - Revised 01/2002

Version 10.10.07 - Revised 10/10/07

Version 11.05.09 - Revised 5/21/2009 (MADF version 10.10.07 and NCDF Version 9.10.07 merged into Detention Division Policy)
1.0 POLICY STATEMENT

All individuals returning to our Detention Facility from a temporary release will be evaluated for changes in medical conditions and/or mental health status since leaving our facility.

2.0 DEFINITIONS

Transported Temporary Releases: An inmate who was temporarily released from the facility and is transported by a law enforcement or contract security agency.

Walk-In Temporary Release: An inmate who was temporarily released without the supervision of a law enforcement, probation or parole officer, e.g. court ordered passes.

3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION

A. Inmates who return from a temporary release will be:

1. Strip searched while adhering to the Searches - Strip Policy.

2. Asked the medical screening questions: (Refer to: Booking - Pre-Booking Medical/Mental Health Screening)

   a. If the inmate is returning from a Temporary Release which was 72 hours or less, the Short Term Temporary Release Medical Screening (front) (back) form shall be used.

   b. If the inmate is returning from a Temporary Release which was longer than 72 hours, the Booking -
Pre-Booking Medical/Mental Health Screening form shall be used.

B. Inmates who are returned from a temporary release by a Transportation Officer or other Law Enforcement Officer will re-enter the MADF via the booking area, and NCDF via the Lobby area.

C. When an inmate is returned from a medical hospital, the Transporting Officer must have medical documentation from the hospital to give to Detention Medical staff.

D. A Detention Medical Staff Member must be contacted prior to accepting an inmate who is returning from a medical hospital.

E. A Mental Health Staff Member must be contacted when an inmate is returning from a mental health institution/hospital.

F. At NCDF, if no Mental Health Staff Member is on duty, the Deputy will contact MADF Mental Health Staff and submit a Classification/Health Services Input form to Mental Health Staff at the facility the inmate is housed.

G. The Transporting Officer or NCDF Movement Deputy must complete a written inventory of all property, valuables, and money which are returned with the inmate.

H. Inmates transferred from other facilities shall be allowed to keep only those items which are similiar to items sold at MADF/NCDF on Commissary or issued by MADF/NCDF staff with the exception of open food. The Deputy conducting the dress-in shall closely inspect any items brought by the inmate.

I. Inmates returning from a court ordered or facility issued pass may, at the discretion of the MADF Booking Sergeant/NCDF Watch Commander or Classification Staff, be placed on a 48-hour lockdown. Inmates returning from CDC may be placed on a 48-hour lockdown.

J. All inmates returning from a temporary release, with the exception of inmates transported from another facility, will be urine tested.

K. An inmate who is returning from a temporary release, and is not transported, will report to the MADF/NCDF Lobby area.

L. The inmate may not return with any property with the exception of money.

M. If an inmate returns and is intoxicated, he will be placed in a sobering cell (Refer to: Sobering Cell Use).
   1. Inmates at the MADF will be considered a "partial booking" until they are able to complete the booking process.
   2. At the NCDF, the returnee who is intoxicated will be examined by Medical Staff to determine if the inmate needs to be transported to the MADF for sobering.

N. All walk-in temporarily released inmates shall be urine tested upon their return.

O. If it is believed a returnee may be trying to introduce contraband into the facility a Sergeant or higher authority will make the decision to place the inmate on a 48-hour lockdown.
   1. During the 48-hour period frequent cell searches and visual observation of the inmate shall be conducted.

P. If contraband is found on an inmate, or in his cell during the 48-hours:
   1. The Sergeant responsible for the Module/Unit may extend the inmate's lockdown for another 48-hours.
2. The Module/Unit Deputy will document the extension and the Sergeant approving the extension in the inmate's Management Notes, as well as complete an Incident Report.

3. The inmate must be given a minimum of 35 minutes of OCA each day, and shall be allowed personal visits.

Q. If a Sergeant chooses to extend the lockdown, the inmate must have 48-hours without any contraband being found in his cell or on his person before he will be taken off the lockdown.

R. Module/Unit Deputies may conduct random strip searches on inmates on a 48 hour lockdown, to check for contraband while adhering to the Searches - Strip Policy.

S. The Module/Unit Deputy will conduct a strip search on an inmate at the end of the 48 hour lockdown while adhering to the Searches - Strip Policy.

5.0 PROCEDURES

5.1 ARRANGING FOR THE RETURN OF AN INMATE AFTER HOSPITALIZATION

A. When the inmate is being released from the hospital, the Deputy guarding the inmate will contact the MADF Booking Sergeant to advise him the inmate is ready to be returned to the facility.

1. If the inmate is not being guarded, the Hospital Staff will notify the MADF Booking Sergeant.

B. The MADF Booking Sergeant shall:

1. Notify the Medical Staff of the impending return of the inmate.

2. Notify Sheriff's Transportation or Sheriff's Dispatch that transportation for the inmate is needed.

3. Notify the Patrol Watch Commander that the inmate is returning and that guards will no longer be required, if applicable.

5.2 RECEIVING TRANSPORTED/ARRESTED TEMPORARY RELEASE RETURNEES

A. The inmate shall be searched prior to entering the booking or central holding area.

B. At the MADF, the Transporting Officer and at the NCDF a Movement Deputy will:

1. Inventory all of the returnee's property, place it in a plastic bag and document the inventory on an Inmate Personal Property Receipt form;

2. Complete a bulk property tag for each item of bulk property and attach the tag(s) to the item(s): and

3. Count the returnee's cash; place the cash in a money envelope and document the count on the envelope.

C. At MADF when the Transporting Officer has completed his paperwork, he shall give the paperwork, the returnee's property and money to the Booking Legal Processor.

D. At NCDF when the Movement Deputy has completed his paperwork, he shall give the paperwork and the returnee's valuable property and money to the Central Legal Processor and place the property in the property room.
E. The Booking Legal Processor/Central Legal Processor shall complete the returnee's booking process.

F. The Booking/Movement Deputy shall:

1. Pat search the inmate (Refer to: Searches - Pat);

2. Complete the necessary Medical/Mental Health paperwork (Refer to Section 4.0);

3. If the inmate is returning from the hospital, obtain the hospital paperwork from the Transporting Deputy, and notify the Medical Staff Member/Mental Health Staff Member that the inmate has arrived and needs to be evaluated.

5.3 RECEIVING WALK IN TEMPORARY RELEASE RETURNEES

A. When an inmate (returnee) returns from an unsupervised temporary release, he will report to the MADF/NCDF lobby area and advise the Receptionist/Central Legal Processor that he is a temporary release returnee.

B. The MADF Receptionist will notify Booking of the returnee who has arrived and the Records Legal Processor who will pull the D-file (Section 5.4 C).

C. The NCDF Central Legal Processor will notify a Movement Deputy and pull the returnee's D-File (Section 5.4 E).

D. The Booking/Movement Deputy shall:

1. Search the returnee, place his personal property in a plastic bag and escort him to the MADF Booking or NCDF Central area;

2. Inventory the returnee's valuables and bulk property on an Inmate Personal Property Receipt form and submit them to the Booking/Central Legal Processor;

3. Complete the necessary Medical/Mental Health Screening (Refer to: Section 4.0)

E. The Booking/Central Legal Processor shall:

1. Verify that all bulk property items are tagged;

2. Verify that the property inventory matches the property taken, sign it and give a copy to the returnee;

3. Verify that the money amount in the envelope matches the amount written on the outside of the envelope.

5.4 PROCESSING TEMPORARY RELEASE RETURNEES

A. If the returnee is an NCDF inmate who was temporarily released and he is to remain at the MADF, the Booking Sergeant shall call the NCDF Watch Commander and request the D-File and property be sent to the MADF.

B. The MADF Records Legal Processor shall:

1. Take the inmate's Inmate Management and I.D. Card out of the D- file and give them to the Booking Legal Processor.

2. Ensure the inmate is signed back in on the Inmate Checkout Log, if applicable.
C. The MADF Booking Legal Processor will:

1. Process a "check-in" and add the inmate's holding location.

2. Write the inmate's time of arrival on the Inmate Management Card.

3. Attach the bottom portion of the bulk property tag to the Inmate Management Card and place the card in the Booking card holder.

4. Write the inmate's booking number on the Inmate Personal Property Receipt and place the receipt inside of the plastic property bag (facing out so it can be read) and heat seal the bag.

5. Send the sealed property bag and money envelope to the Cashier who will process the inmate's valuable property and cash and send a money and property receipt to the Booking Legal Processor.

6. Write the inmate's booking number on the bulk property tags and place the inmate's bulk property, as applicable, in one of the storage shelves under the transaction drawer counter.

7. Have the inmate sign his money/property receipt and give the inmate a copy, sending the original back to the Cashier.

D. The NCDF Central Legal Processor will:

1. Take the inmate's management and I.D. cards out of the D-file and give them to the Movement Deputy;

2. Process a "check-in" and add the inmate's holding location;

3. Write the inmate's time of arrival on the Inmate Management Card and give it to the Movement Deputy.

E. The NCDF Movement Deputy will:

1. Inventory the inmate's money, personal property, and clothing;

2. Give the money and personal property to the Central Legal Processor;

3. Have the inmate sign his money and property receipts;

4. Place the inmate's property in the property room.

F. When the paperwork has been completed the Deputy will complete the dress-in process and escort the inmate to their housing assignment giving the Module/Unit Deputy the inmate's Management Card.(Refer to: Booking Dress-In)

6.0 REVISION HISTORY

Version 12.02.00 - Revised 2/2000

Version 13.02.09 - Revised 2/13/2009 (MADF Version 12.02.00 and NCDF Version 6.03.02 merged into Detention Division Policy)
Title: BOOKING - GENERAL PROCEDURES Detention Wide Version: Revised 9.1.17

1.0 POLICY STATEMENT

Arrestees shall be booked into custody according to the requirements of the California State Penal Code and this Chapter.

2.0 DEFINITIONS

**Arresting Officer**

Any law enforcement agent, bail bonds person or member of a contract security firm authorized to transport or who arrests and/or transports an inmate to the Sonoma County Detention Facilities for booking.

**Booking Process**

The Booking process consists of completing the following: Pre-Booking Medical and Mental Health Questionnaire, Finger Prints, Pictures, and informing inmate of their charges.

**Bulk Property**

Property belonging to an inmate or arrestee not considered as "valuables", which will not be placed in the property vault.

**Inmate Education**

Prison Rape Elimination Act information presented to inmates prior housing.
Partial Booking  Inmate unable to complete the booking process.

Unpartial Booking  Inmate able to complete the booking process after a period of time.

Valuables  Property belonging to an arrestee, which shall be stored in the property vault in the Cashier's Office.

Valuables include:
- Jewelry
- Nail Clippers/File
- Lighters/Matches
- Tools (sharp)
- Emergency Protective Order
- Watches
- ATM Cards
- Checks
- Travelers Checks
- Prescription Medications
- Personal Electronic Devices
- Prescription Eyeglasses
- Tablets, cell phones, pagers, small music players, electronic organizers, etc.
- Credit Cards
- Licenses/Identification Cards
- Health Cards
- Food Stamps/Card
- Admin Per Se
- Keys
- Checkbooks
- Money Orders
- Pocket Knives
- Wallets (unless empty)
- Coins/Foreign Money/Odd Denominations
- Any other property considered valuable in nature

3.0 MANDATES

Title 15 Standards: 1055, 1056, 1207
California Penal Code 1268-1281
California Welfare and Institutions Code Section 207.1(b) and 208

4.0 GENERAL INFORMATION

A. Booking and Medical staff will ensure that during the booking process reasonable accommodations are made to any inmate identified or known to be disabled or have a physical impairment. (Refer to: Disability-Accommodations).

B. If an inmate is unable to complete the booking process within 12 hours, the Booking Sergeant and the Watch Commander will notify Medical and Mental Health Staff and confer to determine the appropriate course of action.

C. Booking Deputies shall document inmate behaviors or conditions which they believe Classification Staff need to be aware of, by utilizing a Classification/Health Services Input form.
4.1 UNUSUAL BOOKING CIRCUMSTANCES

A. Juveniles will be accepted into the facility for booking and housing only if the following conditions are met:

1. The juvenile court judge makes a finding at the conclusion of the fitness hearing that the minor's further detention in the juvenile hall would endanger the safety of the public or would be detrimental to other minors at juvenile hall and a court order is provided ordering that the juvenile be housed in the MADF/NCDF;

2. Contact between the minor and adults in the facilities is restricted in accordance with Section 208, Welfare and Institutions Code;

3. The minor is adequately supervised;

4. In the absence of any of these conditions, the Administrative Lieutenant shall immediately contact the County Counsel’s Office and ask that they challenge the court order with a Writ of Prohibition.

B. Arrestees, who are 18 years old, booked solely on a Juvenile Court warrant, shall not be accepted for booking. They must be transferred to Juvenile Hall.

C. Arrestees, who are 19 years old and older, booked solely on a Juvenile Court warrant shall be accepted for booking.

D. Inmates transferred from Juvenile Hall to the MADF/NCDF to serve their sentence, who are 18 years of age, shall be housed according to classification guidelines.

E. Arrestees who have only civil charges will be kept separate from all arrestees or inmates charged with criminal violations.

F. Inmates being booked pursuant to sections 6601.5 or 6602 of the Welfare and Institutions Code (as sexually violent predators) shall be handled as civil inmates and kept separate from all other inmates, unless the inmate is a sexually violent predator with a waiver signed through the courts.

G. Any arrestee being booked only on out-of-county charges shall be asked at the time of booking if they want to see a magistrate. They will be required to sign the Defendant's Right To Appear Before a Magistrate form indicating whether or not they wish to be heard in a local court. The form shall be distributed as indicated on the form. The Booking Legal Processor will schedule the arrestee for court if they wish to be heard by a local court.

H. Refer to:

Booking - Detainee and 849 (b) (2) P.C., for additional detainee booking information.
Booking - Return From Temporary Release for temporary release check-in procedures.
4.2 BAIL INFORMATION

A. If there is a question regarding a bail amount, refer to the Bail Table, and if necessary, contact the on-call judge.

B. Bail amounts may only be "stacked" for multiple specified violent felony charges, specific sex crimes and for all warrants in accordance with the bail schedule.

C. When there is an inconsistency in the Bail Table the higher bail is to be used.

D. Before any person booked for a violent felony (any crime specified in subdivision (c) of section 667.5 P.C.), 262 P.C., 273.5 P.C., 646.9 P.C. or 243(e)(1) P.C. may be released on an O.R. (Own Recognizance) or bailed in an amount that is either higher or lower than the amount listed in the bail schedule, a hearing must be held in open court before a Magistrate or Judge. Applications for changing the bail amounts shall be kept in the booking area for the Arresting Officer's use. This applies to persons booked on on-view charges as well as warrants.

4.3 ARRESTEE PROPERTY

A. Chemical agents, alcoholic beverages, perishable food items and weapons, with the exception of small pocket knives (no more than a four inch blade), will not be accepted as part of an arrestee's property.

B. Inmates transferred from other facilities shall be allowed to keep only those items which are the same as items sold on Commissary or issued by Detention Staff. Opened food items will not be allowed.

C. Inmates may only keep their eyeglasses, contact lenses, medic alert bracelets, other approved medical items, or phone numbers in their possession upon arrival at the facility. Medical Staff will provide replacement medic alert bracelets for inmates who come in with a medic alert necklace.

4.4 WAITING/STAGING AREA RULES

A. An inmate’s behavior, charges, level of intoxication, gang affiliation and history will dictate whether an inmate will be allowed to sit in the booking waiting area, or be staged in a booking holding, safety, or sobering cell.

B. Male and female inmates must be segregated when placed in holding cells.

C. While in the booking area arrestees may use the inmate pay phones to make as many local and/or long-distance collect calls as they need to arrange bail, or to contact others for assistance. (Refer to: Telephone-Inmate)

4.5 ARRESTEE DRESS-IN

A. All arrestees booked on “no-bail” charges or indicate they are unable to bail should be dressed-in as soon as possible after they are booked.
B. Every reasonable effort will be made to process arrestees through booking within 12 hours of their arrival at the facility. If this is not possible, the Booking Sergeant will document the reason in the Supervisor’s Log.

4.6 IMMIGRATION INFORMATION AND CONTACTING FOREIGN NATIONALS’ CONSULATES

A. The Sheriff’s Office receives ICE requests for information relating to specific inmates and will respond to such requests in compliance with the mandates outlined in the TRUTH ACT. (Refer to: Immigration Status)

B. If an arrestee is a foreign national or believed to be a foreign national, Booking Staff may be required to contact his/her consulate; all persons believed to be foreign nationals shall be provided a reasonable opportunity to contact their consulates. (Refer to: Consulate Notification)

4.7 PROBABLE CAUSE STATEMENTS

A. Upon receipt of an Affidavit re Probable Cause, the Legal Processor will:

1. Make copies of the Affidavit re Probable Cause and distribute them as follows: Arresting Officer, Probation Department, Mental Health Staff, Classification Staff and the Inmate’s D-file.

2. Place the original statement in a slot reserved for the Affidavit re Probable Cause.
   a. On court days, the statements are collected by the Sheriff’s Office’s Court Liaison.
   b. On non-court days, the statements are collected by the Swing Shift Booking Sergeant or Supervising Legal Processor for review and if necessary, referral to the on-call Judge.
   c. Original Probable Cause Statements are placed in the inmates’ D-files after being completed by the Booking Sergeant, the Supervising Legal Processor or after the judge has signed them.

5.0 PROCEDURES

5.1 ACCEPTING COOPERATIVE ARRESTEES

A. All incoming arrestee(s) shall be handcuffed behind their back prior to entering the pedestrian sally port, unless the arrestee is incapable.

B. The arresting/transporting officer should make a reasonable effort to complete the Pre-Booking form, the Affidavit re Probable Cause form and any applicable paperwork before entering the Pedestrian Sallyport
C. All arrestees shall be searched by the arresting/transporting officer before entering the pedestrian sally port.

D. If applicable, the Legal Processor will provide the arrestee's warrant(s) to the arresting/transporting officer for service upon entering the pedestrian sallyport.

E. The Deputy shall complete the intake process. For each arrestee the Deputy must:
   1. Assess the arrestee's demeanor.
   2. Pat search the arrestee. (Refer to: Searches- Pat and Strip Searches)
   4. Complete the Pre-Booking Medical/Mental Health Screening form. (Refer to: Booking- Pre-Booking Medical/Mental Health Screening)
   5. Explain the Custody Advisement form to the arrestee and have the arrestee read and sign the form.
   6. Begin ADA process if the arrestee has any disabilities. (Refer to: Disability - Accommodations)
   7. Attempt to verify the arrestee’s identity through the Live Scan System.

F. When the arresting/transporting officer has completed their paperwork, they shall give the paperwork, the arrestee's property, and money to the Legal Processor.

G. The process for commitments is the same as outlined in 5.1(E) except Deputies do not need to complete an Arrest Report form, but will complete a Property Receipt form.

5.2 ACCEPTING EXTREMELY INTOXICATED OR COMBATIVE ARRESTEES

A. When an arresting/transporting officer arrives at the facility with an arrestee who is combative, or intoxicated to the point that they have difficulty walking and require assistance, the arresting/transporting officer shall notify Booking Staff prior to arrival if possible, otherwise:
   1. Notify Central Control
   2. Drive their vehicle into the vehicle sally port and park as directed by the Central Control Deputy; and wait for assistance.

B. When notified of a combative arrestee, Deputies shall:
   1. Enter the vehicle sallyport with appropriate safety equipment and a video camera to document events. Begin video recording the incident upon entry to the vehicular sallyport.
   2. Notify a Sergeant and wait for them to arrive prior to removing the inmate from the vehicle.
   3. Call for Medical and Mental Health Staff to stand-by as needed.

C. If the arrestee is too intoxicated to participate in the booking process, Deputies shall implement the procedures outlined in Sobering Cell Use, (Refer to: Sobering Cell Use), and have Medical Staff examine the arrestee.
1. If the arrestee is intoxicated to the extent they cannot walk or are completely incoherent, the Deputy shall refuse to accept the arrestee and advise the arresting/transporting officer a hospital clearance will be required.

5.3 BOOKING PROCEDURES

A. Upon accepting paperwork provided by the arresting/transporting officer the Legal Processor shall:

1. Verify that the information on all paperwork is complete and accurate.
2. Confirm the agency case number with the arresting/transporting officer.
3. Locate or generate a D-number for the arrestee in the computer system.
4. Review any previous custody history.
5. Notify the Deputy of the arrestee’s last housing, paying extra attention to previous Administrative Segregation, Mental Health or Protective Custody housing.

B. Legal Processors shall only accept property from arresting/transporting officers that has been:

1. Thoroughly searched.
2. Inventoried.
3. Placed in a plastic bag (valuables only).
4. Documented on a Personal Property Receipt form.
5. Counted and placed in a cash money envelope with the amount documented on the front of the envelope, the Pre-Booking form and the Inmate Personal Property Receipt form.
   a. If the arrestee's cash is contaminated, (Refer to: Property-Inmate Cash and Valuables)

C. A copy of the Property Inventory form will be given to the arresting/transporting officer and to the arrestee. (Refer to: Property-Inmate Cash and Valuables)

D. The Legal Processor will determine if the arrestee requires interpreter services for court (for hearing impaired arrestees and all languages other than Spanish).

1. If applicable, complete the Notification of Need for Interpreter Services in Court fax transmittal.
2. Fax this document to the Interpreter Coordinator for the courts.
3. Place the original and the fax transmittal in the arrestee's folder to be included in the arrestee's D-File.
4. Forward a copy to the ADA Coordinator

E. Begin a Booking Tracking form and attach it to the booking folder.

F. If the arrestee is incapable of completing the booking process, the Legal Processor shall complete a partial booking.

G. The Legal Processor shall heat seal the plastic valuable bag and send the valuables bag and money envelope to the Cashier. (Refer to: Property-Inmate Cash and Valuables)

1. Only valuables that can fit into the valuable property boxes can be accepted. For Sheriff’s Office arrests, any property not fitting into the valuable property boxes will be stored by the Property Evidence Unit for safe keeping. For other arresting agencies, any property not fitting into a valuable property box will not be accepted and will be the responsibility of the arresting agency to store for safe keeping.

H. Store the arrestee's bulk property, as needed.

I. The Cashier shall:

1. Enter a property box number, property descriptions and amount of money to the arrestee's property screen;

2. Send a money and property receipt to the Legal Processor in booking;

3. Place the money in the cash drawer and property in the appropriate drawer in the property vault.

4. If the money is contaminated, refer to: Property-Inmate Cash and Valuables.

J. When the Legal Processor has received the property receipt, they shall:

1. Complete the computer portion of the booking process;

2. Ensure money and property receipt have been signed by the arrestee and they receive a copy.

K. Once the Deputy has taken the arrestee’s fingerprints, the arrestee's picture shall be taken. Deputies will:


2. Collect a DNA sample, if applicable.

L. The Deputy shall complete a Suicide Prevention Screening Guidelines form for all arrestees ineligible for bail, citation, or unable to arrange for bail.

M. Deputies are responsible for presenting inmate education regarding the Prison Rape Elimination Act to all arrestees ineligible for bail, citation, or unable to arrange for bail.
N. The Deputy will review the inmate’s file for completeness.

O. The Deputy shall review the inmate’s custody/arrest history to determine if a strip search is warranted. (Refer to: Searches – Pat and Strip Searches)

P. Once the arrestee’s file has been reviewed and completed, the Deputy shall check off the Booking Tracking form.

6.0 REVISION HISTORY

Version 19.04.04 - Revised 04/14/04
Version 20.11.07 - Revised 11/20/07
Version 21.07.11 - Revised 07/2011
Special Note: No Part of Sections 4.6 and 5.1(L) may have material changes until after August 14, 2014.
Version 22.5.15 - Revised 12/2013
Material in Section 5.1(L) has been moved to Section 5.3
Revised /2016
Revised: 9.1.17
Breaks - Staff

1.0 POLICY STATEMENT

All Detention Division Staff Members will be given breaks in accordance with Memorandum of Understanding agreements, except when emergency situations or workload requirements interfere.

2.0 DEFINITIONS

None

3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION

A. Correctional Staff will be scheduled for breaks and the break relief schedules shall be available to staff in the MADF Custody Main Sergeant's Office and the NCDF Watch Commander's Office.

B. The following positions will be scheduled for breaks by their Sergeants/Supervisors:

   1. Booking/Booking Movement Deputies
   2. Classification Deputies
   3. Disciplinary/Grievance Deputies
   4. Program Deputy
   5. Court Movement/Court Holding Deputies
   6. Facility Movement Deputies
   7. Policy & Compliance Deputy
   8. NCDF 401 Control Deputy
   9. MADF Central Control Deputies
  10. S.E.I.U. employees

C. Correctional Deputies assigned to housing Modules/Units, MADF Central Control, NCDF 401 Control, and Booking may not leave their work areas unattended.

D. Single and two-Deputy post positions must be relieved for breaks. NCDF 201 Deputies may break each other.
4.1 MISCELLANEOUS INFORMATION

A. Staff may not leave the Facility or outdoor staff break area during breaks.

B. During their break times only, employees may smoke and/or use other tobacco products outside the enclosed facilities.

5.0 PROCEDURES

None

6.0 REVISION HISTORY


Version 7.10.08 - Revised 10/2008

(Merged MADF Version 6.11.08 and NCDF Version 4.09.99 into Detention Division Policy)
1.0 POLICY STATEMENT

Inmate's housing area will be routinely and randomly inspected for damage and cleanliness on a daily basis. Cell inspections will occur every time an inmate is assigned to, released from or transferred out of the housing area.

2.0 DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>4600 P.C.</td>
<td>A penal code section charging an inmate with willfully and intentionally damaging jail property.</td>
</tr>
<tr>
<td>Cell Inspection</td>
<td>An inspection of a living area or cell that is conducted by a deputy.</td>
</tr>
<tr>
<td>Housing Area</td>
<td>An orientation provided by the module deputy to the inmate upon his/her arrival in the housing area. The orientation details clear expectations for inmate behavior, defines the specific requirements for meeting those expectations, provides information and obtains a signed acknowledgement from the inmate of his/her ability and agreement to comply.</td>
</tr>
<tr>
<td>Living Area</td>
<td>Those areas of the facility utilized for the day-to-day housing activities of inmates. This does not include special use cells such as sobering cells, safety cells and or holding or staging cells normally located in booking.</td>
</tr>
</tbody>
</table>

3.0 MANDATES

*Title 15 Standards: 1050, 1069, 1280
6030 PC, 4600 P.C.
PREA 115.42*
4.0 GENERAL INFORMATION

A. Classification staff will designate primary housing assignments for all inmates. See policy – Primary Classification for further information.

B. Under no circumstances will an inmate be assigned to a double occupancy cell prior to classification review.

C. Inmates with known disabilities that would inhibit their movement or ability to walk or climb stairs will be housed on bottom bunks/bottom tier.

D. At the MADF, Module deputies shall be responsible for assigning compatible inmates to double cells, based on the behavior of the inmate(s), like classification levels, sophistication and risk for victimization.

E. The deputy will notify Classification and submit a Classification Health Services DD 515 form when an inmate states they cannot co-exist in a cell with another inmate or has problems while housed with another inmate.

F. Deputies may change an inmate’s assigned cell/bunk at their discretion to better manage inmate behavior or based on the needs of the module/unit housing area.

5.0 PROCEDURES

5.1 HOUSING AREA INSPECTIONS

A. Upon arrival in the housing area, a deputy will provide each inmate with a housing area orientation. Each inmate will complete the Housing Area Orientation (DD615) and the Living Area Inspection (DD 607). Upon completion of the inspection, the form will be attached to the Inmate Management Card. See policy – Inmate Orientation for more information.

B. Deputies are responsible for conducting a thorough living area inspection each time an inmate is assigned to, released from or transferred out of the housing area.

C. Each inmate is responsible for keeping his/her living area clean on a daily basis and will be expected to clean their living area prior to release or transfer.

D. Prior to releasing or transferring the inmate, the deputy will review the previously completed Cell Inspection Report and will conduct an inspection of the living area.

E. If new damage is discovered the deputy will attempt to determine when the damage took place and which inmate was responsible for the damage.

F. If it is determined that the inmate being released or transferred is responsible for the damage, the deputy will notify the Sergeant, complete a work order and an incident and/or crime report. Document the damage by taking photographs and attaching the pictures to the report. See Policy – Discipline – Criminal, Major and Minor Violations for more information.
G. The inmate's release/transfer will not be postponed if:

1. The inmate is being released to another agency and transport is waiting.
2. Court minutes dictate release forthwith.

6.0 RESOURCES

Forms

Policies

7.0 REVISION HISTORY

Version 7.05.08 - Revised 5/20/08
Version 8.12.08 - Revised 12/12/2008
(Merged MADF Version 7.05.08 Cell Assignments and MADF Version 5.09.01 Cell Inspections - Admission and Release)
Version 08.12.08 – Revised 5.1.19
Central Control/401 Operations - Control Functions

1.0 POLICY

Central/401 Control is

2.0 DEFINITIONS

CCTV  Closed Circuit Television

Emergency Call System  An alarm on the touch screen combines several devices into one computer icon and one alarm message for a specified area

GDP  Graphic Display Panel

Interlock  Two or more doors which are electronically connected and cannot be unlocked simultaneously under normal operating conditions.

Icon  An image on a computer which, when touched or selected, will cause a predetermined action to occur.

PTZ Cameras  Pan Tilt Zoom Cameras

PLC  (Programmable Logic Controller) The computer system, which allows operation of all building control systems.
3.0 MANDATES

None

4.0 GENERAL INFORMATION

A. In order to effectively and safely operate Central/ 401 Control, staff members shall be certified through a training program, to be approved by the Facility Manager, before being allowed to work alone in Central Control.

B. Selected Correctional Staff assigned to NCDF, shall be certified through a training program and be approved by the Facility Manager in order to operate 401 Control on site if the need arises.

C. Central Control shall be staffed 24 hours a day.

D. The Central Control Deputy shall not leave Central Control unless properly relieved.

E. Access to Central/401 Control is limited to on duty Correctional Staff, staff assigned to work in the area (ie; janitorial staff, Facility Operations Staff), and individuals authorized by the Watch Commander (Refer to: Access Staff).

F. Tour groups will not be allowed access to Central/401 Control without authorization by the MADF/NCDF Facility Manager.

G. The Central Control/401 Deputy will coordinate and integrate security, communications and alarm systems;

   1. Refer to: Central Control Operations - Elevator Controls.
   2. Refer to: Central Control Operations - Fire Alarm System.
   3. Refer to: Central Control Operations - Radio Touchscreen.
   4. Refer to: Central Control Operations - Patrol Tour/Rounds Automated Tour System (RATS).
   5. Refer to: Paging System.
   6. Refer to : 401 control Operations – Fire Alarm
   7. Refer to : Perimeter Security

I.
J. Paging - The paging system allows announcements to be made throughout the facility.
CCTV - Closed Circuit TV and Pan Tilt Zoom cameras are placed throughout the facility, and can be controlled from the touch screens.

K. Intercom - The intercom system allows for calls to be made from Central Control to any intercom in the facility and NCDF, with the exception of intercoms located in cells.

L. Alarms - The touch screens and fire alarm computer receive the following alarms:

1. Emergency Call
2. Console Duress
3. Lobby Duress
4. Monitored-Only Door
5. Patrol Tour Duress
6. Unit/Classroom Duress
7. Fire
8. PLC Fail
9. Dental Duress

M. DVR Control - Camera images can be recorded from the DVR in Central by using the DVR START function.

N. Complete operational instructions are documented in the Central Control Operations/Training Manual, which is located in Central Control and 401 Control at NCDF.

O. 

P. 

Q. No food or beverages will be placed near or consumed near any of the equipment in Central Control.

4.1 CAMERAS

A. Central/401 Control Deputies will utilize the camera system for surveillance to ensure facility security and the safety of inmates and staff.
B. Cameras are not used in the facility to invade the personal privacy of inmates, and are not a substitute for staff supervision of inmates or for staff contact with inmates.

C. Only Facilities Operations Staff or their approved contractor may re-program the camera sequences.

D. [Redacted text]

E. Camera images shall be automatically recorded when a perimeter alarm has been activated.

F. The Central/401 Deputy may choose to record any camera image by selecting a camera and activating the DVD record function.

G. When a DVD is in the record mode, the DVD icon shall flash and it shall be impossible to assign a second camera to the DVD recording.

4.2 INTERCOMS

A. The intercom system shall be used as the primary means of communications in the MADF/NCDF.

B. [Redacted text]

C. Intercoms which are critical to the operation of the facility include:

1. [Redacted text]
2. [Redacted text]
3. [Redacted text]

5.0 PROCEDURES

None

6.0 REVISION HISTORY

Version 2.10.02 - Revised 10/18/02
Version 3.04.08 - Revised 5/06/08
Version 4.02.09 - Revised 2/13/2009 (Merged with Console Operations - Central Control Functions MADF Version 4.05.96)
Version 5.04.15 – Revised 9/11/2014(Merged with 401 Control Operations – Control Functions & 401 Control Operations – CCTV)
Use of Force – Chemical Agents

1.0 POLICY STATEMENT

Chemical agents shall be used only when necessary and appropriate to the circumstances. Any chemical agents used shall be those approved by the Department and shall be used only by staff trained in their use by the Department and authorized to use them as noted in this and the Use of Force chapter.

2.0 DEFINITIONS

Oleoresin
A mixture of an essential oil and a resin found in nature.

Capsicum
The common pepper of the garden, occurring in many varieties that range from mild to hot, having pungent seeds, also ranging from mild to hot, enclosed in a podded or bell shaped pericap.

Oleoresin
Capsicum Oil of Capsicum (O/C)
1. Powder form of O/C - Dispensed from a pepperball projectile launcher.
2. Liquid form of O/C - Dispensed in aerosol form from a hand held dispenser.

Hydraulic Needle Effect
The consequence of a substance (particulates) penetrating the first few layers of the soft tissue of the eye, due to the correlation of the distance and the amount of pressure in which it is delivered.

3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION

4.1 MISCELLANEOUS INFORMATION

A. The primary target when deploying O/C is the facial area assuring coverage of the eyes, forehead and brow. Secondary target is the nose and mouth. In addition to an inmate's loss of vision, his/her respiratory system may be inflamed causing coughing gagging, hiccupping or a feeling they cannot catch their breath. At this point, the
Chemical Agents

ability to resist should be reduced.

B. Only Department members, who have completed Department certified training in the use of O/C are authorized to carry and use it while on duty.

C. Correctional Deputies are only authorized to use O/C as a DEFENSIVE tool, to protect self, other staff members and/or inmates who are in imminent danger of bodily harm. Any use by Deputies outside these guidelines must be approved by a Sergeant or Lieutenant.

D. Chemical agents do not work as well on people who have a very high threshold of pain, especially subjects who are emotionally disturbed or prone to substance and/or alcohol abuse. The failure rate for O/C is generally 14 percent.

E. On-duty use of O/C:
   1. O/C can be used by individuals authorized by the Department any time it can be justified.
   2. As soon as practical, there is a requirement to decontaminate the individual sprayed with O/C.
      a. Decontamination consists primarily of flushing the individual's eyes with water for an extended period of time.

F. Because the subject's respiratory system may possibly become inflamed by an O/C application, it is important, once the subject is handcuffed, to sit him up, talk to him, and calm him down.

G. Due to the possibility of hydraulic needle effect, every attempt should be made to avoid direct application of O/C to the eyes at distances less than three (3) feet. Officer safety should never be compromised by delaying the use of O/C in situations under 3 feet due to concerns of the hydraulic needle effect.

H. Whenever possible, rubber gloves and eye protection should be worn when using O/C. "Particulate respirator and surgical masks" are also made available to staff who choose to wear them when involved in an incident in which O/C is used.

I. Spare O/C canisters shall be stored in the SERT Armory.

J. With the exception of training exercises, whenever O/C is used, the Staff Member using the O/C shall complete an incident report, and shall include the following information:
   1. A detailed description of the incident which led to the use of O/C.
   2. The type of O/C used.
   3. Any injuries suffered by the inmate and/or staff.
   4. The type of first aid and decontamination procedures used.
   5. Any known pre-existing medical conditions the inmate has.
   6. Whether or not the application of O/C was effective.
   7. The O/C canister serial number.

K. Refer to: SERT - Pepperball Projectiles for information regarding the use of this type of O/C.

4.2 AREA DECONTAMINATION

A. O/C is biodegradable and does not require special equipment for decontamination. With normal ventilation (opening doors and windows) or by using high speed fans, buildings, room, and vehicles can be decontaminated in approximately 1 hour. The ingredients may be washed down any drain and exposed surfaces may be cleaned with a damp rag and non-oil based soap.

B. Contaminated clothing may be laundered using normal procedures with other clothing.

C. Exposed food products should be discarded.

D. If the area is not decontaminated, O/C will degrade naturally within a few weeks.

5.0 PROCEDURES

5.1 DECONTAMINATION PROCEDURES

A. If possible, before O/C is used, the Staff Member shall:
   1. Identify a water source and provide it in the area of the incident.
   2. Notify medical staff and ask that they stand by near the area to assist with decontamination procedures when the inmate is safely restrained.
B. Once the O/C is used, and when the inmate has been appropriately restrained, decontamination procedures shall be administered by Correctional and Medical Staff.
   1. Remove subject from contaminated area and establish verbal rapport.
   2. Expose subject to fresh air. Fans and A/C units will work also.
   3. Have subject stay still, relax and breathe normally.
   4. With the assistance from Medical Staff, have the subject flush their eyes with copious amounts of cool water. Do not allow the subject to rub his/her eyes.
   5. Using a spray bottle, Medical Staff will apply water liberally to all areas of the body exposed to O/C. Wet paper towels pressed on the face followed by a dry paper towel has also proven to be an effective way to remove resin from the skin.
   6. Do not allow subjects wearing contact lenses to remove them. Damage to the cornea or sclera may occur.
   7. If necessary and practical, have the subject remove contaminated clothing.
   8. A non-oil based soap, shampoo or detergent will help remove the remainder of the resin from the skin. Do not use any creams, salves, or oils during the decontamination process.
C. Usually an individual will recover within one (1) hour with vast improvements (e.g. eyes opening) occurring within 20 to 30 minutes. Anyone not exhibiting significant improvement should be closely monitored.
D. Any person who exhibits sunburn like redness more than one hour after being sprayed and decontaminated or who shows signs of blistering should receive medical treatment. Subjects who have been decontaminated with O/C shall be monitored by Medical Staff every thirty minutes for two hours.

6.0 REVISION HISTORY

Version 8.05.02 – Revised 05/2002

Version 9.05.07 – Revised 05/03/07
(Title Change: Formerly Chemical Agents)
(Replaces Chemical Agents MADF Version 8.05.02 and Chemical Agents NCDF Version 8.05.02)

Version 10.04.08 – Revised 4/9/2008
Claims - Inmate

1.0 POLICY STATEMENT

All claims against the County, submitted by an inmate, will be thoroughly investigated and settled in a timely and professional manner.

2.0 DEFINITIONS

Claimant  A person who files a claim. In this chapter, the claimant refers to an inmate who files a claim against the County.

3.0 MANDATES

Government Code Section 1910 (et seq.)

4.0 GENERAL INFORMATION

A. A filed claim is not a grievance. If an inmate wishes to file a grievance they must do so in accordance with the Grievances - Inmate Policy.

B. Claim forms will be issued to inmates upon request to the Disciplinary Grievance Officer or the Records Department. Upon release the person may request a claim form from the Lobby receptionist or from the clerk at the Board of Supervisor's Office.

C. If a subpoena or letter indicating a legal action is being taken against the Department and/or an employee of the Department is received, the individual who receives the document shall forward it to the Administrative Lieutenant. The Administrative Lieutenant shall keep a copy of the document and shall forward the original to Risk Management.

5.0 PROCEDURES

5.1 FILING A CLAIM

A. The Inmate (claimant) will complete the claim as instructed on the claim form.
B. The claim form must be filed with the Sonoma County Board of Supervisors at 575 Administration Drive, 100A, Santa Rosa, CA 95403.

C. If the claim requires investigation on the part of the Sonoma County Detention Division, Sonoma County Risk Management will forward a copy of the claim to the Administrative Lieutenant.

5.2 SETTLING A CLAIM

A. The Administrative Lieutenant will forward a copy of the claim for investigation to his designee, generally the Disciplinary Grievance Officer.

B. When the investigation is complete the results will be reviewed by the Administrative Lieutenant or his designee and forwarded to the Risk Management Representative.

C. The Risk Management Department will make the decision on the outcome of a filed claim.

6.0 REVISION HISTORY

Version 2.07.96 - Revised 7/1996

Version 3.12.08 - Revised 12/12/2008
Classification

1.0 POLICY STATEMENT

It is the policy of the Detention Division to place inmates in appropriate housing and programs using a classification system based on objective criteria. The system will assess an inmate's level of risk and need based on the use of valid and reliable information, including but not limited to the severity of current and prior charges/convictions, violent offense history, escape history and current and previous in custody behavior.

2.0 DEFINITIONS

Classification: A system designed to properly assign inmates to housing units and activities according to specific criteria and categories providing for the safety of staff and inmates.

Cross-Classification Housing Unit: A module/unit which houses inmates of different security levels that do not mix during out of cell activities.

3.0 MANDATES

Title 15 Standards: 1050 - 1057

4.0 GENERAL INFORMATION

A. Classification shall be administered equitably and consistently, without discrimination against any individual based on gender, race, color, creed, culture, religion, background, disabilities, sexual preference, or national origin.

B. The classification process occurs:

1. In the pedestrian sally port
2. During the booking process
3. During housing placement
4. Constantly during incarceration
C. Booking, Medical, and Mental Health Staff assist Classification Staff with the initial assessment of each inmate.

D. Classification Staff will create a confidential classification file for each inmate in custody. This file is separate and distinct from an inmate's D-file.

E. At the MADF, classification files

F. At the NCDF, classification files

G. Classification Staff may modify or reassess an inmate's classification status as needed when new information is received, such as changes in behavior, judicial status or at an inmate's request.

H. The classification plan will provide for continuous assessment based upon the risks and needs listed below:

1. Seriousness of current/prior charges
2. Criminal sophistication
3. Gang affiliation
4. Special needs, e.g. physical and mental impairments
5. Health care needs, e.g. medical and mental
6. Criminal and in-custody history, including other jail or prison facilities
7. Victimization history or observed propensities
8. Escape history
9. Any other relevant information

I. The Classification Unit has an operations manual, which outlines Classification Administration and philosophy as well as all job descriptions, duties, forms and written procedures relating to the Classification Unit.

5.0 PROCEDURES

5.1 CLASSIFICATION GOALS AND OBJECTIVES

A. Confine inmates in the least restrictive environment possible while maintaining a secure environment for staff, inmates, and the community.

B. Encourage inmate participation in appropriate programming.

C. Apply a sound Classification plan for the separation of inmates into security levels that provide effective control and safe management.

D. Reduce inmate-to-staff and inmate-to-inmate violence, victimization and extortion.

E. Reduce fear and intimidation among the inmate population.

F. Manage aggressive inmate behavior.

G. Identify and separate high-risk inmates from the general population.

H. Protect vulnerable inmates.

I. Reduce the amount of litigation/grievances pertaining to conditions of confinement.
J. Obtain the same results, among different officers, showing inmates were properly classified during a periodic audit of files and specific incidents.

K. Increase behavioral compliance.

L. Establish a well maintained and sanitary facility.

M. Create a safer and better place to work.

5.2 CLASSIFICATION DUTIES

A. Conduct an on-going assessment process on a regularly-scheduled, or as-needed basis during the incarceration of an inmate.

B. Determine the degree of confinement and supervision required to control each inmate to maintain the safety and security of the facility, as well as meet the special needs of inmates.

C. Ensure that inmates are housed in the least restrictive environment based on their individual needs.

D. Minimize negative in custody behavior by assisting in the placement of inmates into programs and activities through the use of behavior contracts etc.

5.3 CLASSIFICATION HOUSING PLAN

A. The housing plan provides for the placement of inmates into three security levels, minimum, medium and maximum.

B. Inmates with different security levels may be housed together in a cross-classification housing unit.

C. The structure, supervision, programming and privilege level of the housing units will be suited for the custody level of the inmates housed there.

6.0 REVISION HISTORY

Policy Version 2.08.06 - 08/23/06
Version 03.02.09 - Revised 2/13/2009
Classification - Administrative Segregation Placements

1.0 POLICY STATEMENT

Inmates will be placed in Administrative Segregation in order to obtain the Detention Division’s objective of protecting the welfare of inmates and staff when they have been determined to promote activity or behavior that is criminal in nature or disruptive to facility operations, demonstrate influence over other inmates, including influence to promote or direct action or behavior that is criminal in nature or disruptive to the safety and security of other inmates or facility staff, as well as the safe operation of the facility, escape, assault, attempted assault, or participation in a conspiracy to assault of harm other inmates or facility staff, or likely to need protection from other inmates.

Inmates housed as Administrative Segregation are entitled to certain due process rights, which include hearings regarding the placement. To meet these requirements, inmates shall be given hearings prior to being placed as Administrative Segregation, or shortly thereafter, depending on the circumstances. Hearings should be held after the placement only when a genuine, documentable reason exists for prior placement.

2.0 DEFINITIONS

<table>
<thead>
<tr>
<th>Administrative Segregation</th>
<th>A status of confinement in which an inmate is placed in a setting that offers a higher degree of control and supervision than is otherwise available in the general population of the jail.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Segregation Placement Hearing</td>
<td>A non-judicial administrative procedure to determine if substantial reason(s) exists to house an inmate as Administrative Segregation.</td>
</tr>
<tr>
<td>Non Pro-Per Inmate</td>
<td>An inmate who is not representing himself in any court matter, but is being represented by counsel.</td>
</tr>
</tbody>
</table>
Pro-Per Inmate  An individual who is a principal in a civil or criminal matter, and has been authorized to act as his own counsel.

3.0 MANDATES

Title 15 Standards: 1053

4.0 GENERAL INFORMATION

A. Inmates may not be placed as Administrative Segregation as a discipline, or simply to await the disciplinary process.

B. Inmates placed as Administrative Segregation must present a bona-fide, documentable threat to the safety and security of the facility or others, or be in danger if allowed contact with others.

C. Inmates housed as Administrative Segregation may have their privileges restricted, as necessary, to protect staff, inmates and the facility from escape, assault or disruptions to operations. Being placed in Administrative Segregation Housing shall only involve the deprivation of privileges that are necessary to ensure the safety of inmates and staff.

D. The hearings for inmates placed as Administrative Segregation are to be held as soon as possible, preferably before the placement. The hearings should be conducted no later than 72 hours after the initial placement.

E. Administrative Segregation hearings may be placed on hold if necessary to provide additional time to:

   1. Interview witnesses who cannot attend the hearing for security reasons.
   2. Conduct further investigation.
   3. Provide counsel or an interpreter for the inmate.

F. If the hearing is placed on hold, it can only be for the amount of time required to conduct the investigation, interview the witnesses, or obtain counsel and must be documented on the Administrative Segregation Placement Hearing form.

G. Inmates who are designated "Pro Per" will be placed as Administrative Segregation in accordance with the Pro Per Policy.

H. Time frames and limits for Administrative Segregation hearings and appeals are for working days and exclude holidays and weekends.

I. The inmate will remain housed as Administrative Segregation until the hearing is complete.
J. Only Classification Staff, Managers and Supervisors are allowed to approve placement as Administrative Segregation.

K. The decision to uphold an inmate's placement as Administrative Segregation shall be based on documentation supporting the inmate is a threat to the safety and security of facility, others, or the inmate is in continued danger if allowed contact with others.

L. A hearing must be given to any inmate placed as Administrative Segregation, regardless of the location. If an inmate is housed in any module/unit, and is kept separate from any other inmate due to his potential for violence, escape, etc., it is considered to be an Administrative Segregation placement.

M. An inmate has 14 days from the conclusion of the hearing to file an appeal. Appeal processes for Administrative Segregation hearings are the same as the appeal processes for Classification appeals. See Classification - Appeals for the procedures.

5.0 PROCEDURES

5.1 ADMINISTRATIVE SEGREGATION PLACEMENTS

A. When a Classification Deputy determines that an inmate needs to be housed as Administrative Segregation as the result of either a classification score or an incident, he will:
   1. Conduct a hearing with the inmate to advise him of the reasons he is being placed as Administrative Segregation;
   2. Allow the inmate to respond during the hearing;
   3. If necessary, place the hearing on hold to investigate any additional information presented by the inmate;
   4. Explain the Appeal Process to the inmate;
   5. Complete the Administrative Segregation Placement Hearing Form;
   6. Provide the inmate with a completed copy of the Administrative Segregation Placement Hearing Form;
   7. Forward the Administrative Segregation Placement Hearing Form and supporting documents to the Classification Sergeant for review;
   8. If the inmate is housed at NCDF and not able to be placed in the 401 unit, arrange for the inmate to be transferred to the MADF.

B. If the placement is the result of an incident and Classification Staff are not on duty:
1. The Lieutenant or Sergeant will complete the same steps; however, he will forward the Administrative Segregation Placement Hearing form to Classification Staff.

2. Classification Staff will review the documents to determine the need for continued housing as Administrative Segregation.

3. If Classification Staff believes the inmate no longer presents a threat, he will notify the Classification Sergeant.

4. The Classification Sergeant will:
   a. Review the documents;
   b. Conduct interviews as needed;
   c. Make his decision regarding continued Administrative Segregation housing; and
   d. Notify the Classification Deputy of his decision.

5. The Classification Deputy will confirm the placement was appropriate or will make other appropriate housing arrangements and file the documentation in the inmate's classification file.

6. Classification Staff will provide the inmate with a completed copy of the Administrative Segregation Placement Hearing Form.

6.0 REVISION HISTORY

Version 3.09.08 - Revised 9/2008
NCDF Classification - Non Pro Per Ad Seg Placements 2.12.95 NCDF and MADF Classification - Non Pro Per Ad Seg Placements 2.12.95 MADF merged and renamed: Classification - Administrative Segregation Placements
Version 4.11.09 - Revised 11/19/2009
Revised 8/1/2017
Classification - Appeals

1.0 POLICY STATEMENT

Inmates are entitled to appeal and request re-evaluation of their classification group assignment.

2.0 DEFINITIONS

None

3.0 MANDATES

*Title 15 Standards: 1050*

4.0 GENERAL INFORMATION

A. Inmates may appeal their classification group assignment a maximum of once every thirty (30) days.

B. The appeal must be submitted within fourteen (14) days of the classification action, which is being appealed.

5.0 PROCEDURES

A. Inmates may initiate an appeal of their classification assignment by completing and submitting an [Inmate Request form (side one) (side two)] to the Classification unit. The appeal should contain the reasons/justifications for the appeal.

B. The Classification Sergeant will write a memorandum to the inmate documenting whether the appeal has been granted or denied and will submit the memorandum to the Classification Lieutenant for review.
C. The Classification Lieutenant will review the memorandum and will document on the memorandum whether he approves or denies the inmate’s appeal. The Classification Lieutenant’s decision is final.

D. The Classification Sergeant will document the approval or denial of the appeal in the inmate's classification notes and will forward the completed memorandum to the inmate.

6.0 REVISION HISTORY

Version 4.06.05 - Revised 6/13/05
(Replaces MADF Version 3.4.05 and NCDF Version 2.07.94)
Version 5.02.09 - Revised 2/13/2009
Revised 8/1/2017
Classification/Health Services Inputs

1.0 POLICY STATEMENT

Classification/Health Services Inputs shall be used by staff to document unusual behaviors exhibited by inmates and special instructions for individual inmates.

2.0 DEFINITIONS

Classification/Health Services Input
A form used to document information, which may be useful and/or important to classification and other staff. The form is also used to document unusual inmate behavior and special instructions for a particular inmate.

Medically Required Equipment
Any equipment, which is felt to be medically required for an inmate's medical condition, physical impairment or disability.

3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION

A. Classification/Health Services Inputs may be used for the following purpose(s):

1. To provide information to Classification, Medical or Mental Health Staff about an inmate's behavior.
2. For medical staff to provide instructions for any medical equipment an inmate may have in his possession.
3. For Mental Health/Medical Staff to give Classification Staff information about an inmate's housing needs or accommodations due to a physical impairment or disability.

B. The Sergeant responsible for the area in which the inmate is housed shall review Classification/Health Services Inputs submitted to Classification and Mental Health Staff. This practice will enable each Sergeant to have current information on classification issues occurring in their areas of responsibility.

C. In emergent circumstances, Mental Health, Medical, or Classification Staff shall be contacted directly to report any problems, using the Classification/Health Services Input form as written documentation of the personal contact.

5.0 PROCEDURES

5.1 SUBMITTING CLASSIFICATION/HEALTH SERVICES INPUTS

A. Any time a Deputy observes inmate behaviors or conditions which leads him to believe an inmate may be in need of classification and/or mental health intervention, medical attention, or if Classification Staff need to be aware of an inmate's activity, he will complete a Classification/Health Services Input form documenting the following information:

1. A detailed description of the behavior or condition of the inmate and/or statements he has made which lead the Deputy to believe the inmate is in need of intervention or attention.
2. If the Deputy contacts Classification, Medical or Mental Health Staff, he will note the date and time the contact was made, and with whom.

B. The Deputy will:

1. Forward the input to the Sergeant.
2. Document the inmate's behavior/condition in the inmate's management notes, if necessary and in the module/unit's activity log, and note that a Classification/Health Services Input was submitted.

C. The Sergeant/Watch Commander will:

1. Review the Input and initial the form.
2. Forward the input to Classification, Medical, or Mental Health Staff.

D. Classification/Medical/Mental Health Staff will:

1. Review the Classification/Health Services Input and take appropriate action.
2. Document on the Classification/Health Services Input any action taken as a result of the input.
3. File a copy of the input in the inmate's classification and/or health file.

E. ADA Coordinator will:

1. Submit a Classification/Health Services Input on any newly identified accommodations.
2. Submit the Classification/Health Services Input to Medical Staff and document any action taken as a result of the input for the medical file.
3. File a copy of the input in the inmate's ADA file.

5.2 MEDICAL/MENTAL HEALTH STAFF SUBMITTING CLASSIFICATION/HEALTH SERVICES INPUTS

A. If the information being provided on the Classification/Health Services Input involves medically required special diets, the Medical Staff Member submitting the Classification/Health Services Input will forward the input directly to Kitchen Staff.

B. If the information being provided on the Classification/Health Services Input involves medically required equipment:

1. The Medical Staff Member submitting the Classification/Health Services Input will forward the input to the Sergeant responsible for the module or unit in which the inmate is housed.
2. Medical Staff will document appropriate information in the inmate's management notes.
3. The Sergeant will review the Classification/Health Services Input and initial the form if he has no objections to the equipment being required, he will forward the form to Medical Staff and forward a copy to the module.
   a. If the Sergeant has objections to the type of equipment because of security issues/concerns, he will discuss the options with Medical Staff.
4. Medical Staff will forward the Classification/Health Services Input to the Deputy in the inmate's module or unit.
5. The Module/Unit Deputy will:
   a. Ensure the inmate gets the required equipment.
   b. Document the information in the inmate's management notes.
   c. Place the input in the module/unit's Classification/Health Services Input file or binder.

C. If the information being provided on the Classification/Health Services Input involves required ADA accommodations regarding equipment or supplies requiring service or repair, the Medical Staff member processing the Classification/Health Services Input will file the Classification/Health Input form after completion.
D. At the MADF, if the information being provided on the Classification/Health Services Input involves re-housing an inmate because of a physical impairment or disability (refer to: Disability - Accommodations) and/or for medical/mental health purposes, or clears an inmate currently housed in I Module or the Mental Health Module for other housing:

1. The Medical/Mental Health Staff Member submitting the Classification/Health Services Input will forward the input to Classification Staff.
2. Classification Staff will ensure there are no compatibility problems and will authorize the transfer of the inmate.
3. Classification Staff will note the date and time the direction to move the inmate was given.

E. At the NCDF, if the information being provided on the Classification/Health Services Input involves transferring an inmate to the MADF because of a physical impairment or disability and/or for medical/mental health purposes:

1. The Medical/Mental Staff Member submitting the Classification/Health Services Input will forward the input to the Sergeant/Watch Commander.
2. The Sergeant/Watch Commander will authorize and arrange for the transfer of the inmate.
3. The Sergeant/Watch Commander will note the date and time the direction to move the inmate was given, and to whom, on the Classification/Health Services Input and forward the input to Classification.

6.0 REVISION HISTORY

Version 05.05.06 - Revised 05/30/06 (Replaces MADF Version 4.04.05 and NCDF Version 5.04.05)
Version 6.02.09 - Revised 2/13/2009
Revised 3/2017
Classification - PREA

1.0 POLICY STATEMENT

All inmates shall be assessed by a classification deputy for their risk of being sexually abused by other inmates or sexually abusive toward other inmates. This assessment shall ordinarily take place within 72 hours of arrival at a facility.

2.0 DEFINITIONS

**Intersex**
A variation in sex characteristics including chromosomes, gonads, or genitals that do not allow an individual to be distinctly identified as male or female.

**LGBTQI**
A common abbreviation for lesbian, gay, bisexual, transgender, queer and intersexed community.

**PREA**
The Prison Rape Elimination Act of 2003 was signed into law by President George W. Bush. The purpose of this law is to protect inmates at all levels from sexual assault, sexual harassment and all forms of sexual abuse from other inmates and facility staff.

**Transgender**
A persons gender identity or gender expression not matching one's assigned sex.

3.0 MANDATES

*Prison Rape Elimination Act of 2003*
*Department of Justice National PREA Standards*
4.0 GENERAL INFORMATION

A. Transgender and intersex inmates shall be given the opportunity to shower separately from other inmates.

B. The Sheriff’s Office shall not place lesbian, gay, bisexual, transgender, or intersex inmates in housing units or wings solely on the basis of such identification or status, unless such a placement is in a dedicated housing unit or wing established in connection with a consent decree, legal settlement, or legal judgment for the purpose of protecting such inmates.

5.0 PROCEDURES

A. All inmates shall be assessed by a classification deputy for their risk of being sexually abused by other inmates or sexually abusive toward other inmates.

   1. Classification deputies shall utilize this information for all transfers between facilities.

B. The classification deputy will consider, at a minimum, the following criteria to assess inmates for risk of sexual victimization:

   1. Whether the inmate has a mental, physical, or developmental disability.
   2. The age of the inmate.
   3. The physical build of the inmate.
   4. Whether the inmate has previously been incarcerated.
   5. Whether the inmate’s criminal history is exclusively nonviolent.
   6. Whether the inmate has prior convictions for sex offenses against an adult or child.
   7. Whether the inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender nonconforming.
   8. Whether the inmate has previously experienced sexual victimization.
   9. The inmate’s own perception of vulnerability.
   10. Whether the inmate is detained solely for civil immigration purposes.

C. The classification deputy will consider prior acts of sexual abuse, prior convictions for violent offenses, and history of prior institutional violence or sexual abuse, as known to the Sheriff’s Office, in assessing an inmate’s risk of being sexually abusive.

D. Within a set time period, not to exceed 30 days from the inmate’s arrival at the facility, the classification deputy will reassess an inmate’s risk of victimization or abusiveness.
based upon any additional relevant information received since an inmate’s initial assessment.

E. An inmate’s risk level will be reassessed when warranted due to a referral, request, incident of sexual abuse, or receipt of additional information that increases an inmate’s risk of sexual victimization or abusiveness.

F. Inmates may not be disciplined for refusing to answer, or for not disclosing complete information in response to, any questions asked pursuant to 5.0 B 1, 7, 8 and 9 of this policy.

G. Classification Deputies shall control dissemination within the facility of responses to questions asked pursuant to this policy and PREA standards in order to ensure that sensitive information is not exploited to the inmate’s detriment by staff or other inmates.

H. If the Classification assessment pursuant to this policy indicates that an inmate has experienced prior sexual victimization, whether it occurred in an institutional setting or in the community, Classification staff shall notify Medical and Mental Health staff to ensure the inmate is offered a follow-up meeting with a medical or mental health practitioner within 14 days of the intake screening.

5.1 USE OF SCREENING INFORMATION

A. Classification deputies shall use assessment information to make housing, bed, work, education, and program assignments with the goal of keeping separate those inmates at a high risk of being sexually victimized from those at a high risk of being sexually abusive.

B. Classification deputies will make individualized determinations about how to most effectively provide for the safety and security of each inmate.

C. Classification upon determining a transgender or intersex inmate has been identified and in deciding whether to assign a transgender or intersex inmate to a facility for male or female inmates, and in making other housing and programming assignments, classification deputies will consider on a case-by-case basis whether a housing placement would ensure the inmate’s health and safety, and whether a housing placement would present management or security problems.

D. Classification deputies will schedule an interview with all transgender and intersex inmates at least every six months in order to reassess housing placements, programming assignments, and to review any inmate concerns or threats to an inmate’s safety. A transgender or intersex inmate’s own views with respect to his or her own safety shall be given serious consideration. All interviews shall be documented.
5.2 PROTECTIVE CUSTODY

A. Inmates at a high risk for sexual victimization or who allege to have suffered sexual abuse shall not be placed in involuntary segregated housing unless an assessment of all available alternatives has been made, and a determination has been made by classification that there are no available alternative means of separation from likely abusers. If such an assessment cannot be conducted immediately, the inmate may be placed in involuntary segregated housing for a period of time, not to exceed 24 hours, while classification completes an assessment.

B. Inmates placed in segregated housing for this purpose shall have access to programs, privileges, education, and work opportunities to the extent possible. If restrictions to access are required to programs, privileges, education, or work opportunities, the classification sergeant shall document:

(1) The opportunities that have been limited.
(2) The duration of the limitation; and
(3) The reasons for such limitations.

C. Classification deputies shall assign such inmates to involuntary segregated housing only until an alternative means of separation from likely abusers can be arranged, and such an assignment will not ordinarily exceed 30 days.

D. If an involuntary segregated housing assignment is made, classification deputies shall clearly document:

(1) The basis for the facility’s concern for the inmate’s safety; and
(2) The reason why no alternative means of separation can be arranged.
(3) Such documentation will be forwarded to the classification Lieutenant and the PREA Compliance Manager.

E. Every 30 days classification shall schedule a review of any inmate that has been placed in segregated housing to determine whether or not there is a continuing need for separation from the general population. If continued separation is deemed necessary, classification deputies will notify the classification sergeant of an inmate’s continued need for separation.

6.0 REVISION HISTORY

Version 1.11.14
Version 2.10.16 – Revised 10/2016
Classification - Primary Classification

1.0 POLICY STATEMENT

Objective Jail Classification will be utilized to assign classification designations and housing assignments to inmates housed in the Sonoma County Detention Facilities. The first, formal classification assignment will be made by Classification Staff. Classification Staff will interview the inmate and complete the Primary Classification Decision Tree Instrument that is used to assess and evaluate the inmate's level of risk and need based on specific criteria. This process will allow Classification Staff to designate primary housing assignments.

2.0 DEFINITIONS

**Classification/Health Services Input**
Forms used by staff to provide information to classification or medical services staff (including mental health staff) regarding inmate behavior and problems while the inmate is in custody.

**Override**
A process that allows for a Classification Deputy, with the approval of the Classification Sergeant, to assign an inmate a security level other than the security level designated by the Primary Classification Decision Tree Instrument. The Classification Deputy must base his professional judgment on reasonable and logical factors.

**Primary Classification Decision Tree**
A formal and objective decision instrument that is used to assess and evaluate an inmate's level of risk and need based on specific criteria to include:

a) Current felony charges
b) Prior felony convictions
c) Institutional behavior history
d) Medical observable or history
**Primary Classification Decision Tree**

A document that provides a working definition for each of the data elements of the Primary Classification Decision Tree Instrument.

**3.0 MANDATES**

Title 15 Standards: 1050, 1100
California Penal Code Sections 4000, 4001, 4002
California Welfare & Institutions Code Sections 208, 6600, 6601, 6602
Department of Justice National PREA Standards 28 CFR 115.14

**4.0 GENERAL INFORMATION**

**4.1 MISCELLANEOUS INFORMATION**

A. It is the responsibility of all Correctional and Support Services Staff to monitor inmate behavior and to provide Classification/Health Services Inputs when behavior warrants such input.

B. Classification Staff will ensure that disabled inmates are housed appropriately based on their disability and the classification plan (Refer to Disability - Accommodations Policy).

C. Classification Deputies may override a housing assignment per this chapter with just cause and approval from the Classification Sergeant.

D. Inmates housed prior to their Classification interview will have a classification code of "UC" Unclassified.

E. No inmates will be assigned housing at the NCDF until they have been classified. This does not apply to new commitments or weekenders.

F. Inmates who have only civil charges shall be housed separately from any inmate with criminal charges. In addition, they shall not be allowed to mix in the dayroom, or be escorted with inmates who have criminal charges.

G. Inmates held pursuant to 6601.5 or 6602 of the Welfare and Institutions Code (as sexually violent predators) shall be housed as civil inmates, unless the courts have granted a signed waiver. This is in accordance with 4002 of the Penal Code. These inmates may be housed along normal classification guidelines once a waiver has been granted by the courts. The signed waiver will be forwarded to the Classification Sergeant for review and appropriate classification action.
4.2 CLASSIFICATION DESIGNATIONS

A. SECURITY LEVELS - A classification level assigned to an inmate based on objective classification criteria

1. Maximum (MX) - These inmates pose a high threat to the public or institutional safety. Inmates in this security level have restricted program eligibility. Inmates in this classification are considered the most predatory and are charged with violent, assaultive felony offenses, or their behavior indicates a need for closer supervision. They may live in dormitory, double cell or single cell housing. Inmates in this security level have restricted program eligibility. Double bunking inmates with 187 PC charges will be considered on a case by case basis.

2. Medium (ME) - These inmates pose a moderate threat to the public or institutional safety. They may live in dormitory, double cell or single cell housing. Inmates in this security level have restricted program eligibility.

3. Minimum (MI) - These inmates pose little threat to the public or institutional safety. They may live in dormitory, double cell or single cell housing. Inmates in this security level have enhanced program eligibility.

B. CUSTODY CLASSIFICATION CODES - Identifiers that alert staff to an inmate's need for specialized services and/or risk potential.

1. Behavior Problem (BP)
2. Charges (CH)
3. Medical (MD)
4. Mental Health (MH)
5. Protective Custody (PC)
6. Suicidal (SU)
7. Problematic Behavior (PB)
8. Administrative Segregation (SG)
9. Prior Felony Convictions (CV)

C. STATUS - A condition placed on an inmate based upon an inmate's risk or need.

1. Administrative Segregation - A status placed on inmates who have demonstrated that their behavior is a threat and poses the highest risk to the safety and security of the facility, staff, inmates and self.
   a. Administrative Segregation (Ad-Seg) Level 4 - This inmate is highly aggressive / confrontational towards staff, poses the highest risk for violence and/or has physically assaulted staff. This inmate requires an operational order and is considered at minimum a three Deputy move.
   b. Administrative Segregation (Ad-Seg) Level 3 - This inmate is a threat to the safety and security of the facility and has demonstrated aggressive/confrontational behavior towards staff and/or other inmates. This
inmate is a three Deputy move.

c. Administrative Segregation (Ad-Seg) Level 2 - This inmate is a threat to safety and security of the facility, and /or staff/inmates, refuses to obey orders, or has assaulted other inmates. This inmate is a two Deputy move.

d. Administrative Segregation (Ad-Seg) Level 1 - This inmate is a threat to the safety and security of the facility and other inmates. This inmate is a one Deputy move.

2. Behavioral - A status placed on an inmate who will receive fewer restrictions with an increase in privileges as they progress with good behavior down the security levels. Inmates may also work their way adversely up the levels with poor behavior, resulting in fewer privileges and increased restrictions.

   a. Close Custody (BP) - This general population inmate has chronic behavioral problems. This level has a restricted status housing program designed to reduce the threat to the safety and security of the facility. This level provides a more structured environment, supervision and programming to enable safe housing in general population. This will enable the inmate to alter his behavior and facilitate his return to a standard general population housing unit. Assignment to this status is based on the seriousness and repetitiveness of the disruptive behavior and assessment of their propensity for disruption.

3. Protective Custody - A status placed on an inmate who requires special services and programming to ensure his welfare and safety. Inmates likely to be victimized in general population.

4. Civil - A status placed on an inmate who is in custody on non-criminal charges.

5. Sexual Violent Predator Civil - In court process for 6601.5, 6602 W & I proceeding, which are civil in nature.

D. ALERTS - A warning placed on an inmate to instantly notify staff of a significant risk or need.

   1. Administrative Segregation
   2. Protective Custody
   3. Medical
   4. Mental Health
   5. Suicidal
   6. Prior Suicide Attempt
   7. Validated Prison Gang Member
   8. Escape
   9. Strike
   10. Behavior
   11. Violence
   12. Contraband: Weapon
   13. Contraband: Drug
   14. Contraband: Other
   15. Facility Lockdown
   16. No NCDF
   17. Other

4.3 OTHER CLASSIFICATION DESIGNATIONS

A. The following groups will have a two digit code added to their classification/medical designation to provide staff with additional information on the inmate's status.

   Disciplinary Status
   Drug/alcohol withdrawal checks
B. The first of the two digits is an Internal Behavior Code designation. (Refer to Mental Health - Internal Behavior Codes.) The Internal Behavior Code used in the Mental Health Module shall not prevail over the Classification Codes, unless the Internal Behavior Code requires higher security handling.

C. Inmates who are given a classification designation of "07" are not eligible to be assigned to an off-site work crew and will be assigned to on-site work crews or Jail Industries programs. These are inmates who:

1. Are in custody or have a victim listed for a current violent criminal offense, to include domestic related incidents, sexual related offenses, and crimes against children;
2. Have been charged with an escape within the past three years
3. Have holds from other agencies.

4.4 JUDICIAL CODES

A. All judicial codes will be automatically assigned by the SCADS system based on charges.

B. Judicial Codes are as follows:

A - Civil
B - Witness Only
C - Immigration Hold
D - CDCR Witness
F - Parole/Probation Hold
G - State Prisoner
H - Federal/Military Prisoner
I - Sentenced Felon
J - Enroute - No Local Charges
K - Sentenced Felon-Prison Suspended
L - Unsentenced Felony Charge
M - Unsentenced Misdemeanor Charge
O - Sentenced Misdemeanor Charge
P - Work Furlough
Q - Weekender
R - Starting Point
S - Sentenced to Rehab
X – Unknown

5.0 PROCEDURES

A. Refer to the Classification Operations Manual
5.1 HOUSING ASSIGNMENT OVERRIDES

A. There will be occasions when the security level of an inmate designated by the Primary Classification Instrument does not fit the profile of an inmate.

B. The following are examples of criteria that may cause an override:
   1. Absence of force or violence on probable cause.
   2. Abundance of force or violence on probable cause.
   3. Attitude/behavior during classification interview/booking process.

C. When the Classification Deputy makes the decision to override a classification/housing assignment, he will indicate that on the Primary Classification Decision Tree Form in the space provided with the reason for the override. Any additional documentation should be attached to the form.

D. The Classification Deputy will submit the file to the Classification Sergeant for review.

E. The Classification Sergeant will review the inmate's file and reasons for the override and either approve or deny the override in the space provided.

5.2 HOUSING JUVENILES

A. Juvenile inmates shall only be housed at the MADF.

B. Juvenile inmates shall only be accepted after a juvenile court judge finds at the conclusion of a fitness hearing and upon issuance of a court order, that a minor’s further detention in the juvenile hall would endanger the safety of the public and/or would be detrimental to other minors at the juvenile hall.

C. Juvenile inmates shall not be housed where there is clear sustained visual or hearing contact between adult and juvenile inmates.

D. Juvenile inmates shall not have physical contact with adult inmates through use of a shared dayroom, other common areas, shower areas or sleeping areas.

E. Movement of juvenile inmates shall be scheduled in advance as much as is possible to prevent adult and juvenile inmates from having contact with each other.

F. In situations where brief or accidental contact may occur, such as booking or facility movement, correctional staff shall maintain a constant, side by side presence with the juvenile inmate or an adult inmate to prevent sustained contact.

G. Juvenile inmates shall only be placed in direct supervision units with continuous around the clock supervision to ensure Correctional Staff can hear and respond to the juvenile inmate. Juvenile inmates shall have constant auditory access to Correctional Staff.

H. All disciplinary procedures for juvenile inmates shall comply with Title 15 Section 1106.
I. Psychotropic medications shall not be administered to a juvenile inmate absent an emergency unless informed consent has been given by the parent/guardian or the court.

J. Juvenile inmates shall not be left in court holding areas without constant supervision by a Correctional Staff member.

K. Male and female juvenile inmates shall not be placed in the same locked area.

L. The Program Sergeant will coordinate with the County Department of Education to determine if education programs are required under Section 48200 of the Education Code and will endeavor to provide access to other programs and work opportunities to the extent possible.

M. A Classification Deputy shall ensure medical staff is notified of any juvenile inmate brought into custody to ensure compliance with Title 15 mandates 1120, 1121, 1122, 1123 and 1125. A classification deputy shall also notify the jail’s Medical Program Manager electronically that a juvenile inmate is in custody and forward the above mentioned Title 15 mandates.

N. Existing detention policies ensure compliance with all other mandates relating to the housing of juvenile inmates that are not outlined in this policy section.

O. The parents or guardians of a juvenile inmate shall be notified prior to the release of a juvenile inmate.

6.0 REVISION HISTORY

Version 15.08.06 - Revised 09/26/06
(Replaces MADF Version 14.04.02 and NCDF Version 10.08.01)
Version 16.02.09 - Revised 2/13/2009
Version 17.02.15 – Revised 2/2015
Classification – Review/Reclassification

1.0 POLICY STATEMENT

In order to effectively manage inmate population, it is necessary for Classification Staff to review inmates for reclassification. Inmates housed in Administrative Segregation shall be formally reviewed monthly. Continual review will be conducted on all security levels according to the needs of the facility. This process allows classification staff to rehouse inmates in order to properly manage the inmate population.

2.0 DEFINITIONS

**Administrative Segregation Inmate**
Inmates who are determined to be prone to: escape; assault staff or other inmates; disrupt the operations of the jail, or likely to need protection from other inmates, if such administrative segregation is determined to be necessary in order to obtain the objective of protecting the welfare of inmates and staff. Administrative segregation shall consist of separate and secure housing but shall not involve any other deprivation of privileges than is necessary to obtain the objective of protecting the inmates and staff.

**Primary Classification**
The formal classification assignment made by Classification Staff. Classification Staff will interview the inmate and complete the Primary Classification Decision Tree Instrument used to assess and evaluate the inmate’s level of risk and need based on specific criteria. This process allows Classification Staff to designate initial program and primary housing assignments.
Reclassification  A process that may occur after Classification Staff conducts a review of information gathered during the incarceration of an inmate.

Override  A process allowing Classification Deputies, with the approval of the Classification Sergeant, to assign an inmate to a security level other than the security level designated by the Primary Classification Decision Tree Instrument. Classification Deputies must base their decision on reasonable and logical factors, and professional judgment.

3.0 MANDATES

Title 15 Standards: 1050

4.0 GENERAL INFORMATION

A. All administrative segregation inmates shall receive a monthly formal review. A review may also be done at any time there is a significant change in the inmate's behavior.

B. If possible, inmates housed in Administrative Segregation will have the same Classification Deputy for each review.

C. Classification Staff shall continually review inmates for possible reclassification.

D. Any risk reclassification resulting in a move of more than one (1) level from an original classification requires supervisory override approval.

E. Inmates shall have the right to appeal their classification once every 30 days. (Refer to: Classification - Appeals)

F. It is the responsibility of all Division Staff to observe and monitor inmate behavior and to complete Classification/Health Services Inputs when inmate behavior warrants such inputs.

G. The Classification Sergeant will randomly review classification files for accuracy.

5.0 PROCEDURES

5.1 UNSCHEDULED CLASSIFICATION REVIEWS

A. Classification Staff may initiate a review of an inmate’s classification file for any of the following reasons, but not limited to:
1. Change in judicial status  
2. Institutional behavior  
3. Program participation  
4. Written request by the inmate  
5. Needs of the facility  
6. Length of confinement  
7. Any other reason that is reasonable and logical  

B. Classification Deputies shall review the following:  

1. Classification Notes and history  
2. Incident reports  
3. Charges  
4. Classification/Health Services Inputs  
5. Management Notes  
6. Judicial Status  
7. Hold/Detainers  
8. Program Participation  
9. Alerts  
10. Custody Classification Codes  

5.2 OVERRIDES  

A. The following are examples of criteria that may cause an override:  

1. A history of negative behavior.  
2. A history of compliant behavior.  
3. Excessive violence in their criminal history.  

B. When Classification Deputies override a classification/housing assignment, they will make an entry in the inmate’s Classification Notes, with the reason for the override. Any additional documentation should be attached to the form.  

C. The Classification Sergeant shall review the inmate's file and reasons for the override and either approve or deny the override, and will make an entry in the inmate’s Classification Notes.  

6.0 REVISION HISTORY  

Version 8.08.06 – Revised 09/26/06  
(Replaces MADF Version 4.01.99 and NCDF Version 4.01.99)  
Version 9.05.09 - Revised 5/20/2009  
Version 10.08.13 – Revised 11/2016
1.0 POLICY STATEMENT

A Commissary will be operated at MADF and NCDF that permits inmates to use personal funds in their accounts to purchase approved items. All commissary profits will be deposited into the Inmate Welfare Trust Fund.

2.0 DEFINITIONS

**Personal Hygiene Items**

- Toothbrush
- Toothpaste
- Razor
- Soap
- Comb
- Small Deodorant

**Indigent Inmate**

An inmate who has less than $2.00 in his/her account and has not had more than that amount in their account for the previous six days.

**Inmate Assistance Bag**

- Toothbrush
- Toothpaste
- Razor (Exceptions to this are listed in Section 4.0)
- Writing materials
- Comb
- Shampoo packet
- Small deodorant
- Stamped envelope (2)
- 3” Golf Pencil

3.0 MANDATES

Title 15 Standards: 1265
4.0 GENERAL INFORMATION

A. Inmate commissary is operated weekly. If a holiday falls on a commissary day, the commissary may be held on either the day before or after the holiday, or only one commissary may be offered within that week.

B. An inmate may purchase merchandise up to a pre-set commissary spending limit, including sales tax, not to exceed the amount of money in the inmate's account (jogger shoes, vending cards, and phone cards do not count toward the commissary spending limit) If an inmate orders more items than they have funds to purchase, the scanner will reduce the order automatically so that the total spent will not exceed the balance of the inmate's account. The scanner will reduce the order beginning with candy, beverages and snacks; then hygiene items; then stationery items. All adjustments are final.

C. The commissary order form must be filled out completely and signed or the order will not be filled.

D. All Commissary orders are final when the signed order form is submitted.

E. Completed commissary orders may not be returned for a refund.

F. At NCDF, if an inmate is being released prior to commissary delivery, the Detention Specialist will notify the Detention Assistant and request delivery to the inmate prior to completing the release.

G. If an inmate is released without receiving the commissary order the Detention Assistant will restock the commissary items and file the receipt in Jail Stores. If the inmate returns to jail within three years, Commissary Staff will give the inmate the commissary items previously ordered or comparable items.

H. The inmate will be responsible for notifying a Deputy or Detention Staff of a pending commissary order prior to their release so the order may be issued to the inmate. If an individual is out of custody and requests their commissary, they will be issued a claim form by the Lobby Receptionist.

I. Indigent inmates may receive one inmate assistance bag per week. If at any time the inmate receives funds, the cost of the assistance bag, plus tax shall be deducted from the balance on the inmate’s account.

J. Inmates on Disciplinary Separation status are only permitted to purchase personal hygiene items and writing materials.

K. The Detention Assistant will ensure razors are not issued to inmates not authorized to purchase them or not authorized to have them in their possession.

L. Module/Unit Deputies will distribute commissary order forms on commissary order days.

M. If an inmate refuses to accept their commissary order, the food on the order will be disposed of and the remaining items will be placed in their personal property to be given to them upon release.
N. If an inmate is not present in the module/unit at delivery time, the order will be set aside and the Deputy will deliver the order when the inmate returns.

O. Commissary Order forms and signed receipts will be filed in the Commissary Office.

P. All inmates will turn in their razor to the Detention Assistant before a replacement razor may be issued. If an inmate does not have a razor to exchange the Detention Assistant will confirm with the Deputy the inmate's eligibility to receive the razor without an exchange.

Q. All inmates who have earbuds will turn in their earbuds to the Detention Assistant before a replacement may be issued. If an inmate does not have earbuds to exchange, the Detention Assistant will confirm with the Deputy the inmate's eligibility to receive the earbuds without an exchange.

R. Due to safety and security concerns, commissary items may be limited for purchase to inmates based on their housing location and classification.

S. If an inmate's commissary needs to be restricted for any non-disciplinary reasons, it must be approved by a Lieutenant.

T. If an inmate is not allowed to keep their razor and or earbuds in their cell, the razor and or earbuds will be stored in a secure location in the module/unit and the Module/Unit Deputy will conduct the exchange.

5.0 PROCEDURES

None

6.0 RESOURCES

Forms

Policies

7.0 REVISION HISTORY

Version 10.08.06 - Revised 08/15/06
(Replaces MADF Version 9.02.01 Commissary-Ordering and Delivery and NCDF version 09.12.01 Commissary - Ordering and Delivery)
Version 11.02.09 - Revised 2/13/2009
Revised 9/15. Version 11.30.17
Version 16.07.18
Communicable Diseases - Inmate Handling and Exposure Plan

1.0 POLICY STATEMENT

It is the policy of the Detention Division to identify, treat and appropriately house inmates with suspected communicable diseases which threaten the health of staff and other inmates. Procedures will be in place in the event an inmate is exposed to the bodily fluid of another inmate.

2.0 DEFINITIONS

**Communicable** Disease that is transmissible by direct or indirect contact with infection.

**Disease** Transmission of bodily fluids from one person to another,(e.g.: a puncture from a needle; blood or other body fluids to cuts, open wounds or non-intact skin; sexual contact where bodily fluids are exchanged).

**Substantial Exposure**

3.0 MANDATES

Title 15 Standards: 1051

IMQ Standards: 302, 310

4.0 GENERAL INFORMATION

A. All inmates will be screened at intake for communicable diseases see [Booking-Pre-Booking Medical/Mental Health Screening](http://scsd-intranet/manuals/de/communicable-diseases-inmate-handling.htm).

B. Medical staff will be notified immediately of inmates with suspected communicable diseases.

C. All inmates with suspected communicable diseases shall be segregated until a medical evaluation is completed.

D. When determining appropriate housing for an inmate with suspected communicable diseases, behavior, medical needs and the safety of the affected inmate will be taken into consideration.

E. Inmates in need of respiratory isolation for suspected airborne diseases will be housed in negative pressure isolation cells.

F. Negative pressure cells are located in the following areas:
1. Booking - Cell 1
2. I-Module - Cells 11 and 12
3. Mental Health Module - Cells 13, 14, 15 and 16

G. Inmates who receive a "substantial" exposure to another inmate's blood or bodily fluids will be able to speak with public health to be counseled of their rights regarding testing for communicable diseases.

5.0 PROCEDURES

5.1 INMATE EXPOSURE

A. When it is discovered that an inmate has been substantially exposed to the bodily fluids of another inmate, the Correctional Deputy discovering the exposure will:

1. Complete an incident report and investigate the exposure. The incident report must include:
   a. The type of exposure, e.g.: blood, saliva, etc...
   b. The names of the people involved in the exposure
   c. The names and statements of witnesses
   d. The information from victims (in connection with the exposure only)

B. The Correctional Deputy will determine if the Inmate Victim wishes to have the inmate who caused the exposure tested for HIV and Hepatitis C.

C. If the inmate who received the exposure requests the Inmate Suspect be tested, the Sergeant in charge of the incident will speak to the Inmate Suspect and explain the need for a blood draw and testing for HIV and Hepatitis C.

D. If the Inmate Suspect agrees to be tested, the Sergeant will make arrangements for Public Health to conduct the blood draw.

E. If the Inmate Suspect does not agree to be tested, the Administrative Lieutenant will be notified.

F. If the Inmate Victim wishes to be tested for HIV and Hepatitis C, the Sergeant will make arrangements with Public Health.

6.0 REVISION HISTORY

Version 1.09.08 - Written September 2008
CONSULATE NOTIFICATION

1.0 POLICY STATEMENT

Foreign nationals that have been arrested and detained at Sonoma County Adult Detention Facilities will retain the ability to contact their consulate. The Sheriff’s Department may also have the obligation to contact a foreign nationals’ consulate. International treaties and Penal Code Section 834c cover these obligations. These obligations include the ability for the inmate to communicate with, correspond with and be visited by, a consular official of their country.

2.0 DEFINITIONS

Consular Official A citizen of a foreign country employed by a foreign government and authorized to provide assistance on behalf of that government to that government’s citizens in a foreign country.

Foreign National Any person that is not a U.S. citizen.

L.P. Legal Processor

Mandatory Notification The requirement that a specific country must be notified of the arrest or detention of a foreign national, regardless of the foreign national’s wishes.

V.C.C.R. Vienna Convention on Consular Relations. This is one of the primary treaties that the United States has entered into, which provides the basis for consulate notifications.
3.0 Mandates

V.C.C.R. Articles 5, 36, and 37
Penal Code 834c

4.0 General Information

A. In accordance with federal law and 834c P.C., every peace officer, upon arrest and
booking or detention of a known or suspected foreign national, shall advise the foreign
national that they have a right to communicate with an official of their country.

B. Article 36 of the V.C.C.R. requires that specific countries receive a mandatory
notification.

C. Every attempt should be made to notify consulate officials, without delay.

D. More information regarding consulate information may be found in the Consulate
Notification and Access booklet. Copies of this booklet shall be kept in Booking and
Records (MADF) and in Central (NCDF).

E. Any issue or questions from Consular Officials should be directed to the Administrative
Lieutenant (MADF) or the Watch Commander (NCDF).

F. Consular phone numbers should be given to inmates requesting them as soon as possible.

G. Consular Officials are only entitled to the same information, excluding passport
information, regarding an inmate that is available to the public.

H. The closest consulate will be notified.

I. If consulate notification is made by phone and only a message is left on an answering
machine, follow up will be made during normal business hours to ensure that the
notification was received.

5.0 Procedures

5.1 Booking - MADF

A. If any arresting officer knows or suspects that an arrestee is a foreign national, the officer
will complete the Consulate Notification form.

B. The Booking Officer will complete the Consulate Notification form for any arrestee
known or suspected to be a foreign national if the inmate is transported from another
county/agency, is a court remand or is a self-commitment.
C. The Booking L.P. will review the Consulate Notification form.

1. If the inmate was informed of his rights and the consulate needs to be notified, the Booking L.P. will forward the form to a Records L.P. for required notifications.

2. If the inmate was not informed of his rights (arrestee intoxicated, uncooperative, etc.), the form will be completed when the inmate is notified of his charges and bail.

3. The person completing the booking (either Correctional Officer or L.P.) will complete the form, along with all other paperwork.
   a. If a consulate notification is required, the form will be flagged and sent to Records. The Records L.P. will be responsible for completing the notification.
   b. Consulate Notification should be by fax, but the phone may be used if no fax number is available.
   c. The Fax transmittal verification will be placed in the inmate’s D-File.

4. A copy of the Consulate Notification form will be given to the Supervising L.P. whenever a consulate has been or needs to be contacted. This is to ensure notification actually occurs.

5.2 Booking - NCDF

A. The Central Legal Processor will complete the Consulate Notification form for any arrestee known or suspected to be a foreign national if the inmate is returned to custody from any detention facility, jail alternative program or is a self-commitment.

1. If the inmate was informed of his rights and the consulate needs to be notified, the Central L.P. will complete the required notifications.
   a. Consulate Notification should be by fax, but phone calls may be used if no fax number is available.
   b. The fax transmittal verification is to be placed into the inmate’s D-File.

2. If the inmate was not informed of his rights (arrestee intoxicated, uncooperative, etc.), the form will be completed at the first available opportunity.

3. If the consulate was not notified, or only a message was left on a answering machine, the Sergeant will be informed.

4. The Consulate Notification form will remain with the Central L.P. until the consulate can be contacted.

5.3 Post Housing Requests

A. A foreign national inmate may request contact with their consulate at any time. The inmate may request this by submitting an Inmate Request Form to the Supervising L.P. or Sergeant (MADF) or Watch Commander (NCDF).
B. A Correctional Officer will accept the Inmate Request Form, and arrange for delivery to the designated person.

1. The designated person will ensure the inmate’s D-File is reviewed, to determine if the consulate notice was previously given.

2. The designated person will ensure the appropriate consulate is notified, by phone or fax, documenting the manner of the contact, as needed. Refer to section 5.1 C (MADF) or 5.2 A (NCDF).

5.4 Consular Officials Access

A. Inmates may use the inmate phones to contact Consular Officials. Inmates may also correspond with and receive visits from Consular Officials.

Note: If a consulate is not willing to accept collect calls, and the inmate cannot use his phone debit card, the inmate may send an Inmate Request Form to the Administrative Lieutenant (MADF)/Watch Commander (NCDF) to arrange access to call their consulate.

B. Consular Officials who desire to visit a foreign national will be considered Professional Visitors (refer to Visiting – Professional).

Note: Consular Officials must present valid Department of State Identification prior to visiting.

6.0 Revision History

Version 01.11.04 Created 10/29/04
Contraband and Evidence – Collection, Storage and Disposition

1.0 POLICY STATEMENT

The processing and logging of evidence and the disposal of contraband shall follow established departmental guidelines to insure the safety and security of staff and others, and to preserve the chain of evidence.

2.0 DEFINITIONS

**Chain of Custody**

Documented record showing each person who had possession of an item of physical evidence.

**Crime Scene**

The area in which a crime has been committed and/or physical evidence of a crime that has been discovered.

**Physical Evidence**

Any and all physical objects, e.g. blood, weapons, drugs, etc., or recorded observations and measurements of events that are gathered and preserved for future use in court proceedings.
Contraband Any item not issued or approved by facility staff, not purchased from commissary, approved items in numbers deemed excessive, and/or items not being used for their intended purpose.

3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION

4.1 MISCELLANEOUS INFORMATION

A. If a firearm is discovered in a facility the Patrol Division will be notified so they can respond and take possession of the firearm.

B. New containers shall be used when packaging evidence to prevent contamination.

C. Evidence with biodegradables (i.e., blood and urine) shall be placed in paper bags.

D. Physical evidence and/or contraband found during booking pat searches or strip searches requested by the arresting Officer shall be given to the arresting and/or transporting Officer.

E. Preservation of crime scenes are the responsibility of a first responding Deputy until the investigating Deputy arrives and takes custody of the scene.

F. All individuals who handle evidence must sign the chain of evidence form or the chain of evidence portion of the Sheriff's Office Narcotics Envelope.

G. Evidence supplies are located in the evidence drawer in the MADF Booking area

H. The MADF booking drawer and the NCDF evidence box shall be locked to maintain the chain of custody of any evidence.

I. The placement of recording devices in any area of the detention facilities requires prior approval of the Operations Captain, or their designee

4.2 DRUGS AND PARAPHERNALIA EVIDENCE/CONTRABAND INFORMATION

A. Drugs and paraphernalia must always be packaged separately.
B. When hypodermic needles are submitted as evidence they are to be photographed, placed into a syringe tube and given to the Deputy writing the crime report.

C. When an empty hypodermic needle is discovered and will not be booked as evidence the needle must be disposed of in a facility sharps container.

D. When a "loaded" hypodermic needle is discovered and will not be booked as evidence, the needle will be placed into a syringe tube and put in a Narcotics Evidence Envelope marked for destruction, and given to a Patrol Deputy. (Refer to: Section 5.1)

E. Narcotics will **not** be disposed of by flushing down a toilet or rinsing down a sink. If the narcotics cannot be associated with an individual or group, an incident report shall be completed and the narcotics will be given to a Patrol Deputy for destruction.

F. Discovery of narcotics or weapons that cannot be associated with any individual or group will be documented in an incident report.

### 4.3 CONTRABAND INFORMATION

A. Items purchased by an inmate and not being used for their intended purpose will be considered contraband, confiscated, and placed on the inmate's property or may be disposed of (Refer to: Property - Inmate Clothing and Bulk)

B. Illegal drugs and/or weapons (excluding firearms) found in the facility, which cannot be linked to any particular inmate or group of inmates, will be sealed in an evidence envelope and given to a Patrol Deputy for destruction.

C. Illegal drugs and/or weapons found in the facility, which can be linked to an inmate, a group of inmates, and/or a crime, shall be given to the Deputy writing the crime report.

D. An **Incident Report** shall be written whenever there is the discovery of contraband involving illegal weapons or substances, or the disposal or destruction of inmate property.

E. If the contraband consists of inmate personal property, and it is not known to whom the property belongs, the procedures specified in Property - Inmate Unclaimed shall be initiated.

### 4.4 VIDEO RECORDED AND PHOTOGRAPHIC EVIDENCE

A. Photographs of injuries to inmates or staff members shall be taken for evidence purposes. The photographs shall be attached to the incident report and/or crime report and shall be booked as evidence.
B. A compact disc of the video recording will be attached to the incident report and after the review process is complete, will be stored in the Custody Operation's Secretary's Office.

1. If an incident requires a crime report, two copies of the video recording will be made. One copy will be attached to the Incident Report and one copy will be booked as evidence (Refer to: Section 5.3)

C. The Deputy video recording the incident, shall announce at the start of the recording, the date, time, name of the inmate, location of the incident, their own name and the names of staff members present during the incident.

D. All subpoena requests for jail records must be requested through the Civil Information Bureau.

5.0 PROCEDURES

5.1 COMPLETING THE NARCOTICS EVIDENCE ENVELOPE

A. In all cases where narcotics are seized and either submitted as evidence or contraband for destruction, the Deputy shall submit the items in a Sheriff's Office Narcotics Envelope.

B. When the narcotics envelope is complete the Patrol Division will be requested to respond and take possession of the items.

5.2 VIDEO RECORDED INCIDENTS NOT RESULTING IN A CRIME REPORT

A. Once the Sergeant has completed his review of the incident report and video recording, he will give the video recording and incident report to the Watch Commander for his review.

B. After completing his review of the incident report and video recording, the Watch Commander will forward the incident report to the Disciplinary/Grievance Officer, and the video recording to the Custody Operations Secretary for filing.

C. The Disciplinary/Grievance Officer may be provided the video recording from the Custody Operations Secretary and use the recording as a resource should any disciplinary action be taken as a result of the incident.

1. The Custody Operations Secretary is responsible for ensuring the video recording is returned for filing.
5.3 VIDEO RECORDED INCIDENTS RESULTING IN A CRIME REPORT

A. The Deputy writing the incident report shall state in the incident report the fact the incident was video recorded.

B. The Sergeant will:

1. Review the video recording and incident report.
2. Place the video recording into an evidence envelope and label it with the incident and crime report numbers, the date and time the video recording was taken, and the name of the Deputy who recorded the incident.
3. Attach a completed Evidence/Property Sheet (Refer to: Evidence Packaging Manual page 4) to the bag and notify the Deputy writing the crime report.
4. Write a Supplemental Incident Report which notes the disposition of the video recording.

5.4 RECORDING DEVICES PLACED IN DETENTION FACILITIES

A. The following notifications will occur after the Operations Captain or designee approves the placement of a recording device(s) inside a detention facility.

1. Facility Watch Commander(s);
2. Classification Lieutenant;
3. Planning and Research Lieutenant;
4. Assistant Sheriff.

B. The Planning and Research Lieutenant will document the following:

1. Location of the recording device(s);
2. Type of device(s);
3. Whether the device(s) are temporary or permanent;
4. For temporary device(s), the following information is required:
   a. What agency;
   b. Individual responsible for installation and removal;
   c. Removal date.
5. For permanent device(s), the following information is required:
   a. Type/Nomenclature;
   b. Location of monitoring site;
   c. Maintenance schedule;
   d. Replacement date, if known.
6.0 REVISION HISTORY

Version 9.05.00 - Revised 5/2000
Version 10.02.09 - Revised 2/13/2009 (Merges MADF Version 9.05.00 and NCDF Version 4.05.00)
Version 11.12.10 – Revised 12/2010 (Policy renamed to Contraband and Evidence – Collection, Storage and Disposition. Merges and replaces Contraband – Disposition Of Detention Division v. 5.12.08, Evidence Collecting/Storage Detention Division v. 10.02.09)
Version 12.11.16 – Revised 11/2016
Counts – Inmate

1.0 POLICY STATEMENT

Detention staff will conduct regular, scheduled and unscheduled, counts of all inmates housed or working at the Main Adult Detention Facility and the North County Detention Facility. These counts are made to identify and account for all inmates in the facility and their location.

2.0 DEFINITIONS

Emergency Facility Count
A count by order of the Watch Commander or their designee during or after an emergency.

Formal Counts
Counts that occur at pre-determined times on each shift. These counts are verified by the designated Sergeant.

In/Out Count Sheet
A report that details all bookings and releases.

Inmate Assignment Sheet (Tank Sheet)
A report that details all inmates in custody by housing assignment.

Inmate Movement Report
A report that details inmate movement in and out of the facility and within the facility by housing unit.

Scheduled Inmate Counts
Counts that occur at pre-determined times on each shift.
**Unscheduled Inmate Counts**

Counts conducted by Correctional Staff to confirm the presence and well-being of the inmates in a particular area or module.

### 3.0 MANDATES

*Title 15 Standards: 1029*

### 4.0 GENERAL INFORMATION

A. All activity and movement will stop during emergency facility counts, including bookings/intakes and releases.

B. Upon request, Kitchen Staff and on-site educational instructors shall physically count and identify inmates under their supervision.

C. All inmate counts shall be logged in the appropriate Activity Log.

### 5.0 PROCEDURES

#### 5.1 FORMAL COUNTS - MODULES/UNITS

A. At the MADF, formal counts shall occur during:

1. 
2. 
3. 
4. 

B. At the NCDF, formal counts will occur:

1. 
2. 
3. 
4. 

C. The Central/401 Control Deputy will announce a lockdown for count.

D. Inmates will be secured appropriately for count.

1. Inmates who are in the visiting booths, interview rooms, or medical offices will remain there.
2. Mental health inmates, Administrative Segregation inmates, inmates in Disciplinary Separation who are out on O.C.A., and lower risk inmates housed in I Module, do not need to be locked down during count if they are in the dayroom/yard.
E. The Deputy will:

1. Verify the presence and welfare of each inmate by either observing them to be active, or by requesting a verbal response by the inmate during the round.
2. Use the tank/assignment sheet to check off inmates are present, in the proper cell/bunk, and to confirm inmates not found are accounted for.

F. If the Deputy is unable to see an inmate who is sleeping or covered by a blanket, they will attempt to wake the inmate from outside the cell.

G. If the Deputy is unable to rouse the inmate from outside the cell or from the bunk, they will radio Central/401 Control for assistance. Staff members will not enter a cell when an inmate is present without backup.

H. When the count has been completed, the Deputy will:

1. Document the count in the module/unit Activity Log.
2. If any discrepancies are discovered, the Deputy will immediately contact the designated Sergeant.

I. Normal operations may be resumed in the module/unit when the Central/401 Control Deputy announces count is clear.

### 5.2 SCHEDULED COUNTS - MODULES/UNITS

A. Scheduled counts in the modules/units will occur:

1. At the beginning of each shift;
2. At the end of each shift.

B. Prior to the beginning and end of each shift, the Deputy will take the module tank sheet and conduct a count ensuring that each inmate, their razor, spoon and I.D. card are accounted for.

C. The Deputy will verify the welfare of each inmate on withdrawal protocol by either observing them to be active or by requesting a verbal response from the inmate during the round. If the Deputy is unable to rouse the inmate from outside the cell, they will radio Central/401 Control for assistance and wait for assistance to arrive.

D. When the count has been completed, the Deputy will document the count in the Activity Log.

### 5.3 SCHEDULED COUNTS - OTHER AREAS

A. Support Services, Program, and Contact Visiting Areas

1. Supervising Staff shall:
a. Keep inmates in place until the Central/401 Control Deputy announces that the count is clear.

B. Booking Area

1. A Booking Deputy shall verify all inmates are accounted for in their assigned location. The Booking Sergeant shall be notified of any discrepancy.

5.4 UNSCHEDULED COUNTS

A. Deputies supervising inmates may conduct informal, unscheduled inmate counts:

1. During unscheduled counts, the Deputy will ensure that all inmates are accounted for and that their well-being is ensured, and document the count in the Activity Log.

B. Support Services Staff supervising NCDF Inmate Workers may conduct unscheduled counts at irregular intervals by doing the following:

1. Utilize the Work Crew List and the Inmate I.D. cards to verify the presence of each inmate;
2. Report any discrepancies to the designated Sergeant. (Refer to: Emergencies - Escape/Attempted Escape).

5.5 COUNT RECONCILIATION

A. The designated Sergeant or designee will be responsible for the reconciliation of each formal count.

B. After all areas have phoned in their count, the Sergeant will:

1. Verify the count against the Inmate Population Summary;
2. Document the total facility count in the Supervisor's Activity Log.

C. At the direction of the Sergeant the Central/401 Control Deputy will announce that the count is clear.

5.6 COUNT DISCREPANCIES

A. Prior to reporting a count discrepancy, the Staff Member will:

1. Conduct a re-count;
2. Review the Activity Log;
3. Verify the presence of inmates outside the module/unit by contacting that area.
B. When a discrepancy exists in the count, the Sergeant will use the following procedures to reconcile the count:

1. Check the Inmate Movement function;
2. Order a physical recount;
3. Verify the number and names of inmates in the area by using the In/Out Count Sheet, Temporary Release Sheet and/or the Inmate Movement Report, as appropriate.

C. If the count can still not be reconciled, a recount and reconciliation will be conducted.

D. If the count cannot be reconciled, the Sergeant will notify the Watch Commander/NCDF Assistant Facility Manager.

E. The Watch Commander/NCDF Assistant Facility Manager will investigate and make a determination regarding starting escape procedures. (Refer to: Emergencies – Escape/Attempted Escape).

6.0 REVISION HISTORY

Version 08.01.99 - Revised 1/1999
Version 10.05.08 - Revised 5/29/2008
Version 11.10.08 - Revised 10/2008
Version 12.07.11 - Revised 7/2011
Merges and replaces:
Counts - Inmate MADF version 11.10.08;
Counts - Inmate NCDF version 09.06.08
Revised 8/1/2017
Crisis Negotiation Team Policy

1.0 POLICY STATEMENT

The Crisis Negotiation Team consists of Correctional Deputies trained extensively in the philosophy and techniques of crisis negotiation, which is established and supported by the Detention Division. The Crisis Negotiation Team will apply the techniques of verbal negotiation to contain and/or resolve a critical incident while minimizing the risk to staff, inmates, and the public.

2.0 DEFINITIONS

CNT         Crisis Negotiation Team

Negotiation To successfully settle a matter through communication, discussion, and compromise

Critical Incident For the purpose of this chapter: high risk situations that involve potential harm to staff, civilians, inmates, and facility

Call-Out The summoning of off-duty personnel for duty

Barricaded Subject A person who takes a position of cover or concealment or maintains a position in a structure and who resists staff's directions while threatening the safety and security of the facility

Hostage A person held by one party in a conflict as security so that specified terms will be met by the opposing party

3.0 MANDATES
4.0 GENERAL INFORMATION

A. CNT is comprised of Correctional Deputies who have received additional specialized training in negotiation techniques.
B. Each newly appointed CNT member will attend and participate in a forty hour Basic Hostage Negotiation Course.
C. CNT may be used to assist Law Enforcement Agencies with in-field negotiations.
D. The Watch Commander, the NCDF Facility Manager, the NCDF Assistant Facility Manager, the MADF Facility Manager, the Department Special Operations Unit Commander, the SERT Manager/Supervisor, and Detention Assistant Sheriff are authorized to call out CNT.
E. All Incident Reports submitted by CNT Members will include, if known:
   1. the cause of the critical incident
   2. the names of those involved
   3. content of negotiations
   4. incident conclusion
F. When CNT is called out, outside of a SERT/SOU (Special Operations Unit) call-out, the CNT Sergeant will report to the on duty Watch Commander.
G. If the CNT Sergeant is unavailable for call-out, the Team Leader will assume the supervisory role for the team during the call-out.
H. For the selection of a CNT member refer to the Specialty Job Assignments policy.

4.1 GOALS AND OBJECTIVES

The goals of the Crisis Negotiation Team are to successfully negotiate with subjects involved in a critical incident towards a peaceful conclusion while minimizing potential risks and to maintain a professional level of training and education in areas relevant to Negotiations.

4.2 CNT ORGANIZATIONAL CHART

Detention Assistant Sheriff

Assigned Facility Manager

SERT/CNT Lieutenant

CNT Sergeant

CNT Team Leader

CNT Deputies

4.3 DUTIES

A. SERT Lieutenant
   1. The SERT Lieutenant will:
      a. Review and approve CNT training plans and schedules
b. Periodically review the training files of CNT members to ensure training requirements are being met

c. Assist in the selection of CNT members

d. Review reports documenting CNT actions and reasons for call-out

e. Prepare budget requests for CNT training and equipment

B. CNT Sergeant

1. The CNT Sergeant will:

   a. Supervise all CNT activities

   b. Be responsible for the supervision, planning, and scheduling of all specialized training for CNT personnel

   c. Maintain chronological records of training and qualifications for each team member

   d. Maintain a system for contacting CNT personnel both on and off duty

   e. Exercise operational supervision of CNT actions

   f. Supervise CNT Training

C. CNT Team Leader

1. The CNT Team Leader will:

   a. In the absence of the CNT Sergeant the Team Leader (selected by the CNT Lieutenant) will be authorized to supervise and direct team members in the performance of CNT operations

D. CNT Members

1. The CNT Members will:

   a. Be responsible for filling one or more of the following roles:

       Team Leader-(See above)

       Primary Negotiator-Responsible for negotiating crisis

       Secondary Negotiation-Responsible for assisting Primary Negotiator and Intel/Scribe

       Intel/Scribe-Responsible for gathering any pertinent information necessary for successful negotiations

5.0 PROCEDURES
5.1 CALL-OUT PROCEDURES

A. When the determination is made to involve CNT in a critical incident, the on-duty Watch Commander will advise the on-duty Sergeant or his/her designee to call or page the Crisis Negotiation Team members:

1. The on-duty Sergeant or his/her designee will advise the Central Control Deputy to initiate the call-out of CNT utilizing the Text/Paging Interface accessible in the Law Enforcement section of the Intranet.

2. The Watch Commander or his/her designee will have the following information available:
   a. The type of emergency/incident
   b. The location where incident is occurring
   c. Number of involved inmates
   d. Hostage information
   e. Injuries

3. The Watch Commander or his/her designee will notify:
   a. The CNT Lieutenant
   b. Appropriate Facility Manager

4. Upon arrival at the facility, the CNT Sergeant/Team Leader will meet the SERT Sergeant/Team Leader and the Watch Commander or his/her designee for a briefing and assessment of the emergency/incident.

5. After the briefing the CNT Sergeant will develop an operational plan.

6. After developing an operational plan the CNT Sergeant will meet with the CNT members, brief them of the incident and lay out the operational plan and objectives.

5.2 POST EMERGENCY PROCEDURES

A. Once the emergency is resolved, CNT members will:

1. Submit Incident/Supplemental Reports which fully document all actions taken by CNT members

2. Report any injuries to CNT Sergeant

B. The CNT Sergeant will:

1. Submit all reports to the Watch Commander

2. Debrief the Watch Commander and other staff involved in the incident

C. As needed, the Watch Commander or his/her designee will:
1. Request, via Sheriff's Dispatch, a deputy for a crime report

2. Initiate Post Emergency Critique procedures (Refer to: Emergencies-Post Emergency Critiques)

3. Document the incident in the SCADS Activity Log

6.0 REVISION HISTORY

New Policy Version 1.11.07 - 11/21/07
Version 1.11.07 - Revised 12/26/2007
Critical Incident - Injury, Death and Notification Procedures

1.0 POLICY STATEMENT

Critical Incidents resulting in the serious injury or death of an inmate or staff member shall be investigated by the Law Enforcement Division of the Sonoma County Sheriff's Department or another designated law enforcement agency and reported in accordance with Section 12525 of the California Government Code. Prompt and immediate notification shall be made to designated Department and Division Staff in the event of specified emergencies or critical situations.

2.0 DEFINITIONS

**Critical Incident**

Serious incidents which involve staff members, either as participants or who have responsibility for the area in which the incident occurred, and result in serious injury or death to a Staff Member, inmate, or visitor. For the purposes of critical incident reporting, staff members include county employees (whether or not assigned to the Detention Division), contractors and volunteers cleared to work in the Detention Division, and contract employees.

**Sonoma County Law Enforcement Chiefs Association Protocols**

Procedures and guidelines used by Sonoma County Law Enforcement agencies in the criminal investigation of specifically defined incidents.
3.0 MANDATES

Title 15 Standards: 1046, 1206
IMQ Standards: 113, 114
California Penal Code: 5021 PC
California Government Code: 12525, 27491

4.0 GENERAL INFORMATION

4.1 MISCELLANEOUS INFORMATION

A. When notified of an incident which may fall into the category of "critical incident" involving either inmates or Detention Division staff, the Watch Commander shall notify the Facility Manager who will then notify the Detention Assistant Sheriff.

B. If the first person in the notification chain of command cannot be reached, the Watch Commander shall contact the next highest person in the chain.

C. Notifications will be made per the notification responsibilities listed in the Critical Incident Guidelines.

D. The Sonoma County Sheriff or his designee, shall determine whether or not to invoke the Critical Incident Protocol.

E. The Administrative Lieutenant shall report all inmate deaths to the California State Attorney General within ten days by submitting a California Department of Justice (DOJ) form BCIA 713.

F. The Facility Manager or his designee will determine whether a family member will be notified in the event an inmate suffers an injury or illness.

G. Approval for visits of any inmate who is under guard at the hospital is the authority of the Law Enforcement Division (Refer to: Hospital Guard Responsibilities).

H. For the purposes of this chapter, Critical Incidents which require notification of specific Departmental Staff include, but are not limited to:

1. Serious injury or death of an employee.

2. Serious injury (requiring hospitalization), serious illness, or death of any inmate.

4.2 CRITICAL INCIDENTS

A. Critical incidents include, but are not limited to, the following:
1. The serious injury or death of any on-duty Staff Member, any visitor in the facility, or any inmate, from other than natural causes. Inmates working off site on work crews are included in this provision.

2. Death or a serious injury received by a Staff Member, and any injury received by persons in another vehicle or the same vehicle, provided the Staff Member was on duty at the time of the collision. EXCEPTION: Solo vehicle accidents in which the only injury is suffered by the Staff Member who was the driver and sole occupant of the vehicle, and there were no other vehicles involved.

3. Intentional or accidental shooting in the Detention Facilities.

4. Death or serious injury of a Staff Member, visitor, or inmate as the result of trying to gain physical control of an inmate.

5. Death or serious injury of a participant in a physical altercation, mutual combat, and/or domestic violence situation, in which the Staff Member involved is off duty. (In this particular type of incident, "Staff Member" includes only County Employees employed by the Detention Division.)

B. The critical incident protocol may be invoked by the Detention Assistant Sheriff in the event of serious or sensitive incidents not covered by the protocol. (Refer: Critical Incident Guidelines Chapter.)

5.0 PROCEDURES

5.1 MAJOR INJURY OR DEATH OF AN EMPLOYEE

A. If the employee was on duty at the time of serious injury or death:

1. The Watch Commander or his/her designee shall notify, in sequence:
   a. Medical Staff;
   b. Sheriff’s Dispatch (to request an ambulance, Coroner notification, etc.);
   c. The Facility Manager.

2. The Facility Manager shall refer to the Critical Incident Guidelines and the Sonoma County Chief's Association Protocols 93-1.

5.2 DEATH OF AN INMATE

A. A Deputy or other staff member who discovers an inmate he believes to be deceased shall:
1. Immediately request back up via radio from medical staff and additional correctional staff.

2. Lockdown the affected area.

3. Begin resuscitation efforts when back up arrives unless the inmate is decapitated, or, rigor mortis or morbid lividity has set in.

B. Deputies who arrive in the area of the emergency shall:

1. Assist with resuscitation efforts.

2. Separate any known suspects and/or witnesses.

3. Attempt to preserve the crime scene as much as possible.

C. The Central Control/401 Unit Deputy shall immediately notify the Sergeant responsible for the area and the Watch Commander.

D. Medical staff shall immediately respond to the area and provide medical treatment. If the medical staff member believes the inmate may be deceased:

1. The Facility Physician shall respond to the area if they are on duty and may pronounce the inmate deceased.

2. If the Facility Physician is not on duty an ambulance shall be called.

   a. Qualified Emergency Medical Personnel may pronounce the inmate deceased.

E. When an Inmate has been pronounced dead, the Watch Commander or his/her designee shall notify:

1. Patrol Watch Commander

2. Sheriff's Dispatch for Coroner Services;

3. The Facility Manager.

F. When an inmate is pronounced deceased by qualified medical personnel, the body shall be left in place until removed by the Coroner or his designee.

G. Crime Scene Privacy Shields shall be utilized to conceal the deceased from general viewing. Crime Scene Privacy Shields are located in the Clothing Room at MADF and in the Commissary Area at NCDF.

H. The Facility Manager or his designee shall notify the Detention Assistant Sheriff (Refer to: Critical Incident Guidelines).
I. Personal Property belonging to a deceased inmate shall be given to the Investigator from the Coroner's Unit for final disposition. Refer to: Releases - Deceased Inmates.

J. A medical review and postmortem examination shall be held for any inmate who dies while in custody, within 30 days. Deaths shall be reviewed to determine the appropriateness of clinical care; whether changes to policies, procedures, or practices are warranted; and to identify issues that require further study.

1. The review team shall include:
   a. The facility administrator and/or the facility manager;
   b. The health administrator;
   c. The responsible physician;
   d. Any other health care and supervision staff who are relevant to the incident

K. Death notification to the inmate's family will be made by the investigating authority.

5.3 REPORTING OF INMATE DEATHS

A. The Supervising Sergeant shall submit an Incident Report face page to document the incident.

B. The Administrative Lieutenant shall:

   1. Notify the California State Department of Justice Criminal Justice Statistics Center of the inmate's death within 10 days.

   2. Complete annual and quarterly reports as required.

C. Medical Staff shall follow their protocols for reporting inmate deaths.

6.0 REVISION HISTORY

Version 1.08.09 - Written August 2009
Version 2.11.10 - Revised 11/2010
MADF Version 7.06.97 and NCDF Version 4.04.01 merged with "Emergencies - Inmate Death"
Version 3.01.95
All other information previously found in this chapter can be found under "Notification Procedures - Emergency Situations"
Revised 8/1/2017
Dayroom Activities and Recreation Yard Use

1.0 POLICY STATEMENT

All inmates shall be afforded the same living conditions and privileges, except when an inmate's rights and privileges have been restricted by due process, and/or there is an overriding documentable concern that facility security or the inmate's safety may be compromised. A variety of recreational programs will be provided consistent with the Detention Division's resource levels.

Inmates will not be required to participate in programs, and do so on a purely voluntary basis.

2.0 DEFINITIONS

Administrative Segregation
A status of confinement in which an inmate is placed in a setting that offers a higher degree of control and supervision than is otherwise available in the general population of the jail.

Disciplinary Separation
A status of confinement, which segregates inmates as a result of a disciplinary hearing.

Inclement Weather
Inclement weather includes, rain, heavy mist, snow, excessive cold (40 degrees Fahrenheit or below), excessive heat (105 degrees Fahrenheit or above), or the immediate threat of any of these conditions.

O.C.A.
Out of cell activity is time an inmate will be given out of their cell to complete personal business.
**Recreation**

Programs and activities which provide diversions that contribute to the physical health and mental well-being of inmates.

### 3.0 MANDATES

*Title 15 Standards: 1065, 1266*

### 4.0 GENERAL INFORMATION

A. All inmates will be allowed to shower at least once every other day.

B. The Module/Unit Deputy will check out the recreation equipment to the inmates, and all recreation equipment must be turned in to the Module/Unit Deputy by the end of out of cell activity time (OCA).

C. The Module/Unit Deputy is responsible for the inventory of the equipment when it is turned in.

D. If a piece of recreational equipment is in need of repair, the Module/Unit Deputy will notify the Program Deputy requesting that the item be repaired or replaced.

E. The outdoor recreation yards will be open during periods of OCA except during periods of inclement weather.

### 4.1 RESTRAINT REQUIREMENTS

A. Waist and leg restraints during OCA will be applied as determined by the inmate's classification, housing, or operational order.

### 4.2 O.C.A. SCHEDULING INFORMATION

A. Each inmate will be allowed as much out of cell time and recreation yard time as possible based on module/unit operations, the inmate's classification, and as required by Title 15. Inmates will receive a minimum of three hours of OCA time distributed over a seven day period.

B. The Corrections Standard Authority shall be notified when a suspension of OCA and recreational yard time occurs and lasts longer than three days.

### 4.3 O.C.A. SCHEDULING RESPONSIBILITIES

A. For all modules at the MADF, an operational order containing information for determining the manner in which O.C.A. is assigned in those modules is accessible on the computer share drive.
B. The use of recreation yards and dayrooms must be scheduled and documented on the Out of Cell Activity Log. The responsibility for scheduling these activities lies with the Graveshift Deputy assigned to each module.

C. The I Module Deputy is responsible for ensuring and documenting on the O.C.A. log, that ambulatory inmates housed in the I Module are given the opportunity to use the R-Module or Mental Health Module recreation yard daily.

D. The Out of Cell Activity Logging should contain the following:

1. The date of the schedule,
2. The name, classification, and cell location of the inmate scheduled for O.C.A.,
3. The actual time the inmate receives out of cell activity,
4. Record of all cell searches and walkthroughs conducted,
5. Record of any activity that interferes with the running of O.C.A. (medication rounds, commissary, clothing exchange, etc.)

5.0 PROCEDURES

None

6.0 REVISION HISTORY

Version 14.08.06 - Revised 8/23/06
Version 15.12.08 - Revised 12/12/2008
Revised 8/1/2017
Detention Alternatives – Electronic Monitoring Program (EMP)

1.0 POLICY STATEMENT

The Sonoma County Sheriff’s Office offers qualified inmates/defendants the opportunity to participate in Detention Alternatives programs that allow them the privilege of serving their court ordered sentence in a non-traditional manner. In lieu of incarceration, eligible inmates may be afforded the opportunity to continue their education and/or employment. Not all inmates are acceptable for Detention Alternative programs. A review and investigation is completed on each applicant to assess any apparent threat to the community or likelihood of re-offending. Inmates may be revoked from the Program and returned to custody at any time at the sole discretion of the Sonoma County Sheriff’s Office. The goal of Detention Alternatives programs is to allow inmates the potential to remain productive members of society while maintaining the safety of the general public, staff, participating offenders, and the reduction of the inmate population within the detention facilities.

2.0 DEFINITIONS

**EMP**
Electronic Monitoring Program

**Inmate**
For the purposes of this policy, an individual charged with and/or convicted of a crime.

3.0 MANDATES

*Penal Code: 1203.016, 1203.017, 1203.018, 2900.5, 4019*
4.0 GENERAL INFORMATION

A. Pre-trial inmates being held in lieu of bail with no holds or outstanding warrants may participate in the Electronic Monitoring Program (EMP) if one of the following circumstances exist (1203.018 PC):

1. The inmate has been held in custody for at least 30 calendar days from the date of arraignment pending disposition of only misdemeanor charges.
2. The inmate has been held in custody for at least 60 calendar days from the date of arraignment.

B. Inmates sentenced to County jail time may voluntarily participate and be placed on the Electronic Monitoring Program (EMP) for their entire sentence in lieu of confinement in the jail (1203.016 PC & 1203.017 PC) and shall receive any sentence reduction (good and work time credits) in accordance with the applicable sentencing structure.

C. Inmates who are involuntarily placed on the Electronic Monitoring Program shall receive any sentence reduction credits that they would have received had they served their sentence in jail.

D. As a condition of participation, the inmate shall give their consent and agree to comply with all applicable rules and regulations of the program in writing in order to participate in the program. For involuntary participation, all inmates shall be informed in writing that they shall comply, with the rules and regulations of the program. The rules include, but are not limited to:

1. The inmate shall remain within the interior premises of his or her residence during the hours designated by the Sheriff’s Office.

2. The inmate shall allow admittance to any person or agent designated by the Sheriff’s Office into his or her residence at any time for the purposes of verifying the inmate’s compliance with the conditions of the EMP.

3. The inmate shall agree to the use of electronic monitoring devices for the purpose of helping to verify his or her compliance with the rules and regulations of the EMP.

4. The inmate shall agree that the Sheriff’s Office may, without further order of the Court, take the offender into custody to serve the balance of their sentence if:

   a. The monitoring devices are unable to perform their functions at the place of home detention.
   b. The inmate fails to remain in the place of detention as agreed.
   c. The inmate fails to pay EMP fees as agreed.
   d. The inmate fails to meet the established criteria to remain in the program.
E. An inmate shall be eligible for participation in EMP if the Sheriff’s Office concludes the inmate meets the criteria for EMP and the inmate’s participation is consistent with the rules and regulations of the EMP. There is no requirement that the Sheriff’s Office allow an inmate to participate in EMP if it appears that the inmate has not satisfactorily complied with the rules and regulations while in custody.

F. The EMP rules and regulations shall be given to every participating inmate. The Board of Supervisors and the Sheriff’s Office shall review the EMP rules and regulations and the EMP administrative policy annually.

G. The Sheriff’s Office shall have sole discretionary authority to permit program participation as an alternative to physical custody. All inmates removed from program participation, shall be notified in writing of the specific reasons for the denial or removal. The notice of denial or removal shall include the inmate’s appeal rights.

H. At any time, the Court may restrict or deny the inmate’s participation in the EMP.

I. The Sheriff’s Office may approve a schedule for EMP inmates that includes but is not limited to seeking and retaining employment, attending counseling, educational or vocational training classes, or medical and dental appointments. Willful failure of the inmate to return to the designated place of detention or unauthorized departures from the designated place of detention is punishable pursuant to Penal Code section 4532, Escape.

J. EMP inmates are responsible for arranging their own healthcare and healthcare insurance. Once an inmate is released on EMP, the Sonoma County Sheriff’s Office has no obligation to provide healthcare until or unless the inmate is returned to custody.

K. The Board of Supervisors may prescribe a program administration fee to be paid by EMP inmates. The fee shall be based on ability to pay. Inability to pay all or a portion of the program fees shall not preclude participation in the program, and eligibility shall not be enhanced by reason of ability to pay.

L. Regarding inmates who participate in EMP voluntarily, and notwithstanding any other law, upon request of a local law enforcement agency with jurisdiction over the location where an EMP inmate is placed, the Sheriff’s Office shall provide the following information about EMP inmates:

1. Name, address, and date of birth;

2. Offense(s) committed or alleged committed by the inmate.

M. Regarding inmates who participate in the EMP in lieu of bail and notwithstanding any other law, upon request of a local law enforcement agency with jurisdiction over the location where an EMP inmate is placed, the Sheriff’s Office shall provide information in 4.0(L)(1) and 4.0(L)(2), in addition to the following:
1. The period of time the inmate shall be placed on Electronic Monitoring. Whether the inmate successfully completed the prescribed period of Electronic Monitoring or was returned to incarceration, and if returned to incarceration, the reason for return.

2. The gender and ethnicity of the inmate.

N. Regarding inmates placed in EMP involuntarily, and notwithstanding any other law, the Sheriff’s Office shall provide the following information to the Board of State and Community Corrections, and upon request shall provide that information to the law enforcement agency with jurisdiction over the location where an EMP inmate is placed:

1. Name, address, and date of birth;

2. Offense(s) committed or alleged committed by the inmate.

3. The period of time the inmate shall be placed on Electronic Monitoring.

4. Whether the inmate successfully completed the prescribed period of Electronic Monitoring or was returned to incarceration, and if returned to incarceration, the reason for return.

5. The gender and ethnicity of the inmate.

O. If an inmate’s participation in the program is terminated, the revocation date and time will be the return to custody booking date and time.

5.0 PROCEDURES

A. Applicants who volunteer for the EMP shall complete a Detention Alternatives Application and speak with a Detention Alternatives Deputy who shall explain program details and review the court commitment to ensure the inmate is eligible.

B. Upon approval into the EMP, the applicant shall be notified in writing via Notice of Enrollment and EMP Enrollment Instructions, which shall include a date/time and location for the inmate to report to begin EMP.

C. The Court will be provided a copy of the Notice of Enrollment once the inmate has been booked and enrolled in the program. Upon conclusion of the program, the Court will be notified.

D. The Detention Alternatives Supervisor shall be notified of any applicants who are denied participation in the EMP and any unsuccessful terminations from the program.

E. Applicants who are denied enrollment may appeal their denial and submit additional material for reconsideration within ten (10) business days to the Detention Alternatives office. The designated manager shall review the appeal and make their final decision. The
inmate shall be notified in writing of the appeal results.

F. For involuntary participation, the inmate shall be informed in writing that they shall comply with the EMP rules and regulations of the program. The Detention Alternatives Deputy shall note that the inmate has been informed of, and given a copy of, the EMP rules and regulations.

G. Detention Alternatives staff and/or designated EMP contract employees may conduct regularly scheduled office visits, random and or scheduled drug/alcohol testing, and routine home visits on EMP inmates.

H. In the event an EMP rule violation occurs, Detention Alternatives will review the violation. Depending on the severity of the violation a determination will be made as to the disciplinary action to be taken.

I. Violations of any criminal law by inmates shall result in the immediate removal from the EMP. A crime report shall be requested regarding criminal violations.

J. In the event the inmates participation is revoked, Detention Alternatives will:

   1. Advise an inmate to report to the appropriate Detention Facility or,

   2. Notify Sheriff’s Dispatch or the appropriate law enforcement agency to have a law enforcement officer respond to the location and return them to the appropriate correctional facility.

K. If an EMP violation occurs and the inmate is removed from the EMP, the inmate has the right to an appeal but must return to custody prior to the appeal process. The designated manager shall review the appeal and make his/her final decision. The inmate shall be notified in writing of the appeal results.

L. EMP inmates must not leave their place of confinement, whether it is their place of residence, employment or education location without authorization from Detention Alternatives staff. In the event the participant fails to return to his/her place of confinement without permission and their whereabouts are unknown to Detention Alternatives staff, they may be considered an escapee. Detention Alternatives staff may initiate an escape report (Emergencies – Escape) and a crime report may be completed.

M. Detention Alternatives shall provide a summary of the EMP to the Detention Facilities Manager and Assistant Sheriff each month.

6.0 REVISION HISTORY

Version 01.05.16 – 5/2016

(All revisions must have final approval with the Board of Supervisors)
1.0 POLICY STATEMENT
The Sonoma County Sheriff's Office will not discriminate against a qualified individual on the basis of disability in providing access to its detention facilities, programs, services and activities.
2.0 DEFINITIONS

**ADA**
Americans with Disabilities Act.

**ADA COORDINATOR**
An employee of the office (Disciplinary Grievance Officer) designated to:

A. Review applicable ADA requests, complaints or grievances and respond on behalf of the office.
B. Maintain the division's ADA Files.
C. Provide training to staff on ADA issues.
D. Keep the ADA Division Representative informed of all ADA issues.

**ADA DIVISION REPRESENTATIVE**
An employee of the office (Administrative Lieutenant) designated to:

A. Represent the Sonoma County Sheriff's Office on ADA Issues.
B. Review unresolved requests, complaints or grievances and respond on behalf of the office.
C. Supervise the ADA Coordinator.

**DISABLED**
For the purposes of coverage under the ADA, a person with a disability is defined as one who:

A. Has a physical or mental impairment that substantially limits one or more major life activities; or
B. Has a record of such an impairment; or
C. Is regarded as having such impairment.

**PREA**
The Prison Rape Elimination Act of 2003 was signed into law by President George W. Bush. The purpose of this law is to protect inmates at all levels from sexual assault from other inmates and facility staff.

**PROSTHESIS**
A device used to replace a defective or missing part of the body.

**SERVICE ANIMAL**
ADA defines a service animal as any dog, individually trained to work or perform for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

**TTY/TDD**
A telecommunication device that allows a hearing impaired person to use the telephone for written conversation.
3.0 MANDATES

Title II of the Americans with Disabilities Act (ADA) 1993.
Americans with Disabilities Act Amendments Act of 2008

Yeskev vs. Pennsylvania (1998) - Yeskey sued the Pennsylvania Department of Corrections for refusing him admission to a program based on his disability. Yeskey alleged that the exclusion violated ADA, Title II that prohibits a "public entity" from discriminating against a "qualified individual with a disability" on account of that disability. The Third Circuit court accepted the claim, state prisons fall squarely within Title II's statutory definition of "public entity," which includes any instrumentality of State or Local Government.

Penal Code: 2656, 6030
Title 15: 1061, 1206(d)
Individuals with Disabilities Education Improvement (IDEA) Act of 2004
Prison Rape Elimination Act of 2003
Department of Justice National PREA Standards
28 CFR 115.16

4.0 GENERAL INFORMATION

A. The purpose of this policy is to set guidelines for compliance with Title II of the Americans with Disabilities Act (ADA) for inmates, staff and for those persons having legitimate business within the detention facilities of the Sonoma County Sheriff's Office.

4.1 COMPLIANCE WITH PREA

A. The Sheriff’s Office will take the appropriate steps to ensure that inmates with disabilities (including, for example, inmates who are deaf or hard of hearing, those who are sight impaired or have low vision, or those who have intellectual, psychiatric, or speech disabilities), have an equal opportunity to participate in or benefit from all aspects of the Sheriff Office’s efforts to prevent, detect and respond to sexual abuse and sexual harassment.

B. The Sheriff’s Office will ensure effective communication with inmates who are deaf or hard of hearing and when necessary will provide access to interpreters who can interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. In addition, the Sheriff’s Office will ensure that written materials are provided in formats or through methods that ensure effective communication with inmates with disabilities, including inmates who have intellectual disabilities, limited reading skills, or who are sight impaired or have low vision.

C. Inmate interpreters, inmate readers, or other types of inmate assistants will not be used except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the inmate’s safety, the performance of first-responders duties or the investigation of the inmate’s allegations.
4.2 COMPLIANCE WITH ADA

A. An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability.

B. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

C. The Sonoma County Sheriff's Office will not discriminate against inmates or members of the public on the basis of disability in providing access to its detention facilities, programs, services and activities.

   1. The Americans with Disabilities Act Inmate Notice will be prominently posted in all inmate-housing units.
   2. The Americans with Disabilities Act Public Notice will be prominently posted at the public entrances of both facilities.

D. Persons with a disability are entitled to an equal opportunity to participate in programs, services, or activities offered by the Sonoma County Sheriff's Office.

E. Special Education classes will be provided to inmates who qualify under the IDEA Act of 2004 and eligibility will be determined by the Inmate Services Coordinator or his designee.

F. Disabled inmates may be refused participation in services, programs, or activities at a facility they may otherwise be entitled to if there is a safety and security concern to themselves, other inmates, public, staff, or the facility.

   1. If an inmate is refused participation due to a safety and security concern, the Facility Manager will be notified.

G. Temporary disability conditions are generally not covered by ADA and certain conditions are expressly excluded from ADA coverage. Medical staff in accordance with ADA policy and procedures and the ADA representative will make this determination.

H. A telecommunication device for hearing-impaired (TTY/TDD) is available for use by attorneys, volunteers, program providers and the public upon request. All modules have TDD phones for hearing impaired inmates to use.

I. Disabled visitors will be afforded the same visiting privileges as non-disabled visitors.

4.3 FORMS

A. Custody and medical staff must use the Inmate Disability Evaluation Form report to verify an inmate’s Disability. Medical staff will determine and document if a disability exists. Classification staff will determine the appropriate housing.

B. The Disability Tracking Form will be used by booking staff to track inmates who have a physical impairment or disability and to ensure that the appropriate accommodations are provided. This form will be distributed to Medical Staff and the ADA Coordinator.
C. The ADA Request for Accommodation Form may be used by an inmate to formally request accommodation for a Disability. The inmate must sign the form at the bottom and turn it in to custody staff. After review of the form, medical staff must sign the form and determine if the inmate is eligible for an accommodation. The inmate will fill out Sections A and B. Medical Staff will fill out Section C, if necessary.

D. The ADA Coordinator will use the ADA Coordinator Review Form when an inmate accommodation has been denied, a grievance has been filed, an alternate accommodation is proposed, a safety and security issue exists related to the accommodation request, or there is a financial or administrative issue.

E. The Record of Contact Form will be filed in the ADA Coordinator's Inmate files. The form will be used to document interaction or discussions the ADA Coordinator has with the inmate, staff or visitors regarding accommodations and ADA issues.

F. The Accommodations for Hearing Impaired Form will be given to every inmate who is hearing impaired. This form is a general information form that is used to inform the inmate of his/her rights and services that are available to them while incarcerated. The inmate will sign the form and receive a copy, a copy will be forwarded to the ADA Coordinator and the original form will be placed in the inmate’s D# File.

G. The Pre-Booking Medical/Mental Health Screening Form will be used to evaluate medical condition, mental health status, and to evaluate an arrestee's need for any special accommodations as a result of a disability. This screening will be conducted at intake to ascertain whether the individual will be accepted into custody; to determine if they are in need of immediate medical or mental health treatment; and to provide medical and/or mental health information relating to housing, classification, and the handling of inmates.

H. The Hearing Impaired Inmate Services Form is an addendum to the Pre-Booking Medical/Mental Health Screening Form and will be used to document information that will be useful and/or important to medical, classification staff, and the ADA Coordinator, and to provide immediate accommodations for hearing impaired inmates.

4.4 ACCOMMODATIONS FOR DISABLED PERSONS

A. Legal Processors assigned to the lobby will inform disabled visitors that they may request an accommodation.

B. Program Deputies will inform disabled volunteers that they may request an accommodation.

C. Custody/Medical Staff will inform disabled inmates that they may request accommodation as follows:

1. An inmate may notify custody or medical staff orally or in writing of his/her request.
2. An inmate may submit an ADA Request for Accommodation Form.
3. A third party such as an inmate's family member or friend may request an accommodation on behalf of the inmate.
4. If there is an unresolved request regarding a disability or an accommodation, an inmate may submit an Inmate Grievance Form.
4.5 ACCOMMODATIONS FOR INMATES IDENTIFIED AS DISABLED

A. The medical screening process during intake, gives the office the ability to identify most disabilities and the need for accommodations prior to the housing of the inmate.

B. Detention staff will ensure hearing-impaired inmates are provided with the Accommodations for Hearing Impaired Form.

C. Medical Staff will provide or recommend the necessary medical equipment. (Example: wheelchairs, walkers, canes, beds, breathing equipment, etc.)

D. Detention staff will make every attempt to ensure that hearing impaired inmates will be provided with any equipment necessary to communicate effectively.

E. Detention staff will make every attempt to ensure hearing and sight impaired inmates are provided with the equipment and/or services necessary to achieve effective communication.
   1. Every effort will be made to provide blind and deaf inmates with a tactile interpreter when necessary to communicate effectively.
   2. When detention staff is unable to communicate with an inmate who is blind and deaf, the following will be notified in a timely manner: the on-duty Watch Commander, the ADA Representative and the Facility Manager.

F. Detention staff will ensure that hearing impaired inmates will be provided with any equipment necessary to communicate effectively.
   1. A portable TTY/TDD machine is available upon request in booking at the MADF and in central at the NCDF; every module/unit has a TTY/TDD phone available for use during OCA time.
   2. Each module/unit has an amplified telephone available for use.
   3. A written record will be maintained for the use of the portable TTY/TDD machines.

G. Staff may communicate with hearing-impaired inmates for simple daily interactions in the method most effective for the situation including but not limited to:
   1. Every module will have placards in the information binders. Placards are written instructions used to communicate with hearing impaired inmates.
   2. Custody staff will allow hearing impaired inmates to utilize a pad and writing implement as a means of communication; however, such items may be temporarily removed when the safety and security of the inmate, other inmates or staff is at risk.
   3. Custody staff will document in the Inmate's Management Notes and notify the ADA Coordinator when writing materials are taken from a deaf or hearing-impaired inmate due to safety and security concerns.
   4. Custody staff will notify the ADA Coordinator and return the writing materials to the inmate as soon as possible after the safety or security concerns are resolved.
   5. A sign language interpreter may be utilized when it is necessary.
   6. All modules housing hearing impaired inmates will have closed-captioned televisions.
4.6 DISABLED INMATE NOTIFICATIONS

A. The Sonoma County Sheriff's Office will ensure there is a process for all disabled inmates to be notified of emergencies, interviews, appointments, court appearances, meals, medical assessments, medication times, visiting and other announcements and information regarding inmate services by the most effective means possible.

B. Communications to disabled inmates for inmate services may be provided by personal contact, placards, written notes or verbal explanations.

C. Visual and Audible alarms are utilized at each facility; however, notification of an emergency evacuation will be done individually, when appropriate, contacting the disabled inmates in the facility and ensuring the inmates are assisted in their evacuation.

4.7 DISABLED VISITOR ACCOMMODATIONS

A. The Sonoma County Sheriff's Office will make every possible effort to ensure accommodations are available to disabled visitors.

B. A visiting booth with an amplified phone is available for hearing impaired visitors. The visiting booth is located in the Contact Visiting area at the Main Adult Detention Facility.

C. A staff member, if necessary, will escort vision-impaired visitors to the designated visiting area.

D. Visitors with a disability may request assistance getting to their designated visiting area.

E. Service animals may accompany an inmate visitor into the facility during their visit.

1. Examples of service animals may include, but are not limited to, alerting persons with hearing impairments to sounds, pulling wheelchairs or carrying and picking up things for persons with mobility impairments, or assisting persons with mobility impairments with balance.

   a. If they meet this definition, animals are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government.

2. Visitors may be asked if their animal is a service animal and required because of a disability and what tasks the animal has been trained to perform, but verification is not required and no inquiry into the visitor's disability may be made.

3. The care and supervision of a service animal is solely the responsibility of their owner and they may not be segregated from each other.

4. A visitor with a disability cannot be asked to remove their service animal unless:

   a. The animal is out of control and the animal's owner does not take effective action to control the animal.

   b. The animal poses a direct threat to the health or safety of others.
5.0 PROCEDURES

5.1 IDENTIFYING DISABLED INMATES DURING BOOKING PROCESS

A. The medical screening process during intake, gives the office the ability to identify most disabilities and the need for accommodations prior to the housing of the inmate.

B. It is the responsibility of booking and medical staff to assess inmates upon admission for evidence of a disability or special management need. This assessment information will be entered on the Pre-Booking Medical/Mental Health Screening Form, the Inmate Disability Evaluation Form, and if applicable, on the Classification Health Services Input Form.

1. The inmate's prior custody or medical records may indicate previous accommodations or requests.
2. Custody or medical staff may observe and report what appears to be a disability that would:
   a. Impact the inmate's housing;
   b. Affect the inmate's program access; or
   c. Present a safety or security concern for the inmate or others.

C. It is the responsibility of custody staff to immediately advise a supervisor when an inmate appears to meet the criteria of a disabled person for the purposes of ADA.

D. It is the responsibility of medical staff to sign and verify the Inmate Disability Evaluation Form, and forward a copy to Classification. Medical staff will note on the form if the disability impacts the inmate's housing.

E. Medical staff will document when an inmate requests an accommodation that is not granted and the reasons why the accommodation was not granted.

5.2 BOOKING PROCESS FOR DISABLED INMATES

A. The Booking Sergeant will assign a Booking Deputy to track the inmate through the booking process until the inmate is released or housed. It is the responsibility of the Booking Deputy to initiate and ensure the completion of all the required disability forms for an inmate who has been identified as disabled.

B. Classification staff will be notified of an inmate's disability upon commitment and housing at the North County Detention Facility.

C. Medical and Custody Staff will ensure the inmate is able to effectively communicate his information.

D. Medical staff will provide or recommend the necessary equipment for disabled inmates.

E. Booking staff will notify the ADA Coordinator and Classification staff, when a disabled inmate is going to be housed in the facility.
5.3 INMATES WITH PROSTHETIC DEVICES

A. As required by Penal Code Section 2656, inmates shall be allowed to retain possession of their prosthesis unless it presents a threat to the security of the facility or is an immediate risk to the safety of staff and/or others.

B. Medical Staff must approve the use of prosthesis by an arrestee or inmate.

C. If an arrestee or inmate becomes combative or uses the prosthesis for other than its intended purposes, the prosthesis may be taken from the individual for only the duration of his problematic behavior. Alternate specialized housing may also be granted based on the inmate's behavior.

D. Any prosthesis which is confiscated shall be placed in the arrestees/inmates bulk property.

E. Depending on the reason for the removal of a prosthesis, authorization to return the prosthesis must approved by Medical Staff, Mental Health Staff and/or a Sergeant.

F. Generally prosthesis will be approved for use in the facility unless, in the opinion of the supervisor, it constitutes a documentable threat to the safety/security of staff or others in the facility.

G. If there is probable cause to believe an inmate's possession of a prosthesis constitutes an immediate risk of bodily harm to any person in the facility or threatens the security of the facility, the Watch Commander or his designee shall direct the removal of the prosthesis and document the incident in an Incident Report.

H. Whenever a prosthesis is removed from an inmate, the physician must evaluate the inmate's need for the prosthesis within 24 hours of the removal.

I. If the prosthesis is not returned, the Administrative Lieutenant/Facility Manager shall:
   1. Advise the Physician and the inmate and specify the reason for the refusal, and shall provide the inmate with a completed Petition for Return of Prosthesis form; and
   2. Document in a supplemental incident report the decision which was made and the reason the prosthesis was not returned.

J. Upon petition by an inmate, the court shall either order the prosthesis returned to the inmate or within two (2) judicial days after the petition is filed receive evidence relevant to the granting or denial of the petition.

K. If an inmate does not have a prosthesis and is in need of one, Medical Staff will:
   1. Evaluate the severity of the need and either approve or deny the request;
   2. Provide the inmate with crutches, walker or device, as indicated; or
   3. If the request is approved, make arrangements to obtain the prosthesis.
5.4 IDENTIFYING DISABILITIES ON HOUSED INMATES

A. For those inmates with disabilities that were not identified at intake booking or processing, there are Americans with Disabilities Act Notices posted in the housing units that inform inmates how to get information regarding an ADA issue or how to request accommodation.

B. Custody and Medical staff will attempt to identify inmates who may require an ADA accommodation based upon personal observation of the inmate, an oral statement by the inmate, or a written request by the inmate. Any observation, oral statement, or written request will be forwarded immediately to the ADA Coordinator.

C. When Medical staff becomes aware of an inmate with a disability or request for disability accommodation; medical staff will complete the Inmate Disability Evaluation Form, forward a copy to Classification and notify the ADA Coordinator. Medical Staff will note on the form when a disability impacts an inmate's housing.

5.5 ADA DIVISION REPRESENTATIVE RESPONSIBILITIES

A. The ADA Division Representative will:
   1. Represent the Sheriff's Office on ADA issues.
   2. Review unresolved requests, complaints or grievances and respond on behalf of the Sonoma County Sheriff's Office.
   3. Supervise the ADA Coordinator.

5.6 ADA COORDINATOR RESPONSIBILITIES

A. The ADA Coordinator will:
   1. Keep the ADA Division Representative informed of requests, complaints or grievances related to ADA issues.
   2. Maintain an ADA file on every disabled arrestee/inmate documenting each contact in regards to their ADA needs, accommodations, special education, and requests.
   3. Provide training to staff in regard to ADA policies and procedures.
   4. Initiate contact with the disabled inmate within two workings days of receiving the ADA paperwork and, if necessary, ensure the court is notified of any accommodations needed. The ADA coordinator will also follow up every 10 working days thereafter to ensure that the inmate has equal opportunity to participate in programs, services, and activities and to discuss any issues the inmate may have regarding his treatment, and document the meeting on the Record of Contact form.
      a. The ADA coordinator and inmate may agree at anytime to suspend monthly follow-ups if there is no change in the inmates' status.
      b. If the inmate needs to contact ADA coordinator after suspending follow up visits, the inmate can do so via an Inmate Request Form.
   5. Document ADA accommodations regarding equipment or supplies requiring service or repair on the Classification/Health Services Input. The ADA coordinator will:
a. File a copy of the referral in the ADA file.
b. Submit the referral to Medical staff for follow up and record in the medical file.

6. Notify the Program Deputies when a disabled inmate is housed and may require an accommodation to access program services and/or special education.
7. Review claims, complaints and grievances regarding disabilities.
8. Ensure complaints and grievances are finalized.
9. Confer with medical staff each month to review whether accommodations continue to be appropriate and necessary, document interaction on the Record of Contact form.
10. Audit the condition and update Disability Information Binder located in Booking, the ADA Coordinator's desk and at NCDF once per month.
11. Audit the location and condition of the TDD machines once per month.

5.7 MEDICAL STAFF RESPONSIBILITIES

A. All requests for disability verification or accommodation are forwarded to medical staff for review. It is the responsibility of medical staff to verify an inmate's disability and provide custody and classification staff with housing recommendations.

B. Medical staff may inform disabled inmates that they may request accommodations.

C. Medical Staff will document on the ADA Request for Accommodations form if the request is not granted and the reasons why the request was not granted.

D. Medical Staff will follow up on all Classification/Health Service Inputs and file in the inmates medical records related to ADA.

5.8 CLASSIFICATION STAFF RESPONSIBILITIES

A. Classification staff is responsible for reviewing and signing all Inmate Disability Evaluation Forms and ensuring the inmate is housed in a protective environment, if deemed necessary, appropriately based on the inmate's disability, and classification plan. In the absence of the ADA Coordinator, Classification staff will be responsible for notifying the courts of any accommodations necessary for the inmate.

B. Classification staff will be responsible for entering disability flags in the computer system.

C. Classification staff will notify the ADA Coordinator and medical staff when an inmate is to be transferred to another facility.

1. If the inmate is transferring between MADF and NCDF, the ADA Coordinator, Classification or Sergeant will ensure the receiving facility is made aware of the inmate's need for an accommodation.

5.9 PROGRAM STAFF RESPONSIBILITIES

A. Inmates with Disabilities will be afforded access to all services, programs, and activities for
which they meet eligibility criteria.

1. The ADA Coordinator will forward to the Programs Deputy any requests by inmates who need accommodations to participate in services, programs, or activities.
2. Program staff will consult with the ADA Coordinator in all cases where accommodations are granted or denied for disabled inmates.

5.10 COURT MOVEMENT RESPONSIBILITIES

A. Court movement will review the court lists each day and check the inmate's disability code, in order to identify any special accommodations that are necessary.

B. Court movement will contact the disabled inmate's housing unit and/or medical staff to determine if special arrangements are needed for the inmate's transportation to court.

C. When circumstances prevent the Court Movement Team's ability to transport the inmate to court, Court Movement will immediately notify the bailiff in the courtroom, an on duty Sergeant, and the ADA Coordinator. The Court Movement Deputies will also document the incident in the court activity log.

5.11 GRIEVANCE PROCESS

A. Inmates may be instructed by staff to complete an ADA Request for Accommodation Form to request disability accommodations. Inmates will use the standard Inmate Grievance Form to submit grievances regarding ADA issues.

B. If the inmate is in custody for a State Parole hold only (3056 P.C.) and submits a disability-based grievance, the following shall apply:

   1. Correctional staff shall provide an initial response to the inmate within one week from the receipt of the grievance.
   2. The grievance process shall be expedited if the grievance or the appeal of a grievance alleges a condition which is an imminent threat to the parolee's health and safety.

C. All other grievances will be handled according to the grievance process as outline in policy (Refer to: Grievances - Inmate).

5.12 DISCIPLINARY PROCESS

A. When a disabled inmate is the subject of a disciplinary process that could deprive him/her of any privilege or right afforded to all other inmates, the Disciplinary Grievance Officer will ensure that the inmate understands the charges against him.

5.13 REMOVAL FROM ADA STATUS LISTING

A. If an inmate no longer wishes to be listed as an ADA inmate, they can fill out and submit an Inmate Request Form to the ADA Coordinator.

B. The ADA Coordinator will document in the inmates ADA file they no longer wish to have an
ADA listing.

C. The request will be evaluated by the Office ADA Representative who will respond back to the inmate.

D. The ADA Coordinator can remove an inmate from ADA status if the inmate no longer requires accommodation.

6.0 REVISION HISTORY

Version 1.02.05 - Created 2/8/05
Version 2.11.10 - Revised 11/2010 (Merges and Replaces Disability - Accommodations Detention Division v. 1.02.05; Prosthesis-Inmate MADF 3.04.97 and NCDF 1.05.94)
Version 3.05.11 - Revised 5/2011
Version 4.04.12 - Revised 4/2012
Version 5.11.14 – Revised 11/2014
Revised 3/2017
Revised 8/1/2017
Discipline - Disciplinary Hearings and Appeals

1.0 POLICY STATEMENT

All inmates charged with a major or criminal violation will be processed administratively through the disciplinary hearing process. Hearings shall be conducted in a manner that allows for the due process rights of inmates. Inmates who plead guilty upon receipt of the Disciplinary Hearing Notice, or are found guilty of committing a major violation of facility rules will have the ability to appeal the decision of the Disciplinary Review Board. Criminal actions handled through the disciplinary process are separate from the Court and have no criminal protections from prosecution.

The Sonoma County Sheriff’s Office in compliance with the Prison Rape Elimination Act of 2003, mandates zero tolerance toward all forms of sexual abuse, sexual harassment and sexual assault of any inmate in custody. Any inmate found guilty of such conduct shall be subject to punitive action. Such conduct may not be deemed to constitute sexual abuse if it is determined that the conduct is not coerced.

2.0 DEFINITIONS

DGO Disciplinary/Grievance Officer
Disciplinary Hearing  A non-judicial administrative procedure to determine if substantial evidence exists to find an inmate guilty of a rule violation.

Disciplinary Index  A set of guidelines used by the DRB to assist in determining appropriate disciplinary actions based on the rule violation and severity of the incident.

Discipline  The outcome of a process or a punitive sanction designed to bring about order and personal responsibility.

DRB  Disciplinary Review Board. This body, composed of two DGOs or a DGO and an impartial witnessing Deputy, presides over all disciplinary hearings.

PREA  The Prison Rape Elimination Act of 2003 was signed into law by President George W. Bush. The purpose of this law is to protect inmates at all levels from sexual assault, sexual harassment and all forms of sexual abuse from other inmates and facility staff.

PREA Related Offense  An offense of sexual harassment, sexual abuse or sexual assault committed by an inmate.

3.0 MANDATES

Title 15 Standards: 1080, 1081, 1082, 1083, 1084
4019.5 P.C.
Prison Rape Elimination Act of 2003
Department of Justice National PREA Standards
28 CFR 115.78

4.0 GENERAL INFORMATION

4.1 GENERAL RULES

A. Inmates shall be permitted to be present and provide documentary evidence at their disciplinary hearing unless they waive their rights in writing or their behavior presents a significant risk.

B. Staff shall not participate in the disciplinary hearing if they are involved in the charges.

C. Disciplinary hearings shall not be conducted on minor violations. (Refer to: Discipline – Criminal, Major, and Minor Violations)
D. Inmates shall have a minimum of 24 hours to prepare for a disciplinary hearing unless the inmate waives their right and chooses to proceed with the disciplinary hearing.

E. When a Disabled inmate is the subject of a disciplinary process that could deprive them of any privilege afforded to all other inmates, the DGO will ensure that the inmate understands the charges against them.

F. Disciplinary hearing locations will be determined by the DRB based on the inmate's housing and classification.

G. The decision of an inmate's guilt or innocence will be based on due process and an evaluation of the evidence against them.

H. The DRB will conduct all disciplinary hearings

I. When an inmate is given the Disciplinary Hearing Notice:

   1. If the inmate waives their option for a 24-hour preparation period they waive their right to be heard and immediately proceed to the disciplinary hearing.

J. Inmates may be excluded from a hearing during the testimony of any inmate whose testimony must be given in confidence.

   1. When an inmate is excluded from a disciplinary hearing the reason for the inmate's absence must be documented on the Disciplinary Hearing Disposition form.

K. The DGO has the responsibility to terminate a disciplinary hearing if the inmate becomes uncooperative, displays inappropriate behavior, or poses a threat to the safety and security of the facility. The DGO shall decide guilt or innocence based upon the evidence provided. The inmate, in this circumstance, will forfeit the right to another hearing and his the ability privilege right to appeal.

L. The DGO is responsible to decide whether there is enough documentation to substantiate the charges and to hold a disciplinary hearing.

M. An inmate accused of a rule violation has no right to face their accusers, be they other inmates or correctional staff.

N. Inmates do not have the right to be represented by an attorney at a disciplinary hearing.

O. Inmates may be provided staff or inmate counsel or an interpreter in the following cases:

   1. Mentally incompetent inmates,
   2. Illiterate inmates,
   3. Inmates who do not speak, read or understand English well enough to properly represent themselves, and/or
   4. The issues are complex,
5. Upon request.

P. Criminal violations may be reduced and handled as major rule violations.

Q. The DRB will refer to the Disciplinary Index as a guideline when determining the appropriate punitive action.

R. Whenever a finding of "not guilty" is entered as a disposition for a Disciplinary Hearing, the DGO will notify the Facility Manager or designee why the inmate was found not guilty on each charge.

S. An inmate who makes a report of sexual abuse in good faith, based on a reasonable belief that the alleged conduct occurred, shall not be found guilty of falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation.

T. Punitive action can only be taken against an inmate for having sexual contact with a staff member upon a finding that the staff member did not consent to such contact.

U. All sexual contact between inmates is prohibited and shall be investigated, documented in an incident report, referred to the DGO to ensure due process rights, which may result in possible punitive action.

4.2 TIME LIMITS

A. The following time limits for disciplinary actions will be adhered to unless a time extension is requested in writing:

1. The inmate charged with a violation will be given a Disciplinary Hearing Notice at the completion of the investigation and a copy of the report, which may be redacted as is deemed necessary.

2. The inmate must have at least 24 hours from receipt of the Disciplinary Hearing Notice before the hearing is held. The inmate may consent, in writing, to a waiver of the 24-hour preparation time.

3. The hearing for violations shall be acted on no later than 72 hours after the inmate has been informed of the charges in writing. The hearing may be postponed or continued for a reasonable time through a written waiver by the inmate or for good cause.

B. Inmates must file their appeals within 24 hours of the receipt of the final Disciplinary Hearing Disposition.

C. The Facility Manager or their designee will respond to the inmate's appeal.

4.3 PLACING A HEARING ON HOLD
A. The DRB may place a hearing on hold for a reasonable amount of time for any one of the following reasons:

1. Interview witnesses,
2. Conduct further investigation, and/or
3. Provide counsel or an interpreter for the inmate.
4. Through a written waiver by the inmate.
5. For good cause.

B. Hearings may be placed on hold, for good cause and only for the time required to address the cause of the delay.

C. Placing the hearing on hold must be documented on the Disciplinary Hearing Disposition form.

4.4 CALLING WITNESSES

A. An inmate accused of a rule violation may request witnesses to speak on their behalf or present evidence at a disciplinary hearing by filling out the appropriate section of the Disciplinary Hearing Notice.

B. Any witnesses called will be interviewed by the DRB for relevant information pertaining to the violations.

1. Interview locations will be determined by the DRB based on the inmate's housing and classification.

2. Detention staff may be called as witnesses if hearing times are during the staff member's duty hours.

5.0 PROCEDURES

5.1 GUILTY/NOT GUILTY PLEAS

A. If the inmate notifies the DGO that they wish to plead guilty when they receive the Disciplinary Hearing Notice, the DGO shall:

1. Complete the waiver portion of the Disciplinary Hearing Notice indicating that the inmate has waived their right to a hearing.

2. Indicate what punitive action is to be taken.

3. Sign and date the Disciplinary Hearing Notice and have the inmate sign and date both forms.
4. Inform the inmate of their ability to appeal. (Refer to Section 5.5 of this chapter)

B. If the inmate pleads guilty at the disciplinary hearing the DGO shall:
   1. Indicate on the Disciplinary Hearing Disposition form the inmate pled guilty.
   2. Indicate the DRB's findings as guilty on the Disciplinary Hearing Disposition form and punitive action to be taken.
   3. Advise the inmate of the punitive action to be taken and have the inmate sign the Disciplinary Hearing Disposition form.
   4. Inform the inmate of their ability to appeal.

C. If the inmate pleads not guilty at the disciplinary hearing, the DGO shall:
   1. Indicate on the Disciplinary Hearing Disposition form that the inmate has plead not guilty.
   2. Request that the inmate present his defense.

D. The Inmate may provide testimony, call witnesses, and/or present evidence according to this policy.

E. Based on the testimony and evidence presented, the DRB shall confer and render a verdict.
   1. If the verdict is not guilty, the DGO will indicate it on the form and conclude the hearing.
   2. If the verdict is guilty the DRB will notify the inmate of the punitive action that will be taken.

F. The DGO will inform the inmate of his ability to appeal the verdict and explain the appeal process.
   1. If the inmate declines the appeal the DGO will so indicate on the Disciplinary Hearing Disposition form.
   2. If the inmate wants to appeal, the DGO will give the inmate a Request for Disciplinary Hearing Appeal form.

G. The Inmate will sign the Disciplinary Hearing Disposition form and the hearing will be concluded.

5.2 IMPOSING PUNITIVE ACTION

A. At the conclusion of a hearing where an inmate has been found guilty, the inmate will be notified verbally and in writing by the DRB of the recommended punitive action, the evidence relied upon and the reasons for the disciplinary action. All punitive action shall
be commensurate with the nature and circumstances of the offense, the inmate’s disciplinary history, and the discipline imposed for comparable offenses by other inmates with similar histories.

1. The DRB will take into consideration when recommending punitive action, the inmate’s mental disabilities or mental illness that may have contributed to his behavior when determining punitive action.

2. The DRB may with the consent of the Facility Manager require inmates found guilty of a PREA related offense to participate in therapy, counseling or other interventions designed to address and correct underlying reasons or motivations for the offense. An inmate may be denied access to programming or other benefits if he refuses to participate in such interventions.

B. The Facility Manager or their designee will review the results of the disciplinary hearing and either approve or change the results.

C. If the Facility Manager or their designee makes a change that affects the verdict or the punitive action the DGO will notify the inmate of the change, in person, in writing and give the inmate the ability to appeal the decision.

D. If the Facility Manager or their designee approves the decision of the DRB, they will sign the Disciplinary Hearing Disposition form and return it to the DGO.

E. The DGO will notify the appropriate staff members in writing on the Disciplinary Hearing Disposition form of the punitive action to be taken and a copy of the record shall be maintained pursuant to Penal Code Section 4019.5.

5.3 DOCUMENTING DISCIPLINARY ACTION

A. The DGO will record the type of punitive action to be imposed in the Disciplinary Hearing Log.

B. The DGO will log the punitive action in the Inmate Management Notes.

5.4 REMOVAL OF GOOD/WORK TIME CREDITS

A. The DRB can rule that inmates sentenced to county time who are found guilty of a major rule violation may lose good/work time credits.

B. When the DRB uses loss of good time as punitive action the DGO will:

   1. Add the new release date to reflect the loss of good time credits on the computation form;
   2. Enter the date, IR number and sign the form;
   3. Enter in the computer the inmate's new release date for each case that the inmate has been sentenced on; and
4. Place a copy of the Disciplinary Hearing Disposition form in the inmate's D file.

C. The DRB can rule that inmates sentenced to county time who are found guilty of refusing to work can have work time credits removed as punitive action.

D. The adjustment of the inmate's release date and any loss of work time credits will be handled by the DGO.

5.5 DISCIPLINARY APPEALS PROCESS

A. Upon completion of the disciplinary hearing and a finding of guilty by the DRB, the DGO will read the inmate their ability to appeal the DRB's decision and explain the process.

B. If the inmate declines to appeal, punitive action will be imposed, and the process completed after approval.

C. If the inmate wants to appeal, the DGO shall give them a Request for Disciplinary Hearing Appeal form and instruct the inmate to complete their portion of the form and return it to the Deputy within 24 hours. The Deputy will route the form to the DGO for processing.

D. The DGO shall advise the inmate that failure to comply with the appeal process and timelines will result in a denial of the appeal and the imposition of punitive action after review and approval.

E. The DGO shall log all dispositions awaiting appeal in the Disciplinary Hearing Log.

F. If after 24 hours no appeal form is received from the inmate, the DGO will:

1. Forward the Disciplinary Hearing Disposition forms to the Facility Manager or designee for approval.
2. Log “Not Received” in the Disciplinary Hearing Log.

G. If an appeal is filed by the inmate within 24 hours, the DGO will attach the Request for Disciplinary Appeal form to the Disciplinary Hearing Disposition form and forward it to the Facility Manager or designee for review.

H. Upon receipt of the Request for Disciplinary Appeal form the Facility Manager or designee will investigate the appeal and document their decision and the reason on the form.

I. If the Facility Manager or designee affirms the decision of the DRB, the appeal will be denied and punitive action imposed.

J. If the Facility Manager or designee modifies the decision of the DRB, the changes will be indicated on the appeal form and returned to the DGO who will document the change on the Disciplinary Hearing Disposition form and in the Disciplinary Hearing Log.
K. The DGO will distribute the Request for Disciplinary Appeal form as follows:

1. Classification
2. DGO file
3. Original form will go to the inmate

6.0 REVISION HISTORY

Version 8.09.99 - Revised 04/02/08
Version 9.11.09 - Revised 11/19/2009 (This Detention Division Policy is merging MADF
Version 8.09.99 and NCDF Version 7.09.99)
Version 10.08.14 - Revised 8/2014 (Renamed Discipline – Disciplinary Hearings and Appeals)
Merges and replaces:
Discipline – Disciplinary Hearings Detention version 9.11.09
Discipline - Disciplinary Appeals MADF version 3.09.99 and NCDF version 3.09.99
Version 11.01.15 – Revised 1/22/15
Version 12.10.16 – Revised 10/2016
Revised 8/1/2017
1.0 POLICY

Inmates who are found guilty of a major violation of facility rules may be placed in disciplinary separation as a punitive action. While in disciplinary separation inmates may be given the opportunity to modify their behavior to earn reinstatement of privileges.

2.0 DEFINITIONS

Disciplinary Separation
The segregation of an inmate as punitive action after following all due process procedures.

Disciplinary Diet
A special diet sanctioned by Title 15 may be served to inmates in disciplinary separation after following all due process procedures.

Disciplinary Separation File
A file kept on every inmate housed in disciplinary separation that tracks an inmate's behavior during his stay in disciplinary separation.

Behavior Observation Form
A form included in the inmate's Disciplinary Separation File used to document an inmate's behavior while in disciplinary separation.

3.0 MANDATES

Title 15 Standards: 1082, 1083, 1265 and 1247

4.0 GENERAL INFORMATION
4.1 MISCELLANEOUS INFORMATION

A. Inmates may be housed in any module for the purpose of disciplinary separation.

B. Inmates housed in disciplinary separation will be allowed only the following items in their cell:

1. All issued facility clothing and linens.
2. Personal hygiene items as follows:
3. One bar of soap
4. One toothbrush and toothbrush holder
5. One tube of toothpaste
6. One razor
7. One comb/one hairbrush
8. One bottle/packet of shampoo
9. One deodorant
10. One pair of shower shoes
11. One (1) Bible or other religious book.
12. Legal papers that will fit in a 15" x 18" X 10" space unless more are approved by the Facility Manager or his designee.

C. Inmates in disciplinary separation will be allowed to keep correspondence materials, paper, envelopes, and up to 4 (four) pencils or pens from their personal property.

D. The Module/Unit Deputy will add a disciplinary code of 03 to the inmate's classification in the SCADS system when the inmate is placed in disciplinary separation status. The 03 will be removed by the Module/Unit Deputy when the inmate's disciplinary separation is complete.

E. If an inmate is in disciplinary separation for thirty (30) consecutive days there will be a review by the Facility Manager before separation is continued. This review shall include an examination by Medical and Mental Health staff. There will be a review by the Facility Manager, Medical and Mental Health staff every fifteen (15) days thereafter until the inmate is moved from disciplinary separation.

F. Food shall not be withheld as a disciplinary measure; however, inmates housed in disciplinary separation may be placed on the Title 15 sanctioned disciplinary diet. (Refer to: Section 4.2 Disciplinary Separation Diet)

G. Inmates will not be denied access to legal counsel or legal documents while in disciplinary separation.

H. Generally, dayroom and recreation yard access will be scheduled by the Grave Shift Deputy in the 401 unit or module where the inmate is serving disciplinary separation.

I. Inmates will not be allowed access to television, newspapers, games, or other recreational equipment while on disciplinary separation.
J. Inmates in disciplinary separation will not be allowed access to commissary except for the purchase of personal care items as outlined in Title 15, Section 1265 and stationery and envelopes. Inmates may also request an assistance bag if they qualify.

K. Other than access to legal counsel, inmates in disciplinary separation will not be allowed access to visiting or telephone use unless eligible through the Behavior Modification Program.

L. Inmates housed in disciplinary separation are not eligible for inspection rewards.

4.2 DISCIPLINARY DIET USE

A. A special disciplinary diet may be served to inmates housed in disciplinary separation if the Disciplinary Review Board imposes the diet as part of the punitive action taken against the inmate.

B. The diet shall be in accordance to Title 15, Section 1247.

C. The facility manager or his designee shall approve initial placement on the Disciplinary Diet and each additional 72 hour increment.

D. The inmate, prior to receiving the diet, will be cleared by medical staff.

E. If an inmate is to receive more than three (3) days of the Disciplinary Diet, it will not be imposed for longer than 72 hours at one time.

F. The Disciplinary Diet will only be served to inmates in disciplinary separation. It will not be available as a punitive action for other inmates.

4.3 BEHAVIOR MODIFICATION PROGRAM

A. All inmates who are assigned to disciplinary separation for a period of two (2) days or longer will be eligible to participate in the Behavior Modification Program.

B. The program allows an inmate to earn back privileges based on good behavior. Privileges that may be earned back include:

   1. A telephone call;
   2. A visit;
   3. Access to reading materials.

C. Inmates will be limited to no more privileges than that which would normally be available to them in their original housing assignment.

D. Earned privileges will be scheduled for inmates at a time convenient for the Module/Unit Deputy.
E. Inmates may not earn back more than three (3) privileges, i.e. after three days of good behavior they may have all three of the privileges listed above. Privileges may not be substituted or stacked, e.g. two phone calls in lieu of a visit, etc.

F. The Behavior Modification Program will begin when the inmate has completed twenty-four (24) hours of his stay in disciplinary separation without any rule violations.

G. If an inmate commits a minor or major rule violation during his first twenty-four (24) hours in disciplinary separation a new twenty-four (24) hour period will begin before the inmate may participate in the Behavior Modification Program. The inmate will be allowed to start a new twenty-four (24) hour period after each disciplinary problem until he is able to participate in the program or is released from disciplinary separation.

1. However, if at any time during the Behavior Modification Program the inmate commits a rule violation he will be removed from the program and will not be allowed to participate in the program for the remainder of his stay in disciplinary separation. Formal Disciplinary action may also be taken. (Refer to: Discipline – Criminal, Major and Minor Violations)

H. Participation in the Behavior Modification Program will be documented in the inmate's Disciplinary Separation File on the Behavior Observation form. Documentation should include the inmate's behavior, privileges returned, and observations by the Module Deputies. (Refer to: Section 4.4)

4.4 DISCIPLINARY SEPARATION FILE

A. Each inmate housed in disciplinary separation will have a Disciplinary Separation File made for him by the Disciplinary Grievance Officer.

B. The Disciplinary Separation File shall include:

1. A copy of the Incident Report(s).
2. A copy of the Disciplinary Hearing Disposition form
3. A Behavior Observation form.

C. Module/Unit Deputies on all shifts will be responsible for fully documenting all aspects of the inmate's behavior on the Behavior Observations form. These observations will include:

1. Any minor or major rule violations;
2. Any problems the inmate may be experiencing; and/or
3. Participation in the Behavior Modification Program, including privileges earned.

D. When the inmate is released from disciplinary separation the contents of the Disciplinary Separation File will be sent to the DGO who will break the file down for inclusion in the inmate's Classification file.
4.5 RE-HOUSING AFTER DISCIPLINARY SEPARATION

A. Inmates who have completed their time in disciplinary separation will be referred to Classification Staff for re-housing if necessary.

5.0 PROCEDURES

5.1 ORIENTATION TO DISCIPLINARY SEPARATION

A. When the inmate is to begin disciplinary separation the Module/Unit Deputy will:
   1. Inform the inmate that he will be placed on disciplinary separation status;
   2. Inform the inmate of expected behavior while on disciplinary separation;
   3. Explain the Behavior Modification Program;
      a. Have the inmate sign the Disciplinary Separation Information form, give the inmate a copy and place the original in the inmate's Disciplinary Separation File;
      b. Bag and label the inmate's personal property, except personal hygiene items, clothing, linens, correspondence materials (paper, envelopes and no more than four pens and pencils), legal materials that will fit in a 15" X 18" X 10" space and a Bible or other religious book;
      c. Store the bag in a secure area in the module/unit.

5.2 IMPLEMENTATION OF THE BEHAVIOR MODIFICATION PROGRAM

A. The Module/Unit Deputy will check the Disciplinary Separation File to determine if the inmate is eligible or is currently participating in the Behavior Modification Program.

B. The Module/Unit Deputy will meet with the eligible inmate and ask the inmate which privilege he would like returned to him that day and arrange for the inmate to receive the privilege.

C. The Module/Unit Deputy will fully document all earned and completed privileges on the Behavior Observations form in the inmate's Disciplinary Separation File.

6.0 REVISION HISTORY
Version 20.04.06 - Revised 04/20/06
(Replaces MADF Version 19.05.04 and NCDF Version 8.03.00)
Version 21.11.10 - Revised 11/2010
Revised 8/1/2017
1.0 POLICY STATEMENT

Inmates who commit criminal violations while incarcerated can be prosecuted both criminally and administratively within the guidelines of due process, there will be no cruel or unusual punishment. Major violations of detention rules will be subject to disciplinary action based on due process requirements. Minor violations of detention rules may be subject to an informal disciplinary action, under due process, by any Deputy which could result in work details or the temporary loss of privileges.

2.0 DEFINITIONS

DGO  Disciplinary/Grievance Officer

Discipline  The outcome of a process or a punitive sanction designed to bring about order and personal responsibility.

DRB  Disciplinary Review Board. The DRB is composed of either the two DGOs or the DGO and at least one Deputy who was not involved in the incident.

Criminal Violations  The violation of any laws of the United States, State of California, or the County of Sonoma.
Major Violation

Any violation of inmate rules, *(Inmate Rules of Conduct)* coded with a 200 number, or any criminal violation which occurs while the inmate is in custody (coded with a 100 for rule violation purposes).

Minor Violations

Any violation of inmate rules coded with a 300 number defined as a minor violation per the *Inmate Rules of Conduct*.

Informal Disciplinary Action

Corrective action taken by a Module/Unit Deputy; to include the temporary loss of privileges or added work details. This informal disciplinary action is designed to modify the inmate's behavior and promote compliance with facility rules.

Contraband

Any item which is not approved by Detention Staff, or approved items in quantities in excess of what is approved, or any approved item which has been altered or defaced or is being used for anything other than its intended use.

3.0 MANDATES

*Title 15 Standards: 1080 - 1084
Penal Code: 4019.5*

4.0 GENERAL INFORMATION

A. Title 15 minimums shall be observed for administrative punitive actions regardless of the inmates housing location or classification.

B. Deputies shall check to ensure compliance with minimum jail standards prior to the imposition of discipline for minor rule violations.

C. For rule violations and punitive actions, refer to *Inmate Rules of Conduct*.

D. Deputies and Staff are responsible for taking action when a rule violation has occurred.

E. No inmate will be given the right to exercise authority/discipline over another inmate.

F. Time limits set forth shall be adhered to unless written notice is given to the inmate that the time limit has been extended.

G. The DGO may modify the violations the inmate has been charged with.

H. Access to legal counsel shall not be suspended as a punishment.
I. Food shall not be restricted as a punishment, except in cases where a Disciplinary Diet has been imposed.

J. All rule violations will be documented in the inmate's management notes.

4.1 CRIMINAL VIOLATION INFORMATION

A. Incidents which result in the Critical Incident Protocol being invoked shall not be documented with an incident report narrative, only an incident report face sheet completed by an uninvolved supervisor and a short statement on the narrative page.

B. Any violation that is forwarded to the District Attorney's Office for prosecution shall be considered a criminal violation.

C. Criminal violations will be processed administratively, as major violations, with all requirements for due process, regardless of the outcome of criminal proceedings.

D. Criminal Violations will be processed per the procedures in the policy and procedure Criminal Activity Reporting.

4.2 MAJOR VIOLATION INFORMATION

A. Detention Staff shall report to Correctional Deputies any violations of detention rules by an inmate. These violations may result in an Incident Report.

B. The Deputy may reduce a major violation to a minor violation and shall, at a minimum, counsel inmates who have committed the violation. When doing so, deputies should take into account recent behaviors, strive for progressive discipline and document the violation(s) in the management notes.

C. All inmates charged with major violations shall have the right of due process (Refer to: Discipline - Disciplinary Hearings and Appeals) under these procedures prior to the enacting of disciplinary action.

1. Inmates who have received discipline for any rule violation shall not be subjected to a disciplinary hearing on that same violation.

2. An inmate who has been charged with a major violation, and had the major violation reduced to a minor violation, will not be subject to a disciplinary hearing. The deputy shall document this in the management notes.

D. The DGO is responsible for processing major violations and prior to imposition, all disciplinary actions for major violations will be reviewed and approved by the
E. If an inmate is on disciplinary separation for thirty (30) consecutive days, there shall be a review by the Facility Manager or designee, medical and mental health staff before the disciplinary separation continues. A review shall be conducted at least every fifteen (15) days thereafter until the disciplinary status has ended.

4.3 MINOR VIOLATION INFORMATION

A. Formal disciplinary hearings are not conducted on minor violations.
B. The Deputy or other Division Staff will at a minimum, counsel all inmates who have committed a minor violation.
   1. Other Division Staff will notify a Deputy of the violation and their counseling.
C. The Deputy shall document minor violations on a Minor Rule Violation Report unless the determined discipline is a verbal counseling.
D. Inmates shall sign the Minor Rule Violation Report and may appeal the loss of privileges to the Supervising Sergeant.
   1. All Minor Rule Violation Reports shall be reviewed and approved by the area Sergeant in person or via telephone and documented on the Minor Rule Violation form.
E. Minor disciplinary action will be imposed by the Deputy as soon as possible.
F. All rule violations shall be documented in the inmate management notes.

5.0 PROCEDURES

5.1 CRIMINAL AND MAJOR VIOLATION PROCEDURES

A. If the Deputy believes a criminal or major violation has been committed, they shall:
   1. Take appropriate action to secure the area, the inmate, and evidence, if any.
   2. Notify the Supervising Sergeant.
   3. Complete an Incident Report as directed.
B. The Supervising Sergeant shall:
   1. Determine if there is sufficient cause to suspect that a crime or major violation has been committed.
   2. Arrange for a crime report to be taken, if needed.
3. Review and approve the Incident Report. (Refer to: Incident Reports)

4. Review and approve the Crime report.

   1. Prior to approving the Crime report in I-Leads, the Supervising Sergeant will consult with the Watch Commander.

C. The Watch Commander/NCDF Assistant Facility Manager shall;

   1. Review the Incident Report and forward it to the DGO. (Refer to: Incident Reports)
   2. Review and approve the Crime Report prior to the Supervising Sergeants approval in I-Leads.

D. The DGO shall review the Incident Report, and process criminal violations as a major violation. (Refer to: Section 5.2 and Discipline - Disciplinary Hearings and Appeals)

**5.2 MINOR VIOLATION PROCEDURES**

A. If a Deputy believes that a minor violation has been committed, they shall:

   1. The Deputy shall determine if informal disciplinary action should be taken.
   2. If the Deputy decides that counseling is sufficient, they will note in the Inmate Management Notes the inmate was counseled and the reason.
   3. If the Deputy decides to issue a minor rule violation, they will notify the inmate that they will be receiving informal disciplinary action and complete a Minor Rule Violation Report.

B. If the Inmate wishes to appeal the disciplinary action, they must immediately complete the appeal section on the Minor Rule Violation Report, sign and return it to the Deputy.

C. If the inmate does appeal:

   1. The Deputy shall forward the Minor Rule Violation Report to the Supervising Sergeant.
   2. The Sergeant shall review the information and complete the form.
   3. The Deputy shall notify the inmate of the Sergeant's decision, take appropriate action, and document the action in the Inmate Management Notes.

D. The Deputy shall forward the completed Minor Rule Violation report to the DGO for record keeping.

**6.0 REVISION HISTORY**
Version - 17.05.16 - Revised 5/2016 (Renamed Discipline – Criminal, Major, and Minor Violations)
Merges and replaces:
(Discipline - Criminal Violations NCDF version 02.09.96 and MADF version 01.10.91;
Discipline - Major Violations NCDF version 13.04.02 and MADF version 17.05.15;
Discipline - Minor Violations Detention version 17.05.15)
Revised 6/1/2017
Drug and Alcohol Testing

1.0 POLICY STATEMENT

In an effort to control the introduction and use of controlled substances inside detention facilities, it is in the penological interest of the Sonoma County Sheriff's Office to set and maintain high standards of security, safety, and health. Control, supervision, and oversight of these facilities are furthered through the use of random drug and alcohol testing to routinely monitor inmates for drug and alcohol use.

2.0 DEFINITIONS

Chain of Custody: Information written on the pre-stamped label that is attached to the specimen bottle to track the drug and alcohol test specimen's chain of custody.

3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION

A. Inmates who refuse to submit to a drug and/or alcohol test within three (3) hours of the original request are subject to disciplinary actions.

B. Inmates may be given urine tests randomly, or anytime a Deputy believes them to be under the influence of any intoxicating substance.

C. Deputies will adhere to proper procedures to obtain the urine sample (Refer to Communicable Disease - Inmate Handling and Exposure Plan)

5.0 PROCEDURES

A. Urine tests will only be administered to inmates by Deputies of the same sex.

B. If the viewing of an inmate's genitalia is necessary while collecting a urine sample, Deputies will adhere to proper procedures to obtain the evidence (Refer to Searches - Strip and Pat).
C. Medical staff shall be notified when an inmate tests positive for indicators of being under the influence of a controlled substance while in custody and a Classification/Health Services Input submitted.

5.1 PROCESSING URINE SAMPLES

A. When it becomes necessary to obtain a urine specimen, the Deputy observing the specimen collection will make sure all necessary information is printed on the urine sample's label and "Chain of Custody", before the bottle is given to the inmate.

B. At the MADF, the sealed "Drug and Alcohol Test Kit" (evidence) will be processed as follows:

1. Contact the testing laboratory by telephone and advise them that there is a specimen to be picked up; and
2. Deliver the specimen to the Urine Sample Evidence Box located outside the Cashier booth at the MADF.
3. Write an incident report if applicable.

C. At NCDF the sealed "Drug and Alcohol Test Kit" will be processed as follows:

1. Log the specimen in the Bio-Tec database;
2. If the specimen is being tested, place the specimen in the Urine Sample Evidence Box located in the Central 400 building.
3. Write an incident report if applicable.

5.2 FOLLOW-UP PROCEDURES FOR TEST RESULTS AT THE MADF/NCDF

A. When the lab results are ready, the DGO will obtain the official results.

B. All results will be logged.

C. If the results are positive, the DGO will:

1. Review and attach the test results to the incident report.
2. If the test was taken as a result of a temporary release from custody, and the inmate signed the Terms of 4018.6/Temporary Release Form agreeing to the conditions of release, the Booking/On-Duty Sergeant will be notified to call for a Deputy to take a crime report.
3. Forward the Incident Report through the procedures outlined in Incident Reports, and hold a hearing for a major rule violation.

6.0 REVISION HISTORY

This policy merges NCDF version: 4.09.97 and MADF version 3.06.98.
Version 4.01.10 - Revised 01/2010
Version 5.05.11 - Revised 5/2011
Emergencies - Bomb Threats

1.0 POLICY STATEMENT

Detention Facility Staff shall handle bomb threats and/or explosions in accordance with the security procedures outlined in this chapter. Staff shall ensure that all emergency information is systematically reported to prevent injury and/or damage to the facility and its occupants and to protect the surrounding community.

2.0 DEFINITIONS

<table>
<thead>
<tr>
<th>Definition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Personnel</td>
<td>Correctional staff designated by the Sergeant on the scene to respond to emergencies.</td>
</tr>
<tr>
<td>Search Team</td>
<td>Staff members assigned by the Watch Commander/Assistant Facility Manager, or their designee, to search areas as directed.</td>
</tr>
<tr>
<td>Suspicious Object</td>
<td>Any item, package, or other object that seems out of place or unauthorized.</td>
</tr>
<tr>
<td>EOD</td>
<td>Explosive Ordinance Disposal Unit</td>
</tr>
</tbody>
</table>

3.0 MANDATES

Title 15: 1024

4.0 GENERAL INFORMATION
A. During any bomb threat, all staff should restrict the use of portable radios and cell phones, as the use of these frequencies could detonate an explosive device. Staff shall communicate via telephone or intercom, whenever possible, until the emergency situation has been terminated.

B. Staff shall leave portable radios on, as Central/401 Control may transmit emergency information via base station.

C. Bomb Threat Information Sheets are available and linked in this policy.

5.0 PROCEDURES

A. The Central/401 Control Deputy shall announce via base station and direct all staff not to use their portable radios.

B. The Watch Commander/Assistant Facility Manager will order an emergency lockdown of the facility, for a count to be conducted, and for the evacuation of all visitors and nonessential staff. (Refer to: Lockdowns and Emergencies - Evacuation)

C. In the event of an evacuation, staff should follow the standard evacuation. (Refer to: Emergencies - Evacuation)

D. During an emergency the Watch Commander/Assistant Facility Manager or his designee will initiate Notification Procedures.

E. In the event of an explosion or discovery of a suspicious object or bomb, the Central/401 Control Deputy, at the direction of the Watch Commander/Assistant Facility Manager, shall call Sheriff's Dispatch to request assistance from:

1. The Bomb Disposal Unit;
2. The Patrol Division;
3. The Fire Department;
4. An ambulance to be on standby.

F. The Watch Commander/Assistant Facility Manager shall establish a command post until the emergency is terminated.

G. Incident/Civilian Incident reports will be submitted by all involved staff members.

H. Following the termination of an emergency, the Watch Commander/Assistant Facility Manager will initiate the Post Emergency Critique process. (Refer to: Emergencies - Post Emergency Critique)

5.1 TELEPHONE BOMB THREAT

A. Any Staff Member who receives a bomb threat over the telephone shall proceed as follows:

1. If possible, pick up a Bomb Threat Information Sheets, or paper to take notes.
2. Obtain as much information from the caller as possible regarding the bomb, including:
   a. Location of the device,
   b. Time set for detonation,
   c. Description of the device;
   d. Reason for the call or threat.
   e. Time of the call;
f. Exactly what the caller says, sex of the caller, estimated age, any accents or unusual voice characteristics and any background noises or other voices.

3. Notify the Central/401 Control Deputy by phone or intercom.
4. If possible, fully complete the Bomb Threat Information Sheets.
5. For further information, refer to Law Enforcement Policy - Bomb Squad

B. The Central/401 Control Deputy shall:

1. Notify the Watch Commander/Assistant Facility Manager, or the Sergeant.
2. Inform the Watch Commander/Assistant Facility Manager of the name, location, and phone number of the staff member who received the threat and all other pertinent information regarding the threat.

C. Following an evaluation of the situation, the Watch Commander/Assistant Facility Manager will initially respond to the emergency by proceeding with the following:

   1. Contact the Facility Manager.
   2. Contact the Patrol Watch Commander.

5.2 BOMB THREATS BY MAIL

A. Any Staff Member, or other person receiving a bomb threat in the mail shall:

   1. Notify the Watch Commander/Assistant Facility Manager.
   2. Maintain the evidence (Refer to: Contraband and Evidence - Collecting, Storage and Disposition)

B. The Watch Commander/Assistant Facility Manager shall review the evidence to determine what action will be taken.

C. If evacuation procedures are not initiated, the Watch Commander/Assistant Facility Manager will initiate notification procedures, telephone Dispatch, and a crime report be taken.

5.3 DISCOVERY OF A SUSPICIOUS OBJECT OR BOMB

A. Any Staff Member discovering a "suspicious object" shall contact the Central/401 Control Deputy to relay the location and description of the object.

B. Staff Members shall not touch the object.

C. The Central/401 Control Deputy shall begin notification of other affected areas; e.g. courts, Hall of Justice, 201, 101, if so directed by the Watch Commander/Assistant Facility Manager.

D. The Sergeant (responsible for the area where the object was found), on direction from the Watch Commander/Assistant Facility Manager, shall instruct staff at the scene to:

   1. Evacuate the area (Refer to Emergencies - Evacuation)
   2. Be ready to assist the Bomb Disposal Unit, if needed.

E. The Sergeant will keep the Watch Commander/Assistant Facility Manager and Central/401 Control informed of all activities and conditions.
F. All Correctional Staff will maintain security in their areas per instruction from the Watch Commander/Assistant Facility Manager and/or Sergeant.

G. The Watch Commander/Assistant Facility Manager shall notify staff when they may reenter evacuated areas and resume normal activities.

5.4 BOMB THREATS - COURTROOM HOLDING AREAS

A. The Staff Member receiving the bomb threat shall follow the same procedure as for bomb threats at the MADF/NCDF. (Refer to Section 5.1 or 5.2 of this chapter.)

B. Under the direction of the Watch Commander, the Central Control Deputy shall notify Court Security.

C. The Watch Commander will contact the Patrol Watch Commander and the Court Security Lieutenant.

D. If a search is to be conducted, the Sergeant, coordinating with the Patrol Watch Commander, shall ensure that all inmates are evacuated from the area. (Refer to Emergencies - Evacuation)

E. Court Movement Deputies will return all inmates in the court staging areas to their housing modules, if directed to do so by the Sergeant.

5.5 EXPLOSIONS

A. Following an explosion, Staff shall immediately begin lockdown and/or evacuation procedures. (Refer to Emergencies - Evacuations and Lockdowns)

B. Responding staff should look for and be conscious of secondary explosive devices intended to target emergency personnel responding to the affected areas.

C. The Watch Commander/Assistant Facility Manager, or the highest ranking deputy available, will establish a command post.

D. Following an explosion the following shall be notifies as soon as practical:
   1. The Fire Department
   2. The EOD/Bomb Squad
   3. The Patrol Division

E. All Sergeants On-Duty, and other available staff, shall tour the area and determine the extent of damage, and if any injuries have occurred. Staff should not attempt to enter any areas that appear to be structurally unsafe.

F. The Sergeant shall report all information to the Watch Commander/Assistant Facility Manager and request medical response, if necessary.

G. Medical Staff will respond to the emergency area and determine the seriousness of injuries and take the appropriate actions.

H. If any visitors or civilian staff have been injured, Medical Staff will administer first aid and, if necessary, request an ambulance.
I. After medical emergencies have been addressed, Correctional Staff in the affected area shall secure the area by locking all doors and preventing any access or egress except for emergency personnel.

J. Correctional staff shall make every effort to prevent any disturbance of the scene of the explosion to facilitate subsequent investigation.

K. The Sergeant shall ensure that power and/or water are shut off in the area, as instructed by emergency personnel or the Watch Commander/Assistant Facility Manager.

L. If a module/unit is damaged to such an extent that inmates cannot be housed in the area, the Watch Commander/Assistant Facility Manager shall coordinate alternative housing.

6.0 REVISION HISTORY

Version 5.05.11 - Revised 5/2011
Merges and replaces:
Emergencies - Bomb Threats MADF version 4.02.98
Emergencies - Bomb Threats NCDF version 3.03.96
1.0 POLICY STATEMENT

The emergency procedures following an earthquake shall be predicated on the necessity to maintain safety and security of staff and inmates. In the event of a power failure, emergency power shall be provided by an emergency generator for the purpose of maintaining and continuing critical facility operations.

2.0 DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackout</td>
<td>Total darkness as a result of a complete power failure.</td>
</tr>
<tr>
<td>CCTV</td>
<td>Closed circuit television.</td>
</tr>
<tr>
<td>Emergency</td>
<td>A gas operated mechanical device used to supply electrical power when the primary power supply has failed.</td>
</tr>
<tr>
<td>Generator</td>
<td>Heating, ventilation and air-conditioning.</td>
</tr>
<tr>
<td>HVAC</td>
<td>Keys which allow passage in and out of module sallyports located on the main corridors, and interior stairwells at the MADF.</td>
</tr>
<tr>
<td>Power Failure</td>
<td>Any loss or break in electrical service.</td>
</tr>
<tr>
<td>UPS</td>
<td>Uninterrupted Power Supply. A battery supply used until the emergency power generator activates.</td>
</tr>
</tbody>
</table>

3.0 MANDATES
4.0 GENERAL INFORMATION

A. All exits shall be distinctly and permanently marked.

B. Evacuation routes shall be posted in all living areas, public areas, and common hallways.

C. Should a facility lockdown be ordered, all visitors shall be escorted out of the facility by the Movement Deputies.

4.1 POWER FAILURES

A. The emergency generator is located in

B. In the event of a power shortage or failure, the emergency power generator shall activate automatically in approximately eight seconds.

C. In the event the emergency generator does not come on, the Watch Commander/NCDF Sergeant shall contact the on-call maintenance personnel.

D. When the MADF is on emergency power, only one elevator at a time may be operated. The Central Control Deputy shall determine which elevator shall function at any particular time.

E. The UPS system is used primarily for power to the computers, intercoms, electrically controlled doors and the paging system.

F. There is battery powered emergency lighting at all emergency exits, and selected fluorescent lighting throughout the facility.

G. Lockdown of the facility during an extended power failure shall be at the Watch Commander's/NCDF Assistant Facility Manager's discretion.

H. Sets of emergency keys shall be kept

I. Emergency keys shall be checked out by designated staff.

J. The emergency generator shall provide power for:

1. Exit and emergency lighting.
2. MADF Elevators (only one may be used at a time).
3. All alarm and security systems.
4. Alarms, door operations and smoke removal fans.
5. MADF Vehicular sallyport roll-up doors.
7. Kitchen refrigeration and selected equipment.
8. Medical area refrigeration.
10. MADF Pneumatic tube system.
11. Electrical outlets (to be determined).
K. During a power failure, all electrical and pneumatic locks remain in the locked mode.

L. If a complete power failure should occur, the uninterrupted power supply takes over until the emergency generator activates.

4.2 EARTHQUAKES

A. Injured staff, inmates, and private citizens injured in the facility shall be cared for by on-duty medical staff until emergency medical assistance arrives.

B. Any coroner cases that occur within the facility shall be left where they are until the emergency ceases and the coroner contacted for removal. If the identity of the deceased is known, name tags shall be placed on the body and a log kept of the deceased's name and location in the facility.

C. If the facility has been evacuated due to structural damage, the County Building Inspector shall inspect the facility before any areas can be re-occupied.

D. In the event the earthquake incapacitates the Watch Commander or the NCDF Assistant Facility Manager or they are not immediately available, the line of succession for command of the facility shall be in the following order:

1. Any Lieutenant on Duty
2. The Booking or NCDF Sergeant
3. At MADF, the Custody Main Sergeant
4. At MADF, the Custody West Sergeant
5. At MADF, the Classification Sergeant
6. Central/401 Control Deputy
7. The most senior C.D. II on duty

E. The deputy in command shall remain in command until properly relieved by another Watch Commander, the NCDF Assistant Facility Manager, the MADF Facility Manager or Detention Assistant Sheriff.

F. shall be the command post unless it is damaged.

G. In the event the earthquake damages the deputy in command shall select the location of the command post.

H. If complete evacuation of the facility is required. (Refer to: Emergencies - Evacuations.)

5.0 PROCEDURES

A. In the event of a Complete Power Failure or serious Earthquake that interrupts normal facility operations:

1. The Watch Commander/NCDF Assistant Facility Manager shall set up a command post
Emergencies - Power Failure and Earthquakes

Control.

a. If all door control power has been lost at the MADF, the Central Control Deputy shall utilize an interior and exterior emergency key set.

2. All Module/Unit Deputies shall lockdown inmates in housing modules/units.

   a. At the MADF, inmates in Booking shall be secured in holding cells.

   b. Inmates will be returned to their housing locations when it is safe to do so.

3. A count shall be conducted and any discrepancies shall immediately be reported to the Central/401 Control Deputy.

4. Visiting shall be terminated and visitors escorted out of the facility.

B. At the direction of the Watch Commander/NCDF Assistant Facility Manager, the Central/401 Control Deputy shall:

   1. Request that Sheriff's Office Dispatch teletype Sonoma County Police Agencies with notification that new arrestees shall not be accepted until the emergency lockdown order is lifted.

   2. Central Control shall contact Sheriff's Dispatch and advise that the emergency is over.

5.1 COMPLETE POWER FAILURE

A. In the event of a complete power failure, in the addition to the duties in 5.0 above:

   1. All inmates shall be secured to include, but not limited to: Kitchen, Laundry, Booking, etc.

5.2 EARTHQUAKES

A. In the event of an earthquake, in addition to the duties in 5.0 above;

   1. Correctional Staff shall:

      a. Check area for injured inmates, visitors or staff and notify Central/401 Control. If necessary shall:

         i. Notify Medical Staff
         ii. Administer first aid
         iii. Assist medical staff
b. Check for structural damage, and notify the Central/401 Control Deputy if any damage has occurred.

c. Wait for instructions from the Watch Commander/NCDF Assistant Facility Manager regarding evacuation of the area.

d. Prepare Incident Reports, if needed.

2. The Central/401 Control Deputy shall:

a. Conduct a check of all communications security equipment.

b. Keep a log of injured persons, structural damage, fires, flooding, radio or intercom damage.

c. Relay instructions to staff from the Watch Commander/NCDF Assistant Facility Manager.

3. The Sergeants shall:

a. Check with Staff Members in person to determine the extent of injuries, structural damage, fires, etc.

b. Report information gathered to the Central/401 Control Deputy, and provide updates as needed.

c. Ensure Incident Reports are submitted by staff members who have observed injuries to inmates, visitors or other staff members, or damage to the facility.

4. The Watch Commander/NCDF Assistant Facility Manager shall:

a. Assign an additional staff member to:
   
   i. Initiate a call-out of all off-duty Correctional Staff and Medical Personnel if needed.
   
   ii. Be responsible for the safe-keeping of inmate files and to evaluate files for possible release of low risk inmates to reduce inmate population.

b. Implement notification procedures. (Refer to: Notification Procedures - Emergency Situations)

c. Order the evacuation of any portion of the facility determined to have severe structural damage to the most safe and secure area possible.

   i. Contact the MADF/NCDF and/or other agencies who have signed mutual aid contracts to determine the availability of housing for inmates, including special handling inmates.

d. Review all information gathered by Central/401 Control, and coordinate proper emergency responses.

e. Arrange with the Patrol Watch Commander for armed Deputies to guard high security inmates awaiting transportation to other facilities.

f. Direct the Central/401 Control Deputy to contact Facilities Operations and the Fire Department, who shall be responsible for turning off appropriate utilities.

B. Following the emergency, the Watch Commander/NCDF Assistant Facility Manager shall begin the post emergency critique process. (Refer to: Emergencies - Response Procedures and Post Emergency Critique)

6.0 REVISION HISTORY
Version 5.11.11 - Revised 11/2011 Policy renamed Emergencies - Power Failure and Earthquake
Merges and replaces:
Emergencies - Power Failure MADF version 4.01.99 and NCDF version 4.03.02;
Emergencies - Earthquake MADF version 4.09.96 and NCDF version 3.03.02
1.0 POLICY STATEMENT

Staff members shall respond to emergency situations in the most organized and expedient manner possible. A critique of the events of any major emergency shall be completed. The purpose of the critique is to explore avenues of prevention for future occurrences and to evaluate the performance of all participating staff.

2.0 DEFINITIONS

Major Emergency Any emergency deemed a major emergency by the Watch Commander and/or Acting Watch Commander.

3.0 MANDATES

Title 15 Standards: 1029

4.0 GENERAL INFORMATION

A. In the event of an emergency, all available Deputies shall respond to the incident.
B. The on-duty Watch Commander/NCDF Assistant Facility Manager shall respond to the incident.

C. While on duty, staff in offline positions shall respond to all emergencies, if needed.

D. The first Deputy on scene shall be in charge until relieved by a supervisor.

E. [REDACTED] as soon as the emergency is resolved.

F. In the event of a facility wide lockdown, one deputy from a two officer post may be directed to respond if needed.

G. The Male Special Module Control Room Deputy may leave the control room only under the following circumstances:

1. [REDACTED]

H. Any time a major emergency occurs, the Sergeant responding to the emergency shall determine the need for an emergency lockdown.

I. Following any major emergency, a review shall be conducted to analyze:

1. The emergency;
2. The responses which did/did not bring the emergency under control; and
3. Preventive measures to address the inadequacy of a response, if applicable.

5.0 PROCEDURES

A. If a call for assistance is broadcast, all available Deputies shall respond immediately.

B. Module/Unit Deputies shall lockdown all inmates.

C. The Sergeant shall respond to determine if additional assistance is required and delegate responsibilities as needed.

D. Medical staff shall respond and advise the Sergeant if outside medical services are required.

E. All Deputies and Staff Members involved in an emergency shall submit Incident Reports as directed unless:

1. They are injured; or
2. If the staff member is not a Correctional Deputy, they shall submit a Civilian Incident Report and the Sergeant shall direct a Correctional Deputy to write an incident report.
F. Following an emergency, the Watch Commander/NCDF Assistant Facility Manager shall begin the post emergency critique process (Section 5.4).

5.1 RESPONSE TO EMERGENCY ALARMS AND REQUEST FOR ASSISTANCE

A. When an alarm is received in Central/401 Control, the Central/401 Control Deputy shall:

1. 

D. The Sergeant's shall assess the situation upon arrival, determine if additional assistance is needed and determine if the Watch Commander/NCDF Assistant Facility Manager should be contacted.

E. If additional Correctional Staff are needed, the Sergeant may order a facility-wide lockdown and select Deputies to respond.

F. If such action is deemed safe and appropriate, the Sergeant and Responding Deputies shall enter the area and stabilize the situation.

1. If the emergency involves a riot/hostage, refer to: Emergencies - Riots/Hostages.
2. If the emergency involves a fire, refer to: Emergencies - Fire/Fire Sprinklers.
3. If the emergency involves a medical emergency, refer to: Emergencies - Medical.
4. If the emergency involves a toxic chemical spill, refer to: Emergencies - Toxic/Chemical Spills.

G. Once the emergency is stabilized, the Sergeant or designated correctional staff shall

H. The Deputy shall provide medical assistance as needed and will make the necessary recommendations.

I. The Sergeant shall:

1. If needed, request an ambulance and determine if a hospital guard is necessary;
2. Request that Patrol be contacted to take a crime report, if needed. (Refer to: Criminal Activity Reporting);

5.2 respondîng to an emergency from male special module control room

A. When an emergency occurs in the Male Special Module and the Male Special Module Floor Deputy requires the assistance of the Male Special Module Control Room Deputy, the Deputy shall:
1. Unlock cell doors for inmates who are in the day room and order all inmates to lock down.
2. Contact Central Control and advise of the situation.
3. Go to the Deputy needing assistance.

5.3 PREPARATION OF A POST EMERGENCY CRITIQUE

A. The Central Control Deputy shall submit the log listing the events of the emergency to the Sergeant in chronological order.

B. The Sergeant shall gather the reports and forward them to the Watch Commander/NCDF Assistant Facility Manager.

C. The Watch Commander/NCDF Assistant Facility Manager shall review all reports, summarize them and develop recommendations to be submitted to the Facility Manager. The summary shall include, but not be limited to:

1. The nature of the emergency and how it began;
2. What, if any, staff negligence caused or contributed to the emergency;
3. Staff response;
4. Any immediate action to be taken to ensure the safe, secure operations of the facility;
5. Whether policies and procedures contributed to the emergency, either because of incorrect or nonexistent information;
6. If any criminal or disciplinary action is required;
7. Commendations, disciplinary actions or retraining of staff recommended based on an evaluation of staff responses; and
8. Any other relevant subjects which may assist in prevention of, or better response to, emergencies in the future.

D. The Facility Manager shall review all reports and schedule a post-emergency critique.

5.4 CONDUCTING A POST EMERGENCY CRITIQUE

A. The Facility Manager shall arrange a meeting to critique the emergency with:

1. The Detention Assistant Sheriff;
2. The Watch Commander/NCDF Assistant Facility Manager;
3. The Sergeant responsible for gathering the documents/reports;
4. The Facility Manager's secretary (for record-keeping purposes); and
5. Any other person(s) deemed appropriate.

B. The Facility Manager shall issue copies of the reports, a minimum of one day in advance, to each of the Staff Members scheduled to attend the post-emergency critique.

C. When the meeting is convened, decisions shall be made by attendees regarding:

1. Commendations, disciplinary action or staff retraining; and
2. Revision of existing policies and procedures.
D. The Facility Manager or Designee shall prepare a final report which details the findings of the post-emergency critique.

E. The Facility Manager shall issue copies of the final report to each of the attendees, the Sheriff, and any other person(s) deemed appropriate by the Sheriff or Detention Assistant Sheriff.

F. The Facility Manager shall issue a memo, outlining the findings of the critique, to be discussed at shift briefings.

6.0 REVISION HISTORY

Version 4.11.11 - Revised 11/2011
Merges and replaces:
Emergencies - Response Procedures MADF version 2.09.96 and NCDF version 3.03.96
Emergencies - Post Emergency Critique MADF version 3.05.96 and NCDF version 2.01.93
1.0 POLICY STATEMENT

Whenever the health and safety of any inmate, staff or visitors at the MADF or NCDF are in jeopardy due to a local toxic/chemical spill, they shall be relocated or evacuated to a safe place.

2.0 DEFINITIONS

| Command Post Incident Log | A log kept in Central/401 Control used to document all activities during a facility emergency. |
| Facility Evacuation       | A total evacuation of all inmates, staff and visitors to a safe place outside of the facility. |
| HVAC                     | Heating, ventilation and air conditioning systems. |
| Relocation               | A partial evacuation of inmates from an affected area to another area within the facility. |
| Vapor                    | A substance in the gaseous state, suspended, floating in the air. |

3.0 MANDATES

Title 15 Standards: 1012

4.0 GENERAL INFORMATION

A. Whenever possible, in times of emergency due to toxic or chemical spills, affected inmates will be relocated within the facility making every attempt to minimize inmate movement.
B. If all relocation attempts have been exhausted and the inmates' health and safety are still in jeopardy, all affected areas will be evacuated as needed (Refer to: Emergencies - Evacuations).

C. Whenever evacuation of a module/unit occurs, Deputies shall remove the Inmate Management Cards and Inmate Count Sheet for later identification and head counts.

D. Use of emergency communication devices, e.g. phones, portable radios, will be restricted to emergency traffic only.

E. In a chemical or toxic spill emergency the entire heating, ventilation and air conditioning system for the facility should be shut down and all external doors and windows closed as applicable.

F. If any portion or the entire facility is evacuated due to toxic vapors, the County Department of Public Health and CAL-OSHA will inspect the area or facility and approve reoccupation.

5.0 PROCEDURES

5.1 EMERGENCY RESPONSE

A. After being informed of a toxic/chemical spill that has the potential for affecting the occupants of the MADF or NCDF, the Watch Commander/NCDF Assistant Facility Manager shall respond to... [redacted]

B. The Watch Commander/NCDF Sergeant shall order an emergency facility wide lockdown.

C. The Central/401 Control Deputy will broadcast a facility lockdown and... [redacted]

D. The Watch Commander/NCDF Sergeant shall designate a second staff member to respond to Central/401 Control for the purpose of keeping a chronological log of events and to assist as needed.

E. The Watch Commander/NCDF Sergeant will notify Facilities Operations and ask that they shut down the HVAC System.

F. The Watch Commander/NCDF Sergeant shall make the appropriate chain of command notifications. (Refer to: Notification Procedures)

G. At the MADF and at the direction of the Watch Commander, the Central Control Deputy shall request Sheriff's Dispatch teletype Sonoma County Police Agencies with notification that new arrestees will not be accepted until the emergency lockdown order is lifted.

H. Correctional Deputies shall be responsible for locking down and accounting for all inmates in their assigned areas.

I. The Lobby Receptionist shall be responsible for securing the lobby front doors.

J. Movement Deputies shall escort all visitors to a central location in the facility (e.g. lobby or contact visiting area, etc.).

K. If relocation of inmates, staff or visitors from an affected area is required, Staff Members shall communicate that need to the command post.

5.2 POST EMERGENCY PROCEDURES
A. The Watch Commander/NCDF Sergeant will contact the Sonoma County Department of Public Health and CAL-OSHA when they believe the facility is no longer dangerous.

B. The Sonoma County Department of Public Health and CAL-OSHA must certify the areas that have been evacuated are safe prior to moving inmates or staff back into those areas.

C. As areas are certified safe, the Watch Commander/NCDF Sergeant may order inmates to be returned to those areas.

D. The Watch Commander will begin the post emergency critique process (Refer to: Emergencies - Response Procedures and Post Emergency Critique)

6.0 REVISION HISTORY

Version 4.11.11 - Revised 11/2011
Merges and replaces:
Emergencies - Toxic/Chemical Spills MADF version 3.02.98 and NCDF version 1.08.92
1.0 POLICY

Staff Members will be constantly diligent to prevent the escape of inmates from custody. When an escape occurs, the first priority will be community safety; the second priority will be the apprehension of the escapee.

2.0 DEFINITIONS

**Escape**

When an inmate leaves the custody of a facility contrary to law, whether or not by force.

3.0 MANDATES

*Title 15 Standard: 1029(a)7(b)*

*The following California Penal Code Sections 835a, 836.3, 836.5 836.6, 4004, 4133 and 4532*

4.0 GENERAL INFORMATION

A. Any inmate who is returned to custody after escaping or attempts to escape may be charged criminally and administratively.

B. Any inmate who is returned to custody after escaping and/or attempting to escape will be assessed by a Classification Deputy and/or Sergeant to determine an appropriate housing...
assignment.

C. All Deputies involved in the discovery of an escape and/or attempted escape shall complete, as directed, an Incident Report and a Crime Report.

1. The Sergeant is responsible for ensuring a Crime Report is taken for all escapes and attempted escapes.

D. Any Civilian Staff Member involved in the discovery of an escape and/or attempted escape shall complete a Civilian Incident Report.

E. The following documents must be attached to every Crime Report and/or Incident Report, as applicable. The escaped inmate's:

1. Pre-booking sheet;
2. Booking sheet;
3. Court commitment order;
4. Court release order;
5. Temporary release agreement - 4018.6 PC;
6. Temporary Release Form;
7. Inmate Count Sheet (Tank Sheet);
8. Inmate Alpha Sheet;
9. Movement history;
10. Waiver of Extradition Form (if one is in the D-File);
11. Escape/Walk Away Form.

F. An inmate who fails to return from a temporary release at the designated date and time may be charged criminally, and processed as an escape. A Crime Report may be taken and will be submitted to the District Attorney’s Officer for prosecution.

G. The location of the escape and/or attempted escape will be determined as soon as possible. Maintenance staff, when determined to be necessary, will be contacted to review the structural integrity of the location of the escape and/or attempted escape. Any repairs and/or modifications necessary to prevent future escapes or attempts will be made.

5.0 PROCEDURES

5.1 DISCOVERY OF AN ESCAPE IN PROGRESS

A. When a Staff Member discovers an escape in progress, he will order the inmate(s) to stop, use his radio to broadcast a request for assistance and immediately notify the responsible Sergeant.
1. If a staff member does not have a radio, he will utilize any other communication method at his disposal.

B. As soon as is practicable, the Sergeant shall notify the Watch Commander.

C. The facility shall be placed on lockdown, a mandatory count shall be conducted and

D. The Sergeant shall use his discretion to determine if Sheriff’s Dispatch requires immediate notification.

   1. If deemed necessary, Patrol Deputies may be asked to secure the facility perimeter.
   2. If the inmate has breached the secure perimeter, Sheriff’s Dispatch will be provided with the following information, if known:

      a. The inmate's name and clothing worn;
      b. The method of escape;
      c. The direction of travel;
      d. A physical description of the inmate;
      e. The inmate's charges;
      f. Any other relevant information.

E. Deputies may use reasonable force to prevent any inmate from escaping.

   1. Civilian staff will not assist in the apprehension and restraint of an inmate.
   2. Correctional Deputies will cease efforts to apprehend an inmate when the inmate is no longer on facility grounds.
   3. Correctional Deputies will not attempt to apprehend or restrain an inmate who has a weapon (Refer to: SERT Policy).

F. The Sergeant will evaluate whether or not it is necessary to evacuate and search all public and program areas, (making sure to correctly identify all individuals) to ensure any involved inmate(s) are not amongst them.

G. The Sergeant will evaluate whether or not it is necessary to turn off all inmate phones using the master shut off.

H. The Sergeant will assign a Staff Member to begin a log of events.

I. The Sergeant will ensure a Crime Report is written, if necessary.

J. The Watch Commander shall ensure notification of the Chain of Command.
1. Each level of the Chain of Command will be notified, as necessary (Refer to: Notifications Procedures-Emergency Situations).

K. When an attempted escape has been resolved, medical staff will provide any necessary medical treatment.

L. Any inmate who participates in an escape attempt shall be strip searched for weapons, contraband, and/or evidence.

M. If deemed necessary, the Watch Commander shall begin the post emergency critique process (Refer to Emergencies-Post Emergency Critique).

N. If deemed necessary, all involved staff may be required to participate in a debriefing.

5.2 DISCOVERY OF AN ESCAPE/POST INCIDENT

A. When a Deputy discovers a possible escape and cannot locate the missing inmate, he will immediately notify the responsible Sergeant.

B. The facility shall be placed on lockdown, a mandatory facility count shall be conducted and the Sergeant shall immediately notify the Watch Commander.

C. All staff will be advised of the name of the missing inmate via a radio broadcast.

D. The Deputy will search the escapee’s cell/bunk area for any evidence which may assist in apprehending the escapee, or may be relevant to the escape.

E. The Sergeant will evaluate whether or not it is necessary to evacuate and search all public and program areas, (making sure to correctly identify all individuals) to ensure any involved inmate(s) are not amongst them.

F. Sheriff’s Dispatch shall be notified of the escape and be provided with the following information:

   1. The escapee's full name, aliases and age;
   2. A physical description of the escapee, including clothing, identifying marks, scars and/or tattoos;
   3. The estimated time of the escape and location of the escape;
   4. The charge(s) for which the inmate was in custody;
   5. The names and addresses of any relatives and/or associates;
   6. Any other relevant information.

G. Patrol Deputies will search the facilities perimeter and surrounding areas.
H. The Watch Commander shall ensure notification of the Chain of Command. Each level of the Chain of Command shall be notified, as necessary (Refer to: Notifications Procedures-Emergency Situations).

I. The Sergeant will ensure all reports to include a Crime Report is taken.

J. When an escape is confirmed, the escapee’s bunk, cell and/or locker area will be secured to protect anything of evidentiary or investigative value, and will be documented in an Incident Report and/or Crime Report.

K. The Sergeant will advise the Records Legal Processor to process the inmate's D-file as required in Releases - Escape.

L. An inmate’s perishable property will be disposed of and the disposal will be documented in an Incident Report.

M. An inmate’s personal property and valuables will be processed following the procedures in Property–Inmate Unclaimed.

5.3 ESCAPE FROM OFF-SITE WORK CREW

A. The Off-Site work crew Supervisor shall:

1. Notify Sheriff’s Dispatch of any in progress escape attempt with the following information:
   a. The inmate’s name and clothing worn;
   b. Physical description of the inmate;
   c. The method of escape;
   d. The direction of travel;
   e. Information from the inmate’s identification card;
   f. Any other relevant information.

2. Notify the responsible Sergeant of the escape;
3. Notify their own Supervisor;
4. Return the remaining work crew back to the jail;
5. Complete a Civilian Incident Report.

B. The escape will be processed according to the procedures outlined in 5.2 of this policy.

5.4 ESCAPE REVIEW COMMITTEE

A. The Facility Commander will form an internal escape review committee for any escape or attempted escape within 72 hours.
1. An internal escape review is not required for an off-site work crew escape, but may occur, if determined to be necessary by the Facility Commander.

B. The committee shall be composed of at least three (3) Office members, one of which shall be the Facility Manager.

C. The scope of the review shall be, such as, but not limited to the following:

   1. Review of reports submitted in conjunction with the escape and/or attempted escape;
   2. Review of the escape and/or attempted escape scene noting safety factors, equipment failures, procedural steps, security breaks, staffing levels, etc.
   3. Review of applicable policy and procedures, previous training and current training needs and/or evaluate appropriateness of procedural steps, notification, etc.
   4. At the discretion of the Facility Manager, the investigation may be deferred to another investigative body.

D. Upon completion of the review, the committee shall adopt a finding consistent with one of the following dispositions.

   1. Preventable, un-preventable or unresolved.

E. In the event the committee adopts a finding of preventable or unresolved, the committee will recommend what further action may need to be undertaken.

F. The Facility Commander shall submit the committee’s findings and/or recommendations to the Assistant Sheriff.

6.0 REVISION HISTORY

7.05.16 – Revised 5/2016 Merges and Replaces (MADF 7.07.00 & NCDF 7.03.02)
1.0 POLICY STATEMENT

In the event that an evacuation must be conducted, the primary objective is the security of the facility, safety of staff, inmates and visitors. Procedures shall be designed to safely and efficiently evacuate inmates, visitors and staff from any and all areas of the facility.

2.0 DEFINITIONS

Evacuate: To remove people from an area for a particular purpose.

Mutual Aid Agreement: Documented agreements between law enforcement agencies to assist each other during emergencies.

Transport and Immobilization Chair (TIC): A chair designed to assist in the transport and/or rescue of individuals from areas that are difficult to access with traditional stretchers and is used as an emergency transport handling device, designed for the seated transport of an individual.

3.0 MANDATES

Title 15 Standards: 1032
California Government Code 8658
Penal Code Section 6031.1 (b)

4.0 GENERAL INFORMATION
A. In the event of an evacuation, the primary sweep of a Module/Unit will be the sole responsibility of the responding Fire Service Agency.

B. Primary and secondary inmate evacuation routes require that inmates be moved and relocated to another area of the facility, still within the secure perimeter.

C. Elevators shall not be used during emergency evacuations which occur as a result of fire or facility damage.

D. Emergency evacuation routes shall be posted in each Module/Unit and the public visiting areas.

E. "In any case in which an emergency endangering the lives of inmates of a state, county, or city penal or correctional institutions has occurred or is imminent, the person in charge of the institution may remove the inmates from the institution. He shall, if possible, remove them to a safe and convenient place and there confine them as long as may be necessary to avoid the danger, or, if that is not possible, may release them. Such person shall not be held liable, civilly or criminally, for acts performed pursuant to this section." (California Government Code Section 8658)

F. Evacuation which takes the inmates out of the secure perimeter must be approved by the Detention Assistant Sheriff or his designee.

G. If a complete facility evacuation occurs:
   1. The Lobby Receptionist shall be responsible for removing the Visitors Log from the building.
   2. The Cashier shall secure the vault.
   3. If a partial or complete facility evacuation occurs, all Deputies in the affected area shall be responsible for removing the Inmate Management Cards from the area.
   4. During any emergency which requires evacuation, the entire facility shall be placed on emergency lockdown. (Refer to: Lockdowns)

H. When an evacuation is required, every practical effort will be made to address an inmate's medical needs.

I. The evacuation routes outlined in this policy are recommended routes. Due to the nature of emergencies and evacuations, it is recommended that these routes be followed but other options are also available based on the situation.

5.0 PROCEDURES

None.
5.1 EVACUATION OF INMATES WITHIN THE SECURE PERIMETER

A. The Deputy working in the affected area shall advise the Central Control/401 Deputy, via radio, of the decision to evacuate inmates to another area of the facility and what evacuation route they will be using.

B. The Central Control/401 Deputy shall:

1. Advise the Deputy in charge of the area to which the inmates are being evacuated to lock down all inmates in his area, or arrange for them to be moved back to their Modules/Units.

2. Dispatch all available Deputies to assist with the evacuation.

3. Unlock the doors leading from the affected area upon request of the Module/Unit Deputy.

4. Unlock the cells in the affected area upon the request of the Module/Unit Deputy.

C. When evacuated inmates have reached the staging area, the Deputy will immediately conduct a count and notify the sergeant of the results of the count.

D. All Deputies involved in any evacuation other than a drill, shall submit complete Incident Reports outlining the activity, and their role in the incident.

5.2 EVACUATION OF PUBLIC AREAS

A. When the decision has been made to evacuate the public areas of the facility, the Central Control/401 Deputy shall:

1. Advise Movement Deputies, via radio, to go to the public visiting areas at the MADF or the NCDF and conduct a sweep, if practical, to ensure the complete evacuation of the visitors.

2. Advise the Contact Visiting Officer at the MADF to stop visiting, lock the inmates in the staging area, and send the visitors downstairs. Inmates will be returned to their Modules by the Contact Visiting Officer.

3. At the MADF, announce via the paging system (public zone), that all visitors are to leave the facility.

4. At the NCDF, check each visiting booth to ensure that all visitors in the 401, 202 and 203 visiting have left the facility and ensure all visitors are escorted out of the dining hall.
5.3 EVACUATION OUT OF THE SECURE PERIMETER

A. The Watch Commander shall notify the Patrol Watch Commander as soon as he believes the evacuation of the facility is probable.

B. As groups of inmates exit the facility, they shall be escorted to staging areas by Deputies or other Law Enforcement Agents who have been dispatched by the Patrol Watch Commander.

   1. The Patrol Watch Commander will designate staging areas for the remaining inmates.

5.4 EVACUATION – TRANSPORT AND IMMOBILIZATION STAIR CHAIR

A. The transport and immobilization chair (TIC) will only be used at the MADF when:

   1. An individual requires transport down a stairway and it is determined the use of the TIC is the best option to safely accomplish the transport;

   2. An individual is mobility impaired and requires transport down a stairway, and it is determined the use of the TIC is the best option to safely accomplish the transport.

B. The TIC will not be used if:

   1. There is a possibility of a head, neck or back injury;

   2. An inmate is combative or resistive;

   3. The emergency is time sensitive;

   4. There is a shortage of Staff Members specially trained to use the TIC.

C. The TIC shall only be used if a minimum of four Staff Members trained in the use of the TIC are available.

   1. For heavier individuals additional trained Staff Members are recommended.

   2. An individual must always be accompanied while in the TIC.

   3. Staff Members must always use the approved safety straps while transporting an individual in the TIC.
D. TIC locations at the MADF:

5.5 MADF EVACUATION ROUTES

A. A Module Evacuation Routes:

1. Primary evacuation routes:
   a. Inmates will exit the module through the emergency exit sallyport door
   b. If the emergency exit sallyport door(s) are inoperable or inaccessible, the inmates should evacuate the module through the module's main sallyport

2. Secondary Evacuation Routes:
   a. If neither of the primary evacuation routes can be used, the inmates should exit the module via the emergency exit door located

B. B Module Evacuation Routes:

1. Primary Evacuation Routes:
   a. Inmates will exit the module through the emergency exit sallyport door
b. If the emergency exit sallyport door(s) are inoperable or inaccessible, the inmates should evacuate the module through the module's main sallyport.

2. Secondary Evacuation Routes:

a. If neither of the primary evacuation routes can be used, the inmates should exit the module via the emergency exit door located C.

C. C Module Evacuation Routes:

1. Primary Evacuation Routes:

a. Inmates will exit the module through the emergency exit sallyport door C.

b. If the emergency exit sallyport door(s) are inoperable or inaccessible, the inmates should evacuate the module through the module's main sallyport.

2. Secondary Evacuation Route:

a. If neither of the primary evacuation routes can be used, the inmates should exit the module via the emergency exit door located C.

D. D Module Evacuation Routes:

1. Primary Evacuation Routes:

a. Inmates will exit the module through the emergency exit sallyport door D.

b. If the emergency exit sallyport door(s) are inoperable or inaccessible, the inmates should evacuate the module through the module's main sallyport.

2. Secondary Evacuation Route:

a. If neither of the primary evacuation routes can be used, the inmates should exit the module via the emergency exit door located D.

E. E Module Evacuation Routes:

1. EG Section:
a. Primary evacuation routes:
   
i. Inmates will exit the module through the emergency exit sallyport door located
   
   ii. If the emergency exit sallyport door(s) are inoperable or inaccessible, the inmates should evacuate the module through the module's main sallyport.

b. Secondary evacuation routes:
   
i. If neither of the primary evacuation routes can be used, the inmates should exit the module

2. EA Section:
   
a. Primary evacuation route:
   
i. Inmates will exit the module through the module's main sallyport
   
   b. Secondary evacuation route:
   
i. If the module's mail sallyport doors are inoperable or inaccessible, the inmates should evacuate the module

3. EP Section:
   
a. Primary evacuation route:
   
i. Inmates will exit the module through the module's main sallyport,
   
   b. Secondary evacuation route:
   
i. If the module's mail sallyport doors are inoperable or inaccessible, the inmates should evacuate the module

F. F Module Evacuation Routes:
   
1. FG Section:
   
a. Inmates will exit the module through the module's main sallyport and/or emergency exit door and
   
2. FA and FP Section:
a. Inmates will exit through the module's main sallyport door or emergency exit door.

G. G Module Evacuation Routes:

1. Primary Evacuation Routes:
   a. Inmates will exit the module through the emergency exit sallyport door
   b. If the emergency exit sallyport door(s) are inoperable or inaccessible, the inmates should evacuate the module

2. Secondary evacuation route:
   a. If the primary evacuation route can't be used, inmates will exit the module,

H. H Module Evacuation Routes:

1. Primary evacuation routes:
   a. Inmates will exit the module through the emergency exit sallyport door
   b. If the emergency exit sallyport door(s) are inoperable or inaccessible, the inmates should evacuate the module through the module's main sallyport,

2. Secondary evacuation route:
   a. If the primary evacuation route can't be used, inmates will exit the module via the emergency exit

I. I Module Evacuation Routes:

1. Primary evacuation routes:
   a. Inmates will exit the module through the emergency exit door
   b. If the emergency exit door is inoperable or inaccessible, the inmates should exit the module

2. Secondary evacuation routes:
J. J Module Evacuation Routes:

1. Primary evacuation routes:
   a. Inmates will exit the module through the emergency exit sallyport door.
   b. If the emergency exit sallyport door(s) are inoperable or inaccessible, the inmates should...

2. Secondary evacuation route:
   a. If the primary evacuation route cannot be used,...

K. Male Special Module Evacuation Routes:

1. MS and MA sections:
   a. Primary evacuation route:
      i. ...
   b. Secondary evacuation route:
      i. If the primary evacuation route cannot be used, ...

2. ME Section:
   a. Primary evacuation route:
b. Secondary evacuation route:
   i. If the primary evacuation route cannot be used,
N. Booking Area Evacuation Routes:

1. Primary evacuation routes:
   a. Inmates will exit the booking area,

2. Secondary evacuation route:
   a. If neither of the primary evacuation routes can be used, the inmates should

O. Court Holding Evacuation Routes:

1. Court Holding First Floor:
   a. Primary evacuation route:
      i. Inmates shall exit the court holding area,
   b. Secondary evacuation route:
      i. If the primary evacuation route can't be used, inmates shall

2. Court Holding, Second Floor:
   a. Primary evacuation route:
      i. Inmates shall exit the court holding area,
3. Court Holding, Third Floor:
   a. Primary evacuation route:
      i. Inmates shall exit the court holding area
   b. Secondary evacuation route:
      i. Inmates shall exit the court holding area

P. Custody Administration Evacuation Routes:
   1. Primary evacuation route:
      a. Staff shall exit the second floor custody administration area
   2. Secondary evacuation route:
      a. If the primary evacuation route can't be used,

Q. Detention Administration Evacuation Routes:
   1. Primary evacuation routes:
      a. Staff will exit the area
   2. Secondary evacuation route:
      a. Contact Visiting Area Evacuation Routes:
   1. Primary Evacuation Routes for Inmates:
a. Inmates will exit the contact visiting area,

2. Secondary Evacuation Route for Inmates:
   a. If the primary evacuation route can't be used,

3. Primary Evacuation Routes for Visitors:
   a. Visitors shall exit the contact visiting area,

4. Secondary Evacuation Route for Visitors:
   a. If neither of the primary evacuation routes can be used,

S. Visiting Corridor, Second And Fourth Floor Evacuation Routes:
   1. Primary evacuation route:
      a. Visitors shall exit the second or fourth floor public visiting area using

   2. Secondary evacuation route:
      a. 

T. Visiting Corridor, Third Floor Evacuation Routes:
   1. Primary evacuation route:
      a. 

2. Secondary Evacuation Route:
   a. 

U. Kitchen Evacuation Routes:
   1. Primary evacuation route:
      a. 

   2. Secondary evacuation route:
      a. If the primary evacuation route can't be used, 

V. Laundry Evacuation Routes:
   1. Primary evacuation routes:
      a. 

   2. Secondary evacuation routes:
      a. If neither of the primary evacuation routes can be used, 

W. Storeroom Evacuation Routes:
   1. Primary evacuation routes:
      a. Staff shall exit the warehouse area
b.

2. Secondary evacuation routes:
   a. Staff shall exit the warehouse area

X. Program Area Evacuation Routes:
   1. Primary evacuation routes:
      a. Inmates will exit the program rooms,
   2. Secondary evacuation route:
      a. 

Y. Evacuation Of Central Control:
   1.

5.6 NCDF Evacuation Routes

A. 101 Unit Evacuation Routes:
1. Primary Route:
   a. Inmates will evacuate the Unit via the nearest exit.

2. Secondary Route:
   a. Inmates will evacuate the Unit via the nearest exit.

B. 501/502 Unit Evacuation Routes:

1. Primary Route:
   a. Inmates will evacuate the Unit via the nearest exit.

2. Secondary Route:
   a. Inmates will evacuate the Unit via the nearest exit.

C. 500 Building Classrooms (A, B, C, Classrooms and Instructors Office) Evacuation Routes:

1. Primary Route:
   a. Inmates will evacuate.
   b. The Instructor will remain with the class.

2. Secondary Route:
   a. Inmates will evacuate from the classroom.
   b. Instructors will return to the Central 400 Building.

A. 201 Unit Evacuation Routes:

1. Primary Route:
   a. Inmates will evacuate the Unit via the nearest available exit.

2. Secondary Route:
   a. Inmates will evacuate the Unit via the nearest exit.
B. 301 Unit Evacuation Routes (Female):

1. Primary Route:
   a. Inmates will evacuate via the nearest available exit.

2. Secondary Route:
   a. Inmates will evacuate via the nearest available exit.

C. 202 Unit Evacuation Routes:

1. Primary Route:
   a. Inmates will evacuate via the nearest available exit.

2. Secondary Route:
   a. Inmates will evacuate via the nearest available exit.

D. 203 Unit Evacuation Routes:

1. Primary Route:
   a. Inmates will evacuate via the nearest available exit.

2. Secondary Route:
   a. Inmates will evacuate via the nearest available exit.

E. 401 Unit Evacuation Routes:

1. The safest and most secure route will be determined by the status of the inmates assigned to the 401 Unit (no mix, class code, charges).

2. High risk inmates can be escorted by two officers to...
a. Primary Route (If females are housed in the 401 Unit):
   i. Inmates will evacuate via

b. Primary Route (If males are housed in the 401 Unit):
   i. Inmates will evacuate via

c. Secondary Route (Male or female inmates):
   i. Inmates will evacuate via

F. Public Lobby Area Evacuation Routes:
   1. Primary Route:
      a. Staff and visitors will exit the lobby via the front doors and assemble in the visitors’ parking lot across the street.
   2. Secondary Route:
      a. Staff and visitors will exit the lobby via the south hallways, out the back doors, and through the staff parking lot to assemble in the visitors’ parking lot across the street.

G. Kitchen/Dining Hall Evacuation Routes:
   1. Primary Route:
      a. Assigned inmates and staff will evacuate
   2. Secondary Route:
      a. Assigned inmates and staff will evacuate

H. Clothing Room Evacuation Routes:
1. Primary Route:
   a. Inmates and staff will evacuate

2. Secondary Route:
   a. Inmates and staff will evacuate

I. Programs, DGO, Classification, Commissary, Dispensary, Sergeants Office, Probation and Controlled Lobby Area Evacuation Routes:

1. Primary Route:
   a. Inmates and staff will evacuate

2. Secondary Route:
   a. Inmates and staff will evacuate

6.0 REVISION HISTORY
Version: 9.09.04 - Revised 09-15-04
Version 10.09.10 - Revised 09-09-10
(Detention Division Version Replaces MADF Version: 09.09.04 and NCDF Version: 07.03.02)
Revised 3/2017
Revised 8.31.17
Emergencies - Fire

1.0 POLICY STATEMENT

Detention staff members shall be trained in fire suppression techniques, the use of fire suppression equipment, emergency response, and facility evacuation routes. Training updates shall be given to each staff member a minimum of once every two years. Routine inspections of the facility by designated administrative staff shall be conducted to ensure compliance with county, state and federal fire codes. During any emergency, the safety of inmates and other staff is the primary responsibility of Correctional Staff and Support Services Staff who supervise inmates.

2.0 DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
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<tbody>
<tr>
<td>Ansul</td>
<td>A powder or foam substance used in kitchens as a fire suppressant that is not harmful if swallowed.</td>
</tr>
<tr>
<td>CO₂ Extinguisher</td>
<td>Carbon dioxide extinguisher.</td>
</tr>
<tr>
<td>K Extinguisher</td>
<td>Used in hood fire extinguishing systems where vegetable oils are used for frying.</td>
</tr>
<tr>
<td>Fire and Life Safety Deputy</td>
<td>A trained Correctional Deputy who is responsible for maintaining fire and life safety equipment, for conducting fire and life safety drills, and monthly inspections under the direction of the Fire and Life Safety Sergeant.</td>
</tr>
<tr>
<td>Halon</td>
<td>A gas used to extinguish a fire by consuming oxygen. Used in computer rooms, as it does not harm circuitry.</td>
</tr>
<tr>
<td>Knox-Box</td>
<td>A secure box, attached to an exterior wall, which holds keys for fire department use.</td>
</tr>
</tbody>
</table>
Pull-Station  A method of reporting fires by pulling a small handle from a box mounted on the walls.

P.I.V.  Post Indicator Valve - The valves which control water flow to the sprinkler system.

Hood System  A fire extinguishing system built into the hoods that hang above the kitchen cooking surfaces. When subjected to extreme heat, the system expels a K extinguishing agent to suppress the fire.

Portable Fire Extinguisher  A portable pressurized cylinder containing one of many fire extinguishing agents.

Smoke Ejector  A fan used to remove smoke from an area by means of pressurization.

Sprinkler System  A network of piping and sprinkler heads charged with water. When the heads are subjected extreme heat, they will activate and spray water to put out a fire.

Standpipe System  A system of pipes that run throughout the building and have fire hose outlets. Standpipe will be either wet or dry. The dry standpipe system requires an outside water supply, either fire hydrant or fire engine. The wet standpipe system has water in the pipes, but can be supplemented with water from a hydrant or fire engine.

3.0 MANDATES

Title 15 Standards: 1028, 1029(7)(E), 1032(E)

4.0 GENERAL INFORMATION

A. In the event of the need to conduct an evacuation and any subsequent sweeps of a module/unit for inmates, the Supervisor in-charge of the incident area shall determine if it is safe for Correctional Staff to enter.

B. During emergencies, the Watch Commander or designee shall be responsible for any decisions made which affect the security of the facility, unless relieved by higher authority.

C. Emergency evacuation routes shall be posted in all modules/units, publicly accessed areas, classrooms, and other areas occupied by staff or inmates. Refer to: Emergencies - Evacuation

D. Emergency exit lights shall be installed at all emergency exit doors within the facility. All emergency exits are distinctly marked and shall be kept clear of all obstructions.

E. Medical emergencies which are the result of a fire emergency shall be handled in accordance with Emergencies - Medical.

F. One set of access keys and maintenance keys are located
G. If a module/unit is being evacuated and has no-mix inmates, the Deputy shall make every reasonable effort to maintain the separation of inmates as required for safety and security.

H. Fire prevention inspections shall be conducted in accordance with the Fire and Life Safety Equipment Inspection and Maintenance Policy.

4.1 FIRE EMERGENCY TRAINING

A. All Staff will be given emergency operations training. Correctional Staff will receive training during their orientation and jail training phases and once every other year thereafter. Support Staff will be trained during their orientation.

B. All Correctional Staff shall receive training in fire suppression techniques, the use of fire suppression equipment, the location of fire suppression equipment, emergency response and facility evacuation routes.

C. Fire drills shall be conducted monthly by the Fire and Life Safety Deputies on each shift. All drills and training sessions shall be conducted in accordance with the Training/Scenarios and Drills chapter.

4.2 FIRE SUPPRESSION (EQUIPMENT/SPRINKLERS/RESPONSIBILITIES)

A. It is the responsibility of the Fire Department to combat fires too large to be extinguished by a fire extinguisher.

B. There shall be at least one person on duty at all times who meets the training standards established by the Corrections Standards Authority for general Fire and Life Safety.

C. Information and location of Post Indicator valves, Fire Sprinkler valves and other available fire equipment is located in each facility’s Emergency Response-Pre Plan.

1. Copies of each facility’s Emergency Response Pre-Plan will be located in the following Locations:
4.3 STAGES AND CATEGORIES OF FIRES

A. Fires are separated into three stages:

1. Stage One Fire:
   a. A minor fire contained in an area and unlikely to spread or create a smoke inhalation or fume hazard.
   b. No evacuation of inmates, staff or visitors is required.
   c. Can be extinguished by a fire extinguisher.

2. Stage Two Fire:
   a. A minor fire, contained in an area and is unlikely to spread, but does present the threat of smoke migration.
   b. Area evacuation required. May be extinguished with a fire extinguisher if caught in the early stages; however, due to smoke and fumes, will probably require Fire Department assistance.

3. Stage Three Fire:
   a. A major fire which presents a threat to large portions of the facility, or which puts out large, life threatening quantities of smoke or fumes.
   b. Evacuation of all affected areas required.
   c. Cannot be extinguished with a fire extinguisher and requires Fire Department intervention.

B. Fires are separated into four categories:

1. **Class A Fires** - Fires consuming ordinary combustible material such as wood, paper, or clothing. A pressurized, water-based fire extinguisher is appropriate for this type fire.

2. **Class B Fires** - Fires consuming flammable and combustible liquids, grease, and gases. A K, CO2 or ABC extinguisher is appropriate for this type fire. A water-based extinguisher must never be used on a Class B fire.

3. **Class C Fires** - Fires burning in energized electrical equipment. A CO2 or ABC extinguisher is appropriate for this type fire. A water-based extinguisher must never be used on a Class C fire.

4. **Class D Fires** - Fires consuming combustible metals such as magnesium, titanium, zirconium, and sodium. A dry powder extinguisher is necessary to extinguish such a fire. This is not a type of fire likely to occur at the MADF/NCDF.
5.0 PROCEDURES

A. Upon discovery of a fire, the Deputy or Other Staff Member shall:

1. Immediately notify the Central/401 Control Deputy and advise of a fire, the stage of the fire and location.
2. Move anyone near the area away from the fire and prepare to evacuate if necessary.

B. Upon notification of a fire, the Central/401 Control Deputy shall:

1. Silence the Fire Alarm System, if the alarm has sounded.
2. Confirm the severity and location of the fire.
3. Notify the Sergeant and available Staff to respond to the location of the fire.
4. At the request of the Sergeant, notify the Fire Department via Sheriff's Dispatch.
5. Announce a facility-wide lockdown.

C. Responding Correctional Staff shall each:

1. Respond to the affected area (using stairwells, not the elevators).
2. Receive directions from the deputy in charge of the area.

D. After the fire has been extinguished, the Discovering Deputy or Staff Member shall:

1. Document their observations and actions in an Incident Report.
   a. If the discovering Staff Member is not a Deputy, they shall document their observations and actions on a Civilian Incident Report form and submit it to the Sergeant. The Sergeant shall designate a Deputy to write an Incident Report.
2. Contact the Fire and Life Safety Officer and request a replacement for the expended extinguisher.

E. The Sergeant shall:

1. Assign a Staff Member to Central/401 Control to take over the log documenting the events, and to assist as needed.
2. Respond to the area in which the emergency is occurring.

F. The Sergeant shall initiate notification procedures, if necessary. (Refer to: Notification Procedures)

G. All Correctional Staff Members involved in the incident shall submit Incident Report documenting their observations and the role they played in the emergency.

5.1 FIRE EMERGENCY – MINOR/MAJOR FIRES (STAGE ONE, TWO AND/OR THREE)

A. Upon discovery of a stage one fire, the Deputy or Other Staff Member shall:

1. Notify the Central/401 Control Deputy.
2. Extinguish the fire using a fire extinguisher.
3. Advise the Central/401 Control Deputy if the fire becomes unmanageable or progresses into a stage two or three fire.

B. In addition to the steps for a stage one fire, upon discovery of a stage two or stage three fire, the Deputy or Staff Member shall:

1. Prepare to evacuate.
2. Delegate assignments to responding Deputies.
   a. (If safe to do so) extinguish the fire.
   b. (When safe to do so) request an Emergency All-Door Release, via radio, from the Central Control Officer.
   c. Assist in escorting the inmates to the evacuation area.
   d. Follow procedures: Emergencies - Evacuations.

C. The Central /401 Control Deputy shall:

1. Use the Emergency All Door Release to open evacuation doors.
2. Begin a log documenting the sequence of events.

E. The Sergeant shall designate a Staff Member to wait at the entrance for the Fire Department.

1. The Staff Member sent to await the arrival of the Fire Department shall direct them to the designated staging area.

F. The Sergeant shall respond to the area in which the emergency is occurring and coordinate evacuation of the affected areas. (Refer to: Emergencies - Evacuation)

G. Medical Staff shall respond to the designate evacuation area and provide medical treatment as needed.

**5.2 TURNING OFF FIRE SPRINKLERS**

A. Any Staff Member who finds water flowing from a sprinkler head which is damaged or broken shall first ensure no fire or smoke conditions exist and notify the Sergeant.

B. If a fire or smoke conditions exists, the Sergeant shall initiate the procedures spelled out in Sections 5.1 of this chapter.

C. If no smoke condition exists, the Sergeant shall direct the staff member to turn the valve off, and shall go to the affected area to determine the damage.

   1. If the staff member reporting the flowing sprinkler is not a Correctional Deputy, the Sergeant shall direct a Deputy to turn off the sprinkler valve.

   2. If the Staff Member who identified the flowing sprinkler is not in the same module/unit as the valve control, the Sergeant shall direct the appropriate Module/Unit Deputy to turn off the sprinkler valve.

**6.0 REVISION HISTORY**

Revised 5/2019
Merges and replaces:
Emergencies - Fire/Fire Sprinklers MADF version 8.09.04
Emergencies - Fire NCDF version 3.03.02
Emergencies - Hostages

1.0 POLICY STATEMENT

The Sonoma County Detention Facilities are “no hostage” facilities. Negotiations may occur during a hostage situation. A hostage taker will not be released from custody nor will any hostages be recognized for bargaining purposes. If a hostage is taken, the Watch Commander in charge of the facility at the time of occurrence shall work to contain the incident.

2.0 DEFINITIONS

Call-Out

The summoning of personnel for duty related to a particular activity or incident.

C.N.T

“Crisis Negotiations Team” comprised of Correctional Staff.

Hostage

Any person held against their will as security for the fulfillment of certain conditions, terms or promises.

Negotiations

Verbal communication with the hostage takers in an attempt to gain the release of hostages without the use of force.
**Negotiator**
Member of the Sonoma County Sheriff's Office trained in crisis negotiations.

**SERT**
"Specialized Emergency Response Team” comprised of Correctional Deputies trained in self defense, cell extraction, use of specialized equipment and crowd control techniques.

**SOU**
“Special Operations Unit” comprised of SWAT (Special Weapons and Tactics Team), H.N.T. (Hostage Negotiations Team), C.N.T., Explosive Ordinance Detail Unit, Technical Team and the Tactical Dispatch Unit.

**Watch Commander**
The Watch Commander referenced in this policy refers to the Detention Division’s Watch Commander responsible for a facility.

### 3.0 MANDATES

*Title 15 Standards: 1029 (a)(B)*

### 4.0 GENERAL INFORMATION

A. When a hostage situation is discovered, the facility shall be placed on lockdown, a mandatory count shall be conducted and ________________

B. All public and program areas shall be evacuated (making sure to correctly identify all individuals) to ensure the safety of the public and to ensure any involved inmates are not amongst them.

C. Inmate telephones may be turned off using the master shut off.

D. The MADF Watch Commander or designee shall request Sheriff’s Dispatch to teletype all Sonoma County Police Agencies with notification that new arrestees will not be accepted until the emergency has ended, and the lockdown order is lifted.

E. No person, regardless of rank, has any authority while being held as a hostage.

F. If a riot or other disturbance accompanies the taking of hostages. (Refer to [Emergencies - Riots](#)).

G. Every attempt will be made to ensure negotiations with hostage takers will only be conducted by Office personnel trained in negotiations (Refer to: [Crisis Negotiation Team Policy](#)).
H. The SOU Commander, upon arrival, shall assume responsibility for the incident (Incident Commander) and will coordinate with Detention Command Staff and/or the Watch Commander to resolve the incident.
I. The Watch Commander shall retain control of the facility not affected by the hostage taking.
J. SERT’s primary responsibility during a hostage situation is to assist SOU as necessary.
K. Every attempt will be made to prevent the removal of a hostage(s) from the secure perimeter of the facility.
L. Involved Staff Members will document their observations and actions in an Incident Report, Crime Report, or as instructed.

5.0 PROCEDURES
5.1 DISCOVERY OF A HOSTAGE SITUATION

A. Upon discovery of a hostage situation, a Staff Member shall immediately notify their Sergeant.
5.2 RESCUE PROCEDURES

5.3 POST EMERGENCY PROCEDURES

A. When rescue or surrender is accomplished, medical staff will administer emergency medical treatment.

B. Correctional Staff will:
   1. Separate and isolate hostage takers and any other involved inmates;
   2. Submit Incident Reports or Crime Reports (as directed), logs and any other written documents relating to the incident to their Supervising Sergeant;
   3. Resume normal operations only when safe to do so.

C. Correctional Staff shall not attempt to question inmates or hostage takers involved in the incident.

D. Inmates involved in the taking of a hostage(s) shall be segregated from other inmates.

E. All inmates involved and/or suspected to be involved in the taking of a hostage shall be strip searched for weapons, contraband and/or evidence, prior to being segregated from other inmates.

F. Injured inmates shall receive non emergent medical/mental health treatment as necessary. (Refer to: Emergencies - Medical and Medical - Hospitalization/Emergency Treatment).
G. Correctional Staff shall make the appropriate housing re-assignments.

H. If Classification Staff are not on duty a Sergeant shall make the appropriate housing assignments.

I. The Watch Commander shall begin the post emergency critique process. (Refer to Emergencies - Post Emergency Critique)

J. All involved Staff will participate in a debriefing.

K. Sheriff’s Dispatch shall be notified when an incident has been resolved, and request a teletype be sent to all Sonoma County Police Agencies with notification that arrestees can be accepted for booking.

5.4 INSPECTION OF HOSTAGE AREA

A. The crime scene will undergo a process for evidence collection and will later be released to resume normal operations.

B. The Watch Commander shall designate a search team to conduct a search of the incident area. (Refer to Searches - Interior Facility.)

C. Search Team Members shall:
   1. Supervise the re-opening of the affected housing area(s);
   2. Complete work orders for any items damaged during the incident.

D. The Watch Commander shall inspect the area to ensure it is safe for inmate occupancy.
   1. If the area may be used, the inmates may be returned for housing;
   2. If the area cannot be used, other housing arrangements will be made.

6.0 REVISION HISTORY

6.2.16 – Revised 2/2016 (Merged MADF v5.05.98 & NCDF v3.03.96)
Emergencies - Medical

1.0 POLICY STATEMENT

The Sheriff’s Office recognizes the threat to life caused by varying types of medical emergencies and will work in concert with the medical provider to care for those inmates or Staff Members who suffer injuries or medical emergencies.

2.0 DEFINITIONS

AED
Automated External Defibrillator.

C.P.R.
Cardiopulmonary Resuscitation.

Emergency Box
A supply box, used by medical staff, stocked with supplies for use in medical emergencies.

First Aid Kits
Medical supplies that are stored in designated locations throughout the facilities.

Medical Emergency
A medical problem with serious or life-threatening conditions, which requires immediate emergency medical care.

911 Box
A fire extinguisher or valve cabinet which has a "9-1-1" sticker on it.
911 Tool/Scissors  Emergency device utilized by jail staff to cut clothing or other fibrous materials.

Bag Valve MASK  Bag containing resuscitation equipment located with the oxygen cart and maintained by the medical provider.

3.0 MANDATES

*Title 15 Standards: 1206, 1208 and 1220*

4.0 GENERAL INFORMATION

A. The Sonoma County Sheriff’s Office recognizes that matters of medical judgment and mental health care for inmates are the sole province of the responsible physician, dentist and psychiatrist.

   1. Designated nursing staff will respond to medical emergencies within the jail on a top priority basis, with an emergency box and will take charge of the medical aspects of the emergency.

B. Emergency health services will be available 24 hours per day. Inmates requiring emergency services beyond the capacity of the on-site medical provider will be transferred to an appropriate off-site community health services provider.

C. Basic first aid kits, for use by custody staff, are available in designated areas of the facilities as approved by the responsible physician. The responsible physician approves the contents, number, locations, and procedures for regular monthly documented inspection of the kits, which includes the refilling of supplies when necessary.

D. All Correctional Staff will be trained in the use of First Aid, C.P.R., AED, to include how to safely and expeditiously respond to all medical emergencies.

E. Medical Staff will respond and administer an emergency medical examination and treatment for all injuries to inmates or when a weapon, chemical agent, or force is employed by Correctional Staff.

F. Non-emergency medical situations will be referred to medical staff for normal processing. (Refer to: [Medical - Scheduling and Movement for Triage/Sick Call](#)).

G. Any inmate requiring transportation to a hospital must have the approval of the on-duty physician, except in the following cases.

   1. If there is no physician on duty, the on-call physician must be called by medical
staff for approval.

2. If emergent care is required Correctional Supervisors, Managers and Medical Staff
have the authority and are encouraged to summon an ambulance response, for any
medical emergencies they believe require such a response, without the requirement
of obtaining a physician's approval.

H. Medical staff shall be immediately notified of any inmate experiencing a potential medical
emergency.

I. Oxygen carts and Bag Valve Masks will be located in the Medical Exam Rooms of all
Modules/Units, and Booking and the Clinic areas of the MADF, with the following
exceptions:

1. Mental Health Module - The oxygen cart is located in the staff bathroom.
2. I-Module - Will use the Nurses Station cart.
3. Male Special - MS unit will use the cart in the MA unit.
4. 201 and 401 Unit - Will use the Dispensary cart.
5. 203 Unit - Will use the 202 cart.
6. 501 Unit - Will use the 502 cart.

J. 911 tools/scissors are stored in all 911 fire boxes and in the AED box in the NCDF
Sergeant's office.

K. If an inmate dies while in custody, refer to: Critical Incident Notification Procedures.

L. The next of kin or legal guardian of an inmate shall be notified for any serious injuries
or illnesses that may result in the death of an inmate.

1. It is the responsibility of the medical provider to notify the Detention Division
when such situations arise.

5.0 PROCEDURES

5.1 MEDICAL EMERGENCIES

A. A Detention Staff Member will make a call for back-up, summon medical staff and
provide the following information to responding staff, if known;

1. Name of the person and approximate age.
2. Nature of emergency, such as breathing problem, bleeding, unconsciousness, etc.

B. The Correctional Staff Member(s) will secure the area and immediately administer first
aid, begin C.P.R., or utilize the AED, if necessary.
C. If the individual was injured as the result of a crime, the Sergeant will implement the procedures outlined in Criminal Activity Reporting.

D. The Medical Staff, upon arrival, will assume responsibility of all medical aspects of the emergency.

   1. Correctional Staff will assist Medical Staff as needed.

E. If Medical Staff determines an inmate requires transportation to the hospital for treatment, the Sergeant or responsible Manager will immediately summon an ambulance and implement the inmate hospitalization procedures (Refer to: Medical - Hospitalization/Emergency Treatment).

   1. A Code 3 ambulance response can only be canceled with the approval of the attending medical staff.

F. A log of events is required for all inmates transported to the hospital to be included in an incident report, crime report and/or a civilian incident report. The following information is required;

   1. Initial complaint or reason for the medical emergency.
   2. Time and location of the emergency.
   3. Time on site medical staff was called.
   4. Time on site medical staff arrived on scene.
   5. Name of the person requesting the ambulance response.
   6. Time the ambulance was called.
   7. Time ambulance and rescue personnel arrived at the facility.
   8. If practicable, the names of the ambulance and rescue personnel.
   9. Time the ambulance and rescue personnel left the facility.
  10. Whether or not the inmate required a law enforcement escort due to public safety concerns.
  11. Any other information pertinent to the emergency.

G. An incident report, crime report and/or civilian incident report will be completed and submitted for all inmate medical emergencies.

H. Classification Inputs will be completed as necessary, refer to: Classification/Health Services Inputs.

6.0 REVISION HISTORY
Version 5.01.06 - Revised 01/05/2006
Version 6.07.11 - Revised 7/2011
Version 07.09.16 – Revised 9/2016
1.0 POLICY STATEMENT

Correctional Deputies work diligently to prevent riotous conditions from occurring in the Detention Facility and will immediately, when practicable, attempt to control and suppress any riotous incident that develops. Life and community safety is the first priority with property damage being a secondary goal. If practicable, the Sonoma County Sheriff’s Office will attempt to resolve riotous incidents by utilizing trained crisis negotiators.

2.0 DEFINITIONS

Call-Out: The summoning of off-duty personnel for duty.

CNT: “Crisis Negotiations Team” comprised of Correctional Staff

Negotiations: Verbal communication with an inmate(s) in an attempt to end a riotous incident.

Negotiator: Member of the Sonoma County Sheriff’s Office trained in crisis negotiations.

Riot: A violent confrontation or disturbance caused by inmates intending to create confusion and willful disorder.
S.E.R.T.  Specialized Emergency Response Team, comprised of Correctional Deputies.

SOU  “Special Operations Unit” comprised of SWAT (Special Weapons and Tactics Team, H.N.T. (Hostage Negotiations Team), C.N.T., Explosive Ordinance Detail Unit, Technical Team and the Tactical Dispatch Unit.

Watch Commander  The Watch Commander referenced in this policy refers to the Detention Division’s Watch Commander responsible for a facility.

3.0 MANDATES

Title 15 Standards: 1029 (a)7(B)

4.0 GENERAL INFORMATION

A. All staff shall watch for any changes in inmate behavior that may alert to a riotous situation developing and/or occurring.

B. In a riotous situation, time works against the facility and action must be swift to combat any incident before it escalates.

C. When a riot is discovered, the facility shall be placed on lockdown, a mandatory count shall be conducted and

D. All public and program areas shall be evacuated (making sure to correctly identify all individuals) to ensure the safety of the public and to ensure any involved inmates are not amongst them.

E. Inmate telephones may be turned off using the master shut off.

F. The MADF Watch Commander or designee shall request Sheriff’s Dispatch to teletype all Sonoma County Police Agencies with notification that new arrestees will not be accepted until the emergency has ended, and the lockdown order is lifted.

G. If a riot accompanies the taking of hostages (Refer to Emergencies - Hostages).

H. Every attempt shall be made to ensure any negotiations with rioting inmates shall only be conducted by Sheriff’s Office personnel trained in negotiations (Refer to: Crisis Negotiation Team Policy).

I. If the Watch Commander determines a riot or disturbance cannot be suppressed by on-duty Correctional Staff and/or SERT personnel, he shall contact the Patrol Watch Commander to request the assistance of the SOU.
J. If the SOU is determined to be necessary to suppress a riot/disturbance, the SOU Commander, upon arrival, shall assume responsibility for the incident (Incident Commander) and will coordinate with Detention Command Staff and/or the Watch Commander to resolve the incident.

1. SERT’s primary responsibility during such incidents is to assist the SOU as necessary.

K. The Watch Commander shall retain control of the facility not affected by the riot/disturbance.

L. Every reasonable effort shall be utilized to ensure riotous inmates are contained within the secure perimeter of a facility.

M. Involved Staff Members will document their observations and actions in an Incident Report, Crime Report, or as instructed.

5.0 PROCEDURES

A. Correctional Staff will escort all visitors out of the facility, including programs areas, checking ID cards to ensure they are registered visitors.

B. If deemed necessary, Law Enforcement Deputies may be asked to secure the facility perimeter.

C. The Watch Commander shall ensure notification of the Chain of Command and, if deemed necessary, request a SOU response.

1. Each level of the Chain of Command will be notified, as needed. (Refer to: Notifications Procedures – Emergency Situations).

D. The Watch Commander shall:

1. Ensure riotous inmates are contained within the secure perimeter of the facility;
2. Notify the Law Enforcement Watch Commander of the situation and request, if deemed necessary, a SOU response;
3. Initiate a SERT/CNT call-out. (Refer to: SERT Policy and CNT Policy.)
4. Establish a command post.
5. Assign a Correctional staff member to begin a log of events;
6. If practicable, video record the incident;
7. Review the situation and ensure an adequate number of personnel are deployed to completely isolate the area and remove personnel not assigned to contain the area;
8. Establish a communications network and request communications restrictions if necessary;
9. Request and/or assemble life support equipment, Fire Department and ambulance response;
10. Upon arrival, meet and brief responding staff.

E. If SERT responds to a riotous incident and no SOU response is deemed necessary. The SERT Commander, in collaboration with the Watch Commander or Command Staff will:

1. Meet with the Watch Commander or Command Staff for a briefing on the situation.
2. Coordinate the activities and responsibilities of all staff.
3. If practicable, apprise Command Staff of any decisions made.
4. Brief staff and assign responsibilities.

F. If SOU responds to a riotous incident the SOU Commander will:

1. Meet with the Watch Commander or Command Staff for a briefing on the situation.
2. Coordinate the activities and responsibilities of all staff.
3. If practicable, apprise Command Staff of any decisions made.
4. Brief staff and assign responsibilities.

G. The Watch Commander or designee shall advise medical staff/mental health staff to stand by.

H. If the SOU responds to a riot/disturbance all weapons shall be inventoried for accountability by a designated SOU member prior to entering and leaving the facility.

I. Law Enforcement and Correctional Staff shall work collaboratively during a riotous incident to ensure all avenues of escape are sealed within a facility.

5.1 DISCOVERY OF A RIOT

A. Upon discovery of a riotous situation, a Staff Member shall immediately notify a Sergeant or Watch Commander and close off the area by shutting and locking doors within their control.

B. The Staff Member shall notify the responsible Sergeant of:

1. The type of incident occurring.
2. The location of the incident.
3. The approximate number of inmates involved.
4. What, if any, weapons or devices are being used.
5. If known, the identity of involved inmates.
7. All relevant information.
C. If practicable, the Staff Member shall lock down all uninvolved inmates and remove power from the control panel, and if possible, attempt to isolate the riotous inmates.

   1. MADF Central Control shall take power away from a module’s control panel if a Staff Member is unable to do so.

D. A Deputy may abandon a housing unit assignment in a riot/disturbance if the Deputy believes his safety is imminently in danger.

E. The Custody and Booking Sergeants (the Watch Commander and Movement Deputies at the NCDF), with back up Deputies, as appropriate, shall report to the perimeter of the incident in order to thoroughly assess the situation.

F. If practicable, the Staff Member who discovered the incident and the Sergeant(s) who assessed the incident will report to the designated Command Post to brief the Watch Commander.

G. The Watch Commander shall report to the designated Command Post in order to receive a thorough briefing.

H. A Sergeant will relay demands, if any, being made by the rioters to the Watch Commander.

I. The Watch Commander shall direct the appropriate Staff to assemble all information (including pertinent information regarding recent activities in the housing areas) related to the riotous inmates.

J. The Watch Commander will determine if available Staff is sufficient to quell the disturbance or whether more resources are necessary.

K. The Watch Commander shall notify the Facility Manager and the Detention Assistant Sheriff of the situation.

5.2 POST EMERGENCY PROCEDURES

A. When a riot/disturbance has been resolved, medical staff will administer emergency medical treatment.

B. Inmates requiring emergency medical care at a hospital level of care will be transported to the hospital. (Refer to: Office Wide Transportation of Inmates Policy).

C. Injured inmates shall receive non emergency medical/mental health care as necessary.

D. Correctional Staff will:
1. Separate and isolate riotous inmates from inmates that did not participate in the riot.
2. Submit Incident Reports or Crime Reports (as directed), logs and any other written documents relating to the incident to their Supervising Sergeant.
3. Resume normal operations when safe to do so.

E. Correctional Staff shall not attempt to question inmates who were directly involved in a riot without a Miranda admonition.

   1. Classification Deputies will conduct interviews with inmates to determine appropriate housing assignments.

F. All inmates that participated in the riot shall be strip searched for weapons, contraband, and/or evidence.

G. The Watch Commander shall begin the post emergency critique process. (Refer to Emergencies – Post Emergency Critique.)

H. All involved Staff will participate in a debriefing.

I. Sheriff’s Dispatch shall be notified when an incident has been resolved, and request a teletype be sent to all Sonoma County Police Agencies with notification that arrestees can be accepted for booking.

5.3 INSPECTION OF RIOT/DISTURBANCE AREA

A. The crime scene will undergo a process for evidence collection and will later be released to resume normal operations.

B. The Watch Commander shall designate a search team to conduct a search of the incident area. (Refer to Searches - Interior Facility.)

C. Search Team Members shall:

   1. Supervise the re-opening of the affected housing area(s).
   2. Complete work orders for any items damaged during the incident.

D. The Watch Commander shall inspect the area to ensure it is safe for inmate occupancy.

6.0 REVISION HISTORY

Version 8.4.16 – revised 4/2016 (Merges and replaces MADF Version: 7.02.98 & NCDF Version: 4.03.02)
Emergency/Non-Emergency Court Ordered Medications

1.0 POLICY STATEMENT

Inmates shall not be administered any psychiatric medication without his or her prior informed consent except as provided in this policy. If a psychiatrist determines that an inmate should be treated with psychiatric medication, but the inmate does not consent, the inmate may be involuntarily treated with the medication. Treatment may be given on either a nonemergency or emergency basis pursuant to the provisions of California Penal Code Section 2603. It is the responsibility of a doctor to determine whether the circumstances warrant an emergency administration of medication absent an inmate's consent, and to determine the sufficiency and scope of any court order for medication. Sheriff’s Office staff shall coordinate with contracted mental health and medical staff to provide for the safe and efficient administration of such medication pursuant to the provisions of this policy.

Pursuant to California Penal Code Section 1369.1, for inmate defendants found to be mentally incompetent, the Court may order The Sonoma County Sheriff’s Office to administer court ordered competency medication.

This policy shall remain in effect only until January 1, 2022. As of that date, 2603 PC is repealed.

2.0 DEFINITIONS

| Emergency | An emergency exists when there is a sudden and marked change in an inmate's mental condition so that action is immediately necessary for the preservation of life or the prevention of serious bodily harm to the inmate or others, and it is impractical, due to the seriousness of the emergency, to first obtain informed consent. |
| Involeuntary Medication | If a psychiatrist determines that an inmate should be treated with psychiatric medication, but the inmate does not consent, the inmate may be involuntarily treated with the medication. |
Psychiatric Medication | A licensed psychoactive drug taken to exert an effect on the chemical makeup of the brain and nervous system. These medications are used to treat mental disorders.

3.0 MANDATES

*California Penal Code Sections 1369, 1369.1, 1370, 1370.01,*  
*Title 15 of the California Code of Regulations, Sections 1214, 1217, 1209*  
*Board of Supervisors Resolution No. 08-0284*

4.0 GENERAL INFORMATION

If contracted mental health and/or medical staff determine there is a need to provide psychiatric medication to an inmate, detention staff shall assist contracted mental health and/or medical staff in making a reasonable effort to provide the inmate with information necessary to obtain the inmate's voluntary informed consent to take medication.

4.1 COURT ORDERED COMPETENCY MEDICATION

Pursuant to a resolution of the Sonoma County Board of Supervisors, (Resolution No. 08-0284), the Sonoma County detention facilities are designated as, "treatment facilities", to provide medically approved medication to inmate defendants found to be mentally incompetent and unable to provide informed consent due to a mental disorder, pursuant to the provisions of California Penal Code Section 1369.1. The Court can enter an order authorizing contracted mental health and/or medical staff to provide psychiatric medication to an inmate who has been found incompetent and unable to stand trial per 1368 PC and 1370 PC absent the inmate's consent, as part of the effort to restore the inmate to competency. Such orders are effective for a term of six months from date of entry.

4.2 EMERGENCY INVOLUNTARY MEDICATION

When there is a sudden and marked change in an inmate's mental condition so that action is immediately necessary for the preservation of life or the prevention of serious bodily harm to the inmate or others, and it is impractical, due to the seriousness of the emergency, to first obtain informed consent, psychiatric medication may be administered without the inmate’s consent. If contracted medical and or mental health staff identify a situation that jeopardizes the inmate’s health or well-being as the result of a serious mental illness, medication may be administered involuntarily.

If psychiatric medication is administered during an emergency, the medication shall only be that which is required to treat the emergency condition and shall be administered for only so long as the emergency continues to exist and shall not exceed 72 hours.

If it necessitates the continuation of medication beyond the initial 72 hours, the Office may seek to continue the medication by requesting an ex-parte hearing. A designated psychiatrist shall
complete an *Involuntary Medication Notice and Declaration, (DD-7363)* within the initial 72-hour period. The notice and declaration shall be forwarded to a County Counsel designee. A hearing will be scheduled within 3 business days. Medication may continue to be administered until the hearing is completed. Upon issuance of a court order, the administration of medication may continue from up to one year from the date of the hearing.

### 4.3 NON-EMERGENCY INVOLUNTARY MEDICATION

The Court can enter an order authorizing contract mental health and/or medical staff to provide psychiatric medication to an inmate pursuant to 2603 PC absent the inmate's consent, after a hearing that determines the inmate has a mental illness or disorder, and as a result of that illness, the inmate is gravely disabled and lacks the capacity to consent to, or refuse treatment and/or is a danger to self or others if not medicated. In addition, there is no less intrusive alternative to involuntary medication, and that the medication is in the inmate’s best medical interest as determined by the psychiatrist.

Detention staff must make a documented attempt to locate an available bed for the inmate in a community-based treatment facility in lieu of seeking to administer involuntary medication. Detention staff shall transfer that inmate to such a facility only if the facility can provide care for the mental health needs, and the physical health needs, if any, and the facility agrees to such care. Contract mental health staff shall complete a *Declaration of Attempt for Placement, (DD-7364)* and forward it to the county counsel designee.

Contract mental health staff shall document all attempts to provide advisements to the patient of the risks and benefits of, and treatment alternatives to the psychiatric medication. Contract mental health staff shall complete an *Involuntary Medication Notice and Declaration, (DD-7363)* and forward it to county counsel designee.

Contract mental health and contract medical staff shall be responsible for administering all medications to inmates in the facilities, including medication provided absent an inmate's voluntary informed consent, as well as approving the setting in which such medication is administered, and evaluating/monitoring such administration.

When an inmate is involuntarily medicated, the incident will be video recorded and an incident report will be written.

In the case of an inmate who is awaiting arraignment, trial, or sentencing, the determination that an inmate may receive involuntary medication shall be valid for no more than 180 days. The Court shall review the order at intervals of not more than 60 days to determine whether the grounds for the order remain. For all inmates who are sentenced, the Court shall review the order at intervals of not more than 1 year to determine whether the grounds for the order remain.

At each review, the psychiatrist shall complete the *Declaration in Support of Renewal of Involuntary Medication* (DD 7368) and forward it to County Counsel at least to two weeks prior to the 60 day expiration be filed with the Court that ordered the involuntary medication. The declaration shall declare that the person who is the subject of the order continues to meet the criteria for involuntary medication. The Court, at each review, may continue the order authorizing involuntary medication, vacate the order, and or make any other appropriate order.
The Detention Administrative Lieutenant shall track the administration of involuntary medication to an inmate awaiting arraignment, trial, or sentencing, pursuant to 2603PC, and shall file, by January 1, 2021, a written report with the Assembly Committees on Judiciary and Public Safety and the Senate Committee on Public Safety summarizing the following: the number of inmates who received involuntary medication while awaiting arraignment, trial, or sentencing between January 1, 2018, and July 1, 2020; the crime for which those inmates were arrested; the total time those inmates were detained while awaiting arraignment, trial, or sentencing; the duration of the administration of involuntary medication; the reason for termination of administration of involuntary medication; the number of times, if any, that an existing order for the administration of involuntary medication was renewed; and the reason for termination of the administration of involuntary medication.

5.0 PROCEDURES

A. When a court order is issued for the administration of psychiatric medication to an inmate, the following notification requirements apply:

1. The court desk will forward a copy of the court order to the Detention Administrative Lieutenant, MADF Watch Commander, Mental Health Sergeant and the contracted Mental Health Program Manager;

2. The MADF Watch Commander and/or Administrative Lieutenant will review and approve the order from the Court;

3. The Detention Administrative Lieutenant or his/her designee will notify custody staff of the court order.

B. Detention staff shall coordinate with contracted mental health staff to make a reasonable effort to obtain the inmate’s voluntary informed consent to take medication and jail staff shall document all such efforts taken in the incident report.

C. If an inmate continues to refuse to take the prescribed medication after entry of a court order authorizing the involuntary administration of such medication, and contract mental health staff continues to authorize the administration of such medication, the booking sergeant or his/her designee will organize a team of correctional deputies to conduct a cell removal of the inmate. Refer to: Forced Cell Removals.

1. The inmate will be removed from his/her cell and placed in a safe environment, at which time mental health or medical staff will administer the medications. Refer to the following policies regarding use of restraints: Restraint Chair, Restraint Equipment Use & Location and Use of Force.

2. The booking sergeant or his/her designee, contract medical staff and contract mental health staff will consult to determine the appropriate housing for the inmate.

D. Contract medical and/or mental health staff will monitor the inmate after the administration of medications per their policies.

E. The booking sergeant will designate a correctional deputy to write an incident report on the cell removal and administration of medication. Refer to: Incident Reports.
6.0 RESOURCES

Forms

Policies

7.0 REVISION HISTORY

Version 01.09.08 – Revised 02.28.19
Eyeglasses/Contact Lenses - Inmates

1.0 POLICY STATEMENT

Inmates shall be allowed to keep, purchase, or have brought into a facility prescription eyeglasses, and non-prescription reading glasses. Eyeglasses are considered to be aids to impairment and will be provided in a timely manner when the health of an inmate would otherwise be adversely affected, as is determined by the responsible physician.

Inmates shall be allowed to keep or have brought into a facility prescription contact lenses approved by medical staff.

2.0 DEFINITIONS

**Prescription Eyeglasses**
Corrective lenses which are prescribed by a physician or optometrist for corrective reasons.

**Soft Eyeglass Case**
A soft eyeglass case which contains no metal.

**Contact Lenses**
Thin plastic lenses placed directly on the surface of the eyes to correct visual defects.

**Impairment**
A physical impairment which constitutes a disability because it makes performance of a major life activity difficult as defined by California law.
3.0 MANDATES

*Title 15 Standards: 1206(d)*
*IMQ Standard 326*

4.0 GENERAL INFORMATION

A. Cooperative arrestees may keep their prescription eyeglasses and soft eyeglass cases when they are brought to the facility.

B. Contact lenses will not be provided by the medical provider to inmates unless they are determined to be medically necessary and approved by the responsible physician.

C. Any arrestee who is placed into a safety cell or into a sobering cell may not be permitted to keep his eyeglasses, due to concerns for the inmates safety. The eyeglasses will be tagged with a property tag and returned to the arrestee when he is removed from the cell. (Refer to: Booking - General Procedures)

D. An Inmate whose eyeglasses break while he is in custody may have them replaced if:

   1. He has insurance which will pay for the appointment and/or the eyeglass purchase, or;
   2. He has family who will pay for the appointment and/or the eyeglass purchase; or,
   3. He has enough money on his books to pay for the appointment and/or the eyeglass purchase; or,
   4. If an inmate has none of the above mentioned means to obtain eyeglasses, and the responsible physician determines eyeglasses are medically necessary to address an impairment, eyeglasses will be provided by the medical provider as a reasonable accommodation.

E. Friends Outside may provide inmates with non-prescription reading glasses and soft eyeglass cases.

F. Inmates experiencing difficulty with vision issues may submit a sick call slip and/or an inmate request form to medical staff. In both instances, an inmate will be seen and evaluated by medical staff.

5.0 PROCEDURES

A. If the responsible physician and/or medical staff determine it is medically necessary for an inmate to be evaluated by an optometrist, the medical provider will work with the Transportation Unit to facilitate such an appointment.
5.1 DELIVERY OF PRESCRIPTION EYEGLASSES AND/OR CONTACT LENSES

A. An Inmate will be permitted to have his prescription eyeglasses and, if desired, a soft eyeglass case brought into the facility by a friend or relative.

B. An inmate will be permitted to have his prescription contact lenses brought into the facility by a friend or relative. Medical staff must approve any contact lenses before they are accepted.

   1. Contact lenses solutions and contact lenses containers will not be accepted.

5.2 ACCEPTING PRESCRIPTION EYEGLASSES AND/OR CONTACT LENSES

A. When prescription eyeglasses are brought to the facility, a Legal Processor shall accept the eyeglasses and ensure the eyeglasses and any soft case that may accompany the eyeglasses, are first inspected by a Deputy for any safety and security concerns and/or contraband.

B. If the eyeglasses are found to have safety and security concerns and/or contain contraband, the inmate will be advised the eyeglasses were denied, and the reason for the denial.

C. If the eyeglasses are approved, the eyeglasses will be delivered to the inmate.

D. When prescription contact lenses are brought to the facility, a Legal Processor will contact medical staff to approve the contact lenses. Once approved, the Legal Processor will ensure the contact lenses are forwarded to the inmate.

   1. The medical provider will provide contact lenses solutions and containers for all approved contact lenses.

5.3 GRIEVANCE PROCESS

A. Inmates may be instructed by staff to complete an ADA Request for Accommodation Form to request prescription eyeglasses accommodations. Inmates will use the standard Inmate Grievance Form to submit such grievances (Refer to Disability-Accommodations and Grievances-Inmate).

B. If the inmate is in custody for a State Parole hold only (3056 P.C.) and submits a disability-based grievance, the following shall apply:

   1. Correctional staff shall provide an initial response to the inmate within one week from the receipt of the grievance.
2. The grievance process shall be expedited if the grievance or the appeal of a grievance alleges a condition which is an imminent threat to the parolee's health and safety.

6.0 REVISION HISTORY

4.05.2016 – Revised 5/2016 (Merges and replaces MADF Version: 2.04.93 & NCDF Version: 3.03.96)
Facility Rounds

1.0 POLICY STATEMENT

An important function of the Detention Division is to ensure the safety of inmates and staff. Deputies shall make frequent scheduled and unscheduled rounds to observe inmate behavior, identify maintenance problems and/or any safety and security breaches.

2.0 DEFINITIONS

- **Inmate Observation Record (side 1) (side 2)**: A form used to document rounds of occupied Safety, and Observation Cells.

- **Patrol Tour Stations**: Magnetic key-operated stations located in various locations in each Module.

- **RATS**: Rounds Automated Tracking System

- **RATS Inspection Log**: A form used to document quality control checks of rounds made in the modules/units.

- **Record of Rounds Conducted Form**: A form used to document rounds of a specified area.

- **Rounds**: Periodic welfare checks of all inmate occupied areas to include the Modules/Units Holding Cells, Safety Cells, Observations Cells and bathrooms. Rounds are conducted to observe inmate behavior, welfare, conduct inmate counts and to identify maintenance and/or any safety and security breaches.
Safety Round  A visual and physical check of any module/unit and surrounding area (i.e., doors, gates, fences, lights, visiting booths, closets, exam rooms) ensuring the module/unit and surrounding area is safe and secure.

The Pipe  The “Pipe” is a tool used to record rounds at NCDF.

3.0 MANDATES

**Title 15 Standards: 1055, 1056**
**Prison Rape Elimination Act of 2003**
**Department Of Justice National PREA Standards**
**28 CFR 115.5**

4.0 GENERAL INFORMATION

A. In accordance with the Department of Justice National PREA Standards, Correctional Supervisors shall make unannounced rounds on each shift to identify and deter staff sexual abuse and sexual harassment. Staff shall not alert other staff members of supervisory rounds occurring unless such announcement is related to legitimate penological interests. These unannounced rounds shall be documented by the Supervisor in the Supervisor’s Activity Log. (Refer to Prison Rape Elimination Act)

B. All staff of the opposite gender of the inmates housed, shall announce their presence when entering the housing area.

C. Patrol tour stations within the facilities serve two purposes:

1. Recording the results of rounds via an automated log entry;

D. Rounds shall be conducted a minimum of twice every hour, but no sooner than 10 minutes after the last round, in all modules/units, and inmate occupied areas

E. Inmates placed in a Sobering Cell, Safety Cell, Observation Cell or Restraint Chair shall have rounds conducted at least twice every 30 minutes. (Refer to: Sobering Cell Use, Observation Cell Use, Restraint Chair Use, Safety Cell Use.)

F. Whenever round forms are posted, the Deputy conducting rounds shall enter the time the round was conducted, initial the entry, and write his I.D. number.

G. Forms used to record rounds shall not have times filled in advance of the rounds being made.

H. Anytime a round is missed, the reason and the fact that it was missed shall be documented in the appropriate Activity Log or rounds log.
I. Deputies at the NCDF will download their rounds data no less than once every three (3) hours.

J. At NCDF, 101, 201, 301 and 501/502 Unit Deputies are responsible for making rounds of the perimeters of their units each shift. These areas include:

   1. 101 Unit building exterior and perimeter fence.
   2. 201 Unit building exterior, front patio fence and gate, 202/203 visiting corridor door.
   3. 301 Unit outside building and fenced yard areas.
   4. 502 Unit front patio, building exterior and perimeter fence.

K. The Movement II Deputy at NCDF is responsible for rounds of the 401 Unit, 401 Holding Cell, 401 Dress Bath, and anywhere an Inmate Observation Record form or Record or Rounds Conducted is posted.

L. Rounds of the NCDF facility perimeter shall be conducted a minimum of twice per shift. This includes the Jail Industries agricultural areas, staff and public parking areas, the fenced perimeter and the 401 building perimeter.

M. To ensure rounds are being conducted as required, the Booking Sergeant shall:

   1. Review the Record of Rounds Conducted forms used in the Booking Area and in Court Holding if used for booking overflow, and any other areas where round forms were posted.

N. To ensure rounds are being conducted as required, the Custody Sergeant shall:

   1. Review all automated rounds systems.
   2. Review any posted Classroom Record of Rounds.

O. To ensure rounds are being conducted as required, the NCDF Sergeant shall:

   1. Review the automated rounds system.

P. When making rounds in the modules/units, Sergeants will check the module/unit for cleanliness and maintenance issues as well as module/unit activities and noise levels. They should also check some or all of the following items:

   1. Inmate Management Cards (to ensure inmate housing locations are up to date),
   2. Cell/bunk Check-in/Check-out forms,
   3. Out-of-Cell Activity Logs,
   4. Showers for Mental Health inmates (documented on the OCA Log),
   5. Yard access

5.0 PROCEDURES

5.1 MODULE/UNIT/HOLDING AREA ROUNDS
A. The Module/Unit Deputies will make mandatory rounds as required in their assigned areas:

   1. In the Mental Health Module, the Deputy shall make mandatory rounds of the Safety Cells and Observation Cells at least twice every thirty minutes, with at least 10 minutes between each round, if they are occupied. (Specific form requirements are found in Safety Cell Use, Restraint Chair Use, and Observation Cell Use.)

B. In addition to the mandatory rounds, Deputies are encouraged to make unscheduled rounds in their assigned areas.

C. Deputies shall visually check each bunk/cell, shower, bathroom areas, and recreation areas ensuring the inmate(s) can be seen and nothing appears out of the ordinary.

D. Deputies will ensure inmates are able to shower, perform bodily functions, and change clothing without staff of the opposite gender viewing their breasts, buttocks, or genitalia except in exigent circumstances or when such viewing is incidental to routine cell checks.

E. Where patrol tour stations are not active or installed, Deputies will initial and write the time the round was completed on each Record of Rounds Conducted form, after completing the rounds in that area.

F. In the Booking area, deputies shall make mandatory rounds a minimum of twice every hour, but no sooner than 10 minutes after the last round.

G. Rounds in the Court holding areas, when used for booking overflow, shall be conducted at least two times an hour.

H. Required rounds for occupied Safety Cells and Sobering Cells are covered in the appropriate chapters for each. (Refer to: Safety Cell Use and Sobering Cell Use)

I. In addition to the mandatory rounds, Deputies shall make unscheduled random rounds of the entire booking area, and as appropriate, the court holding areas.

5.2 SAFETY/ SECURITY ROUNDS

A. Deputies shall complete a visual and physical check of their module/unit and surrounding area (i.e.; doors, gates, fences, lights) to ensure the module/unit and surrounding area is safe and secure.

   1. Any issues will be noted in the activity log.

B. Upon discovery of an item needing repair, deputies shall document the information in the Activity Log, and complete a Work Order Request.

C. The Sergeant shall review Activity Logs on a daily basis to confirm the safety rounds are documented.

D. Any breach in security shall be immediately reported to the Sergeant.
E. Safety rounds shall be documented in the Activity Log for formal counts (Refer to: Counts – Inmate).

5.3 ROUNDS IN THE PROGRAM AREAS

A. Anytime a program area is in use and inmates are present in the area, Correctional Deputies shall make unscheduled random rounds in the program areas, as well as mandatory rounds.

   1. A rounds sheet shall be posted in the main hallway for the classrooms to document the rounds made in the program areas.

5.4 REVIEW OF "RECORD OF ROUNDS CONDUCTED" FORMS AND REQUIRED FOLLOW-UP

A. Record of Rounds Conducted forms used to document normal rounds booking, court holding, and other holding areas shall be forwarded to the Booking Sergeant:

B. Record of Rounds Conducted forms used to document normal rounds in module/units, and other holding areas shall be forwarded to the Custody/NCDF Sergeant.

C. The Sergeants will:

   1. Review the forms to ensure rounds were conducted as required, noting any rounds that were missed.

   2. Discuss missed rounds with the Deputies responsible for rounds, and note on the form that the problem was addressed.

   3. Sign the forms, including his ID number, and forward the forms to the Administration Secretary for filing.

D. If an Inmate Observation Record was used, the Sergeant shall forward it to Classification for filing in the inmate’s classification file.

E. If a Record of Rounds Conducted form was used, the form shall be forwarded to the Administration Secretary for filing.

5.5 REVIEW OF RATS INSPECTION LOG AND REQUIRED FOLLOW-UP

A. Throughout their shifts, the Sergeants will periodically check any posted rounds forms to ensure that they are being completed appropriately.

B. Once per shift (preferably towards the end of the shift), the designated Sergeant will:

   1. Review the Automated Rounds System and confirm that the necessary number of rounds are being completed.

3. Contact all modules/units with insufficient rounds and instruct the Module/Unit Deputies to document the reason for the missed rounds in the Activity Log.

4. If rounds are missed due to a system failure, notify the Watch Commander/NCDF Assistant Facility Manager.

5. Note the modules/units contacted and any other comments in the Inspection Log.

6. When the quality control check is complete, sign and date the appropriate space on the Inspection Log.

7. On the first of each month, the Sergeant shall remove the previous month's Inspection Logs from the binder and forward them to the Lieutenant for review and follow-up as needed.

8. When the review is complete, the designated Lieutenant shall forward the forms to the Administration Secretary for filing.

6.0 REVISION HISTORY

Version 11.06.00 - Revised 06/2000
Version 12.07.07 - Revised 07/26/07
Version 13.01.08 - Revised 1/16/08
Version 14.05.08 - Revised 5/20/08
Merges and replaces MADF and NCDF versions into Detention Wide Policy:
Facility Rounds MADF version 14.05.08
Facility Rounds NCDF Version 5.04.08
Version 17.05.16 – Revised 5/2016
1.0 POLICY STATEMENT

To ensure the facility's compliance with municipal, county, state, and federal fire regulations, the Fire and Life Safety (FLS) Sergeant and/or a designated FLS Deputy will conduct monthly fire and life safety inspections.

2.0 DEFINITIONS

**Ansul**
A powder or foam substance used in kitchens as a fire suppressant that is not harmful if swallowed.

**Fire and Life Safety Deputy (FLS)**
A trained Correctional Deputy who is responsible for maintaining fire and life safety equipment, for conducting fire and life safety drills, and monthly inspections under the direction of the Fire and Life Safety Sergeant.

**Ansul Hood System**
A fire extinguishing system built into the hoods that hang above the kitchen cooking surfaces. When subjected to extreme heat, the system expels a K extinguishing agent to suppress the fire.

**Portable Fire Extinguisher**
A portable pressurized cylinder containing one of many fire extinguishing agents.

**Sprinkler System**
A network of piping and sprinkler heads charged with water. When the heads are subjected extreme heat, they will activate and spray water to put out a fire.

**Standpipe System**
A system of pipes that run throughout the building and have fire hose outlets. Standpipe will be either wet or dry. The dry standpipe system requires an outside water supply, either fire hydrant or fire engine. The wet standpipe system has water in the pipes, but can be supplemented with water from a hydrant or fire engine.

**M.S.D.S.**
Material Safety Data Sheet. Consumer information regarding product information, proper usage and safety information.
Fire & Life Safety Equipment Inspection/Maintenance

3.0 MANDATES

*Title 15 Standards: 1029(7) E, 1032(b,c)*
*Health and Safety Code 13143, 13146.1 (a,b)*
*Penal Code Section 6030, 6031.1*

4.0 GENERAL INFORMATION

A. The Detention Division’s Safety Coordinator has the overall responsibility to ensure all requirements as defined in this policy are completed.

B. The Detention Administrative Lieutenant shall ensure that the State Fire Marshall, or the State Fire Marshal’s authorized representative, inspects the MADF and NCDF annually for the purpose of enforcing the regulations adopted by the State Fire Marshal, pursuant to Health and Safety Code 13143.

C. All fire and life safety inspection files will be retained for a period of two years.

D. The Fire and Life Safety Sergeants are responsible for the following:

   a. Preparing a formal schedule for fire and life safety inspections and will assign staff to perform these inspections. A copy of the schedule will be provided to the FLS Lieutenant.

   b. Ensuring the proper training for Fire and Life Safety Deputies in the methods of conducting fire and life safety inspections.

   c. Coordinating the annual inspection and recharging of expended fire extinguishers at both detention facilities.

   d. Conducting reviews of fire and life safety inspections to ensure they are being completed correctly, and entered into the computer system as required.

   e. Conduct an annual review of policies and procedures for Fire and Life Safety equipment and maintenance and report to the Administrative Lieutenant with any suggested revisions.

   f. Conduct training of staff as required in the use of all fire and life safety equipment, and evacuation procedures.

E. Monthly fire and life safety inspections shall be conducted by the Fire and Life Safety Sergeant and/or by designated Fire Life Safety Deputies in accordance with the following guidelines:

   a. All inspections shall be conducted by using the *Periodic Inspection Form-DD 979.*

   b. All Inspections shall be entered into the Fire and Life Safety Inspection Tracking system.
c. Any deficiencies and or equipment in need of repairs shall be documented in the Fire and Life Safety Inspection Tracking system and a Work Order shall be submitted.

d. Conduct Monthly AED Inspections and document them in the Fire and Life Safety Inspection Tracking system.

e. Monthly collect the daily Fire Equipment / 911 Tool Inspection Form –DD 981 from all areas and submit them to the Fire and Life Safety Sergeant.

f. Conduct training of staff as required in the use of all fire and life safety equipment, and evacuation procedures.

g. Conduct a monthly evaluation of all completed inspections to ensure compliance with appropriate regulations.

h. Conduct a monthly visual inspection of all fire hoses and document in the Fire and Life Safety Inspection Tracking system.

i. Conduct a monthly inspection of all Emergency Response kits and document in the Fire and Life Safety Inspection Tracking system.

F. Facility Operations conducts their own monthly fire and life safety Inspections. The completed reports are forwarded to the Detention Administrative Lieutenant.

G. When a fire extinguisher is not properly charged, or has been used, it will be taken off line and replaced by a fully charged extinguisher.

H. All spare fire and life safety equipment shall be stored in the MADF second floor equipment room designated for that purpose and in the NCDF storeroom outside the staff lounge in the Administration Building.

I. All employees assigned to the MADF and the NCDF have the responsibility of immediately reporting any malfunctions involving fire and life safety equipment.

J. Material Safety Data Sheets (M.S.D.S) will be kept in a binder that is immediately accessible to all employees. The locations of the M.S.D.S binders are as follows:

1. MADF: Clothing Room
2. NCDF: Watch Commander’s Office

K. The MADF Central Control Deputy and the applicable Watch Commander shall be notified in advance of any testing of fire alarm systems at the MADF or NCDF.
Fire & Life Safety Equipment Inspection/Maintenance

L. The monthly fire and life safety and equipment inspections are independent of the inspections conducted by the Santa Rosa Fire Department, Rincon Valley Fire Department or the State Fire Marshal.

M. When inspecting the kitchen, the Chef or his/her designee shall be present and/or shall participate in the inspection.

N. At the MADF, the Santa Rosa City Fire Department will:
   1. provide fire protection for the facility.
   2. test and or inspect fire equipment/systems.
   3. inspect the facility annually for compliance with appropriate regulations.

O. At the NCDF, the Sonoma County Fire District will:
   1. provide fire protection for the facility.
   2. test and or inspect fire equipment/systems.
   3. inspect the facility annually for compliance with appropriate regulations.

P. The Fire Alarm Systems shall be tested and certified annually. Copies of certification reports shall be forwarded to the Detention Administrative Lieutenant. All certification reports shall be maintained in accordance with the Retention Policy.

Q. The Smoke Detection System shall be tested and certified annually. Copies of certification reports shall be forwarded to the Detention Administrative Lieutenant. All certification reports shall be maintained in accordance with the Retention Policy.

R. The Ansul System shall be tested and certified every six months. Copies of certification reports shall be forwarded to the Detention Administrative Lieutenant. All certification reports shall be maintained in accordance with the Retention Policy.

S. Fire Doors shall be tested and certified annually. Copies of certification reports shall be forwarded to the Detention Administrative Lieutenant. All certification reports shall be maintained in accordance with the Retention Policy.

T. The Fire Suppression Systems shall be tested and certified annually. Copies of certification reports shall be forwarded to the Detention Administrative Lieutenant. All certification reports shall be maintained in accordance with the Retention Policy.

U. Every 5 years an internal inspection of fire sprinkler system will be conducted. Copies of certification reports shall be forwarded to the Detention Administrative Lieutenant. All certification reports shall be maintained in accordance with the Retention Policy.
5.0 PROCEDURES

6.0 REVISION HISTORY
   Version 02-02-93
   Revised 03.09.05
   Revised 1/3/2018
FORCED CELL REMOVALS

1.0  POLICY STATEMENT

To provide immediate action and consequences when an unarmed inmate becomes a threat to staff, other inmates, or facility security, forced cell removals will be conducted by trained *correctional deputies*.

2.0  DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barricade</td>
<td>Any obstruction or hazard created by an inmate to delay, injure, or prevent staff from entering an area.</td>
</tr>
<tr>
<td>Forced Cell Removal</td>
<td>The process used by correctional deputies to remove an unarmed, uncooperative inmate(s) who poses a threat to staff, other inmate, or who is destroying facility property in a cell.</td>
</tr>
<tr>
<td>Protective Equipment</td>
<td>Protective Equipment for forced cell removals includes knee and elbow pads, helmets, protective vests, and protective eyewear.</td>
</tr>
<tr>
<td>Removal Team</td>
<td>Normally, a group of five correctional deputies assigned to secure pre-designated extremities of an inmate during a forced cell removal.</td>
</tr>
<tr>
<td>Restraints</td>
<td>Handcuffs, waist restraints, and leg restraints</td>
</tr>
<tr>
<td>Weapon</td>
<td>Any item that is used by an inmate, or that an inmate intends to use, to cause bodily harm to himself or another person.</td>
</tr>
</tbody>
</table>

3.0  MANDATES

Title 15 Standards: None

4.0  GENERAL INFORMATION

A. If it is believed an inmate should be removed from his cell because he is exhibiting threatening behavior, the responsible Sergeant will be notified to make the final decision.

B. If a non-compliant inmate possesses a weapon or has constructed a significant barricade, line staff will not be used to conduct a forced cell removal. If it cannot be determined whether or not the inmate does possess a weapon it should be inferred that a weapon is present (e.g. an inmate who won't show his hands to staff) and a SERT call-out will be initiated by the Watch Commander.

C. All forced cell removals will be videotaped.

D. Oleoresin Capsicum (O/C) and the Taser are options that may be used by the Sergeant or other on-duty authorized deputy during a forced cell removal.

E. Before staff enter a cell for a forced cell removal, all sharp objects (e.g. badges, pens, name plates, and loose equipment) should be removed to avoid potential injury. Protective *equipment* will be worn by all involved
Deputies.

F. At the MADF, protective equipment will be kept in the Male Special Module storage cabinet located in the sallyport, and in the Mental Health Module cabinet (near the Deputy's Station). "Particulate respirator and surgical masks" will be available in the same locations should staff opt to use them during a cell removal where O/C is deployed.

G. At the NCDF, protective equipment will be kept in the Watch Commander's Office. "Particulate respirator and surgical masks" will be available in the same locations should staff opt to use them during a cell removal where O/C is deployed.

5.0 PROCEDURES

A. If an inmate is exhibiting unacceptable behavior, the Module/Unit Deputy will try to gain compliance with the use of verbal commands. If he is unsuccessful, he will:
   1. Notify the Sergeant of the disturbance the inmate is creating and/or threats the inmate is making.
   2. Ask for additional staff to respond to the module/unit.
   3. Secure all of the remaining view ports in the module/unit, if possible.

B. The Sergeant will:
   1. Conduct an assessment of the area in which the inmate is located, checking to see if the inmate has or has access to any weapons and/or barricades.
   2. Notify the Watch Commander of the anticipated removal and call for a facility lockdown to ensure safety throughout the rest of the facility.
   3. Assemble a removal team using available on-duty staff, assigning each Officer a responsibility during the removal (including video camera operator).
   4. Maintain visual contact with the inmate's whereabouts within the area, advising the removal team.
   5. Deploy O.C. or the Taser if the situation allows.
   6. Key open the door, allowing the team to enter.

C. The Removal Team will enter and pin the inmate against the wall, floor or bunk. Once the inmate is pinned each Deputy will ensure that the extremity for which they were responsible is secured.

D. The Removal Team will place the inmate in restraints and remove him from the area.

E. The Sergeant will determine the location that the inmate will be transferred to, e.g. restraint chair, different cell.

F. Medical Staff will examine and treat any injuries incurred during the removal.

G. The Sergeant will assign one of the involved staff members to write an Incident Report, including the following information:
   1. Reason for forced cell removal.
   2. Detailed account of the removal.
   3. Involved Deputy's use of force.
   4. Injuries to involved parties, staff/inmate(s).
   5. Medical attention given (if applicable).
   6. New housing location of the involved inmate(s).

H. Sergeant will direct any Deputy that used force during the incident to write a Supplemental Incident Report.

6.0 REVISION HISTORY

Version 01.12.01 - Revised 12/2001
Version 02.08.07 - Revised 08/10/07
(The policy has been changed from a MADF Version to a Detention Division Version)
1.0 POLICY STATEMENT

The Sonoma County Sheriff's Office Detention Division will provide a systematic process for the resolution of inmate complaints through the Inmate Grievance Procedure. The procedure is designed to provide resolution of grievances at the lowest practical level. No inmate will suffer reprisals because of the use of the Grievance Procedure. The Inmate Grievance Procedure is also used to provide review of administrative policy, an assessment of staff training, the monitoring of programs, and documentation of incidents which could become subject to subsequent judicial review.

2.0 DEFINITIONS

DGO Disciplinary/Grievance Officer.
**Frivolous/Excessive Grievances**

Grievances that are totally and completely without merit or for the sole purpose of harassing staff.

**Grievance**

A complaint by an inmate which involves any condition of confinement.

### 3.0 MANDATES

*Title 15 Standards: 1073*

### 4.0 GENERAL INFORMATION

#### 4.1 INMATE RIGHTS

A. Inmates have the right to grieve any condition of their confinement including, but not limited to:

1. Health care (medical, dental, mental health)
2. Classification actions
3. Disciplinary actions
4. Program participation
5. Living conditions including food, bedding, clothing, and recreation,
6. Access to mail, visiting, and telephones.

B. Inmates have the right to a written response and explanation to all grievances within the time limits outlined in this chapter.

C. Inmates have the right to pursue grievances without fear of reprisal or punitive action.

D. Inmates have the right to appeal all grievances up through the rank of Lieutenant.

E. Inmates have the right to pursue any grievance with the Courts after all steps of the Grievance Procedure have been exhausted.

F. Facility administration reserves the right to control excessive and/or frivolous grievances submitted by any one inmate. If it is determined an inmate is an excessive/frivolous grievance writer, the Lieutenant shall notify staff and the inmate in writing the process on how the inmate will submit future grievances.

#### 4.2 HEALTH CARE

A. Health care staff must respond to the DGO in writing within five (5) working days and the DGO will respond to the inmate within five (5) working days of receiving the response.
B. Medical grievances may be appealed to the Lieutenant.

**4.3 TIME LIMITS**

A. Failure to adhere to the time limits in the Grievance Procedure will cause the grievance to proceed to the next step if the time limits were not met by Correctional Staff. If time limits are not met by the inmate, the grievance will be considered resolved.

B. The following staff may extend inmate time lines:

1. Area Sergeant/Supervisor
2. Disciplinary Grievance Officer
3. Lieutenant

C. Staff time limits may be extended by forwarding a memo to the inmate informing them of the need for an extension of time limits.

D. Time limits are the maximum time allowed. All grievances should be resolved or forwarded as quickly as possible. No grievance should be detained simply because time limits allow for such a delay.

E. Time limits are as follows:

1. **Formal Grievance - Step I**
   a. Inmate has fourteen (14) days from the date of an incident to fill out Step I of the [Inmate Grievance Form](#)(side one) (side two) and file it with the Deputy.
   b. The Deputy has two (2) working days to meet with the inmate and has two (2) working days following the meeting to respond to the inmate on the Inmate Grievance Form.

2. **Formal Grievance - Step II**
   a. The inmate has two (2) days following the decision of the Deputy to fill out Step II of the [Inmate Grievance Form](#) and submit it to the Supervising Sergeant.
   b. The Supervising Sergeant has fourteen (14) working days to investigate the actions/responses of the Deputy and respond to the inmate in writing.
   c. Support Services Staff have fourteen (14) working days to investigate the actions/responses of the Deputy and respond to the inmate in writing.

3. **Formal Grievance - Step III**
a. The inmate has two (2) days to appeal the decision of the Supervising Sergeant to the DGO.
b. The DGO has five (5) working days to meet with the inmate, if a meeting is warranted.
c. The DGO has an additional five (5) working days to investigate the grievance and to respond to the inmate in writing.

4. Formal Grievance - Appeal

a. The inmate has two (2) days to appeal the decision of the DGO to the designated Lieutenant.
b. The Lieutenant has ten (10) working days to investigate the grievance and respond to the inmate in writing. The response shall be returned to the inmate through the DGO so they can log that a response was sent.

5. Grievances that contain allegations of staff misconduct will adhere to normal time limits. The Lieutenant will have ten (10) working days from receipt of the grievance to investigate and respond to the inmate in writing. The response shall be returned to the inmate through the DGO so they can log that a response was sent.

F. The appropriate Correctional Staff member shall provide an initial response to a disability based grievance within two (2) days from receipt of the grievance. (Refer to: Disability - Accommodations)

4.4 MISCELLANEOUS INFORMATION

A. No one shall delay or divert a grievance from promptly reaching the person designated to receive the grievance.

B. Punishing, discriminating, harassing, coercing or threatening an inmate for communicating a grievance to a higher administrative level is a direct violation of the inmate's rights under the First Amendment of the Constitution and a violation of Division and Office policy and is strictly prohibited.

C. Grievances that contain profanity and/or other offensive material will be returned to the inmate for correction.

1. An exception will be made for inmates with mental health challenges that due to their level of mental health disability are not able to follow and/or understand directions and/or rules.

D. If it is determined, or if it appears, that a grievance is an emergency, i.e., risk to the health, safety or well-being of an inmate or inmates, immediate follow-up is required. Appropriate action will be initiated by the Deputy by immediately forwarding the grievance up the chain of command for action, if they are not able to resolve the grievance at their level.
E. It is the responsibility of both the inmate and Correctional staff to endeavor to resolve grievances, informally, within the framework of the living site or at the lowest possible level.

F. If an inmate is released from custody during the grievance process, whichever step being investigated shall be completed.

1. It is the released inmate's responsibility to follow up on the disposition of the grievance.

5.0 PROCEDURES

5.1 INFORMAL GRIEVANCES

A. When an inmate wishes to file a grievance they should be encouraged to discuss the problem with the Deputy before filing a formal grievance.

B. The Deputy will attempt to resolve the inmate's problem by investigating solutions and supplying the inmate with a verbal answer to their problem.

5.2 FORMAL GRIEVANCE - STEP I

A. The inmate will fill out Step I of the Inmate Grievance Form, stating the problem and proposed solution.

B. The Deputy will investigate the grievance and respond to the inmate in writing. The Deputy will document all steps taken to resolve the grievance.

C. The yellow copy of the grievance and the deputy's response will be forwarded to the DGO for documentation.

5.3 FORMAL GRIEVANCE - STEP II

A. If the inmate wishes to continue with the grievance after receiving the decision from the Deputy they will fill out Step II on the Inmate Grievance Form. The Deputy will sign and date the form under Step II, and submit the form to the Supervising Sergeant.

B. The Supervising Sergeant will ensure the Deputy clearly and adequately documented all information gathered while attempting to resolve the grievance.

1. If the documentation is inadequate the Inmate Grievance Form will be returned to the Deputy for further investigation.

2. The Supervising Sergeant shall review the deputy's response and investigate the grievance further as needed and provide a written response to the inmate.
C. If the grievance involves Support Services Staff, or areas not supervised by the Sergeant, the Sergeant will forward the grievance to the appropriate Supervisor.

D. If the grievance requires additional investigation that can only be completed at a supervisory level, the Sergeant or Support Services Supervisor will conduct further investigation, and document their findings, in writing, to the inmate.

E. A copy of the grievance and the Sergeant's response will be forwarded to the DGO for documentation.

5.4 FORMAL GRIEVANCE - STEP III

A. If the inmate is not satisfied with the decision of the Supervising Sergeant or Support Services Supervisor they can complete Step III of the Inmate Grievance Form and submit the form to the DGO.

5.5 INVESTIGATIONS

A. The DGO will investigate all formal Step III grievances. The investigation may include:

1. Interviews with witnesses, Correctional Staff, and/or Support Services staff and/or;
2. Review of policy and procedure, applicable laws, and/or case law.

B. The DGO will respond back to the inmate in writing. The response will include the following information:

1. Date of the response;
2. Inmate's name, booking number and housing location
3. The name of the DGO;
4. The grievance number;
5. The response to the grievance, containing a summary of the grievance, the investigation and a conclusion and proposed resolution.

C. The DGO will attach the Inmate Grievance form to the response and forward it to the Classification Sergeant for review and approval.

D. If the Classification Sergeant has any questions or if there are changes that need to be made, they will meet with the DGO, discuss the issues and the DGO will make the changes.

5.6 FORMAL GRIEVANCE – APPEAL
A. If the inmate is not satisfied with the response of the DGO the inmate may fill out the Appeal Section of the **Inmate Grievance Form** and forward it to the designated Lieutenant within two (2) days of receipt of the response from the DGO.

B. The Lieutenant will investigate the grievance.

1. The Lieutenant will respond to the inmate in writing with their decision either on the Grievance Form or by memo within ten (10) working days. The response shall be returned to the inmate through the DGO so they can log that a response was sent.

C. The Lieutenant will give the Grievance Form with their response to the DGO.

D. The DGO will:

1. Record the response in the Grievance Appeal Log.
2. Make a copy of the response.
3. Forward the original of the Inmate Grievance Form to the inmate.
4. File the copy of the response.

### 5.7 RECORD KEEPING FOR GRIEVANCES

A. All grievances will be given a grievance number.

1. All grievances will be entered into the tracking log.
2. Grievances shall be matched up to the DGO copy when they are submitted.

B. The DGO will record all grievances and their disposition in the Grievance Log.

### 5.8 HEALTH CARE GRIEVANCES

A. When the Deputy receives a grievance involving a medical, mental health or dental issue, they will attempt to resolve the grievance at their level. If they are unable to resolve the grievance at their level they will forward the grievance to the appropriate area Sergeant for review in an attempt to resolve the grievance and insure that a valid medical/mental health problem does not go untreated.

1. If the grievance is regarding a non-emergency/imminent issue, the grievance shall be directed to the applicable health authority or their designee by the DGO.

B. The DGO will process the grievance by:

1. Logging the grievance;
2. Preparing a Health Care Grievance Investigation Memo; and distributing the copies as follows:
a. A copy of Inmate Grievance Form and a copy of the Health Care
   Grievance Investigation Memo to the appropriate Health Care staff.
b. The original of the Health Care Grievance Investigation Memo to the
   inmate.
c. The original of the Grievance Form and the Health Care Grievance
   Investigation Memo will be filed by the DGO, pending a response
   from Health Care Staff.

C. The inmate has the right to appeal the response of Health Care Staff.

5.9 ALLEGATIONS OF STAFF MISCONDUCT

A. All grievances involving allegations of staff misconduct will be forwarded by the
   Deputy to the Supervising Sergeant or the appropriate Support Services Supervisor.

B. The Supervising Sergeant or Support Services Supervisor will conduct an initial
   investigation of the grievance.

C. The Supervising Sergeant or Support Services Supervisor will document the
   investigation and their response to the inmate in writing and forward it to the inmate
   with a copy to the DGO.

D. If the grievance is appealed, the DGO will assign a grievance number; send a memo
   to the inmate informing them that their grievance has been forwarded to the
   designated Lieutenant for investigation.

E. The DGO will retain copies of the memo and grievance, and place it in a suspension
   file until the grievance is completed.

F. The Lieutenant will investigate the grievance and respond in writing.

G. The DGO will forward the original grievance and the memo to the inmate, retaining
   copies for their files.

6.0 REVISION HISTORY

Version 7/04.02 - Revised 4/2002
Version 8.08.11 - Revised 8/2011
Merges and replaces:
Grievances - Inmate MADF version 7.04.02 and NCDF version 5.04.02
Version 10.11.16 - Revised 11/2016
Hair Care Services - Inmates

1.0 POLICY STATEMENT

Inmates, except those who may not shave for reasons of identification in court, shall be allowed to shave daily and receive hair care services at least once a month. The facility manager may suspend this requirement in relation to inmates who are considered to be a danger to themselves or to others.

2.0 DEFINITIONS

Barber Equipment  Tools available to inmates for cutting hair.

Contract Barber  A private individual who provides hair care services for inmates in return for a fee.

3.0 MANDATES

Title 15 Standards: 1267
California Code of Regulations: Title 16, Division 9, Sections 979 and 980
4.0 GENERAL INFORMATION

A. Equipment shall be disinfected, after each use, by a method approved by the State Board of Barbering and Cosmetology to meet the requirements of Title 16, Division 9, Sections 979 and 980, California Code of Regulations.

B. Inmates have the option of cutting each other’s hair or, if they desire, using the professional services of the Contract Barber.

4.1 USE OF BARBER EQUIPMENT

A. A Deputy at the MADF, upon request, will provide inmates with barber equipment in a manner consistent with sound safety and security practices on Wednesdays, Saturdays or Sundays. Inmates at the NCDF may be permitted to cut hair any day of the week.

B. The barber equipment shall be kept in a locked drawer at the Officer's Station when not in use.

C. Depending on the Module/Unit, all inmate hair care services will take place in the multipurpose room, medical exam room, treatment room, an inmate’s cell, or in the bathrooms at the NCDF.

D. Inmates will be responsible for disinfecting the barber equipment and for the cleaning of the room used for the hair cut.

E. The Module/Unit Deputy is responsible for ensuring that all barber equipment is maintained in good condition, and for ensuring that sufficient quantities of barber equipment disinfectant are available at all times. Detention Assistants are responsible for the repair and replacement of barber equipment.

F. If a Module/Unit Deputy discovers any missing or damaged barber equipment, he shall conduct an investigation and document his findings in an incident report.

4.2 CONTRACT BARBER SERVICES AT THE MADF

A. The Contract Barber will be required to qualify for access to the secure perimeter of the facility (See: Volunteer Security Clearance).

B. Inmates who elect to use the services of the Contract Barber will be required to pay for such services in advance.

C. In some instances, it may be desirable, or necessary, to provide haircuts for inmates who are indigent or otherwise unable to pay for them. Examples include inmates who are the subject of an order for a haircut issued by a Court, inmates who are involved in special work training/placement programs, health care reasons, etc. The fees paid to the Contract Barber for inmate haircuts are intended to cover the cost of a limited number of these
types of haircuts.

D. The Contract Barber will follow a time schedule established by the Program Deputy. The Program Deputy will inform custodial staff and inmates in advance concerning the Contract Barber's schedule.

5.0 PROCEDURES

5.1 DENYING AN INMATE HAIR CARE SERVICES

A. The District Attorney's Office must notify a Program Deputy in writing to prevent an inmate from using the barber equipment or the services of the Contract Barber.

B. The Program Deputy will:

1. Notify the inmate's Module/Unit Deputy that the inmate is not allowed to use the barber equipment or the services of the Contract Barber.
2. Have a Legal Processor place the District Attorney's letter in the inmate's "D" file.

C. The Module/Unit Deputy will:

1. Note the fact that the inmate may not use the barber equipment or other hair care services on the Inmate's Management Card and in the inmate’s management notes.
2. Inform the inmate of the direction received from the District Attorney's Office.

D. The inmate may appeal the decision by sending an Inmate Request form to the District Attorney's Office.

1. The District Attorney's Office may change their direction by notifying the Program Deputy, in writing, that the restriction is lifted.
2. The Program Deputy, will notify the Module/Unit Deputy, and ask the Legal Processor file the newest direction from the District Attorney's Office in the inmate's "D" file.
3. The Module/Unit Deputy will erase the notation previously made on the Inmate's Management Card and enter the new direction issued by the District Attorney's Office in the inmate's management notes.

5.2 BARBER EQUIPMENT USE BY INMATES

A. An inmate will verbally request permission to use the barber equipment, specifying who is going to cut his hair.

B. The Module/Unit Deputy will:
1. Inventory the hair care equipment and disinfectant solution and give it to the inmate.

2. Give clear instructions to the inmate concerning:
   a. Where the haircut is to be done;
   b. Requirements for cleaning the area to be used;
   c. Requirements for cleaning and disinfecting the barber equipment, and;
   d. His responsibility for returning the equipment.

C. The Module/Unit Deputy will inventory the barber equipment and inspect the room used for cleanliness.

5.3 CONTRACT BARBER SERVICES AT THE MADF

A. The Program Deputy will escort the Contract Barber for all haircuts completed at the MADF.

B. MADF inmates who desire to use the services of the Contract Barber will complete an [Inmate Request form](#) and submit it to the Program Deputy no later than 24 hours prior to the barber's scheduled visit.

C. Inmates who have insufficient funds in their account to pay for the services of the Contract Barber will request haircuts as follows:

   1. An inmate may request a free haircut from the Contract Barber by submitting an [Inmate Request form](#) to the Program Deputy. Custodial staff or medical staff may also recommend to the Program Deputy that an inmate be provided with a haircut.

   2. The Program Deputy will review all inmate requests and custodial staff recommendations for free haircuts to ensure the inmate is actually indigent or otherwise unable to pay for a haircut, and his in custody behavior is appropriate. If such is the case, the Program Deputy will schedule the inmate to receive a free haircut.

   3. The Program Deputy will schedule free inmate haircuts on the basis of the amount of time available during the Contract Barber's visit. First priority in the scheduling of haircuts will be given to those inmates who have paid for haircuts, and those who are to receive Court ordered haircuts. Inmates who are to receive free haircuts will be scheduled during the time remaining.

   4. To ensure the Contract Barber is properly compensated, limits will be placed on the number of free inmate haircuts, which will be managed by the Program Deputy. This does not apply to Court ordered haircuts.
D. The Program Deputy will check the balance in the account of each inmate who submits an Inmate Request Form for a hair cut to ensure the inmate has sufficient funds to pay for a haircut.

1. If the inmate does have sufficient funds in his account to pay for a haircut, or has withdrawn sufficient funds to pay for a haircut within a recent period, the Program Deputy will note this on the Inmate Request form and return it to the inmate.

E. The Program Deputy will:

1. Complete Inmate Property Release forms for non-indigent inmates requesting haircuts and have the inmate sign the form prior to receiving their haircut.
2. At the completion of all haircuts deliver the Inmate Property Release forms to the Cashier.

F. The Cashier will withdraw the cost of the hair cut from the account of each inmate who submitted an Inmate Property Release form and give these monies to the Program Deputy who in turn will pay the Contract Barber.

5.4 DISINFECTING BARBER EQUIPMENT

A. Detention Assistants will replenish the disinfecting solution in the Modules/Units.

B. When use of the barber equipment is finished each day, an inmate will:

1. Place the scissors, combs, etc. into the disinfecting solution;
2. Remove the blades from the electric hair clippers and place them in the disinfecting solution;
3. Remove the equipment from the solution, take it to the pantry sink, rinse it off, and dry it thoroughly;
4. Place the barber equipment into its container, and ask the Module/Unit Deputy to inventory the equipment.

5.5 REPLACING BROKEN/DAMAGED BARBER EQUIPMENT

A. When a Module/Unit Deputy finds a piece of broken or damaged barber equipment, he will call a Detention Assistant and request a replacement.

6.0 REVISION HISTORY

Version: 09.01.16 – (Merges and replaces MADF v. 08.01.99 & NCDF v. 5.12.03)
Health Care for Pregnant Inmates

1.0 POLICY STATEMENT

It is the policy of this office that a qualified health care professional should provide comprehensive prenatal and postpartum care for all pregnant inmates during their incarceration, which includes but is not limited to the following:

- Pregnancy testing
- Prenatal care, both routine and high-risk if needed
- Management of drug or alcohol addicted pregnant inmates
- Comprehensive counseling and assistance services
- Nutrition modification for term of pregnancy and lactation
- Birthing in an appropriate setting
- Postpartum care
- Family planning education and services
- Access to privately funded pregnancy alternative options

A qualified health care professional shall provide counseling and information to pregnant inmates regarding planning for their unborn child (15 CCR 1206(f); Penal Code § 4023.5).

Inmates who are pregnant shall be advised of the provisions of this policy manual, the Penal Code, and standards established by Board of State and Community Corrections related to pregnant inmates (Penal Code § 3407(e); 15 CCR 1058.5).

2.0 DEFINITIONS- None

3.0 MANDATES

Title 15 Standards: 1058.5, 1206(f)
4.0 GENERAL INFORMATION

The Office will provide all necessary counseling and treatment to pregnant inmates to ensure they are receiving the proper care. To accomplish this, the following shall occur:

(a) The directions of the obstetric specialist shall be followed throughout the pregnancy and postnatal period. No non-medical staff has the unilateral authority to change or overrule an order or care recommendation made by the Responsible Physician. The Facility Manager and Responsible Physician shall develop a process by which perceived conflicts between medical orders/recommendations and safety and security interests of the detention facility can be discussed and resolved. Ultimately, the detention facility must provide adequate treatment for an inmate’s medical needs.

(b) The Responsible Physician shall be consulted immediately if a patient is under 10 weeks gestation and has medical concerns.

(c) Any pregnant inmate with medical problems that occur between scheduled obstetric appointments shall be seen by a qualified health care professional. If the qualified health care professional assesses the problem as urgent and a physician is not available on-site, the inmate shall be sent to the hospital for evaluation.

(d) The inmate shall be advised to notify health-trained custody staff immediately of the following:

1. Vaginal bleeding
2. Acute, persistent abdominal or pelvic pain and/or severe cramping
3. Leaking fluid
4. Decreased or no fetal movement
5. Headache or blurred vision
6. Rapid weight gain with swelling (edema)
7. Abnormal vaginal discharge
8. Symptoms of a urinary tract infection (UTI)
9. Fever

(e) Postpartum examinations and additional appointments shall be scheduled by the obstetric clinic as needed.

(f) Any female inmate shall have the right to summon and receive the services of any physician and surgeon of her choice in order to determine whether she is pregnant. The Facility Manager may develop reasonable rules and regulations governing the conduct of such examinations. If found to be pregnant, the inmate is entitled to determine the extent of medical services needed, from providers with valid license to practice medicine, as long as she is able to pay for the expense of the private services. The rights provided in this section
shall be conspicuously posted in at least one place to which all female inmates have access (Penal Code § 4023.6).

4.1 LACTATION PROGRAM

If determined medically appropriate, an inmate shall be permitted to access a breast pump, under conditions approved by medical and custodial staff. Inmates may express breast milk at any time of the day except during facility lockdowns, facility emergencies, inmate counts, and meals. The on-duty Correctional Sergeant may make special provisions on a case-by-case basis.

An area affording the inmate privacy, without compromising safety, should be provided to allow the inmate to breast pump. Female staff supervise unless exigent circumstance which would require action by male staff to ensure safety of the facility.

Medical authority will assist the inmate with support and care related to the cessation of lactation or weaning (Refer to: Wellpath HCD110- Counseling and Care of the Pregnant Patient)

4.2 ABORTIONS

Inmates who wish to terminate their pregnancy shall be referred to outside counseling services for further information regarding available options. The Office shall not impede the woman’s access to abortion counseling or services, and shall provide necessary transportation and supervision to such services. Any financial obligations will be the responsibility of the inmate. These rights will be posted in all areas that house female inmates (Penal Code § 4028).

4.3 RESTRAINTS

Inmates who are known to be pregnant or who are in labor shall not be placed in restraints except as provided in the Restraint Equipment- Use and Locations.

5.0 REVISION HISTORY

New Policy – 12.2020
Housekeeping - Facility Inspections

1.0 POLICY STATEMENT

Regular sanitation and housekeeping inspections of the Facilities will be conducted on a scheduled basis. They will be conducted to ensure an acceptable level of cleanliness, repair and safety throughout the facilities and shall provide for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary and/or unsafe conditions or work practices which may be found. The results of these inspections will be documented according to this procedure.

Medical care housing as described in Title 24, Part 2, Section 1231.2.14, shall be cleaned and sanitized according to the policies and procedures established by the medical vendor.

2.0 DEFINITIONS

**Formal Inspection**  Weekly inspections conducted by an Inspection Team primarily composed of any combination of the following: Detention Assistant Sheriff, MADF or NCDF Facility Manager, Correctional Lieutenants, Sergeants or any other assigned Staff Members.

**Informal Inspection**  Regular inspections of areas of the facility conducted by the Module/Unit Deputy, Janitors, Custody Sergeants, Booking Deputy, Booking Sergeant, Lieutenants, Chefs, Supervising Detention Assistants, Supervising Legal Processors and Nursing Supervisors.
Quality Assurance Report

A form used to record the results of a formal inspection.

3.0 MANDATES

*Title 15 Standards: 1280*

*631 Penal Code*

*459 Health and Safety Code*

4.0 GENERAL INFORMATION

4.1 INFORMAL INSPECTIONS:

A. The Module/Unit Deputies will inspect their respective Modules/Units, including all cells and bunk areas during each shift. Any cleanliness or maintenance problems must be corrected. If a problem cannot be corrected, the Module/Unit Deputy will notify the Supervising Sergeant and appropriate action will be taken.

B. Sergeants will conduct informal inspections of all Modules/Units and all other areas under their supervision on a regular basis. As time allows, on an irregular basis, Sergeants will conduct thorough inspections of selected Modules/Units, including all cells and bunk areas. Cleanliness or maintenance problems will be brought to the attention of the Module/Unit Deputy who will be tasked with completing the corrective action necessary.

C. The Booking Deputies will inspect the booking/intake area during each shift. Any cleanliness or maintenance problems must be corrected according to Policy and Procedure *Housekeeping - Booking*. If the problem cannot be corrected, the Booking Deputy will notify the Booking Sergeant and appropriate action will be taken.

D. The Booking Sergeant will conduct an informal inspection of the first floor Modules, booking area, and clothing storage room under his supervision on a regular basis. As time allows, on an irregular basis, the Booking Sergeant will conduct a thorough inspection of a selected Module, including all cells. Cleanliness or maintenance problems will be brought to the attention of the Correctional Deputy or staff member assigned to the area, who will be tasked with completing the corrective action necessary.

E. The Chef, or in the absence of the Chef, a Cook will inspect the MADF and NCDF kitchens and staff servery. Cleanliness or maintenance problems must be corrected as soon as possible. Repair requests will be processed as directed in Policy and Procedure *Maintenance - Inspections and Work Orders*.

F. The Medical Vendor’s Nursing Supervisor at the MADF and NCDF will inspect the Medical Clinic and Dental Office (only at the MADF) at least once a day. Cleanliness or
maintenance problems will be corrected as soon as possible. If the problem cannot be corrected, the Nursing Supervisor will notify the Booking Sergeant at the MADF or the Watch Commander at the NCDF and appropriate action will be taken. Repair requests will be processed as directed in Policy and Procedure [Maintenance - Inspections and Work Orders].

G. A Supervising Detention Assistant at the MADF will inspect the Warehouse and Laundry Room at least once each day. Cleanliness or maintenance problems will be corrected as soon as possible. Repair requests will be processed as directed in Policy and Procedure [Maintenance - Inspections and Work Orders].

1. All Detention Assistant and Legal Processor work areas at the NCDF will be inspected once each day by the NCDF Watch Commander.

H. A Supervising Legal Processor at the MADF will inspect the MADF Records Area at least once each day. Cleanliness or maintenance problems will be corrected as soon as possible. Repair requests will be processed as directed in Policy and Procedure [Maintenance - Inspections and Work Orders].

I. The Custody West Sergeant will inspect the Court Holding Cells on the first, second and third floors of the MADF, and in the Hall Of Justice on a regular basis. Cleanliness or maintenance problems will be corrected immediately. If the problem cannot be corrected the Custody West Sergeant will notify a Janitor and the appropriate action will be taken. Repair requests will be processed as directed in Policy and Procedure [Maintenance - Inspections and Work Orders].

J. All Sergeants are responsible to inspect those areas maintained by the janitorial services contractor within the Detention Division at least once per week and to report any cleanliness problems to Facilities Operations on a Maintenance Work Request.

4.2 FORMAL INSPECTIONS

A. The Facilities will be formally inspected by designated Staff Members one time a week and the results of these inspections will be reported on the Quality Assurance Report Form.

4.3 FORMAL INSPECTIONS

A. Inspections will be conducted using the Quality Assurance Report.

B. All Modules/Units will be scored with a Pass or Fail rating.

4.4 INSPECTION REWARD

A. Modules/Units passing inspection:
   1. Modules/Units passing inspection, will receive an inspection award.
B. Inspection Failures:

1. Modules/Units failing an inspection will not be eligible for an inspection reward.
2. In Modules/Units that fail an inspection, the inmates will be required to correct all deficiencies.
3. Inmates who have cells which fail an inspection will be required to correct all deficiencies, will not be provided an inspection reward and may be subject to disciplinary action.

4.5 MISCELLANEOUS INFORMATION

A. The Detention Division Assistant Sheriff will inspect the facility quarterly.

B. The Facilities will be inspected biennially by the Board of State and Community Corrections as directed in Penal Code 6031.

C. The Facilities will be inspected annually by the County Public Health Department as directed in the Health and Safety Code 459.

D. A Day Shift Watch Commander at the MADF and the NCDF Watch Commander at the NCDF will be responsible for preparing the Quality Assurance Reports for each team.

E. The Swing Shift Watch Commander at the MADF and the NCDF Watch Commander at the NCDF is responsible for re-inspecting Modules/Units, cells, bunk areas or any other areas which failed an inspection to ensure they have been cleaned appropriately.

5.0 PROCEDURES

None

6.0 REVISION HISTORY

Revised: 9.1.17
Housekeeping - Trash and Waste Disposal

1.0 POLICY STATEMENT

Recognizing the right of staff and inmates to work and live in a clean environment, the following Trash and Waste Disposal plan will be implemented and followed. All applicable local, state and federal sanitation and health safety codes/standards shall be strictly enforced.

2.0 DEFINITIONS

**Contaminated**

Any item or substance that has been touched, fouled or otherwise made useless by contact with dirt, or infectious or hazardous materials.

**Contract Janitor**

An employee of the Janitorial Service provider under contract with the Sonoma County General Services Department.

**Detention Division Janitor**

An employee of the Sheriff's Office assigned to the MADF, who is responsible for facility-wide housekeeping tasks.

**Medical Refuse**

All refuse generated by medical staff which meets guidelines for contaminated and/or hazardous substances according to the medical provider's protocol.

**NCDF Admin Clean Up Inmate**

An NCDF inmate selected by a Deputy for the purpose of cleaning the Administrative work area as instructed.
3.0 MANDATES

*Title 15 Standards: 1280*

*Title 14 of the California Code of Regulations*

*Title 27 of the California Code of Regulations*

*Health and Safety Code 117600-118360*

4.0 GENERAL INFORMATION

4.1 TRASH AND WASTE DISPOSAL

A. Trash pick-up at the MADF will be conducted at least three times daily in most areas serviced by the Detention Division Janitorial Staff. Trash pick-up at the NCDF will be conducted by assigned inmates during regular clean-up in all Units.

B. The trash compactor will be emptied at least once each week. The compactor will be picked up by the disposal company, removed for disposal, and returned within two hours. Inmates are not permitted under any circumstances to operate the trash compactor.

C. Medical staff will be responsible for the proper disposal of all medical refuse in accordance with medical waste disposal laws.

D. Leftover food items from meals will be returned to the Kitchen for disposal, and will not be disposed of in the Modules/Units.

E. Refer to: Maintenance - Inspections and Work Orders for procedures to follow if the compactor requires repair.

4.2 AREAS OF RESPONSIBILITY AT THE MADF

A. Contract janitors at the MADF:

1. The Contract Janitors are responsible for emptying trash containers and removing the refuse from the following areas outside of the secure perimeter:

   a. Detention Administration offices, all conference rooms, and restrooms on the first floor.
   b. The Public Lobby, restrooms, adjacent work spaces and non-contact visiting rooms.
   c. Custody Administration offices, locker rooms, and the employee lounge on second floor.

B. MADF Detention Division Janitors:

1. Detention Division Janitors are responsible for emptying trash containers and removing the refuse from the following areas inside the secure perimeter:
a. Cashier and Inmate Records Offices.
b. Medical Clinic.
c. Clothing Room.
d. Transportation Offices.
e. Pre-Trial Services Office.
f. Warehouse and Commissary work spaces.
g. Central Control.
h. Classification.
i. Court holding cells on all three floors.
j. The Court Sergeant's office.
k. Contact visiting, adjacent interview rooms and the line-up room.
l. Inmate program rooms; adjacent offices and the conference room.
m. The non-contact visiting rooms on 3rd floor.
n. The Hall of Justice court holding cells.
o. Staff restrooms in the staff dining area and program area.
p. Loading dock.

C. Clothing Stock/Jail Stores Detention Assistant:

1. The Detention Assistant assigned to Clothing Stock/Jail Stores operation is responsible for directing inmates to empty trash containers and remove refuse from the clothing stock room and warehouse.

4.3 AREAS OF RESPONSIBILITY AT THE NCDF

A. Assigned Clean-up Personnel:

1. Each housing Unit will assign inmate workers to clean. Depending on the housing Unit, they may be assigned on either a daily or permanent basis.
2. Inmate workers will be assigned to clean the Administration building. There will be an inmate crew assigned to each shift. These inmates will be supervised by a Movement Deputy. Inmates are required to clean all areas as directed by staff.
3. An inmate work crew will be assigned to maintain the facility grounds. They will be responsible for all the NCDF grounds; including cleanliness, watering, mowing and other related duties.
4. The 201 Unit will be responsible for the cleaning of the 202/203 hallway, public side of the visiting booths and sallyport. The 201 Unit will be responsible for the 201 patios and walkway from the 201 Unit to the dining hall entrance door.
5. The 101 Unit will be responsible for the cleaning of the 101 patio area.
6. The 501/502 Unit will be responsible for the cleaning of the 502 patio area.
7. Inmates from all Units will be expected to clean as instructed.

B. Laundry Detention Assistant:
1. The Detention Assistant assigned to the Laundry operation is responsible for directing inmates to empty trash containers and remove refuse from the laundry storage room.

5.0 PROCEDURES

5.1 KITCHEN TRASH AND WASTE DISPOSAL

A. Kitchen Staff will ensure all kitchen refuse is disposed of on an "as needed" basis from the MADF and NCDF kitchens, staff dining area at the MADF and from the dining hall at the NCDF. At no time shall any kitchen trash receptacle be filled to overflowing.

B. Kitchen staff at the NCDF will supervise inmate workers in the collection and disposal of kitchen refuse into the trash compactor.

C. Kitchen staff at the MADF will escort no more than three (3) inmate workers on refuse disposal details.

5.2 MADF MODULE TRASH AND WASTE DISPOSAL

A. An Inmate Module Workers will:

1. Empty all trash containers.
2. Replace the liners.
3. Place the bags of trash in the Module sallyport to be picked up by Janitorial Staff.

B. Janitorial Staff will pick up the trash from each module sallyport at least three times a day and take it to the trash compactor for disposal.

5.3 NCDF UNIT TRASH AND WASTE DISPOSAL

A. Unit Responsibility:

1. Lockdown Units 202/203 will be responsible for moving all trash to the 202/203 sallyport and notifying the 201 Unit. This will be done after each meal, or as needed. The 201 Unit will move this trash to the 201 patio trash bins and then to the facility compactor as needed.
2. The 301 Unit will place all trash between the 301 front walk-through gates. The 201 Unit will move this trash to the 201 patio trash bins and then to the facility compactor as needed.
3. The 101/501/502 Units will move their trash to the trash bins located on the 201 patio. The 201 Unit will move this trash to the compactor as needed.

B. A 201 Unit Deputy will supervise the inmate workers responsible for placing trash bags in the compactor and keeping the compactor clean at all times.
6.0 REVISION HISTORY

Version 5.02.98 - Revised 2/1998
Version 6.05.08 - Revised 5/21/08
Revised: 9.1.17
1.0 POLICY STATEMENT

Inmates who refuse to eat and declare that they are on a "hunger strike" will be monitored closely by Medical, Mental Health and Correctional staff. Every effort will be made to quickly resolve the situation which has caused the inmate to refuse food.

2.0 DEFINITIONS – None

3.0 MANDATES - None

4.0 GENERAL INFORMATION

A. When an inmate refuses a meal, the Officer or Correctional staff member will attempt to determine the reason for the refusal.

B. Inmates who refuse to eat, and have declared that they are on a hunger strike, will be weighed by Medical Staff, as directed by the medical provider, and will not be permitted to order food items from Commissary.

C. Module/Unit officers will document, in the SCADS Activity Log and Inmate Management Screen, each time an inmate refuses a meal.

D. If an Officer observes an inmate eating who has said he is on a hunger strike, the Officer will submit a Classification/Health Services Input to Medical Staff and note it in the SCADS Activity Log.

5.0 PROCEDURE
5.1 DOCUMENTING HUNGER STRIKES

A. When an inmate refuses a meal, the Officer will ask the inmate why he is refusing his meal.

B. If an inmate states that he is on a hunger strike, the Officer will obtain as much information as possible from the inmate about the reason for the hunger strike.

C. The Officer will make an attempt to resolve the problem, if the problem is something that is within the Officer's control.

D. If the Officer is unable to resolve the problem, he will immediately telephone the Clinic to advise a medical staff member of the situation, and complete a Classification/Health Services Input and process it according to the procedures in the Classification/Health Services Input chapter.

E. The Officer will write an Incident Report and forward it to his Sergeant.

F. The Sergeant will review the report for correctness and completeness.

G. The Sergeant will annotate on the Sergeant's line of the incident report face sheet, that he made and sent out four copies of the incident reports:

1. The Medical Department  
2. Mental Health  
3. The Classification Sergeant  
4. MADF Jail Stores for MADF inmates, and NCDF Jail Stores for NCDF inmates.

H. The Sergeant will forward the original report to the Watch Commander at the MADF and the Assistant Facility Manager at the NCDF.

I. A Medical Staff Member will contact a Movement Officer and arrange for the inmate to be brought to the clinic to be weighed.

J. The Medical Staff Member will weigh the inmate and document the inmate's weight, and medically monitor the inmate throughout the hunger strike.

K. The Module/Unit Officer note on the SCADS Inmate Management Screen that the inmate has been weighed.

L. The Module/Unit Officer will closely monitor the inmate during the hunger strike and document, in a Supplemental Incident Report, any changes in the inmate's behavior or any other significant occurrences which relate to the hunger strike.
M. If, after 48-hours, the inmate has still not eaten, the Module/Unit Officer will advise the Sergeant.

N. The Sergeant will interview the inmate and attempt to resolve the problem, and will complete a Supplemental Incident Report documenting his efforts.

O. If the Sergeant is unable to resolve the problem, he will consult with the Classification, Mental Health and Medical Staff regarding the re-housing of the inmate for the purpose of providing closer access to medical and mental health services.

P. When the hunger strike is over, the Watch Commander will notify:

1. The Medical Department
2. Mental Health
3. The Classification Sergeant
4. MADF Jail Stores for MADF inmates and NCDF Jail Stores for NCDF inmates, informing them that the hunger strike has ended.

6.0 REVISION HISTORY

Version 5.1.05 Revised 1-25-05
Hygiene - Inmate Personal

1.0 POLICY STATEMENT

Each inmate shall be issued or given access to personal care items with the expectation that they will maintain an acceptable level of cleanliness. If inmates fail to maintain an acceptable level of cleanliness that affects the health or welfare of other inmates or jail staff, or that affects the safety and security of the facility, prescribed steps may be taken to address such concerns.

2.0 DEFINITIONS

**Personal Care Items**

Items needed to maintain basic personal hygiene include:

1. toothbrush
2. toothpaste
3. comb
4. soap
5. toilet tissue
6. sanitary napkins/tampons (females only)
7. razor (Refer to: Section 3.0, F of Orientation - Inmate for exceptions to inmates authorized to have razors.)

**Intake Bags**

A bag which contains the following personal care/hygiene items:

1. One shampoo packet
2. One toothbrush
3. One toothpaste
4. One comb
5. One deodorant
6. One razor (NCDF only)

3.0 MANDATES

Title 15 Standards: 1265

4.0 GENERAL INFORMATION
A. Providing Personal Care Items to Inmates

1. If inmates have sufficient funds in their inmate accounts, they may purchase personal care items from the commissary.

2. If the inmate is indigent, they may request personal care items from the Module Deputy. The Module Deputy will provide the inmate with the following hygiene items at no charge.
   
   a. soap;
   b. toilet tissue; and
   c. sanitary napkins/tampons (females only)

B. Personal care items packaged in Intake Bags may be sold to inmates upon dress-in:

1. The fee will be charged to the inmate's personal cash account. If the inmate has no money in his personal cash account, and does not receive sufficient funds prior to his release, there shall be either no charge or only a partial charge. (Refer to: Intake Bags)

2. Replacement items are available through commissary or through the inmate welfare program for indigent inmates.

C. Module Deputies are responsible for ordering personal hygiene items if they are running low on these supplies prior to automatic stocking by Warehouse/Stores Staff. (Refer to: Requisitioning Forms and Supplies.)

D. When an inmate refuses to clean himself and presents a health and safety risk to himself and others, (e.g. urine, feces, scabies, lice, etc.). Module Deputies shall make an initial determination as to whether the inmate may have a mental health issue, and take appropriate steps to ensure proper evaluation.

E. Specific Hygiene Issues:

1. Fingernails - Inmates shall keep their fingernails at a moderate length and shall not sharpen them to a point where they present a safety and security risk to staff or other inmates.

2. Hair Cutting - Hair cutting services are provided to inmates pursuant to the requirements of Hair Care Services - Inmates.

3. Showering - (Refer to: Inmate Assisted / Forced Showers)

5.0 PROCEDURES

5.1 CUTTING FINGERNAILS

A. If the Module Deputy determines that an inmate's fingernails present a danger to others because they are too long or too sharp, the Deputy shall direct the inmate to cut them. If the inmate refuses to cut his nails, the refusal shall be treated as a rule violation.

B. If the Module Deputy and the Sergeant agree the threat from the nails is significant, the inmate will be locked down and Classification Staff will be notified.

C. The Sergeant will notify the Watch Commander. The Watch Commander will determine a course of action.

5.2 CUTTING HAIR DUE TO LICE OR OTHER HYGIENE CONCERNS

A. The following is a written plan developed by the facility physician for the control and treatment of vermin-
Hygiene - Inmate Personal

infested inmates, which consists of medical protocols developed pursuant to standard medical practice and as required by California Administrative Code, Title 15, Section 1212.

1. Inmates who have at least one louse or other type of vermin residing in their hair shall be treated by medical and jail staff to rid them of the infestation, including application of a topical lice treatment, necessary cleaning, and exchange of clothing and linen. Appropriate housing shall be maintained to prevent or limit spread of the infestation to other inmates and jail staff.

2. If medical staff has determined that such methods of eradicating an infestation of lice or other vermin have been unsuccessful after two attempts, then medical staff shall determine whether cutting and/or shaving an inmate’s hair are necessary to rid the inmate of the infestation.

3. If the inmate refuses to have his/her hair cut and/or shaved, the facility physician shall make a written determination as to whether such eradication efforts are reasonably necessary to rid the inmate of the vermin infestation based on the surrounding circumstances. If a determination is made to cut and/or shave an inmate’s hair, the facility physician shall draft a written order to jail staff requiring such eradication action. The order shall specify the previous eradication efforts taken, the reasons underlying the order, and the precise eradication action to be taken (e.g., whether cutting or shaving, length to which hair will be cut, locations of cutting/shaving upon the head or body, etc.).

B. The Watch Commander shall specify the personnel who shall carry out the order of the medical director, and make the arrangements.

C. If an inmate resists the hair cutting and/or shaving required in the order of the facility physician, jail staff is authorized to use reasonable force.

D. If the facility physician determines that cutting or shaving an inmate's underarm or pubic hair is required, and the inmate refuses to do so him or herself, jail staff shall contact County Counsel to request an order approving such eradication action from the Superior Court. Upon receipt of such an order, the inmate shall be transported to the hospital to perform the eradication action.

6.0 REVISION HISTORY

Version 8.08.06 - Revised 08/15/06
Version 9.06.07 - Revised 09/05/07
(Replaces MADF Version 8.08.06 and NCDF Version 2.07.00)

Version 10.08.09 - Revised 8/26/2009
I.D. Cards - Inmates

1.0 POLICY STATEMENT

Inmates will be issued an Identification Card (I.D.) at the time of booking or initial housing within the facilities and provide staff with the information needed to accurately identify each inmate.

2.0 DEFINITIONS

**Re-Entry I.D.** A Jail I.D. card issued to Mental Health inmates upon release. This I.D. will allow them an I.D. for use at pre-approved Banks, Pharmacies, and Human/Social Services. This I.D., accompanied by a Verification of Incarceration (provided by records) has already been approved by select vendors in Sonoma County.

3.0 MANDATES

*Title 15 Standards: None*

4.0 GENERAL INFORMATION

A. The Inmate Identification Card will include the following information, as well as a picture of the inmate:

1. Inmate's last name, first name and middle initial.
2. Inmate's booking number.
3. Date of birth.
4. Physical description.

B. The inmate shall present his I.D. Card:

1. To receive commissary.
2. To receive medication.
3. To go to sick call.
4. To go to visiting.
5. To leave the module.
6. To leave on a work crew assignment
7. To receive meals
8. To be released.
9. Anytime a staff member requests to see it.

C. I.D. Cards shall be worn in plain view on the left pocket of the inmate's outer garment, or on the left front waistband if the inmate is wearing shorts.

1. Inmate’s will not be required to wear his I.D. Card while in his cell.
2. Inmate’s will not be required to wear their I.D. Card while showering; however, they shall wear it while going to and from the shower.
3. Inmates housed in the MS designated sections of the Facility will not have possession of their I.D. Cards while in the module. The I.D. Cards are, issued to the inmate when he leaves the module, and retrieved when he returns to the module.
4. Inmates checking out recreational equipment in the module may be required to leave their I.D. Card at the Officer's Station as collateral until the equipment is returned.

D. An inmate appearing in court in civilian clothes will not be required to wear his I.D. Card while in court; however, he shall wear it while going to and from the courtroom.

E. A supply of metal clips will be kept in a locked drawer at each officer's station to replace clips which break or are lost.

F. If an inmate misplaces, destroys or for any reason (other than the exceptions mentioned previously) does not have his I.D. Card in his possession, he will be identified by comparing him to the picture on the Inmate Management Card.

5.0 PROCEDURES

5.1 ISSUING I.D. CARDS

A. When a new arrestee/commitment is brought to the facility and has been booked, the Booking Deputy will take a picture of the arrestee during the fingerprinting process.
B. When an inmate has been assigned to a module/unit, the Deputy will get the inmate and escort the inmate from the booking area to the dress-in area.

C. The Detention Assistant will laminate the I.D. Card, attach a clip, and place the ID Card with the inmates clothing bundle.

D. When the Deputy completes the dress-in process, he will take the Inmate I.D. Card and Inmate Management Card and escort the inmate to the module/unit to which he has been assigned.

E. Upon entering the module/unit, the Deputy will give the Inmate I.D. Card and Inmate Management Card to the Module/Unit Deputy.

F. The Module Deputy will give the inmate his I.D. Card after explaining the purpose of the card and the actions taken if the card is lost, destroyed, damaged, altered or tampered with. (Refer to: Discipline - Criminal, Major and Minor Violations).

5.2 REPLACING I.D. CARDS

A. When an I.D. Card needs to be replaced, the Deputy will ask a Booking Deputy to print another I.D. Card from the imaging system and deliver the ID Card to the inmate.

5.3 DISPOSITION OF INMATE I.D. CARDS UPON RELEASE OR TRANSFER

A. When an inmate is being "Final" released and will not be returning, the Records Legal Processor processing the release shall:

1. Take the inmate's I.D. Card and compare the picture to the inmate to assist in verification of the inmate's identity;

2. Unless a RE-Entry ID Card is being issued, the Record Legal Processor will dispose of the I.D. Card by cutting it up and throwing it away.

B. When an inmate is being temporarily released and is expected to return, the Records Legal Processor processing the temporary release shall:

1. Take the inmate's I.D. Card and compare the picture to the inmate to assist in verification of the inmate's identity;

2. Place the I.D. Card in the inmate's D-file so it may be reissued upon his return.

C. When an inmate is being transferred between the MADF to the NCDF, the Transporting Deputy shall:

1. Take the I.D. Card and compare the photo to the inmate to assist in verification of the inmate's identity;
2. Return the I.D. Card to the inmate.

5.4 I.D. CARDS FOR INMATES RETURNING FROM TEMPORARY RELEASE

A. When an inmate returns to the facility from a temporary release, his I.D. Card shall be given back to him by the Booking Deputy when he is dressed in.

B. If the inmate's appearance has been altered significantly, the Booking Deputy may elect to take a new picture of the inmate for a new I.D. Card.

5.5 RE-ENTRY I.D. CARDS

A. Prior to release, a Mental Health Staff member will submit a request for a Re-Entry I.D. Card and give it to the Designated Sergeant. The Sergeant will evaluate the Inmate I.D. photo in the Criminal Justice System and see if the photo is suitable for identification purposes. The Sergeant will complete the Re-Entry I.D. request and submit it to records.

   1. If the inmate’s appearance has changed or the I.D. is not suitable for identification purposes, a new picture will be taken and printed in booking at the time of release. The new picture will be used for the Re-Entry I.D.

   2. If the inmate’s appearance has not changed, the Movement Deputy will request the spare I.D. from the Records Clerk. If no spare I.D. is available, a new I.D. will be printed. Only one side of the printed I.D. Card will utilized.

B. The Movement Deputy will give the Re-Entry I.D. Card to the Detention Assistant assigned to the Clothing Room.

C. The Detention Assistant will stamp the back of the card with the Re-Entry information stamp and laminate the I.D. Card once the information is completed.

D. The Deputy releasing the inmate will give them the Re-Entry I.D. card and verification of incarceration at the records window along with any property they may have.

E. Upon release, the Records Clerk will complete a Verification of Incarceration and give it to the inmate being released.

6.0 REVISION HISTORY

Version 06.09.16 - (MERGED MADF 5.3.97 & NCDF 4.3.97)
1.0 POLICY STATEMENT

The Sonoma County Sheriff’s Office will equally enforce the laws and serve the public without regard to immigration status. No person shall be held solely on the basis of their immigration status. The immigration status of a person, and the lack of immigration documentation, should have no bearing on the manner in which Sheriff’s Office personnel execute their duties.

2.0 DEFINITIONS

Civil Immigration Warrant
Any warrant for a violation of federal civil immigration law, and includes civil immigration warrants entered in the National Crime Information Center database.

Hold Request
Means a Federal Immigration and Customs Enforcement (ICE) request that a local law enforcement agency maintain custody of an individual currently in its custody beyond the time he or she would otherwise be eligible for release in order to facilitate transfer to ICE.

ICE
Immigration and Customs Enforcement

ICE Access
Means for the purposes of civil immigration enforcement, including when an individual is stopped, with or without their consent, arrested, detained, or otherwise under the control of the local law enforcement agency, all of the following:

(1) Responding to an ICE hold, notification, or transfer request.

(2) Providing notification to ICE in advance of the public that an individual is being, or will be released.
at a certain date and time through data sharing or otherwise.

(3) Providing ICE non-publicly available information regarding release dates, home addresses, or work addresses whether through computer databases, jail logs, or otherwise.

(4) Allow ICE to interview an individual.

Provide ICE information regarding date and times of probation or parole check-ins.

**Immigration Notification Criteria**

A list of conditions that when met requires immigration authorities to be notified of an inmate being, or will be, released on a certain date.

**Judicial Probable Cause Determination**

A determination made by a federal judge or federal magistrate judge that probable cause exists that an individual has violated federal criminal immigration law and that authorizes a law enforcement officer to arrest and take into custody the individual.

**Judicial Warrant**

A warrant based on probable cause for a violation of federal criminal immigration law and issued by a federal judge or a federal magistrate judge that authorizes a law enforcement officer to arrest and take into custody the person who is the subject of the warrant.

**Notification Request**

Means an Immigration and Customs Enforcement request that a local law enforcement agency inform ICE of the release date and time in advance of the public of an individual in its custody.

**Transfer Request**

Means an Immigration and Customs Enforcement request that a local law enforcement agency facilitate the transfer of an individual in its custody to ICE, and includes, but is not limited to, DHS Form I-247X.

### 3.0 MANDATES

**AB 4 (TRUST ACT)**
AB 2792 (TRUTH ACT)
SB54 (California Values Act)
Government Code 7282, 7282.5, 7283, 7283.1 and 7283.2, 7284, 7284.2, 7284.4, 7284.6, 7284.10
8 CFR 287.7
Civil Code 1798
California Public Records Act section 6250

4.0 GENERAL INFORMATION

A. Immigration Enforcement Jurisdiction. The U.S. Department of Homeland Security’s Immigration and Customs Enforcement agency (ICE) has primary responsibility to investigate and enforce federal immigration laws. Sheriff’s Office personnel shall have discretion to cooperate with immigration authorities only if doing so would not violate any federal, state or local law, local policy and where permitted by the California Values Act. Refer to Law Enforcement Division Policy 428 – Immigration Violations.

B. Sheriff’s Office personnel shall only notify immigration authorities in written form of an inmate’s pending release from custody in response to a Notification Request if the inmate falls within the Notification Matrices and where permitted by the California Values Act, (Government Code 7282.5(a)).

C. In cases in which the individual is arrested and taken before a magistrate in a preliminary hearing on a charge involving a serious or violent felony, and the magistrate makes a finding of probable cause as to that charge, the Sheriff’s Office will generally notify immigration authorities in written form of an inmate’s pending release from custody in response to a Notification request where permitted by the California Values Act, (Government Code 7282.5(b)).

D. Sheriff’s Office personnel shall not provide personal information, as defined in Section 1798.3 of the Civil Code, about an individual, including, but not limited to, the individual’s home address or work address, to immigration authorities unless that information is available to the public.

E. Sheriff’s Office personnel shall only transfer an individual to immigration authorities if authorized by a Judicial Warrant or a Judicial Probable Cause Determination or where permitted by the California Values Act (Government Code 7282.5(a)).

F. Sheriff’s Office personnel shall not detain an individual on the basis of a Hold Request. Hold Requests and Judicial Warrants or Probable Cause Determinations are entirely separate and should not be confused. Duly issued Judicial Warrants and Judicial Probable Cause Determinations signed by a federal judge or federal magistrate judge in all cases will be honored.

G. The Sheriff’s Office shall not cooperate with immigration authorities for any inmates arrested, detained, or convicted of misdemeanors that were previously felonies, or were previously crimes punishable as either misdemeanors or felonies, prior to passage of the Safe Neighborhoods and Schools Act of 2014 as it amended the Penal Code.
H. If members of the public contact the Sheriff’s Office to report suspected immigration violations, such individuals will be directed to ICE.

I. This policy does not prohibit or restrict any government entity or official from sending to, or receiving from, federal immigration authorities, information regarding the citizenship or immigration status, lawful or unlawful, of an individual, or from requesting from federal immigration authorities immigration status information, lawful or unlawful, of any individual, or maintaining or exchanging that information with any other federal, state, or local government entity, pursuant to Sections 1373 and 1644 of Title 8 of the United States Code.

5.0 PROCEDURES

The Sonoma County Sheriff’s Office, Detention Division complies with the California Values Act and the TRUTH Act by:

1. In advance of any interview between ICE and an inmate regarding civil immigration violations, the Office shall provide the individual with a written ICE Interview Consent Form, that explains the purpose of the interview, that the interview is voluntary, and that he or she may decline to be interviewed or may choose to be interviewed only with his or her attorney present. The written form is available in English, Spanish, Chinese, Tagalog, Vietnamese and Korean.

2. If it is determined an inmate falls within the Notification Matrices and upon receiving any ICE hold, notification, or transfer request, the Office shall provide a copy of the request to the inmate and inform them on an Immigration Notification Form that the Office intends to comply with the request, along with the Immigration Notification Review Form attached. When the Office provides ICE with notification that an inmate is being, or will be, released on a certain date, the Office shall promptly provide the same notification in writing to the inmate and to his/her attorney of record or to one additional person who the inmate shall be permitted to designate. The written form is available in English, Spanish, Chinese, Tagalog, Vietnamese and Korean.

   a. An inmate and/or their designee may request an immigration notification review by completing an Immigration Notification Review Form and forwarding the form to the Information Bureau Manager. A review will occur (when possible) before ICE is notified. The Information Bureau Manager will notify the inmate or requestor of the outcome of the review. The written form is available in English, Spanish, Chinese, Tagalog, Vietnamese and Korean.

3. If an inmate does not fall within the Sheriff’s Office immigration notification criteria and upon receiving any ICE hold, notification, or transfer request, the Office shall provide a copy of the request to the inmate and inform them on an Immigration Notification (ICE DENIAL) Form that the Office will not comply with the request. The written form is available in English, Spanish, Chinese, Tagalog, Vietnamese and Korean.
4. All records relating to ICE access provided by the Office, including all communication with ICE, shall be public records for the purposes of the California Public Records Act, including the exemptions provided by that act, as permitted under that act all personal identifying information will be redacted prior to public disclosure. Records relating to ICE access shall include, but not limited to, data maintained by the Office regarding the number and demographic characteristics of inmates to whom the Office has provided ICE access, the date ICE access was provided, and whether the ICE access was provided.

5. The Office will maintain the following statistical data in the Office’s shared drive in the County computer system:
   a) All Immigration Notification Forms to inmates.
   b) All Request for Voluntary Notification of Release of Suspected Priority Alien ICE forms.
   c) All communications to and from ICE notifying them of an inmate’s impending release.
   d) ICE access to Sheriff’s Office facilities for the purpose of effecting an arrest.
   e) The Sheriff’s Office will report annually to the Department of Justice, in a manner specified by the Attorney General, the number of inmates transferred to ICE Custody and the offense that allowed for the transfer.

6.0 RESOURCES
Forms
Policies

7.0 REVISION HISTORY

Version 02.11.14 – Revised 11/2014
Version 03.01.17 – Revised 01/2017
Version 08.11.17 - Revised 01/2018
Version 01.01.18 - Revised 02/2018
Version 23.02.18 – Revised 07/2018
Revised- 1.2021
Incident Reports

1.0 POLICY STATEMENT

It is the Sheriff’s Office policy to promptly document and report all incidents that may affect operations or jeopardize the safety and security of the public, staff, and inmates.

2.0 DEFINITIONS

Informational Report

A report which documents information, but not an incident.

Narrative Section

The section of an Incident Report which provides a concise synopsis of the events describing an incident.

Supplemental Report

A report which provides information to supplement an original report.

Termination of Investigation Form

A form signed by the inmate(s) and countersigned by the Investigating Deputy and Sergeant that waives the requirement for a crime report to be taken for a misdemeanor battery between inmates.

Incident Report Codes

Incident Category/Sub-Category Codes and definitions to be assigned in the Incident Report.

CJS

Criminal Justice System
3.0 MANDATES

Title 15 Standards: 1044

4.0 GENERAL INFORMATION

4.1 MISCELLANEOUS

A. Any time an incident involving violence occurs in the detention facilities, the incident shall be documented in CJS. Generally, incidents resulting in the Critical Incident Protocol being invoked shall not be documented with an incident report narrative, only an incident report face sheet completed by an uninvolved staff member.

B. In the event of vandalism to the facility where there is a suspect and a crime report is taken, the report shall be forwarded to the District Attorney’s Office for additional charges and/or monetary restitution.

   1. A crime report shall be taken for all vandalism greater than four hundred dollars. Vandalism under four hundred dollars shall be at the discretion of the Sergeant.

C. If an incident involving violence occurs, and is a misdemeanor, a crime report shall be taken if either of the participants wishes to press charges.

   1. A crime report shall be completed for incidents of felony assault.

   2. An inmate may change their mind at any time and file charges on an assault, even if they previously signed a Termination of Investigation form.

D. Any incident involving the following acts shall be fully documented in an Incident Report prior to the employee leaving the facility:

   1. Any incident requiring a Deputy to take a crime report or in which a Correctional Deputy places an inmate under arrest;

   2. Safety cell and restraint chair placements;

   3. Any Incidents involving violence.

   4. Any incident which results in injury to staff, inmates or visitors;

   5. Hunger strikes;

   6. Inmate death other than a critical incident;

   7. Prison Rape Elimination Act;

   8. Attempted suicide; and

   9. Any other incident the Sergeant feels needs to be documented immediately.
E. Incident reports shall be submitted as soon as possible. The Face page shall be completed by the end of shift unless a supervisor grants a 24 hour extension.

F. Any time a staff member is required to sign an incident report, he will include his Department I.D. number.

G. Incident primary categories and sub-categories may be used interchangeably.

H. Completed and signed Incident Reports, along with any supplemental/follow-up information, shall be forwarded to the appropriate Sergeant for review and approval.

4.2 WHEN TO WRITE AN INCIDENT REPORT

A. When the following incidents occur, an Incident Report shall be written by Correctional Staff:

1. Cell and area searches where contraband is found;
2. Anytime an inmate is injured;
3. Any claim by an inmate of serious illness requiring immediate medical attention;
4. Unusual or abnormal behavior, including suicide threats by an inmate;
5. Any inmate who violates a major facility rule (For minor violations, the Deputy may use their own discretion)
6. Any gang related activities.
7. Any physical assault between inmates, with or without injury;
8. When evidence of a physical assault is present even though the person(s) involved claims no assault;
9. An inmate claims and/or evidence exists of a sexual assault (e.g. rape, oral copulation, sodomy, PREA etc.);
10. Any assault on staff, whether or not injury occurs;
11. Any verbal threat of injury or bodily harm, or negative or degrading comment by an inmate toward any staff member or staff family members resulting in a major rule violation with a hearing requested;
12. Any fire set by an inmate(s);
13. Any inmate disturbances;
14. Discovery of any illegal contraband, weapon(s), and/or drugs within the facility;
15. Any emergency medical situation involving staff and/or inmates;
16. Any inmate death, suicide, or suspected suicide;
17. Any attempt by an inmate to terminate their life (e.g. slashing wrist, hanging, ingesting pills, ingesting foreign objects, etc.);
18. Placement of an inmate into a safety cell, restraint chair or WRAP for the inmate's safety or the safety of others;
19. Staff or inmate substantial exposure;
20. Escape or attempted escape;
21. Strip search of an arrestee at the request of an Arresting Officer and/or strip searches conducted for non-housing reasons (e.g. Strip searching an inmate in Booking but may not be housed); or
22. Inmate Assisted/Forced Showers; (link)
23. Any other incidents for which Division policy and procedure require documentation.

5.0 PROCEDURES

5.1 TERMINATION OF INVESTIGATION REPORTS

A. In incidents of misdemeanor battery and the victim(s) does not wish to press charges, the Sergeant shall authorize the use of Termination of Investigation Forms.

1. The form shall be signed by the victim(s) of the assault, the Sergeant, and the investigating Deputy.

B. The Deputy shall complete the Incident Report and forward all documents to the Sergeant.

5.2 ROUTING INCIDENT REPORTS

A. Once the Sergeant has approved the report, they shall forward it to the Watch Commander or Disciplinary Grievance Deputy as appropriate. The following categories will be forwarded to the Watch Commander:

1. Court Ordered Medication
2. Crisis Negotiation Team
3. Critical Incident Protocol Invoked
4. Emergency Forced Medication
5. Escape Attempt
6. Escape/Walk-Away
7. Fire, Major
8. Forced Blood Draw
9. Forced Inmate Showers
10. Gassing
11. Homicide
12. Hunger Strike
13. In-Custody Death
14. Natural Death
15. PREA
16. Restraint Chair Placement
17. Safety Cell Placement
18. SERT Call-Out
19. Sexual Assault
20. Suicide
21. Suicide Attempt
22. Use of Force
23. Use of Force - OC Spray
24. Use of Force - Other Device
25. Use of Force - Taser
B. When the Watch Commander has approved a report they shall forward it to the Disciplinary Grievance Deputy and/or Classification for any action.

C. Refer to Incident Report Categories:

5.3 CIVILIAN INCIDENT REPORTS

A. Civilian Staff or Work Crew Supervisors who witness an incident shall report the incident on a Civilian Incident Report form and forward to the appropriate Sergeant.

B. The Sergeant shall give the Civilian Incident Report to a Correctional Staff Member to complete an Incident Report, attach the Civilian Incident Report, and forward through the chain of command.

6.0 REVISION HISTORY

Version 9.03.02 - Revised 03/2002
Version 10.11.07 - Revised 11/20/07
(This policy has been merged. It replaces MADF Version 9.03.02 and NCDF Version 7.03.02)
Version 11.07.08 - Revised 10/2008
Version 5/8/2017 - Revised 12/2017
Version 5/8/2017- Revised 12/2020
Inmate Council Meetings

1.0 POLICY STATEMENT

Inmate Council Meetings shall be held quarterly and are intended to be used as a forum to allow inmates to discuss issues and/or concerns which affect all inmates. Additionally, these meetings allow staff to share information about to facility operations.

2.0 DEFINITIONS

None

3.0 MANDATES

None

4.0 GENERAL INFORMATION

A. Inmate Council Meetings are intended to be used to allow inmates to discuss issues and/or concerns which generally affect all inmates. Personal issues shall not be discussed in the meeting.

B. The Program Deputy is responsible for conducting the Inmate Council Meetings.

C. The Program Deputy is responsible for documenting the issues discussed in the meeting and for conducting follow-up as needed.

D. Inmate Council Representatives are selected by the Program Deputy. Criteria may include:

   1. Recommendations from the Module Deputies
   2. Classified as minimum and/or medium inmates security inmates
   3. Previous experience as an Inmate Council Representative

E. Inmate Council Representatives may be removed from their assignment if they exhibit poor behavior in the Inmate Council Meeting, are found guilty of a major rule violation, share erroneous information, or refuse to share information from the Inmate Council Meetings with the other inmates in their module, or at the descretion of the Program Deputy.

F. The Program Deputy is responsible for preparing an agenda for each Inmate Council Meeting.

G. Decisions which are made affecting staff as a result of issues an/or concerns discussed at the Inmate Council Meetings shall not be shared with the Inmate Council Representatives until staff is made aware of the decisions.
H. The Operations Captain and Programs Manager shall review Inmate Council Meeting minutes before they are sent to the Inmate Council Representatives.

I. A copy of Inmate Council Meeting minutes will be provided to:

1. Each module for the information/program binder
2. Each Inmate Council Representative
3. The Inmate Services Program Manager
4. The NCDF Program Deputy
5. Posted in the Watch Commanders offices at both facilities

J. Representatives are not selected from the following classifications: Administrative Segregation, Mental Health and/or Maximum. Mental Health inmates who are classified as medium security with an Internal Behavior Code of 'A' or 'B' may attend Inmate Council Meetings.

5.0 PROCEDURES

A. It is the responsibility of the Program Deputy to schedule and conduct Inmate Council Meetings.

B. The Program Deputy will follow up on any issues which arise as a result of the Inmate Council Meetings.

6.0 REVISION HISTORY

Version 05.06.04 - Revised 06/23/04
Version 06.05.10 - Revised 5/2010
1.0 POLICY STATEMENT

Each Module/Unit Deputy will have an Inmate Management Card on file for each inmate assigned to the module/unit. The Inmate Management Card shall be used to record inmate cell/module or bunk/unit assignments and brief notations regarding inmate behavior which will have a significant effect on module/unit assignments or movement.

2.0 DEFINITIONS

None

3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION

A. Inmate Management Cards will be stored in alphabetical order in a file box kept at the Module/Unit Deputy's Station.

B. The Inmate Management Card shall not be taken from the module/unit unless the inmate is transferred, released, or during emergencies.

C. Inmates shall not be allowed to hold or view their Inmate Management Cards, or the Inmate Management Cards of other inmates.

D. Inmate Management Card notations shall not contain sensitive or confidential information. If this type of information is necessary for Module/Unit Deputies to know, Classification Staff will make a notation on the Inmate Management Card for staff to review management note entries.

E. The Inmate Management Card may be used as a method of identifying an inmate if he does not have an Inmate ID Card in his possession.
F. The Inmate Management Card shall be used to assist with verifying module/unit counts when the initial count is incorrect. (Refer to: Counts - Inmate)

G. The Inmate Management Card shall contain the following information in addition to a picture of the inmate:

1. The inmate's last name, first name and middle initial.
2. The inmate's booking number.
3. The inmate's D-Number.
4. The inmate's date of birth.
5. Checked box confirming if a strip search is or is not authorized. (Refer to: Searches - Strip)

H. Each time an inmate is transferred to a new module/unit or staged in a holding area the date and location will be written on the inmate's management card.

I. Internal Behavior Codes may be documented on the inmate's management card.

J. When an arrestee's fingerprints are submitted to Cal I.D. for identification the Booking Legal Processor will note "yes" in the Cal I.D. Section of the Inmate Management Card.

K. Module/Unit Deputies are responsible for ensuring Inmate Management Cards are updated and accounted for on each shift.

5.0 PROCEDURES

5.1 ISSUING AN MADF INMATE MANAGEMENT CARD

A. When an inmate has been booked and his picture taken, the Booking Deputy will print the Inmate Management Card.

B. A red sticker will be placed next to the inmate's name if the inmate has a felony charge and a green sticker for an inmate who is eligible for a citation release. This information is determined by the Booking Legal Processor.

C. The Booking Deputy write in the date, arrival time, and the booking area or cell in which the inmate has been placed and place the card in the appropriate time slot in the time tracking card holder.

D. The Booking Deputy shall use the Inmate Management Cards to assist with counts of inmates in the booking area. (Refer to: Counts - Inmate)

E. When an inmate has been assigned to a module, the Booking Deputy will deliver the Inmate Management Card to the Detention Assistant in the Clothing Storage Room who will access the inmate's clothing screen in the computer (Refer to: Booking - Dress In).

F. The Deputy escorting the inmate to their assigned module will give the Inmate Management Card to the Module Deputy who will write in the date, module and cell number assigned to the inmate.

G. The Module/Unit Deputy shall file the Inmate Management Card in the Inmate Management Card File located in the Deputy's Station.

5.2 ISSUING AN NCDF INMATE MANAGEMENT CARD

A. Once and inmate has been booked and his picture taken, the Deputy will print the Inmate Management Card.
B. The Deputy will write in the inmate's time of arrival.

C. When the inmate is escorted to his housing Unit, the Deputy will give the Unit Deputy the Inmate Management Card.

D. The Unit Deputy shall write the date, unit name, and bunk/cell number to which the inmate is assigned on the Inmate Management Card and file it in the Inmate Management Card File located at the Deputy's Station.

5.3 DISPOSITION OF CARD UPON TRANSFER OR RELEASE

A. When an inmate is transferred out of a module/unit, the Inmate Management Card will be given to the Deputy in the new housing area.

B. The Module/Unit Deputy will write the date, module/unit name, and cell/bunk to which the inmate is assigned on the Inmate Management Card and file it in the Inmate Management Card File box.

C. When conducting a final release of an inmate the Inmate Management Card will be given to the Legal Processor processing the release and the card will be sent to the Classification Legal Processor for filing.

D. When temporarily releasing an inmate the Inmate Management Card will be given to the Legal Processor processing the temporary release. The Legal Processor will write the release information, the date, type of release and destination on the Inmate Management Card and place it into the inmate's D-File so it may be reactivated upon the inmate's return.

6.0 REVISION HISTORY

Version 5.01.99 - Revised 1/1999

Version 6.10.08 - Revised 10/2008

(Merged NCDF Version 3.03.97 and MADF Version 5.01.99 into Detention Division Policy)
Inmate Management Notes

1.0 POLICY STATEMENT

The Inmate Management Notes (IMN) function is to be used for tracking inmate behavior. This information shall be used by staff when making decisions regarding inmate discipline, housing assignment and classification.

2.0 DEFINITIONS

IMN (Inmate Management Notes) A computer function in which staff will enter information regarding an inmate's behavior.

3.0 MANDATES

None.

4.0 GENERAL INFORMATION

A. Inmate Management Notes shall not be used in lieu of formal documentation when such documentation is required (e.g. Incident Reports, Classification/Health Services Inputs).

B. IMN shall be continuously updated with behavioral changes exhibited by the inmate throughout an inmate's incarceration.

C. When the inmate is released from custody, IMN will automatically print in the Classification Office and then purge from the computer system. Classification Staff shall file the printed copy of the IMN in the inmate's classification file.

D. Each Deputy, food services staff, medical, mental health personnel, and selected support services staff will have access to the Inmate Management Notes. Inmate Management Notes shall be used for making notations about inmate behavior, including but not limited to:

   1. Rule violations,
2. Behavior (unusual, negative, positive, etc.),
3. Medical recommendations (e.g., bed rest for one week, etc.),
4. Verbal counseling sessions,
5. Court ordered phone calls, and
6. Special issue items.

E. Deputies shall document in the IMN and with a Classification Health/Services Input each time an inmate refuses three consecutive meals. (Refer: Activity Logging)

F. The Incident Report number for any incident involving an inmate shall be automatically entered by the computer system, in the IMN for that inmate.

G. Information entered into the Inmate Management Notes shall be worded professionally and consistent with all formal documentation procedures.

H. The contents of Inmate Management Notes are confidential and shall not be discussed with any inmate.

5.0 PROCEDURES

None.

6.0 REVISION HISTORY

Version 3.08.00 - Revised 8/2000
Version 4.11.11 - Revised 11/2011
Merges and replaces Inmate Management Notes MADF version 3.08.00 and NCDF version 2.08.00
Inmate Workers

1.0 POLICY STATEMENT

Inmate Workers will be used to maintain established standards of cleanliness throughout the facilities.

2.0 DEFINITIONS

| Inmate Worker | An inmate selected by Deputies or Classification Deputies to perform cleaning, laundry, food services, commissary and grounds keeping duties in designated areas. |

3.0 MANDATES

4.0 GENERAL INFORMATION

A. Inmate workers selected to work in their own housing module/unit will be selected by the module Deputies currently assigned to the module/unit.

B. At the MADF, inmate workers whose duties are in another module/unit other than their own, commissary workers, and cart pushers for meal service will be selected and monitored by Classification Deputies. Classification Deputies will notify the Deputy assigned to the inmate's housing module and update the CJS System when an inmate is assigned or removed from inmate worker status.

C. Laundry workers will be selected by the Work Crew Coordinator at the NCDF facility. The laundry crews will be transported from NCDF to MADF on a regular basis and will be supervised by the Laundry Detention Assistant.

D. At NCDF, the grounds crew will be selected by the designated Deputy and the administration workers will be chosen by the unit Deputy in the inmate's assigned housing unit.

E. When meal service is conducted in a cell to cell manner a Correctional Deputy must be present at each cell as meal trays are delivered and retrieved. At no time will an inmate worker pass a tray to an inmate who is on no-mix status.

F. Inmate workers will be required to perform all cleaning, refuse disposal and food service duties in the common areas of the module and to assist in the training of new Inmate workers.
G. Inmate workers may receive additional privileges not available to other inmates.

H. Inmate workers will be expected to perform their duties seven days per week and will only be excused from work for illness, injury, or scheduled appointments (sick call, court).

I. Inmate workers will be expected to perform both scheduled and unscheduled duties, as directed by the Deputy.

**4.1 INMATE WORKER SELECTION/REMOVAL CRITERIA**

A. Inmates will volunteer and be selected for inmate worker status based on the following criteria:

1. Input on the inmate's behavior and attitude provided by the Deputies on each shift.
2. The inmate's projected length of stay.

B. Inmates found guilty of major rule violations will not be eligible for inmate worker status for a period of 60 days after the finding of guilt.

C. Inmates who are removed from inmate worker status for three minor rule violations will not be eligible to re-apply for an inmate worker position for a period of 45 days after the last offense.

D. Inmates who are removed from inmate worker status due to medical or mental health illness or injury will be given priority consideration for any future openings.

E. Selection of inmate workers shall not be based on race, color, creed, national origin, or any other protected class.

F. All eligible inmates with disabilities who wish to become an inmate worker will receive assistance from the ADA Coordinator to ensure all inmates with disabilities receive equal opportunity to become inmate workers.

**5.0 PROCEDURES**

**5.1 INMATE WORKER APPROVAL/SELECTION PROCESS**

A. The inmate will submit an Inmate Module Worker Request form to the Deputy requesting to be considered for inmate worker status.

B. The Deputy who receives the Inmate Module Worker Request form will screen the inmate as follows:

1. Check the inmate's disciplinary history and any negative comments in the inmate management notes.
2. Interview the inmate to determine their willingness and capability to work and any special skills the inmate possesses.
3. Attempt to determine the inmate's projected length of stay.

C. The Deputy will note their comments and recommendations for approval (yes or no).
1. If a Deputy finds during their research, that the inmate does not meet the criteria (has had minor rule violations during the previous 45 days or major rule violations during the previous 60 days):
   a. They will note it in the comments section, meet with the inmate, explain the reason they are not eligible for inmate worker status and return the form to the inmate; and
   b. They will note the inmate's name on the Module Worker List, the date the inmate applied, and the reason the inmate was rejected.

D. The Deputy from the two remaining shifts will note their comments and recommendations for or against approval.

E. If there have been no negative comments about an inmate, the Deputy who is the last to complete the Inmate Module Worker Request form will note the inmate's name, the date he applied, and write "approved" in the comments section of the Module Worker List.

F. When an inmate worker position becomes available in a module/unit, the Deputy will:
   1. Look at the Module Worker List;
   2. Review the management notes to confirm which inmates on the list currently meet the eligibility criteria;
   3. Notify the inmate who is selected for the position; and
   4. Note the selection in the "comments" section of the Module Worker List next to the inmate's name, and begin the inmate worker orientation process.

   a. If the inmate no longer meets the criteria, the Deputy will tell the inmate the reason he no longer meets the criteria.

5.2 DEPUTY RESPONSIBILITIES

A. The Deputy is responsible to orient inmate workers to their assigned tasks and to assign additional work details as the need arises.

B. The Deputy will provide a copy of the Module Worker Orientation handout to each new inmate worker.

C. The Deputy will forward the signed portion of the form to Classification for filing in the inmate's classification file and will give the inmate the Rules and Responsibilities portion of the form to keep.

D. The Deputy responsible for placing an inmate on inmate worker status will update the CJS System when an inmate has been hired. The Deputy responsible for removing an inmate from inmate worker status will update the CJS System.

E. The responsible Deputy will inspect all completed work assignments checking for acceptability; ensuring that standards of cleanliness are met.

6.0 REVISION HISTORY

Version 10.01.02 – Revised October 2002
Version 11.01.10 – Revised 01.2010 (This policy merges Module Workers MADF Version 10.01.02 and Unit Workers NCDF Version 3.09.02)
Version 12.06.10 – Revised 6/2010
Revised 03.2021
INMATE BEHAVIOR MANAGEMENT

1.0 POLICY STATEMENT

The six elements of Inmate Behavior Management as defined by this policy shall be utilized to more effectively manage inmate behavior. These elements are intentionally integrated with the principles of Direct Supervision to form the foundation of a unified operational philosophy called Strategic Inmate Management.

2.0 DEFINITIONS

Strategic Inmate Management (SIM) The intentional integration of the principles and strategies of Direct Supervision and the elements of Inmate Behavior Management as a unified operational philosophy.

Direct Supervision (DS) A jail designed and operated based on eight principles of inmate management to effectively supervise, manage and communicate to inmates.

Inmate Behavior Management (IBM) Six elements for effective staff management of inmate behavior.

3.0 MANDATES

None

4.0 GENERAL INFORMATION

4.1 SIX ELEMENTS FOR SUCCESSFUL INMATE MANAGEMENT

1. ASSESSING RISK AND NEED

The first element in the inmate behavior management plan is to gather information on the risks and needs of each inmate:

1. Risk is a measure of how dangerous the inmate is to himself or herself, to others, and of the likelihood that the inmate will attempt to escape.

2. Need is a measurement of the inmate’s physiological and psychological requirements for well-being, for example, in terms of medical care, mental health care, or education.
2. ASSIGNING INMATES TO HOUSING
The second element in the inmate behavior management plan is assigning inmates to appropriate housing according to a housing plan. This enables staff to manage the inmates’ behavior more effectively.

3. MEETING BASIC NEEDS
The third element in the behavior management plan is meeting inmates’ basic needs, which are no different from those of all human beings. All human beings seek ways to meet their basic needs.

4. DEFINING AND CONVEYING EXPECTATIONS
Staff’s expectations for inmate behavior, and the way those expectations are conveyed have a powerful influence on how inmates act. The expectations set for inmate behavior should support the goals of the overall inmate behavior management plan. In determining what staff will consider acceptable inmate behavior, expectations should be high, but attainable. Staff not only should define what is expected of inmates, but also ensure that they have the means to comply.

Once staff has defined what they consider acceptable inmate behavior and have established the means for inmates to comply with these expectations, they must convey the expectations to the inmates. Staff convey their expectations for inmate behavior both directly and indirectly.

5. SUPERVISING INMATES
The fifth element in the inmate behavior management plan is supervising inmates to hold them individually accountable for their behavior. To do this, staff must interact with the inmates. Staff interaction with inmates has a clear purpose: to obtain positive inmate behavior, namely, compliance with jail rules to achieve the goals of the behavior management plan.

In this interaction, staff are required to utilize the following skills:

a) Effective decision-making and problem-solving skills.

b) The ability to communicate, listen, and provide direction.

c) The ability to treat people fairly and motivate them to engage in positive behavior.

6. KEEPING INMATES PRODUCTIVELY OCCUPIED
The sixth and final element in the inmate behavior management plan is keeping inmates occupied with productive activities that focus behavior on the positive instead of the negative.

Staff should encourage inmates to attend organized programs and make use of services outside the housing unit. When the jail provides structured activities, it controls the nature of the activity and assures that it contributes to the overall goals of the behavior management plan. When the inmates direct activities, control of the jail shifts from the staff to the inmates.

Productive activities are also a powerful incentive for inmates to maintain positive behavior. When the inmates have access to meaningful activities, and continued access is based on the appropriateness of their behavior, they are strongly motivated to behave according to the expectations set by staff.
5.0 PROCEDURES

None

6.0 RESOURCES

Forms
Policies

7.0 REVISION HISTORY

New Policy- 5.1.19
Inmate Reading Program

1.0 POLICY STATEMENT

Library services at MADF and NCDF shall provide educational and recreational reading materials to Inmates.

2.0 DEFINITIONS

Inmate Program Services Coordinator

A Sheriff's Department Staff member responsible for the development, coordination, evaluation, and management of Inmate library programs.

Reading Program Detention Assistant

Refers to the Detention Assistant assigned to conduct Library duties.

Inmate Services Program Deputy

A Correctional Deputy assigned to assist in the scheduling, coordination, and operation of the library programs.

3.0 MANDATES

Title 15 Standards: 1064

4.0 GENERAL INFORMATION

A. The Inmate Services Coordinator, assisted by the Inmate Services Program Deputy, is responsible for coordinating with county educational agencies and other interest groups
regarding inmate library programs.

B. The Reading Program Detention Assistant will be informed during his orientation/training class of the types of reading materials that are not suitable for distribution in the facility.

C. The Reading Program Detention Assistant shall review any materials entered into the library system to ensure it does not contain information that is not permitted in the Detention Facilities.

D. The Reading Program Detention Assistant shall contact the Inmate Program Services Coordinator if a question arises regarding the suitability of a book.

E. Subjects which restrict books from distribution in the facility include but are not limited to:

1. Weapons Manufacturers;
2. Escape Techniques;
3. The Manufacture of Drugs and Alcohol;
4. Violence toward Staff or Inmate;
5. Violations of County Obscenity Statutes;
6. Sexual Violence
7. Spouse Injury Portrayal
8. Organized Crime and Gangs

F. Prior to an inmate’s release from custody the Module/Unit Deputy shall check to ensure that the Inmate has returned any and all library materials in his possession to the module library cart.

G. A list of the Reading Program Detention Assistant scheduled visits shall be posted in the library and in each module/unit.

H. The Reading Program Detention Assistant shall keep a copy of the schedule for each module/unit cart exchange.

I. The MADF/NCDF libraries will be used as the source for stocking fresh supplies of books and periodicals on library carts.

J. No library service other than religious literature will be offered to inmates in disciplinary separation.

K. Law library services shall be provided separately. (Refer to: Library - Law.)

L. Information about the availability of library services shall be included in the orientation provided for all new inmates upon their arrival in the Detention Facilities.
M. Library services shall normally be provided to NCDF housing units a minimum of once per week.

N. Library services shall normally be provided to MADF modules a minimum of twice per month.

O. If changes in the schedule are required, the Reading Program Detention Assistant shall contact the Module/Unit Deputy(s) to inform them of the change.

P. The Reading Program Detention Assistant shall supervise the inmate workers at MADF/NCDF as they label, stamp, repair, and stock books on library shelves or carts.

Q. Book carts shall not have assigned locations and shall be randomly delivered to each module.

5.0 PROCEDURES

5.1 OBTAINING LIBRARY BOOKS FOR THE FACILITY

A. New/used reading material shall be obtained for both facilities by purchase and donations from various sources (e.g., book stores, other libraries, and fund donations).

B. Staff or civilians who donate books or periodicals shall route them through the Program Deputy.

C. Donated books shall be picked up by the Inmate Program Services Coordinator, Program Deputies, or the Reading Program Detention Assistant and stored until cataloged.

5.2 PREPARATION FOR LIBRARY CART SERVICE TO THE MADF MODULES.

A. The Reading Program Detention Assistant shall exchange the library cart a minimum of 2 times a month in each Module.

B. The Reading Program Detention Assistant, with the assistance of inmate workers, shall stock an empty cart with books and deliver the cart to the Module based on the schedule.

C. The graveyard Deputy shall search the outgoing cart the night prior to the exchange. The purpose of the search is to limit the passing of contraband (i.e., gang writing, messages or damage to the books). Books with any gang-related writings will be turned over to the Gang Intelligence Deputy.

D. Once the search is completed the Deputy shall secure the cart into the program or interview room ensuring it is not accessible to inmates prior to the Detention Assistant picking it up.
1. The F-Module Deputy will remove the books from FA and FP. He/she shall search the books and place them on the F-Module secured cart.

E. On the day of the exchange Central Control shall make an announcement instructing the Module Deputies to place the library cart into the sallyport.

F. The Reading Program Detention Assistant shall exchange the cart with a new one utilizing inmate workers. He/she shall place the cart into the dayroom or specialized housing sallyport.

G. The Reading Program Detention Assistant shall inspect the number and condition of the books/periodicals that the inmates have returned to the library cart.

H. The Reading Program Detention Assistant will make any necessary repairs or dispose of the damaged books.

5.3 PREPARATION FOR LIBRARY CART SERVICE TO THE NCDF UNITS.

A. The Unit Deputies will be responsible for searching the books in their unit on a regular basis in preparation for book exchange. The purpose of the search is to limit the passing of contraband (i.e., gang writing, messages or damage to the books). Books with any gang-related writings will be turned over to the Gang Intelligence Deputy.

B. The Reading Program Detention Assistant shall exchange library books a minimum of 2 times a month in each Unit.

C. The Reading Program Detention Assistant with the assistance of inmate workers shall remove books from the Units and take them to the library.

D. The Reading Program Detention Assistant may request two inmate workers from the 201 Unit to assist with stocking and checking the books for any damage.

E. The Reading Program Detention Assistant shall make any necessary repairs. If it is determined a book cannot be repaired it will be properly disposed of.

F. The Reading Program Detention Assistant, with the assistance of inmate workers, shall stock an empty cart with books and deliver the cart to the Unit based on the schedule.

5.3 SERVICE TO GENERAL POPULATION

A. The Module/Unit Deputy shall place inspected library cart in the dayroom.

1. The F-Module Deputy shall remove a reasonable amount of books from the cart and distribute them to FA/FP.
B. Inmates who borrow books shall return the books when they have finished reading them.

5.4 SERVICE TO SPECIAL HOUSING

A. The Module Deputy shall announce that library services shall be conducted the following day and request that inmates return the books they have read.

B. Inmates who cannot mix with other inmates shall access the library cart during their out-of-cell time.

C. If the inmates do not have physical access to the book cart they may request a book from the Module Deputy during their out-of-cell time.

D. The Module Deputy shall issue the book to the inmate within a reasonable time.

E. The Module Deputy shall inspect the books for any damage, vandalism or gang related writings on them. Books with any gang-related writings will be turned over to the Gang Intelligence Deputy.

6.0 REVISION HISTORY

Version 5.05.07 – Revised 05/23/07
(The policy name has changed from Library Service to Inmate Reading Program) (Replaces: Library Service MADF Version 4.11.98 and Library Service NCDF 4.12.03)
Version 06.06.08– Revised 6/10/08
Revised 8/1/2017
Inmate Request Forms

1.0 POLICY STATEMENT

Correctional Deputies are the only Detention Division Staff Members authorized to accept Inmate Request Forms from inmates. Inmates who desire information from, or contact with Detention Staff Members or staff members from other Departments/Offices, may use Inmate Request Forms to make these requests. Inmates have Inmate Request Forms available to them in the Modules/Units, or upon request.

2.0 DEFINITIONS

None

3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION

A. Inmate Request Forms are generally used by inmates for the purpose of, but not limited to the following:

1. Requesting contact with various County Departments/Offices;
2. Requesting contact with inmate program providers;
3. Requesting information on any subject;
4. Submitting information on any subject;
5. Making requests, e.g. for reclassification, housing assignment changes, facility services, etc;
6. Notifying a Sheriff’s Staff Member or County Department/Office of an issue, concern and/or complaint.

B. For contact with Friends Outside inmates are encouraged to use the Friends Outside Services Request Form (English) (Spanish).
C. For contact with Mental Health Staff inmates are encouraged, but not required, to use the Inmate Mental Health Request Form.

D. Inmate Request Forms are stored in the Module/Unit’s Forms storage rack, with the exception of F Module, sections FA and FP, Male Special Module, sections MA, MS and ME, E Module, sections EA and EP, Mental Health and the 401 Unit.

   1. Inmates confined in the above mentioned areas may receive, upon request, an Inmate Request Form by asking a Deputy for one.

E. Instructions for completing Inmate Request Forms are printed on the back of the pink copy of the Inmate Request Form.

F. Prior to signing and accepting an Inmate Request Form, Deputies must read the form thoroughly.

   1. Inmate Request Forms will be answered at the lowest possible level within the chain of command, beginning with the Module/Unit Deputy who accepted the form.
   2. Inmate Request Forms submitted in Spanish, or any other language, must be translated and/or understood by the Deputy before being accepted.

G. Generally, an Inmate Request Form containing foul or obscene language will not be accepted by a Deputy. The Inmate Request Form may be returned to the inmate with an advisement that forms with foul or obscene language will not be accepted.

   1. An exception will be made for inmates with mental health challenges that due to their level of mental health disability are not able to follow and/or understand directions and/or rules.

H. Deputies will forward all Inmate Request Forms they are not able to answer to the appropriate Department, Office, program provider and/or individual at the conclusion of their shift.

I. Under no circumstances shall a Deputy fail to answer an Inmate Request Form and/or forward an Inmate Request Form, as is required in this policy.

J. All Inmate Request Forms addressed to program providers will be forwarded to the Program Deputy, via the mail room.

K. If a Deputy receives a Prison Rape Elimination Act (PREA) or disability related Inmate Request Form he shall immediately notify his Sergeant to ensure the issue, concern and/or complaint is addressed appropriately.
L. If a Deputy personally receives an Inmate Request Form relating to a mental health issue, concern and/or complaint he will immediately contact Mental Health Staff.

M. Legal Processors shall place all white copies of answered Inmate Request Forms in the inmate’s D-File.

N. Every reasonable effort shall be made to ensure all Inmate Request Forms are responded to within three days of receipt.

5.0 PROCEDURES

5.1 ACCEPTING INMATE REQUEST FORMS

A. An inmate will obtain an Inmate Request Form from the forms storage rack in the Module/Units or from the Module/Unit Deputy.

B. A properly completed Inmate Request Form will be accepted by the Module/Unit Deputy. The Deputy must read the “comments” section of every Inmate Request Form.
   1. Inmate Request Forms not completed properly will be returned to the inmate with instruction being provided on how to properly complete the form.

C. If an Inmate Request Form has been properly completed the Module/Unit Deputy will:
   1. Legibly sign the "Receiving Staff Signature" line to include badge number;
   2. Write in the date, and;
   3. Provide the pink copy of the form to the inmate.

5.2 RESPONDING TO INMATE REQUEST FORMS

A. If a Module/Unit Deputy is able to answer an Inmate Request Form, he will do so.
   1. At the end of his shift, the Module/Unit Deputy will take all outgoing mail to the mail room and place all Inmate Request Form white copies in the Records Legal Processor's mail box at the MADF, and in the Legal Processor’s in-box tray at the NCDF.

B. If the Module/Unit Deputy is unable to answer the Inmate Request Form, he will:
   1. At the end of his shift, the Module/Unit Deputy will distribute the Inmate Request Forms to the appropriate mail box.

C. When an Inmate Request Form, addressed to an outside agency, has been answered:
   1. It will be returned, via courier mail or by hand delivery;
2. A Legal Processor will retrieve all Inmate Request Form responses and place them in the appropriate Module/Unit mail box.

D. When an Inmate Request Form, addressed to an individual has been answered, the individual will take the form to the mail room and will distribute the form to the appropriate Module/Unit mail box.

E. The Legal Processor or person delivering the Inmate Request Forms will separate the white copies from the yellow copies, place the white copies in the Records area mail box at the MADF or in the Legal Processor’s in-box tray at the NCDF, and place the yellow copies in the appropriate Module/Unit mail boxes.

F. The Module/Unit Deputy will retrieve all paperwork for his Module/Unit at the beginning of his shift.

1. The Module/Unit Deputy will take answered Inmate Request Forms to his Module/Unit and provide the inmates with the responses to their Inmate Request Forms.

6.0 REVISION HISTORY

Version 6.11.16 – Revised 11/2016 (Replaces MADF Version: 05.09.96 & NCDF Version 2.03.96)
1.0 POLICY STATEMENT
Visitation privileges are provided in an effort to help inmates maintain ties with family, friends and others in the community, to reduce recidivism, and promote positive inmate behavior. The Office provides visitation on-site and in person in both public and private settings. Inmates shall be given the opportunity to meet with professional visitors privately.

2.0 DEFINITIONS

Alpha List
A computer generated alphabetized list for all the inmates in the facility (Either MADF or NCDF).

Contact Visiting Area
Designated area in either facility staffed by a designated deputy.

Inmate Worker List
A list of all inmate workers in the facility (Either MADF or NCDF).

Non-Contact Visit
A visit in which physical contact between the inmate and visitor is not permitted.
Onsite
The location (MADF or NCDF) where the inmate is housed

Professional Visits
Visits between inmates and professional visitors, intended to provide a service to the inmate.

Professional Visitor
Attorneys, government or law enforcement representatives, and physicians ordered by the court to evaluate an inmate’s medical or mental health, who are acting as representatives of an attorney. Representatives from clergy, psychiatrists, counselors, licensed bail agents and other service providers may also be authorized to conduct professional visits.

Receptionist
A Detention Specialist to the MADF/NCDF lobby.

3.0 MANDATES
Title 15 Standards: 1062, 1068, 1070
Penal Code Sections: 825(b), 4571 4032

4.0 GENERAL INFORMATION

A. The Office understands that Title 15 Standard 1062 allows for video visitation to be used to supplement existing visitation programs, but shall not be used to fulfill the requirements of this section if in-person visitation is requested by an inmate.

B. The Office shall not charge or apply any fees for when visitors are onsite and participating in either in-person or video visitation.

C. In-person visits include interactions in which an inmate has physical contact with a visitor, the inmate is able to see a visitor through a barrier, or the inmate is otherwise in a room with a visitor without physical contact. In-person visits do not include an interaction between an inmate and a visitor through the use of an onsite two-way audio/video terminal.

D. After removing all metal objects from their person, if the visitor is unable to clear a metal detector alarm, they will not be allowed to visit.

E. If the visitor states they are unable to clear the metal detector due to a surgically implanted piece of metal, they must be scanned with a hand held metal detector or pat searched. Visitors who must be scanned with a hand-held metal detector will wait in the lobby until a Deputy is available, and will then be scanned in the visitor's corridor near the Cashier's Office window at the MADF or waiting area at the NCDF.

F. All adult visitors shall present government issued identification containing picture identification before being permitted to visit.

G. Minors may be allowed to visit an inmate. If the accompanying adult is not the parent or legal guardian of the minor, a notarized written consent shall be required from a person with legal custody of the minor, authorizing the minor to visit while accompanied by a designated adult.
a. For each minor, a certified record of birth (official birth certificate, or county embossed abstract of birth) shall be presented during each visit. Photocopies of these documents are not acceptable.

b. Emancipated minors are allowed to visit with original court documentation as proof of emancipation.

4.1 VISITING DAYS AND HOURS

A. Visiting days and hours for all Modules/Units shall be posted in the housing areas. The visiting schedule is also available in the Lobby of the MADF and the NCDF.

B. The non-contact visiting booth in the Contact Visiting Area is available for hearing impaired visitors and subject to availability Monday through Friday.

C. Refer to: Visitor Information and Guidelines (MADF) (NCDF) for facility specific visiting times and days.

D. Visitation will be conducted on the following holidays:
   - New Year’s Day
   - Independence Day
   - Thanksgiving Day
   - Christmas Day

4.2 DISABLED VISITORS

A. The Office will ensure reasonable accommodations are made available to Disabled Visitors.

B. The Americans with Disabilities Act (ADA) Public Notice for Disabled visitors will be posted in each facility's public areas.

C. A non-contact visiting booth in the Contact Visiting Area is available for inmates or visitors who are hearing impaired. There is also an accessible visiting booth (not for hearing impaired) located in R Module.

D. The ADA defines a service animal as any dog individually trained to work or perform for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Refer to the Disability – Accommodations policy, Section 4.7.

4.3 PROFESSIONAL VISITING

1. Any individual entering either facility must wear an access pass. For access types and requirements refer to: Access-Passes.

2. Attorneys must give their valid state Driver's License or ID card and show their current Bar Card to the Receptionist when requesting a professional visit with an inmate, except District Attorney's and Public Defenders who only need to show their county ID card.
3. Government and Law Enforcement Representatives must give their valid state Driver's License or ID cards, and show their agency's ID card to the Receptionist when requesting a professional visit with an inmate.

   1. Office employees may wear their Office I.D. in place of a visitor's pass.

4. Physicians, psychologists, psychiatrists, and private investigators who are representing an attorney must give their valid State Driver's license or ID card to the Receptionist, and provide a letter from the attorney, which identifies and authorizes them to visit. The letter is valid only for six (6) months and must then be reissued by the attorney.

5. Physicians, psychologists and psychiatrists who conduct frequent court ordered evaluations or who evaluate inmates for State Parole may be approved for placement on the facility access list. Court orders requiring an inmate evaluation must be in the inmate's D-file and given to the Contact Visiting Deputy, prior to the Contact Visiting Deputy authorizing the visit.

6. Bail agents need to be licensed and show proper identification.

7. The Supervising Detention Specialist or designee may authorize individuals to visit using other valid identification once validity has been verified.

8. Generally, professional visitors, with the exception of attorneys and law enforcement officials, may only visit during professional contact or non-contact visiting hours. Professional visitors wishing to visit outside of normal visiting hours must have the approval of the Administrative Lieutenant or Watch Commander.

9. At the NCDF, professionals may have contact interviews in the lobby, 401 holding, designated interview rooms, in the Units or in the Unit yards.

10. The Administrative Lieutenant is responsible for approving professional visitor status. Refer to the Access-Passes policy.

11. The Contact Visiting Deputy may approve professional visitor status for Contact Visiting. Refer to the Access-Passes policy.

12. Inmates may not receive professional visits in the contact visiting area during meal service, inmate counts, mandatory or emergency lockdowns without prior approval.

13. Professional visits conducted in the contact visiting area must be scheduled for when the area is staffed.

14. Inmates whose behavior requires they be escorted by more than one Deputy are not eligible for contact professional interviews unless the visit is approved by the Administrative Lieutenant and arranged a minimum of 48 hours in advance (special circumstances may arise and emergency contact visits may be arranged contingent on available staff).

15. Contact interviews will be scheduled on a first come, first served basis.

16. Law Enforcement Officers who are either in uniform or plain clothes are not required to clear the metal detector prior to entering the facility. Law Enforcement Officers shall secure all weapons prior to entering the facility. Gun lockers are available in the lobby at both the MADF and NCDF, and the vehicular sally port at the MADF.
17. The Public Defender’s Office, District Attorney’s Office, District Attorney Investigators and Sonoma County Probation are allowed to bring a laptop computer or tablets into any detention facility while on duty and related to their job function. Any other requests will be considered on a case by case basis.

1. When scheduling a visit, the person requesting to bring a laptop computer or tablet must notify the receptionist of their intent to bring a laptop computer or tablet into the facility’s visiting area.

2. The use of cameras are strictly prohibited.

3. Any prohibited use of the laptop computer or tablet will result in losing the privilege of bringing a laptop or tablet into the facility for future visits.

4. All approved persons bringing a laptop or tablet will be required to sign a Memorandum of Understanding agreeing to these terms.

18. All of the professional visitor's property, including keys, with the exception of pertinent paperwork and appropriate items normally carried in pockets (e.g. change) shall be left either in the visitor's car or in a coin-operated locker in the lobby.

19. Court appointed psychiatrists and physicians may bring necessary testing equipment to their interviews. Any case containing testing equipment must be searched before the psychiatrist/physician is allowed contact with the inmate. The Contact Visiting Deputy will search all necessary items.

20. Professional visitors who are only going into the Administration area are not required to place their belongings in a locker.

21. Pocket knives shall not be allowed into the facility.

22. Law Enforcement Representatives may keep their keys.

23. Attorneys wishing to give their clients legal documents while in contact visiting must first give the documents to the Contact Visiting Deputy for inspection and approval.

24. No physical contact will be permitted between the Professional Visitor and Inmate.

25. Family reunification visits arranged by Child Protective Services staff (Social Service workers and case aids) may be held in the Contact Visiting Area during normal contact visiting hours. During these visits, the parent and child may have physical contact.

   1. At the NCDF, family reunification visits may be held in the lobby or designated area of the 400 building during normal professional visiting hours.

26. Children over the age of twelve (12) are not allowed contact family reunification visits for safety and security reasons. They may have non-contact visits.

27. If the Contact Visiting Deputy determines that there is a safety concern the family reunification visit will be held in a non-contact visiting booth.
28. The Contact Visiting Deputy will coordinate non-contact family reunification visits, as needed.

29. Administrative Segregation inmates may not have family reunification visits. Exceptions may be made at the discretion of the Administrative Lieutenant.

30. Professional visits do not count against the number of personal visits an inmate is allowed each day.

31. Contact visits will not be allowed between inmate-to-inmate or with family members, with the exception of family reunification visits with minor children.

32. Attorneys, Public Defenders, District Attorneys, and Law Enforcement are authorized to have contact visits.

33. Attorneys requesting to visit after normal professional visiting hours must obtain approval from the Watch Commander, who will make the determination to authorize or deny the visit.

34. Only clergy members who have been cleared for access and are on the Access List kept with the receptionist may have contact visits.

35. After the arrest, any attorney at law entitled to practice in the courts of record of California, may visit any inmate at the request of the inmate or any relative of the inmate. All requests shall be accommodated, barring exigent circumstances.

4.5 BANNING VISITORS

A. The Office reserves the right to deny entrance to its detention facilities to any person(s) believed to be a threat to the safety, security, and good order of the facilities.

B. The Administrative Lieutenant, Watch Commander, Classification Sergeant, Sergeants on duty and the Supervising Detention Specialists have the authority to place an individual on the Facility Ban List.

C. Visitors engaging in any activity that violates the facility rules is subject to a ban of visiting privileges.

D. Visitors may be banned from visiting inmates at the MADF or the NCDF for unspecified periods of time or on a permanent basis based on offense.

E. Visitors may appeal a ban on visiting privileges in writing to the designated authority. All decisions on visiting appeals are final.

4.6 CONVICTED FELONS

A. If a visitor is found to be a convicted felon, the Visitor must have prior approval to visit. The Receptionist will give the visitor a Request for Visiting Approval form to complete and will forward the request to the Classification Sergeant for review.

B. If the visitor does not have the appropriate approval documentation, they will not be allowed to visit.

5.0 PROCEDURES
6.0 REFERENCES

Policies

Forms

7.0 REVISION HISTORY
Version 19.02.02 – Revised 2/2002
Merges and replaces:
Inmate Personal Visiting Information MADF v. 4.11.04,
Visiting – Contact NCDF v. 8.02.01,
Visiting – Contact Visiting for Unit Workers NCDF v. 3.06.97,
Visiting – Non-Contact MADF v. 19.02.02 & NCDF v. 10.02.01,
Visiting – Professional MADF v. 15.06.07 & NCDF v. 5.12.00
Version 21.5.16 – Revised 5/2016
Version 5/2016- Revised 4/18/2018
Version 4/2018- Revised 4/1/19
1.0 POLICY STATEMENT

All expenditures made from the Inmate Welfare Trust Fund will be made in accordance with the provisions of Penal Code, Section 4025 and Title 15, Section 1043. The money and property deposited in the Inmate Welfare Fund shall be expended by the Sheriff primarily for the benefit, education, and welfare of the inmates confined within the jail. Any funds that are not needed for the welfare of the inmates may be expended for the maintenance of county jail facilities. The Inmate Welfare Trust Fund will be managed efficiently to provide maximum benefit for the recipients.

2.0 DEFINITIONS

<table>
<thead>
<tr>
<th>Inmate Welfare Trust Fund</th>
<th>The trust fund established by the Board of Supervisors, Resolution No. 20172, June 21, 1960, designed to hold and account for all funds designated for use for inmates as defined by Penal Code, Section 4025.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jail Stores Trust Fund</td>
<td>A working fund for the inmate commissary operation from which merchandise is purchased and cost of operation is deducted. Designated profits of the inmate commissary are transferred from this fund to the Inmate Welfare Trust Fund, as revenues.</td>
</tr>
</tbody>
</table>
3.0 MANDATES

Penal Code, Section 4025
Title 15, Section 1043

4.0 GENERAL INFORMATION

4.1 MISCELLANEOUS INFORMATION

A. The annual budget for the Inmate Welfare Trust Fund shall include revenue projections, appropriations for routine ongoing expenditure categories including equipment and programs, and an appropriation equal to 10% of estimated revenues as a contingency for unforeseen expenses.

B. The annual Inmate Welfare Trust Fund report will be completed and presented to the Board of Supervisors before December of the following fiscal year, based on the prior fiscal year.

4.2 SOURCE OF REVENUES

A. The Inmate Welfare Trust Fund accrues revenues from the following sources:
   a. Profits generated from inmate commissary sales
   b. Commissions, refunds or rebates from a telephone company, attributable to the use of collect call phones, advance pay and debit cards which are primarily used by inmates while incarcerated
   c. Commissions from vending machines and recreational devices designated for inmate use
   d. Profit sharing from bail bond advertisement
   e. Interest accrued on funds on deposit in the Inmate Welfare Trust Fund and the Jail Stores Trust Fund pursuant to Article 1 (commencing with Section 53600) or Article 2 (commencing with Section 53630) of Chapter 4 of Part 1 of Division 2 of Title 5 of the Government Code
   f. Donations designated for the Inmate Welfare Trust Fund
   g. Product rebates

B. Commissary profits shall be transferred from the Jail Stores Trust to the Inmate Welfare Trust no less than annually. The amount of profits to be transferred is calculated by deducting $100,000 from the June 30th Jail Stores Trust Fund balance. The $100,000 reserve in the Jail Stores Trust fund provides cash reserves for Jail Stores to continue day-to-day business. Such profit transfers shall occur annually during the County’s fiscal yearend closing process (approximately the second week of July).
   a. Subsequent profit transfers – the Jail Stores Trust fund balance shall be reviewed by August 1st of each year to ensure the proper amount of profits were transferred. If the Jail Stores Trust Fund balance is over $125,000, an additional profit transfer should occur.
b. Adjustment to $100,000 Jail Stores reserve- The amount of the Jail Stores reserves may be revised if there is sufficient expenditure history to justify such revision. The Inmate Welfare trust Committee shall approve the revision to the working capital target.

4.3 EXPENDITURES

Expenditures from the Inmate Welfare Trust Fund are divided into four categories: on-going, non-capital, capital, and program expenditures.

1. **On-going expenditures** include services and consumable supplies such as games, maintenance and repair of equipment, communications and allied supplies, video rentals, books and periodicals, and indigent inmate supplies.

2. **Non-capital expenditures** include purchases which are durable in nature, but do not necessarily meet the durability or value requirements for capital expenditures. These purchases would normally be purchased from the small tools and equipment budget category.

3. **Capital expenditures** or fixed assets are defined as items having a purchase value of $5,000 or more, as defined by the County’s Auditor-Controller.

4. **Inmate Programs and education expenditures** can be any combination of the above expenditure types, formalized into a budget for a definable inmate program.

   i. Expenditures from the Jail Stores Trust Fund, while they follow the ongoing, non-capital, and capital expenditure categories, fall into three basic groups:

      1. Cost of goods to be sold;
      2. Cost of operating the inmate commissary; and,
      3. Profit generated and transferred to the Inmate Welfare Trust Fund as revenue.

4.4 FUND PROPERTY

A. Property, capital or non-capital, purchased for inmate use shall be purchased from the Inmate Welfare Trust Fund.

B. Property purchased to facilitate the operation of the inmate commissary system shall be purchased from the Jail Stores Trust Fund, and shall be approved for purchase by the Inmate Welfare Trust Committee. Such purchases shall be considered property of the Inmate Welfare Trust Fund, and shall be inventoried as such.

C. Property of the Inmate Welfare Fund may not be appropriated by staff for use other than its original intended use - exclusively for inmates or support of inmate programs. Inventory control procedures are delineated in Section 5.9, “Inventory Control”, of this document.

4.5 INMATE WELFARE TRUST COMMITTEE
A. The Inmate Welfare Trust Fund shall be administered through the Inmate Welfare Trust Committee. The Committee shall be composed of the following members:
   a. Administrative Services Officer II (Chairperson, non-voting)
   b. Detention Administration Captain
   c. Detention Operations Captain
   d. Detention Research and Planning Lieutenant
   e. Classification Lieutenant
   f. Inmate Programs Sergeant
   g. Inmate Programs Analyst
   h. Sheriff’s Accounting Manager
   i. A civilian representative from an inmate program

B. Five voting members of the Committee shall constitute a quorum necessary to transact business.

4.6  INMATE WELFARE TRUST COMMITTEE MEETINGS

The Inmate Welfare Trust Committee shall meet at least quarterly and at other times during the year as scheduled by the Inmate Programs Analyst. The Inmate Programs Analyst shall prepare an agenda, complete with appropriate source documents and reports for agenda items.

4.7  ANNUAL BUDGETS

A. The Inmate Programs Analyst shall develop an annual budget, to be reviewed by the Chairperson, for the Inmate Welfare Trust Fund and for the Jail Stores Trust Fund.

B. The Inmate Welfare Trust Committee shall review, adjust if necessary, and recommend approval of the budget by the Sheriff or his designee prior to September 1st of each year.

4.8  CONTROLLING REVENUES AND EXPENDITURES

A. The Inmate Programs Analyst and the Administrative Services Officer shall authorize budgeted expenditures.

B. A written report of authorized expenditures and deposits will be prepared by the Inmate Programs Analyst at least quarterly. Copies will be forwarded to the Sheriff or his designee upon request or when there is a significant budget variance requiring significant action.

C. The Inmate Welfare Trust Committee shall review quarterly reports of expenditures and revenues to insure appropriateness and to maintain awareness of the fund condition.

D. The Inmate Welfare Trust Committee shall provide direction should expenditures or revenues vary significantly from projections.
E. The Inmate Programs Analyst or designee shall no less than monthly conduct an inventory of inmate telephone numbers and reconcile them against commission revenue records. This reconciliation will be presented to the Inmate Welfare Trust Committee on an annual basis and will cover revenues received during the previous fiscal year.

F. Any proposed expenditure, not included in the annual budget, may be approved by the Inmate Welfare Trust Committee, except for a proposed expenditure that is a new program, an existing program expenditure of over $1,000, or a capital expenditure. These exceptions must be recommended for approval to the Sheriff or his designee.

G. When expenditures that may be approved by the Inmate Welfare Trust Committee are minor in nature or deemed urgent, the Chairperson or designee may poll committee members by E-mail or telephone for approval. When this is done, the Inmate Programs Analyst will prepare a notice for all Committee Members describing the result of the poll, and include the results of the poll in the subsequent Inmate Welfare Trust Committee meeting, so that the poll is reflected in the meeting’s adopted minutes.

4.9 INMATE PROGRAMS

While some programs may be a part of the annual approved budget, others will be proposed and approved during the course of the year. Proposals for inmate programs, which require funding from the Inmate Welfare Trust Fund, must be reviewed by the Inmate Welfare Trust Committee with consideration given to the following:

a. That expenditures are appropriate and consistent with statutes for use of Inmate Welfare Funds;

b. That a program budget has been developed which delineates costs by labor, support expenses, program supplies and equipment;

c. That a program person has been designated for identifying and requesting all expenditures; and,

d. That there is sufficient availability of funds.

4.10 AUDIT

A. The Inmate Welfare Trust Fund and the Jail Stores Trust Fund will be audited every two years for the prior two years by the Auditor's Office, based on their audit schedule.

B. Once the final audit report is issued, the Inmate Welfare Trust Committee shall review the final audit report, discuss audit recommendations, and review the Sheriff’s responses to the audit recommendations.

4.11 ANNUAL REPORT

A. The Inmate Programs Analyst shall compile an annual report summarizing revenues and expenditures, fund condition, inmate programs financed during the year from this fund, and any other information deemed appropriate. This report shall be reviewed by Sheriff’s Accounting staff prior to the report being finalized.
B. The Inmate Welfare Trust Committee shall review this report, and make the final approved report available to the inmates by posting copies of the report at each facility. Copies shall be forwarded to the Detention Assistant Sheriff and the Sheriff.

C. The Sheriff shall submit the report to the Board of Supervisors for review.

D. Copies of the report shall be forwarded to each facility's law library for access by inmates.

4.12 COMMISSARY PRICING

A. The commissary pricing shall be reviewed no less than every three years to:
   a. Ensure prices are generating profits
   b. Ensure prices are in line with jail commissary prices of other similar sized facilities

B. The Inmate Welfare Trust Committee shall monitor profit and loss and shall recommend commissary pricing adjustments to the Sheriff or his designee for final approval. Such adjustments may be made in increments if necessary to preserve the volume of sales and access of certain items.

4.13 CORRESPONDENCE AND RECORD KEEPING

A. All official correspondence from the Inmate Welfare Trust Committee shall be signed and submitted by the Chairperson.

B. The Inmate Programs Analyst shall record and keep records of all actions of the Inmate Welfare Trust Committee and documentation supporting those actions.

4.14 INVENTORY CONTROL

A. All capital and durable, non-capital items purchased from the Inmate Welfare Trust Fund and Jail Stores Trust Fund shall be issued an Inmate Welfare Trust Fund property number, and shall be recorded into the Inmate Welfare Trust Fund Inventory Control Log, which is maintained by jail stores staff.

B. Facility Managers will be responsible for insuring proper use and disposition of Inmate Welfare Trust Fund property located in their Facilities.

C. No item of inmate Welfare Trust Fund property shall be moved, repaired, disposed of, replaced or otherwise tampered with, without the written approval of Chairman, Inmate Programs Analyst or Facilities Research and Planning Lieutenant.
D. Items disposed of, lost, or destroyed shall be appropriately removed from the Inventory Control Log. The Inmate Programs Analyst shall review the Inventory Control Log on a quarterly basis.

E. The Inmate Programs Analyst or his Designee shall conduct a bi-annual inventory of Inmate Welfare Trust Fund property. Jail stores physical inventory counts should be performed no less than bi-annually by individuals who are not involved in the processing and recording of inventory transactions. All material adjustments should be investigated and explained with detailed documentation on the adjustment sheet.

F. The Inmate Programs Analyst and shall submit to the Inmate Welfare Trust Committee on an annual basis a report of findings from the inventory review for their review and consideration. The Inmate Programs Analyst will notify Facility Managers of any issues pertaining to Inmate Welfare Trust Fund property.

5.0 PROCEDURES

None

6.0 RESOURCES

Forms

Policies

7.0 REVISION HISTORY

Version 8.09.03 -Revised 9/3/03
Version 10.04.07 -Revised 04/11/07
Version 27.06.18 -Revised 07/01/18
Jewelry Removal

1.0 POLICY STATEMENT

Any item of jewelry that presents a documentable safety and security concern shall be cut and removed from inmates if the item cannot be removed voluntarily.

2.0 DEFINITIONS

None

3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION

A. Every effort must be made to remove any item of jewelry worn by an inmate before cutting it off (e.g. soap and cold water, Vaseline, etc.).

B. Jewelry shall not be cut off an inmate without the approval of the MADF Booking Sergeant/NCDF Watch Commander.

1. The MADF Booking Sergeant/NCDF Watch Commander may approve an item to remain on the inmate if no risk is present (e.g. flat wedding band)

C. Jewelry that cannot be removed voluntarily shall only be cut off if the inmate is going to be housed, or if Medical, Mental or Correctional Staff determine that the inmate poses a danger to himself, others, or facility property if he were to keep the jewelry while in the MADFBooking/NCDF Central area.

1. If an item of jewelry that poses a risk is unable to be removed, the MADF Booking Sergeant/NCDF Watch Commander may place the inmate on "no mix" status.
D. Whenever jewelry is removed by cutting, the incident must be documented in an Incident Report.

E. A ring cutter and a pair of wire cutters shall be kept in a secured place in the MADF Booking Sergeant's Office and NCDF Watch Commander's Office.

F. If necessary, wire cutters shall be used to remove necklaces, earrings, bracelets, etc.

G. Inmates will be allowed to keep "Medic Alert" bracelets in housing. Medic Alert necklaces will be removed and placed in the inmate's valuable property (Refer to: Property - Inmate Cash & Valuables).

H. When a piece of jewelry is removed from an inmate after the booking process has been completed the item will be given to the Cashier/Central Legal Processor to be booked into the inmate's property. (Refer to: Property - Inmate Cash & Valuables 4.0D)

I. Items of jewelry made by an inmate as an approved project during a program may be stored in his property bag in the Clothing Storage room.

J. With the exception of approved items, jewelry made by an inmate while in custody (e.g. bracelets, anklets, necklaces, etc.) shall be confiscated as contraband and discarded according to policy (Refer to: Contraband - Disposition).

5.0 PROCEDURES

5.1 REMOVAL OF JEWELRY ITEMS AT BOOKING OR PRIOR TO HOUSING

A. The Deputy will instruct the arrestee to remove all of his jewelry.

B. If any ring cannot be removed by the arrestee during the booking process, the Deputy will require the inmate attempt to remove the jewelry by using cold water and soap, Vaseline, etc., without hurting the inmate or damaging the ring.

C. If the ring comes off, the Deputy will give the ring to the Booking/Central Legal Processor who is processing the inmate's booking.

D. If it has been determined that an item of jewelry is a safety and security concern in the Booking/Central area or the inmate is going to be housed and the jewelry will not come off with soap and water, or other voluntary means, the Deputy will advise the MADF Booking Sergeant/NCDF Watch Commander of the situation and request permission to cut off the piece of jewelry.

E. When the jewelry has been removed the Deputy will give it to the Booking/Central Legal Processor who is processing the inmate's booking.

F. The Deputy who removed the item of jewelry will complete an Incident Report documenting the steps taken to remove the item of jewelry prior to cutting, why the item was a threat to safety and security and the approval of the MADF Booking Sergeant/NCDF Watch Commander.

5.2 REMOVAL OF JEWELRY AFTER HOUSING
A. If an item of jewelry is found after the inmate has been housed the Module/Unit Deputy will notify the Sergeant.

B. The Sergeant will determine if the jewelry is a safety and security concern or contraband and may approve the removal of the jewelry.

C. If the jewelry cannot be removed voluntarily and every effort has been made to remove the item, a Deputy will use the ring cutter or wire cutters to remove the item.

D. The Deputy will give the item to the Cashier/Central Legal Processor who will book the jewelry into the inmate's property and issue a receipt. (Refer to: Property - Inmate Cash & Valuables)

   1. With the exception of approved items, jewelry made by an inmate while in custody shall be confiscated as contraband and discarded according to policy (Refer to: Contraband - Disposition)

E. The Deputy who removed the item of jewelry will complete an Incident Report documenting the steps taken to remove the item of jewelry prior to cutting, why the item was a threat to safety and security and the approval of the Sergeant.

6.0 REVISION HISTORY

Version 2.10.94 - Revised 2/1994

Version 03.12.08 - Revised 12/12/2008 (MADF Policy converted into Detention Division Policy)
Title: KEY CONTROL Detention Division Version: 8.07.11

1.0 POLICY STATEMENT

Strict control procedures shall be followed to ensure that all keys can be accounted for at any time. The Emergency Key Set Tracking Log and Identification Tags shall be used when checking out keys to assist in achieving and maintaining this standard.

2.0 DEFINITIONS

<table>
<thead>
<tr>
<th>Interior Emergency Key Sets</th>
<th>Key sets which will unlock</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior Emergency Key Sets</td>
<td>Key sets which will unlock</td>
</tr>
<tr>
<td>Security Keys</td>
<td>Any key which will open</td>
</tr>
<tr>
<td>Identification (ID) Tag</td>
<td>A tag with a staff member's name, used to identify keys issued to staff.</td>
</tr>
</tbody>
</table>

3.0 MANDATES

Title 15 Standards: 1029
4.0 GENERAL INFORMATION

A. The designated Sergeant shall be responsible for all security key sets.

B. Interior and exterior emergency key sets shall be stored in

D. The removal of keys from a lock box may only be authorized by the Watch Commander or Sergeant.

E. Only correctional deputies, and higher ranks, are allowed to unlock any of the key lock boxes.

F. No security keys shall be removed from designated key sets, duplicated in any fashion, destroyed or discarded except by the Planning and Research Lieutenant/NCDF Assistant Facility Manager.

G. A matrix of assigned keys sets and key numbers will be kept by the Planning and Research Lieutenant/NCDF Assistant Facility Manager.

H. Key sets shall be secured in a lock box until issued.

I. Two deputies must be present any time exterior key sets are

J. Interior emergency key sets may be carried in the building with only one deputy present, however, anytime the key sets are taken into a module/unit, two deputies must be present.

K. All security key ring sets shall be welded shut.

L. Work orders shall be completed and submitted to Facility Operations to repair or replace any broken keys or key sets.

M. Completed Emergency Key Set Tracking Log forms shall be forwarded to the Administration Secretary.

5.0 PROCEDURES

5.1 CHECKING OUT/IN KEYS

A. ID tags shall be completed for staff members' assigned keys to carry.

B. When the staff member has completed their shift, they will return the keys to the appropriate lock box or, if being relieved, turn them over to their relief.

5.2 CHECKING OUT/IN KEYS FROM

A. Authorized staff members can check out spare security keys or emergency key sets through
B. All emergency key sets checked out will be logged in the Emergency Key Set Tracking Log.

C. An ID tag will be completed and placed on the corresponding hook of any key set or individual security key checked out.

D. When keys are returned, [name redacted] will log the date and time the keys were returned and initial the entry.

5.3 MISPLACED/LOST SECURITY KEYS

A. If there is reason to believe a key or key set is missing or lost the appropriate Sergeant shall be notified.

B. The Sergeant shall order a lockdown and a search of the area. (Refer to: Searches - Interior Facility).

C. The staff member shall submit an incident report prior to going off shift.

D. The Sergeant shall notify the Lieutenant or designee that a security key or key set is missing.

E. The Sergeant shall document the missing key set in the Supervisor's Log.

5.4 INVENTORY AND REPORTING

A. The Planning and Research Lieutenant/NCDF Assistant Facility Manager shall maintain:

   1. A listing of all numbered keys and the locks they service;
   2. A key matrix which identifies the number of key sets, their post designation and the specific keys assigned to each key set and to whom they are issued to.

6.0 REVISION HISTORY

Version 7.02.00 - Revised 2/2000
Version 8.07.11 - Revised 7/2011
Merges and replaces:
Key Control MADF version 7.02.00 and NCDF version 3.03.02
Laundry – Clothing and Linen Exchange

1.0 POLICY STATEMENT
A stock of clean institutional clothing, bedding, and linen shall be maintained in proper sizes and adequate supplies to ensure availability for dress-in and the replacement/exchange requirements of the inmate population. A weekly exchange schedule will be established and maintained for linens, underwear, and outer wear. A regular exchange schedule will also be maintained for blankets (quarterly). Shoes will be exchanged as needed. Special clothing and linen exchange requirements will be accommodated as necessary.

2.0 DEFINITIONS

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clothing Exchange</td>
<td>The process of providing clean clothing and linen items to inmates to replace soiled items on a regularly scheduled basis.</td>
</tr>
<tr>
<td>Bedding</td>
<td>Mattresses, pillows, and blankets.</td>
</tr>
<tr>
<td>Linens</td>
<td>Sheets, towels, and pillow cases.</td>
</tr>
<tr>
<td>Underwear</td>
<td>Tee shirts, briefs/panties, bras and socks.</td>
</tr>
<tr>
<td>Outerwear</td>
<td>Two-piece uniforms, gym shorts, sweat shirts, and nightshirts (as applicable).</td>
</tr>
</tbody>
</table>

3.0 MANDATES
Title 15 Standards: 1260, 1262, 1263, 1270, 1271
Section 6030, Penal Code
4.0 GENERAL INFORMATION

A. The Laundry Room Detention Assistants are responsible for collecting and laundering institutional clothing and linen, and for distributing clean clothing and linen to the modules in the clothing exchange process.

B. Clothing, linen, and bedding exchange will be scheduled and conducted to comply with Title 15 guidelines. All unserviceable and/or overly-worn items will be removed from stock and not used for issue to the inmate population.

C. Detention Assistants are responsible for entering information into the computer system on all clothing items issued to or exchanged for individual inmates through the clothing room, with sizes where applicable. (Refer to: Booking - Dress In)

D. When an inmate's demonstrates the need for a size change, the inmate will complete an Inmate Request Form and forward it to the Module Deputy. If a size change is warranted, the Module Deputy will forward the request to the Clothing Stock Detention Assistant who will update the information in the computer program’s clothing function before the inmate's next scheduled exchange.

E. In I Module and the Mental Health Modules, a linen closet or cabinet will be maintained with a stock of clean blankets, linens, nightshirts, outer wear and selected underwear items, to be issued and utilized on an as needed basis.

F. Each time an inmate is transferred from a cell, the mattress must be sanitized with a wash down of disinfectant solution. (Refer to: Cell Inspections - Admission and Release)

G. Whenever a Module Deputy identifies the need for a replacement of a damaged, unserviceable mattress, he/she will contact a Detention Assistant. The Detention Assistant will arrange for a replacement to be delivered.

H. Once each quarter a complete blanket exchange will be conducted for all modules.

I. Shoe exchange will be conducted on an as needed basis.

J. All inmates without specified restrictions, or special circumstances will be issued the following items:

   1. Two sets of the two-piece uniform.
   2. Two sets of applicable underwear items (female inmates are issued four panties)
   3. One pair of gym shorts
   4. One sweatshirt or jacket (jackets at NCDF only)
   5. Two sheets
   6. Two towels
7. One pillow case
8. Two blankets
9. One pair of shoes
10. One pillow
11. Two bra’s (Female Inmates)
12. One nightshirt (Female Inmates)
13. Two pairs of socks

K. Inmates assigned to the AM and PM kitchen crews will receive the following items of clothing/linen each day they work:
1. One white kitchen shirt
2. One pair of white Kitchen pants
3. One pair of underwear (Female inmates one pair of panties)
4. One tee shirt
5. One pair of socks
6. One towel
7. One bra (Female inmates)

L. Inmates assigned to work crews (except the kitchen) will receive the following items of clothing/linen each day they work:
   a. One blue work shirt
   b. One pair of blue jeans
   c. One pair of briefs
   d. One pair of panties (female inmates)
   e. One tee shirt
   f. One pair of socks
   g. One towel
   h. One bra (female inmates)

M. Inmates who lose or damage institutional clothing, linen, and/or bedding, or who are found to be in possession of extra unauthorized items of clothing, linen, and/or bedding are subject to disciplinary action. (Refer to: Discipline - Major Violations)
N. Special prosthetic or corrective devices or aids, or extra clothing, linen, or bedding items, which may be prescribed for issue to inmates by Medical staff or another authorized staff member, will be entered in the inmate's Management Notes by the staff member who issues the item to the inmate. The Module Deputy is responsible for noting the deletion of the special-issue item when the authorization expires and the item is retrieved. If a Medical staff member retrieves the special-issue item, he will note the deletion of the item in the inmate's Management Notes.

O. When the transfer of an inmate between Modules results in that inmate's missing a scheduled weekly clothing exchange, the Module Deputy will contact the Clothing Room Detention Assistant for the necessary clothing and linen exchange items.

P. The Inmate needing to exchange his shoes will complete an Inmate Request Form and forward it to the Module Deputy. The Module Deputy will review the request and if warranted, will forward the request to the Detention Assistants for an exchange.

5.0 PROCEDURES

None

6.0 RESOURCES

Forms

Policies

7.0 REVISION HISTORY

Version 20.09.03 – Revised 09/08/03
Combine Version NCDF: 9.08.00
Combine Version MADF: 08.09.03
New Version: 07.16.18
Title: Leave - Sick  
Detention Division  
Version: 6.07.11

1.0 POLICY STATEMENT

Employees earn sick leave hours, which may be used by the employee during absences from work due to incapacity caused by illness or injury of the employee or a qualified dependent.

2.0 DEFINITIONS

Supervisor  
For purposes of this chapter, the term "supervisor" represents the designated supervisor or manager of the unit in which the employee is assigned.

3.0 MANDATES

Memorandum of Understanding

4.0 GENERAL INFORMATION

A. When an employee calls in sick due to illness, injury, or other qualified reason, they shall attempt to personally speak with the designated Supervisor. Verbal messages left on answering machines are also acceptable.

B. Earned sick leave hours may be used by the employee as defined in their applicable MOU.

C. A signed affirmation of incapacity due to illness or injury may be required for each use of sick leave. Refer to current MOU for proof of reasonable medical evidence of such incapacity.

D. No employee shall feign sickness, or injury to deceive a representative of the Sheriff's Office regarding their condition.

E. A holiday occurring when an employee is on sick leave will be counted as a holiday and not charged as sick leave hours.

F. A request for the use of sick leave due to illness or injury while an employee is already off work on approved vacation or comp leave must be communicated to the employee's supervisor as soon as possible.
G. Employees are responsible for obtaining advance approval from their supervisors for the scheduled time of prearranged medical and dental appointments. Whenever possible, employees shall schedule medical and dental appointments at a time which will be least disruptive to the work schedule.

H. Whenever possible, employees shall notify a supervisor a minimum of two hours (2) before the start of their shift when calling in sick.

I. Employees who abuse sick leave or who use an excessive amount of sick leave, may be placed on the sick leave management program by their supervisor.

J. Employees will call in sick to their designated supervisor.

   1. If they are unable to get in contact with their supervisor, or, if it is after hours, the employee will call the appropriate Supervisor, depending on their assignment.

K. For additional information, refer to Office-Wide Policy - (LEAVES OF ABSENCE)

5.0 PROCEDURES

5.1 CALLING IN SICK

A. The Employee will contact the appropriate, designated supervisor to report the need to use sick leave.

B. The Supervisor will check the duty schedule and arrange for relief coverage as needed.

C. If the Supervisor is not able to obtain a volunteer from either the on-duty or off-duty staff, they may order an on-duty staff member to work overtime to fill the vacancy.

D. A log entry will be made in the Supervisor's Activity Log and/or the activity log for the work area of the absent employee, documenting the absence.

E. In advance of a known sick leave absence, the Employee will complete the Request for Leave form documenting their sick leave use, and will submit the form to their supervisor.

6.0 REVISION HISTORY

Version 06.07.11 - Revised 7/2011
Merges MADF version 5.06.02 and NCDF version 05.06.02
Leave - Compensatory Time

1.0 POLICY STATEMENT

Employees will be granted compensatory time off whenever appropriate staff are available to back fill the position and it would not be unduly disruptive to operations.

2.0 DEFINITIONS

Unduly disruptive to operations includes, but is not limited to: the need for staff to attend training (i.e. bloc training, training deemed mandatory by the Facility Manager or higher authority) ordering a staff member to fill a vacancy which occurs as the result of a compensatory time off request, circumstances which may require that additional staff members be present to work (e.g. mass arrests, disturbances, etc.), and where the total number of staff scheduled to be absent exceeds the number of staff allowed off on compensatory time and vacation at the same time.

3.0 Mandates

4.0 GENERAL INFORMATION

A. No employee shall take compensatory time off without prior approval from his Supervisor/Unit Manager.

B. The Supervisor/Unit Manager shall attempt to accommodate compensatory time off as requested by the employee unless:

1. The accommodation would be unduly disruptive to operations,
2. The time limits are violated, or
3. It exceeds the total number of staff members allowed off per shift on vacation or compensatory time.

C. EXCEPTIONS TO 4.0, B: If an employee provides information showing the request is for an unplanned special occasion, emergency, or if there is a personal emergency, the Supervisor/Unit Manager has the authority to grant compensatory time off even if it violates the above direction.

D. Compensatory time balances may be paid off in accordance with respective Memoranda of Understanding.

E. No compensatory days off will be approved more than 30 days prior to the date requested, and no less than the day prior to the date requested. [EXCEPTION: Employees who demonstrate to the Sergeant's satisfaction that there is a personal issue, may be granted compensatory time off with less than one days notice.]

F. Employees may accumulate up to 40 hours of compensatory time. Employees may check their respective Memoranda of Understanding to determine the policy for accumulation of any amount over 40 hours.

G. Compensatory time must have been earned at and recorded prior to the beginning of the pay period it is taken.

H. Compensatory time off requests requiring overtime to back fill the position will only be approved if they are not unduly disruptive to operations.

I. All other overtime positions must be filled (e.g. absences due to vacations, sick leave and extended sick leave, LWOP, training, 4850 relief, vacant positions, etc.) before staff can sign up to cover compensatory time off overtime positions.

J. Staff Members filling compensatory time off absences must work the same positions the staff members they are covering for would have worked.

K. Once granted, compensatory time will generally not be cancelled except in case of emergency.

5.0 PROCEDURES

5.1 REQUESTING COMPENSATORY TIME OFF

A. The Employee wishing to take compensatory time off will:

1. If he wishes, ask another Staff member to fill his position on the date in question (provided the position needs to be filled),
2. Submit his request in writing to his Supervisor/Unit Manager on the Request for Leave form.

B. The Supervisor/Unit Manager will check the work schedule to determine the feasibility of filling the request without using overtime, and will check to make sure granting the request will not be unduly disruptive to operations.

1. If no overtime is required and granting the request will not be unduly disruptive to operations, the Supervisor/Unit Manager will grant the request immediately.

C. If overtime is required, and the Staff Member has not gotten another Staff Member to cover the requested time off, the Supervisor/Unit Manager shall post the overtime for sign up to back fill the position.

1. If the overtime position is voluntarily filled, the Supervisor/Unit Manager shall grant the requested time off.

2. If the overtime position is not filled voluntarily, the Supervisor/Unit Manager shall deny the requested time off.

D. If granting the request will be unduly disruptive to operations, the Supervisor/Unit Manager shall deny the requested time off, unless the request falls into the Exceptions category outlined in Section 4.0, C of this chapter.

6.0 REVISION HISTORY

Version 5.01.05 Revised 1/19/05
Replaces MADF version 4.12.98, and NCDF version 4.12.98
LEAVE-VACATION

1.0 POLICY STATEMENT

Members shall use vacation leave in accordance with the vacation leave usage criteria set forth in their applicable MOU and other Sheriff's Office policies. Employees will be allowed to take vacation leave with the approval of their supervisor and such approval shall take into consideration both the desires of the employees and the needs of the Office.

2.0 DEFINITIONS

MOU Memorandum of Understanding

3.0 MANDATES

None.

4.0 GENERAL INFORMATION

A. The Master Vacation Sign-up List for Correctional Personnel shall be provided by the Administrative Lieutenant or designated Manager.

B. Vacations will be considered to be one full week or longer in duration.

C. The Shift Watch Commanders, the Detention Specialist Supervisor, Detention Assistant Supervisor, the Chef and the Managers of civilian staff will post vacation sign-up sheets in their respective areas.

D. Correctional staff may sign up for and take vacations into the next shift bid cycle. All vacations must begin before the end of the shift bid cycle.
E. Vacations will be classified as primary (first choice) and secondary (second choice). Vacations are the amount of vacation a staff member accrues in one year. If a staff member wishes to take more than his annual accrual at one time, prior approval from the designated manager is required.

F. Vacation sign-ups for fixed post staff will be by shifts, in order of employee seniority. Non-fixed post staff shall sign up for vacation according to unit seniority. Detention Assistants, Detention Specialists, and Food Service employees will sign up in order of respective seniority.

G. Vacation requests outside of vacation sign-ups will be handled in accordance with the Leave – Compensatory time policy.

H. No employee may take vacation leave in advance of that actually accumulated at the beginning of the pay period in which such leave is taken.

I. Once an employee has signed up for his primary vacation dates, he may not change the dates unless approved by a supervisor. When all other employees on the list have had a chance to list their first choice, the employee will be allowed to make a second choice.

J. Every effort shall be made to arrange vacation schedules so that each employee will be allowed to take as much vacation in each year as he/she has accrued in that year.

K. Each employee's vacation time may be divided as the needs of the Office require or permit.

L. Correctional employees who bid for vacation can consider their vacation sign up dates approved unless otherwise informed by their supervisor or manager.

M. At the MADF, no more than two Correctional Deputies on graveyard shift, three on swing shift and four on dayshift may be off on vacation at one time. Two Detention Assistants, one Janitor, two Food Service employees and two Detention Specialists may be off on vacation at the same time. These maximum numbers do not apply to Deputies in off line specialty assignments.

N. At the NCDF, no more than one Correctional Deputy, one Detention Assistant, and one Food Service employee may be off on vacation at the same time, on each shift or in each group. No more the one Central detention Specialist may be off at any one time.

1. The number of deputies permitted to be off on vacation, at the same time, while working in specialty assignments, shall be at the discretion of the unit manager.

O. Only two Sergeants may be off at one time. This does not apply to Sergeants in offline positions.
P. Sergeants will sign up for vacation leave according to their seniority.

Q. Employees who are out on 4850, long term disability, or leave without pay shall not be allowed to sign up for vacation until they return to duty.

R. Staff covered under, CFRA, FMLA or pregnancy disability will be eligible to sign up for vacation.

5.0 PROCEDURES

A. Each employee will check the sign-up sheet for his/her particular shift or group, and, in order of seniority, will sign up by the date posted by his/her name.

B. Those employees who are ill, away at training schools or are otherwise unable to sign up when it is their turn, will contact the Supervisor who will enter their vacation request on the sign-up sheet (this excludes employees on 4850, LWOP and LTD).

C. For those employees who wish to waive their vacation when it is their time to sign up, will write the word "waive" in the spot intended for their vacation date.

D. If a conflict with vacation dates occurs, the Supervisor will contact the employee(s) to resolve the conflict.

E. Once the individual Watch Commander and Supervisors have finalized their vacation schedules, they will post copies where they are accessible to employees.

F. Finalized vacation schedules will be forwarded to the Detention Operations Secretary for records keeping and logged in the Integrated Justice System.

6.0 RESOURCES

Forms

Policies

7.0 REVISION HISTORY
Version 7.05.10 –Revised 5/2010 (Merges Leave – Vacation MADF v. 6.12.00 and NCDF v. 6.12.00)
Version 7.05.10 – Revised 16.07.18
Version 16.07.18 – Revised 08/23/2019
Lockdowns

1.0 POLICY STATEMENT
Inmates shall be locked down at predetermined times for count, shift change, meal service, clean-up and lights out, and as needed for certain emergencies. The facility may be locked down for the protection of high profile inmates being moved within the facility or for any situation in which the Sergeant or Watch Commander finds a lockdown necessary.

2.0 DEFINITIONS

Facility Wide Lockdowns An unscheduled lockdown.

Scheduled Lockdowns Securing inmates in their cells or in holding cells at predetermined times.

Secure Perimeter At MADF, areas of the building which require you entrance through a sallyport. At NCDF, the secure perimeter consists of a fence line monitored by motion sensing cameras.

Security Movement Lockdowns Lockdowns which occur when high security or high profile inmates are moved within the facility.

Administrative Lockdown A period of time, approved by a Supervisor or Watch Commander, whereby an inmate is placed in a setting offering a higher degree of
control and supervision beyond what is normally afforded to inmates of similar classification.

3.0 MANDATES
Title 15 Standards: 1053

4.0 GENERAL INFORMATION
A. Unless otherwise specified, court movement shall continue during periods when the facility is on lockdown.

B. Facility operations and inmate movement may be restricted during a facility-wide lockdown.
   1. There shall be no releases or intakes processed during a facility-wide lockdown unless approved by a Sergeant.
   2. Radio traffic should be restricted to essential communication only.
   3. Deputies assigned to non-fixed post positions shall check with the area Sergeant to see where they are needed.

C. Any inmate placed on an administrative lockdown shall be done in accordance with Classification - Administrative Segregation Placements.

4.1 SCHEDULED LOCKDOWNS
A. The Central Control /401 Deputy shall be responsible for announcing scheduled facility-wide lockdowns.

B. Scheduled lockdowns shall occur during, but are not limited to
   1. Inmate counts (scheduled and unscheduled)
   2. Prior to/following meal service
   3. Shift change

4.2 FACILITY WIDE LOCKDOWNS
A. Facility operations and inmate movement shall be restricted during emergency lockdowns.

B. Depending on the nature of the emergency and the extent of damage to the facility, the emergency lockdown may affect only a portion of the facility, or may require a partial or full-facility evacuation.

C. Emergency lockdowns may occur during the following events:
   1. Escape or attempted escape
   2. Riot
   3. Hostage situation
   4. Bomb threat
5. Fire
6. Earthquake
7. Major medical emergencies
8. Toxic chemical spills
9. Searches
10. Forced cell removals
11. SERT operations
12. Any situation in which the Sergeant or Watch Commander finds a lockdown necessary.

D. The Central Control /401 Deputy shall be responsible for announcing lockdowns during emergency situations.
E. The Central Control /401 Deputy shall make the announcement via the paging system and over the radio.

4.3 SECURITY MOVEMENT LOCKDOWNS

A. Classification Staff is responsible for determining inmate classification and special handling. High security or high profile custody inmates, requiring security movement lockdowns during movement, rests primarily with Classification Staff. This does not preclude a Watch Commander or Sergeant from making the same decision based on an inmate's charges or current behavior.

B. Deputies assigned to monitor movement in the hallways during security movement lockdowns shall be responsible for advising individuals in the hallways that a lockdown will be occurring and for ensuring that inmates do not enter the hallways after the lockdown is announced.

C. If the lockdown is on the first floor, staff assigned to the first floor will ensure the hall door to booking is secured.

D. If the lockdown is on the second floor, staff assigned to the second floor will ensure all classrooms are secure.

E. Depending on the type and or floor of the lockdown, inmates and or civilians will not be let in or out of the secure perimeter of the facility, or Modules, with the exception of the inmate for whom the lockdown is being conducted.

F. The Central Control /401 Deputy will make the announcement via the paging system and over the radio.

5.0 PROCEDURES

5.1 SCHEDULED LOCKDOWNS

A. The Central Control /401 Deputy shall announce the scheduled facility wide lockdown via the paging system and on the radio.

B. Each Module /Unit Deputy shall secure their module and conduct scheduled activity.
C. If the lockdown was called for count, the Central Control /401 Deputy shall announce the end of the lockdown once the count is cleared.

5.2 FACILITY WIDE LOCKDOWNS

A. The Central Control /401 Deputy, at the direction of the Watch Commander or Sergeant, shall announce the Facility Wide Lockdown via the paging system and/or radio.

B. In the event of a Facility Wide Lockdown, the following shall happen unless otherwise directed:

1. The Booking Deputies shall secure all inmates in booking.

2. In the Laundry Area at NCDF, the Detention Assistants shall secure the Inmate Workers in the Laundry Room.

3. In the Clinic area, the Medical Staff shall move inmates from the Exam Rooms to the Staging Areas.

4. In the Program Areas, Movement Deputies may escort the inmates back to their modules depending on the type and location of the emergency. If the emergency is in a module, the inmates who are assigned to the module may be left in the program areas or taken from the program area to the court holding area.

5. With the exception of modules/units being evacuated, Module/Unit Deputies shall ensure that all inmates in the modules are locked in their cells or on their assigned bunks.

6. In the contact visiting area, the Contact Visiting Deputy shall terminate any visits being conducted, evacuate the visitors via the elevator or stairwell, and escort the inmates to the second floor court holding cells.

7. In the public non-contact visiting corridor, Movement Deputies shall evacuate the visitors via the public elevator or the stairwells.

8. When the emergency has ended, the Central Control /401 Deputy shall announce the end of the lockdown.

5.3 SECURITY MOVEMENT LOCKDOWNS

A. The Central Control/401 Deputy, at the direction of the Watch Commander or Sergeant, shall announce the Security Movement Lockdown via the paging system and radio.

B. Prior to moving a high security or high profile inmate out of their module/unit, the Deputy responsible for moving the inmate shall:

1. Notify the Central Control/401 Deputy of the lockdown and the approximate time the lockdown shall take place.

C. When the inmate is ready to be taken from the Module/Unit, the Module/Unit Deputy shall notify the Central Control/401 Deputy.

D. The Central Control/401 Deputy shall announce that the facility is on lockdown via the paging system and radio.

E. The Central Control/401 Deputy shall direct appropriate staff to clear the hallways.
F. When the facility is clear, the Deputies assigned to move the inmate shall leave the Module and escort the inmate to the appropriate area.

G. Once the inmate has reached the appropriate area, the assigned Deputies shall notify the Central Control/401 Deputy that the lockdown order can be lifted.

H. The Central Control/401 Deputy shall announce that the lockdown is lifted via the paging system and radio.

6.0 REVISION HISTORY

Version 4.07.06 - Revised 07/10/06
Version 05.11.10 - Revised 11/2010 (Merges and replaces Lockdowns NCDF v. 4.04.97)
Version 06.06.12 - Revised 6/2012
1.0 POLICY STATEMENT

All lockers are the exclusive property of the Sonoma County Sheriff's Department. Designated employees will be assigned lockers for the purpose of changing into their uniforms and securing their personal property and work related equipment.

2.0 DEFINITIONS

**Uniformed Staff**  Clerical Staff, Detention Assistants, Correctional Deputies, Sergeants and other ranking Officers who are required to wear a uniform on a daily basis.

3.0 MANDATES

Government Code Section 3309 (Peace Officers Bill of Rights)

No public safety officer shall have his locker, or other space for storage that may be assigned to him searched except in his presence, or with his consent, or unless a valid search warrant has been obtained or where he has been notified that a search will be conducted. This section shall apply only to lockers or other space for storage that are owned or leased by the employing agency.

4.0 GENERAL INFORMATION

A. Employees will receive locker assignments from:

1. The Captain or their designee at the MADF

2. The Assistant Facility Manager or their designee at the NCDF

B. Employees will utilize the lockers assigned to them unless a locker exchange has been approved.

C. All lockers assigned to Peace Officers are the property of the Sonoma County Sheriff's Department and may only be administratively searched;

1. In the member's presence, or;
2. With the member's consent, or;

3. With a valid search warrant, or;

4. Where the member has been given reasonable notice that the search will be conducted (Government Code Section 3309)

D. All lockers assigned to civilian (non-peace officer status) staff are the property of the Sonoma County Sheriff’s Department. The department expressly reserves the right to access and search lockers at any time.

E. Priority for assigning lockers will be full-time employees in the following job classes:

1. Uniformed Correctional Staff;
2. Transportation and Court Security Deputies;
3. Detention Assistants and Clerical Staff.

E. Kitchen and Medical areas with lockers should be used on a shift-by-shift basis.

F. The Commissary/Warehouse staff bathroom lockers, available to Detention Assistants and Janitorial Staff, should be used on a shift by shift basis.

G. Deputies and employees with concealed weapons permits may store their firearms in their secured lockers.

I. Employees who are assigned lockers and are certified to carry mace or OC, may store it in their secured lockers.

J. Staff must provide their own locks and will be responsible for maintaining the locker in good condition.

5.0 PROCEDURES

5.1 LOCKER ASSIGNMENTS FOR NEW EMPLOYEES

A. Prior to conducting new Correctional Deputy Orientation, Personnel Services Bureau will give a list of new employee names to the MADF Operations Secretary and a locker will be assigned.

B. At the NCDF the Assistant Facility Manager or their designee will assign the new employee a locker.

C. When an employee transfers between facilities they will notify the MADF Operations Secretary/Assistant Facility Manager so that a locker exchange can be made.

5.2 ASSIGNMENT OF LOCKERS TO TRANSPORTATION AND COURT SECURITY DEPUTIES

A. When the Transportation/Court Security Sergeant (s) is notified of a Deputy being transferred and the Deputy requests a locker, the Sergeant will telephone the MADF Operations Secretary requesting a locker be assigned.

B. The Transportation/Court Security Sergeant or Deputy will contact the MADF Operations Secretary when a Deputy vacates a locker.
6.0 REVISION HISTORY

Version 3.07.02 - Revised 7/1/02

Version 4.01.10 - Revised 1/14/2010
1.0 POLICY STATEMENT

The Department encourages correspondence between inmates and persons outside the Correctional Facilities. The sending and receiving of mail by inmates will be uninhibited except as provided for in this policy. The privacy of correspondence between inmates and persons outside Correctional Facilities shall not be invaded upon except as may be necessary to prevent physical injury to persons and to maintain the security and safety of Correctional Facilities and the community.

Such communication is important to the confined person's adjustment to life inside the Facility as well as to the inmate's ability to readjust to life outside the Facility. The importance of this communication, however, must be balanced with the legitimate safety, security, rehabilitation and management needs of the Facility. Among the Facility's objectives are to reduce the risk of an inmate to accomplish any of the following acts:

1. To plan, advance, and participate in, or urge participation in, criminal activity;
2. To transmit contraband, including drugs, such as dots of LSD on postage stamps or envelopes;
3. To plan, advance, or participate in escape plans or attempts;
4. To plan, advance, or participate in gang activity;
5. To interfere with rehabilitation or institutional order such as pornography or racist/hate material;
6. To advocate or pass information detrimental to the good order of the Facility;
7. Transmit information concerning the making of weapons, bombs, alcohol, or other materials that would constitute contraband or affect the safety of staff and other inmates;
8. To pass coded messages;
9. To commit suicide

Inmates who are indigent will be allowed to mail two free letters per week. Inmates who are without funds shall have all legal mail mailed at Department expense.

2.0 DEFINITIONS

Business Mail  Incoming or outgoing correspondence that relates to or involves the transaction of some business, such as ordering goods, services, or subscribing to publications, as opposed to purely personal correspondence.

Contraband  Any material, substance, or other item not approved or issued by the Facility Staff to be in possession of inmates; items in excess of the number or amount approved for possession by inmates.

Dead Mail  A term used to describe mail that is undeliverable and cannot be returned to the sender as his name and/or address is unknown.

Disapproved Mail  An outgoing or incoming communication not delivered pursuant to policy.

Foreign-Language Correspondence  Correspondence in a language other than English.

Indigent Inmate  A financial condition indicating an inmate has less than $2.00 in his account and has not had more than that amount of money in his or her account for seven days.

Indigent Mail  Writing material and postage, purchased with Inmate Welfare Trust Funds, that are provided free of charge to indigent inmates.

Inmate Assistance Bag  A package which includes writing and health and comfort items which may be ordered by indigent inmates on a Commissary Order Form.

Inmate Without Funds  Any inmate with no funds in his account, regardless of the balance of his account during the previous seven-day period.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inmate-to-Inmate Correspondence</td>
<td>Mail between persons detained in other Detention Facilities.</td>
</tr>
<tr>
<td>Inspect</td>
<td>Opening and examining incoming or outgoing correspondence for contraband or any other prohibited material. Inspection does not usually involve reading.</td>
</tr>
<tr>
<td>Legal Mail</td>
<td>See &quot;Privileged Mail.&quot;</td>
</tr>
<tr>
<td>Legal Mail Receipt</td>
<td>A form used to verify the inspection and delivery of legal mail in the presence of the inmate for whom the communication is intended.</td>
</tr>
<tr>
<td>Legal Tender</td>
<td>Cash, money orders, government checks, and cashier's checks.</td>
</tr>
<tr>
<td>Mail</td>
<td>Written communications sent or received by inmates through the U.S. Postal Service.</td>
</tr>
<tr>
<td>Mail Legal Processor</td>
<td>A Legal Processor I or II, assigned to the Records Unit and specifically designated to process inmate mail, or other designated staff (at NCDF).</td>
</tr>
<tr>
<td>Material</td>
<td>Anything printed or written, or any picture, drawing, photograph, motion picture, or pictorial representation, or any statue or other figure, or any recording or transcription, or any mechanical, chemical, or reproduction, or anything which is or may be used as a means of communication.</td>
</tr>
<tr>
<td>Notice of Disapproved Mail</td>
<td>A form used to notify an inmate that an outgoing or incoming communication will not be delivered because of a specified reason.</td>
</tr>
<tr>
<td>Nudity (frontal or partial)</td>
<td>The showing of the human male or female genitals, pubic area, or buttocks, or the showing of a female breast or any portion thereof below the top of the nipple or areola, or the depiction of covered male genitals in a discernibly turgid state.</td>
</tr>
<tr>
<td>Official Mail</td>
<td>Incoming or outgoing correspondence that is addressed to elected and appointed officials, public employees, or governmental agencies or offices.</td>
</tr>
<tr>
<td>Outgoing Mail</td>
<td>Outgoing mail is defined as mail that has been picked up by the United Postal Service for delivery.</td>
</tr>
<tr>
<td>Periodical Subscription Cards</td>
<td>Cards used to subscribe to magazines based on the promise to pay later.</td>
</tr>
</tbody>
</table>
### Privileged Mail
Incoming mail or outgoing mail which is addressed to or from: Members of the State Bar (Attorney, law firm, Public Defender). Parole Officers, Probation Officers, Judges, Courts, Holder of a Public Office, Corrections Standard Authority, or other legal authority or agency. This is sometimes called “legal mail.”

### Publisher-Only Rule
The rule which mandates that book, magazines, and other publications, including periodicals and newspapers, may be received by an inmate only if they come directly from the publisher, book club or online retailer that guarantees the books come directly from a warehouse and not a bookstore.

### Return Address
An address, which includes the inmate's full name and the full name and address of the Facility, written in the top left-hand corner of the envelope.

### Sexually-Oriented Material
Visual pictures or visual depictions, for the purpose of arousing sexual stimulation in its intended audience, without regard to sexual preferences or appetites.

### Unsolicited Commercial Mail
Mail that is not expressly ordered and paid for and that includes advertisements for the sale of goods or services, including but not limited to: advertising fliers/circulars, mass mailed solicitations, catalogues, credit card applications, real estate brochures, periodical subscription cards, and other mail soliciting the sale of goods or services and based on the promise to pay upon receipt.

### 3.0 MANDATES

*Title 15 Standards: 1063 & 1066*
*Morrison v. Hall, 261 F.3d 896 (9thCir. 2001)*

### 4.0 GENERAL INFORMATION

#### 4.1 MISCELLANEOUS INFORMATION

A. There will be no limit on the volume of lawful mail an inmate may send or receive, or on the length, source, or content of the mail, except as provided in this policy.

B. Rules regarding inmate mail will be published in the "Inmate Handbook" and made available to the inmates of the County's Correctional Facilities.

C. Indigent inmates will be allowed free materials and postage to mail two letters per week.

D. In addition, all inmates who are without funds will be allowed unlimited legal mail with free postage. Inmates wishing to communicate with the Courts or Judges must send such communication through the U.S. Mail. Such mail is considered privileged mail and will
be processed in accordance with the privileged mail policy. Inmate Request Forms sent through the County Courier will not be allowed.

E. All mail must have the inmate’s name and complete return address on the envelope or it will be returned to the inmate if the inmate’s name is included. If the inmate’s name is not known, the mail will be opened for security purposes and identification of the inmate.

F. Inmate Assistance Bags contain writing paper, two stamped envelopes, and one pencil, as well as health and comfort items.

G. Unstamped legal size envelopes, to be used for legal mail, may be obtained by an inmate completing an Inmate Request Form, specifying how many are needed. The Inmate Request Form must be sent to Jail Stores and the inmate must have his legal mail ready to send at the time the envelopes are requested.

H. All mail going to or from indigent inmates is subject to the same requirements and restrictions as specified in this policy.

4.2 GENERAL MAIL PROCESSING RULES

A. Timeliness: Absent special circumstances, all inmate mail will be processed in a timely manner. Foreign-language correspondence may be subject to a delay in delivery for translation.

B. Delivery through US Postal Service required: With the exception of mail sent by a Sonoma County Agency through the County Courier.

C. Mail review: All incoming inmate mail, with the exception of privileged mail, will be opened and inspected for unauthorized items or contraband by the Mail Detention Specialist /designated Staff before delivery. Privileged mail should be processed separately as required by this policy.

1. Newspaper clippings or other periodical clippings will be subject to the same rules applicable to personal correspondence
2. Inmate-to-inmate correspondence is permitted. However, such correspondence is subject to being opened and read by Classification Staff for any content that may threaten the safety and security of the facilities.

4.3 DISAPPROVED MAIL

A. **Contraband**: Mail containing contraband, as defined in this policy, is prohibited from being introduced into the Facility. Contraband includes, but is not limited to, the items outlined below:

1. Lipstick markings
2. Glitter or glitter pen
3. Carbon paper
4. Used books, hardcover books or books with spiral bindings (even when publisher rules are followed)
5. Posters, wall calendars or oversized cards
6. Crayon markings
7. Paint markings
8. Bookmark
9. White-out
10. Perfume
11. Any type of stain
12. Tape and "Post-it" type notes
13. Stamps and stickers
14. Envelopes
15. Colored envelopes
16. Greeting cards/ cardstock
17. Colored paper
18. Stationary
19. Code writings (suspected gang writing will be routed to Classification Staff for approval before being sent to the inmate)
20. Bubble packaging
21. Polaroid pictures, with or without backs
22. Sexually-oriented publications as defined in this policy and including nudity
23. Any obscene publications or writings containing information concerning where, how, or from whom, such materials may be obtained
24. Any written material which fosters animosity among individuals (e.g., hate mail)
25. Any sticky substances
26. Cardboard
27. Solicited publications not sent directly from the publisher (the Publisher-Only Rule)
28. Legal tender arriving in the mail, which is not intended for deposit to an inmate's account or which requires more than one signature
29. Any item other than authorized pictures, legal tender, written correspondence, or official documents, or copies of official documents
30. Any other item that is determined to be contraband.

B. **Illegal Materials:** Any material the possession or transfer of which is illegal under any state or federal law shall be prohibited from being introduced into the Facility.

C. **Sexually-Oriented Materials:** The introduction of sexually-oriented material into the Facility shall be restricted. It may be prohibited if there is a reasonable belief that the material will jeopardize safety, security, rehabilitation, or other legitimate Facility interests, or create a hostile work environment or other violation of Title VII of the 1964 Civil Rights Act.

1. Inmates may not receive, distribute, or possess inside the Facility, mail containing sexually-oriented material. Any sexually-oriented material meeting the following criteria will be deemed contraband:
a. Depicts violence, sexual contacts (real or feigned), and intimate sexual contacts;
b. Depicts the fully-unclothed human form in a manner that appeals to the prurient interests; or
c. Depicts the partially-unclothed human form with exposure of the genitalia or the female areola

2. Sexually-oriented materials depicting sadomasochism, rape, or other violent sex acts have a greater likelihood of heightened sexual interest in such acts. It places Correctional Deputies in fear of increased personal risk of assault and/or harassment.

   a. Regarding nude pictures of the human form, the Courts have interpreted Title VII, 1964 Civil Rights Act in a manner that it is unlawful to require Staff to be exposed to a hostile work environment. Displaying sexually-oriented material in the Facility has been found to create a hostile work environment for staff and inmates.

   b. It is well established that inmates frequently objectify their victims. By seeing others as objects it helps the criminal to depersonalize acts of murder, rape, theft, fraud, child molest, or other criminal acts. Providing or allowing inmates’ access to sexually-oriented materials that portray models as objects for sexual gratification is counterproductive to their appropriate jail conduct.

D. Mail that Presents a Risk to Safety and Security: Any material that is deemed by jail staff to present a risk to the safety and security of the Facility, its staff or inmates, or that is detrimental to rehabilitation or other goals of the Facility, shall be prohibited from being introduced into the Facility. Such material includes, but is not limited to, the following:

1. It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices;
2. It depicts, encourages, or describes methods of escape from Correctional Facilities, or contains blueprints, drawings, or similar descriptions of the Facility;
3. It depicts or describes, procedures for the brewing of alcoholic beverages, or the manufacture of drugs;
4. It is written in code;
5. It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption;
6. It encourages or instructs in the commission of criminal activity;
7. It concerns gambling or lotteries;
8. It fosters animosity between individuals;
9. It provides photographs of gang members or affiliates, or any persons wearing gang attire or using hand signals.

E. Unsolicited Commercial Mail: Mail deemed by jail staff to be unsolicited commercial mail, as defined in this policy, shall be prohibited from being introduced into the Facility.
F. **Business Mail:** Inmates are prohibited from operating any business from the facility. Accordingly, incoming or outgoing correspondence that relates to or involves the transaction of some business (e.g., ordering goods or services, periodical subscription cards based on a promise to pay later) as opposed to personal correspondence will not be mailed out nor delivered to inmates.

### 5.0 PROCEDURES

#### 5.1 SORTING INCOMING MAIL

A. The Mail Detention Specialist/designated Staff will process inmate mail and separate it into the following categories:

1. Inmate mail;
2. Legal mail;
3. Detention Administration and Staff mail;
4. NCDF Administration and Staff mail; and
5. All other mail.

B. The Mail Detention Specialist/designated Staff will verify the inmate's information and write the inmate's housing designation on each piece of mail.

C. The Mail Detention Specialist/designated Staff will place mail addressed to inmates who are no longer in custody in the outgoing mail slot after stamping "Return to Sender Not in Custody" on the envelope.

D. Incoming mail for an inmate temporarily released, but scheduled to return in a short period of time, shall have a notation made on their incoming mail and filed in their D-file in Records; mail that is too large to place in an inmates file will be placed in the inmates bulk property. Upon return to the facility, the mail will be forwarded to the inmate.

E. The Mail Detention Specialist/designated Staff shall bundle all "Dead Mail" once each week, stamp it "Dead mail - Forward to San Francisco" on each envelope, and return it to the U.S. Postal Service if mail is unopened. If the mail is opened, it will be held for 90 days before being destroyed.

F. The Mail Detention Specialist will stamp any unopened, unauthorized packages with the "Return to Sender-Appeal Notice" stamp and place the packages in the outgoing basket. Inmates will receive a Notice of Disapproved Mail for mail items which are undeliverable to them.

G. The Mail Detention Specialist/designated Staff will open and inspect the contents of all mail, with the exception of privileged mail. Mail shall be opened in such a way to ensure that its contents are not damaged. In addition, the Mail Detention Specialist shall cut off all stamps and the gummed back of the envelopes using an automated machine.
H. The Mail Detention Specialist/designated Staff will group the processed inmate mail into bundles and place them in the appropriate Module mail slots.

I. All mail of specialty-designated inmates/or units, inmate-to-inmate correspondence, mail that may present a risk to safety and security, and any mail of a suspicious nature that does not clearly fall within the guidelines set forth in this policy, will be delivered by the Mail Detention Specialist to the Classification Sergeant or designee for processing in accordance with this policy.

J. Books sent from approved publishers to inmates will be marked with the inmates name and delivered to the inmates housing module/unit. The module/unit deputy will sign for the book and distribute to the inmate.

5.2 DISTRIBUTING INMATE MAIL

A. All Module/Unit Deputies will pick up mail from the mailroom before assuming their post positions. Deputies who remain in the Module/Unit or on overtime basis may request a Movement Deputy to deliver the mail or may pick it up on their breaks.

5.3 PROCESSING INCOMING PRIVILEGED MAIL

A. To be considered incoming privileged mail under this policy, each piece of mail must be in a sealed envelope with the attorney's or other authorized agency or person's name and return address. The envelope must be clearly stamped as legal mail.

B. Inmate privileged mail that is hand-delivered and/or received through the County Courier service shall be sent to the mail desk and processed with incoming mail from the U.S. Postal Service.

C. The Mail Detention Specialist/designated Staff will not open privileged mail, but instead will attach a Legal Mail Receipt to the envelope and place it in the appropriate module/unit mail slot.

D. When the Module/Unit Deputy delivers the mail, he and the inmate will complete and sign the Legal Mail Receipt. The Module/Unit Deputy will open the envelope in the inmate's presence and inspect the contents for contraband.

   1. The Deputy will remove all glued labels, paperclips, staples and any other items the inmate is not allowed to have.

   2. If there are any post-it notes attached to the correspondence, the inmate will be allowed to transfer the information to another piece of paper and the post-it note will be placed on the inmate's property.

E. If the remaining contents are acceptable, the Module/Unit Deputy will give the envelope and the contents to the inmate, and return the legal mail receipt to the Mail Room. The Mail Detention Specialist shall route the receipt to the inmate Records Office for placement in the inmate's D-file.
1. If the contents are not acceptable, the Module/Unit Deputy will explain to the inmate why he cannot be given the correspondence. The Module/Unit Deputy will write, "Place in Property" on the legal mail receipt, along with an explanation of why the letter is being rejected, seal the envelope with tape, and place it in the Module/Unit mailbox. The Mail Detention Specialist will then follow the procedures for Disapproved Mail, contraband, set forth in Section 5.5(A), below.

5.4 PROCESSING MAIL CONTAINING LEGAL TENDER

A. For processing mail containing legal tender refer to: Section 4.1 of Property – Inmate Cash and Valuables.

B. Disapproved Tender

1. If the legal tender is not intended to be deposited on an inmate's account, does not contain the required endorsements, causes the inmate cash balance to exceed the limit, or does not fall into the category of "legal tender" as defined in Section 2.0 of this Chapter, it shall be treated as contraband.

5.5 PROCESSING DISAPPROVED MAIL

A. Mail containing contraband: If incoming inmate mail contains contraband or sexually-oriented materials, then it shall be treated as disapproved mail according to the following procedure:

1. The Mail Detention Specialist will complete a Notice of Disapproved Mail form specifying the reason for the disapproval, forward it to the inmate whose mail was rejected, and forward a copy of the Notice to the Records Legal Processor to be filed in the inmate's D-file.

2. The Mail Detention Specialist will place disapproved mail in the inmate's property (bulk or valuables). Disapproved legal tender shall be placed in the inmate’s valuables property.

B. Mail containing illegal materials: for all incoming mail containing illegal materials, the following procedure shall apply:

1. The Mail Detention Specialist will place the mail and the illegal materials in an evidence envelope, sign an appropriate chain of evidence form, and take the materials to the Classification Sergeant.

2. Upon review, if the Classification Sergeant believes that the materials contained in the envelope are illegal, he will:
a. Direct the Mail Detention Specialist to record the incident on a Civilian Incident Report;
b. Prepare an Incident Report;
c. Contact the Patrol Division, provide the materials to the responding deputy, and request that an investigation and crime report be completed.

3. If the Classification Sergeant believes the items are not illegal, but are contraband, he will return the envelope and its contents to the Mail Detention Specialist for processing as contraband mail.

C. Mail that presents a risk to safety and security: for all incoming inmate mail that poses a legitimate risk to safety and security, the following procedure shall apply:

1. The Mail Detention Specialist will forward all mail without opening to Classification or Designated Staff for any inmates who staff has designated as posing a legitimate threat to the safety and security of the facility.

2. The Mail Detention Specialist shall also forward to Classification or designated staff all other incoming inmate mail that, upon review, contain materials or correspondence that may pose a threat to the safety and security of the Facility.

3. Upon reviewing the mail and included materials, the Classification or Designated Deputy will determine whether they present a safety or security risk. If they do, then the materials shall be returned to the Mail Detention Specialist to be processed as Disapproved Mail, contraband in accordance with Section 5.5(A), above. If they do not, then the mail will be returned to the Mail Legal Processor to be distributed to the inmate.

D. Disapproved Privileged Mail: For all mail that is deemed disapproved privileged mail, the Mail Detention Specialist will staple a copy of the Legal Mail Receipt to the "Notice of Disapproved Mail" and place the Legal Mail Receipt in the "Records" mail slot, for filing in the inmate's D-file. The disapproved privileged mail shall be placed in the inmate's property.

E. Unsolicited Commercial Mail and Business Mail: For all mail deemed to be unsolicited commercial mail or business mail pursuant to this policy, the following procedures shall apply:

1. The Mail Detention Specialist shall stamp such mail "Return to Sender. You May Appeal Decision by calling (707) 565-1414, or "Return to Sender Not In Custody" and return the mail to the U.S. Postal Service for delivery. Alternatively, upon consent of the Facility Manager or designee, such mail may be discarded.

2. Inmates are not entitled to notice of any mail not delivered on the basis that it was determined to be unsolicited commercial mail or business transactions pursuant to this policy. Solicitations will be denied and placed on the inmate’s bulk property.
5.6 PROCESSING OUTGOING INMATE MAIL

A. To mail correspondence, the inmate will write his return address and housing location in the upper left-hand corner of the envelope, address the envelope, seal it, stamp it, and place it in the Module/Unit mailbox.

1. In special housing areas where there is no mailbox the Module/Unit Deputy will collect the mail as needed and place it in a mailbox located in another area of the Module/Unit, or keep it at his desk.

2. Inmates wishing to communicate with the Courts or Judges will send such communication through the U.S. Mail. Such mail is considered privileged mail and will be processed in accordance with the privileged mail policy herein. Legal Mail Receipts will not be required for outgoing mail. Inmate Request Forms shall not be sent via the County Courier.

B. The designated Mail Detention Specialist will:

1. Review the envelopes to determine they are appropriately stamped and addressed, have an accurate return address, have no gang markings, etc.;

2. For all mail deemed appropriate, place a rubber band around the mail and return it to the mailbox or other storage area;

3. If the mail is deemed inappropriate in some manner, the Mail Detention Specialist will bring it to the attention of the Module/Unit Deputy who will address this matter with the inmate.

C. The Mail Detention Specialist will take the stamped and approved outgoing mail and place it for mailing with the U.S. Postal Service.

5.7 DISAPPROVED MAIL APPEAL PROCESS

A. Inmates may appeal certain decisions to disapprove mail, either incoming or outgoing, to the Disciplinary Grievance Deputy through the Inmate Grievance Procedure.

B. Civilians may appeal a decision regarding disapproved mail, which shall be directed to the Detention Specialist, who shall discuss with the Civilian the reason for the disapproval.

1. If the civilian is not satisfied with the response given by the Detention Specialist, the Detention Specialist shall refer him/her to the Day Shift Supervising Detention Specialist/NCDF Watch Commander.

2. The Day Shift Supervising Detention Specialist shall research the complaint and make a final decision about the rejection of the mail.
5.8 MAILING INMATE PROPERTY

Refer to: Property – Inmate Clothing/Bulk Property

5.9 MAILING INMATE VALUABLES

Refer to: Property - Inmate Cash and Valuables

5.10 INDIGENT MAIL

A. The Assistance Bag shall include two postage paid envelopes, two pieces of paper and a pencil. Inmates who believe they qualify for indigent status may request an Inmate Assistance Bag once per week via the Commissary Order Form.

B. If the inmate does not qualify for indigent status, the Commissary Order Form will be returned to the inmate and marked “rejected.”

C. If the inmate is eligible for an Inmate Assistance Bag, one will be provided during normal commissary delivery.

5.11 LEGAL MAIL FOR INMATES WITHOUT FUNDS

A. There shall not be any limitations related to the number of postage paid envelopes and sheets of paper an inmate can mail to their attorney and/or the courts.

B. Inmates requesting postage paid envelopes and sheets of paper for legal mail shall fill out an Inmate Request Form addressed to Commissary.

C. The Detention Assistant will verify the inmate has no funds on his cash account. If the inmate qualifies, the Detention Assistant will bring an envelope and paper to the inmates housing module/unit.

D. The inmate will place his letter(s) in the envelope(s), seal and address and return it to the Detention Assistant.

E. The Detention Assistant will indicate the postage code on the envelope(s), note the date, the inmate’s name, and the addressee’s name and address in the Legal Mail Log Book.

F. The Detention Assistant will take the letter and place it in the outgoing mail.

6.0 REVISION HISTORY

Version 17.01.05 – Revised 01/25/05
Version 18.10.07 – Revised 10/03/07
Version 19.10.08 – Revised 10/2008
Maintenance - Inspections and Work Orders

1.0 POLICY STATEMENT

All work sites shall be inspected continually by Staff Members to ensure that equipment deficiencies are documented and reported for maintenance and repair.

2.0 DEFINITIONS

**Inspection**
A visual or manual check of equipment to ensure that the equipment is operating properly.

**Emergency Maintenance**
Equipment failure which impacts the safety and/or security of the Facility, or which presents a health hazard that must be repaired immediately and cannot be left until normal Facilities Operations business hours (e.g. Central Control touch screen failure).

**Non-Emergency Maintenance**
Equipment repair of items which will not impact operations from a safety or security standpoint, or which do not present a health hazard, and can wait for normal Facilities Operations business hours (e.g. a burned-out light fixture in an area with several other operational fixtures).

**Maintenance Liaison**
A designated Staff Member responsible for tracking all maintenance work order requests and ensuring they are completed.

**Isomax Work Order Request**
A system used to submit maintenance work orders via computer. It is not to be used to submit requests for telephone repairs.
3.0 MANDATES
Title 15 Standards: 1280

4.0 GENERAL INFORMATION
4.1 MISCELLANEOUS INFORMATION
A. All Staff Members will conduct inspections of their assigned work areas at the beginning of each shift and throughout the day.
B. Facilities Operations personnel assigned to the Detention Division are responsible for the maintenance, repair, routine inspection of equipment, and the control and accountability for all of their tools.
C. For non-emergency maintenance requests, all Isomax Work Order Requests will be submitted by the staff member observing the deficiency.
D. The Responsible Sergeant shall determine whether equipment is in need of emergency repair and whether it is necessary to call out Facilities Operations.
E. Normal working hours for Facilities Operations personnel are Monday through Friday, 0630 – 1700 hours, holidays and weekends excluded.
F. At the MADF, Maintenance Work Request Logs are located in the Officer Information Binders in the Modules and in Booking.

4.2 INFORMATION FOR WORK BEING DONE IN INMATE AREAS
A. Whenever a Facilities Operations Staff Member or Contractor comes into the Module or the Booking Area, he will first contact the Correctional Deputy and advise him of the repairs that are to be done or the work that will be taking place. The Correctional Deputy will be responsible for announcing, as appropriate, that the work area is off limits.
B. The Facilities Operations Staff Member or Contractor will mark off the work area with stanchions, and the Correctional Deputy will monitor the inmates as needed to ensure they don't enter the work area. If an inmate enters the work area (either the Correctional Deputy personally observes the entry or the Facilities Operations Staff Member/Contractor reports it), the Correctional Deputy will take immediate action.
C. If the work being done requires a Module/Unit to be locked down, the Sergeant or a Lieutenant will need to give the final authorization.
D. When the work is complete, or the Facilities Operations Staff Member/Contractor has to leave the area, he will secure or remove all tools, refuse, and equipment, and will advise the Correctional Deputy. The Correctional Deputy will inspect the work area to ensure the area is free of debris and tools and can again be accessed by inmates.

4.3 INMATE WELFARE TRUST FUND EQUIPMENT
A. Inmate Welfare Trust Fund equipment (inmate televisions, VCRs, ping pong tables, etc.) is purchased with Inmate Welfare Trust Funds and is for the sole use and benefit of inmates.
B. When Inmate Welfare Trust Fund equipment needs repair, a Maintenance Work Request form will be prepared and submitted in the same manner and procedure as is followed for other detention equipment. If the item is un-repairable, notice will be given to the Institutional Services Manager.

5.0 PROCEDURES
5.1 REPORTING MAINTENANCE PROBLEMS
A. The Staff Member reporting a maintenance problem shall complete an Isomax Work Order Request. The reported problem should be described in as detailed a manner as possible.
B. The Staff Member will log the work order on the Maintenance Work Request Log.
C. If the repair requested is an emergency request, the Staff Member shall also call his supervisor to report the problem.
D. The Supervisor will report to the affected area and evaluate the problem. If he agrees the problem is an emergency, the Supervisor will contact the on-call Facilities Operations Staff Member.
E. (If the emergency occurs after normal working hours, the Supervisor shall call Sheriff's Department Dispatch and ask that they contact the on-call Facilities Operations Staff Member and get his estimated time of arrival.)
F. The Facilities Operations Staff Member shall check in with the on-duty Supervisor when he arrives.
G. The Supervisor will e-mail the Maintenance Supervisor to let him know that the repair was an emergency, the number of the Isomax Work Order Request, and the status of the repair when the Facilities Operations Staff Member has completed his work, and will provide the Facility Operations Staff Member with a printed copy of the work order.
5.2 TRACKING ISOMAX WORK ORDER REPORTS AND REPAIRS

A. The Facilities Operations Maintenance Supervisor will provide the Maintenance Liaison with a report each month showing the Isomax Work Order Requests that were submitted and the status of each.

B. The Maintenance Liaison will:
   1. Review the report and check to ensure the repairs made were satisfactory.
   2. Compare the items that were not completed with the previous months list to ensure items were not forgotten.
   3. Meet with the Maintenance Supervisor about items that were not repaired to prioritize the work.

5.3 REPAIR OF INMATE WELFARE TRUST FUND EQUIPMENT (TVs/VCRs)

A. If the repair of televisions and VCRs cannot be done by Facilities Operations Staff:
   1. The Facilities Operations Staff Member will deliver the equipment to the Stores Warehouse Staff, noting the problem and the location from which the equipment was removed.
   2. The Stores Staff Member will supply the Facilities Operations Staff Member with a replacement item to be reinstalled.
   3. The Stores Staff Member will note the information on the Television/VCR Inventory Control List, and will arrange for the equipment to be sent out for repair.

B. Once the equipment has been returned:
   1. The Stores Staff Member will note the repair/return on the Television/VCR Inventory Control List and will place the equipment in the storage area until needed.
   2. If the equipment could not be repaired, the Stores Staff Member will note the information on the Television/VCR Inventory Control List, will notify the designated Supervisor Detention Assistant that the item cannot be repaired and is being removed from inventory and place the un-repairable item in the trash compactor.

6.0 REVISION HISTORY

Version 7.2.07 – Revised 02/27/07
(Replaces MADF Version 6.0.02 & NCDF Version 3.08.98)
1.0 POLICY STATEMENT

Inmates who meet established criteria shall be permitted to marry while in custody. It shall be the responsibility of the Program Deputy to determine inmate eligibility and coordinate marriage ceremonies.

2.0 DEFINITIONS

Clergy

Ordained member(s) of an established religious group or organization.

Confidential Marriage License

Confidential marriage licenses do not allow the public to have access to the file.

3.0 MANDATES


4.0 GENERAL INFORMATION

A. Marriages may take place at the MADF or NCDF.

B. In order to perform an inmate marriage, a member of the Clergy must be on the list of those authorized to enter the secure perimeter (Refer to: Volunteer - Security Clearance).

C. The intended spouse shall have no outstanding warrants.

D. Only "confidential marriages" will be conducted.

E. Inmates who are both in custody will not be permitted to marry.
5.0 PROCEDURES

5.1 ARRANGING INMATE MARRIAGES

A. The inmate will prepare an Inmate Request Form addressed to the Program Deputy requesting assistance in arranging a marriage. The intended spouse must be identified in the request.

B. The Program Deputy will:
   1. Grant the request if the inmate and the intended spouse meet the criteria.
   2. Advise the inmate of Clergy members cleared to perform marriages in the facility.
   3. Instruct the inmate to have their intended spouse contact them schedule a date and time for the marriage.
   4. Advise the inmate the intended spouse must contact the Clergy member prior to the ceremony to arrange for payment of fees for services, or must be prepared to pay the fees at the ceremony.

C. If the inmate and/or intended spouse do not desire to use the services of a facility cleared Clergy, the marriage ceremony will be cancelled.

D. The Program Deputy will inform the inmate and the intended spouse of the following rules governing the marriage ceremony:
   1. No guests will be allowed at the ceremony;
   2. The search policy for visitors;
   3. No physical contact beyond the exchange of rings;
   4. The only property allowed at the ceremony are the rings;
   5. An additional visit may be granted after the completion of the ceremony;
   6. The non-inmate spouse may keep the inmate's ring or the ring can be placed on the inmate's property.

E. The Program Deputy will enter the scheduled ceremony into the computer.

5.2 CONDUCTING AN INMATE MARRIAGE

A. The cleared Clergy member and intended spouse must register in the lobby with the Legal Processor.

B. If either the intended spouse or the Clergy member are unable to clear the metal detector, the ceremony will be cancelled.
   1. The intended spouse and/or Clergy member may be asked to submit to a pat search if the Detention Division has reason to believe that an attempt is being made to enter the facility with items of contraband.

C. The inmate will sign the required paperwork for the County Clerk's Office.

D. The Clergy member will conduct the marriage ceremony and sign the required paperwork.

E. When the ceremony is complete, the Program Deputy will return the inmate's ring to the spouse or place the ring on the inmate's property.

F. The Program Deputy will conduct a strip search if the inmate is of the same sex. If the inmate is of the
opposite sex, the Program Deputy will ask a Movement Deputy to conduct the strip search.

6.0 REVISION HISTORY

Version 4.12.03 - Revised 12/8/03
Version 5.12.03 - Revised 12/17/03
Version 6.05.11 - Revised 05/2011
Merges and replaces:
Marriages - Inmate MADF version 2.12.92 and NCDF version 5.12.93
Meals and Meal Service - Inmate

1.0 POLICY STATEMENT

The Detention Division provides inmate meals that are nutritionally adequate and properly prepared pursuant to Title 15 standards. All meals will be prepared and served under the direct supervision of staff, and in a manner that ensures safety, proper food handling; the least amount of regimentation and equal treatment of all inmates.

2.0 DEFINITIONS

**Holding Area**
For the purposes of this Chapter includes the following:

1. First Floor Court Holding at MADF
2. Second Floor Court Holding at MADF
3. Third Floor Court Holding at MADF
4. 401 Holding and 401 Dress Bath at NCDF

**Sack Meal**
A meal given to inmates that includes the following: meat, cheese, four slices of bread, a condiment, cookies, fruit and a beverage.

**Supplemental Snack**
A snack prescribed by a physician, psychologist, nurse practitioner or dentist for a medical reason.
3.0 MANDATES

*Title 15 Standards: 1230, 1240, 1241, 1246*

*Health and Safety Codes: 114149-114149.3, 114268, 114269, and 114279-114282*

4.0 GENERAL INFORMATION

A. Meal times may vary between the two facilities, on weekends and on court holidays.

B. All inmates will be provided with at least three (3) meals in a 24 hour period, at regular times, one (1) of which will be served hot. At no time, shall there be more than fourteen (14) hours between any two successive meals. Withholding food or any change in the normal menu, as a form of punishment is strictly forbidden. This does not preclude the service of approved special management diets or approved medical diets.

C. Provisions shall be made for any inmates who may miss a regular scheduled facility meal by providing a substitute meal and beverage.

   1. Inmates prescribed with medical diets shall receive their prescribed meal.

D. All inmates working in the MADF and NCDF kitchens shall be medical screened and will receive education, ongoing monitoring and cleanliness training in accordance with the standards set forth in the Health and Safety Code, California Retail Service Code.

E. Inmates shall be allowed 20 minutes to consume their meals except for those inmates on medical diets where the responsible physician has prescribed additional time.

F. Hot meals delivered to the Modules/Units will be served on thermal trays.

G. No programs, or other inmate activities, shall be scheduled during meal service.

H. Inmate meals shall be measured for heat and cold temperatures, in compliance with all applicable food safety regulations and guidelines for the cooking and serving of all inmate meals.

   1. Food will be stored at temperatures in compliance with all applicable food safety regulations and guidelines.

I. Food delivered to the Modules/Units will be served within 30 minutes upon arrival.

J. No food items from inmate meals are permitted to be saved in an inmate’s cell. This does not include supplemental snacks or special diets, such as but not limited to, those provided to diabetics and pregnant inmates.
4.1 MEAL SERVICE AT MADF

A. Inmates dressed in for housing will receive a spoon to be used for meals, with the exception of Administrative Segregation inmates, inmates housed in a Mental Health area and inmates housed in I-Module.

   1. Detention Administration may determine, based on safety and security concerns, to also restrict the issuance of a spoon in other housing areas.

B. Inmates being held in restraints in Safety Cells shall not be served their meals until the removal of their restraints is cleared by Medical or Mental Health Staff, or the responsible Sergeant.

C. Food ports shall be closed and locked immediately after the Deputy has given an inmate his meal or retrieved his tray.

D. Supplemental snacks will be delivered to the Modules with the meal prior to the time the snack is to be consumed. Module Deputies will distribute the snacks to inmates as appropriate.

4.2 MEAL SERVICE AT NCDF

A. At no time shall an inmate kitchen worker be permitted to enter a lockdown unit.

B. Female inmates will consume their meals in the Dining Hall, separate from male inmates. The Deputy working in the Dining Hall will assign female inmates to the table(s) where they are to sit.

C. Generally, all inmates housed in 101, 201 and 501/502 Units will consume their meals in the Dining Hall. Units may be called to eat separately from one another, which will be determined by evaluating all relevant safety and security considerations.

D. The method of serving food to 401 inmates shall be determined by the classification of the inmates. Any Administrative Segregation or Disciplinary Separation inmates shall not be allowed to mix with other inmates and will be served their trays through the feeding port. All feeding ports must be closed after the meal tray has been given to the inmate.

E. Inmates in a holding cell will served their meal in the cell.

F. Inmates in the lobby areas during meal service times will be served their meals in 401 holding by a Movement Deputy.

G. All doors in the Dining Hall shall be secured after meal service has concluded and the Units will be notified the Dining Hall is closed.
H. Supplemental snacks will be delivered to the lockdown Units with the meal prior to the time the snack is to be consumed. Unit Deputies will distribute the snacks to the inmates.

1. General Population inmates will retrieve their supplemental snacks after their meal service, but prior to the time the snack is to be consumed.

4.3 MEAL SERVICE - MODULE WORKERS' RESPONSIBILITIES

A. Module/Unit Workers shall:

1. Serve the meals under the direct supervision of the Module/Unit Deputy.

2. Wash their hands prior to beginning meal preparation, after picking items up from the floor, handling garbage or any other action which is unsanitary.

3. Perform meal service clean up.

5.0 PROCEDURES

5.1 MEAL DELIVERY TO MODULES AT MADF

A. A Staff Member shall retrieve the cart pushers from their housing module.

B. When a meal cart has been prepared and the Module count confirmed, the Staff Member will count the meals on the cart, and sign off on the "Meal Count Sheet" verifying the meal count is correct.

C. The Staff Member will coordinate and supervise the delivery of the meal carts.

D. When the meal cart arrives at the Module, the Module Deputy will count all the meals and items on the cart to verify the counts are correct.

E. If the meal count on the cart is incorrect, or if other items are missing or insufficient in number, the Module Deputy will call the kitchen to request the missing items be delivered to the module. The Module/Deputy will then contact a staff member to deliver the item to the module.

5.2 MEAL SERVICE IN MODULES/UNITS

A. Inmates who have lost or broken their spoons are required to notify the Module/Unit Deputy immediately.

B. At the MADF, the Module Deputy will ask the Clothing Room Detention Assistant to provide the inmate with another spoon. The Deputy will then document the loss/breakage in an Incident Report, and as appropriate, implement either the minor or major discipline
C. At the NCDF, the Unit Deputy will provide the inmate with another spoon. The Deputy will then document the loss/breakage in an Incident Report or a Management Note entry, as appropriate.

D. When the Module Workers are ready to begin meal service, the Module/Unit Deputies will coordinate and supervise the meal service, according to the Module/Unit’s operational procedures.

E. The Module/Unit Deputy will check each inmate's I.D. card when the inmate is given his meal. At the MADF, many inmates are served their meals in their cells with the Module Deputy ensuring every inmate is provided a meal.

F. The Module/Unit Deputy shall then proceed to each cell/bunk area of each inmate who did not receive a meal and obtain their verbal refusal that they do not want to eat their meal. This will include the cells of inmates locked down for disciplinary actions, who are on a no-mix status, who are ill, or who simply did not get up to retrieve their meal. The Deputy will personally gather information as to why the inmate refused his meal and will note the refusal in the Module/Unit’s Activity Log in the computer. The Deputy’s entry will include the inmate’s name, cell or bunk number, and the reason for the refusal. A Classification/Health Services Input shall be submitted for any inmate who refuses three (3) consecutive meals.

G. The Module/Unit Deputy will return the uneaten meal to the cart.

H. All extra meals and beverages will be returned to the kitchen with the cart.

5.3 AFTER MEAL CLEAN-UP IN MODULES/UNITS

A. When inmates have completed their meals, they will stack their trays on the food cart, and place their cups, bowls, and other items neatly on the cart.

B. In special housing areas, the Module/Unit Deputy shall observe each inmate to ensure he returns his utensil.

C. The Module Worker shall place the items neatly on the food cart.

D. The Module/Unit Deputy will count to verify that all items have been returned.

E. If the count is less than what arrived, the Module/Unit Deputy will:
   1. Contact the Supervising Sergeant if the item is not found.

F. The Module/Unit Deputy will supervise the meal service clean up.
5.4 BOOKING AREA MEAL SERVICE AT MADF

A. The kitchen will telephone a Booking Deputy for the amount of meals required for the Booking Area.

B. A Kitchen Staff Member will deliver the meals to the Booking Area.

C. A Booking Deputy will supervise meal service in the Booking Area.

D. All inmates in the Booking Area will be served a sack meal with the exception of the inmate booking worker, who will be served the regular inmate housing meal.

E. Inmates in the Booking Area, depending on when they arrive, may be provided with less than three meals during their first day of incarceration.

5.5 COURT HOLDING CELL MEAL SERVICE AT MADF

A. A Court Movement Deputy will contact the kitchen to provide a count on the number of meals required to serve meals to all inmates in the Holding Areas.

B. A Kitchen Staff Member shall prepare the meals.

C. A Court Movement Deputy will retrieve the meals from the kitchen for inmates in the Court Holding Areas, and serve the inmates their meals.

D. A Court Movement Deputy shall collect the trash after the inmates have completed their meals and dispose of the trash in the Staff Servery.

5.6 NCDF INMATE WORKERS AT MADF MEAL SERVICE

A. A Detention Assistant shall contact the kitchen to provide a count of how many meals are required to serve all of the Inmate Workers.

B. When the Inmate Worker meals have been prepared, a Kitchen Staff Member will notify the Detention Assistant.

C. The Detention Assistant will retrieve the meals and will return with them to the area where the inmates are working.

D. NCDF Inmate Workers assigned to the kitchen shall consume their meals in the Inmate Workers' Break Room.

E. When the NCDF Inmate Workers are finished eating, all meal trays shall be returned to the kitchen.
6.0 REVISION HISTORY

Version 16.02.07 - Revised 02/27/07
Version 17.07.07 - Revised 07/20/07
Version 18.09.16 – Revised 09/15/16
(Merges and replaces MADF 17.07.07 & NCDF Version 08.03.07)
Revised 8/1/2017
Medical - Clinic Operations

1.0 POLICY STATEMENT

Certain medical, x-ray, and dental services which cannot be provided at NCDF or in the MADF modules will be
provided in the MADF Clinic.

2.0 DEFINITIONS

Clinic Medical and dental examination and treatment areas located next to I Module.

I Module Medical Housing Module

Medical Instruments Tools used by Medical and Dental Staff to examine and/or treat inmates.

3.0 MANDATES

Title 15 Standards: 1206, 1208, 1211, 1215

IMQ Standards: 306

4.0 GENERAL INFORMATION

A. Dental call and x-rays will be conducted as scheduled.

B. A Movement Deputy will escort the inmates to the Clinic and stage them in a staging room (Refer to Movement - General and Movement - NCDF Inmates).

C. In the Clinic areas, inmates will be separated by gender, classification, and facility in which they are housed.

D. Medical Staff will be responsible for the supervision and movement of inmates in the Clinic. Medical Staff will
monitor the inmates behavior and report any transgressions to the Movement or I-Module Deputy.

   1. A Correctional Deputy will stand by with the medical staff member when the inmate who is being seen is a
      threat to staff and/or requires close supervision.

   2. When an inmates classification requires he be placed in restraints, that inmate will be escorted in restraints
to the Clinic and the restraints will remain on the inmate for his appointment.
E. The I Module Deputy is responsible for rounds in the Clinic area when inmates are present (Post Order I - Module Deputy).

F. All medical instruments will be locked in drawers and cabinets when not being used.

G. When inmates are detained in Staging Room Two in the MADF Clinic for more than 30 minutes, the I-Module or Movement Deputy will inquire if the inmate needs to use the restroom (a restroom is located in Staging Room One).

H. Janitorial services in the Clinic shall be provided by Janitorial Staff.

I. Medical Staff will obtain permission from a Sergeant, prior to authorizing any special issue items for an inmate.

J. Medical Staff may use the key pad to access and leave the Clinic area.

5.0 PROCEDURES

5.1 STAGING INMATES IN THE CLINIC

A. Module Deputies will identify and prepare inmates to be escorted to the Clinic (Refer to Medical - Scheduling and Movement for Triage and Sick Call).

B. A Movement Deputy will escort inmates to the Clinic and stage them in a Staging Room (Refer to Movement - General, Movement - NCDF Inmates, and Medical - Scheduling and Movement for Triage and Sick Call).

C. If an inmate presents a potential or real threat to the safety and/or security of the facility or staff, the Movement Deputy shall take the inmate directly to the exam room or dental room and stay with the inmate while he is being treated and when finished immediately escort the inmate back to his module (Refer to Movement - Special Handling and Movement - General).

D. Medical Staff shall provide treatment to inmates requiring special handling immediately after their arrival.

E. When the inmates have been treated, a Medical Staff Member will contact a Movement Deputy, via Central Control, and request the inmates be returned to their modules or the appropriate holding area.

F. Medical Staff will stage the inmate in one of the Clinic Staging Rooms until they can be picked up by a Movement Deputy.

G. The Movement Deputy will report to the Clinic and escort the inmate to his module.

5.2 INMATE MOVEMENT WITHIN THE CLINIC

A. The Medical Staff Member will unlock the door, take the inmate out of the Clinic Staging Room, and escort the inmate to the exam room or dental office.

B. Upon completion of treatment a Medical Staff Member will escort the inmate back to a Clinic Staging Room.

C. When inmates have been treated, a Medical Staff Member will contact a Movement Deputy, via Central Control, and request the inmates be returned to their modules or the appropriate holding area.

D. The Movement Deputy will enter the Clinic, check the inmates I.D.'s, pat search the inmates and escort them back to their module or appropriate holding area.
6.0 REVISION HISTORY

Version 4.01.99 - Revised 1/1999
Version 5.05.09 - Revised 5/20/2009
Medical - Cost Recovery and Transportation for Off-Site Medical Appointments

1.0 POLICY STATEMENT

To ensure timely access to health care services outside the facility, inmates who choose to be treated off site by a private provider rather than accept the treatment or alternatives offered by the Sheriff's Department's Medical Services Provider, may make arrangements through the Department's Medical Staff for appointments with their private provider. The inmate shall pay the costs for security and transportation incurred by the Sheriff's Department.

To provide inmates with the highest quality of care possible, the Sheriff's Department Medical Provider may, at their expense, refer inmates to essential health services that are available only outside the facility.

Medical staff will schedule all appointments for private providers and transportation will be handled by Transportation Unit Personnel.

2.0 DEFINITIONS

Inmate Medical Care Transport/Security Cost Recovery Form

The form used to obtain an inmate's agreement and authorization to pay for transportation and security costs.

Private Provider

Physicians, chiropractors, physical therapists, dentists, etc

Off-Site Treatment

Any medical or dental treatment received by an inmate at a location other than the MADF/NCDF.

3.0 MANDATES

Title 15 Standards: 1200, 1206, 1208, 1215
IMQ Standards 108

4.0 GENERAL INFORMATION
4.1 ELIGIBILITY FOR OFF SITE MEDICAL APPOINTMENTS

A. An inmate is eligible to be treated off site by a private provider if:

1. He declines treatment offered by the medical services contractor and elects to seek treatment from a private provider.

2. He elects to seek treatment from a private provider after the medical services contractor determines treatment is not medically required.

3. He elects to seek a second opinion or enhanced treatment after treatment has been given by the medical services contractor.

4. He has sufficient funds in his account to pay the costs for security and transportation.

5. He does not pose a security risk which would preclude leaving the facility. Inmates who present a significant risk to safety and security will be evaluated on a case by case basis, and may be refused the opportunity to see an off-site medical provider if it is deemed the risk is too great.

6. Ultimately, the Transportation Unit Supervisor will determine whether or not the inmate will be transported to the appointment.

7. The chosen private provider is located within 25 miles of Santa Rosa, and is within Sonoma County.

B. Referred by Detention Medical Staff.

C. If an inmate is referred by the medical services contractor to an off-site provider, the inmate may choose to see a private provider of his choice. The only cost the inmate will be liable for in this instance is the difference, if any, in the transportation/security costs.

D. Any inmate being treated for a condition covered by Workers' Compensation who cannot afford to pay transportation and security expenses must be evaluated by the medical services contractor's physician. If it is determined that the inmate's condition will deteriorate if left untreated during his incarceration, or that his condition does require medical intervention, the inmate will be allowed to request off-site treatment by his private provider and will not be charged for the transportation or security expenses.

4.2 MISCELLANEOUS INFORMATION

A. Medical Staff will evaluate the need for services unavailable on site and assure timely access to health care services outside the facility, taking into account the urgency of the inmate's medical needs.

B. Medical Staff will be responsible for scheduling all off-site medical and dental treatment services for inmates and will ensure necessary paperwork is received by transportation no later than the morning of the appointment.

C. Off-site medical and dental appointments will be scheduled Monday through Friday during business hours.

D. Medical Staff will enter the date, time and location of the appointment into the SCADS system.

E. If an inmate is admitted unexpectedly to the hospital the Transportation Deputy will notify the Booking Sergeant.

F. Inmates liable for the transportation and security costs shall pay before being transported to their medical appointments.
G. Inmates electing to see a private provider are responsible for all costs associated with the appointment. Arrangements for payment to a private provider will be made through the Department's Medical Provider.

H. Charges for transportation/security services will be standardized and based on the location of the appointment, and the fee schedule established by the Board of Supervisors for Security/Transportation. Annually, in June, a review of the charges will be conducted by the Administrative Services Officer and Transportation Unit Manager to ensure they are still valid.

I. The standard rates charged for transportation are based on a County rate for vehicle use, the average amount of time generally spent on medical/dental transports, and a Deputy's hourly salary plus benefits.

J. If the cost of the transportation and security expense exceeds the amount of the inmate's funds, the inmate shall not be transported to his private provider.

K. Withdrawals from an inmate's account to pay for the transportation and security expenses incurred shall not be processed without written authorization from the inmate.

L. Inmates who are released before they are taken to their private provider shall be reimbursed for the amount deducted from their cash accounts. Refer to: Releases - General Procedures for the process.

M. When appointments are made for off-site visits to private providers, staff will not advise the inmate or any others of the date and time the appointment is scheduled.

N. The Medical Department will ensure the appropriate and confidential transmittal of medical information to and from the off-site provider.

5.0 PROCEDURES

5.1 OBTAINING INMATE'S AUTHORIZATION FOR COST RECOVERY

A. The Inmate wishing to see a private provider will complete Part 1 of the Inmate Medical Care - Transport/Security Cost Recovery form, including cost computation, and give it to a Medical Staff Member or place it in the medical mail box located in the Module.

B. The Medical Staff Member will route the form to the Medical Records Clerk.

C. If the inmate has sufficient funds and is eligible, the Medical Records Clerk will schedule an appointment for the inmate, note that the inmate's request is approved in Part 2 of the Inmate Medical Care Transport/Security Cost Recovery form, and deliver the form to the Supervising Legal Processor at MADF and the Watch Commander at NCDF.

1. If the inmate is requesting to see his private provider in place of the provider the medical services contractor is referring him to, the Medical Records Clerk will indicate the cost difference on the form, if any, and forward the form to the Supervising Legal Processor/Watch Commander for processing.

2. The form must be received and processed by the Supervising Legal Processor/Watch Commander before the appointment is made to ensure the inmate does not spend the money in his account before the fee is
deducted from his books.

D. If the inmate does not have sufficient funds, the appointment will not be scheduled.

5.2 WITHDRAWING FUNDS FROM INMATE'S ACCOUNT TO PAY COSTS

A. The Supervising Legal Processor/Watch Commander will adjust the inmate's account, decreasing the inmate's account and increasing the Inmate Transport Fees Account in the amount indicated on the Inmate Medical Care Transport/Security Cost Recovery form.

B. The Supervising Legal Processor/Watch Commander will appropriately complete Part 3 of the Inmate Medical Care - Transport/Security Cost Recovery form and forward the completed form to the Legal Processor for inclusion in the inmate's D-file.

C. If the transaction cannot be completed due to insufficient funds, the Supervising Legal Processor/Watch Commander will appropriately complete Part 3 of the Inmate Medical Care - Transport/Security Cost Recovery form and return it to the Medical Records Clerk for cancellation of the appointment and notification of the inmate.

5.3 TRANSPORTING INMATE TO AND FROM MEDICAL APPOINTMENT

A. The Transportation Unit Supervisor will arrange for the transportation and security of the inmate.

B. The day of the appointment the Unit will be notified of the inmate's pending appointment.

C. The inmate will be escorted to the Transportation Deputy who will check the inmate out with the Records Division.

D. Upon return to the facility the Transportation Deputy will notify Records and a Movement Deputy.

E. The Movement Deputy will go to the Records area, pat search the inmate and take the medical paperwork from the Transportation Deputy.

F. The Movement Deputy will escort the inmate to the dress-out room and conduct a strip search in accordance with the Searches - Strip policy and return the inmate to his assigned Module/Unit then take the medical paperwork to Medical Staff.

5.4 TRANSPORTS REQUIRING MORE THAN ONE OFFICER

A. When a high-security inmate is scheduled for an off-site appointment with a private provider, the Transportation Unit Supervisor will determine whether or not the inmate can be safely transported with one Deputy.

B. If it is decided the inmate will require more than one Deputy, the Transportation Unit Supervisor will determine the amount of time and number of additional staff required to transport the inmate.

C. If the inmate is liable for the transportation/security costs, the Transportation Unit Supervisor (or his designee) will document the cost of providing the additional security on a green Inmate Property Release form and notify the inmate of the additional cost.

D. If the Inmate agrees to pay the additional cost:
   1. He will sign an Inmate Property Release form.
   2. The Transportation Unit Supervisor will take the form to the Supervising Legal Processor/Watch

Commander so the additional money can be deducted from the inmate's account.

3. The Supervising Legal Processor/Watch Commander will deduct the money from the inmate's account and have the Inmate Property Release form placed in the inmate's D-file.

E. If the Inmate refuses to pay the additional expense:

1. The Transportation Unit Supervisor will advise the Medical Records Clerk.

2. The Medical Records Clerk will cancel the inmate's appointment with his private provider.

3. The Medical Records Clerk will notify the Supervising Legal Processor/Watch Commander that the inmate's appointment has been cancelled.

4. The Supervising Legal Processor/Watch Commander will refund the money taken from the inmate's cash account by adjusting the inmate's account, increasing the inmate's account and decreasing the Inmate Transport Fees Account.

6.0 REVISION HISTORY

Version 4.01.05 Revised 1/20/05
Version 5.09.08 (Replaces NCDF Medical-Cost Recovery for Transportation and Security Version 4.03.01, Medical-Off-Site Medical Version 4.01.05 and Dental Appointments Version 4.02.00) Revised 9/2008
1.0 POLICY STATEMENT

Medical staff members will be responsible for the security and accountability of all medical equipment and supplies brought into the Sonoma County Adult Detention Facilities.

2.0 DEFINITIONS

Medical "Security Concern" Items

Medical instruments or supplies which, in the hands of an inmate, may pose a threat to the safety of staff or inmates and/or the security of the facility.

3.0 MANDATES

Title 15: 1029
IMQ Standards: 107(I), 401(E)

4.0 GENERAL INFORMATION

A. All facility staff members hired by an outside contractor for medical work with the Sonoma County Adult Detention facilities will receive a security orientation by the Program Manager, Director of Nursing, or designee prior to obtaining access to the housing areas.

B. All facility medical exam and treatment rooms will be kept locked when unattended by medical staff.

C. Medical exam rooms in the clinic and any instruments used during module sick call will be inventoried on a scheduled basis.

D. Inventories will be documented by medical staff on an inventory form, in accordance with medical unit policy and procedure.

E. Forms will be filed by the medical department and retained for a period of 30 days.

F. Medical Staff will maintain an up-to-date supply listing of all "security concern" items kept in the clinic exam rooms and other applicable areas.

G. Security concern items will not be stored in the medical examination treatment rooms. Medical staff will be
responsible for the removal of any security concern items following the treatment of an inmate.

H. Weekly re-stocking will include a check for any security concern items.

5.0 PROCEDURES

5.1 CLINIC AND TREATMENT ROOM EXAM/DENTAL ROOM INVENTORY

A. Appointed medical staff will be responsible for weekly re-stocking of approved medical items within each module examination room.

B. As part of re-stocking, an inspection will be conducted to ensure that no non-approved items of medical equipment and supplies are present.

C. Records of weekly inspections and re-stocking will be maintained by medical administration.

D. If item(s) are missing from the inventory:

1. The Medical Staff Member/Dentist will attempt to locate the item(s) by checking other inventory sheets for "extras", searching the exam rooms, etc.

2. If the Medical Staff Member/Dentist is unable to locate the item(s), he will immediately contact, and inform the Booking Sergeant of the missing item(s).

3. The Booking Sergeant will initiate search procedures. (Refer to: Searches - Interior Facility).

6.0 REVISION HISTORY

Version 02.05.94
Version 03.07.10 – Revised 07/21/2010
1.0 POLICY STATEMENT

When an inmate needs immediate medical attention and the facility physician is unable to provide the necessary treatment, the inmate shall be transported to an emergency room for treatment or hospitalization.

2.0 DEFINITIONS

Medical Referral Form
A form used by Medical Staff which must accompany certain inmates sent to Sutter Medical Center for treatment.

Jail Medical Hold Form
A form which directs hospital staff to notify the Booking Sergeant or Watch Commander at NCDF when an unguarded inmate is ready for release from the hospital.

3.0 MANDATES

Title 15 Standards: 1206

IMQ Standards: 108

California Penal Code: 4011.5 PC, 4011.7 PC

4.0 GENERAL INFORMATION

A. While the decision to transfer an inmate to the hospital is primarily medical, the final decision rests with the Supervisor involved with the incident.

4.1 TRANSPORTATION/GUARDING ISSUES
A. Inmates will be transported to the hospital whenever the facility physician or his designee deems it necessary.
B. If an ambulance is required, the medical staff shall determine the type of response required (e.g. Code-2, Code-3).
C. On-duty Transportation Unit personnel may transport inmates who can be transported in a patrol vehicle. If Transportation personnel are not on duty, or are unavailable, patrol deputies will provide transportation services, as available.
D. When an inmate requires hospitalization, a guard will be requested from patrol when the inmate is:
   1. An unsentenced felon.
   2. A sentenced felon.
   3. A misdemeanant with the potential for escape or violence.
   4. Has a victim notification.
   5. Considered a threat to the community
D. Depending on the inmate’s charges, behavior, escape risk, etc., the Patrol Division may elect not to guard the inmate.
E. Inmates will be returned from the hospital in a patrol vehicle unless an ambulance is specifically authorized by Medical Staff.

4.2 MISCELLANEOUS INFORMATION

A. Sutter Medical Center is the primary hospital utilized for off-site emergency services.
B. If an inmate is being released on his own recognizance prior to being transported to the hospital, refer to Releases - Court.
C. A Jail Medical Hold Form is only required when the inmate may be hospitalized without a guard.
D. Inmates at the hospital for treatment or hospitalization who are being guarded will not be permitted visitors or use of the phone without permission of the Patrol Watch Commander.
E. The criteria which must be evaluated by the Administrative Lieutenant or designee before contacting the courts and asking for a final or conditional release for a hospitalized inmate include the following:
   1. The inmate’s judicial status and arrest circumstances
   2. The inmate’s medical condition and expected length of stay in the hospital
   3. Whether or not the inmate must be guarded
   4. The threat the inmate poses to the safety and security of the hospital and its staff, and the public
   5. The inmate’s in-custody behavior
   6. The amount of financial exposure the Sheriff’s Department may have if the inmate remains in the hospital for an extended period of time.
For more information regarding the final or temporary release of hospitalized inmates, refer to chapters Releases - Court and Temporary Releases.
F. The hospital is responsible for notifying the MADF Booking Sergeant or the NCDF Watch Commander whenever an inmate with a “Jail Hold” is ready for release.
G. Inquiries from the public regarding the inmate’s medical condition while he is hospitalized shall be referred to the hospital.
H. Medical Staff will contact the hospital to determine if the inmate will be admitted.
I. If the inmate is admitted to the hospital, the Medical Staff will note the inmate’s admission on the inmate’s medical chart, and will contact the hospital daily for an update on the inmate’s status.

5.0 PROCEDURES

5.1 ARRANGING FOR EMERGENCY TRANSPORTATION OF INMATES

A. The Facility Physician or his designee shall:
   1. Notify the Booking Sergeant when he has deemed it necessary for an inmate to be taken to the hospital for emergency treatment.
   2. Tell the Booking Sergeant which transportation method to use (ambulance or patrol vehicle) and what
response code to use (Code-1, 2 or 3).

B. The Booking Sergeant shall:
   1. Check the inmate’s D-file to see if a guard is needed or if a Jail Medical Hold Form will suffice.
   2. Contact Sheriff’s Department Dispatch and request transportation for the inmate and advise if a guard is needed.
   3. Complete a Jail Medical Hold form.
   4. If the inmate is to be guarded, prepare the following information: a current picture of the inmate, a current booking sheet, and whether or not the inmate is considered an escape risk.

C. A Medical Staff Member shall complete two Medical Referral forms to be given to the Ambulance Attendant or Transporting Deputy.

5.2 TRANSPORTING INMATES BY AMBULANCE

A. If the inmate is being transported to the hospital by ambulance:
   1. A Correctional Deputy shall escort the ambulance crew to the area to pick up the inmate.
   2. The Medical Staff shall give the Booking Sergeant or ambulance crew two completed Medical Referral forms sealed in an envelope.
   3. The Booking Sergeant shall:
      a. Give the Jail Medical Hold form, if applicable, to the ambulance crew or to the Transporting Deputy.
      b. Give the inmate information, if applicable, to the transporting deputy or to the ambulance crew, to give to the guard at the hospital.
      c. Log the time the inmate left the facility on the SCADS Supervisor’s Activity Log.
      d. The Booking Sergeant shall request a Record’s Legal Processor process the inmate as a “Temporary Release”.

5.3 TRANSPORTING INMATES BY PATROL VEHICLE

A. If the inmate is being transported to the hospital by a Transportation or Patrol Deputy:
   1. A Correctional Deputy shall bring the inmate to the booking area.
   2. The Medical Staff Member shall give the completed Medical Referral form (sealed in an envelope) to the Booking Sergeant to give to the transporting deputy. The Booking Sergeant shall give the completed Jail Medical Hold form and the inmate’s information to the transporting deputy.
   3. The Booking Sergeant shall request a Record’s Legal Processor process the inmate as a “Temporary Release”.
   4. The Booking Sergeant shall log the time the inmate left the facility in the SCADS Supervisor’s Activity Log.

5.4 RETURNING AN INMATE AFTER HOSPITALIZATION

A. Refer to the Booking - Return from Temporary Release chapter for information.

6.0 REVISION HISTORY

Version 7.02.00 – Revised February 2000

Version 8.06.08 – Revised June 2008
Medical - Medication and Medical Supply Delivery

1.0 POLICY STATEMENT

Medications and medical supplies being delivered to the Lobby shall only be handled by licensed Medical Staff, consistent with policies set forth by the Detention Division and its Medical Services Contractor.

2.0 DEFINITIONS

Medical Supplies For the purpose of this chapter, medical supplies include prescription medications and medical supplies delivered by vendors. Deliveries by family members or friends of inmates are limited to birth control pills, HIV/AIDS medications, or other special need items pre-approved by the medical provider.

3.0 MANDATES

None

4.0 GENERAL INFORMATION

A. Only licensed Medical Staff may accept (sign for) or refuse medications and medical supplies delivered to the Lobby.

B. Nothing in this chapter shall prohibit medical supplies from being accepted by Detention Assistants at the MADF Loading Dock when they are being delivered by a delivery service such as UPS.

5.0 PROCEDURES

5.1 DELIVERY OF MEDICATION/MEDICAL SUPPLIES

A. When a vendor or family member/friend of an inmate brings medications or medical supplies to the Lobby, the Receptionist/Cashier on duty will notify Medical Staff and request they respond to the Lobby for a delivery.

B. The Medical Staff Member will go to the Lobby and accept or refuse the delivery.

1. If the Medical Staff Member is unable to respond to the Lobby and the individual making the delivery cannot wait, he must take the medications or medical supplies away with him.

6.0 REVISION HISTORY
Version 2.06.00 - Revised 2/2000
Version 3.09.08 - Revised 9/2008 (Merged MADF Version 02.06.00 and NCDF Version 01.06.00 into Detention Division Policy)
Medical - Medication Rounds & Staff Members Administering Medication

1.0 POLICY STATEMENT

Prescribed medications, and a limited number of over-the-counter medications, will be provided on a regularly scheduled basis to inmates. Specified over-the-counter (OTC) medications shall be available to inmates in the modules/units, MADF laundry, and MADF kitchen and distributed by applicable correctional, laundry, and food service staff.

2.0 DEFINITIONS

Administering Medication
The act of giving a patient a single dose of prescribed medication or over-the-counter medication

Delivering Medication
The act of providing one or more doses of a prescribed and dispensed medication to a patient

Over-the-Counter Medications which do not require a prescription (OTC)

3.0 MANDATES

Title 15 Standards: 1214, 1216
Welfare & Institutions Code: 5326.2
IMQ Standards: 401, 402, 602
4.0 GENERAL INFORMATION

A. Medication rounds will be conducted three times daily, with an additional medication round conducted on Grave Shift for inmates going to court.

B. Inmates will receive medication from an authorized staff member and will swallow all oral medications immediately.

C. Inmates may receive the following OTC medications from Correctional Staff, Food Service Staff and MADF Laundry Detention Assistants who are assigned to supervise them:
   1. Tylenol, 325 mg (1 or 2 tablets)
   2. Antacid Tablets (1 or 2 tablets)

E. On duty kitchen/laundry inmates shall not be given OTC medications more than once per shift.

F. Inmates will not receive OTC medications more than once in a six hour period.

G. Staff members will issue OTC medications directly to the inmate requesting them.

H. If an inmate cannot have a particular OTC medication, that fact shall be noted in his medical file, and the inmate shall be informed by Medical Staff that he cannot take that OTC medication, and reason why he cannot take the medication.

I. Inmates should have a beverage with them when receiving medications, unless the medication is in liquid form. Inmates who do not have a cup will be provided one by the Medic.

J. Medical Staff will collect the OTC Medication Logs from the mailroom and review them.

K. OTC medications shall be stored in clearly labeled containers at each module/unit Deputies station, the Laundry Room and in the Kitchen Office.

L. Medical Staff shall restock OTC medication during medication rounds.

M. Inmates out of the module/unit during medication rounds shall have their prescription medications delivered after they return.

N. Medications which are brought into the facility by a work furlough/commitment inmate must be taken directly to a Medical Staff Member for storage and administering. Medical Staff will evaluate and verify the inmate's need to take the medication while in custody. All prescription bottle labels must contain a current date, name of patient and doctor, name of medication, dose, route, and frequency.

5.0 PROCEDURES

5.1 REQUESTS FOR AND DISTRIBUTION OF OTC MEDICATIONS BY CORRECTIONAL STAFF

A. The Inmate may request the OTC medication from the Module/Unit Deputy, the MADF Laundry Detention Assistant or the MADF Kitchen Staff Member assigned to supervise them.

B. The Staff Member shall verify the inmate's identification, give the inmate the requested medication, and ensure the inmate swallows the medication in their presence.
C. The Staff Member shall document the date and time, the inmate's name, medication and amount given, and legibly sign the OTC Medication Log.

D. The staff member will be responsible for putting the OTC Medication Log into the Medical mailbox on a regular basis.

5.2 DOCUMENTING INMATES WHO CANNOT RECEIVE OTC MEDICATION

A. Inmates who have allergies and/or medical conditions prohibiting them from taking Tylenol or antacid tablets will be identified by the Officer and/or Nurse during the pre-booking medical/mental health screening process on the Pre-Booking Medical/Mental Health Screening form (front) (back), and reported to Medical Staff as soon as possible.

B. The Medical Staff Member shall advise the inmate of the OTC medication he is not to use, and have the inmate sign an acknowledgement of the advisement.

C. The Medical Staff Member shall place the signed advisement form in the inmate's medical file.

5.3 MEDICATION ROUNDS IN THE MODULES/UNITS

A. The Module/Unit Deputy shall announce medication pass to the inmates.

B. The Medical Staff Member will verify identification by checking the photo on an inmate's ID prior to administering medications.

C. If an inmate is not authorized to have possession of his ID, medical staff will confirm the inmate's identity with the Module/Unit Deputy.

D. When the inmate receives his medication he will swallow it immediately in the presence of the Deputy or Medical Staff Member.

E. The Module/Unit Deputy will ensure inmates not authorized to exit their cells are issued their medications.

F. The Graveyard Deputy shall escort the medic on medication rounds in a module.

G. The Module/Unit Deputy is responsible for ensuring inmates are woken up to receive their medications.

5.4 ADMINISTERING MEDICATIONS IN THE BOOKING AREA, NCDF LOBBY, NCDF ADMINISTRATION AREA AND HOLDING CELLS

A. If there is prescription medications to be administered in the booking area, NCDF lobby, NCDF administration area, and holding cells, the Medical Staff Member will advise a Booking or Movement Deputy.

B. The Booking or Movement Deputy will verify the identification of the inmate and stand by while the Medical Staff Member administers the medications.

C. When the inmate receives his medication he will swallow it immediately in the presence of the Deputy or Medical Staff Member.
5.5 WORK FURLOUGH INMATE MEDICATIONS

A. Inmates who are participating in the Work Furlough Program must provide prescription medication from their personal physicians.

B. The Medical Department will store and administer medications for work furlough inmates. The inmates will be financially responsible for purchasing their own prescribed medications.

C. If the medication is not a controlled substance, it will be administered by medical staff according to the information on the bottle and requires a medical order be on file. If the medication is a controlled substance, the Medical Department's physician must approve the administering of the medication. If a problem exists with the appropriateness of the medication in a security environment, it will be referred to the NCDF Facility Manager or the Work Furlough Coordinator.

D. Work Furlough inmates must self-administer and store all daily and twice a day medications off site, e.g. at their work site, in their personal vehicle, etc.

E. Medical Staff will store and administer work furlough inmates' personal medications which must be taken four times a day and on weekends.

F. If an inmate has been prescribed a medication by the Medical Department's physician, prior to being accepted into the Work Furlough Program, a prescription will be called in to the Medical Department's contracted pharmacy (with the approval of the physician). The inmate will be instructed to go to the pharmacy and pick up the medication, at his own expense. The medication will then be administered by facility Medical Staff during medication rounds.

5.6 MEDICATIONS FOR COMMITMENTS AT NCDF

A. Inmates who are turning themselves in to serve time may bring prescription medications with them.

B. If the Medical Department's physician determines that the inmate does not need to take the medication while in custody, the medication will be placed in the inmate's property box.

C. If the Medical Department's physician determines that the inmate does need to take the medication and the Medical Department has the medication to administer, the inmate's personal medication will be placed in the inmate's property box. If the Medical Department does not have the medication to administer, they will use the inmate's supply of medications.

6.0 REVISION HISTORY

Version 9.05.09 - Revised 5/21/2009
Merged the following four policies: Medical - Medication Rounds MADF Version 8.04.01 & NCDF Version 8.12.01, Medical - Staff Members Administering Medications MADF Version 6.02.00 & NCDF Version 2.02.00
1.0 POLICY STATEMENT

Medical and dental services will be conducted by licensed, trained medical and dental personnel and shall be provided to each inmate as medically indicated. Sick call will take place in the Modules/Units whenever appropriate treatment can be administered in that area.

2.0 DEFINITIONS

Triage
Sorting of Inmate Health Services Requests, or other verbal or written inmate service requests, which are assessed and followed up with an appropriate disposition by qualified medical staff.

Sick Call
Generally, sick call is on-site clinic care conducted by a physician or nurse practitioner, in the module/unit medical exam room or clinic area. Occasionally, an inmate's request may be triaged and followed up with an appropriate disposition by qualified medical staff.

Dental Call
Treatment conducted for inmates by a dentist in the MADF Clinic Dental Office.

Inmate Health Care Services Request Form
A form supplied in the modules/units to be completed by inmates to request medical or dental services.

3.0 MANDATES

Title 15 Standards: 1200, 1206, 1208, 1211, 1215,

4011.2 PC

IMQ Standards 305,306

4.0 GENERAL INFORMATION
A. Medical personnel will provide health care services for all inmates (there are certain limitations relative to Work Furlough inmates).

B. A physician or nurse practitioner will conduct sick call five days a week, Monday through Friday, unless otherwise indicated or as required by workload.

C. Dental call will be generally scheduled for two days each week.

D. Medical Staff will be responsible for scheduling inmates for 14-day Health Assessments.

E. A Correctional Deputy will stand by with the medical staff member when the inmate who is being seen for triage or sick call is a threat to staff and/or requires close supervision.

F. When an inmate’s classification requires he be placed in restraints, that inmate will be escorted in restraints to the Clinic and the restraints will remain on the inmate for his appointment.

G. When inmates are detained in Staging Room Two in the MADF Clinic for more than 30 minutes, the I-Module or Movement Deputy will inquire if the inmate needs to use the restroom (a restroom is located in Staging Room One).

H. The I-Mod Deputy is responsible for rounds in the MADF Clinic area when inmates are present (Post Order I-Module Deputy).

I. The names of inmates scheduled for sick call, X-ray, and/or dental services will be available to staff/Transportation on SCADS after 0600 hours on the day they are scheduled.

J. NCDF inmates requiring special medical/dental services will be transported to the MADF for treatment in the Clinic area.

K. Inmates who, after receiving medical services, are found to be in need of eyeglasses or prostheses may be scheduled for an appointment with an off-site provider. (Refer to: Medical – Cost Recovery/Transportation, or Prostheses – Inmates or Eyeglasses – Inmates).

L. Medical Staff will obtain permission from a Sergeant, prior to authorizing any special issue items for an inmate.

5.0 PROCEDURES

5.1 SCHEDULING AND TRIAGE

A. Every housing area will maintain a supply of Inmate health Services Request Forms an make them available to the inmates.

B. The Inmate will complete the Request form and place it in the “sick call” drop box or if an inmate uses another means to request health services, such as a verbal request or in writing on an Inmate Request Form, it shall be handled as a legitimate request and not delayed solely because it is not on the designated form.

C. Medical Staff will be responsible for collecting and reviewing inmate requests, and scheduling the inmate for sick call, x-ray, or dental service in accordance with their policies.

D. Medical Staff will be responsible for determining whether or not an inmate will be assessed the medical services co-payment fee and ensuring the documentation is completed. If a fee is to be assessed, Medical Staff will forward required documentation to the Records Legal Processor.
5.2 SICK CALL AND TREATMENT IN THE MODULE/UNIT

A. The Medical Staff Member will enter the module/unit and notify the Deputy which inmates are scheduled to be seen.

B. The Deputy will advise the scheduled inmates of their appointment and will ensure each inmate is seen by Medical Staff.

C. When the Medical Staff Member has completed sick call, he will lock all supplies in the cabinets and drawers in the exam room, inventory his supplies caddy, and lock the exam room door upon exiting (Refer to: Medical - Equipment Inventory).

5.3 TREATMENT OUT OF THE MODULE – MADF

A. A Movement Deputy will notify the module Deputy of the inmates scheduled for a dental or X-ray appointment in the Clinic.

B. The Module Deputy will pat-search the inmates prior to the Movement Deputy picking them up from the module.

C. The Movement Deputy will escort the inmates to the Clinic and stage them in a Staging Room.

D. If an inmate presents a potential or real threat to the safety and/or security of the facility or staff, the Movement Deputy shall take the inmate directly to the exam room or dental room and stay with the inmate while he is being treated and when finished immediately escort the inmate back to his module. (Refer to: Movement – General)

E. When the inmates have been treated, a Medical Staff Member will contact a Movement Deputy, via Central Control, and request the inmates be returned to their modules or the appropriate holding area.

F. Medical Staff will stage the inmate in one of the Clinic Staging Rooms until they can be picked up by a Movement Deputy.

5.4 TREATMENT OUT OF THE UNIT – NCDF

A. When Medical Staff determines an inmate will be seen in the Clinic, the Medical Staff Member will notify the Unit Deputy.

B. The Unit Deputy will notify the 401 Deputy and Movement Deputies that an inmate will be en route to the Clinic. The unit Deputy will then send the inmate to the Administrative Door and the 401 Deputy shall give access to the inmate.

C. If Medical Staff determines an inmate in a secure unit requires being seen in the Clinic, a Movement Deputy will respond to the unit and escort the inmate to and from the Clinic.

5.5 TRANSPORTATION AND MOVEMENT FOR NCDF INMATES

A. Transportation Deputies and NCDF Unit Deputies will obtain a list of inmates scheduled for medical/dental services at MADF from SCADS the morning of the scheduled appointments.

B. The Unit Deputy will prepare the inmates for transportation.
C. The NCDF Medical Staff Member will place the inmate’s files in a locked storage container at Central, to be transported to the MADF.

D. The Transportation Deputies will:

1. Pick up the inmate’s files at Central
2. Transport the inmates to MADF
3. When they arrive at MADF, notify Movement Deputies they have inmates for medical/dental appointments
4. Place the locked storage container in the storage cabinet in the vehicle sallyport
5. When the inmate is ready to be returned to NCDF, retrieve the locked storage cabinet in the vehicle sallyport and return it to NCDF Central with the inmates

E. The Movement Deputy will:

1. Meet the Transportation Deputies at the Transportation sallyport, search, take custody of the inmates, and stage appropriately prior to their appointment (Refer to: Movement – NCDF Inmates).
2. When Medical Staff advises they are ready to begin seeing appointments, Movement Deputies shall be responsible for escorting inmates from where they are staged to the Clinic.
3. When inmate’s appointment is complete, a Movement Deputy shall escort the inmate to booking and appropriately house them until Transportation Deputies pick them up.

F. MADF Medical Staff will:

1. Retrieve the locked storage container from the vehicle sallyport, prior to the inmates being seen
2. Notify the Movement Deputies, via Central Control, when they are ready to begin seeing inmates
3. Place the inmate in a Clinic Staging Room when the appointment is complete and notify Movement Deputies, via Central Control, that the inmate is ready to be picked up
4. Secure any medical paperwork, which is to be returned to NCDF, in the locked storage container and deliver it to the storage cabinet in the vehicle sallyport for pickup

6.0 REVISION HISTORY

Version 1.09.08 – Written September 2008
This policy replaces the following policies:
Medical - Scheduling and Movement NCDF Version 2.11.96
Medical - Scheduling and Movement MADF Version 3.02.00
Medical - Triage and Sick Call NCDF Version 4.01.02
Medical - Triage and Sick Call MADF Version 4.01.02
Mental Health - Internal Behavior Codes

1.0 POLICY STATEMENT

Inmates will be assigned an Internal Behavior Code (IBC), by mental health staff, which will be utilized, assist staff in identifying and managing the mental health services needed for inmates while incarcerated.

2.0 DEFINITIONS

Internal behavior code (IBC) A code assigned to an inmate by mental health staff to assist staff in identifying an inmate's mental stability and behavior.

OCA Out of cell activity time.

Primary Classification A formal assignment made by classification staff used to assess and evaluate an inmate’s level of risk and need based on specific criteria.

Treatment Meeting A scheduled collaboration with medical, custody, program and mental health staff to review designated mental health inmate's Internal Behavior Code, classification and treatment plans.

3.0 MANDATES

Title 15 Standards 1050, 1052
California Penal Code Section 6030

4.0 GENERAL INFORMATION

4.1 INTERNAL BEHAVIOR CODE CATEGORIES

A. Inmates with a “Z” internal behavior code rating:

a. Have been cleared for housing outside of the mental health housing areas, but still receive mental health staff follow-up and or medication.
b. Exhibit acceptable behavior and acceptable social interaction with little intervention from staff.

c. Demonstrate acceptable self-care.

d. Demonstrate the ability to maintain activities of daily living.

B. Inmates with an "A" internal behavior code rating:

a. Require interaction with mental health staff.

b. Exhibit acceptable behavior with little to moderate intervention from staff.

c. Demonstrate acceptable social interaction and are mostly cooperative.

d. May not comply with every module and/or facility rule, but they generally comply with direct orders from staff.

e. Demonstrate acceptable self-care.

f. Demonstrate the ability to maintain activities of daily living.

C. Inmates with a "C" internal behavior code rating:

a. Require routine interaction with mental health staff.

b. Demonstrate acceptable self-care.

c. Demonstrate the ability to maintain activities of daily living.

d. Exhibit signs, symptoms, behaviors, or verbalize symptoms of psychiatric disorders.

e. Demonstrate a potential for instability and may occasionally be disruptive, however, respond positively to re-direction from staff.

f. May exhibit limited effective social interaction.

D. Inmates with a "D" internal behavior code rating:

a. Require routine interaction with mental health staff.

b. Demonstrate limited ability to maintain activities of daily living.

c. Demonstrate limited ability to maintain acceptable self-care.

d. May exhibit limited effective social interaction.

e. May have demonstrated an inability to respond appropriately to redirection.
f. Exhibit signs, symptoms, behaviors, or verbalize symptoms of psychiatric disorders.

g. May have a potential for violence toward themselves and/or others.

E. Inmates with an "E" internal behavior code rating:

a. Require routine interaction with mental health staff.

b. Demonstrate limited ability to maintain activities of daily living.

c. Demonstrate limited ability to maintain acceptable self-care.

d. May exhibit limited effective social interaction.

e. May have demonstrated an inability to respond appropriately to redirection.

f. May exhibit signs, symptoms, behaviors, or verbalize symptoms of psychiatric disorders.

g. May have a high potential for violence toward themselves and/or others or may exhibit uncontrollable outbursts.

h. Has displayed violent symptoms or behaviors which indicate a need for maximum supervision.

i. Require the supervision of a minimum of two correctional deputies anytime they are out of their cells.

4.2 MISCELLANEOUS INFORMATION

A. The internal behavior code will assist staff in determining the following:

1. The number of inmates allowed in a group setting at the same time.

2. The level of supervision required for each inmate.

3. Assist in determining the appropriate levels of program eligibility.

B. The internal behavior code shall not prevail over the primary classification, unless the IBC requires higher security handling. Refer to the Classification-Primary Classification policy.

C. Primary classification and internal behavior codes are determined separately and based on individual criteria. Some internal behavior codes are compatible within the following limits:
1. Upon individual review and approval, inmates may mix during programming and out of cell activity. Approval will be made by the Classification Sergeant, Mental Health Sergeant or a designee.

2. Inmates with an internal behavior code may attend classes outside the module with other inmates. Approval will be made by the Classification Sergeant, Mental Health Sergeant or a designee.

E. Mental health staff will evaluate an inmate's internal behavior code to assign, change or delete an inmate's IBC status. Mental health staff will notify classification and the module deputy of the changes.

F. All inmates with IBC’s will be reviewed routinely in scheduled treatment meetings. An Inmate’s internal behavior code may also be reviewed on an individual basis at any time and or as needed.

5.0 PROCEDURES

None

6.0 RESOURCES

   Policies
   Forms

7.0 REVISION HISTORY

Version 12.12.06 - Updated 12/14/06
Version 13.07.08 - Revised 7/01/08
Version 14.08.09 - Revised 8/26/2009
Version 15.05.11 - Revised 05/2011
Version 10.01.17 - Revised 5/2019
Mental Health - Suicide Prevention

1.0 POLICY STATEMENT

The Sonoma County Sheriff’s Office recognizes every life is important and has value, therefore there is no higher priority than the preservation of life. In order to protect the health and wellbeing of all incarcerated inmates, this comprehensive written suicide prevention and intervention policy, will be reviewed and approved by the medical and mental health vendors.

The Sheriff’s Office strives to assess and recognize the signs and symptoms of suicidal behavior, provide appropriate sensitivity, immediate treatment and intervention, deter and/or prevent any threats or attempts of suicide and to make available a safe and secure housing assignment to those inmates identified as a risk of suicide, or who may be suicidal. This will be accomplished through a continuum of comprehensive suicide prevention services aimed at the collaborative identification, continued assessment and safe management of inmates at risk for self-harm.

The Detention Division recognizes the prevention of inmate suicide requires effective communication between all individuals who have direct contact with inmates, and that it is everyone’s job to help prevent inmate suicide. Detention staff understand and have been trained that some suicides can be prevented by staff who establish trust and rapport with inmates, gather
pertinent information, and refer any inmate they identify at a risk of suicide to a mental health clinician.

2.0 DEFINITIONS

<table>
<thead>
<tr>
<th>Definition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acutely Suicidal Inmate</td>
<td>Inmates who engage in self-injurious behavior or threaten suicide with a specific plan are considered acutely suicidal.</td>
</tr>
<tr>
<td>High Suicide Risk Inmate</td>
<td>An inmate who has a history of suicidal ideation or shows a high likelihood of suicidal ideation or self-harm, but is not actively overt in their actions.</td>
</tr>
<tr>
<td>Observation Cell</td>
<td>A designated cell that provides Correctional Staff with an enhanced ability to visually supervise an inmate in a more protective environment, due to its design and build.</td>
</tr>
<tr>
<td>Safety Cell</td>
<td>A padded cell of at least 48 square feet with a clear ceiling height of at least eight (8) feet designed to minimize the risk of accidents and injuries, and to reduce the possibility of self-inflicted injuries.</td>
</tr>
<tr>
<td>Suicide</td>
<td>The act or an instance of taking one’s own life voluntarily and intentionally.</td>
</tr>
<tr>
<td>Suicide Ideation</td>
<td>Suicidal thoughts, also known as suicidal ideation, are thoughts about how to kill oneself, which can range from a detailed plan to a fleeting consideration and does not include the final act of killing oneself.</td>
</tr>
</tbody>
</table>

3.0 MANDATES

12525 California Government Code
5150 Welfare and Institutions Code
Title 15 Standards: 1052, 1055, 1205, 1207, 1207.5, 1208, 1209, 1210, 1217 and 1219 IMQ
Health Care Accreditation Standards 204, 301, 302, 311, 312 and 316
Prison Rape Elimination Act of 2003
Department of Justice National PREA Standard 28 CFR 115.15
Title II of the Americans with Disabilities Act (ADA) 1993
Americans with Disabilities Act Amendments Act of 2008

4.0 GENERAL INFORMATION

A. Correctional Staff shall act to prevent self-harm and suicides with appropriate sensitivity, supervision, medical and mental health referrals, emergency medical procedures and appropriate suicide prevention strategies.

B. All identified acutely suicidal inmates or high suicide risk inmates shall receive preventative supervision, treatment and therapeutic follow-up in compliance with the policies and procedures of the Detention Division, Title 15 of the California Code of Regulations, California Medical Association’s Institute for Medical Quality, Prison Rape
Elimination Act of 2003, the Americans with Disabilities Act and amendments.

C. The downgrading and/or discharging of an inmate from suicide precautions is a clinical decision. Correctional Staff shall not pressure to downgrade and/or discharge an inmate from suicide precautions because additional staffing resources are required to maintain the necessary level of observation and/or because of a lack of available Safety Cells and/or Observations Cells.

D. Some inmates may try to alter their housing assignment by stating they are suicidal. All suicidal threats are taken seriously regardless of what the perceived motivation for the threat may be.

E. All inmates receive an Inmate Handbook that provides suicide prevention information to inmates in Spanish and English, which advises inmates what to do if they feel suicidal and/or what to do if they believe another inmate may be suicidal.

F. The Detention Division shall provide communication assistance to inmates with disabilities. Refer to: Disability – Accommodations policy.

G. The Detention Division shall provide communication assistance to inmates who are limited in their English proficiency by utilizing the many translations services that are available to the Office.

H. All inmates at a high suicide risk and/or acutely suicidal shall be housed in cells specifically designed to reduce the opportunity of an inmate being able to cause self-harm, and/or offer a greater degree of visibility for staff monitoring the inmate.

1. While it is impossible to create a “suicide proof” cell environment within any correctional facility, given the fact that most inmate suicides occur by hanging, significant efforts have been employed to house inmates at a high suicide risk and/or acutely suicidal in cells that are free of obvious protrusions.

I. All completed suicides will be reported to the Attorney General within 10 days by submitting a California Department of Justice (DOJ) form BCIA 713.

J. The mental health and medical vendors, and Detention Staff are responsible for identifying, managing and stabilizing suicidal inmates in custody. This responsibility shall not be delegated in any form to any inmate.

K. The Detention Division does not recognize that a lack of inmates on suicide precautions is a measure of sound suicide prevention practices. The goal is not to have a “zero” number of inmates on suicide precautions, but rather, the goal is to identify, manage and stabilize suicidal inmates in custody.
L. An inmate’s verbal agreement to not harm oneself and/or to notify staff if they later feel like inflicting self-harm shall not be the sole criteria used when evaluating appropriate suicide precautions.

5.0 PROCEDURES

5.1 SUICIDE PREVENTION COMMITTEE

A. The Detention Division recognizes that suicide prevention cannot be effective without good communication and collaboration between custody, mental health and medical staff. The main purpose of the Suicide Prevention Committee is to facilitate such communication.

B. The Suicide Prevention Committee will generally meet monthly and quarterly in the Quality Assurance meeting.

1. The Suicide Prevention Committee is chaired by the Detention Division’s Administrative Captain or his/her designee.
2. The Suicide Prevention Committee is comprised of representatives from the medical vendor, mental health vendor, Detention Management and the Mental Health Sergeant.

C. The Suicide Prevention Committee meets to provide input regarding all aspects of the Detention Division’s suicide prevention and intervention strategies. The following topics, such as but not limited to these topics may be discussed.

1. Staff training;
2. Identification;
3. Policies and procedures;
4. Referral;
5. Evaluation;
6. Treatment;
7. Housing;
8. Monitoring;
9. Communication;
10. Intervention;
11. Notification and reporting;
12. Any other pertinent information.

D. The Suicide Prevention Committee shall review any completed suicide or attempted suicide requiring off-site medical care or hospitalization within thirty (30) days and, if necessary, assist in the implementation of corrective actions.

1. Additionally, an administrative review will be conducted by the Office for all completed suicides. The Suicide Prevention Committee shall be made aware of any corrective actions recommended as a result of this review.
5.2 STAFF TRAINING

A. All Staff who have direct contact with inmates shall receive suicide prevention training.

B. All Correctional Staff receive training in standard first aid, cardiopulmonary resuscitation (CPR), automated external defibrillator (AED) and are trained in the use of various emergency equipment located inside and outside of the housing Modules/Units.

C. The Detention Division’s Training Unit shall ensure all Sheriff’s Office staff training hours are documented.

5.3 COMMUNICATION

A. All Staff Members who receive any information from an inmate or from any other source that indicate an inmate has recently engaged in suicidal behavior, or in behavior which may deem an inmate at risk, or observe any behavioral signs exhibited by an inmate that may be indicative of suicidal behavior, these concerns must be immediately communicated to a Deputy and a mental health clinician shall be immediately notified. A Classification/Health Services Input form will be completed and submitted to the mental health vendor.

B. Medical staff will be notified anytime an inmate is suicidal and/or at a high risk of suicide.

C. Any communication received from family or friends who are concerned for the safety of any inmate shall be immediately communicated to a mental health clinician and appropriate custodial staff. A Classification/Health Services Input form will be completed and submitted to the mental health vendor. A mental health clinician will follow up with an interview of the inmate.

5.4 BOOKING AND INITIAL SCREENING

A. At Booking, Staff Members are trained to identify suicidal inmates or those who pose a high risk of suicide by taking into consideration the totality of all information received. The following are areas that may be of concern:

1. Affirmative answers to mental health screening questions;
2. Currently intoxicated or in withdrawal from alcohol and/or other substances;
3. First incarceration;
4. Age related concerns;
5. Legal problems (e.g., new charges, types of charges, additional sentences, institutional proceedings, denial of parole);
6. Receipt of bad news regarding self or family (e.g., serious illness, loss of a loved one);
7. Suffering humiliation (e.g. sexual assault, holding a position of status within the community, etc.) or rejection;
8. Staff observations and/or concerns;
9. Knowledge of past incarcerations;
10. Unsolicited input from other inmates;
11. Input from family members or friends;
12. Any other relevant information.

B. All arresting and/or transporting Officers/Deputies shall be asked the pre-booking medical screening questions by Deputies using the Arrest Report Form.

1. Any affirmative response(s) to any of these questions require an immediate referral to mental health and/or medical staff.

C. All arrestees charged with homicide, arson, vehicular manslaughter, child endangerment, or sexual abuse shall be referred to a mental health clinician for evaluation.

D. All arrestees shall be asked the medical and mental health screening questions on the Pre-Booking Medical/Mental Health Screening Form by Deputies. Any affirmative response(s) to any of the questions require an immediate referral to mental health and/or medical staff.

E. Deputies shall refer any arrestee to a mental health clinician who they observe to be disoriented/confused, despondent/depressed, severely anxious/afraid/agitated or to have developmental disabilities, and will check the appropriate box on the Pre-Booking Medical/Mental Health Screening Form.

F. Correctional Staff shall ensure all inmates that will be housed are asked the questions on the Suicide Prevention Screening Guidelines Form.

G. If Deputies or Detention Staff Members receive any information from an arrestee or from any other source that indicate an arrestee has recently engaged in suicidal behavior, or in behavior which may deem an arrestee at risk, or observe any behavior signs exhibited by an arrestee that may be indicative of suicidal behavior or identifies any arrestee with possible suicide ideation, a mental health clinician shall immediately be notified. A Deputy shall maintain a line of sight observation of the arrestee until a mental health clinician can assess the arrestee to determine whether or not a suicide safety cell placement, an observation cell placement or any other type of intervention strategy is necessary.

H. Signs are posted in the Book Waiting area and in all the Booking Cells with the exception of the Safety Cells, notifying inmates to contact a Staff Member for any medical, mental health or dental emergencies. For any non-emergent needs inmates are asked to complete a Sick Call Request Form or an Inmate Request Form, or ask a Deputy for assistance.
M. All arrestees found to be suicidal or at a high risk of suicide will be handled with appropriate sensitivity, supervision, medical and mental health referrals, emergency medical procedures and the appropriate suicide prevention strategies.

5.5 ONGOING IDENTIFICATION

A. The Detention Division recognizes the assessment of suicide risk should not be viewed as a single opportunity at Booking, but rather, as an ongoing process. Inmates may pose a risk of suicide at any time while in custody. Awareness, interaction, monitoring and observation of inmate behavior (expressed or displayed) are used to identify suicidal inmates until they are released.

B. Correctional Staff will refer an inmate to a mental health clinician and will complete and submit a Classification/Health Services Input form when they observe behavior, expressed or displayed, that based on their training and experience causes a Staff Member to be concerned for the mental health and/or safety of any inmate.

1. Correctional Staff are highly encouraged to trust their own judgement and inmate observations of risk behavior, and refer all inmates to a mental health clinician when they have such concerns and complete and submit a Classification/Health Services Input form.

2. Civilian Staff are also highly encouraged to trust their own judgment and inmate observations of risk behavior, and refer all inmates when they have such concerns to a Deputy, who in turn will immediately make a referral to a mental health clinician and complete and submit a Classification/Health Services Input form.

C. Correctional Staff identifying any inmate with possible suicide ideation shall immediately refer the inmate to a mental health clinician. A Deputy shall maintain a line of sight observation of the inmate until mental health staff can assess the inmate to determine whether or not a safety cell placement, an observation cell placement or any other type of intervention strategy is necessary.

5.6 REFERRAL AND EVALUATION

A. All inmates identified by a Staff Member as being “at risk” for self-harm at any time during their incarceration shall be immediately referred to a mental health clinician for a mental health evaluation. Until this evaluation takes place, a Deputy shall maintain a line of sight observation of the inmate until mental health staff can assess the inmate to determine whether or not a safety cell placement, an observation cell placement or any other type of intervention strategy is necessary.

B. The mental health evaluation shall be conducted by a mental health clinician who will determine the level of suicide risk, level of supervision necessary or the need to transfer an inmate to an inpatient mental health facility. The evaluation shall be documented in the medical record of the inmate.
C. Court Movement Deputies will refer any inmate whom they observe to be depressed, despondent and/or receives a significant sentence and/or bad news after a court appearance, to a mental health clinician for a mental health evaluation and must complete and submit a Classification/Health Services Input form. The Court Movement Deputy must notify the responsible Sergeant and the housing Deputy.

D. Medical staff will refer any inmate to a mental health clinician for a mental health evaluation when they have concerns for the mental health and/or welfare of the inmate.

   1. Additionally, medical staff will make a referral to the mental health vendor when an inmate delivers a baby while incarcerated.

5.7 HOUSING, PLACEMENT AND RESTRICTIONS

A. Inmates identified as being a risk of suicide require closer supervision in a setting that minimizes opportunities for self-harm. Correctional Staff with concurrence from mental health and/or medical staff will discuss the most appropriate housing location for the inmate. Every inmate is different and every situation is different, and all housing assignments will be carefully evaluated on a case by case basis, with the safety of the inmate being the paramount concern.

B. The Detention Division recognizes inmates may be discouraged from expressing any suicidal intentions if the consequences of reporting those intentions are unpleasant and/or believed by the inmate to be punitive. All restrictions will be evaluated on a case by case basis, with the least restrictive housing option and restrictions being used, that also provide for the necessary level of safety for the inmate.

C. Housing options for inmates at a risk of suicide shall carefully take into consideration the isolation aspects of the housing assignment. The following strategies will be used to reduce the amount of time an inmate is isolated and/or feels isolated in their cell.

   1. Inmates identified at a risk of suicide may be housed in a cell with another inmate to reduce or eliminate the degradation that can occur when inmates feel isolated. Housing inmates with another inmate has proven to be an effective suicide prevention tool, because inmates are less likely to successfully harm themselves when housed with another inmate.

   2. The Mental Health Sergeant will work collaboratively with Correctional Staff and the mental health vendor to maximize the amount of time inmates are out of their cells. Many different methodologies and strategies will be utilized to accomplish this goal, but under no circumstances will the safety and security of inmates and staff be unduly compromised.

D. Acutely suicidal inmates may be placed into a restraint chair with the concurrence from mental health and medical staff to prevent an inmate from causing self-harm. Refer to: Restrained Chair Use & the WRAP policy.
E. Acutely suicidal inmates may be placed in a Safety Cell with the concurrence from mental health and medical staff to prevent an inmate from causing-self harm. Refer to: Safety Cell Use policy.

F. Inmates identified as being a risk of suicide may be placed into an Observation Cell. Refer to: Observation Cell Use policy.

G. Only a mental health clinician has the authority to release an inmate from a Safety Cell or an Observation Cell that is on suicide watch or on suicide precautions. This requires a clinical assessment and documentation process that must be followed by the mental health vendor to include a follow up interview with the inmate, which must be completed within 48 hours to assess for any residual level of suicide ideation.

5.8 MONITORING DEPENDING ON LEVEL OF SUICIDE RISK

A. An acutely suicidal inmate and/or an inmate at risk of suicide placed in a Restraint Chair, Safety Cell or an Observation Cell requires intermittent direct visual observation rounds completed by Correctional Staff at least two times every 30 minutes, with rounds being completed at least 10 minutes apart. Refer to: Restraint Chair Use & the WRAP, Safety Cell Use and/or Observation Cell Use policies.

B. The mental health vendor tracks all inmates identified at a heightened risk of suicide and will ensure the necessary level of follow up interviews and treatment are provided.

C. The mental health vendor is responsible to ensure clinicians perform wellness checks at least three times a week of the Administration Segregation Modules, and that these checks are documented.

5.9 TREATMENT

A. The mental health vendor is responsible to ensure all inmates receive mental health services to address the underlying reasons for their suicide ideation to include a treatment plan when an inmate is at a heightened risk of suicide, as well as follow up treatment interventions and monitoring strategies to reduce the likelihood of a relapse.

B. Inmate programming has proven to be therapeutic and therefore every effort will be made to ensure inmates at risk of suicide will be provided with the fullest opportunity to participate in such programs. However, it is not uncommon for some inmates, based on legitimate safety and security reasons, not to be allowed to participate in some or any programming.

5.10 HYGIENE AND PRIVACY

A. Inmates at risk of suicide will be provided with the ability to shower, perform bodily functions and change clothing with as much privacy as possible under the continuous
observation of staff, and without nonmedical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or due to incidental viewing. Refer to: Prison Rape Elimination Act (PREA) policy.

B. Although Deputies of the opposite gender are assigned to monitor inmates in Safety Cells and Observation Cells, Deputies have been trained on the procedures to be utilized to provide the above mentioned privacy, without creating a safety risk for the inmate or comprising the safety of staff. Any cross gender observations by staff shall be documented in an incident report.

5.11 HANDLING A SUICIDE OR AN ATTEMPTED SUICIDE

A. When a Staff Member becomes aware an inmate is attempting suicide or appears to have committed suicide, he/she will immediately announce over the radio, or by any other communication method at their disposal, the exact location of the incident.

B. Available back-up Deputies, the Sergeant responsible for the area and Medical Staff shall immediately respond to the area of the incident.

C. When an appropriate number of back up Deputies have arrived for an inmate who has attempted suicide, and the inmate is under control, Correctional Staff and/or Medical Staff will immediately begin providing medical aid and/or life saving measures.

D. The Sergeant will contact a mental health clinician and advise them of the incident. A mental health clinician will immediately respond to the incident.

E. If the inmate requires hospitalization, the Sergeant will make the appropriate arrangements. (Refer to: Medical - Hospitalization/Emergency Treatment)

F. The MADF or NCDF Sergeant will notify the MADF Watch Commander of all attempted suicides that require off site hospitalization and/or a completed suicide with all pertinent information. The MADF Watch Commander shall notify the Facility Manager who in turn shall notify the Assistant Sheriff.

1. A completed suicide must be immediately reported to the Sheriff or his designee through the chain of command.

G. The Watch Commander may contact Sheriff's Dispatch and request a Deputy respond, take a report and gather any necessary evidence. Refer to: Critical Incident-Injury, Death and Notification Procedures policy.

1. If deemed necessary, the incident scene shall be secured to maintain the integrity of the evidence contained within. The scene will be released by the Watch Commander to resume normal operations only after all necessary evidence has been collected.
H. If the inmate does not require hospitalization, a mental health clinician will conduct an evaluation of the inmate to determine his/her mental health status, recommend an appropriate housing location and develop a treatment plan.

1. Inmates housed at the NCDF shall be transferred back to the MADF for appropriate mental health follow-up and treatment.

I. The Deputy who first arrived at the scene of the incident will write an Incident Report and, if deemed necessary, enter a brief account of the incident in the Activity Log and complete and submit a Classification/Health Services Input form.

1. If the Staff Member discovering the incident is a civilian Staff Member he/she shall be directed to write a civilian incident report.
2. A non-involved Deputy must write the face page of any completed suicide.

J. The Sergeant and Watch Commander will make entries in the appropriate Activity Logs.

5.12 CRITICAL INCIDENT DEBRIEFING/FOLLOW UP

A. A critical incident debriefing following a completed suicide will be offered to all affected inmates within 24 to 72 hours after the critical incident.

B. A critical incident debriefing following an attempted suicide may be offered to all affected inmates within 24 to 72 hours after the incident, at the discretion of the Watch Commander and/or the Facility Manager.

5.13 TIME SERVED RELEASE OF A SUICIDAL INMATE

A. If an inmate on suicide observation becomes eligible for release from custody the inmate must be evaluated by a mental health clinician to determine whether the inmate meets the criteria for a 5150. If the inmate meets the 5150 criteria the inmate must be transferred to an appropriate psychiatric facility or medical facility on a 5150, after custody has completed the release process of the inmate.

B. Any inmate eligible for release from custody where staff have concerns for the safety of the inmate from self-harm, shall notify the mental health vendor of those concerns before the inmate is released. A Classification/Health Services Input form must be completed and submitted and the inmate must be evaluated by the mental health vendor before the inmate is released from custody.

6.0 REVISION HISTORY

Version 2.05.93 – Revised 5/1993
Version 3.06.10 – Revised 06/2010 (Replaces MADF Version: 2.05.93 and NCDF Version 2.03.02)
Version 8/1/2017
1.0 POLICY STATEMENT

Milestone performance credits can be earned by inmates who are unsentenced and sentenced to county jail. Inmates will be awarded program credit reductions for successful completion of specific graduated program performance objectives of approved rehabilitative programming.

2.0 DEFINITIONS

Approved Rehabilitative Programming
Includes, but not limited to, academic programs, vocational programs, vocational training, substance abuse programs, and core programs such as anger management.

Core Programs
A program that provides inmates with rehabilitative training or skills with the goal of reducing inmate recidivism.

Performance Milestone
Successful completion of a specific graduated program performance objective of an approved rehabilitative program.

Program Credit Reduction(s)
A reduction of an inmate’s sentence of not less than one week to a credit reduction of not more than six weeks.

3.0 MANDATES

Penal Code: 4019 and 4019.4
Title 15 Standards: 1061
4.0 GENERAL INFORMATION

A. All unsentenced and sentenced inmates shall be awarded program credit reductions from his or her term of confinement for completion of approved rehabilitative programming.

   1. Milestone performance credits awarded prior to an inmate’s sentencing, shall be applied to a sentence for the offense for which the inmate was awaiting sentence when the credits were awarded, in the same manner as all other credits awarded.

B. Program credit reductions shall not be less than one (1) week and not more than six (6) six weeks.

C. An inmate may not have his or her term of confinement reduced by more than six (6) weeks for credits awarded pursuant to this policy during any 12-month period of continuous confinement.

D. Inmate participation in this program is a privilege and not a right. Inmates shall have a reasonable opportunity to participate in approved rehabilitative programming that qualifies for program credit reductions in a manner consistent with institutional security, available resources, and guidelines set forth by the Sheriff’s Office.

   1. The Sheriff anticipates there may be occasions where the number of inmates desiring to participate in the program may be more than the staffing resources available to administer the program.

   2. The Sheriff’s Office will process and award milestone performance credits to inmates on a first come, first serve basis.

E. Program credit reductions earned by an inmate can be forfeited pursuant to the provisions of Section 4019 of the California Penal Code.

F. Inmates shall not be eligible for program credit reductions that result in an inmate being overdue for release.

G. An inmate who has received program credit reductions may not receive program credit reductions for the same course of study even if completion of the course of study was in a different 12-month period of continuous confinement.

   1. The agriculture vocational program is exempted from the above stated preclusion.

   2. Inmates can only receive program credit reductions once for being awarded the agriculture program Full Achievement Certificate.
H. The Program Sergeant shall maintain a list of all approved core programs.

I. Evidence that an inmate has participated in, or attempted to participate in, an approved rehabilitation program eligible for credit pursuant to 4019.4 of the California Penal Code is not admissible in any proceeding as an admission of guilt.

4.1 APPROVED REHABILITATIVE PROGRAMMING AND CREDITS

A. All approved rehabilitative programming and credits will be documented on an Awarding Program Credit Reduction Form.

5.0 PROCEDURES

A. All inmates may submit an Inmate Request Form to the Program Deputy requesting to participate in the milestone performance credit program.

B. Inmates may be denied access to the milestone performance credit program for poor in custody behavior, valid institutional security concerns, lack of available resources or any other guidelines set forth by the Sheriff’s Office.

C. The Program Deputy will respond to inmates requesting to participate in the milestone performance program as to whether or not they are eligible to participate and whether or not there are any modifications or restrictions pertaining to their participation.

D. An inmate may appeal to the Program Sergeant (using an inmate request form) if a Program Deputy denies, modifies or restricts an inmate’s participation in the milestone performance program. The appeal should contain the reasons/justifications for the appeal. The Program Sergeant shall inform the inmate in writing whether the appeal has been granted or denied, and document the approval or denial in the inmate’s program notes. If the Program Sergeant denies the appeal the Classification Lieutenant shall review the appeal.

E. The Program Deputy shall advise the appropriate program providers an inmate is participating in the milestone credit program and request notification when an inmate has successfully completed a milestone performance credit, resulting in the awarding of any program credit reduction.

F. The Program Deputy shall complete the Awarding Program Credit Reduction(s) form for an inmate who successfully completes a milestone performance credit resulting in the awarding of a program credit reduction.

G. The Program Deputy shall reduce the inmate’s sentence in the CJS system by the amount of time indicated on the Awarding Program Credit Reduction(s) form.
H. The Program Deputy shall place the Awarding Program Credit Reduction(s) form in the inmate’s D file and indicate the new release date on the inmate’s Time Computation form.

6.0 REVISION HISTORY

Version 5.04.05 - Revised 04/2005
Version 6.06.08 - Revised 6/10/08
Version 7.12.15 – Revised 12/2015 (replaces 6.8.08 School Time Credits)
Revised 3/2017
1.0 POLICY STATEMENT

All members of the Detention Division will have a full and clear understanding of mission and goals of the Division. All Detention Division members should be aware of and understand their role in the Mission of the Detention Division.

2.0 DEFINITIONS

Mission Statement  A clear and concise statement delineating the purpose and goals of the organization.

3.0 GENERAL INFORMATION

3.1 MISSION STATEMENT

The Sonoma County Sheriff's Department Detention Division exists for the processing, care, and management of individuals held in lawful detention. We are committed to serving the people of the State of California and County of Sonoma by providing a secure, safe, and humane environment for both the staff and inmates.

Our goal in support of this mission are:

- To comply with California Minimum Jail Standards and all other applicable federal, state, and local laws and the standards set forth by the American Correctional Association and California Medical Association;
- To apply the principles of direct supervision as developed by the National Institute of Corrections;
- To develop and support staff through constructive supervision, leadership and training, and maintenance of high employment standards;
- To offer inmates an opportunity for rehabilitation through participation in religious, educational, recreational, vocational, and work programs;
- To release inmates back into the community no worse physically or psychologically as a consequence of their confinement;
- To manage our resources in a professional, efficient, and cost effective manner;
- To foster a custodial environment that supports positive inmate behavior and provides discipline for misconduct.

This mission will be fulfilled through our commitment, dedication, and best efforts.

4.0 PROCEDURES

None
# Movement - Inmate

## 1.0 POLICY STATEMENT

The movement of inmates within and between the Main Adult Detention Facility and the North County Detention Facility will be performed in an orderly fashion, according to procedure, to prevent escape and to promote the safety of staff, inmates and the public.

The movement of inmates from the Modules/Holding Areas to the court rooms will be done in cooperation with Court Security Staff in a manner that is safe and expedient.

## 2.0 DEFINITIONS

**Civil Inmate**
Those inmates who are in custody with only non-criminal charges.

**Hand Off**
The direct transfer of an inmate from one Deputy to a Court Security Deputy.

**Inmate Transfer**
A transfer from one module or facility to another, for medical, disciplinary, change in classification status, judicial status reasons, or other custodial reasons.

**Staging Areas**
A holding area for inmates who have been moved from their housing area and/or are waiting for escort to another location.

**Special Handling Inmates**
Inmates who are classified as administrative segregation, protective custody, civil inmates, inmates on "no mix" status, and inmates with an Internal Behavioral Code (I.B.C.) of E.

## 3.0 MANDATES
4.0 GENERAL INFORMATION

4.1 ESCORTED INMATE MOVEMENT

A. Deputies will pat search all inmates prior to their leaving and returning to the module/unit.

B. Inmate classification status will dictate the number of Deputies needed to move inmates.

C. Inmates will not be allowed to have food or beverages in their possession during movement.

D. Inmates will be fully dressed at all times in their jail issued uniform and shoes during movement.

E. Inmate ID cards must be worn on the front pocket of their shirt during movement.

F. Unless being moved up or down stairs, inmates going to court, programs, etc., will keep their hands behind their backs and remain quiet while being moved.

G. Any approved items brought in or out of modules will be thoroughly searched.

4.2 NCDF INMATES TO MADF

A. NCDF inmates will be transported to the MADF for court appearances, dental treatment, work crews, transfers to other agencies, disciplinary housing or per classification.

B. All NCDF inmates are subject to pat search or strip search upon arrival to the MADF.

4.3 SPECIAL HANDLING INMATES

A. Special handling inmates are inmates who:

1. Present a threat to the safety and security of the facility,
2. Need protective custody,
3. In custody strictly for civil charges,
4. May be juvenile offenders, and must be moved and kept separate from other inmates (sight and sound).

B. Inmates on no-mix will be moved and kept separate from other inmates.

C. Special handling inmates will be moved based on their classification. Prior to moving an inmate who is a security move lockdown out of his module/unit, the module/unit and/or movement deputy will notify Central Control.

D. Security move lockowns shall be announced by Central Control, via the paging system and radio.

E. No other inmates will be moved within the facility other than the inmate requiring a security move lockdown (Refer: Lockdowns).

4.4 COURT MOVEMENT

A. Inmates will be responsible for preparing themselves for court.

B. Inmates shall be returned to their housing modules or to booking holding cells as soon as possible after their court appearance.
C. Court Movement or Court Holding Deputies will escort hand-off inmates directly to Court Security Deputy.

D. Court Movement Deputies will be responsible for the movement of inmates through the third floor corridor to the Hall of Justice holding area.

E. Although Court Security Staff have the primary responsibility for supervision of inmates in the Hall of Justice, Court Movement, and Court Holding Deputies will also have responsibility for supervision of those areas.

F. Use of additional restraints, e.g. waist restraints and leg restraints, will be determined by the Deputy moving the inmate except in cases where such restraints are mandatory. (Refer to: Restraint Equipment - Use and Locations)

G. Court Security Deputies may remove inmates from first and second floor court holding cells for court in the event the Court Holding Deputy is not available.

H. Court Deputies, Court Movement Deputies, and Court Holding Deputies will have an independent radio channel for use during the court movement process.

5.0 PROCEDURES

5.1 MOVEMENT TO/FROM COURT

A. Court Holding/Movement Deputies will ensure all inmates scheduled for court are moved according to their classification.

B. Court Security Deputies will contact Court Holding Deputies when the inmate(s) are complete with court.

5.2 MOVEMENT OF HAND-OFF INMATES TO/FROM COURTS IN THE HALL OF JUSTICE

A. Court Holding Deputies will use the second floor hand-off sallyport to escort the following types of inmates to the Court Security Deputies to go to courtrooms in the Hall of Justice:

1. Inmates in wheelchairs;
2. Inmates with civil charges only;
3. Female inmates; and
4. Other inmates as needed.

5.3 MOVEMENT TO/FROM THE HALL OF JUSTICE HOLDING CELLS

A. Inmates picked up by Court Movement Deputies from their modules and escorted to the Hall of Justice holding cells via the third floor corridor will follow standard movement procedures.

B. The Court Security Deputies will maintain communication with the Court Movement Deputy, via radio, and inform him when a handoff inmate is complete with court.

6.0 REVISION HISTORY

Version 3.12.98
Version 4.08.10- Revised 08/3/2010 (Merges and replaces Movement - Court MADF Version 3.12.98, Movement - General MADF Version 4.01.97, Movement - NCDF Inmates to MADF NCDF Version 1.08.92, Movement - NCDF Inmates MADF Version 3.07.00 and Movement - Special Handling MADF Version 3.10.95)
NO SHOWS AND NO SHOW LETTERS

1.0 POLICY STATEMENT

To ensure warrants are issued for commitments who fail to turn themselves into the custody of the Jail as directed by the Courts, notification to the presiding court shall be processed in the form of a "No Show" letter or electronically through the computer system.

2.0 DEFINITIONS

<table>
<thead>
<tr>
<th>Commitments</th>
<th>Individuals who are ordered by the courts to turn themselves into the custody of the Jail at a specified date and time.</th>
</tr>
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<tbody>
<tr>
<td>No Shows</td>
<td>Commitments who fail to turn themselves into the custody of the Jail as ordered by the courts.</td>
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<tr>
<td>No Show Letter</td>
<td>A letter notifying the court whenever a commitment fails to turn themselves into the custody of the Jail.</td>
</tr>
<tr>
<td>Notice To Court</td>
<td>A notice prepared by the Work Release Program advising the court that an individual has failed to complete, or has been refused entrance to, the Work Release Program. The notice also provides individuals a date to turn themselves into the custody of the Jail and sentencing information</td>
</tr>
</tbody>
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3.0 MANDATES

None

4.0 GENERAL INFORMATION

A. All commitments who fail to turn themselves into the custody of the Jail as directed by the courts shall be logged into the computer system as a “No Show,” with the exception of returning weekender commitments.
B. All first time weekender commitments who fail to turn themselves into the custody of the Jail as directed by the courts shall be logged into the computer system as a “No Show.”

C. A “No Show” letter will be completed and forwarded to the courts for all returning weekender commitments (who have already been booked) who fail to turn themselves into the custody of the jail as directed by the courts.

1. All “No Show” letters shall be completed and forwarded to the courts on the same day as a commitments failure to turn themselves into the custody of the Jail.

2. A copy of the “No Show” letter shall be placed in the commitments D-File.

D. All Legal Processors regularly assigned to the Grave Shift and all Legal Processors who work overtime or relief on Grave Shift are required to complete “No Show” letters when necessary.

E. Commitments who turn themselves into the custody of the Jail later than what was stipulated by the courts will be accepted into custody.

1. The court will be notified when any commitment turns themself in later than twenty four (24) hours after they were stipulated by the courts to turn themselves into the custody of the Jail.

2. All commitments who turn themselves into the custody of the Jail later than what was stipulated by the courts will be subject to inmate discipline. Refer to Discipline – Criminal, Major, and Minor Violations.

F. All commitments who turn themselves into the custody of the Jail and a warrant has been issued because they failed to turn themselves into the custody of the Jail at the stipulated date and time, will be accepted into custody and booked solely on the warrant.

5.0 PROCEDURES

None

6.0 RESOURCES

Forms

Policies

7.0 REVISION HISTORY

Revised 1.1.18- Revised 4.1.18
Version 4.1.18 - Revised 7.1.18
1.0 POLICY STATEMENT

Prompt and immediate notification shall be made to designated Department and Division Staff in the event of specified emergency situations.

2.0 DEFINITIONS

| Emergency Situations | Serious, but not life threatening situations which involve Staff Members or pose a threat to the facility and/or inmates. For the purposes of this chapter "Staff Members" include County employees (whether or not assigned to the Detention Division), contractors and volunteers cleared to work in the Detention Division and contract employees. |

3.0 MANDATES

Title 15 Standards: 1012, 1206

4.0 MISCELLANEOUS INFORMATION

A. The Watch Commander shall notify certain Department Staff in the event of an emergency situation involving either inmates or Detention Division Staff.

B. Under serious emergency conditions, or conditions which might adversely impact the Detention Division and/or the Sheriff's Department, notification procedures shall be implemented immediately.

C. If the first person in the notification chain of command cannot be reached, the Watch Commander shall contact the next highest person in the chain.

D. The Facility Manager may make direct notification of command staff of a higher rank than he/she, and as appropriate, direct the notification of the Internal Affairs Lieutenant.

E. Emergency situations which require notification of specific Departmental Staff include, but are not limited to:

1. Major injury or death of an employee or inmate. Refer to: Critical Incident - Death, Injury and Notification Procedures.
2. Evacuation of Modules/Units or other portions of the facility.

3. Evacuation out of the facility.

4. Any real or possible criminal activity/incidents involving Staff or Contract Employees assigned to the Sheriff's Department.

5. Any arrests of Staff or Contract Employees assigned to the Sheriff's Department.

6. Any intelligence situations wherein there is an immediate threat to security of the facility, or information relative to pending escape plot, hostage situation, or inmate use of weapons and/or force.

7. Any situation in which the Department's integrity, security, or safety is at immediate risk.

8. Escape of an inmate.

9. Inmates who are AWOL.

F. Emergencies which require suspension of Title 15 regulations for more than three days require that the Corrections Standards Authority be notified.

5.0 PROCEDURES

5.1 NOTIFICATION PROCEDURES

A. The Watch Commander shall notify The Facility Manager of all emergent situations.

B. The Watch Commander shall also notify Sheriff’s Dispatch in the following emergent situations:

1. Evacuation of Modules/Units to other areas of the facility (to request fire department assistance, ambulance, etc...)

2. Evacuation out of the facility (to request assistance, ambulance, etc...)

    a. When evacuation of inmates to the outside of the facility is required, the Watch Commander shall also notify the Patrol Watch Commander.

3. Escape or AWOL inmates (to request BOLO, broadcasts, etc...)

5.2 SUSPENSION OF TITLE 15 REGULATIONS

A. When an emergency occurs which requires the suspension of Title 15 regulations for more than three days, the Detention Assistant Sheriff shall notify the Corrections Standards Authority, in writing.

B. When an emergency suspension of Title 15 regulations exceeds 15 days, the Detention Assistant Sheriff must notify, prior to the fifteenth day, the Chairman of the Corrections Standards Authority for approval of continued suspension of Title 15 regulations.

6.0 REVISION HISTORY

Version 8.12.08 – Revised 12/12/2008
Notification Procedures - Emergency Situations

(MADF Version 7.06.97 and NCDF Version 4.04.01 merged)
(Critical Incident and Employee/Inmate Death Information to new policy: Critical Incident - Injury, Death and Notification Procedures)
1.0 POLICY STATEMENT

The Detention Division has established guidelines for the development, organization, and maintenance of Operational Manuals, Procedures and Orders. These documents provide necessary direction to all staff to ensure the efficient, safe and secure operations of the facilities, by providing supervisory and/or management staff, as is determined to be necessary, with the ability and authority to update Operational Manuals, Procedures and Orders.

2.0 DEFINITIONS

**Area/Operational Unit Supervisor**  The Supervisor responsible for enforcing operational procedures within an area/operational Unit.

**Area/Operational Manager**  The Manager responsible for working closely with the area/operational Unit Supervisor(s) in the development and implementation of operational procedural changes within an area/operational Unit.

**Operations Manual**  An Operational Manual contains approved operational procedures for a specific area/operational Unit, such as but not limited to, training, performance standards and operational procedures relating to a specific team, Unit, or area. (Examples: Classification, SERT, FTO, Legal Processors, Detention Assistants, Cooks and Janitors).
Operational Procedure: A document that provides general information and detailed procedures for a specific area/operational Unit.

Operational Order: An event related document that provides the objective/purpose and procedures relating to a specific operation or inmate.

Module Operations Sergeant: The Sergeant responsible for the operational procedures of a specific module(s).

3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION

A. It is neither possible nor desirable for this Office to develop detailed operational procedures for all Detention operations within the policies and procedure manual. It is, however, desirable to develop and implement them as part of an operational procedures manual.

B. Supervisors are responsible for working with their staff to develop revision suggestions that will enhance area/operational Unit effectiveness and/or safety. Such revisions will be incorporated into the Operational Manuals, Procedures and Orders.

C. Any newly proposed procedural changes that present implications to existing policy and procedures shall be submitted through the chain of command to the Assistant Sheriff for approval. The submission shall also include the policies and procedures for which there are implications.

D. An Operational Manual is reviewed annually during the first quarter of each Fiscal Year by the area/operational Supervisor and Manager to ensure procedures contained in the manual are still relevant, effective and efficient, and are also in compliance with existing policies. If procedures change before a scheduled review or during an annual review, the Supervisor will submit his suggested changes to the area Unit Manager for approval.

E. An Operational Manual differs from a Detention Division policy in that it is area/Unit specific. Topics that are addressed in Detention Division policies and procedures that affect more than one area/operational Unit will not be included in the Operations Manual, unless detailed procedures are necessary to carry out Detention Division policies and procedures.
4.1 OPERATIONS MANUALS

A. An Operations Manual may include, but not limited to the following:
   1. Structure and Chain of Command within a specific area/operational Unit.
   2. General information relating to approved procedures.
   3. Detailed procedures for specific tasks that may include specific times at which tasks must take place.
   4. Training.
   5. General Duties and responsibilities.
   6. Policy and procedures relating to the specific area/operational Unit.
   7. Approved forms.
   8. Miscellaneous relevant information.

B. Staff members are solicited and encouraged to provide input and may submit suggestions to their supervisor.

C. The Manager in charge of a specific area/operational Unit will approve any changes or additions to the operations manual and a copy of such approval will be maintained by the Compliance Unit.

D. The development and implementation of an Operations Manual must be approved at a Managers level and a copy of such approval will be maintained by the Compliance Unit.

4.2 OPERATIONAL PROCEDURES FOR MODULES/UNITS

A. The Sergeant responsible for a specific module/Unit or any other custodial area is responsible for writing, updating and submitting operational procedural changes to his Manager for approval.

B. All current operational procedures for the modules will be stored in the Operations folder in the computer’s share drive and printed copies will be available for staff to review.

C. The staff member assigned to the Audit/Compliance Unit is responsible for ensuring current operational procedures are in the operations folder in the share drive.

D. The staff member assigned to the Audit/Compliance Unit is responsible for ensuring printed copies are stored in a binder in the Audit/Compliance Office.

E. The Manager responsible for the area/operational Unit will ensure all staff is notified of all operational procedural changes in briefings, e-mails or with any other form of communication deemed appropriate.

4.3 OPERATIONAL PROCEDURES FOR NON-CUSTODIAL AREAS
A. A Supervisor is responsible for writing, updating and submitting operational procedural changes to his Manager for approval.

B. A Supervisor must submit all operational procedural changes to their Manager for approval. Operational procedural changes will not be implemented until such approval has been granted.

C. Supervisors are responsible for ensuring all current operational procedures are stored in the computer’s share drive and printed copies will be available for staff to review.

D. The Manager responsible for the area/operational Unit will ensure all staff is notified of all operational procedural changes in briefings, e-mails or with any other form of communication deemed appropriate.

4.4 OPERATIONAL ORDERS

A. There are two types of Operational Orders:
   1. Event related such as training scenarios, zonal changes, SERT Operations, Classification Operations, etc.
   2. Inmate related such as a Level 4 inmate, a high profile inmate or any inmate that requires out of the ordinary security measures.

B. Operational Orders will contain clearly defined objectives, guidelines and explanations.

C. Operational Orders are time sensitive and will expire at the conclusion of the event or upon the inmate’s release or change in behavior.

D. Event related Operational Orders will be written by the Sergeant in charge of the event.
   1. Event related Operational Orders may also be written by Team Leaders and must be approved by the Sergeant in charge of the event.

E. Inmate related Operational Orders will be written by the Module Operations Sergeant or Classification Sergeant as appropriate.
   1. Inmate related Operational Orders may also be written by Team Leaders and must be approved by the Module Operations Sergeant or the Classification Sergeant.

F. Operational Orders will be approved by the Lieutenant to whom the Sergeant reports.

G. All Training Operational Orders must be first approved by a Watch Commander. SERT and CNT Operational Orders must be approved by a Facility Manager. (Refer to: Training/Scenarios and Drills.)

5.0 PROCEDURES

None
6.0 REVISION HISTORY

Version 1.10.07 - Developed 10/11/07
Version 2.04.08 - Revised 4/9/2008
Version 3.04.16 - Revised 4/2016
1.0 Policy Statement

The Sonoma County Sheriff’s Office will provide an orientation to all inmates at the time of housing to assist in preparing them for their term of incarceration. Orientation will include information explaining inmate rights, available programs and resources, rules of conduct, behavioral expectations and disciplinary procedures.

2.0 Definitions

Housing Area Orientation: A document which inmates are required to sign stating they have received orientation and that they acknowledge and understand the information provided.

Inmate Handbook: A guide for inmates housed in Sonoma County Detention Facilities that contains information to educate inmates and promote positive behavior.

Inmate Management Card: Card used to record cell/module or bunk/unit assignments of an inmate.

Living Area Inspection: Those areas of a facility utilized for the day-to-day housing and activities of inmates such as a cell, bunk or locker.

3.0 Mandates

Title 15 Standards: 1069, 1080, 1280

4.0 General Information

A. Each inmate will be given an Inmate Handbook that includes but is not limited to the following information:

1. correspondence, visiting, and telephone usage rules;
2. rules and disciplinary procedures;
3. inmate grievance procedures;
4. programs and activities available and method of application;
5. medical and mental health services;
6. classification/housing assignments;
7. court appearances
8. voting, including registration
B. Each inmate will be given a Housing Area Orientation. The orientation shall include:
   1. The Inmate Handbook (DD 637)
   2. Inmate Rules of Conduct and Discipline Sheet (DD 646)
   3. Housing Area Orientation sheet (DD 615).
   4. A Living Area Inspection Sheet (DD 607).
   5. An opportunity to ask for clarification or any other questions pertaining to the orientation.

5.0 PROCEDURES

The module/unit deputy will conduct orientation with an inmate immediately upon admission to a module/unit, or as soon as is practical. The deputy will:

   1. Provide an orientation to the inmate and have the inmate sign the Housing Area Orientation (DD615), acknowledging receipt and verifying understanding.

   2. Escort the inmate to his/her assigned cell/bunk/locker and with the inmate, conduct a Living Area Inspection (DD 607), of the assigned space. (Refer to: Cell/Bunk Assignments and Inspections).

   3. Upon completion of the orientation and inspection, the deputy will attach the inspection to the Inmate management card.

6.0 REVISION HISTORY

Forms

Policies

7.0 REVISION HISTORY

Version 13.01.99 - Revised 1/1999
Version 14.07.10 - 07/13/2010 (Merges and replaces MADF Version 13.01.99 and NCDF Version 6.04.00)
Version 14.07.10- Revised 5.1.19
1.0 POLICY STATEMENT
A comprehensive Policy and Procedure manual shall be maintained and available for all Detention Division employees. The manual shall be reviewed and updated as needed and modifications can be made at any time. Detention staff will be encouraged to provide input concerning policy and procedure, at any time, through their Chain-of-Command. All supervisors and managers will respond to suggested changes quickly and directly.

2.0 DEFINITIONS
None

3.0 MANDATES
Title 15 Section 1029

4.0 GENERAL INFORMATION
A. The Detention Division Policy and Procedure manuals (MADF and NCDF) are available to all Detention Division Staff with Intranet access. They may be accessed at any time by clicking on the Internet Explorer icon to get to the Department’s Intranet Web Page. Clicking on the “Department Manuals” link and the appropriate manual will open the index for the desired manual.

B. Staff will be notified of additions and revisions to the Policy and Procedure manual through electronic mail. Staff shall review all changes.

C. Limited printed copies of the Policy and Procedure manual are available at various central locations.

D. Abridged printed copies of the Policy and Procedure manuals are available to inmates in the law library.
E. When notified of changes, all staff is required to review all changes to the policy and procedure manual for their facility.

F. Staff is encouraged to submit suggestions concerning the content of the policy and procedure manual. Suggestions for additions, deletions or revisions to the manual shall be made in writing and submitted through the Chain-of-Command.

G. Supervisors will respond to suggestions as quickly as possible. Responses can take the form of accepting the suggestion and submitting it up the Chain-of-Command; rejecting the suggestion as unworkable; or, returning the proposal for further work or suggested modification.

H. The final approval authority for changes involving Policy is the Detention Assistant Sheriff.

I. The final approval authority for changes in Definitions, General Information and Procedures is the MADF Facility Manager/NCDF Facility Manager and/or the Detention Services/Planning & Research Lieutenant, as applicable.

5.0 PROCEDURES
None

6.0 REVISION HISTORY
Version 4-6-04 – Revised 6/22/04
PERSONAL CARE ITEMS

1.0 POLICY STATEMENT

Each inmate shall be issued or given access to personal care items with the expectation that they will maintain an acceptable level of cleanliness. This article is intended to provide an understanding of the policies and procedures for issuing personal care items in accordance with the guidelines set forth in article 13.

2.0 DEFINITIONS

**Dress-In**

A process in which new arrivals who are being housed are issued facility clothing and bedding in exchange for their personal clothing.

**Intake Bags**

A bag which contains personal care/hygiene items.

**Personal Care Items**

Items needed to maintain basic personal hygiene.

3.0 MANDATES

*Title 15 Standards: Article 13 Section 1265, Article 15 Section 6030*

4.0 GENERAL INFORMATION

Each inmate to be held over 24 hours who is unable to supply himself/herself with the following personal care items, because of either indigency or the absence of an inmate canteen, shall be issued:

a) toothbrush

b) dentifrice
c) soap  
d) comb  
e) deodorant  
f) shaving implements

Inmates shall not be required to share any personal care items listed in items “a” through “e.”

Intake Bags will be sold at an established price to cover the cost of the Intake Bag. A fee may be charged to the inmate’s personal cash account.

Inmates who do not have a cash balance equal to the cost of the Intake Bag will be given an Intake Bag, if requested, at the completion of the dress-in process.

If the inmate has no money in his personal cash account, and does not receive sufficient funds prior to this release, there shall be either no charge or only a partial charge.

Replacement items are available through commissary or through the inmate welfare program for indigent inmates. See policy titled Commissary.

Each housing area shall be automatically stocked with adequate quantities of soap, toilet tissue and sanitary napkins/tampons at no charge.

Module Deputies are responsible for ordering personal hygiene items if they are running low on these supplies prior to automatic stocking.

If inmates fail to maintain an acceptable level of cleanliness that affects the health or welfare of other inmates or jail staff, or that affects the safety and security of the facility, prescribed steps may be taken to address such concerns. See policy titled Personal Hygiene.

As part of the staging process each inmate will be offered the opportunity to obtain an Intake Bag containing personal hygiene items. There shall be written policies and procedures developed by the facility administrator for the issue of personal hygiene items.

Inmates will not share disposable razors. Double edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among inmates, must be disinfected between individual uses. See policy titled Hair Care Services.

Correctional Staff is responsible for providing inmates who will be housed an opportunity to complete an Intake Bag Order Form. Each inmate has the discretion to purchase or not purchase an Intake Bag.

5.0 PROCEDURES
None
6.0 RESOURCES

Forms
Policies

7.0 REVISION HISTORY

Version 10.09.03 - Revised 09/04/03
Version 11.09.07 - Revised 09/27/07
Version 12.10.09 - Revised 10/20/2009 (This policy merges MADF Version 11.09.07 and NCDF Version 3.06.01)
Version 12.10.09 – Revised 6/1/18 (This policy merges and replaces policies titled Intake Bags, 12.10.09, Hygiene – Inmate Personal 10.08.09)
Version 12.10.09 – Revised 16.07.18 (Intake Bags policy was renamed Personal Care Items)
1.0 POLICY STATEMENT

The Sonoma County Sheriff’s Office, in compliance with the Prison Rape Elimination Act of 2003, mandates zero tolerance toward all forms of sexual abuse, sexual harassment and sexual assault of any inmate in custody. There shall be zero tolerance for retaliation of any sort against anyone who reports or cooperates with the investigations of such acts. All incidents of sexual abuse that occur in the Sonoma County Detention Facilities shall be thoroughly investigated, documented and reported in accordance with
the mandates set forth in the 2003 Prison Rape Elimination Act (PREA) and the Department of Justice National PREA Standards.

The Sonoma County Sheriff’s Office is committed to maintaining a program of education, prevention, detection, investigation, criminal and administrative sanctions against perpetrators, data collection, treatment and support for any inmate who is a victim of sexual abuse. Those contracted, employed by, or volunteering for the Sheriff’s Office are subject to punitive sanctions for any violation of this policy.

2.0 DEFINITIONS

Contractor
A person who provides services pursuant to a contractual agreement.

Intersex
A person who’s sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sexual development.

Jail
A confinement facility of a Federal, State, or local law enforcement agency whose primary use is to hold persons pending adjudication of criminal charges, persons committed to confinement after adjudication of criminal charges, or persons adjudicated guilty who are awaiting transfer to a correctional facility.

Lockup
A facility that contains holding cells, cell blocks, or other secure enclosures that are: Under the control of a law enforcement, court, or custodial officer; and primarily used for the temporary confinement of individuals who have recently been arrested, detained, or are being transferred to or from a court, jail, prison, or other agency.

PREA
The Prison Rape Elimination Act of 2003 was signed into law by President George W. Bush. The purpose of this law is to protect inmates at all levels from sexual assault, sexual harassment and all forms of sexual abuse from other inmates and facility staff.

PREA Coordinator
An upper-level manager with authority, designated to develop, implement, oversee and maintain efforts to comply with PREA standards.

PREA Compliance Manager
An upper level manager responsible for the coordination of a facility’s efforts to comply with PREA standards.

PREA related incident
Any sexual abuse, sexual assault and/or sexual harassment of an inmate.

Retaliation
Any negative act by any person toward or against another for reporting or cooperating with an investigation involving sexual abuse, sexual assault or sexual harassment.

Sexual Abuse
Sexual abuse can be committed by inmates or detainees, staff, contractors, and volunteers. It includes, but is not limited to contact of the genitals or other parts of the suspect’s body with the genitals, anus, mouth or other body parts of the victim without consent or
under coercion, by overt or implied threats of violence, or if the victim is unable to consent, as defined by the California Penal Code. This is to include any incidents of penetration using foreign objects, however slight. Other acts of abuse include acts of voyeurism, exposure or any other touching without consent.

**Sexual Harassment**
Repeated and unwelcome sexual advances, verbal comments or gestures of a sexual nature, or requests for sexual favors to an inmate or detainee, demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures by another inmate or detainee, staff member, contractor, or volunteer.

**Staff Member**
Any employee of the County of Sonoma.

**Transgender**
A person whose gender identity and/or gender expression (i.e., internal sense of feeling male or female) is different from the person’s assigned sex at birth.

**Volunteer**
An individual who donates time and effort to the benefit of the Sheriff’s Office activities and programs for inmates.

**Voyeurism**
An invasion of privacy of an inmate or detainee by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate’s body or of an inmate performing bodily functions.

### 3.0 MANDATES

42 U.S.C. 1997

Prison Rape Elimination Act of 2003

Department of Justice National PREA Standards

Sheriff’s Office-Wide Rules and Regulations Regarding Conduct Policy

Sheriff’s Office-Wide Discrimination and Harassment Policy

### 4.0 GENERAL INFORMATION

A. The purpose of the Department of Justice National PREA Standards is to prevent, detect, and respond to rape pursuant to the Prison Rape Elimination Act of 2003.

B. The Sheriff’s Office shall appoint a PREA Coordinator with sufficient time and authority to coordinate, develop, implement, oversee and maintain efforts to comply with all PREA standards.

C. The Sheriff’s Office shall appoint a PREA Manager for each facility responsible for the coordination of efforts to comply with PREA standards.
D. The Sheriff’s Office will not enter into any contract, or renew any contract, for the confinement of Sonoma County inmates that does not include the agencies obligation to adopt, monitor and comply with PREA standards.

E. The Sheriff's Office will not enter into or renew any collective bargaining agreement or any other agreement that limits the Sheriff Office’s ability to remove alleged staff sexual abusers from contact with any inmates pending the outcome of an investigation or of a determination of whether and to what extent discipline is warranted.

1. Nothing in this standard shall restrict entering into or renewal of agreements that govern:
   a. The conduct of the disciplinary process, as long as such agreements are not inconsistent with provisions of PREA mandates 115.72 or 115.76.
   b. Whether a no-contact assignment that is imposed pending the outcome of an investigation shall be expunged from or retained in the employees personnel file following a determination that the allegation of sexual abuse is not substantiated.

F. All reports of sexual abuse/harassment or expressed fear of sexual abuse/harassment shall result in prompt action and documentation which shall include, but not be limited to:

1. Medical and mental health attention.
2. Immediate initiation of an investigation.

G. The Sheriff’s Office shall ensure meaningful access and take reasonable steps in its effort to prevent, detect, and respond to sexual abuse and sexual harassment to inmates who are limited in their English proficiency.

1. Written PREA informational and educational material provided to inmates shall be in formats or through methods, including the use of interpreters if necessary, that ensure effective communication with inmates who are limited in English proficiency.

2. Inmate interpreters, inmate readers, or other types of inmate assistants shall not be used, except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the inmate’s safety, the performance of first-response duties under 28 C.F.R. § 115.64, or the investigation of the inmate’s allegations.

H. There is no consensual sex in a custodial or supervisory relationship. Any sexual abuse or sexual harassment between staff, contractor, or volunteer with an inmate is inconsistent with the policy and procedures of the Sheriff’s Office and shall be investigated.

I. Sexual abuse includes:

1. Sexual abuse of an inmate or detainee by another inmate or detainee, includes, but not limited to, any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:
   a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
   b. Contact between the mouth and the penis, vulva, or anus.
   c. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument.
d. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

2. Sexual abuse of an inmate or detainee, by a staff member, contractor, or volunteer includes, but not limited to, any of the following acts, with or without consent of the inmate or detainee:
   a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
   b. Contact between the mouth and the penis, vulva, or anus.
   c. Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire.
   d. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire.
   e. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire.

J. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in section (a.) through (e.) of this section is sexual abuse.

K. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate or detainee is sexual harassment.

L. Voyeurism by a staff member, contractor, or volunteer. Voyeurism by a staff member, contractor, or volunteer means the invasion of privacy of an inmate or detainee for reasons unrelated to official duties, such as, but not limited to:
   1. Peering at an inmate who is using a toilet in his or her cell to perform bodily functions.
   2. Requiring an inmate to expose his or her buttocks, genitals, or breasts.
   3. Taking images of all or part of an inmate’s naked body or of an inmate performing bodily functions.
      a. Incidental viewing while performing ones duties is not voyeurism.

M. Sexual harassment includes, but is not limited to:
   1. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate or detainee, directed toward another.
   2. Repeated verbal comments or gestures of a sexual nature to an inmate or detainee, by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

N. Any contractor or volunteer who engages in sexual abuse shall be prohibited from contact with inmates, and if applicable, reported to relevant licensing bodies.
1. The Sheriff’s Office shall take appropriate remedial measures, and shall consider whether to prohibit further contact with inmates, in the case of any other violation of sexual abuse or sexual harassment policies by a contractor or volunteer.

O. Correctional Staff upon learning of an inmate’s substantial risk of imminent sexual abuse will take immediate steps to protect the inmate.

P. When designing or acquiring any new facility and in planning any substantial expansion or modifications of existing facilities, the Sheriff’s Office shall consider the effect of the design, acquisition, expansion, or modification upon the ability to protect inmates from sexual abuse.

Q. When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, the Sheriff’s Office shall carefully evaluate and consider how such technology may enhance the Sheriff’s Office ability to protect inmates from sexual abuse.

5.0 PROCEDURES

5.1. TRAINING

A. All staff, including contractors and volunteers who may have inmate contact, shall receive training on the following topics:

   a. The Office’s zero tolerance policy for sexual misconduct, sexual assault, and sexual harassment.
   b. The rights of inmates, staff, contractors and volunteers to be free from sexual misconduct, sexual abuse and sexual harassment.
   c. The rights of inmates, staff, contractors and volunteers to be free from retaliation for good faith reporting of suspected or observed instances of sexual misconduct, sexual abuse or sexual harassment.
   d. How staff and volunteers can fulfill their responsibilities under the Sheriff’s Office sexual abuse and harassment prevention, detection, reporting and response policies.
   e. The dynamics of sexual misconduct, abuse and harassment in confinement.
   f. The common reactions of sexual misconduct, abuse and harassment in confinement.
   g. How to detect and respond to signs of threatened and actual sexual misconduct, abuse or harassment.
   h. How to avoid inappropriate relationships with detainees and inmates.
   i. How to communicate effectively and professionally with inmates, including lesbian, gay, bisexual, transgender, intersex and gender nonconforming inmates.
   j. Mandatory reporting requirement.

B. All employees shall receive refresher training every two years.

C. All employees, in years when the above listed training is not provided, refresher information shall be provided on current sexual abuse and sexual harassment policies.

D. All training shall be documented through staff member, contractor or volunteer signature or electronic verification that staff members, contractors and volunteers understand the training they have received.
E. The Detention Division’s training unit is the custodian of records for all PREA training for Detention staff. The Law Enforcement Division is the custodian of records for all PREA training for the Law Enforcement Division. The Detention Division’s Program Sergeant shall ensure training is completed for all volunteers who have contact with inmates. The Detention Division’s research and planning Lieutenant shall ensure training is completed for all contractors who have contact with inmates. The training unit will audit the training files for medical staff, mental health staff, domestic violence and sexual assault detectives, contractors and volunteers.

5.2 INMATE EDUCATION

A. All inmates shall be given a PREA advisement during the booking process, to read and sign, pertaining to the Sheriff Office’s zero tolerance policy towards all forms of sexual abuse and sexual harassment, and how to report such incidents of sexual abuse or sexual harassment. This signed advisement shall be maintained in the inmate’s D-file.

B. All inmates shall be provided an inmate orientation handbook that explains the Sheriff Office’s zero tolerance policy regarding sexual abuse. The hand book informs inmates that any staff member can receive a report of sexual abuse and all reports of sexual abuse will be thoroughly investigated.

C. All housed inmates shall be provided a PREA informational brochure that describes, but not limited to, what sexual abuse is, ways to stay safe while incarcerated, a warning to potential abusers, why abuse should be reported and to whom, the availability of counseling, medical services and contact information for outside agencies that can provide further support.

D. Inmate education shall be provided to all housed inmates regarding their rights to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents, and Sheriff Office’s policies and procedures for responding to such incidents.

E. Each facility has PREA education and reference materials available to inmates. These materials include, but are not limited to: posters placed in conspicuous locations throughout the facilities, hand books and brochures.

5.3 RESPONSE TO A PREA INCIDENT

MAIN ADULT DETENTION FACILITY

A. Correctional Staff shall take immediate steps to protect an inmate from sexual abuse and shall separate abusers from potential victims.

B. Correctional Staff shall preserve and protect the crime scene until appropriate steps can be taken to collect evidence.

1. If the first staff responder is not a Correctional Staff member, the responder shall be required to request that the alleged victim not take any actions that could destroy physical evidence, and then notify Correctional Staff

C. The Sergeant shall request a patrol Deputy via Sheriff’s Dispatch to respond to all PREA related crimes that occur in a facility.

1. A Patrol Deputy will refer all PREA related crimes to the DVSA unit for investigation.
D. The Sergeant is responsible to ensure reasonable steps are taken to prevent the alleged abuser from taking any actions that could destroy physical evidence including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating.

E. Correctional Staff shall request mental health and/or medical staff to respond to all PREA related crime/incidents.
   
   a. On site medical staff shall be trained and will advise any alleged victim whose sexual abuse occurred within a time period that may still allow for the collection of physical evidence, not to take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating.
   
   b. Forensic medical evaluations will not be conducted at the detention facility. Any forensic medical evaluation necessary will be conducted at an off-site medical facility by qualified medical professionals.

F. The reporting Deputy will access the CJS system to complete an incident report.

G. The Sergeant shall ensure staff members, contractors and/or volunteers submit an incident report, civilian incident or memorandum detailing their observations and the role they played in the incident.

H. The Sergeant shall ensure the crime report and incident report numbers are cross referenced, and that copies of the incident reports, supplemental reports and any memorandums are forwarded to the Patrol Deputy and the PREA Coordinator.

I. All victims of sexual abuse shall be afforded the opportunity to have a Victims Rights Advocate made available to accompany and support the victim through the forensic medical examination process, the investigative interviews and shall provide emotional support, crisis intervention, information and referrals, at no cost to the inmate.

J. When a victim of abuse returns from the hospital the booking Deputy will notify classification of the inmate’s return before being housed. In the absence of a Classification Deputy the booking Sergeant shall make the appropriate housing decision. The booking Deputy will refer the inmate to medical and mental health practitioners to ensure that any necessary follow-up treatment services are provided.

NORTH COUNTY DETENTION FACILITY

A. Correctional Staff shall take immediate steps to protect an inmate from sexual abuse and shall separate abusers from potential victims.

B. Correctional Staff shall preserve and protect the crime scene until appropriate steps can be taken to collect evidence.
   
   1. If the first staff responder is not a Correctional Staff member, the responder shall be required to request that the alleged victim not take any actions that could destroy physical evidence, and then notify Correctional Staff

C. The Sergeant shall request a patrol Deputy via Sheriff’s Dispatch to respond to all PREA related crimes that occur in a facility.
   
   2. A Patrol Deputy will refer all PREA related crimes to the DVSA unit for investigation.
D. The Sergeant is responsible to ensure reasonable steps are taken to prevent the alleged abuser from taking any actions that could destroy physical evidence including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating.

E. Correctional Staff shall request mental health and/or medical staff to respond to all PREA related crime/incidents.
   
a. On site medical staff shall be trained and will advise any alleged victim whose sexual abuse occurred within a time period that may still allow for the collection of physical evidence, not to take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating.

   b. Forensic medical evaluations will not be conducted at the detention facility. Any forensic medical evaluation necessary will be conducted at an off-site medical facility by qualified medical professionals.

F. The reporting Deputy will access the CJS system to complete an incident report.

G. The Sergeant shall ensure staff members, contractors and/or volunteers submit an incident report, civilian incident or memorandum detailing their observations and the role they played in the incident.

H. The Sergeant shall ensure the crime report and incident report numbers are cross referenced, and that copies of the incident reports, supplemental reports and any memorandums are forwarded to the Patrol Deputy and the PREA Coordinator.

I. All victims of sexual abuse shall be afforded the opportunity to have a Victim Rights Advocate made available to accompany and support the victim through the forensic medical examination process, the investigative interviews and shall provide emotional support, crisis intervention, information and referrals, at no cost to the inmate.

J. When a victim of abuse returns from the hospital the booking Deputy will notify classification of the inmate’s return before being housed. In the absence of a Classification Deputy the booking Sergeant shall make the appropriate housing decision. The booking Deputy will refer the inmate to medical and mental health practitioners to ensure that any necessary follow-up treatment services are provided.

5.4 REPORTING AND INVESTIGATIONS

A. Staff members, contractors and volunteers shall accept all allegations made verbally, in writing, anonymously, from third parties and promptly notify a supervisor or manager. All incidents of sexual abuse, sexual assault and sexual harassment upon inmates shall be investigated promptly, thoroughly, objectively and forwarded through the chain of command. Substantiated allegations of conduct that appear to be criminal shall be referred for prosecution. The departure of the alleged abuser or victim from employment, control or custody shall not provide a basis for terminating an investigation. The standard used to substantiate allegations of sexual abuse shall be no higher than a preponderance of the evidence.

   1. The Sheriff’s Office shall maintain all written reports, investigations to include internal affair investigations for all sexual abuse investigations for as long as the alleged abuser is incarcerated or employed by the Sheriff’s Office, plus five years.
2. The credibility of an alleged victim, suspect or witness shall be assessed on an individual basis and shall not be determined by the person’s status as an inmate or staff.

3. The Sheriff’s Office shall cooperate fully with any outside investigations of sexual abuse and endeavor to remain informed about the process and disposition of any such investigation.

4. Third parties are encouraged to report all allegations of sexual abuse or harassment by phone (707-565-1412 or 707-565-1410) and request to speak with a correctional supervisor. Allegations can also be submitted on a citizen’s complaint form. Citizen complaint forms can be obtained from the front lobby of each facility, be mailed upon request or by downloading the form from the Sheriff Office’s website.

B. All staff members, contractors and volunteers have an affirmative duty to report to a supervisor or manager all allegations, suspicions, or knowledge of sexual abuse, sexual harassment, sexual assault or any sexual misconduct involving inmates that takes place within any Sheriff’s Office facility or within any other jurisdiction or agency. Failure to report is akin to committing the act and may be punishable as such.

C. Any staff member, volunteer or contractor who has knowledge, information or suspects retaliation against anyone who reports sexual abuse, cooperates with an investigation or that a staff member violated their responsibilities that may have contributed to an incident shall immediately notify a supervisor or manager. This notification may be made in private, but shall occur immediately upon obtaining knowledge. There is no requirement for any employee to use the chain of command.

1. Apart from reporting sexual abuse to a supervisor or manager, any information related to sexual victimization or abusiveness that occurred in an institutional setting shall be strictly limited to medical and mental health practitioners and other staff, as necessary, to inform treatment plans and security and management decisions, including housing, bed, work, education, and program assignments, or as otherwise required by Federal, State, or local law.

D. Medical and mental health practitioners unless otherwise precluded by Federal, State, or local law shall be required to report all allegations of sexual abuse or retaliation. Medical and mental health practitioners shall obtain informed consent from inmates before reporting information about prior sexual victimization that did not occur in an institutional setting, unless the inmate is under the age of 18. All inmates must be informed of their duty to report, and the limitations of confidentiality, at the initiation of services.

E. If the alleged victim is under the age of eighteen (18) or considered a vulnerable adult under a State or local vulnerable persons statute, the Office shall report the allegation to the designated State or local services agency under applicable mandatory reporting laws.

F. A patrol deputy shall be called to respond to all PREA related crimes that occur within the Detention Division. A patrol deputy shall refer all felony PREA related crime investigations to a domestic violence and sexual assault (DVSA) investigator. The DVSA investigators shall conduct investigations in compliance with all applicable PREA standards.

a. When the quality of evidence appears to support criminal prosecution, the agency shall conduct compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.
G. Staff members, contractors and volunteers accused of harassment or abuse of an inmate shall not have any contact with the reporting staff member or others involved in the investigation. Any form of retaliation shall be subject to punitive action.

H. Inmates may privately (if they so choose) report sexual harassment, abuse, or assault, retaliation for reporting, or staff indifference to any employee, volunteer or contractor.
   a. These reports can be made verbally or in writing through inmate request forms, letters, or any other medium. These reports can be made by third parties on behalf of the inmate.
      a. An inmate who alleges sexual abuse shall not be required to submit to a polygraph or any other truth-telling device as a condition for proceeding with the investigation of such an allegation.
   b. Retaliation reports filed against other inmates shall be investigated.
   c. Reports of retaliation by staff shall be documented in a memorandum and forwarded to the Assistant Sheriff or designee.
   d. Inmates can confidentially and anonymously report sexual abuse to the Sonoma County Rape Crisis Center, using inmate telephones by dialing #141. The Sonoma County Rape Crisis Center will comply with mandatory reporting requirements by reporting sexual abuse directly to a Sergeant.
      a. Inmates who do not speak English may request a translator upon contacting the Sonoma County Rape Crisis Center.
      b. Inmates who are hearing impaired shall be provided a TDD machine and may dial the Sonoma County Rape Crisis Center using a direct telephone number. Staff members shall accept reports made verbally, in writing, anonymously and from third parties, such as advocates or family members. All such reports shall be immediately documented and the employees’ immediate supervisor notified. The PREA Coordinator, the PREA Compliance Manager and the Facility Manager shall be notified, and an investigation shall immediately commence.
      e. Inmates detained solely for civil immigration purposes shall be provided information on how to contact relevant consular officials and relevant officials at the Department of Homeland Security.

I. Staff members shall accept reports made verbally, in writing, anonymously and from third parties, such as advocates or family members. All such reports shall be immediately documented and the employee’s immediate supervisor notified. The PREA Coordinator, the PREA Compliance Manager and the Facility Manager shall be notified, and an investigation shall immediately commence.

J. If the person who receives the report is a non-custody employee, he or she shall immediately notify any custodial supervisor.

K. Reports can be made through the Sheriff’s Office website by downloading, completing and submitting a citizen’s complaint form. A PREA related citizen’s complaint form submitted anonymously will be accepted.

L. PREA related crimes that involve inmates that are elderly or suffer from any disability will be referred to the DVSA Unit for investigation.
M. Copies of all completed PREA related incidents and investigations shall be forwarded to the PREA Coordinator.

N. Upon completion of an investigation involving an inmate’s allegation they were sexually abused in a Sheriff’s Office facility, the inmate shall be informed as to the final determination of the investigation (Sustained, Not Sustained, Inconclusive or Unfounded). If an outside agency conducts the investigation, the Sheriff’s Office shall request the relevant information from the investigative agency in order to inform the inmate.

1. All investigations shall include efforts to determine whether staff actions or failures to act contributed to the abuse.

O. Following an inmate’s substantiated allegation that a staff member committed an sexual assault against the inmate, unless the allegation is determined to be unfounded, the Sheriff’s Office shall inform the inmate by memorandum whenever:

1. The staff member is no longer assigned to the inmate’s housing area.
2. The staff member is no longer employed or assigned to the facility.
3. The staff member has been indicted or criminally charged related to abuse within the facility.
4. The Sheriff’s Office learns that a staff member has been convicted on a charge related to sexual abuse within the facility.
5. The Sheriff Office's obligation to report under this standard shall terminate if the inmate is released from custody.

P. Following an allegation by an inmate that he was abused by another inmate, the victim shall be informed by memorandum whenever:

1. The alleged abuser has been indicted or criminally charged on charges related to sexual abuse within the facility; or
2. The alleged abuser has been convicted on a charge related to abuse within the facility.
3. The Sheriff Office’s obligation to report under this standard shall terminate if the victim is released from custody.

Q. Inmates can report sexual abuse they experienced while confined at another facility. Upon report of an allegation of an inmate being sexually abused while confined at another facility, the Assistant Sheriff or their designee shall notify in writing the head of the facility or appropriate office of the agency where the alleged abuse occurred. Such notifications shall be provided and documented as soon as possible, but no later than 72 hours after receiving the allegation.

R. When informed by another agency that an inmate in our custody was sexually abused while incarcerated, the allegation shall be thoroughly investigated and if necessary, forwarded for criminal prosecution.

S. Upon receipt of a completed investigation, the PREA Coordinator shall document the incident using a U.S. Department of Justice Bureau of Justice Statistics (USDOJ BJS) form SSV-1A and maintain the copy for use in the report submitted annually to USDOJ BJS. A copy shall be retained for no less than ten years.
T. The PREA Coordinator shall compile all information pertaining to assaults, abuse, and harassment
on inmates, annually. This information shall be submitted to the USDOJ BJS using form SSV-3. This form shall be submitted to the USDOJ BJS electronically. A copy of the SSV-3 as well as
copies of all reports included in the SSV-3 shall be forwarded to the Detention Division Assistant
Sheriff and the PREA Compliance Manager. A copy of this data shall be maintained for no less
than ten years.

U. The PREA Coordinator shall create an annual report using the data collected during the previous
year and submit the report to the Sheriff for review. Once approved, this report shall be placed on
the Sheriff’s Office web site for public viewing. Names of all involved parties shall be redacted.

5.5 ACCESS TO EMERGENCY MEDICAL AND MENTAL HEALTH CARE SERVICES

A. Inmate victims of sexual abuse shall receive timely, unimpeded access to emergency medical
treatment and crisis intervention services, the nature and scope of which are determined by
medical and mental health practitioners according to their professional judgment.

B. Inmate victims of sexual abuse while incarcerated shall be offered timely information about and
timely access to emergency contraception and sexually transmitted infections prophylaxis, in
accordance with professionally accepted standards of care, where medically appropriate.
Treatment services shall be provided to the victim without financial cost, regardless of whether the
victim names the abuser or cooperates with any investigation arising out of the incident.

5.6 ACCESS TO ONGOING MEDICAL AND MENTAL HEALTH CARE SERVICES

A. Any inmate victimized by sexual abuse or subject to a PREA related incident shall be referred by a
Correctional Deputy to medical and/or mental health practitioners for evaluation and treatment
consistent with the community level of care. Treatment services shall be provided to the victim
without financial cost and regardless of whether the victim names the abuser or cooperates with
any investigation arising out of the incident.

1. The evaluation and treatment of such victims shall include, as appropriate, follow-up
services, treatment plans, and, when necessary, referrals for continued care following their
transfer to, or placement in, other facilities, or their release from custody.

B. Inmate victims of sexually abusive vaginal penetration (while in custody) shall be offered
pregnancy tests. If pregnancy results, such victims shall receive timely and comprehensive
information about and timely access to all lawful pregnancy related medical services.

C. Inmate victims of sexual abuse while incarcerated shall be offered tests for sexually transmitted
infections as medically appropriate.

5.7 VICTIM ADVOCACY

A. All victims of sexual abuse shall be afforded the opportunity to have a Victims Rights Advocate
made available to accompany and support the victim through the forensic medical examination
process, the investigative interviews and shall provide emotional support, crisis intervention,
information and referrals, at no cost to the inmate.

1. The following Victim Rights Agencies addresses and telephone numbers are provided to
all inmates:
a. Sonoma County Rape Crisis Center
b. Family Justice Center.
c. Young Women’s Christian Association (YWCA) counseling for women in abusive relationships.
d. National Human Trafficking hotline.

5.8 PROTECTION AGAINST RETALIATION

A. The Sheriff’s Office shall take immediate appropriate measures to protect anyone who expresses a fear of retaliation because they reported or cooperated with an investigation of sexual abuse.

B. Multiple protection measures shall be employed against any forms of retaliation, such as housing transfers or transfers for inmates or abusers from contact with victims, and emotional support services for inmates or staff who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

C. For at least 90 days following a report of sexual abuse, the PREA Coordinator shall monitor the conduct and treatment of inmates, or staff who reported the sexual abuse, and of inmates who were reported to have suffered sexual abuse to determine if there are indicators to suggest possible retaliation intentions by inmates or staff, and shall act promptly to remedy any such retaliation.

D. The PREA Coordinator may delegate this responsibility to any correctional staff member.

   1. Monitoring activities may include, but is not limited to, inmate disciplinary reports, or program changes, or negative performance reviews or reassignments of staff.

   2. The PREA Coordinator or his designee shall continue such monitoring beyond 90 days if initial monitoring indicates a continuing need.

E. The PREA Coordinator shall coordinate with classification staff to ensure inmates who report sexual abuse are monitored by periodic status checks. The frequency and duration of the status checks shall be determined on a case by case basis.

F. Monitoring shall terminate if it is determined an allegation is unfounded.

5.9 DISCIPLINARY SANCTIONS FOR STAFF

A. Employees shall be subject to disciplinary actions up to and including termination for any violations of sexual abuse or harassment policies.

B. Termination shall be the presumptive disciplinary action for employees who have engaged in sexual abuse.

C. Disciplinary action for violations of Sheriff’s Office and County of Sonoma policies, and rules relating to sexual abuse or sexual harassment shall be commensurate with the nature and circumstances of the acts committed, the employee’s disciplinary history, and the sanctions imposed for comparable offenses by other staff with similar histories.

D. All terminations for violations of sexual abuse or sexual harassment policies, or resignations by employees who would have been otherwise terminated, if not for their resignation, shall be reported to law enforcement agencies for any offenses outside the jurisdiction of the Sheriff’s Office, unless the activity was clearly not criminal, and to any relevant licensing bodies.
5.10 SEXUAL ABUSE INCIDENT REVIEWS

A. The PREA Coordinator shall conduct a sexual abuse incident review at the conclusion of every sexual abuse investigation, including where the allegation has not been substantiated, unless the allegation has been determined to be unfounded. Such review shall ordinarily occur within 30 days of the conclusion of the investigation. The review team shall include the Assistant Sheriff and the PREA Manager or their designees, with input, as necessary, from line supervisors, investigators, and medical and/or mental health practitioners.

B. The review team shall:

1. Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse.
2. Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender, or intersex identification, status, or perceived status, gang affiliation or was motivated or otherwise caused by other group dynamics at the facility.
3. Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse.
4. Assess the adequacy of staffing levels in the housing locations during different shifts.
5. Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff.

C. The PREA coordinator shall prepare a report of the review's findings and any recommendations for improvement. Recommendations for improvements shall be made and any reasons for not implementing the recommendations shall be explained. The final report shall be submitted to the Assistant Sheriff and the PREA Compliance Manager.

5.11 DATA COLLECTION AND ANNUAL REPORT

A. The Sheriff’s Office shall collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control using a standardized instrument and set of definitions.

1. The Sheriff’s Office will obtain incident based and aggregated data from any agency contracted to provide confinement for Sonoma County inmates.

B. All managers and supervisors shall forward all PREA data to the PREA Coordinator, while maintaining a copy for their files. This data shall be securely maintained.

C. The PREA Coordinator shall aggregate the incident-based sexual abuse data on an annual basis using the most recent version of the Survey of Sexual Violence form from the Department of Justice.

1. Upon request, the Sheriff’s Office will provide all data from the previous calendar year to the Department of Justice no later than June 30.

D. The information from all the incidents in the prior calendar year will be reviewed and compiled into an annual report. The report shall also include corrective actions for each facility, the Sheriff’s Office as a whole, along with a comparison to the previous year’s data and submitted to the Sheriff for review. Upon approval of the Sheriff, the report shall be posted on the Sheriff's Office’s website.
Office’s website annually after all necessary redactions have been made pursuant to California Penal Code 293.

E. All documents pertaining to investigations shall be securely retained by the PREA Coordinator for no less than ten (10) years.

F. Before making aggregated sexual abuse data publicly available, the agency shall remove all personal identifiers.

5.12 AUDITS

A. The PREA Coordinator shall annually review and document each facilities compliance with PREA standards, which shall also include each facilities staffing plan to ensure adequate levels of staffing and where applicable, video monitoring systems to protect inmates from sexual abuse and sexual harassment. The review shall assess, determine and document any discrepancies and where adjustments are needed to:

1. Staffing Plan.
2. Facility deployment of video monitoring systems and other monitoring technologies.
3. Resources available to commit to ensure adherence to the staffing plan.

B. All facilities under the Sheriff Office’s control shall be individually audited by an outside auditor who has been certified by the Department of Justice, once every three years. The auditor shall be provided all relevant policies and procedures, reports, internal and external audits and accreditations for the facility being audited.

1. During the audit, the auditor shall have access to all areas of the facility and supplied any relevant documentation requested.
2. The auditor shall have access to inmates, staff, and administrators. Staff will be expected to cooperate fully during this audit.

C. The results of all PREA audits will be documented via memorandum to the Sheriff via the chain of command.

5.13 HIRING AND PROMOTIONAL PROCESS

A. Hiring. The agency shall not hire or promote anyone who may have contact with inmates, and shall not enlist the services of any contractor or volunteer who may have contact with inmates, who:

1. Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or any other institution.
2. Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refused
3. Has been civilly or administratively adjudicated to have engaged in the activity described above.
4. All incidents of sexual harassment shall be considered when determining whether to hire or enlist the services of any contractor, volunteer, or staff member who may have contact with an inmate.

5. Before hiring, all employees, contractors, and volunteers shall be subject to a criminal background check prior to employment. Consistent with Federal, State, and local law, the Office shall make its best effort to contact all prior institutional employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse.

6. Material omissions regarding such misconduct, or the provision of materially false information, shall be grounds for disqualification.

B. Current Employees. The agency is notified by the Department of Justice anytime an employee is fingerprinted as a result of any arrest.

C. Promotions. The Sheriff’s Office shall not promote anyone who may have contact with inmates who:

1. Have engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997).

2. Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or,

3. Has been civilly or administratively adjudicated to have engaged in the activity described in paragraph (C) (2) of this section.

4. The Sheriff’s Office shall consider any incidents of sexual harassment in determining whether to promote an individual.

5. The Sheriff’s Office shall ask all applicants and employees who may have contact with inmates directly about previous misconduct described in paragraph 5.0 (A) of this section in written applications or interviews for promotions. The Sheriff’s Office shall also impose upon employees a continuing affirmative duty to disclose any such misconduct.

6. Material omissions regarding such misconduct, or the provision of materially false information, shall be grounds for termination.

D. Former Employees. The Sheriff’s Office shall provide information on substantiated allegations of sexual abuse or sexual harassment involving a former employee upon receiving a request from an institutional employer for whom such employee has applied to work only upon receipt of a signed waiver from the former employee.

6.0 REVISION HISTORY

Version: NEW OFFICE WIDE 1.07.15
(Replaces Version 3.11.14 - Revised 11/2014; replaces v. 2.09.13 - Revised 9/2013; replaces v. 01.04.06 - Revised 04/13/06)
Version 2.10.16 – Revised 10/2016
Version 3.11.16 – Revised 11/2016
Version 4.11.16 – Revised 11/2016
Version 4.11.16 – Revised 10/2018
Version 4.11.16 – Revised 12/2019
Programs - Education

1.0 POLICY STATEMENT

Every effort will be made to provide as comprehensive an education program as resources permit, and to encourage inmate participation. Inmates will not be required to participate in Educational Programs and will do so on a purely voluntary basis. Inmate Educational Programs are an important means for reducing the level of stress and tension among inmates. Programs may also serve as a key element in the rehabilitation of individual inmates.

2.0 DEFINITIONS

**Course Application Form**
A form which must be completed and submitted by an inmate to enroll in a class or program. The forms are available in each housing unit.

**Educational Programs**
A variety of programs and activities undertaken to improve the basic educational levels and/or vocational abilities of inmates.

**Inmate Services Coordinator**
A Sheriff's Department staff member responsible for the development, management and evaluation of inmate programs.

**Program Deputy**
A Correctional Deputy assigned to carry out the direct coordination, scheduling, and support of organized inmate programs.

**Schedule of Classes**
A schedule of classes is provided in each housing unit. The schedule provides descriptions of each course available to both male and female inmates. The days of the week and class times are provided.
3.0 MANDATES

Title 15 Standards: 1061
Individuals with Disabilities Education Improvement Act of 2004

4.0 GENERAL INFORMATION

A. A Schedule of Classes will be made available in each housing unit and is available from the Unit Deputy. The inmate can read course descriptions and sign up for classes they would like to attend.

B. Inmates are required to fill out a Course Application Form for any classes they wish to attend. For enrollment procedures, refer to Programs - Enrollment & Removal Procedures.

C. Portions of the educational instruction program are provided by different county agencies and private businesses under services agreements with the Sheriff's Department. In cooperation with the Department, providers assign, supervise, evaluate program effectiveness, carry out inmate testing, and provide any specialized educational equipment and materials.

D. An inmate's level of program eligibility will be determined by his or her classification status.

E. Inmates on Disciplinary Separation are not eligible to participate in Educational Programs.

F. Most group classes for sentenced inmates will be held in designated classrooms. Individual or small group instruction may take place in housing units, provided the instructor has the necessary clearance to be in the housing unit.

G. With the exception of Jail Industries programs, GED testing, and Kindergym, required segregation of inmates based on gender will be followed at all times in carrying out inmate educational activities.

H. The availability of Educational Programs and courses will be included in the orientation provided for all inmates upon their arrival into the Detention Facilities.

I. Scheduling of organized educational activities (classes, lectures, GED tests etc.) will be coordinated between the Inmate Services Coordinator, the Program Deputy, and the County Office of Education. The Program Deputy is responsible for ensuring that all inmates receive up-to-date information concerning Educational Programs and the courses available to them. The Program Deputy will also ensure that school schedules, which include both a listing of planned educational activities and the identity of the inmates involved, are entered in the SCADS scheduling function.
J. Depending on need and the availability of suitable facilities, educational activities may be scheduled between 0800 and 2200 hours, daily. The Program Deputy is responsible for coordinating the scheduling of daily educational activities.

K. Assigned Instructors will be responsible for the supervision of participating inmates during all educational activities held outside the unit. In such cases, the Instructor will be provided with a classroom telephone for use in case of an emergency.

L. The Inmate Services Coordinator is responsible for ensuring that all Instructors are approved through the security clearance process, and for providing all assigned Instructors with orientation training regarding detention facility procedures and requirements.

M. Inmates with Disabilities will be afforded access to all services, programs and activities for which they meet eligibility criteria.

N. The ADA Coordinator will forward to Programs any requests by inmates who need accommodations to participate in services, programs or activities.

O. Program Staff will consult with the ADA Coordinator in all cases where accommodations are granted or denied for disabled inmates.

P. The Inmate Services Coordinator has volunteer sign language interpreters available to assist with classes.

Q. The Inmate Services Coordinator has access to Braille Textbooks.

R. Special Education classes will be provided to inmates who qualify under the IDEA Act of 2004.

S. The Inmate Services Coordinator is responsible for determining an inmate's eligibility for special education classes using the criteria established under the IDEA Act of 2004.

5.0 PROCEDURES

5.1 EDUCATIONAL ACTIVITIES - CLASSROOM

A. When warranted by the number of inmates, and where classification needs permit, organized classes will be conducted by the Instructor in designated classrooms and/or modules.

B. Fifteen minutes prior to and at the conclusion of the scheduled educational activity, the Instructor shall call Central Control or 401 Control requesting a Movement Deputy bring the inmates to or from class.

6.0 REVISION HISTORY
1.0 POLICY STATEMENT

Every effort shall be made to conduct inmate programs in a manner that provides maximum safety and security for staff, instructors/program providers, and the participating inmates.

2.0 DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Class Attendance Roster</td>
<td>A computer printout listing all inmates currently enrolled in a particular class.</td>
</tr>
<tr>
<td>Course Application Form (front) (back)</td>
<td>A form that must be completed and submitted by an inmate to enroll in a class or program.</td>
</tr>
<tr>
<td>Course Catalog</td>
<td>A list of inmate programs currently available.</td>
</tr>
<tr>
<td>Program Officer</td>
<td>A Correctional Officer assigned to carry out the direct coordination, scheduling, and support of organized inmate programs.</td>
</tr>
</tbody>
</table>
3.0 MANDATES

Title 15 Standards: 1061

4.0 GENERAL INFORMATION

4.1 ELIGIBILITY FOR PROGRAM ENROLLMENT

A. Inmates who want to enroll in programs must be able to meet certain standards. Generally, the basic criteria for program enrollment are:

1. An inmate will be eligible for programs based on their classification.

2. An inmate cannot request to enroll in a program if they have been found guilty of a major rule violation within the past 15 days or a criminal rule violation within the past 60 days.

3. An inmate, who commits, three (3) minor rule violations within a six-week period, cannot request to enroll in a program until 15 days have passed. An inmate who has had frequent negative behavior resulting in counseling, lockdown periods, or loss of privileges will be reviewed by the Program Officer to determine their suitability for enrollment in programs.

4. Generally, an inmate will be required to have been in custody for 5 days, before applying for a program.

4.2 CRITERIA FOR REMOVAL OF INMATES FROM PROGRAMS

A. Inmates must meet required standards of conduct to remain enrolled in programs. Specific reasons for the removal of an inmate from programs may include, but are not limited to, the following:

1. The inmate has been charged with a criminal or major rule violation.

2. The inmate has behaved in a negative or improper manner while he was attending a class or program, or while he was being taken to or from a class.

3. The inmate has received an excessive number of negative management notes.

4. The inmate has a change in classification status.
5.0 PROCEDURES

5.1 APPLICATION AND ENROLLEMENT PROCEDURES

A. The inmate must fill out a Course Application Form, located in each module, and submit it to the Module/Unit Officer.

B. The Module/Unit Officer will review the inmate's Course Application Form to ensure it is complete, and review the inmate's Management Notes to evaluate his recent behavior.

   1. If the inmate does not meet the enrollment criteria, the Module/Unit Officer will return the Application Form to the inmate, noting on the form the reason(s) why the inmate is ineligible.

   2. If the inmate meets the enrollment criteria, the Module/Unit Officer will forward the application form to the Program Officer.

C. The Program Officer will review and verify each application for eligibility. In certain circumstances, additional approval from Classification, Medical and/or Mental Health Staff maybe necessary.

   1. The Program Officer will notify an inmate, via memo, if the class they are requesting is full. The inmate will be placed on a waiting list.

5.2 REMOVAL PROCEDURES

A. If an inmate meets the criteria for removal from a program, the Program Officer will advise the inmate, via memo, of the reason they were removed from the program and when they will be eligible to reapply.

B. The Program Officer will notify the inmate via memo that they have been removed from their program(s) pending the completion of the disciplinary hearing process. The Program Officer will re-enroll the inmate in their class(es) if the inmate is found not guilty.

6.0 REVISION HISTORY

Version 5.08.06 – Revised 08/22/06
Programs - Substance Abuse

1.0 POLICY STATEMENT

Every effort will be made to make substance abuse counseling and education available to inmates and to ensure they are provided with information pertaining to substance abuse counseling, rehabilitation and support services.

All inmates will be afforded equal opportunity to participate in substance abuse programs regardless of their race, national origin, color, creed, sex, economic status, political beliefs, religion and/or disability, subject only to the limitations necessary to maintain the safety and security of the facilities, the safety of inmates, staff and/or volunteers.

2.0 DEFINITIONS

AA
Alcoholics Anonymous.

NA
Narcotics Anonymous.

Inmate Services Coordinator (ISC)
A Sheriff's Office Sergeant responsible for the development and coordination of inmate programs and services.

Starting Point Program
An on-site drug and alcohol treatment program at the MADF and NCDF, administered by the Sonoma County Sheriff’s Office in conjunction with the Department of Health Services.

SUDS
Substance Use Disorder Services

3.0 MANDATES

California Penal Code: 4029
Title 15 Standard: 1070
4.0 GENERAL INFORMATION

A. Substance Abuse classes may be cancelled or temporarily suspended at the discretion of the Sergeant if there is reasonable suspicion to believe that continuing the class would present a threat to the safety and security of the facilities, the safety of inmates, staff and/or volunteers.

B. Inmate access to drug and alcohol treatment classes or programs shall not be denied based on a disability. Participation may be limited or denied to qualified individuals with disabilities, only if necessary for the safe operation of the jail, the safety of inmates, staff and/or volunteers, based on real identified risks (not on speculation, stereotypes or generalizations about individuals with disabilities).

C. Every effort shall be made to ensure all drug and alcohol substance programming complies with all applicable confidentiality laws.

D. Inmates are required to complete a Course Application Form for all substance abuse classes and programs they desire to attend.

E. Substance abuse education, counseling, and support services for inmates will normally be provided by volunteers from AA, NA, the Starting Point program, or by staff representatives from the various county agencies and non-profit organizations, which are equipped to provide such services. The Inmate Services Coordinator is responsible for coordinating with such groups on program matters and for providing the necessary management support. Detailed aspects of program and class schedules will be coordinated between the Inmate Services Coordinator, the Program Deputies and/or SUDS staff.

F. Inmates who are of different classifications and genders will generally attend programs separately.

G. Inmates who present legitimate safety and security concerns will not be permitted to attend substance abuse meetings with other inmates who do not present such concerns.

H. Inmates will not be required to participate in substance abuse counseling programs, and will do so on a purely voluntary basis.

I. Any inmate denied group counseling participation by Classification or the Program Deputy may have counseling sessions in the non-contact visiting area (at the MADF) during regular visiting hours, based on provider availability. (Refer to: Visiting)
1. At the NCDF, an inmate may be permitted to participate in counseling sessions in a location designated by the Program Deputy.

J. Individuals who are responsible for providing substance abuse educational and counseling activities will be responsible for the supervision of the inmates involved in such activities.

1. Providers are required to immediately notify Custody Staff of any safety and security issues or any other issues/concerns they may have.

K. Every effort will be made to encourage inmates to participate in substance abuse programs. The availability of such programs will be included in the information provided to all new inmates after they are housed. The Program Deputy is responsible for ensuring all inmates receive up-to-date information concerning substance abuse counseling and education, and will ensure that the schedules for such activities are available to the module/unit Deputies.

L. Module/unit Deputies will be responsible for posting the schedules of the meetings on the module/unit bulletin boards.

M. Inmates will be required to conduct themselves in accordance with facility rules and standards of behavior while participating in substance abuse programs.

1. Inmates found guilty of a major facility rule violation, several minor rule violations or unacceptable classroom behavior may be removed from a class and/or the Starting Point program.

5.0 PROCEDURES

6.0 REVISION HISTORY

05.09.16 – Revised 9/2016 (Replaces MADF Version: 03.07.94 & NCDF Version 4.12.03)
Programs - Volunteer Services

1.0 POLICY STATEMENT
Volunteers are a valuable resource to inmates and the Sheriff’s Office. They supplement services provided by existing program staff and, in many cases, provide services and support which would not otherwise be available to inmates. The use of volunteers to expand and enhance the services and programs offered to inmates will be encouraged whenever possible.

2.0 DEFINITIONS

PREA
The Prison Rape Elimination Act of 2003 was signed into law by President George W. Bush. The purpose of this law is to protect inmates at all levels from sexual assault, sexual harassment and all forms of sexual abuse from other inmates and facility staff.

Program Sergeant
A Sergeant responsible for the overall development, coordination, and management of inmate programs and services.

Program Deputy
A Correctional Deputy responsible for direct coordination, scheduling, and supervision of inmate programs.

Volunteer
An individual, whether a member of an organized group or not, who provides services and support for inmates and their families without compensation.

Volunteer Organization
A group or organization authorized to provide service and support programs to the Detention Facility(s) on the basis of a recognized need, and without compensation from the Sheriff’s Office.
3.0 MANDATES

Title 15 Standards: 1070

4.0 GENERAL INFORMATION

A. Volunteers/volunteer organizations will be authorized access to the Detention Facility(s) on the basis of a demonstrated need for their services and support. All volunteers who request access to the secure perimeter will be screened per the procedures in Volunteer Security Clearance.

B. The Detention Assistant Sheriff or his designated representative may, at his discretion, deny, curtail, postpone, or discontinue the services of any or all volunteers/volunteer groups if and when such is in the best interests of the Sheriff's Office.

C. Watch Commanders are authorized to discontinue program activities and/or remove volunteers from the Detention Facilities on a temporary basis in any instance where such action is required to maintain the safety and security of the facility.

D. Inmates will be encouraged to take full advantage of programs and/or services offered by volunteers.

E. Typical services and support provided for inmates includes, but not limited to:

   1. Individual and family crisis counseling.
   2. Religious counseling, instruction, and services.
   3. Coordination and arrangement of family visits.
   4. Counseling and assistance regarding services and support available from county agencies and organizations.
   5. Substance abuse counseling and support.
   7. Any other service or support program determined to be beneficial to inmates.

F. Volunteers will provide professional services only when they are certified or licensed to do so.

G. Further information on volunteer services can be found in the following policies:
   1. Programs - Education.
   2. Programs - Substance Abuse.
   3. Programs – Milestone Performance Credits

H. Inmates may request services and support from volunteers/volunteer organizations through personal contact during visits, by making collect telephone calls to an organization, or by submitting an Inmate Request Form for volunteer services.
I. Instructors and volunteers scheduled to teach classes may only bring into the facility those books and materials needed to teach their classes. The books/materials may be brought into the facility in a container (bag, briefcase, box, etc.) and are subject to search by staff at any time.

   1. Instructors and volunteers are required to notify and receive permission from a Program Deputy prior to bringing in any books and/or materials.

4.1 STAFF RESPONSIBILITIES

A. Program Deputies are responsible for the coordination and direct supervision of organized volunteer programs, and for the scheduling of program activities. They are also responsible for ensuring information on program content and schedules are provided to inmates and Detention Staff.

B. All Program Deputies report to the Program Sergeant and the Program Sergeant reports to a designated Lieutenant and/or Captain.

C. The Program Sergeant is responsible for processing and coordinating requests from volunteers/volunteer organizations who desire to bring programs and/or services to the Detention Facility(s). Detailed aspects of program and class schedules will be coordinated between the Program Sergeant and the Program Deputy(s). Problems or unresolved issues will be brought to the attention of the Lieutenant with overall responsibility for inmate programming for resolution.

5.0 PROCEDURES

5.1 VOLUNTEER ORIENTATION

A. All volunteer groups and organizations will be required to ensure their members are trained to work in a correctional environment.

B. The Program Sergeant who may be assisted by the Program Deputies will ensure a volunteer orientation is conducted for all volunteers. All volunteers are required to complete an orientation prior to being authorized access to the Detention Facilities. Topics covered during volunteer orientation will include, but not be limited to:

   1. PREA training
   2. Physical Layout/Evacuation Routes.
   4. Classification.
   5. Safety and Security.
   6. No Hostage Policy.
   7. Procedures during Emergency Situations.
   8. Prohibited Activities.
10. Coordination/Relationships with Detention Staff.

6.0 REVISION HISTORY
Revised 1/3/2018
1.0 POLICY STATEMENT

Due to the status Pro Per inmates have in the eyes of the courts, special procedures will be used to ensure that they have adequate access to information needed to properly prepare their cases. Every Pro Per inmate assigned to or placed in Administrative Segregation housing must be afforded due process rights. In order to meet these requirements, the inmate shall be entitled to a hearing prior to initial placement unless a genuine, documentable reason exists for prior placement.

2.0 DEFINITIONS

**Paging**

The practice of photocopying legal material from a library or other sources for delivery to inmates.
**Pro Per**
An individual who is a principal in a civil or criminal matter, and has been authorized to act as his/her own counsel.

**Pro Per Bin**
A plastic container used to store a Pro Per inmate's legal documents and materials.

**Administrative Segregation Placement Hearing**
A non-judicial administrative procedure to determine if substantial reason(s) exists to house an inmate in Administrative Segregation.

**Special Handling/ Administrative Segregation Inmates**
Inmates who pose a security risk due to behavior or classification. These include inmates housed in the Mental Health Module, Administrative Segregation, and inmates classified as Max BP.

**3.0 MANDATES**

*Title 15 Standards: 1064, 1068, 1053*

*Wilson v Superior Court 21 Cal 3rd 816*

**4.0 GENERAL INFORMATION**

**4.1 MISCELLANEOUS INFORMATION**

A. An inmate is responsible for informing the Administrative Lieutenant that the courts have authorized him to act in Pro Per.

B. An inmate's Pro Per status must be verified before he can benefit from any of the special procedures established for Pro Per inmates.

C. Special procedures will be used to ensure Pro Per inmates have adequate access to the materials and information needed to properly prepare their cases.

D. A Pro Per inmate may submit an Inmate Request form to the Administrative Lieutenant to request further privileges.

E. If a Pro Per inmate retains or is appointed counsel, or the matter on which he was acting in Pro Per is dismissed or settled, the inmate's Pro Per status is no longer valid.

F. Pro Per inmates rehoused to Administrative Segregation shall be entitled to an Administrative Segregation Placement Hearing prior to initial placement unless a genuine, documentable reason exists for prior placement. (See Section 5.3)
G. Inmates housed in Administrative Segregation who gain Pro Per status are not entitled to a new Administrative Segregation Placement Hearing unless new restrictions are added.

H. If an inmate misuses supplies or resources the Deputy will complete an Incident Report and a Disciplinary Hearing will be conducted by the Disciplinary Grievance Officer.

4.2 PRO PER MATERIALS, SUPPLIES AND EQUIPMENT

A. Pro Per supplies will be provided to inmates acting as their own counsel upon approval by the Program Deputy and may be limited, based on his classification.

B. Pro Per inmates may obtain Pro Per order forms through the Program Deputy to purchase supplies as needed for legal research and preparing documents. Pro Per inmates who have funds will be allowed to purchase as much material as they need. Indigent Pro Per inmates may receive a limited amount of material free of charge.

C. The Program Deputy will be responsible for monitoring the amount of materials requested by Pro Per inmates who are indigent.

D. The limited Pro Per materials provided to indigent inmates does not include envelopes. Indigent inmates who need Pro Per materials/documents mailed may send an Inmate Request form to the MADF Stores Warehouse for this purpose.

E. Pro Per inmates may be issued a Pro Per bin by the Module/Unit Deputy when the amount of legal materials in their cells exceeds the amount normally permitted by policy. A second bin may be issued when the inmate has accumulated an amount of legal materials in excess of that which will fit into the Pro Per bin in his/her cell or storage area. The second Pro Per bin will be stored and secured in the Program area by the Inmate Programs Deputy.

4.3 PRO PER AD SEG PLACEMENTS GENERAL RULES

A. A Pro Per Inmate has the right to be present at his Administrative Segregation Placement Hearing unless he waives his right to a hearing, or his behavior presents a significant risk to the safety and security of the facility.

B. An inmate will have a minimum of 24 hours notice prior to the hearing.

C. The decision to uphold an inmate's placement in Administrative Segregation shall be based on the classification review. (see Classification - Review/Reclassification)

D. Generally the Classification Sergeant will conduct all Administrative Segregation Pro Per Placement Hearings, however, the Administrative Lieutenant may designate another Sergeant or Lieutenant.
E. An inmate may be excluded from a hearing during the testimony of any other inmate.

F. When an inmate is excluded from a hearing, the reason for the inmate's absence must be documented on the Administrative Segregation Placement Hearing form.

G. The Sergeant or Lieutenant has the responsibility to delay or terminate a hearing if the inmate becomes uncooperative or belligerent, or poses a threat to the safety and security of the facility. In this circumstance, the inmate will forfeit the right to another hearing.

5.0 PROCEDURES

5.1 PRO PER STATUS VERIFICATION/REMOVAL

A. When an inmate informs the Administrative Lieutenant that he is Pro Per, the Administrative Lieutenant will confirm the inmate's Pro Per status using court documents.

   1. If an inmate's Pro Per status relates to a not-in-custody case, a parole violation, or a case being tried in another locality, the inmate is responsible for providing the Administrative Lieutenant with documentation which will verify Pro Per status.

B. When the Court Legal Processor receives court minutes which indicate an inmate's Pro Per status has been removed, he will advise the Paralegal.

C. When the Administrative Lieutenant learns an inmate has been granted Pro Per status, or when the inmate is no longer Pro Per, he will inform the Program Deputy, and enter the information in the inmate's Management Notes.

D. If the Pro Per is a Special Handling or Administrative Segregation Inmate, or his change in status will affect existing operating procedures or an operational order, the Module/Unit Deputy will inform the Administrative Lieutenant, the Sergeant, or the Watch Commander if at NCDF.

5.2 REQUESTING AND ISSUING PRO PER MATERIALS AND SUPPLIES

A. Once a Pro Per inmate has received a Pro Per Order form from the Program Deputy, he will complete the form and return it to the Program Deputy.

B. The Commissary Detention Assistant will determine if the Pro Per inmate has funds in his/her account or if he/she is indigent and deliver the items to the Program Deputy.
1. If the inmate is indigent, only the type/number of items which the Pro Per Order form shows are available to indigent inmates free of charge will be provided.

C. The Program Deputy will ensure the Pro Per materials are given to the inmate have the inmate sign the Pro Per Order form acknowledging receipt of the items.

D. The Program Deputy will forward the completed white copy of the form to the Stores Warehouse.

E. The Pro Per inmate may request a Pro Per bin from the Program Deputy and if a valid need exists, the Program Deputy will give the inmate a Pro Per bin from the storage room and will note in the inmate's Management Notes that it was issued.

F. If a Pro Per inmate is released from custody or transferred to another agency the Module/Unit Deputy will ensure the Pro Per bin is empty and will return it to the storeroom.

G. If an inmate's Pro Per status is revoked by the Courts the Module/Unit Deputy will remove the bin and advise the inmate if the materials in his possession exceed the storage guidelines the materials will need to placed on his property (see: Property - Inmate Clothing/Bulk Property).

5.3 SERVING THE AD SEG HEARING NOTICE

A. The following time limits for Administrative Segregation Hearing processes will be adhered to unless the placement is the result of a genuine, documentable emergency (see 5.3, B.).

1. The inmate must be served with an Administrative Segregation Hearing Notice before being placed in Administrative Segregation. (See exception in B. below.)
2. The inmate must have at least 24 hours from the receipt of the Administrative Segregation Hearing Notice before the hearing is held. The inmate may consent, in writing, to a waiver of the 24-hour preparation time.
3. The hearing must be conducted no longer than 72 hours after the inmate's receipt of the Hearing Notice, unless a written notice of time line extension is provided to the inmate.

B. An inmate may be placed in Administrative Segregation without a Hearing Notice provided a genuine emergency exists.

1. In order to meet the genuine emergency criteria, an inmate must present an immediate safety and security threat to the facility.
2. As soon as possible, the notice must be served and the hearing held. In no case shall the hearing take place more than 72 hours after the inmate's placement in Administrative Segregation.

C. If the Administrative Segregation assignment or placement is the result of a Classification Review, or the result of an incident which occurs while Classification Staff are on duty:

1. The Classification Deputy shall prepare and serve the inmate with an Administrative Segregation Hearing Notice.
2. The Classification Deputy shall thoroughly document the reasons for the assignment or placement in Administrative Segregation, advise the Classification Sergeant of the assignment or placement, and provide him with a copy of the completed Notice and supporting documentation.

D. If the Administrative Segregation placement is the result of an incident, and the inmate is placed in Administrative Segregation without the authorization of Classification Staff:

1. The Sergeant shall prepare and serve the inmate with an Administrative Segregation Hearing Notice.
2. The Sergeant shall thoroughly document the reasons an immediate placement was required and forward the completed Notice and supporting documents to the Classification Sergeant.

5.4 INMATE RIGHT TO COUNSEL

A. An inmate has the right to be represented by another inmate or a person approved by the Classification Sergeant as counsel in an Administrative Segregation Placement Hearing based on safety and security considerations within the facility.

B. The inmate will write his requested counsel's name on the Hearing Notice and the Sergeant or Lieutenant will arrange to have the counsel present at the hearing.

C. Deputies may not act as counsel for inmates.

D. An inmate does not have the right to be represented by an attorney at an Administrative Segregation Placement Hearing.

E. An inmate will be provided counsel or an interpreter in the following cases:

1. Mental incompetence.
2. Illiteracy.
3. Inability to speak, read, or understand English well enough to properly represent himself.
4. Upon request.
F. Counsel will assist the accused inmate in presenting his case before the Sergeant or Lieutenant and Witnessing Deputy.

5.5 CALLING WITNESSES

A. A Pro Per inmate being assigned to or placed in Administrative Segregation may request witnesses to speak on his behalf at his hearing by completing the appropriate section of the Administrative Segregation Hearing Notice.

B. All witnesses will be interviewed and their presence at the hearing shall be at the discretion of the Sergeant or Lieutenant conducting the hearing, based on safety and security considerations within the facility and the relevance of testimony. All exclusions shall be documented on the Administrative Segregation Placement Hearing form.

C. Detention Staff may be called as witnesses if the hearing is conducted during the Staff Member's duty hours.

D. Members of the public may not be called as witnesses.

E. The inmate may be excluded during the testimony of a witness whose testimony is confidential in nature. This shall be documented on the Administrative Segregation Placement Hearing form.

5.6 INMATE WAIVER OF HEARING

A. If the inmate notifies the Staff Member serving the Administrative Segregation Placement Hearing Notice that he wishes to waive the hearing, the Staff Member shall:

   1. Complete the "Waiver" portion of the Hearing Notice indicating the inmate has waived his right to a hearing.
   2. Sign and date the form, and also have the inmate sign and date the form. If the Inmate refuses to sign the form, the Staff Member shall document the refusal in the "Waiver" section on the inmate's signature line.
   3. Forward the Hearing Notice to the Classification Sergeant.

B. The Classification Deputy will:

   1. Meet with the inmate and advise him of the Classification review and appeal processes.
   2. Fill out an Administrative Segregation Placement Hearing form indicating the inmate waived his right to a hearing, and have the inmate sign the form.
   3. Sign and date the form.
   4. Forward the completed forms to the Administrative Lieutenant for review.
5.7 PLACING A HEARING ON HOLD

A. A hearing may be placed on hold if necessary to provide additional time to:
   1. Interview witnesses who cannot attend the hearing for security reasons.
   2. Conduct further investigation.
   3. Provide counsel or an interpreter for the inmate.

B. Hearings may be placed on hold only for the time required to conduct the investigation, interview the witnesses, or obtain counsel.

C. Placing the hearing on hold, the date and time, and the reasons must be documented on the Administrative Segregation Placement Hearing form, with a copy provided to the inmate.

D. The inmate will be informed of the approximate date and time the hearing will reconvene.

E. If there is a new Witnessing Deputy when the hearing reconvenes, he will read the documents and be briefed on what transpired during the first part of the hearing.

5.8 CONDUCTING AN AD SEG PLACEMENT HEARING

A. The Sergeant or Lieutenant will explain to the inmate the reasons for his placement in Administrative Segregation.

B. The Sergeant or Lieutenant will give the inmate the opportunity to make a statement.

C. The Sergeant or Lieutenant will also allow hearsay and written statements to be presented by the inmate during this portion of the hearing.

D. The Sergeant or Lieutenant and the Witnessing Deputy may ask questions during the course of the hearing to provide further information or clarify issues presented by the inmate.

E. At the conclusion of the hearing, the Sergeant or Lieutenant and Witnessing Deputy will discuss the evidence and render a decision, and advise the inmate of their decision.

5.9 HEARING RESULTS

A. If the inmate has no disagreement with the reasons he was assigned to or placed in Administrative Segregation, the Sergeant or Lieutenant will:
   1. Indicate the inmate's response on the Administrative Segregation Placement Hearing form.
2. Advise the inmate of the Classification review process.
3. Sign the form and have the inmate and Witnessing Deputy sign the form.
4. Complete and submit the Administrative Segregation Placement Hearing form and forward it to the Administrative Lieutenant for approval.

B. If an inmate disagrees with the reasons he was assigned to or placed in Administrative Segregation and is dissatisfied with the hearing body's decision, the Sergeant or Lieutenant will:

1. Note the inmate's reason for disagreement or dissatisfaction on the Hearing form.
2. Advise the inmate of the Classification appeal process.
3. Sign the form and have the inmate and Witnessing Deputy sign the form.
4. Complete and submit the Administrative Segregation Placement Hearing form and forward it to the Administrative Lieutenant for approval.
5. File the form in the inmate's Classification File after it is reviewed by the Administrative Lieutenant.

5.10 REQUIREMENT TO NOTIFY COURT

A. A Pro Per Inmate who is placed in Administrative Segregation is entitled to have his situation brought before the Court. This is necessary so the Court may determine if placement in Administrative Segregation restricts the Pro Per inmate's ability to adequately prepare for his defense (i.e., access to the Law Library and other items which are more freely available to inmates housed in General Population).

B. When a Pro Per inmate is placed in Administrative Segregation, the Classification Staff Member or Sergeant making the initial placement shall notify the Administrative Lieutenant.

C. The Administrative Lieutenant shall notify the courts of the restrictions upon the inmate.

REVISION HISTORY

Version 2.01.97 - Revised 01/1997
Version 3.10.08 - Revised 10/2008
(MADF Pro Per Inmates Version 2.01.97, MADF Classification - Pro Per Ad Seg Placement Version 1.07.92, NCDF Classification - Pro Per Ad Seg Placements Version 2.03.96 into Detention Division Version 3.10.08)
Version 4.01.11 - Revised 1/2011
Property in Detention Facilities

1.0 POLICY STATEMENT

To ensure the safety and security of all persons and the Detention Facilities, and to prevent the introduction of contraband, personal items that are determined to be contraband which present a potential safety risk will be restricted from the Detention Facilities.

2.0 DEFINITIONS

**Contract Employee**
A person employed by a private company which has contracted with the Sheriff’s Office to provide a specific service.

**Electronic Devices**
Any device which communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data, or has the ability to communicate with other devices via any means, including cellular, Wi-Fi or the internet. These include, but are not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers, digital cameras, personal digital assistants, and “e-book” readers.

**Inmate Accessible Areas**
Any area where an inmate is allowed access whether directly or indirectly supervised.

**Non Secure Perimeter**
An area within a Detention Facility that is not open to the public, but is outside the secure perimeter of a Facility. At the MADF, this includes the first and second floor Administration areas, locker rooms and Jail Stores. At the NCDF, this includes the areas located
between the Facility Managers Office and the secure door by the clothing room.

**Professional Visitors**
Such as but not limited to, attorneys, government or law enforcement representatives, physicians ordered by the court and representatives of attorneys.

**Public Areas**
An area within the Detention Division that a member of the public may access without escort. These are generally the lobby areas of the MADF and NCDF.

**Secure Perimeter**
An area within the Detention Facilities that requires permission to enter, usually controlled by Central Control or by a card reader.

**Staff Member**
Any person assigned to work in the Detention Facilities. This includes contract employees whose job requires them to work in the Detention Division.

**Unauthorized Property**
Property which would qualify as contraband or would present a potential safety risk if in the possession of an inmate or any item that has not been previously approved by a Supervisor and/or Manager.

**Volunteer**
A non-paid representative of an organization, who has been approved to provide services or programs to inmates at the MADF or NCDF.

### 3.0 MANDATES

*Penal Code Sections: §4570, 4573, 4574, 4575, 4576*

*Sonoma County Code - CHAPTER 32 – Ordinance Regulating Smoking and Secondhand Smoke*

### 4.0 GENERAL INFORMATION

A. All personal items brought into the Detention Facilities must be authorized. Generally, only Detention Supervisors and Managers may grant approval for items to be brought into these areas. [Appendix A](#) lists items that are commonly brought (not an all-inclusive list) into a facility, which are limited and/or closely controlled by Detention Administration.

B. Personal food coolers, lunch boxes, thermoses and other containers intended to carry food or beverages shall be stored in a locked cabinet, locked work station drawer or staff restroom, or an area not accessible to inmates.
C. Empty containers will be removed from the work area by the staff member at the end of their shift. These containers will be disposed of in areas that are not accessible to inmates.

D. Personal items which a staff member/Deputy would require immediate use of during a break shall be stored in a locked cabinet, locked work station drawer or staff rest room, or an area not accessible to inmates.

E. Cabinets containing office supplies and materials shall not be used to store personal property.

F. Personal property shall not be stored in Medical exam rooms.

G. In any areas accessible to inmates personal property shall only be allowed, if properly secured.

H. All personal items belonging to staff members shall be removed from inmate-accessible work areas at the end of their shift.

I. Staff members with personal offices may leave personal property in their office if the property does not compromise the safety and security of the facility, and the office is locked when not in use.

J. All employees, contract employees, professional visitors, volunteers and service providers are responsible for ensuring their personal belongings are properly stored in areas not accessible to inmates.

K. Generally, professional visitors and volunteers may not leave any personal property in the facilities, without prior approval from a Supervisor, Manager or the Program Deputy.

L. Any personal items lost shall be immediately reported to a Supervisor and an incident report shall be written for a Correctional Staff member. A civilian incident report shall be written for a non-Correctional Staff member.

M. The following are examples of permitted personal property: apparel and jewelry consistent with the department wide grooming standards policy. (Refer: Uniforms, Equipment and Grooming Standards), business related materials, confectionery products, such as candy, gum, mints, etc., appointment book, spell checker, and personal food coolers.

N. The Contact Visiting Deputy may approve items such as, but not limited to Computers, Tablets, devices etc. in the Contact Visiting Area. Refer to Visiting Policy.

O. P. Visitors have further restrictions on the personal property they are allowed. Refer to the Visiting Policy.

Q. Inmates have further restrictions and will generally not be allowed to possess any personal property, or items not furnished or approved by Correctional Staff.
R. Staff members are not allowed to bring any personal property into a facility that compromises the safety and security of a facility.

**4.1 PROPERTY SEARCHES**

A. The property of any person entering the secure perimeter of the Detention Facilities is subject to search.

B. The property search may be conducted by a Correctional Deputy, Supervisor, Sergeant or Manager for any reason.

C. Correctional Deputies may only search the property of visitors, volunteers and program providers.

D. Generally, the owner of the property will be allowed to be present during the search.

E. Any person found to be in possession of unauthorized property can have their access revoked, and could face other sanctions, to include criminal prosecution.
   
   1. Staff members found to be in possession of unauthorized property may be subject to disciplinary action up to and including termination.

F. Detention Administration may define what is authorized based on safety and security concerns and the need for the property as it relates to the type of work required by the person possessing it. These may be listed in Appendix A, but are not limited to this list.

G. A refusal to allow a property search will result in the person being denied access into a facility. In addition, the Watch Commander will be notified to determine the appropriate action that may be necessary.

**5.0 PROCEDURES**

**6.0 REVISION HISTORY**

Version 2.03.01 - Revised March 2001
Version 3.08.07 - Revised 08/10/07
(Name change formerly Employees - Personal Property in Inmate Occupied Areas)
(Replaces MADF Version 2.03.01 Employees - Personal Property in Inmate-Occupied Areas and NCDF Version 3.01.02 Employees - Personal Property in Inmate Occupied Areas)
Version 04.08.16 Revised and Name Change – formerly Personal Property in Inmate Occupied Areas
1.0 POLICY STATEMENT

To maintain an accurate account of inmate valuables and cash they will be inventoried and stored in a secure area until the inmate is released.

2.0 DEFINITIONS

Inmate Personal Property Receipt

The form completed by the Arresting Officer documenting property, valuables, and cash taken from the inmate.

Valuables

Property belonging to an arrestee designated to be kept in locked storage. Valuables include:
- Jewelry
- Nail Clippers/File
- Lighters/Matches
- Tools(sharp)
- Emergency Protective Order
- Watches
- ATM Cards
- Checks
- Credit Cards
- Licenses/Identification Cards
- Health Cards
- Food Stamps
- Admin Per Se
- Keys
- Checkbooks
- Money Orders
- Travelers Checks
- Prescription Medications
- Prescription Eye Glasses
- Personal Electronic Devices (cell phones, pagers, small music players, electronic organizers, etc)

**Closed Container**
For the purpose of this Chapter, a closed container is any container in which the property of an inmate/commitment is contained when he arrives at the Facility for booking (e.g., purses, backpacks, suitcases, etc.).

**Contaminated Money**
Any money (paper or coin) that has been soiled by blood, urine or feces.

**Cash Drawer**
A physical location where inmate cash is kept. A cash drawer consists of both primary and secondary locations, considered as one drawer designation. Rules governing the operation of a cash drawer apply to the total contents of the drawer, as one unit, rather than primary or secondary locations.

**Cashier**
The Legal Processor assigned the operation of a cash drawer.

**Vending Machine Debit Cards**
A card purchased from commissary and encoded with a value on a magnetic strip. The value is used to purchase items from vending machines.

**Inmate Account Limit**
The maximum amount of money an inmate is allowed in their account at any given time is $1,000.00

### 3.0 MANDATES

Title 15 Standards - 1041

### 4.0 GENERAL INFORMATION

### 4.1 ACCEPTING DEPOSITS

A. Any deposit (check or cash) made after the initial booking will not be accepted if this causes the inmate's balance to exceed the inmate's account limit of $1,000.00

B. All cash transactions will be entered and recorded in a Cash Accounting System. This system will record transactions and, upon request, report either individual transactions or summaries of transactions. This system offers inmate-level records and histories and summary reports.
C. One person will be assigned each shift for each cash drawer.

D. Acceptable checks will only be accepted at the facility where the inmate is housed. The Cashier may accept cash, money orders, certified checks, cashier checks (some banks refer to cashier checks as "Official Checks") and government checks for deposit in an inmate's account. Any other checks will be placed in the inmate's valuable property.

E. The Cashier will take government checks that are made out to the inmate only. Tax return checks made out to the inmate and a second party will not be accepted unless the second party endorses the check, in the Cashier's presence, and provides proper photo ID. If this type of check is in the inmate's possession, it will not be released to the second party without a completed Inmate Property Release form.

F. Money orders and cashier's checks, made out to the inmate will be stamped with the "no signature required" endorsement stamp. Government checks must be endorsed by the inmate prior to being posted to an inmate's account. Money orders and checks for an inmate made out to the County do not need to be endorsed by the inmate.

G. Withdrawals from an inmate account shall not occur without a completed Inmate Property Release form from the inmate.

H. When it is necessary to move money from one cash drawer to another, a transfer transaction is completed.

I. A transaction may be voided if all copies of the receipt are maintained.

### 4.2 INMATE CASH AND VALUABLES

A. The MADF Cashier and NCDF Grave Shift Legal Processor will be responsible for purging the file of Inmate Property Release forms, removing any forms older than one month, and disposing of them.

B. NCDF Inmates will be assigned a valuables pouch at booking or when transferred to the NCDF, even if the inmate has no valuable property.

C. Certain items, such as wedding bands, may be released singularly to inmates being transported to CDC/CYA.

D. Inmate valuable property shall not be accepted and placed in an inmate's property after he has been booked, except in the following two circumstances:

   1. If an inmate gets married while in custody, the wedding ring and certified copy of the marriage license shall be placed in the inmate's property unless they are given to the inmate's spouse.

   2. If an inmate is in possession of unauthorized valuable property after he is booked, the property will be removed and placed in the inmate's property box. In each instance, the Cashier/NCDF Legal Processor will enter the appropriate
information into the SCADS property function in the inmate's SCADS record and will issue the appropriate receipts.

E. Gloves must be worn when working with contaminated money.

F. Any time a Cashier/Legal Processor finds a heat-sealed bag which has been opened, but has no paperwork documenting the reason the bag has been opened, they shall immediately notify their Supervisor and document the incident in a memo to that Supervisor.

G. The Booking Sergeant will assume the responsibility of the Supervising Legal Processor in their absence.

H. The NCDF Watch Commander will assume the responsibility of the Legal Processors.

I. During a search of property there is no expectation of privacy.

5.0 PROCEDURES

5.1 HANDLING VALUABLES AT MADF BOOKING

A. The Arresting Officer will inventory and place all of the arrestee's valuables in a plastic bag. In addition, the Arresting Officer will remove and inventory all valuables from any closed containers (e.g., purses, backpacks, suitcases, etc.) and place them into the plastic bag. The inventory shall be documented on an Inmate Personal Property Receipt. The Arresting Officer will also count and document any cash the arrestee has, and if it is not contaminated, place it in a money envelope, and sign the form.

1. If the cash belonging to the arrestee is contaminated, the Arresting Officer will place it in the plastic bag provided by the Booking Legal Processor and keep it separate from any other property.

B. The Booking Legal Processor will:

1. Verify that the property inventory matches the property taken, sign the form, and give a copy to the Arresting Officer and to the arrestee;

2. Verify that the money amount in the envelope matches the amount written on the Inmate Personal Property Receipt form;

   a. If the amount is accurate, the Booking Legal Processor will write his initials next to the amount written on the receipt.

   b. If the amount is inaccurate, the Booking Legal Processor will return the envelope to the Arresting Officer and ask that he recount.

3. If the money is contaminated, the Booking Legal Processor will complete the following steps:
a. Verify the amount and write "Contaminated" next to the amount written on the Inmate Personal Property Receipt.

b. Heat seal and label the outside of the bag with the inmate's name, booking number, and their initials.

c. Complete a receipt using the contaminated money receipt book and attach one copy to the outside of the bag.

d. Send one copy of the receipt to the cashier, with the contaminated money.

e. Leave one copy of the receipt in the receipt book.

C. When the arrestee's booking is complete, the Cashier shall enter the arrestee's property as described on the Inmate Personal Property Receipt and the amount of money onto the arrestee's SCADS property screen.

1. Credit cards will be described by the total number of cards, rather than individually.

2. The Cashier shall initial the money amount written on the Inmate Personal Property Receipt if the amount is accurate.

3. If the money is contaminated, the Cashier will:

   a. Open the bag, verify the amount of cash and coin, initial the label on the outside of the bag and reseal the bag, place one copy of the hand written contaminated money receipt in the cash drawer, input the amount of cash belonging to the inmate, and deliver the sealed bag to the Supervisor for placement in the safe.

D. The Cashier will send a money and property receipt to the Booking Legal Processor place the money in the cash drawer, and place the property in the assigned drawer in the property vault.

5.2 HANDLING VALUABLES AT NCDF BOOKING

A. The Movement Deputy will inventory and place all of the commitment's valuables in a plastic bag. In addition, the Movement Deputy will remove and inventory all valuables from any closed containers (e.g.: purses, backpacks, suitcases, etc.) and place them into the plastic bag. The inventory shall be documented on an Inmate Personal Property Receipt. The Movement Deputy will count any cash the commitment has, and if it is not contaminated, place it in a money envelope, document the amount, and sign the form.

1. If the cash belonging to the commitment is contaminated, the Movement Deputy will place it into a plastic bag and keep it separate from any other property.
2. Have the commitment sign the Inmate Personal Property Receipt form and give him/her the designated copy;

3. Place the designated copy of the Inmate Personal Property Receipt form in the commitment's D-file; and,

4. Place the designated copy in the plastic bag containing the commitment's valuables and give them to the Central Legal Processor.

B. The Central Legal Processor will:

1. Verify that the property inventory matches the property taken and sign the form;

2. Verify that the money amount in the envelope matches the amount written on the Inmate Personal Property Receipt;
   a. If the amount is accurate, the Legal Processor will write his initials next to the amount written on the receipt.
   b. If the amount is inaccurate, the Legal Processor will return the envelope to the Movement Deputy and ask that he recount.

3. Enter the commitments property as described on the Inmate Personal Property Receipt and the amount of money onto the commitment’s SCADS property screen and place the money in the cash drawer;

4. Heat seal and place the designated copy of the Inmate Personal Property Receipt in the bag with the valuables, and attach a copy of the SCADS valuables receipt to the outside of the bag;

5. File the original SCADS property sheet in the inmate's D-file.
   a. If the money is contaminated, the Legal Processor will complete the following steps:
      i. Verify the amount and write "Contaminated" next to the amount written on the Inmate Personal Property Receipt.
      ii. Heat seal and label the outside of the bag with the inmate's name, booking number, and his initials.
      iii. Complete a receipt using the contaminated money receipt book.
      iv. Send a copy of the receipt and the contaminated money to the MADF supervising Legal Processor.
      v. Complete drawer transfer to MADF cash drawer.
5.3 DEPOSITING CONTAMINATED MONEY

A. The Supervising Legal Processor or their designee will count all funds to ensure an accurate count.

B. The Supervising Legal Processor will advise the Treasury that contaminated currency will be delivered on the next money transfer date.

C. The Supervising Legal Processor will complete the following steps for paper currency:
   1. Place the paper currency, by denomination, in a clear bag in such a way as to display each bill in its entirety for review by the Treasury and designated bank.
   2. Place a detailed listing of the number of bills, denomination, and total inside each bag of currency, seal the bag, and label as contaminated on the outside.
   3. In writing on Sheriff's Letterhead (kept separate from the currency) provide detailed information about the type and extent of the contamination, and how the currency was received.
   4. Place individual currency bags inside a plastic shipment bag, clearly indicate "Contaminated Currency" on the outside of the shipment bag using prepared labels, attach the signed letter of explanation on the outside of the shipment bag.

D. The Supervising Legal Processor for decontamination of coin currency will wear an apron, gloves, mask, and glasses and use the coin washer as directed.

E. The Supervising Legal Processor will then complete the following steps:
   1. When the contaminated currency is transferred to the Treasury, place the coins in the cash drawer and,
   2. Remove current contaminated money receipts and place with cash daily drawer report.

5.4 RELEASING VALUABLES TO INMATE UPON RELEASE

A. The Cashier/Legal Processor shall:
   1. Give the inmate his valuables and count out his money; if there is a discrepancy, initiate the procedures outlined in Section 5.7 of this Chapter.
   2. Have the inmate sign the Release Verification for his property and money, verifying he has received it;
   3. Complete the SCADS final check-out process; a cash receipt will automatically print;
4. Place a copy of the SCADS-generated cash receipt and the verification signed by the inmate in the inmate's D-file and give the inmate's D-file to the Records Legal Processor for break-down. (Refer to: Records Management)

5. Attach the designated copy of the SCADS-generated cash receipt to the Close Drawer report.

**5.5 INMATE RELEASING CASH/VALUABLES TO OTHERS**

A. An Inmate who wishes to release monies from their cash account or an item from their valuables, such as car keys or an ATM card, to another person shall complete an Inmate Property Release form and give the form to the Module/Unit Deputy.

B. Inmates being transferred to CDC/CYA may instead complete the Property Disposition Authorization form to release valuable property. Refer to: Releases - To Other Institutions or Agencies.

C. The Module/Unit Deputy will sign their name and badge number as the accepting Deputy after verifying the inmate's identity, and forward the form to the Cashier/Central Legal Processor.

D. When the recipient comes in to pick up the property and/or cash, the Cashier/Central Legal Processor will:

   1. Verify the individual's identity by checking his identification. (The identification must have a picture of the individual and must be of the same type acceptable for visiting purposes.)

   2. Confirm a signed Inmate Property Release form has been received.

   3. Access SCADS to verify the inmate has a sufficient amount of cash in their account to release the amount specified, and/or the property specified. If the inmate does not have enough cash in their account to release the amount specified, the Cashier will advise the individual the inmate does not have sufficient funds in his account to release the amount specified.

   4. Have the recipient sign the Inmate Property Release form.

   5. Make a photocopy of the individual's identification along with the Inmate Property Release form.

E. If the Inmate Property Release form also authorizes the release of bulk property, contact the Clothing Room Detention Assistant and follow procedures in Section 4.6 of Property - Inmate Clothing/Bulk Property.

F. If the release transaction is to release property, the Cashier/Central Legal Processor will place the receipt, photocopy of the identification, and Inmate Property Release form in the filing tray for placement in the inmate's D-file.
G. If the release transaction is to release cash, the Cashier/Central Legal Processor will:

1. Sign the Inmate Property Release form.

2. If there are sufficient funds, process a "cash out" from the inmate's cash account;
   a. If the amount being released exceeds $99 the MADF Cashier will ask the Records Legal Processor to recount the money before releasing it.
      i. Contact the Module/Unit Deputy and verify the cash release with the inmate.


4. The original receipt stays with the cashier to be forwarded to Sheriff's Accounting.

5. A copy of the receipt shall be given to the inmate.

5.6 RELEASING VALUABLES TO LAW ENFORCEMENT OFFICIALS

A. The Law Enforcement Official will request access to the inmate's valuables.

B. When presented with such a request, the Cashier/Central Legal Processor will:

1. Give the sealed property bag and a Property Release to Law Enforcement form to the Law Enforcement Official.
   a. If the sealed property bag holds a closed container or property not itemized on the inventory list, the Cashier will inform the Law Enforcement Official that a search warrant must be obtained prior to inspecting the interior of any such container or any non-inventoried item.

C. The Law Enforcement Official will:

1. Open the property bag and search its contents (excepting any closed containers, which may not be searched without a warrant).

2. Remove the items believed to be evidence or which will assist with a case.

3. Provide the Cashier/Central Legal Processor with the completed Property Release to Law Enforcement form. Write a list of the items removed from the bag, the date, time, the Official's name and Agency affiliation.

D. The Cashier/Central Legal Processor will:
1. Complete the "Releasing Official" information on the Property Release to Law Enforcement form and give the Law Enforcement Official the designated copy, ensuring the Law Enforcement Official's information is legible and accurate;

2. Copy any Search Warrant obtained;

3. Place the copy of the Property Release to Law Enforcement form and a copy of any search warrant in the bag;

4. Document the property release in the inmate's SCADS property list;

5. Return the bag to its storage area; and

6. Place the original Property Release to Law Enforcement form and any search warrant in the inmate's D-file.

5.7 VOIDING TRANSACTIONS

A. Before any receipt can be voided, the Cashier must collect all copies of the receipt, and a Void Authorization form must be completed (receipts attached).

B. After voiding the receipt, the signed and authorized Void Authorization form shall be forwarded to the Supervising Legal Processor.

5.8 CASH OR PROPERTY DISCREPANCIES/INVESTIGATIONS

A. If there is a discrepancy, the Cashier/Central Legal Processor shall immediately notify the Supervising Legal Processor/Watch Commander prior to release of any of the monies or property in question.

B. The Supervising Legal Processor/Watch Commander shall respond to verify the discrepancy.

C. Any money left by inmates who have been released will be declared an overage.

D. Any money found in the lobby will be sealed in an envelope and left in the cash drawer for pick-up by Sheriff's Accounting staff.

E. If the discrepancy involves inmate valuables:

   1. The Supervising Legal Processor/Watch Commander shall notify the inmate of the discrepancy and provide him with a County of Sonoma Claim Form.

   2. The Cashier/Central Legal Processor shall immediately prepare a memo documenting the discrepancy and any other observations or pertinent information.
3. The Supervising Legal Processor/Watch Commander shall:
   a. Notify the Watch Commander/Assistant Facility Manager as soon as possible;
   b. Investigate the loss of property within 48 hours; and
   c. Provide a supplemental memo to the Detention Services Planning & Research Lieutenant/Assistant Facility Manager documenting his findings.

4. The Detention Services Planning & Research Lieutenant/Assistant Facility Manager shall:
   a. Review the original memo prepared by the Cashier/Central Legal Processor and the memo written by the Supervising Legal Processor/Watch Commander;
   b. Evaluate the findings and take appropriate action; and
   c. Forward all paperwork to the MADF Administrative Lieutenant for use in responding to the claim.

F. If there is a cash discrepancy and correcting that discrepancy creates a cash shortage or overage:

1. The Cashier shall:
   a. Research the cash difference and if the error cannot be found, or if found, cannot be readily corrected, prepare a Report of Cash Difference Form;
   b. Change the closing computer balance to agree with the final cash count and,
   c. Attach the receipt produced to the Report of Cash Difference form as well as any other pertinent material such as count sheets, work sheets, calculator tapes and give the package to the Supervisor/Watch Commander.

2. The Supervisor/Watch Commander shall:
   a. Investigate the discrepancy;
   b. Provide a summary of findings and recommendations, as appropriate, under the supervisor's comments section of the Report of Cash Difference form, attaching additional information to the form as needed and,
   c. Forward the completed form to the Unit Manager (MADF)/Facility Manager (NCDF).
3. The Unit Manager/Facility Manager shall:
   a. Review the completed report;
   b. Evaluate the findings and ask the Supervising Legal Processor/NCDF Sergeant, to do further investigations if required and,
   c. When the report is complete, submit the final report to Sheriff’s Accounting for disposition.

G. Sheriff’s Accounting will prepare and submit a claim for shortage replenishment. Overages will be deposited. Cash differences shall be resolved within five working days of the cash difference, unless specific circumstances exist that would make resolution within that time frame impractical.

6.0 REVISION HISTORY

Version 12.03.07 - Revised March 2007

Version 13.09.08 - Revised 9/2008 (Merged NCDF Version 7.03.02 and MADF Version 12.03.07)

Version 14.10.09 - Revised 10/20/2009 (Merged with Accounting - Inmate Cash Handling Version 11.06.04)
Radios - Maintenance and Use

1.0 POLICY

The Detention Division will provide portable radios to designated staff as a means of communication and to ensure the safety of staff and inmates. To meet this goal, portable radios will be issued and maintained in the manner outlined in this procedure. Radios will be operated in accordance with Federal Communications Commission (FCC) regulations in a professional and courteous manner.

2.0 DEFINITIONS

Channel 1 MADF 1
Channel 2 MADF 2 (Male Special Primary Channel)
Channel 3 NCDF
Channel 4 SHERIFF 1
Channel 5 SHERIFF 3
Channel 6 COURT SECURITY
Channel 7 CLEMARS (Inner-Agency Mutual Aid Channel)
Channel 8 FAC OPS EOC (FAC Ops Local Channel)
Channel 9 FAC OPS JACK (FAC Ops Repeater Channel)
Channel 10 LOS GUILUCOS
Channel 11 MADF 1 DIRECT
Channel 12 MADF 2 DIRECT
Channel 13 NCDF DIRECT
Channel 14 CLEMARS DIRECT
Channel 15 MADF 1
### Channel 16

**MADF-1**

### Direct Channels

These channels are designed for routine person-to-person short-range transmissions. Personnel using these frequencies can hear, but cannot typically talk to Central Control, 401 or Dispatch. Direct channels do not operate through repeaters. (Note: Direct channels are not recorded.)

### Channel Scanning

Radios are equipped with a scan feature allowing the monitoring of additional radio frequencies.

### Radio Codes

Pre-designated 10 code used to reduce radio transmission time.

### Ten (10) Codes

All personnel utilizing Sheriff’s Office frequencies shall use the standard 10 code when possible.

### R.S. Number

An identifying number issued by General Services, Communications Division, and engraved on the radio.

### 3.0 MANDATES

None

### 4.0 GENERAL INFORMATION

A. All radio transmissions shall be conducted in a courteous and professional manner.

B. All primary radio transmissions at the MADF are recorded and time stamped.

C. Each Deputy will be responsible for maintaining their equipment, to include keeping their batteries charged and ready for use.

D. Deputies shall report any damaged or missing equipment as soon as it is discovered to the Communications Liaison Sergeant.

E. Each radio shall have an RS number affixed to it.

F. Each battery shall have the ID number of the officer it was issued to and the month and year the battery was put into service.

G. The Communications Liaison Sergeant will send the radio to the Communications shop for repair.

H. The Communications Liaison Sergeant/Deputy will assign each radio and log the assignment in the Detention Radio Tracking Log.

### 5.0 PROCEDURES

A. Central Control will use tone alerts prior to important messages.

   1. Two tones will signify a broadcast.

   2. Three tones signify an in-progress or just occurred incident with threat to life and/or property, with officer
5.1 REPAIR PROCEDURES

A. When a radio is not working, the Deputy shall complete a work order (Refer to: Radio Work Order) detailing the exact problem the radio is experiencing. The officer will affix the work order to the radio and give the radio to the Communications Liaison Sergeant/Deputy who will issue the Deputy a temporary radio.

B. When the radio is repaired, the Communications shop will notify the Communications Liaison Sergeant/Deputy.

C. The Communications Liaison Sergeant will notify the Communications Liaison Deputy that radio(s) are ready for pick up.

6.0 REVISION HISTORY

Version 9.6.05 - Revised 6/10/05 (Replaces MADF Version 8.05.99 and NCDF Version 7.05.99)
Version 10.10.10 - Revised 10/11/2010
1.0 POLICY STATEMENT

Classification files and "D" files will be safeguarded and maintained in a manner consistent with the standards for access, organization, content and retention outlined in this chapter.

2.0 DEFINITIONS

Classification File
A file which contains confidential information pertaining to every incarcerated inmate who was risk assessed for housing at NCDF or MADF.

"D" File
A file which contains custody records on inmates who are incarcerated at either the MADF or NCDF.

Privileged Communication
Information which is to be kept confidential and unavailable to the general public and staff.

3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION

A. Taking files outside of the facility is strictly prohibited, except by court order, or during MADF/NCDF transfers.

4.1 CLASSIFICATION FILES

A. The Classification Sergeant is the Custodian of Record for classification files.

B. Classification Files:
1. Contain information about inmates currently housed, or who have been housed, and are considered to be confidential in nature.
2. Will be filed in the Classification Offices at the MADF and NCDF, depending on the housing location of the inmate.
3. Classification files will never be left in a housing module.

C. Classification files will be maintained by:
   1. Classification Sergeant
   2. Classification Deputies
   3. Classification Legal Processors

D. After following the required procedures, access to Classification files will be given to:
   1. Administrative Lieutenant
   2. Classification Sergeant
   3. Classification Deputies
   4. Classification Legal Processors
   5. Disciplinary/Grievance Deputy
   6. Detention Administration and Correctional Staff (with clearance from the Administrative Lieutenant, Classification Sergeant, or his designee).
   7. County Counsel

E. Generally, with the exception of classification files taken by the Classification Sergeant, Administrative Lieutenant, and Classification Officers conducting classification interviews, classification files may only be checked out with a Classification Legal Processor or Deputy, and reviewed in the Classification Office.

F. Classification files which must be reviewed for an extended period of time may be duplicated with the authorization of the Administrative Lieutenant or Classification Sergeant.

G. Anytime a classification file cannot be located, after all means to find the file have been exhausted, it shall be reported to the Administrative Lieutenant immediately.

4.2 "D" FILES

A. "D" files will be filed in the MADF records area, for inmates who are in custody, and in the Sheriff's Central Information Bureau for inmates who are no longer in custody.

B. MADF Records Legal Processor Staff are responsible for the maintenance of "D" files in the MADF.

C. Access to "D" files will be given to:
   1. Booking Legal Processors
   2. Records Legal Processors
   3. Court Legal Processors
   4. Classification Legal Processors
   5. Sergeants
   6. Detention/Custody Administration
   7. Lieutenants
   8. Correctional Deputies
   9. Law Enforcement Agents

D. The Records Legal Processor will be responsible for distribution of SCADS Booking Sheet copies for Municipal
4.3 CONTENTS OF FILES

A. The following information will be contained in the classification file:

1. Pre-Booking Medical/Mental Health Screening form
2. Booking Sheet
3. CLETS Printout
4. Classification/Health Services Input
5. Inmate Request
6. Authorization for Strip Search
7. Booking/Pre-Classification Questionnaire
8. Suicide Prevention Screening
9. Primary Classification Decision Tree
10. Detention Pre-Booking form
11. Disciplinary Hearing Disposition
12. ADA Paperwork

B. The following information will be contained in the “D” File:

1. Most current Detainers/OC Holds/Teletypes/Warrants
2. Abstracts/ICE Detainers
3. Court Orders/TROs/Restraining Orders
4. Custody Hearing Notifications, Subpoenas
5. Phone Block Notification
6. Temporary Release Verifications (along with pass) e.g court ordered passes, facility passes, etc.
7. Bail Bond Surrenders
8. Medical payment receipt
9. Inmate Request Forms
10. Copies of Property Release slips
11. Property receipts/Disapproved Mail/Legal Mail Receipts
12. Clothing receipts
13. Time computation sheets
14. Booking Sheet
15. Pre-Booking Sheet
16. Victim Notification Form
17. Fingerprint Verification
18. Magistrate Form (out of county holds only)
19. Consulate Form (if applicable)
20. DNA Admonishment Form
21. Bail Enhancement/DA letters
22. Ad-Seg Hearing Forms
23. Booking Tracking Form
24. Probable Cause
25. Custody Advisements Form
26. Court minutes filed by case, once disposed
   a. All court documents will be stapled together; each case stapled separately, until a case is disposed
      and kept loose in the file.

5.0 PROCEDURES
5.1 CLASSIFICATION FILE CHECK-OUT PROCEDURES

A. If a file needs to be removed from the Classification Office by someone other than a Classification Staff Member, and the removal has been authorized by the Classification Sergeant or Administrative Lieutenant:

1. The Classification Legal Processor or Officer will sign the file out on the classification file Check-Out Log.

2. When the file is returned, the Classification Legal Processor or Officer will note the date the file was returned in the appropriate space on the File Check-Out Log.

B. The Classification Sergeant will be notified when a file is removed from the office.

5.2 FILE PURGING PROCEDURES

A. “D” Files of inmates that have been released, will be boxed and collected monthly. These files will be scanned and made available on the computer.

B. Classification files of inmates that have been released will be retained in the Classification Unit for six months.

1. If the inmate does not come back into custody within the six month time period, the classification file will be sent to Records Management and stored for 4 years.

2. After 4 years, the file will be shredded.

   a. The Classification Sergeant may retain selected files beyond this time period.

C. Classification files of inmates that may be subject to any court proceedings should be maintained in the Classification Unit.

6.0 REVISION HISTORY

Version 7.08.98 Revised - August 1998

Version 8.02.09 Revised - 2/13/2009
Release of Inmate Information and Records

1.0 POLICY STATEMENT

To meet information dissemination mandates of Title 15 and to provide a consistent method of access and release of information to inmates and the public, Detention Division staff members shall only release information specified in this chapter.

2.0 DEFINITIONS

Public Records Act A request for disclosure of documents made under the California Public Records Act, California Government Code Sections 6253, et seq.

3.0 MANDATES

Title 15 Standards: 1045

4.0 GENERAL INFORMATION

A. Members of the Detention Division shall only release information covered in this chapter and in Government Code Section 6254(f)(1).

B. Detention Division Staff Members may provide the following information about inmates currently in custody.

1. Full name, occupation, arresting agency, physical description, date of birth, date and time of arrest, date and time of booking, location of arrest, amount of bail, facility in which inmate is being held or housed, next court appearance date and place, and all current charges including out-of-county warrants and probation/parole holds.

2. Staff members shall not release information, verbally or in written form, to the public about inmate cash accounts or transactions, personal property, social security number, inmate visitors, classification codes or other classification or keep away information, medical condition, or information about out-of-facility transports or out-of-county transfers.

3. Members of the public wanting address information shall be directed to the arresting agency.
C. For inquiries about any other information on in-custody inmates, the public should be referred to the arresting agency, District Attorney's Office, or the Superior or Municipal Court, as applicable, or to the Watch Commander if necessary.

D. Information in 4.0 (B)(1) above as well as release date and time and method of release may be verified for the public on released inmates, for the last custody period only.

E. For inquiries about any other individuals not currently in custody or about prior custody periods or custody/arrest history, the public should be referred to the Records Unit of the Sheriff's Central Information Bureau.

F. At the request of any member of the public, the daily Booking (Press) Report, shall be made available for viewing.

G. Requests to view other detention, administrative, or inmate records shall be referred to Central Information Bureau.

H. Requests by governmental agencies to view visitor logs shall be made formally, using the Request to View Visiting Records form.

   1. The decision to grant or deny the request shall be made by the Supervising Legal Processor (or in his absence the Booking Sergeant).
   
   2. If the court case for which the records are being requested has been filed, a subpoena is required and the form is not needed.

I. The Detention Division shall make available to the public and inmates for their review, the following printed materials:

   1. The State Board of Corrections minimum standards for local detention facilities as found in Title 15 and Title 24 of the California Code of Regulations.
   
   2. Facility rules and procedures affecting inmates as specified in Sections:
      
      a. 1045, Public Information Plan
      b. 1061 Inmate Education Plan
      c. 1062, Visiting
      d. 1063, Correspondence
      e. 1064, Library Service
      f. 1065, Exercise and Recreation
      g. 1066, Books, Newspapers, and Periodicals
      h. 1067, Access to Telephone
      i. 1068, Access to Courts and Counsel
      j. 1069, Inmate Orientation
      k. 1070, Individual/Family Service Programs
      l. 1071, Voting
      m. 1072, Religious Observance
      n. 1073, Inmate Grievance Procedure
3. The information binder available to the public will be kept with and made available to the public by the Detention Administration Secretary.

4. The information binder available to inmates will be kept with and made available to inmates by the Program Deputy.

5. The information contained in these binders will be updated by the Detention Division's Policy and Compliance Unit as needed.

5.0 PROCEDURES

A. Upon request, all other records/information not included in this policy may be made available to the public in accordance with Office Wide Policy, Release and Acceptance of Records, Subpoenas, and Other Civil and Criminal Processes and/or the California Public Records Act.

B. If an inquiry is made by a member of the public to view the information binder, the staff member receiving the request will make arrangements through the Detention Administration Secretary.

6.0 REVISION HISTORY

Version: 8.05.04 - Revised 5/12/04
Version 9.05.11 - Revised 5/2011
Information - Release of Inmate Information MADF Version 8.05.04;
Information - Provided to Inmates and the Public Detention Division Version 3.06.08
RETITLED - Release of Inmate Information and Records
1.0 POLICY STATEMENT

Eligible inmates shall be encouraged to post bail, and be assisted in the process, if necessary by staff. Bails shall be accepted in all instances where the cases(s) are not eligible for other pre-arraignment release and where a bail amount is listed on the warrant, court disposition, or set by the bail schedule.

2.0 DEFINITIONS

- **Appeal Bond**: A bond, posted in court after an individual has been sentenced, which releases them from custody or stays their sentence until the appeal is ruled upon or the bond is revoked.

- **Bail Bond**: A bond written by a licensed broker for the full amount of bail.

- **Cash Bail**: Cash, money order, travelers' check, or cashier's check delivered directly to the jail for all of an inmate's bail.

- **Civil Bond**: A bond written by a broker licensed to write civil bonds. The bond documents differ from bond documents used for criminal/traffic charges.

- **Minute Sheet**: The official record of court proceedings; either the automated Court Disposition Report form, or the manual form provided by the courts.
Pre-Booking Form Template

A template which, when placed over a pre-booking form, allows the viewer only that information needed to write the bail bond.

Property Bond

A bond, posted in court, which offers the equity in a piece of real estate property as a substitute for a bail bond or cash alternative.

3.0 MANDATES

Penal Code: 1268 - 1276.5

4.0 GENERAL INFORMATION

A. No bail information about an arrestee will be available to the public until their booking has been completed.

B. A warrant check on the individual being bailed will be made by the Legal Processor after the acceptance of cash bail or a bail bond.

C. Appeal Bonds will have no appearance date.

D. Any civil warrant that is delivered through the computerized Central Warrant Repository is to be considered criminal in nature. The individual arrested may use local bonding companies to bail with a criminal bond.

   1. All civil warrants not on the Central Warrant Repository are not considered criminal in nature and may be bailed only with cash or civil bail bond.

E. Property Bonds, Appeal Bonds, and Civil Bail Bonds posted in court will be noted on the court minutes sent to the jail, authorizing the release of the individual for whom the bond was posted.

F. If a Bondsperson wishes to speak to an inmate or arrestee before they post their bail, the inmate or arrestee may use the local call telephone in the booking area or module/unit, as applicable, to call the Bondsperson at the lobby pay phone.

G. Members of the public, including Bondspersons, are entitled only to the information specified in Information-Release of Inmate Information.

H. Bonds and cash bails for individuals being held in other, out-of-county facilities on our charges will only be accepted at the MADF.

I. Before any person booked for a violent felony [(any crime specified in subdivision (c) of Section 667.5 P.C.), 262 P.C., 273.5 P.C., 646.9 P.C. or
243(e)(1) P.C.] may be released on his Own Recognizance, or bail, in an amount that is either higher or lower than the amount listed in the bail schedule, a hearing must be held in open court before a magistrate or judge. When there is a question regarding a particular case that may or may not fall into this area, the Booking Sergeant will contact the on-call Deputy District Attorney.

J. There may be occasions when no Legal Processors are on duty at the NCDF, which will require the bail to be processed at the MADF.

K. All releases must be completed utilizing the Pre-Release Check Off Form.

L. The Deputy and Legal Processor releasing the inmate shall use the Pre-Release Check Off - Movement Deputy and Releasing LP Form to ensure the correct inmate is being released.

4.2 CASH BAIL INFORMATION

A. Travelers' checks, money orders, and certified checks used for cash bails for inmates in custody on Sonoma County matters shall be made payable to "Sonoma County Superior Court" for those matters.

1. For inmates in Sonoma County custody on out-of-county warrants, checks and money orders for those warrants shall be made payable to "Sonoma County Sheriff's Office."

2. For an individual cash bailing on both local matters and out-of-county warrants, the cash bails must be separated, since the former will be processed through the Superior Court Accounting Unit and the latter will be processed through the Sheriff's Office Accounting Unit.

B. Cash bail may be posted in cash, travelers' checks, money orders, or certified checks.

C. Any time a cash bail over $10,000 is made, it must be determined if it falls into any of the following categories. The IRS requires that the transaction be reported within 15 days. Refer to: IRS Form 8300 (Report of Cash Payments Over $10,000 Received in a Trade or Business)

1. Any combination of cash, certified checks, money orders, or travelers' checks that total more than $10,000.

2. More than one bank draft under $10,000 are presented as bail.

   a. If one bank draft over $10,000 is used for bail, financial institutions are required to complete the IRS reporting form.
D. Required information for the IRS form W-9 Form (Request for Taxpayer Identification Number and Certification) is as follows:

   1. The individual posting the bail must complete the form.

E. Cash bail transactions will be terminated for any individual posting a cash bail who refuses to complete either IRS form, or who cannot present acceptable identification.

5.0 PROCEDURES

5.1 ACCEPTING BAIL BONDS FOR INMATES IN CUSTODY

A. The Bondsperson will complete the required paperwork.

B. The Legal Processor will verify:

   1. The amount of the bond corresponds to the bail.
   2. All necessary portions are completed.
   3. The power of attorney has not expired.
   4. The maximum dollar amount is not exceeded.
   5. The bond company is approved for Sonoma County.
   6. The bond is the appropriate type (criminal or civil).

C. The Legal Processor will access the computer final release function, enter the necessary bail information and print a final release form.

D. The Legal Processor will:

   1. Initiate the procedures outlined in Releases - General Procedures.
   2. If the inmate has an out-of-county hold, send a teletype to the agency advising them of the inmate's change in status and specifying the number of days/hours they have to pick up the inmate.

5.2 INMATE/ARRESTEE SELF CASH BAIL

A. If Inmate/Arrestee advises the Deputy or Legal Processor that they wish to post their own bail, in cash and after determining the inmate/arrestee has enough money on their books to post their bail, the Deputy or Legal Processor will:

   1. Have the inmate/arrestee to complete an Inmate Property Release form, specifying that they wish to release a specific amount of cash for their bail.

   2. If the bail is more than $10,000, advise the inmate/arrestee they will be required to fill out IRS forms which include their name, Social Security
number, date of birth, and address. In addition, the inmate/arrestee must have photo identification available in their property.

3. Send the completed Inmate Property Release form to the Legal Processor.

   B. Refer to Section 5.1 for final release function.

   C. The Records Legal Processor will give the inmate being released a copy of the cash bail receipt at the time of release.

5.3 CASH BAIL POSTED BY A MEMBER OF THE PUBLIC

   A. The Individual will tell the Legal Processor the name of the inmate/arrestee they wish to bail.

   B. The Legal Processor will ensure the inmate/arrestee is in custody and verify the bail amount.

   C. The Individual will give the required bail money to the Legal Processor along with their complete name and address.

   D. Refer to section 4.2 of this policy if the bail is over $10,000.

   E. The Cashier will place the envelope in the cash bail drawer, and give the individual posting the bail the copy of the cash bail receipt.

6.0 REVISION HISTORY

Version 9.04.02 - Revised 9/2002
Version 10.07.11 - Revised 7/2011
Merges and replaces:
Releases - Bail MADF version 9.04.02
Releases - Bail NCDF version 4.04.02
Version 12.01.16 – revised 1/2016
Releases - Citations

1.0 POLICY STATEMENT

Every misdemeanor (warrant or on view) arrestee booked into the Detention Facilities shall be screened by a Classification Deputy, to determine eligibility for a citation release on his or her signed promise to appear in a court at a specified date and time.

2.0 DEFINITIONS

Citation (Cite)  A written promise to appear in court at a later date and time that allows an inmate to be released prior to arraignment

CLETS  California Law Enforcement Telecommunications System

Domestic Violence  Abuse committed against an adult or fully emancipated minor who is a spouse, cohabitant or an inmate with whom the suspect has had a child

DUI  Driving under the influence of an intoxicating substance

FTA  Failure to appear

Inmate Management Card  A picture I. D. card used for identification purposes. This card will be kept in the inmate's housing module and can also be used to record the time spent in the booking area prior to housing or release.
3.0 MANDATES

California Penal Code: 827.1, 853.6 and 853.8

4.0 GENERAL INFORMATION

A. Classification Deputies are generally responsible for the review and processing of inmates eligible for citation.

B. The booking process (fingerprints, photo, etc.) must be completed prior to a citation release.

C. All releases must be completed utilizing the Pre-Release Check Off Form.

D. Inmates shall not be denied a citation release based solely upon a mental health or medical disability, or an uncooperative attitude at initial arrival.

E. Eligible out of County misdemeanor warrant arrests can be released on a citation to appear in the County of jurisdiction.

F. A citation may be denied if there is a reason to believe an inmate would not appear at the time and place specified in the notice.

5.0 PROCEDURES

A. The Legal Processor shall:

1. Run CLETS checks of all inmates upon initial intake;
2. Complete the Booking Tracking Form and determine if an inmate is eligible for a citation release, based on predetermined criteria.
   a. If an inmate is eligible for a citation release, affix a green sticker to the Booking Tracking Form, as well as to the Inmate Management Card;
   b. If an inmate is not eligible for a citation release, affix a red sticker to the aforementioned documents.

B. The Classification Deputy shall:

1. Complete the Cite Release Eligibility form for all inmates eligible for a citation release.
   a. If an inmate meets the Cite Release criteria and is eligible, a citation shall be issued.
   b. If an inmate is not eligible for Cite Release, housing shall be determined based on the level of risk and needs of the inmate. (Refer to: Classification – Primary Classification)
C. The Booking Sergeant or the Supervising Legal Processor shall:

   a. Review the files of all inmates recommended for a citation release before the citation is signed and the inmate is released.

5.1 CITATION DENIALS

A. Inmates will not be eligible for a citation release if:

1. They were arrested for felony charges:
2. The inmate is currently on felony probation, parole, post release community supervision, or mandatory supervision;
3. The warrant of arrest indicates the inmate is not eligible to be released on a citation;
4. The inmate is sentenced, or has been remanded into custody by the court;
5. The arrest involves violence or there is a victim listed;
6. The arrest involves a firearm;
7. The inmate was charged with physically resisting arrest;
8. The inmate is a danger to him/herself or others due to intoxication or being under the influence of drugs or narcotics;
9. The inmate has other ineligible charges pending against him or her;
10. The inmate requires medical examination or medical care or is otherwise unable to care for his or her safety;
11. There is a reasonable likelihood that the offense or offenses would continue to resume, or that the safety of persons or property would be immediately endangered by the release of the inmate;
12. The prosecution of the offense or offenses for which the inmate was arrested, or the prosecution of any other offense or offences, would be jeopardized by the immediate release of the inmate arrested;
13. The inmate refuses to sign a notice to appear in court;
14. The inmate cannot or will not provide satisfactory evidence of personal identification;
15. The inmate demands an immediate appearance before a magistrate;
16. The arrest is for a violation of a protective court order involving domestic violence;
17. The inmate is on the (FTA) Failure to Appear list;
18. The inmate was arrested on a Civil Warrant;
19. Any of the following Penal Code violations:

   a. 136.1 PC
   b. 646.9 PC
   c. 647.6 PC

B. Inmates will not be eligible for a citation release if:

1. Charged with a DUI (23152(A) or 23152(B) VC) with any of the following:

   a. DUI involving accident or injury; or
   b. Blood Alcohol Level .20 or above; or
c. On probation for DUI or 23103.5 at time of the new DUI arrest; or

d. Including current arrest, has been arrested three (3) or more times for DUI or for one (1) Felony DUI. Each conviction of 23103.5 shall count as one DUI arrest when determining eligibility for a citation release.

e. Refuses to submit to a test of their blood alcohol level.

5.2 CITIZEN ARRESTS

A. Inmates booked on misdemeanor offences will be released on a citation following booking except if any one of the following conditions exist;

1. The inmate demands to be taken immediately to a magistrate or refuses to sign a citation.
2. The arrest was for violence or domestic violence.
3. If any preclusion described in 5.1 of this policy exists.

6.0 REVISION HISTORY

Version 6.11.15 – Revised 11/2015
Merges and replaces Releases – Citations MADF v. 5.03.99 and NCDF v. 3.06.97
Releases - Computing Release Dates

1.0 POLICY STATEMENT

An accurate record of sentence related information will be established for each inmate committed to the Detention Division as part of an inmate’s record. Inmate time will be accurately computed and recorded in conformance with applicable statues and regulations, including computation of earned or forfeited good time and work time credits, and projected release dates.

2.0 DEFINITIONS

Commitment Papers
Documents signed by the sentencing judge or clerk of the court ordering the imprisonment of an inmate.

Projected Release Date
Date an inmate will be released if all variables remain unchanged, including deduction for good/work credits.

3.0 MANDATES

Title 15 Standards: 1081 and 1082

4019 Penal Code
4.0 GENERAL INFORMATION

A. Penal Code section 4019 reads in part, “The provisions of this section shall apply...when a prisoner is confined in a county jail...including all days of custody from the date of arrest to the date on which the serving of the sentence commences...”

1. “For each four-day period in which a prisoner is confined...one day shall be deducted from his or her period of confinement unless it appears by the record that the prisoner has refused to satisfactorily perform labor as assigned by the Sheriff.”

2. “For each four-day period in which a prisoner is confined...one day shall be deducted from his or her period of confinement unless it appears by the record that the prisoner has not satisfactorily complied with the reasonable rules and regulations established by the Sheriff.”

3. “A deduction” of good and work time credits “shall not be made under this section unless the person is committed for a period of four days or longer.”

4. “It is the intent of the Legislature that if all days are earned under this section, a term of four days will be deemed to have been served for every two days spent in actual custody.”

B. Major violations or repetitive minor acts of inmate non-conformance, repetitive minor violations of institutional rules or an inmate’s refusal to work shall be reported in writing by a Deputy observing the act and submitted to the Disciplinary Grievance Deputy. The inmate shall be informed of the charge(s) in writing. The consequences of a major violation may result in the loss of good time or work time credits.

C. The lack of a work program for unsentenced inmates is not a sufficient reason to deny an inmate the benefits of section 4019 (b) PC.

D. Once a prisoner, sentenced or unsentenced, has refused a work assignment, and an appropriate entry has been made into the record, the Sheriff’s Office is not obligated to again offer him a work assignment. Work time credits can be withheld until the record shows, by appropriate entry, that the prisoner has requested an assignment to any work available.

E. Pre-sentence good time and work time credits may be forfeited by disciplinary action in the same manner as post-sentence credits. Forfeiture of good time and work time credits will be in accordance with the guidelines established by Title 15 of the California Code of Regulations and the Detention Division’s policy and procedures.

F. There are too many special conditions to the sentencing procedures to list. Many of the sentences imposed by the Courts are creative, and require specialized knowledge for the completion of time computations. The Legal Processors completing time computations
shall receive the specialized training necessary to ensure accurate time computations are completed.

5.0 PROCEDURES

5.1 COMPUTING RELEASE DATES AT THE MADF

A. When the Court Legal Processor receives commitment papers or probation orders with an inmate's sentence on them, he will generally contact the Classification Legal Processor and advise him/her that an inmate's time needs to be computed.

B. The Classification Legal Processor will compute an inmate's time, making certain that credit for time already served on each case is given in addition to calculating credits for good and work time and will enter the inmate’s release date into the computer system.

C. The Classification Legal Processor will forward all completed time computations to the Records Legal Processor.

D. The Records Legal Processor shall ensure all completed time computation release dates are entered into the computer system correctly and shall forward all completed time computations to a Supervising Legal Processor to review for accuracy.

E. A Supervising Legal Processor or designee shall review for accuracy and sign off on all time computations completed at the MADF.

5.2 COMPUTING RELEASE DATES AT THE NCDF

A. When the Court Legal Processor receives commitment papers or probation orders with an inmate's sentence on them for a NCDF inmate, he will contact a NCDF Legal Processor and advise him/her that an inmate's time needs to be computed.

B. The NCDF Legal Processor will compute an inmate's time, making certain that credit for time already served on each case is given in addition to calculating credits for good and work time, will enter the inmate’s release date into the computer system and shall forward the time computation to another designated NCDF Legal Processor to review for accuracy.

C. The NCDF Legal Processor conducting the review shall review for accuracy and sign off on all time computations completed at the NCDF, and ensure the release date entered into the computer system is correct.

6.0 REVISION HISTORY

4.1.16 - Revised 1/2016 (Merges MADF v. 1.10.91 & NCDF 3.03.94)
Releases - Court

1.0 POLICY STATEMENT

The Sheriff’s Office shall comply with all court ordered releases of inmates in as timely a manner as possible while also ensuring the safety and security of the Detention Facilities.

2.0 DEFINITIONS

Minute sheet  The official record of court proceedings: either the automated Court Disposition Report form, or the manual form provided by the courts.

O.R.  “Own Recognizance” A court ordered release with conditions on the defendant’s written promise to appear at further court proceedings.

3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION

A. There are many different types of case dispositions issued by the courts that order the release of inmates from custody.

B. All releases must be completed utilizing the Pre-Release Check Off Form.

C. The Deputy and Legal Processor releasing the inmate shall use the Pre-Release Check Off - Movement Deputy and Releasing LP Form to ensure the correct inmate is being released.
from custody.

D. The Court Legal Processor will forward the D-files of all inmates who have been sentenced to serve county time to the Classification Legal Processor for computation of their release date.
   1. If an inmate is sentenced to ten days or less, the Court Legal Processor will verbally notify the Classification Legal Processor of the time constraints involved with the time computation.

E. All O.R.s ordered by a Judge over the telephone will include the name of the initiating Judge, the name of the Sergeant or Lieutenant who received the telephone call and the date and time of the conversation.

F. The Administrative Lieutenant or his designee will be the liaison with the courts to relay any requests for any type of O.R. and/or sentence modification releases of hospitalized inmates. In the absence of the Administrative Lieutenant, the Watch Commander or assigned designee will assume this responsibility.

G. The criteria which must be evaluated before contacting the courts and asking for a final or temporary release for a hospitalized inmate include, but not limited to the following:
   1. The inmate's judicial status and arrest circumstances
   2. The inmate's medical condition and expected length of stay in the hospital
   3. Whether or not the inmate must be guarded
   4. The threat the inmate poses to the safety and security of the hospital and its staff, and the public
   5. The inmate's in-custody behavior
   6. The amount of financial exposure the Sheriff's Office may have if the inmate remains in the hospital for an extended period of time.

H. Before any person booked for a violent felony (any crime specified in subdivision (c) of Section 667.5 P.C.) may be released on an O.R., or bail, in an amount that is either higher or lower than the amount listed in the bail schedule, a hearing must be held in open court before a magistrate or judge. When there is a question regarding a particular case which may or may not fall into this area, the Booking Sergeant will contact the on-call District Attorney.

5.0 PROCEDURES

5.1 O.R.S REQUESTED BY THE SHERIFF’S OFFICE

A. The Administrative Lieutenant or designee, may determine an inmate should be released on an O.R. if:
   1. The release would best serve the interests of justice.
2. The financial impact of an inmate's hospitalization exceeds the amount covered by the contracted medical services provider.
3. The inmate poses no threat to the safety and security of the hospital, its staff and the public.

B. The Administrative Lieutenant or designee will collaborate with County Counsel to request the O.R. release of an inmate or will telephone the on-call Judge for non-court hours to explain the circumstances for requesting an O.R.

C. A Judge will grant or deny the request.

D. If the Judge grants the O.R the Administrative Lieutenant or designee will give the release information to the Court Legal Processor at the MADF, or the Central Legal Processor at the NCDF and ask him to complete the O.R. form and process the release.

E. The Court Legal Processor or Central Legal Processor will complete the O.R. form, and initiate the release adhering to the Releases - General Procedures and forward to the Supervising Legal Processor or Booking Sergeant (Watch Commander for NCDF releases).

F. The Supervising Legal Processor or Booking Sergeant (NCDF Watch Commander for NCDF releases) will process the release.

5.2 O.R.S VERBALLY REQUESTED BY THE COURT

A. When a Judge contacts the Detention Division with a court order authorizing the O.R. release of an inmate, he shall be forwarded to the Booking Sergeant or the NCDF Watch Commander to verify the identity of the Judge ordering the O.R.

B. After receiving a telephone authorization from a Judge for the O.R. release of an inmate, the Booking Sergeant or the NCDF Watch Commander will immediately telephone the Judge back to confirm the release.

C. The Booking Sergeant or the NCDF Watch Commander will forward the O.R. information to the Records Legal Processor for the MADF or the Central Legal Processor for the NCDF.

D. The Records Legal Processor at the MADF or Central Legal Processor at the NCDF will complete the O.R. form and initiate the release adhering to Releases - General Procedures and forward to the Supervising Legal Processor or Booking Sergeant (NCDF Watch Commander for NCDF releases).

E. The Supervising Legal Processor or Booking Sergeant (NCDF Watch Commander for NCDF releases) will process the release.
5.3 RELEASE VIA COURT MINUTES FOR MADF INMATES

A. The Court Legal Processor will:

1. Separate the court minutes into piles of release and non-release.
2. Pull the D-files for those inmates being released and place the final release forms and any other forms, as applicable, into the appropriate D-files.
3. Thoroughly review and initial the court minutes for accuracy. A Supervising Legal Processor or designee must also review and initial the court minutes for accuracy. If there are no other charges/holds pending the Court Legal Processor shall generate a final release and enter the release information into the Unix system for each release. All release procedures must be adhered to as stipulated in Releases - General Procedures.
4. Forward the release to the Supervising Legal Processor.
5. The Supervising Legal Processor will thoroughly review and initial the court minutes for accuracy and will process the release.

5.4 RELEASE VIA COURT MINUTES FOR NCDF INMATES

A. The Court Legal Processor will identify all NCDF releases.

B. The Court Legal Processor will thoroughly review and initial the court minutes for accuracy. A Supervising Legal Processor or designee must also review and initial the court minutes for accuracy. If there are no other charges pending the Court Legal Processor shall fax the court minutes to the NCDF Central Legal Processor.

C. The Central Legal Processor will pull the D-files for those inmates being released and place the final release forms and any other forms, as applicable, in the appropriate D-files.

D. The Central Legal Processor shall forward the release to the NCDF Watch Commander who will process the release.

6.0 REVISION HISTORY

Version 7.12.15 – Revised 12.2015
(MERGES -MADF Version: 6.02.98 & NCDF Version: 5.02.98)
Releases - Deceased Inmates

1.0 POLICY STATEMENT

An inmate who dies in the legal custody of the Detention Division will be final released and his property, money, and valuables processed according to the procedures in this chapter. All “in custody deaths” shall be reported to the Attorney General’s office.

2.0 DEFINITIONS

None

3.0 MANDATES

12525 California Government Code

4.0 GENERAL INFORMATION

A. The personal property, money, and valuables of any inmate who dies while in custody will not be released directly to the heirs of the deceased, but rather to a Coroner's Deputy assigned to investigate the inmate’s death.

B. A Legal Processor shall run the final release as “deceased” for any inmate who dies while in the legal custody of the Sheriff’s Office.

C. The Administrative Lieutenant shall notify the Attorney General within 10 days after the death of any “in custody” inmate by submitting a California Department of Justice (DOJ) form BCIA 713.
5.0 PROCEDURES

5.1 RELEASE FROM CUSTODY

A. Upon notification of an inmate's death, the **Module/Unit Deputy** will:

1. Gather all of the inmate’s personal property and place the property in a plastic bag marked with the inmate's name.
2. Gather all the facility’s property in the inmate's cell or bunk area and place the property in a separate plastic bag.
3. Call a Movement Deputy to pick up the inmate's property and Inmate Management Card.
4. At the NCDF a Unit Deputy may find a deceased inmate’s debit card(s).

B. The **Movement Deputy** will:

1. Give the inmate's personal property to the Clothing Room Detention Assistant at the MADF or at the NCDF store the property in the clothing storage room.
2. Give the facility’s clothing to the Laundry Room Detention Assistant.
3. Give the Inmate Management Card to the Records Legal Processor at the MADF or the Central Legal Processor at the NCDF.
4. The Movement Deputy at the NCDF will give any debit card(s) belonging to the deceased inmate to the Central Legal Processor.

C. The **Records Legal Processor or the NCDF Central Legal Processor** will:

2. If the NCDF inmate had any debit card(s) the Central Legal Processor will credit the inmate’s cash account with the total value of the debit card(s), cut the debit card(s) in half and the place them in the locked container for this purpose.
3. Follow the procedure for the release of the inmate from custody, check out the inmate in the Unix system to include the release of all monies in the inmate’s account, and break down the D-file. (Refer to: Releases - General Procedures)

5.2 DISPOSITION OF INMATE VALUABLES/PROPERTY

A. The **MADF Cashier or the NCDF Central Legal Processor** will bag (with inmate’s name) the inmate's money and valuables, and place the bag in the vault at the MADF or in the property cabinet at the NCDF, pending the release of these items to a Coroner's Deputy.

B. The **Clothing Room Detention Assistant or the NCDF Movement Deputy** will place all bulk property and clothing in a plastic bag marked with the inmate's name, attach the property inventory form, and store the bag pending the release of these items to a Coroner's Deputy.
C. The **Records Legal Processor or the NCDF Central Legal Processor** will notify the Clothing Room Detention Assistant or an NCDF Movement Deputy and request that the deceased inmate's clothing, bulk property and form(s) for the Deputy Coroner to sign, be brought to the Legal Processor.

D. The **Deputy Coroner** will retrieve the deceased inmate's money, valuables, and personal property from the Legal Processor.

E. The **Deputy Coroner** is required to sign for the money, valuables, and property indicating these items were released to his custody. The Legal Processor will place the signed forms in the inmate's D-file.

F. **The Records Legal Processor or the NCDF Central Legal Processor** will forward the D-file to a Supervising Legal Processor who will make the necessary copies of the file for Detention records. The original D-File will be forwarded to the Main Office’s Information Bureau Manager.

**6.0 REVISION HISTORY**

Version 6.1.16 – Revised 1/2016 (Merges and replaced MADF 3.08.00 NCDF 5.08.00)
Releases - Detainees/849/851 P.C.

1.0 POLICY STATEMENT

The Detention Division will release inmates at the request of the arresting officer or another member of the arresting officer’s agency, when appropriate, and in compliance with Sections 849 and 851.6 of the Penal Code.

2.0 DEFINITIONS

Penal Code Section 849 reads in part:

**849(a)** When an arrest is made without a warrant by a peace officer or private person, the person arrested, if not otherwise released, shall without unnecessary delay, be taken before the nearest or most accessible magistrate in the county in which the offense is triable, and a complaint stating the charge against the arrested person shall be laid before such magistrate.

**849(b)** Any peace officer may release from custody, instead of taking such person before a magistrate, any person arrested without a warrant whenever: (1) He or she is satisfied that there are insufficient grounds for making a criminal complaint against the person arrested. (2) The person arrested was arrested for intoxication only, and no further proceedings are desirable. (3) The person was arrested only for being under the influence of a controlled substance or drug and such person is delivered to a facility or hospital for treatment and no further proceedings are desirable.
Any record of arrest of a person released pursuant to paragraphs (1) and (3) of subdivision (b) shall include a record of release. Thereafter, such arrest shall not be deemed an arrest, but a detention only.

Penal Code Section 849.5 reads in part:

849.5 In any case in which a person is arrested and released and no accusatory pleading is filed charging him with an offense, any record of arrest of the person shall include a record of release. Thereafter, the arrest shall not be deemed an arrest, but a detention only.

Penal Code Section 851.6 reads in part:

851.6(a) In any case in which a person is arrested and released pursuant to paragraph (1) or (3) of subdivision (b) of Section 849, the person shall be issued a certificate, signed by the releasing officer or his superior officer, describing the action as a detention.

851.6(b) In any case in which a person is arrested and released and no accusatory pleading is filed charging him with an offense, the person shall be issued a certificate by the law enforcement agency which arrested him describing the action as a detention.

3.0 MANDATES

Title 15 Standards: None
849, 849.5 and 851.6 Penal Code

4.0 GENERAL INFORMATION

A. Only a peace officer may complete and sign a Certificate of Release (side 1) (side 2).

1. Legal Processors may process the above mentioned releases pursuant to a court order.

B. Arresting Agencies who wish to have an arrestee released from custody with no charges must complete the Certificate of Release (side 1) (side 2).

C. Only peace officers may add 849(b) (2) P.C. charges on the Pre-Booking form.

D. Arrests that culminate in an 849 release will be a “detention only.”
E. Inmates released per 849(b)(1) P.C. shall be provided a copy of the Certificate of Release (side 1) (side 2) as a record of their detention.

F. If an inmate is released per 849(b)(1) P.C., and has already been fingerprinted on the automated fingerprint system, the Booking Sergeant must complete DOJ NATMS Record Error Correspondence form to change the arrest to a detention. The form shall be processed according to the procedures outlined in Booking - Mugs and Prints.

G. All releases must be completed utilizing the Pre-Release Check Off Form.

H. The Deputy and Legal Processor releasing the inmate shall use the Pre-Release Check Off - Movement Deputy and Releasing LP Form to ensure the correct inmate is being released.

5.0 PROCEDURES

5.1 849(b)(2) P.C. RELEASES

A. When a Booking Deputy determines an individual can exercise care for his own safety, he will request the Booking Legal Processor to initiate the release. (Refer to: Releases - General Procedures)

5.2 849(b)(1) P.C. RELEASES BY THE ARRESTING OFFICERS

A. An Arresting Officer/Deputy will inform a Booking Legal Processor when he needs to initiate an 849(b)(1) release for an arrestee.

B. The Booking Legal Processor will provide the Arresting Officer/Deputy a Certificate of Release (side 1) (side 2) to complete and will notify the Booking Sergeant an 849(b)(1) P.C. release is pending.

C. The Booking Sergeant will meet with the Arresting Officer/Deputy to verify the request and approve the paperwork. The Booking Sergeant will provide the Arresting Officer/Deputy the pink copy of the Certificate of Release (side 1) (side 2) form.

D. If the arrestee is still in the booking area, the Booking Sergeant will request a Booking Deputy to prepare the inmate for release.

1. The Booking Deputy will accept the Certificate of Release (side 1) (side 2) from the Booking Sergeant, and
   a. Place the Certificate of Release (side 1) (side 2) in the arrestee's D-file until the release can be initiated;
   b. Deliver the inmate to Records to complete the release process (Refer to: Releases - General Procedures).
E. If the arrestee is no longer in the Booking Area, the Booking Sergeant will provide the Certificate of Release (side 1) (side 2) to the Records Legal Processor to begin the release process. (Refer to: Releases - General Procedure).

5.3 849(b)(1) P.C. RELEASES BY CSI DETECTIVES

A. When a CSI Detective determines through fingerprint analysis, that an inmate has been erroneously transported to a Sonoma County Detention Facility (for a warrant or on-view charge) from another County or Detention Facility, he will complete a Certificate of Release (side 1) (side 2) and deliver it to the Booking Sergeant.

B. The Booking Sergeant will verify the Certificate of Release (side 1) (side 2), and approve the paperwork, and provide the pink copy to the Detective.

C. If the inmate has not yet been to court, the Booking Sergeant will initiate the release process as specified in Section 5.2.

D. If the inmate has been to court, the Booking Sergeant will notify the Adult Probation Director who will assign a Probation Officer to make the necessary contact with the courts.

E. The Booking Sergeant will provide copies of the Certificate of Release (side 1) (side 2) the Pre-Booking Form, and the Warrant/Probable Cause form(s) to the Administrative Lieutenant.

F. The Administrative Lieutenant will forward copies of the paperwork and a letter detailing the incident to Risk Management.

5.4 RELEASING STOP-OVERS

A. One-half hour prior to the pick-up time specified by the Transporting Officer, the Records Legal Processor will:

1. Access the release function in the computer system and enter the necessary information;
2. Print a final release form for each file; and,
3. Rubber stamp the final release form with the destination stamp;
4. Forward the file to the Supervising Legal Processor.

B. Upon receipt of the D-file, the Supervising Legal Processor will:

1. Review the file; Pre-Release Check Off Form;
2. Sign the Final Release form;
3. Return the file to the Records Legal Processor; and
4. Notify the affected Module Officer(s) of the names and booking numbers of the inmates being released and the type of release.

C. Inmates will be dressed out in the clothing in which they arrived.

D. The Records Legal Processor will have the Transporting Officer sign all necessary documents and take possession of the Inmates' cash and property.

E. The Deputy and Legal Processor releasing the inmate shall use the Pre-Release Check Off -Movement Deputy and Releasing LP Form to ensure the correct inmate is being released.

F. The Cashier will complete the computer system’s final checkout process.

6.0 REVISION HISTORY

Version 11.1.16 – Revised 1/2016 replaces MADF V. 10.01.02
Title: RELEASES - ESCAPE Detention Division Version: 5.1.16

1.0 POLICY STATEMENT

To maintain accurate records of inmate incarceration, final releases shall be immediately processed for inmates who have escaped, and their "D" files will be forwarded to the contracted vendor for electronic record storage.

2.0 DEFINITIONS

**AWOL**  
Absent without leave. The failure of an inmate to return to custody from an authorized temporary release is an escape.

**Escape**  
An unauthorized departure of an inmate from custody.

3.0 MANDATES

*Title 15 Standards: None*  
*4532 Penal Code*

4.0 GENERAL INFORMATION

A. An inmate's personal property and valuables will be processed following the procedures in [Property - Inmate Unclaimed](#).

B. Refer to: [Emergencies - Escape](#) for other escape information.
5.0 PROCEDURES

5.1 PROCESSING ESCAPES

A. The Module/Unit Deputy will:

1. Note "escaped" or "AWOL" on the inmate’s management card, along with the date, and forward the card to the Records Legal Processor at the MADF or the Central Legal Processor at the NCDF. Search the property in the inmate's cell, bed or locker area to determine if there is any information about the escape in the inmate's personal property.

2. Bag up the inmate's property from the inmate's cell, bed or locker area and label the bag with the inmate's name and D-number, the date, and "escapee", and forward it to the MADF Clothing Room Detention Assistant.

B. Upon notification that an inmate has escaped or is AWOL, the Records Legal Processor at the MADF or the Central Legal Processor at the NCDF will pull the inmate's "D" file, and process the inmate as a final release.

C. The MADF Cashier or the NCDF Central Legal Processor will treat money that has been left in an inmate's account as an overage. A Report of Cash Difference will be completed by the Cashier or the Central Legal Processor, fully explaining the circumstances of the money being left, including the inmate's name, booking number, "D" number, time of release and amount of money.

D. The Supervising Legal Processor or the Booking Sergeant at the MADF, or the Watch Commander at the NCDF will sign off on the release.

E. The Records Legal Processor at the MADF or the Central Legal Processor at the NCDF will forward the inmate’s management card to the Classification Legal Processor who will place the management card in the inmate's classification file.

F. The Records Legal Processor will forward the inmate’s D-file to the contracted vendor for electronic record storage.

G. The NCDF Central Legal Processor or the NCDF Movement Deputy will ensure an inmate’s valuables and property are transferred to the MADF for processing and storage, as described in 5.1 H and 5.1 I of this policy.

H. The Supervising Legal Processor at the MADF will process the inmate's valuables as specified in Property - Inmate Unclaimed for all MADF and NCDF escapes.

I. The MADF Clothing Detention Assistant shall process the inmate's as specified in Property - Inmate Unclaimed for all MADF and NCDF escapes.
J. The MADF Supervising Legal Processor and Clothing Room Detention Assistant shall process the inmate's personal property (clothing, bulk property, property from his cell, etc.), and valuables as specified in the Property - Inmate Unclaimed chapter after the 90-day waiting period.

6.0 REVISION HISTORY

5.1.16 – Revised 1/2016, merged (MADF v.2.10.99 & NCDF v. 4.10.99)
Releases - General Procedures

1.0 POLICY STATEMENT

Inmates and arrestees shall be taken through the release process as quickly and efficiently as possible, after receiving the release documents.

2.0 DEFINITIONS

- **Minute Sheet**: The official record of court proceedings, either the automated Court Disposition Report form, or the manual form provided by the courts.

3.0 MANDATES

*Title 15 Standards: None*

4.0 GENERAL INFORMATION

4.1 MISCELLANEOUS INFORMATION

A. If an inmate who is being released believes the amount of money and/or property given to him at release is inaccurate, the Cashier will attempt to resolve the issue. If a resolution is not obtainable, the Cashier shall provide a [County of Sonoma Claim Form](#). (Refer to: Claims - Inmate.)

B. Inmates being released from NCDF will turn in all debit cards to staff before release.
1. All debit cards must have the name of the inmate being released on the back.

2. If the name on the debit card is not the inmate being released, the inmate will not receive cash for the value of the card.
   a. The debit card will be turned into the Correctional Deputy.

Debit Cards will be destroyed when the inmate account has been credited.

C. Anytime the I Module Deputy is notified an inmate housed in I Module is to be released from the facility, with the exception of inmates being transferred to NCDF, the I Module Deputy shall notify Medical and Mental Health Staff. Medical Staff shall conduct an immediate review of the inmate's medical condition to ensure he is provided any necessary follow-up instructions and/or instructions are sent with the transporting agency.

D. Before any person booked for a violent felony (any crime specified in subdivision (c) of Section 667.5 P.C., 262 P.C., 273.5 P.C., 646.9 P.C. or 243(e)(1) P.C.) may be released on his own recognizance, or on bail in an amount that is either higher or lower than the amount listed in the bail schedule, a hearing must be held in open court before a magistrate or judge. When there is a question regarding a particular case which may or may not fall into this area, the Booking Sergeant will contact the on-call Deputy District Attorney and/or the on call Judge.

E. All inmates convicted of arson, sex offenses, and/or narcotics charges must complete a Department of Justice Notice of Registration Requirement form (Arson Offender) (Narcotics Offender) (Sex Offender) before being released. Specific charges are flagged in the computer to notify Staff of the requirement when an inmate is being released. EXCEPTION: Inmates being released to CDCR will not be required to complete this form, as they will complete it when they are released from CDCR.

F. Periodically, inmates transported from other Counties on Sonoma County warrants are misidentified. If the inmate is not from the local area, arrangements will be made to provide the inmate with transportation to the Greyhound Bus Terminal and to purchase a ticket at County expense. Refer to Section 5.3 of this Chapter for procedures.

4.2 IRS REPORTING REQUIREMENTS

A. There are certain reporting requirements for cash bails over $10,000. Any time a cash bail over $10,000 is made, it must be determined if it falls into any of the following categories. If it does fall into one of the categories, the IRS requires that the transaction be reported within 15 days.

1. Any combination of cash, checks, or money orders that total more than $10,000.

2. More than one bank draft under $10,000 is presented as bail.
a. If one bank draft over $10,000 is used for bail there is no requirement to report it.

B. Required information for the IRS form 8300 (Report of Cash Payments Over $10,000 Received in a Trade or Business) is as follows:

1. Part 1: The identity of the individual from whom the cash was received. This includes the full name, Social Security number, date of birth, and address. This information must be verified with acceptable identification. Anyone who fails to provide this information will not be allowed to complete the bail transaction.

2. Part 2: The person on whose behalf the transaction was conducted. (If the inmate is posting his own bail, indicate "same as above" on this section.)

3. Part 3: Description of the transaction and method of payment.

4. Part 4: This part will be completed by the Superior Court Accounting Unit.

C. Required information for the IRS form W-9 (Request for Taxpayer Identification Number and Certification) is as follows:

1. The individual posting the bail must complete Parts 1 and 3 of the form.

D. Cash bail transactions will be terminated for any individual posting a cash bail described in this section who refuses to complete either IRS form, or who cannot present acceptable identification.

5.0 PROCEDURES

5.1 PRE-RELEASE PROCESSING

A. When the Legal Processor has received information that an inmate is to be released, he shall:

1. Check the inmate's D-file for any other outstanding matters, such as holds, additional charges, etc.;

2. Conduct a warrant check through CLETS and the computer system.

a. If a warrant is found for the inmate the Records Legal Processor will:
   i. Cancel the inmate's release process;
   ii. Advise the individual who posted bail, and/or who is waiting for the inmate (as applicable);
   iii. Initiate the supplemental charges process (Refer to: Booking - Supplemental Charges); and
iv. Process a **Teletype Request form** advising the issuing agency that the inmate is in custody and his status.

3. Access the computer system’s release function, process the Final Release and print the form;
   a. If the Final Release form has a Notice of Registration Requirement statement on it, the Records Legal Processor will complete as much of a Notice of Registration Requirement form as possible (**Arson Offender**) (**Narcotics Offender**) (**Sex Offender**).

4. Give the file to the Supervising Legal Processor at the MADF or the Watch Commander at the NCDF.

B. Upon receipt of the "D" file, the Supervising Legal Processor or NCDF Watch Commander shall review the file to ensure that:

1. There are no holds;

2. There is a final disposition for each case and charge (e.g. bail bond, court release, etc.);

3. Required appearance date(s) and time(s), and appearance location(s) are listed on the release documents (e.g. O.R., bail bond, court minutes, etc.), as applicable;

4. Bail amounts, as applicable, are accurate;

5. Bail bond number(s), expiration date(s), monetary limits, and charges are correct, as applicable; and, are accompanied by the **Unlawful Bail Agent Solicitation Agreement Form** signed by the bail agent.

6. The bonds, court minutes, etc. are issued for the inmate's file in which they have been placed.

7. If the release is a cash bail for more than $10,000 and falls into the criteria covered in Section 3.0, D, the IRS forms 8300 and W-9 have been completed and placed with the cash bail, or are in the file for the inmate to complete.

8. All releases are completed utilizing the **Pre-Release Check Off Form**.

C. The Supervising Legal Processor or Sergeant shall:

1. Sign the Final Release form;

2. Notify the Unit Deputy or Movement Deputy of pending releases;
3. Notify the affected Module/Booking Deputy of the full names and booking numbers of inmates being released, and the types of releases; and

4. Return the file to the Records or Central Legal Processor.

5. Releases for inmates in the Booking Area will be processed by the Booking Sergeant.

6. Notify Medical or Mental Health staff, as necessary.

5.2 PROCESSING THE INMATE RELEASE

A. After receiving notification of the approved release, if the inmate has been housed in a Module, the Module or Unit Deputy shall initiate the Releases - Preparation and Dress-Out procedures and the Releases - Dress Out procedures.

B. The Deputy and Legal Processor releasing the inmate shall use the Pre-Release Check Off - Movement Deputy and Releasing LP Form to ensure the correct inmate is being released.

C. The Records Legal Processor or the NCDF Central Legal Processor will:

1. Take the inmate's identification card, if applicable, from the inmate, cut it up and dispose of it;

2. Ask the inmate to sign the required forms.

a. If the inmate's release requires the IRS forms 8300 and W-9 to be completed, have the inmate complete the W-9 form, give both forms to the Cashier to be placed in the cash bail envelope, and recount the bail amount with the Cashier.

b. If the inmate's release requires the Notice of Registration Requirement form, (Arson Offender) (Narcotics Offender) (Sex Offender) the Legal Processor will notify the Correctional Deputy to complete the registration before the inmate is released:

   i. The Correctional Deputy will read the "Notification Statement" on the form, ask the inmate the remaining questions on the "Release Information" section of the form. (The most important question is the address where the inmate will be staying when released. If the agency supervising the inmate's Parole or Probation isn't known, the Deputy will write "unk"). The Deputy will have the inmate sign and date the statement.

   ii. The Correctional Deputy will complete the "Statement of the Notifying Officer" section of the form, give the inmate the white
copy of the form, and return the remaining copies of the form and the ink pad to the Records Legal Processor.

3. Provide the inmate his court date(s), time(s), and location(s), as well as any copies of release paperwork due him;

4. As applicable, place a copy of the Notice of Registration Requirement form in the inmate's "D" file, and give the inmate's "D" file to the Cashier. (The original copy of the Notice of Registration Requirement form will be mailed by the Records Legal Processor to the Department of Justice at the address noted on the top of the form, and all other copies will be sent to the agencies specified in the distribution section of the form.)

D. The releasing Deputy at the MADF will give the inmate’s bulk property, valuable property and money.

E. Upon receipt of the inmate's "D File" at the MADF, the Cashier shall:

   1. Complete the computer system’s final check-out process;

   2. Place the property receipt and the verification signed by the inmate in the inmate's "D" file and give the inmate's "D" file to the Records Legal Processor for breakdown.

5.3 GREYHOUND BUS TRANSPORTATION FOR INMATES

A. If an inmate has been transported to Sonoma County for a local warrant, and the Court (or the Sheriff's Department CSI Unit) determines the inmate is not the individual specified on the warrant:

   1. The Booking Sergeant shall notify the Watch Commander.

   2. The Watch Commander will call the (800) number for Greyhound for the price and departure times.

   3. The Watch Commander will write a letter to Greyhound on Department letterhead. The letter shall include the following information:

      a. The full name of the inmate;
      b. From and to destinations;
      c. The date of departure;
      d. The price of the fare; and
      e. The account number. 8035344
      f. Notify the Sheriff’s Office Fiscal Unit
4. If the Transportation Unit is on duty, the Watch Commander will call them to request a transport.

   a. If the Transportation Unit is not on duty, the Watch Commander will call Patrol to have the inmate transported to the Greyhound Bus Terminal.

5. The Watch Commander will provide the Transporting Deputy the original letter to present to Greyhound Staff at the Greyhound Bus Terminal, and will forward a copy of the letter to Sheriff's Accounting.

6.0 REVISION HISTORY

Version 12.04.02 - Revised 04/2002
Version 13.10.08 - Revised 10/02/2008
(Replaces MADF Version: 12.04.02 and NCDF Version 11.04.02)
Version 15.1.16 – Revised 1/2016
Revised 3/2017
Releases - 4024.1 P.C.

1.0 POLICY STATEMENT

The Sheriff's Office may apply to the presiding judge of the Superior Court to receive general authorization for a period of 30 days to release inmates pursuant to the provisions of California Penal Code Section 4024.1.

2.0 DEFINITIONS

"Due for Review" List  A list of inmate's names who are scheduled for review/release.

3.0 MANDATES

Title 15 Standards: None

4024.1 Penal Code

4.0 GENERAL INFORMATION

A. Whenever, after being authorized by a court for the early release of inmates the Detention Division finds the actual inmate count exceeds the actual bed capacity of the jail(s) the Sheriff’s Office may accelerate the release, discharge, or expiration of sentence date of sentenced inmates up to a maximum of 30 days.

B. The total number of inmates released shall not exceed a number necessary to balance the inmate count and actual bed capacity.

C. Inmates closest to their normal release, discharge, or expiration of sentence date shall be given accelerated release priority.
D. The number of days that release, discharge, or expiration of sentence is accelerated shall in no case exceed 10 percent of the particular inmate’s original sentence, prior to the application thereto of any other credits or benefits authorized by law.

E. If only females or only males exceed the capacities for 4024.1 PC releases, the only inmates of those sexes will be released. It is not necessary to release inmates of both sexes if only inmates of one sex exceed the actual bed capacities.

F. A Classification Deputy shall notify Probation and Mental Health staff when an inmate is being considered for early release. If an inmate is approved by Probation and/or Mental Health staff for release the Classification Deputy shall notify Probation and/or Mental Health staff of the new date of scheduled release.

5.0 PROCEDURES

A. A Classification Deputy is responsible for compiling a list of inmates eligible for early release (4024.1 P.C.).

B. The criteria for 4024.1 P.C. releases are:

1. The inmate must be sentenced to County jail for a minimum of 10 days;
2. There are no holds or other in-custody cases pending;
3. There are no active warrants for the inmate;
4. The inmate's in-custody behavior has been acceptable and there are no objections from other agencies.
5. There are no victim or potential victim charges the inmate is sentenced on;
6. Inmates sentenced under 1170H are generally not eligible;
7. Inmates sentenced on Post Release Community Supervision or on Parole Holds are not eligible for release;
8. Inmates on Mandatory Supervision are not eligible;
9. Inmates sentenced for 23152 VC are not eligible;
10. Inmates sentenced on 777 WI cases are not eligible;
11. Inmates sentenced on 368 PC are reviewed on a case by case basis;
12. Inmates sentenced on Civil charges are not eligible;
13. Inmates sentenced on 290 PC charges are not eligible;
14. The number of days that release, discharge, or expiration of sentence is accelerated shall in no case exceed 10 percent of the particular inmate’s original sentence, prior to the application thereto of any other credits or benefits authorized by law.

C. Inmates are eligible for release if any of the non-eligible charges listed in 5.0 B have been dismissed in court.

5.1 RELEASES
A. A Classification Deputy will access the "Due for Review" report and print the names of all inmates scheduled for release.

B. A Classification Deputy shall review all pertinent records, data and classification files of each inmate for eligibility for early release, whose name is on the "Due for Review" list and/or whose release date is within the next 30 days.

C. A Classification Deputy will compile a list of inmates who meet the 4024.1 P.C. criteria and present the list to Probation and Mental Health staff to review. Probation and Mental Health staff will contact a Classification Deputy for any inmate they recommend should be denied an early release. The Classification Deputy may deny an inmate an early release when they receive such a recommendation.

D. When an inmate is denied an early release a management note entry must be entered stating the reasons for the denial.

E. A Classification Deputy will provide a list with the names of inmates approved for early release to the Records Unit.

F. The Records Unit will run the Final Release as a “4024.1 early release.”

G. All releases must be completed utilizing the Pre-Release Check Off Form.

H. The Deputy and Legal Processor releasing the inmate shall use the Pre-Release Check Off - Movement Deputy and Releasing LP Form to ensure the correct inmate is being released from custody.

6.0 REVISION HISTORY

1.10.91 – New policy
Version 2.12.15 - Revised 12/2015
Releases - Preparation and Dress-Out

1.0 POLICY STATEMENT

When an inmate is scheduled to be released or transferred he will be required to clean his living area so as to return it to the same condition as when first occupied. A Deputy will inspect the inmate's living area each time an inmate is released or transferred to ensure compliance. Before being released, inmates will change into their personal clothing. Personal property will be released to them or the transporting agency upon release.

2.0 DEFINITIONS

Dress Out  The process of an inmate changing from institutional issue clothing into his own personal clothing for release from custody or transfer to another agency or State Facility.

Minute Sheet  The official record of court proceedings: either the automated Court Disposition form, or the manual form provided by the courts.

3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION

A. A Deputy will inspect the inmate's living area each time an inmate is released or transferred.

B. Mattresses will remain on the bunk.
C. Razors, spoons and I.D. tags of inmates being transferred to a housing area where razors are restricted will be turned into the Deputy prior to transfer.

D. Razors, spoons and I.D. tags will be accounted for when inmates are transferred to another housing area or facility upon their departure and arrival.

E. A Deputy will ensure an inmate is not in possession of contraband prior to transferring out of a unit/module.

4.1 GENERAL INFORMATION - MADF

A. Inmates who are transferred from one housing area to another will take all personal items, pillow, linen, and clothing with them.

B. Inmates who are released or transferred out of the facility will take all their personal items, facility issued spoon (with the exception of inmates housed without a spoon) pillow, linen and clothing items with them to the dress out area.

C. Razors and spoons will be accounted for by the Clothing Detention Assistant at the time of dress-out.

D. All dress-out rooms will have a privacy shade on the window. The Detention Assistant will utilize the shade to afford the inmate the maximum amount of privacy when being dressed-out.

4.2 GENERAL INFORMATION - NCDF

A. Inmates who are transferred from one housing area to another will take all personal items, combination lock, pillow, linen, and clothing with them

B. Inmates who are released or being transferred out of the facility will return their pillow and combination lock to the Unit Deputy, place all linen and clothing in the units laundry hamper, and take all their own personal items out of the unit with them.

C. Inmates being released or transferred out of the facility will turn in their debit cards to the Central Legal Processor for reimbursement of the balance to his inmate cash account.

D. Inmates being released or transferred to another agency will turn their razors in to a Movement Deputy for proper disposal.

E. If female inmates are housed in 301 they will generally dress-out in the 301 holding area, which affords them the maximum amount of privacy.
5.0 PROCEDURES

5.1 PREPARING FOR RELEASE OR TRANSFER AND DRESS-OUT

A. The Unit/Module Deputy will advise the inmate of the pending release or transfer and will instruct the inmate to gather all jail-issued and personal property and to clean their cell or housing area/locker.

B. The Unit/Module Deputy will inspect the items the inmate is taking out of the unit/module to ensure the inmate is not in possession of contraband and that their razor and spoon is accounted for.

C. The Unit/Module Deputy will verify the inmate's identity by checking the booking number, birth date and photograph of the inmate being released to their identification card and management card.

D. The Unit/Module Deputy will contact a Movement Deputy to escort the inmate.

E. If the inmate is being released from the facility or transferring out of the unit/module (except transfers to MADF/NCDF), the Unit/Module Deputy will transfer the inmate in the Unix system Movement Worksheet (Move within Facility) by entering the inmate's booking number and "mvmt" under "new cell", when a Movement Deputy arrives to pick up the inmate.

F. The Unit/Module Deputy will document the release or transfer and new count in the unit/module Activity Log and on the Tank/Assignment Sheet.

G. If the inmate is being transferred to MADF or released from NCDF, his debit cards will be given to the Central Legal Processor who will credit the inmate's account the remaining value on the cards. If the inmate is transferring to MADF a receipt will be forwarded to the inmate and if the inmate is being released their account balance will be issued back to them at the time of release.

5.2 DAMAGE OR VANDALISM TO CELL, BUNK AREA, OR LOCKER

A. If during the inspection process the Unit/Module Deputy discovers that the assigned cell, bunk area, or locker has been deliberately damaged or vandalized he will log the damage on the Cell Inspection Report if applicable, document the damage in the Unit/Module Activity Log and notify the Supervising Sergeant.

B. The Deputy will not postpone an inmate's release if:
   1. The inmate is being released to another agency and transport is waiting.
   2. Court minutes dictate "release forthwith".

C. The Unit/Module Deputy will complete a work order to have any damage repaired. (Refer to: Maintenance - Inspections and Work Orders)
D. The Supervising Sergeant will inspect the damage and make a determination on whether to call a Deputy to take a crime report and charge the inmate with a 4600 P.C. (Refer to: Maintenance - Inspections and Work Orders).

E. If the inmate's release cannot be postponed, a Deputy will take a crime report and request that the District Attorney file a complaint.

F. If the inmate's release can be postponed, a Deputy will take a crime report and either re-arrest the inmate or request that the District Attorney file a complaint.

G. If the inmate is re-arrested the Records/Central Legal Processor will initiate the supplemental charges process (Refer to: Booking - Supplemental Charges)

H. If the inmate is re-arrested the Supervising Sergeant will determine if the inmate will need to be re-housed.

6.0 REVISION HISTORY

Version 01.09.08 - Written - 9/2008

The following four policies and versions were merged:
Releases-Dress Out NCDF Version 5.09.98,
Releases-Dress Out MADF Version 5.03.01
Releases-Release from Module MADF Version 11.09.01,
Releases-Release from Unit NCDF Version 4.09.98

Version 2.12.15 – Revised 12/2015
Title: RELEASES-TEMPORARY RELEASES Detention Division Version: 12.12.15

1.0 POLICY STATEMENT

Certain inmates shall be temporarily released to out-of-County Law Enforcement Agencies and State Institutions for judicial proceedings or observation periods, as applicable. Periodically, inmates will be released by Court Order or temporary pass for a specific amount of time. Court ordered or temporary passes will be issued in accordance with section 4018.6 of the Penal Code.

2.0 DEFINITIONS

Conditional Modification Release A release which occurs when the Court has modified an inmate's sentence by temporarily releasing the inmate to the hospital with the condition that the inmate is to return to custody when released from the hospital. The inmate is legally released from custody during the hospital stay.

Conditional O.R. The temporary release of an unsentenced inmate, on his own recognizance, while he is in a hospital or inpatient mental health care facility. The inmate must be returned to custody upon his release from the hospital or mental health care facility.
Confidential Medical/Mental Health Information Transfer Summary
A form used by Medical/Mental Health Staff to summarize the medical/mental health condition/history of an inmate being released and transported to another institution.

Court Ordered Temporary Release
A court-ordered release which may cover a variety of situations.

Facility Issued Passes
A temporary release, authorized by the Administrative Lieutenant or Watch Commander which may cover a variety of situations.

Hospital/Medical Temporary Release
When an inmate is taken to and admitted to a medical hospital or psychiatric facility and is not granted a final or conditional release from custody.

O.R.
Own Recognizance

Out of County Temporary Release
When an inmate is transferred temporarily to the custody of another County or State facility, such as C.D.C.R., for judicial proceedings or observation periods.

Temporary Release
The release of an inmate, temporarily, from custody.

3.0 MANDATES
4018.6, 4011.5, 4011.6 Penal Code

4.0 GENERAL INFORMATION

A. In descending order (for release purposes only), the Booking Sergeant, Custody Sergeant, Watch Commander or Administrative Lieutenant are responsible for assuming the duties of the Supervising Legal Processor in his absence.

B. When an inmate is released to the California Department of Corrections and Rehabilitation (C.D.C.R.) for a 90-day observation period, the inmate's clothing and bulk property will be retained in the facility and the inmate will keep his property box and hanger slot numbers. The inmate will be transported in facility-issued clothing and his money (cash or check) will be transported with him.

C. When an inmate is released to another County's detention facility, the inmate's money, valuables and bulk property will be transported with the inmate. The inmate will be transported in his personal clothing.

D. All inmates being processed for temporary release shall have their identity verified using Live ID.
1. Inmates transferred to a hospital or inpatient mental health facility in order to receive emergency medical/mental health treatment may be exempted from this requirement.

E. All releases must be completed utilizing the Pre-Release Check Off Form.

F. The Deputy and Legal Processor releasing the inmate shall use the Pre-Release Check Off -Movement Deputy and Releasing LP Form to ensure the correct inmate is being released from custody.

4.1 HOSPITAL/MENTAL HEALTH INPATIENT

A. When the court rules that an inmate is not guilty by reason of insanity and commits him to a state mental hospital, the inmate will be Final Released. When the court determines that an inmate is not competent to stand trial and commits him to a hospital for treatment, the inmate will be Temporarily Released.

B. When an inmate is temporarily released to a Hospital, Mental Health Inpatient Unit, or to State Hospitals, the inmate's money, valuables, bulk property and clothing will remain at the MADF. The inmate will be transported in facility-issued clothing.

C. When an inmate is temporarily released for extended periods of time to a State Mental Institution, with the exception of Napa State Hospital, all of the inmate's money, valuables, bulk property and clothing will be transported with the inmate. The inmate will be transported in his personal clothing.

D. Generally, when an inmate is transferred to a hospital he will be returned to the MADF.

E. The criteria which must be evaluated by the Administrative Lieutenant before contacting the courts and asking for a final release for a hospitalized inmate include the following:

1. The inmate's judicial status and arrest circumstances
2. The inmate's medical condition and expected length of stay in the hospital
3. Whether or not the inmate must be guarded
4. The threat the inmate poses to the safety and security of the hospital, its staff, and the public
5. The inmate's in-custody behavior
6. The amount of financial exposure the Sheriff’s Office may have if the inmate remains in the hospital for an extended period of time

F. If the Administrative Lieutenant does not work the next day after the inmate is hospitalized, the Lieutenant/Watch Commander shall assume his responsibility for researching the required criteria, obtaining a Captain's approval, and contacting the Court to request a release.
G. When an inmate's debit card(s) are taken the balance will be placed on the inmate’s account.

4.2 CONDITIONAL MODIFICATION

A. When a Conditional Modification is arranged for an inmate's release before he is sent or admitted to the hospital, the inmate will take his money, valuables, clothing and bulk property with him, and will wear his personal clothing.

B. Generally, the property of any inmate receiving a conditional release will have been removed from his cell and either sent with him or, in the case of an unexpected hospital admission, bagged up and placed in his property in the Clothing Room once it becomes known he was admitted to the hospital.

4.3 COURT ORDERED RELEASES

A. Any inmate released on a Court Order will be released with his valuables. His bulk property, e.g. non-perishable commissary items, photos, etc. will be bagged, tagged with a bulk property tag, and stored in the clothing storage room. The inmate will wear his personal clothing at release.

B. Any inmate released as a result of a court order, who has debit cards, may choose to cash in his debit cards and place the money on his books, secure his cards with his personal property, or take his cards with him when he leaves the facility.

C. Inmates will not be permitted to take money on court ordered passes unless it is ordered by the court.

D. Whenever a court order is issued to allow an inmate a temporary release for any reason, the Legal Processor will immediately forward a copy of the court order to the Administrative Lieutenant or his designee. In the absence of the Administrative Lieutenant or his designee, the court order will be forwarded to the Watch Commander.

E. When a sentenced or unsentenced inmate is temporarily released by the Court and is not escorted by a Law Enforcement Officer, the inmate will be required to sign the Detention Division - Terms For 4018.6/Temporary Release form acknowledging the conditions of release.

F. Court ordered passes received via fax must be verified through the computer system or via a telephone call to the issuing court. The original court order must be hand delivered to the facility, mailed in or courier delivered for filing purposes.

5.0 PROCEDURES
5.1 HOSPITAL/MENTAL HEALTH INPATIENT RELEASES

A. When an inmate is sent to the hospital or a Mental Health Facility, the Legal Processor will process a Hospital/Medical temporary release, and produce a Temporary Release form and forward to the Sergeant for review.

B. If the information on the Temporary Release form is correct, the Supervising Legal Processor or Sergeant will sign the authorization line and ask the Legal Processor and Cashier to complete the "check-out" process.

C. When applicable, the responsible Sergeant will complete a Jail Hold Form if there is not a need for a guard and provide the NCR copy to the Legal Processor to place in the inmate's file.

D. The responsible Sergeant will contact the Patrol Watch Commander and request a Deputy to transport the original copy of the Jail Hold Form to the hospital.

E. The Clothing Room Detention Assistant will:
   1. Process the inmates bulk property, excluding perishable items, place a bulk property tag on it, with the inmate's name on the tag, note the property in the computer, and store it in the bulk property storage area.
   2. Staple the bottom portion of the bulk property tag to the Inmate Management Card and take it to the Legal Processor.

F. The Administrative Lieutenant or designee shall evaluate the pre-determined criteria for requesting final or conditional releases from the court following the procedures outlined in this policy.

5.2 STATE MENTAL INSTITUTION TEMPORARY RELEASE

A. The Transportation Sergeant or designee will forward to the Booking Sergeant, the Medical Staff, and the Mental Health Staff, the names of any inmates scheduled for transportation to a state mental institution. The list shall include the date and time the inmates will be picked up, and by whom.

B. The Transportation Sergeant or designee, on the day the transport is to occur, will provide a copy of the list to the:
   1. Custody Sergeant;
   2. Classification;
   3. Mental Health Staff;
   4. Legal Processor;
   5. Medical Staff; and
   6. Clothing Room Detention Assistant
C. The Custody and Booking Sergeants will advise the appropriate Module Deputies of the inmate's names.

5.3 CONDITIONAL MODIFICATION RELEASE

A. If all final release options have been denied by the Court, a Conditional Modification release for any sentenced inmate admitted to the hospital or inpatient mental health facility may be sought provided the inmate meets pre-determined criteria for release and the Conditional Modification request is approved by the Administrative Lieutenant.

B. The Administrative Lieutenant will work with the Probation Officer to evaluate the criteria listed in Section 4.1, F of this Chapter before determining whether or not to request any type of release for the inmate.

C. If, after evaluating the criteria, the Administrative Lieutenant and Probation Officer believe the inmate should be released, the Administrative Lieutenant will obtain the Facility Manager's approval, then contact the District Attorney's Office to obtain their agreement.

D. If the District Attorney's Office agrees it is acceptable to request a Conditional Modification, the Administrative Lieutenant will contact the Judge who sentenced the inmate.

E. If the District Attorney's Office or the Judge denies the request for a Conditional Modification, the Administrative Lieutenant will advise the Medical Staff and the Facility Manager.

5.4 CONDITIONAL OWN RECOGNIZANCE

A. If all final release options have been denied by the Court, a Conditional O.R. release for any unsentenced inmate admitted to the hospital or inpatient mental health facility may be sought provided the inmate meets pre-determined criteria for release and the Conditional O.R. request is approved by the Facility Manager.

B. If, after evaluating the criteria, the Administrative Lieutenant and Probation Officer believe the inmate should be released, the Administrative Lieutenant will obtain a Captain's approval, then contact the Judge hearing the inmate's case, or during non-business hours, will contact the on-call Judge and Deputy District Attorney.

C. If the Judge denies the request for a Conditional O.R., the Administrative Lieutenant will advise the Medical Staff and the Facility Manager.

D. If the Judge grants a Conditional O.R., the Administrative Lieutenant will forward the applicable information to the Legal Processor for processing.
5.5 PROCESSING COURT ORDERED PASSES

A. After receiving court minutes that indicate an inmate has been authorized to receive a court ordered pass the Legal Processor will:

1. Note the date and time of the pass.
2. Advise the Administrative Lieutenant for review.

B. If the Administrative Lieutenant believes a pass is not appropriate, he will contact the Judge who authorized the pass or the on-call Judge and inform him of the inmate's history/judicial status and request the pass be revoked, and/or that a hearing be held.

C. If the Judge revokes the pass, the Administrative Lieutenant will:

1. Document the revocation on the appropriate court document along with the name of the Judge contacted and the date and time of the contact,
2. Notify the inmate and the Legal Processor the pass has been revoked, and
3. Return the court minutes to the Legal Processor for filing.

D. If the issuing Judge does not revoke the pass or the Administrative Lieutenant approves the pass, the Lieutenant will advise the Legal Processor of the status of the pass.

1. If the Administrative Lieutenant presented concerns to the judge, he will document this information, the name of the judge, and the date and time he spoke with him.

E. On the day the inmate is to be released on the court ordered pass the Legal Processor will:

1. Complete a Terms for 4018.6/Temporary Release form and give the form and the inmate's D-file to the Sergeant or the Supervising Legal Processor.

5.6 FAILURE TO RETURN FROM COURT-ORDERED TEMPORARY RELEASE

A. When an inmate fails to return from a court-ordered temporary release, the Legal Processor shall notify the Sergeant.

B. The Sergeant will direct a Deputy to write an Incident Report and will make arrangements for a crime report to be taken.

C. The Sergeant will provide the Deputy with a copy of the Court Order and the Detention Division - Terms for 4018.6/Temporary Release form signed by the inmate.

D. Once the crime report has been taken, the Sergeant will return the inmate's D-file to the Legal Processor.
E. The Legal Processor will begin to process a final release following the procedures in Release Escapes.

5.7 CRITERIA FOR FACILITY ISSUED PASSES OTHER THAN EARLY RELEASE

A. Inmates may be eligible for a facility-issued pass based on the following criteria:

1. Sentenced misdemeanants and some sentenced felons are eligible for facility-issued passes (with the exception of Work Furlough program passes).
   a. Sentenced felons with suspended prison sentences, unsentenced inmates, and County Parole violators are ineligible.
2. The inmate must have a Sonoma County address.
3. The inmate must not have any holds.
4. The inmate must have a classification of Minimum or Medium.
5. The inmate must not have, within the last three years, an in-custody history of substance abuse, dirty tests, possession of controlled substances or alcohol, or escape charges.
6. The inmate must not be a validated gang member.
7. The inmate's original charges must not involve offenses which require victim notification, or are crimes of violence.
8. The reason for the pass must be a verifiable emergency, a scheduled medical or job interview appointment.

B. A verifiable emergency includes, but is not limited to, the following:

1. The death of a member of the inmate's immediate family.
2. Serious illness that requires an immediate member of the inmate's family be hospitalized.
3. Placement screening interviews for a residential treatment program, if escorted and supervised.

C. Inmate passes shall not be issued for a period of more than three days.

D. Inmates may be required to reimburse the Sheriff's Office, in whole or in part, for expenses incurred.

6.0 REVISION HISTORY

Version 10.02.00 - Revised 02/2000
Version 11.02.11 - Revised 2/2011
Merges and replaces:
Temporary Releases - Hospital/Mental Health Inpatient MADF version 10.02.00 and NCDF version 07.02.00;
Temporary Releases - Condition Modification MADF version 04.08.96 and NCDF version 07.03.97;
Temporary Releases - Conditional Own Recognizance MADF version 05.01.96 and NCDF version 04.08.96;  
Temporary Releases - Court Ordered MADF version 07.11.99 and NCDF version 06.11.99;  
Temporary Releases - Facility Issued Passes NCDF version 04.03.02;  
Temporary Releases - Out of County MADF version 05.10.96 and NCDF version 04.04.97  
Version 12.12.15 - Revised 12/2015
Releases To Other Agencies

1.0 POLICY STATEMENT

Inmates being released to other agencies shall be processed in accordance with the procedures specified in this chapter.

2.0 DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
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<tbody>
<tr>
<td>CDCR</td>
<td>California Department of Corrections and Rehabilitation</td>
</tr>
<tr>
<td>Confidential Medical/Mental Health Information Transfer Summary</td>
<td>A form used by Health Staff to summarize the medical/mental health condition/history of an inmate being released and transported to another agency.</td>
</tr>
<tr>
<td>Minute Sheet</td>
<td>The official record of court proceedings; either the automated Court Disposition Report form, or the manual form provided by the courts.</td>
</tr>
<tr>
<td>Property Disposition Authorization</td>
<td>A form given to inmates sentenced to CDCR advising them of options for the disposition of their personal property.</td>
</tr>
<tr>
<td>T.O.P.I.C.</td>
<td>Transport of Prisoners in California</td>
</tr>
</tbody>
</table>
3.0 MANDATES

None

4.0 GENERAL INFORMATION

A. When the court determines an inmate is not guilty by reason of insanity and commits him to a state mental hospital, the inmate will be Final Released. When the court determines an inmate is not competent to stand trial and commits him to a hospital for treatment, the inmate will be Temporary Released.

B. Inmates who are being Final Released (not returning) and transported to other agencies shall be dressed as follows:

1. Inmates returning to CDCR shall be dressed in the CDCR clothing in which they arrived.
2. Inmates being transported to CDCR who are not returning inmates (i.e., commitments) to CDCR may be dressed in the MADF inmate uniform. (The uniforms will be returned to the MADF by the Transporting Officer.) If these inmates are transported by CDCR staff, they will wear uniforms provided by those Agencies.
3. Inmates being transported to CDCR, a state mental institution or another County by a contract security firm will be dressed in their personal clothing.
4. Inmates being transported to a state mental institution by the Transportation Unit will be dressed in their personal clothing.
5. Inmates being transported to another County by that County's Transportation Unit will be dressed in their personal clothing.
6. Inmates being transported via T.O.P.I.C. will be dressed in their personal clothing unless otherwise specified by the Transportation Unit.

C. The Courts will provide the Transportation Unit with copies of court minutes, probation paperwork, etc. which authorizes them to transport an inmate to CDCR or to a state mental institution.

D. All releases must be completed utilizing the Pre-Release Check Off Form.

E. The Deputy and Legal Processor releasing the inmate shall use the Pre-Release Check Off - Movement Deputy and Releasing LP Form to ensure the correct inmate is being released from custody.
5.0 PROCEDURES

5.1 DISPOSITION OF PROPERTY FOR INMATES EN ROUTE TO CDCR

A. Upon receiving paperwork which sentences an inmate to CDCR, the Court Legal Processor shall:
   1. Complete a Property Disposition Authorization form;
   2. Forward all copies of the form to the Clothing Room Detention Assistant;

B. Upon processing a CDCR commitment booking, the Booking or Records Legal Processor, as applicable, shall:
   1. Complete a Property Disposition Authorization form;
   2. Forward all copies of the form to the Clothing Room Detention Assistant.

C. The Clothing Room Detention Assistant will distribute the remaining copies of the Property Disposition Authorization form after the inmate has departed the facility as follows:
   1. White copy to the Records Legal Processor for filing in the inmate's "D" file.
   2. Pink copy to the Cashier.
   3. Yellow copy to the CDCR Property Release File in the Clothing Room.

D. If the inmate requests his property be mailed, the Clothing Room Detention Assistant will process a Commissary sale for $20.00 for postage. One receipt will be forwarded to the inmate and the other will be attached to the Disposition form. If less than $20.00 is available in the inmate's account, and the property is being mailed outside of Sonoma County, the Detention Assistant will take the amount available, and the remaining postage will be paid by the Inmate Welfare Trust Fund.

E. When preparing for CDCR releases, and on the day of the transport, the Cashier shall:
   1. Determine if valuable property contains items the inmate can take with him, such as a wedding band or religious metal. If so, determine if the inmate wants these items released to him prior to transport.
   2. Depending on the disposition option checked on the Property Disposition Authorization form, prior to final check-out, update the valuable property screen with appropriate comment to notate all valuable property items as released to: "To CDCR /Inmate" or MADF vault.
   3. If valuable property is to be mailed, package up with a copy of the Disposition form and property receipt, and set aside for retrieval by the Clothing Room Detention Assistant.
   4. If the valuable property will be picked up, package up with a copy of that day's CDCR run list, and set aside in a basket for the authorized individuals to pick up.
5. Retain the pink copy of the Disposition form in a binder, filed by the pick-up deadline date.

6. If the valuable property is to be donated to charity or discarded, and for property not picked up within 30 days of the inmate's transport to CDCR, follow the procedures outlined in Property - Inmate Unclaimed.

F. When preparing for CDCR releases, and on the day of transport, the Clothing Room Detention Assistant shall:

2. Determine if any property in storage can be taken by the inmate to CDCR such as address books, personal papers, etc. If so, determine if the inmate wants those items released to him prior to transport.

G. If the inmate opts to have his property mailed, the Clothing Room Detention Assistant will follow the procedures outlined in Section 4.9 - Mailing Clothing/Bulk Property/Valuables of the chapter Property - Inmate Clothing/Bulk Property.

H. If the inmate opts to have his property picked up by a designated person, the Clothing Room Detention Assistant will follow the procedures outlined in Section 4.6 - Inmate Release of Clothing/Bulk Property to Others in the chapter Property - Inmate Clothing/Bulk Property.

I. If the inmate requested his property be donated to charity or discarded, or if the inmate's property is not picked up by the designated person within 30 days of the inmate's transport to CDCR, the Clothing Room Detention Assistant will follow the procedures outlined in Property - Inmate Unclaimed.

5.2 SCHEDULING TRANSPORTATION TO CDCR T.O.P.I.C.

A. The Transportation Sergeant will forward to Classification a list of inmates scheduled for transportation to CDCR. The list shall include the date and time the inmates will be picked up, and by whom.

B. Transportation Deputy, on the day before the transport is to occur, will give a copy of the list to the:
   1. Custody Sergeant;
   2. Booking Sergeant;
   3. Records Legal Processor;
   4. Medical Staff;
   5. Mental Health Staff;
   6. Clothing Room Detention Assistant; and
   7. Jail Stores Detention Assistant
C. The Custody or Booking Sergeants will advise the appropriate Module Officers of the inmates' names.

5.3 PROCESSING RELEASES TO OTHER AGENCIES

A. Prior to the pick-up time:

1. The Records Legal Processor will:
   a. Pull the inmate's D-file and check for any other outstanding matters, such as holds, additional charges, etc.;
   b. Notify Medical Staff and Mental Staff by telephone that an inmate is being released or transported to another County or institution.
   c. Access the computer release function including a local warrant check.

   1. If a warrant for the inmate has been issued, the Records Legal Processor will:
      a. Cancel the inmate's release process;
      b. Select the warrant;
      c. Initiate the supplemental charges process (Refer to: Booking - Supplemental Charges); and
      d. Advise the Transporting Officer of the inmate's status when he arrives to transport the inmate or send a teletype to the agency picking the inmate up, canceling the pickup;
      e. Print out a final release form for each inmate; and
      f. Forward the files to the Booking Sergeant or the Supervising Legal Processor for approval.

2. The Medical/Mental Health Staff shall:
   a. Review and up-date the Medical/Mental Health Information Transportation Summaries;
   b. Bag up any medications belonging to the inmates; and,
   c. Take the completed forms and medications to the Records Legal Processor.

3. The Booking Sergeant or LP Supervisor shall:
   a. Review the inmate D-files;
   b. Sign off the final release forms; and
   c. Return the files to the Cashier.

4. The Records Legal Processor shall give the release forms to the Clothing Detention Assistant.

C. Upon receipt of the D-file, the Supervising Legal Processor shall:
2. Sign the final release form;
3. Notify the unit/module deputy of the pending release; and
4. Return the file to the Cashier.

D. The Clothing Room Detention Assistant will dress out the inmate in his personal clothing and have him sign a receipt for his clothing and bulk personal property.

E. The Records Legal Processor will give the Transporting Officers the inmate's medical paperwork and prescriptions.

F. When the Transporting Officers arrive, the Cashier will:

1. Verify the inmate's cash balance and seal his money in a money envelope labeled with the inmate's name and amount of money enclosed. CDCR inmates will be issued checks.
2. Give the money envelopes and other valuable property as applicable to the Transporting Officer(s).
3. Process the final check-out in the computer after the inmate has left the facility.

6.0 REVISION HISTORY

Version 14.1.16 – Revised 1/2016 (Merges Releases - To Other Institutions or Agencies MADF version 13.06.01 and NCDF 10.05.01)
Releases - Victim Notification

1.0 POLICY STATEMENT

When a Law Enforcement Agency or victim requests the Detention Division to notify a victim prior to the release of a suspect, final or temporary, reasonable attempts shall be made to locate and notify the victim.

The Detention Division, if practicable, shall make reasonable attempts to give notice to a victim not less than 15 days prior to the release of any inmate or the escape of any inmate from custody, who is convicted of violating Penal Code Section 646.9 (stalking) or convicted of a felony offense involving domestic violence as defined in Section 6211 of the Family Code.

2.0 DEFINITIONS

ILEADS

(ILEADS) Intergraph Law Enforcement Administrative Data System that can be utilized as a source to obtain victim information

Release

An inmate released from jail because time has been served, a release from jail to county probation or an escape from jail custody

Stalking

Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family
Victim

Any person who suffers direct or threatened physical, psychological, or financial harm as a result of the commission or attempted commission of a crime or delinquent act. The term ‘victim’ also includes the person’s spouse, parents, children, siblings, designee, or guardian, and includes a lawful representative of a crime victim who is deceased, a minor, or physically or psychologically incapacitated.

3.0 MANDATES

646.92 PC

4.0 GENERAL INFORMATION

A. All victim notifications of an inmate being released from booking shall be made by a Sergeant or his/her designee.

B. If an inmate is being released in less than 24 hours after booking and the victim cannot be reached, the Arresting Agency shall be contacted to determine if they have additional contact information to reach the victim or to request the Agency to drive to the victim’s residence in an attempt to notify the victim. ILEADS can also be utilized as a source to obtain victim information.

C. All attempts to notify a victim shall be documented on the Release Verification form.

D. A victim, family member, or witness shall keep the Sheriff’s Office informed of his or her current contact information to be entitled to receive notification of an inmate’s release. The duty to keep the Sheriff’s Office informed of a victim’s current contact information shall remain with the victim.

E. A victim may designate another person for the purpose of receiving a notification of an inmate’s release from custody.

F. All victim information relating to any person who receives notice under this section shall remain confidential and shall not be made available to the person convicted of violating this section.

G. Only the victim, representatives from Law Enforcement Agencies and/or the District Attorney’s Office may request a victim notification.
5.0 PROCEDURES

5.1 REQUESTING VICTIM NOTIFICATION AT BOOKING

A. When an arrestee is brought into custody the Arresting Officer may request a victim to be notified prior to the arrestee’s release by indicating on the Pre-Booking Form the victim’s name and telephone number. In addition, the Arresting Officer shall complete and submit a Victim Notification Form to a Booking Legal Processor.

B. The Booking Legal Processor shall:

1. Ensure the Victim Notification Form is completed fully and accurately with all fields being answered to the best of the Arresting Officer’s ability.

2. Ensure all victim information required fields are entered into the Unix system accurately and completely during the booking process.

5.2 REQUESTING VICTIM NOTIFICATION AFTER BOOKING

A. If a Law Enforcement Agency, the District Attorney’s Office or a victim requests a victim notification, the Legal Processor shall complete the following:

1. All requests by a victim to be notified of the release of an inmate from custody must be confirmed before they are entered into the Unix system as a victim.

2. Ensure all victim information required fields are entered into the Unix system accurately and completely.

5.3 VICTIM REQUESTING NOTIFICATION AND CONFIRMATION

A. If an alleged victim requests a victim notification that cannot be easily confirmed, the Legal Processor shall forward such a request to a Supervising Legal Processor. If a Supervising Legal Processor is off duty or otherwise unavailable the Legal Processor shall forward the request to a Sergeant.

1. The Supervising Legal Processor or Sergeant shall investigate to determine whether or not the requesting party is in fact a victim.

2. If the Supervising Legal Processor or Sergeant determines the requesting party is in fact a victim, they shall ensure all victim information required fields are entered into the Unix system accurately and completely.
5.4 NOTIFYING THE VICTIM

A. When an arrestee's paperwork is being reviewed for release the Supervising Legal Processor or Sergeant shall:

1. Attempt to notify the victim, documenting each attempt on the Release Verification form.

2. Upon victim notification, sign and date the Release Verification form and indicate in what manner the victim was notified.

3. If the victim cannot be reached within two hours, contact the Arresting Agency to inform them of the situation, in order to obtain other possible phone numbers or contact information of the victim or, if none exist, to request the Agency drive to the victim's residence to attempt to notify the victim.

4. Document the contact with the Arresting Agency and the results of the contact on the Release Verification Form and document any other attempts to contact the victim, and the results of those attempted contacts.

5. A Supervising Legal Processor may have certain situations where a victim will need to be notified via certified mail. When certified mail is used to notify a victim a “return receipt” shall be requested.

B. The Supervising Legal Processor or Sergeant shall notify victims (requiring notification) of the pending release of a sentenced inmate not less than 15 days prior to their release date. The Supervising Legal Processor or Sergeant shall:

1. Review the computer system’s Due for Review Report.

2. Check the criminal cases an inmate is in custody for and if any domestic violence, stalking, or any charges where victim information is required or usually present, review the inmate’s previous incarcerations for victim information. If victim information is not available in the Unix system, contact the originating Agency or the DA’s Office for the victim information. ILEADS can also be utilized as a source to obtain victim information.

3. Attempt to notify the victim and document each attempt.

4. If the victim cannot be reached, contact the Arresting Agency to inform them of the situation, in order to obtain other possible phone numbers or contact information of the victim or, if none exist, to request the Agency drive to the victim's residence to attempt to notify the victim.
5. Document the contact with the Arresting Agency and the results of the contact. Document all attempts to contact the victim and the results of those attempted contacts.

6. If the release date changes the victim shall be notified of the change of release date.

6.0 REVISION HISTORY

Version 4.12.02 – Revised 12/13/02
Version 5.11.15 – Revised 11/2015
Merges and replaces Releases – Victim Notification MADF v. 4.12.02 and NCDF v. 3.12.02
1.0 POLICY STATEMENT

The Sheriff’s Office aims to accommodate inmates to permit them to practice their religion of choice while they are in the jail, unless doing so would conflict with the penological interests of the Sheriff’s Office in administering its jails or maintaining safety and security, or would impinge on the rights of others.

2.0 DEFINITIONS

**Religious Accommodations**
A diet of foods, special foods or methods of preparing foods, items, attire, services, programs or activities which could assist inmates in practicing their religion of choice while in custody.

**Religious Diet**
A diet of foods, or requirements regarding the preparation of foods, that are part of a religious practice.

**Recognized Religious Group**
Any group of persons joined together in common religious beliefs or practices, and which is not motivated by an intent to engage in criminal activity in or out of the jail.
3.0 MANDATES

California Code of Regulations, Title 15, Section 1072

United States Constitution, First Amendment (Free Exercise Clause)


California Penal Code Sections 4027, 4573.5

4.0 GENERAL INFORMATION

4.1 PERIODIC AND ONGOING RELIGIOUS ACTIVITIES

A. Schedule of Activities. A schedule of organized religious services, programs, and activities will be posted or made available to inmates in each module/unit. The various activities and programs will be listed with scheduled times and locations. The list will be periodically updated by the Program Deputy if necessary to reflect changes.

B. Coordination of Holiday Programs. The scheduling of special religious programs and activities during holiday periods and seasons will be coordinated between the Inmate Program Services Manager, the Program Deputy, and religious advisors.

C. Termination of Religious Activities. Jail staff is responsible for terminating periodic or ongoing religious activities at any time when such activities present a safety or security threat to the facility, staff, the inmates, or the religious advisors. Any staff member who determines that such a threat exists will immediately contact Central Control or their Sergeant and take necessary steps to maintain safety and security. The staff member involved will, as soon as practical, prepare an Incident Report detailing the incident and actions taken.

4.2 INMATE REQUESTS FOR RELIGIOUS ACCOMMODATIONS

A. Inmate Requests to Receive Religious Accommodations. Inmates may request accommodations related to practicing their religion, such as religious diets, religious items to aid in prayer, religious reading materials, and religious services. All such requests must be made by submitting an Inmate Request Form specifying the type of religious accommodation requested, and affirming the request is based on a sincere religious belief. Inmates may request changes to their religious accommodations no more than once every 90 days.
B. **Costs and Provisions of Religious Accommodations.** The cost of providing religious accommodations that are not traditionally provided by the Sheriff’s Office (e.g., symbolic holiday religious foods, headdresses, or items used in prayer or ceremonies) must be paid by the requesting inmate or another person on behalf of the inmate, such as a family member. Inmates must also make arrangements to obtain any requested items of religious worship that are not readily available to the Sheriff’s Office. All such religious items must be expressly approved by Custody Manager prior to delivery to the inmate.

C. **Accommodating Inmate Requests.** The Sheriff’s Office shall take reasonable actions to prevent imposing a substantial burden on inmates’ exercise of religion, unless such burden furthers a compelling governmental interest and is the least restrictive means to do so.

5.0 PROCEDURES

5.1 RESPONDING TO INMATE REQUESTS FOR RELIGIOUS ACCOMMODATIONS

A. **Inmate Request Forms Seeking Religious Accommodations.** Inmate Request Forms seeking religious accommodations shall be forwarded to the Program Deputy to investigate.

1. The Program Manager shall determine whether to approve or deny the request within 5 working days (excluding weekends and holidays) of receiving it. This time limit may be extended by forwarding a memo to the inmate informing them of the need for an extension. Any time frame extension should be reasonable.

2. If an inmate’s request for a religious accommodation is approved, the responsible staff member shall provide a form Religious Accommodation/Diet Agreement for the inmate to sign. An inmate’s refusal to sign such Agreement shall require the religious accommodation request to be denied.

3. The Inmate Program Services Manager or designee will ensure that information regarding approval or denial of the requested religious accommodations is entered into the inmate’s Classification and Management Notes, and that a copy of such decision has been provided to the inmate.

B. **Inmate Appeal Process.** An inmate may appeal the denial of a requested religious accommodation by a written grievance pursuant to the grievance process.

5.2 TERMINATION OF AN INMATE’S RELIGIOUS ACCOMMODATIONS
A. Termination of Religious Accommodation by Inmate. An inmate may request termination or discontinuation of a religious accommodation previously provided through submitting an Inmate Request Form. Such a request shall be forwarded to the Inmate Services Manager, Program Deputy, or their designee, as appropriate, who shall take reasonable actions to terminate the religious accommodation being provided to the inmate as soon as practicable.

B. Termination of Religious Accommodation by Jail Staff. The Module/Unit Deputy will document in the inmate’s Management Notes any behavior not consistent with the religious accommodation approved and/or provided, or that would otherwise tend to show the inmate does not sincerely hold the professed religious belief, and notify the Program Deputy as soon as practicable.

1. If a Program or Custody Manager determines that an inmate’s behavior demonstrates that the professed religious belief is not sincerely held, or that the inmate requested the religious accommodation for secular reasons, he/she may terminate a religious accommodation previously provided to the inmate.

2. Any termination of a religious accommodation or diet previously provided to an inmate shall be documented in the inmate’s Classification and Management Notes. In addition, the inmate shall be provided with written notice of such termination (Notice of Removal from Religious Accommodation).

3. The inmate may appeal the termination of a religious accommodation through the grievance process.

5.3 RESPONDING TO INMATE REQUESTS FOR SPECIFIC TYPES OF RELIGIOUS ACCOMMODATIONS

A. Religious Diets. Inmate requests for religious diets are also subject to the following specific considerations and procedures.

1. Religious Diet Requests Subject to Approval of Medical Staff. Upon receiving an inmate request for a religious diet, the staff member responsible for investigating the request must first determine whether the inmate has been placed on a medical or special diet by checking the CJS system. If so, the staff member shall consult with the Detention Division Medical Authority to ensure that the requested religious diet is consistent with the inmate’s medical needs. A religious diet request shall be denied if medical staff determines that such a diet would be inconsistent with an inmate’s medical needs.

2. Providing Religious Diets to Inmates. The Sheriff’s Office shall take reasonable actions to work with its food service provider to accommodate approved religious diet requests consistent with the identified religious doctrine. The quantity and quality of food served for religious diets shall not exceed that
served to the remainder of the inmate population.

B. **Hairstyles and Head Coverings.** Inmate requests to maintain hairstyles or head coverings for religious reasons are also subject to the following specific considerations and procedures. All such requests are subject to review and determination by a Custody Manager in accordance with the terms of this policy.

1. Religious head coverings may not be worn during the booking photo process. When removing religious head coverings for booking photos, if practicable, only persons of the same gender as the inmate/detainee shall be present. Staff should take reasonable actions to prevent the inmate/detainee from being viewed by the opposite gender during the booking photo process, but due to the physical layout of facilities this may not be feasible at all times.

2. Inmates requesting to maintain hairstyles for religious reasons must articulate the religious significance between their professed faith and the requested hairstyle.

3. If an inmate requests to maintain possession of a religious head covering while in booking, jail staff shall approve such a request on an interim basis if it does not pose a safety and security risk, and shall document such approval in the inmate’s Classification and Management Notes.

4. If the inmate did not possess the requested head covering at the time of booking, the inmate may contact the Program Deputy to make arrangements for the head covering to be delivered to the appropriate facility. All head coverings delivered to the facility must be expressly approved by jail staff.

5. Inmates may request to use head coverings for religious reasons on a continual basis (e.g., for modesty per religious practice) or periodically (e.g., to be used in prayer or a religious service). If inmates request use of head coverings only periodically, they may wear such head coverings only during prayer, religious services, or other religious observances, and must store or carry their head coverings at other times.

6. All head coverings may be removed to conduct an authorized search. Jail staff shall inform the inmate of the need to conduct the search. During the search, jail staff shall maintain the head covering in a clean place and shall return the head covering to the inmate as soon as practicable.

7. When a female inmate has received approval to use a head covering for a religious purpose to preserve modesty, if practicable, a female staff member shall conduct the search and provide an area of privacy in which to remove the head covering.
5.4 RELIGIOUS ADVISOR REQUESTS TO ACCESS DETENTION FACILITIES

A. Requests by Religious Advisors to Access Detention Facilities. Authorized representatives from any recognized religious group may apply for access to the detention facilities for the purpose of ministering to the religious or spiritual needs of inmates. (Refer to: Volunteer Security Clearance). Two types of access are available to religious advisors: (1) access within the secure perimeter of the detention facilities; and (2) access through non-contact visiting. Each type of access requires a different security clearance, as set forth below.

1. Access to Secure Perimeters of Facilities: Religious advisors may apply for access to inmates (individually or collectively) within the secure perimeter of a detention facility, and must as a condition of such application agree to a background investigation conducted by the Sheriff’s Office along with appropriate waivers for release of information. Only religious advisors who pass a background investigation will be permitted access within the secure perimeters of any detention facility. If granted such access, religious advisors shall be admitted to a detention facility only under the following conditions:

   a. Inmates have requested a representative from the particular religious group to provide services or support.

   b. The religious advisor intends to provide or coordinate (i) scheduled religious services and/or activities, (ii) scheduled educational, spiritual, or recreational programs, and/or (iii) scheduled one-on-one counseling sessions with an inmate.

   c. The religious advisor is unlikely to have any contact with any family member or kin outside normal visiting procedures, and does not present an identifiable safety, security, or disciplinary risk.

2. Access Through Non-Contact Visiting. Religious advisors may conduct religious counseling sessions with inmates on a one-to-one basis in the module/unit non-contact visiting booth, following procedures outlined in the Inmate Visiting policy. The Sheriff’s Office shall conduct a more limited security clearance investigation when receiving such an application, and may deny non-contact visiting to a religious advisor when a safety or security issue is evident.

B. Restriction or Revocation of Religious Advisors’ Access to Detention Facilities. A Program or Custody Manager has the discretion to deny, curtail, postpone, condition, or discontinue a particular religious group or advisor’s access to a detention facility if doing so would be in the best interests of the Sheriff's Office and/or the inmates. Watch Commanders and the Inmate Program Services Manager are authorized to discontinue religious programs and activities, and to remove religious advisors from a detention...
facility on a temporary basis, in any instance where such action is needed to maintain safety and security.

C. **Requirements for Religious Advisors Accessing Detention Facilities.** Upon being granted any type of access to a detention facility, a religious advisor must adhere to the following requirements:

1. Religious advisors are not allowed to deliver or provide religious paraphernalia, books, pamphlets, tracts, or other items or materials to inmates unless they have been specifically authorized to do so by a Custody Manager.

2. To obtain access to secure perimeters of detention facilities, religious advisors must participate in periodic training and orientation programs the Sheriff’s Office provides for volunteers, and must wear appropriate access passes while in the detention facilities (Refer to: Access Passes).

3. Religious advisors who are granted permission to conduct services or activities in facility program classrooms must assume responsibility for the supervision and conduct of the inmates attending such services. Should an emergency arise, or any other condition which necessitates assistance, the responsible religious advisor will immediately contact Central Control/401 Control via the available telephone and advise them of the situation.

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5.5 RELIGIOUS ADVISOR REQUESTS TO BRING RELIGIOUS ITEMS OR ATTIRE INTO DETENTION FACILITIES AND CONDITIONS FOR USE

A. **Requests to Bring Religious Items into Detention Facilities.** If a religious advisor seeks to bring into a detention facility any sacramental wine, sacramental bread or hosts, sacred vessels, headdresses, or other religious items or special ceremonial attire, the advisor shall submit a written request describing the items and how they would be used. Such requests should be forwarded to, and must be approved by a Custody Manager, and may be denied if the requested accommodation would implicate safety or security concerns.

B. **Conditions Relating to Specific Religious Items or Attire.** The following provisions apply to religious advisors’ use of specific religious items or attire in detention facilities.

1. **Conditions for Use of Sacramental Wine.** Upon a religious advisor’s receipt of approval to use sacramental wine in a jail facility, the advisor may do so only under the following conditions:

   a. The amount of sacramental wine brought into the facility must be restricted to the specific amount needed to conduct the religious activity for
which it is requested, and must be transported in a container in which it can
be easily seen for purposes of measurement. The religious advisor must
maintain possession of the sacramental wine and personally use it
exclusively for the religious observance. The religious advisor must not
provide the sacramental wine to any inmate, staff member, or other
volunteer.

b. The religious advisor must identify the sacramental wine to jail staff upon
accessing the facility, and be responsible for transporting it through normal
security procedures.

2. **Conditions for Use of Sacramental Bread, Hosts, or Other Consumable Items.**
Upon receipt of approval to use sacramental bread, hosts, or anything an inmate may
consume in a jail facility, the religious advisor may administer it to inmates only if
the advisor maintains the item for consumption in a separate container, identifies it to
staff upon entering the facility, and permits staff to inspect it before administering it.
The items for consumption must be free of any substance that could be considered
contraband under the Sheriff’s Office policies.

3. **Conditions for Wearing Religious Attire.** Religious advisors shall be permitted to
bring into the detention facilities and wear religious attire only to the extent that such
attire does not present a safety or security risk. Religious advisors shall not allow
inmates to handle or wear their religious attire.

C. **Indemnification/Waiver/Hold Harmless Requirement.** Any person and/or entity
which is permitted to enter the secure perimeter of the detention facilities, or otherwise to
have direct access to inmates, and which is permitted to bring into the facility religious
items or attire that are defined as contraband pursuant to Sheriff’s Office policy, shall be
required to sign an indemnification, waiver and hold harmless agreement in a form
approved by County Counsel.

6.0 REVISION HISTORY

Version 7.12.02 - Revised 12/2002
Version 8.01.11 - Revised 1/2011
(Replaces and merges:
Programs - Religious MADF Version 7.12.02 and NCDF Version 4.12.03;
Special Diets - Religious MADF Version 6.12.02 and NCDF Version 5.12.03)
Version 9.11.13 - Revised 11/2013
Requisitioning Forms and Supplies

1.0 POLICY STATEMENT

Detention Assistants will be responsible for conducting weekly inventories of forms and supplies in designated storage areas throughout the facilities. Detention Assistants will restock routine forms and supplies to predetermined levels on a weekly basis. Staff Members will be responsible for requisitioning all supplies, which are not routinely stocked for their assigned work areas.

2.0 DEFINITIONS

Requisitioner A Staff Member who requests supplies.

3.0 MANDATES

None

4.0 GENERAL INFORMATION

A. Detention Assistants will conduct weekly inventories of forms and supplies in designated storage areas throughout the facilities for the purpose of restocking these routine supplies.

B. Operational supplies, office supplies, and forms which are not routinely stocked may be ordered by completing and submitting a yellow Intra-Departmental Requisition form to Jail Stores, after it has been approved and signed by the requisitioner's supervisor. Small equipment items and other items not routinely stocked in the stores warehouse must be approved and authorized by a management-level Staff Member.
C. Completed Intra-Departmental Requisition forms for non-routine stocked items will be submitted to the Stores Warehouse by Monday. Supplies will be delivered to each area on Tuesdays.

D. Emergency requisitions are to be submitted on the yellow Intra-Departmental Requisition Form, and authorized by a Sergeant/Supervisor.

E. Unauthorized staff may not enter the warehouse when closed. A Sergeant may, when necessary, access the warehouse to obtain required supplies.

F. Keys for the warehouse, other than those issued to the assigned support staff, will be kept on a key set in [BLANK]. Only a Sergeant or above may use them.

G. Once a week, the Detention Assistants will inventory all applicable supply areas, janitorial closets and modules/units and booking area forms supplies to determine the adequacy and condition of all janitorial supplies, cleaning products, household items, and forms. Stock will be replenished to prescribed levels and/or items will be replaced as needed.

H. The Detention Division does not provide operational or office supplies, or forms to outside agencies, contract company services, or volunteer programs. The following, for example, are responsible for supplying and stocking their own supplies: medical and clinic services, mental health services, contract food services, educational services, ROP (Regional Occupational Program), Friends Outside, Facilities Operations and the Communications Division. The Detention Division will supply certain forms which the Division mandates for use in certain circumstances, such as the Classification/Health Services Input Form.

I. When determining whether or not to order forms and supply items, and in what quantities, the requisitioner must consider the rate of depletion (usage) of the item and the availability of replenishing the stock. Staff should order no more than a three-month supply of low usage items.

J. Staff Members are responsible for ordering any supplies they observe to be running low.

5.0 PROCEDURES

5.1 SUPPLY DELIVERY

A. Each Tuesday, a Detention Assistant will conduct inventories of forms and supplies in designated storage areas throughout the detention facilities for the purpose of restocking these routine supplies.
B. A Detention Assistant will gather these items and any other items requisitioned and deliver them to the appropriate area.

C. If the delivery is found to be incomplete, or items are damaged, the Detention Assistant shall make the appropriate adjustments on the requisition form. The Detention Assistant will deliver items which were missing from the initial delivery, the same day if possible. Back-ordered items will be delivered when they have been received by storekeeping staff.

5.2 EMERGENCY REQUISITIONS

A. When a Staff Member finds he has run out of an item, and he cannot wait until the next supply requisition day to order the item, because it will negatively impact the operations of the area, he shall contact the Sergeant/Supervisor responsible for the area and advise him of the shortage.

B. The Sergeant/Supervisor shall determine the availability of the item from another area. If the item cannot be borrowed from another area, the Sergeant/Supervisor shall sign a yellow Intra-Departmental Requisition Form which has been completed by the Staff Member.

C. The Staff Member shall take the completed requisition form to the warehouse to be filled. If it is Swing or Grave Shift or a weekend/holiday day shift, the Laundry or Clothing Room Detention Assistant will fill the requisition request.

6.0 REVISION HISTORY

Version 6.09.03 – Revised 9/4/03
7.01.17–Revised 01/2017 (Replaces MADF Version 6.09.03 and NCDF Version 1.09.03)
1.0 POLICY STATEMENT

The restraint chair and WRAP are used to provide a temporary, safe, and humane method of securing an inmate who displays behavior which may, or does, result in extensive destruction of property or whose actions pose a danger to themselves or others. Audits of restraint chair and WRAP placements shall be conducted to ensure placements are necessary, appropriate, and accomplished according to authorized procedures.

2.0 DEFINITIONS

- **Audit Report Form (Page 2)**
  A form used to record the findings of the audit.

- **Restraint Chair**
  A chair with equipment designed to restrain or limit the movement of inmates.

- **Restraint Log (Pages 1-5) (Instructions)**
  A log form used to record the progress, or pertinent information, concerning an inmate placed in restraint chair or restraint equipment.
**Transport Hood**  A disposable piece of material that is placed over an arrestee/inmate's head to prevent his spit, blood, and/or nasal fluids from coming into contact with staff or others (also referred to as a "spitter's mask").

**WRAP**  A temporary restraining device comprised of a hobble strap, leg restraint and shoulder harness.

### 3.0 MANDATES

*Title 15 Standards: 1029, 1055; 1058*

### 4.0 GENERAL INFORMATION

A. **Purpose of restraint chairs or the WRAP.** The purpose of restraint chairs or the WRAP shall be to protect the arrestee/inmate from harming themselves and/or others, and/or to prevent property damage. In no case, shall a restraint chair or WRAP be used for discipline, punishment or as a substitute for treatment.

B. **Temporary measure.** Arrestee/inmate placements in restraint chairs or the WRAP are considered temporary, and shall last only so long as necessary to gain compliance and control of the arrestee/inmate to prevent harm or damage.

C. Staff shall be trained in the proper placement of an arrestee/inmate into the restraint chair or the WRAP. Updates in training will be coordinated through the Office biannually.

D. Inmates placed in restraint chairs or the WRAP will be kept physically separated from other inmates.

### 4.1 PREREQUISITES FOR RESTRAINT CHAIR USE

A. **Restraint chair use criteria.** Restraint chairs shall only be used to temporarily hold inmates who:

1. Present a danger to themselves or others.
2. Are displaying inappropriate or unusual behavior which results in the destruction of property.
3. Make overt attempts to assault staff, visitors, or other inmates.
4. Are eligible by law to be strip searched but refuse to comply with the strip search, and are also believed to be concealing contraband that presents a threat to the safety and security of the facility.
5. To accomplish an involuntary blood draw.
6. To accomplish court ordered medications when an inmate refuses to comply.
B. Restraint chair use, recommendations, authorization and approval.

1. The Facility Manager or Watch Commander must approve all restrain chair placements and sign the Restraint Log as required.

2. In the immediate absence of a Watch Commander, a Correctional Sergeant may approve a Restraint Chair Placement. However, as soon as possible the Facility Manager or Watch Commander will review and approve the placement.

3. A Sergeant or higher authority shall be present and directly supervise the placement of an inmate in a restraint chair.

4.2 PREREQUISITES FOR THE USE OF THE WRAP

A. The WRAP use criteria. The WRAP shall only be used to temporarily hold inmates who:

1. Present a danger to themselves or others.

2. Are displaying inappropriate or unusual behavior which results in the destruction of property.

3. Make overt attempts to assault staff, visitors, or other inmates.

B. The WRAP, recommendations, authorization and approval.

1. The Facility Manager or Watch Commander must approve all WRAP placements and sign the Restraint Log as required.

2. In the immediate absence of a Custody Manager, a Correctional Sergeant may approve a WRAP Placement. However, as soon as possible the Facility Manager or Watch Commander will review and approve the placement.

3. A Sergeant or higher authority shall be present and directly supervise the placement of an inmate in the WRAP.

4.3 DOCUMENTATION

A. Restraint log. The Restraint Log will be posted on the door of any cell or room occupied by an inmate in a restraint chair or WRAP.

B. Medical Staff, and if necessary Mental Health Staff, will document their observations of an inmate held in a restraint chair or WRAP and will note any comments on the Restraint Log.

C. The Supervisor responsible for the area the incident initiated (Booking/Custody Main/Custody West Sergeant/NCDF Sergeant-Watch Commander) will be responsible for ensuring an Incident Report, the Restraint Log, and if applicable, Mental Health Inputs are completed and updated as required.
4.4 USE OF OTHER RESTRAINT EQUIPMENT & TRANSPORT HOODS

A. Use of other restraint equipment. To minimize potential injury to staff and/or the inmate, staff have the discretion to put the following restraints on an inmate before placing him in a restraint chair or WRAP (Refer to: Restraint Equipment Use and Locations):

1. Waist Chains
2. Leg Irons
3. Handcuffs

B. Use of transport hoods. Correctional Staff may use transport hoods on arrestee/inmates before or during placement in a restraint chair or WRAP, in order to prevent exposure to bodily fluids (Refer to Transport Hood Use).

C. The use of the transport hood shall be documented in the Incident Report and in the Restraint Log.

4.5 AUDITS AND QUARTERLY REPORTING

A. Audit of each use. An audit will be conducted for each restraint chair or WRAP placement. As a general rule, the Sergeant involved in the placement will conduct the primary audit and his Watch Commander will be responsible for a secondary review of the placement. At NCDF, the Assistant Facility Manager will assume the responsibility for the secondary review.

B. On a quarterly basis, an assigned Manager or Staff Member will complete a summary of the restraint chair and the WRAP placements for the Facility Manager. The summary should include at a minimum:

1. The number of placements.
2. Where the inmates were prior to the placement (e.g. booking, mental health, etc.)
3. The average amount of time spent in a restraint chair or the WRAP and also the longest amount of time spent in a restraint chair or the WRAP.
4. How many placements were ordered by medical or mental health staff.
5. Any documented problems discovered in the audit.

C. Restraint chair and the WRAP placement audits shall be maintained according to the Office’s Records Retention/Destruction policy.
5.0 PROCEDURES

5.1 PLACEMENT

A. **Initial placement procedures.** When the need to place an inmate in a restraint chair or the WRAP arises, the Correctional Deputy will notify the Sergeant responsible for the area in which the incident occurred to evaluate the situation.

B. Whenever possible, inmates will be fully clothed when placed in a restraint chair or the WRAP. If an inmate has removed his clothing, every effort will be made to provide the inmate with a safety garment, or safety blanket, or other appropriate covering, while the inmate is restrained to ensure an inmate’s personal dignity is maintained to the extent possible.

C. Any inmate secured in the WRAP may only be housed in a safety cell while in the WRAP.

D. **Video recording procedures.** If the request for placement in the restraint chair or the WRAP is appropriate, the Sergeant will authorize the restraint chair placement, determine where the restraint chair placement or the WRAP will occur (which cell), and will designate a Correctional Deputy, whenever possible, to video record the placement.

   1. If for some reason Correctional Staff are unable to video record the placement (e.g. the video camera is non-operational or the severity of the incident requires an immediate placement), they will document the reason in the Incident Report.

E. Medical Staff, and in some cases Mental Health Staff, may observe the placement to ensure the inmate's physical and emotional condition would not be compromised by placement in the restraint chair or the WRAP.

F. A Correctional Deputy will start a Restraint Log and post the log on the cell door.

G. **Watch Commander notification and observation.** The Sergeant will notify the Watch Commander of the placement and the Watch Commander will make every attempt to observe the inmate and sign the Restraint Log.

H. Immediately following the placement, Correctional Deputies, with assistance from Medical Staff, will check all restraints to ensure the inmate has proper circulation and document the circulation check on the Restraint Log.

I. **Initial Medical and Mental Health Staff clearance.** Arrestees/inmates placed in restraint chairs or the WRAP must be initially cleared by Medical and Mental Health Staff, as follows:

   1. **Medical Clearance.** Medical Staff shall medically clear arrestees/inmates to be placed in restraint chairs or the WRAP close to the time of placement as reasonably possible, but in any event no later than 1 hour following placement. Medical staff
shall check the restraints after the placement is complete to ensure proper circulation.

2. **Mental Health Clearance.** Mental Health Staff shall provide an opinion on placement and retention as close to the time of placement as reasonably possible, but in any event no later than 8 hours following placement.

### 5.2 OBSERVATION

A. A Sergeant will review continued retention in the restraint chair or WRAP a minimum of every hour and will document the review on the Restraint Log. The Watch Commander shall review continued retention in restraints every two hours and shall document the review on the Restraint Log.

B. To ensure the inmate's physical or mental health is not being compromised, Medical and, if appropriate, Mental Health Staff will review the continued retention in the restraint chair or WRAP every hour and a medical assessment shall be completed within four hours of placement.

C. Medical Staff will physically check the restraints a minimum of once every two hours or upon the request of Correctional Staff. Each review and check shall be documented on the Restraint Chair Log.

D. **Visual observation by Correctional Staff.** Correctional Staff will maintain direct visual observation of the restrained inmate at least twice every thirty minutes and with such observations at least 10-minutes apart.

   1. Inmates who are placed in a restraint chair shall have their restraints physically checked for tightness and to ensure all restraints are correctly in place at least twice every thirty minutes and with such observations at least 10-minutes apart by Correctional Staff.

   2. If a Deputy observes a lack of circulation in the hands or feet of an inmate during his observation checks, the Deputy will call a second Deputy to assist, and adjust the restraints to accommodate better circulation.

   3. If an inmate complains of pain due to the restraints or his placement in the restraint chair or WRAP, the Correctional Deputy will notify a Medical Staff Member and ask him to examine the inmate.

   4. All checks and comments will be documented on the Restraint Log.

E. Correctional Staff shall closely monitor any inmate placed in a restraint chair or the WRAP and work with Medical Staff to ensure the inmate receives adequate fluids, and that sanitation needs are met. Each time fluids are given or offered, Correctional Staff shall note it on the Restraint Log.
1. Fluids shall be offered no less than once per hour. The amount of fluids consumed by the inmate will be documented on the Restraint Log in the "Comments" section.

F. If after a four-hour period an inmate continues to display behavior which necessitates he remain in a restraint chair, the Supervising Sergeant and the Watch Commander will immediately notify the Medical and Mental Health Staff and conduct a case conference to determine the appropriate course of action.

1. Such action may include determining if voluntary or involuntary medication is appropriate and/or facilitating the inmate's transfer to a medical or mental health facility.

G. If after one hour, an inmate continues to display behavior which necessitates he remain in the WRAP, the Supervising Sergeant and the Watch Commander will immediately notify the Medical and Mental Health Staff and conduct a case conference to determine the appropriate course of action.

5.3 EXERCISING EXTREMITIES

A. To ensure that circulatory problems do not develop in the extremities of any inmate placed in a restraint chair or the WRAP, staff will exercise the inmate’s extremities no less than once every hour. The exercise will be documented on the Restraint Log.

B. If it is not possible to safely exercise the inmate's extremities, the Deputies will consult with Medical Staff, and will note the consultation and the reason they were unable to conduct the exercise on the Restraint Log.

C. A Deputy will be assigned by the Sergeant to video record the exercise process using the original recording from the placement.

5.4 REMOVAL

A. Recommendation for removal.

1. When a Correctional Deputy believes that an inmate is capable of being removed from the restraint chair or the WRAP, he will contact the Sergeant who will evaluate the inmate for possible release from the restraint chair or WRAP. These observations and evaluations will be noted on the Restraint Log.

2. An inmate may be removed from the restraint chair or WRAP only under the direction of a Sergeant or higher authority, after a review of the original circumstances and the inmate's current condition has been made with Medical and/or Mental Health Staff, whichever is applicable.

3. The Sergeant shall authorize the release of an inmate from the restraint chair or WRAP as soon as possible unless the inmate's behavior continues to threaten the safety of others, staff, or self, or would result in the destruction of property.
B. **Completion of supplemental incident report.** The Sergeant shall ensure a Supplemental Incident Report is completed documenting the removal of the restraints and/or the removal of the inmate from the restraint chair or the WRAP. The date and time the restraints and/or inmate were removed must be included, as well as the name of the approving Sergeant.

C. **Sergeant check list and Restraint Log.** The Sergeant responsible for the restraint chair placement will complete Page 5 of the Restraint Log indicating that the inmate has been removed from the chair or the WRAP, printing his name and ID number on the form, and completing the Sergeant's Check List.

D. **Medical examination upon removal.** Medical Staff shall examine the inmate for injuries following his removal from the restraint chair or WRAP. Observations and evaluations will be noted on the Restraint Log.

E. **Cleaning after each use.** The restraint chair and WRAP will be cleaned after being used.

### 5.5 AUDIT PROCEDURES

A. To complete the audit the Supervisor will:

1. Review/discuss the incident with the involved staff.
2. View the video of the placement.
3. Review the incident report and supplemental incident reports.
4. Review the restraint chair/WRAP log.
5. Complete the Restraint Chair/WRAP Audit form.
6. Forward the audit, the video, the restraint chair/WRAP log, and the incident and supplemental reports to the Watch Commander for review.

B. To complete the audit the Watch Commander will:

1. View the video recording of the placement and review all forwarded documents.
2. Complete the "Watch Commander Review" section of the report.
3. Forward the completed audit with copies of the restraint chair log and incident reports to the Facility Manager for review and the original incident and supplemental reports to the Classification Unit for processing.

C. Forward the video recording to the MADF Operations Secretary for retention per the Office’s Records Retention/Destruction policy.

D. To complete the audit, the Facility Manager will:

1. Review the completed audit.
2. Forward the audit to the MADF Secretary for filing.
6.0 REVISION HISTORY

Version 15.1.05 - Revised 1/19/05
Replaces MADF Version 14.06.03 and NCDF Version 9.06.03
Version 16.05.08 - Revised 5/20/2008
Version 17.12.10 - Revised 12/2010
Version 18.06.12 - Revised 6/2012
7/28/2017
1.0 POLICY STATEMENT

Restraint equipment shall be used to prevent escape, self-inflicted injury, and/or injury to others. Restraint equipment shall be used only as a control measure and shall never be used as discipline or as a substitute for treatment. This policy is also applicable to Flexcuffs which will be considered synonymous with handcuffs for purposes of this policy.

2.0 DEFINITIONS

**Cord Cuff**  
Nylon cord with a loop at one end and a snap hook attached to the other end.

**Litter**  
A device (as a stretcher) for carrying a person safely.

**OCA**  
Out of cell activity.

**Restraint Chair**  
A chair with equipment designed to restrain or limit the movement of inmates.

**Restraints Equipment**  
Restraint equipment used to restrain and limit the movement of inmates for security purposes or used on inmates who display behavior which results in the destruction of property or reveal an intent to cause physical harm to self or others.
Secure Interview Chair
Chairs that are secured to the floor and have the capability to secure inmates to them via restraints for the purpose conducting interviews or programming with staff members.

Tether
A nylon rope with clips and handcuffs attached to it.

Transport Hood
A disposable piece of material that is placed over an arrestee/inmate's head to prevent his spit, blood, and/or nasal fluids from coming into contact with staff or others (also referred to as a "spitter's mask").

WRAP
A temporary restraining device comprised of a hobble strap, leg restraint and shoulder harness.

3.0 MANDATES

*Title 15 Standards: 1029, 1058*
6030(f) PC, 3407 PC

4.0 GENERAL INFORMATION

A. The purpose of restraint equipment shall be to protect the arrestee/inmate and others from harm, and prevent property damage. In no case shall restraint equipment be used for discipline or as a substitute for treatment.

B. An inmate known to be pregnant, or in recovery or after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body. (Refer to: Booking - Pre-Booking Medical/Mental Health Screening)

1. A pregnant inmate in labor, during delivery or in recovery after delivery, shall not be restrained by the wrists, ankles or both unless deemed necessary for the safety and security of the inmate, staff, or the public.

2. Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.

3. A pregnant inmate upon confirmation of her pregnancy, shall be advised orally and in writing, of the standards and policies governing pregnant inmates, including, but not limited to the provisions of Penal Code Sections 3407 and 6030. The Detention Division’s policy as it relates to
restraining pregnant inmates mirrors the requirements of Penal Code Section 3407.

C. Restrained equipment shall be used only when it appears less restrictive alternatives are ineffective in controlling the behavior of the arrestee/inmate.

D. Inmates placed in handcuffs should always be cuffed with their hands behind their backs, with the handcuffs double locked.
   1. The Deputy should consider the inmate’s physical condition and determine the reasonable use of alternative restraint equipment where it is safe to do so.

E. Deputies shall carry their issued handcuffs in a cuff case while on duty.

F. A transport hood may be used on an arrestee/inmate to prevent exposure to staff or others from saliva, blood, or nasal fluids. (Refer to: Transport Hood Use)

G. During inmate movements, the use of handcuffs shall be at the Deputy's discretion, except in such cases where restraints are mandatory.

H. Inmates secured in restraints may be temporarily placed in a cell by themselves when classification, safety or security indicates their use. This applies to routine inmate movement from special housing modules (i.e. court holding). Any placement longer than 15 minutes is subject to 5.3

I. The maximum restraint position utilizing the cord cuff will be used to control violent, handcuffed individuals who continue to pose a danger to staff and others. Refer to 305 - Maximum Restraint

J. A pair of bolt cutters will be kept in the Custody Main, and Booking Sergeant’s offices and NCDF Watch Commander’s office to remove restraints which malfunction and cannot be unlocked.

K. Wire cutters used to remove flex-cuffs will be kept in the Custody and Booking Sergeant's Offices, and the NCDF Watch Commander’s Office.

L. The tether is generally used to secure an inmate while waist chains and/or leg irons are being applied. A cooperative inmate may be escorted using the tether within their housing location only. Control of the arms/hands must be maintained while escorting an inmate secured to a tether.

5.0 PROCEDURES

5.1 RESTRAINT USE DURING OCA
A. An inmate based on their classification and housing may require the following restraints while out of their cell.

1. Waist Restraints to include one or both hands handcuffed
   a. Both hands secured shall be approved by a supervisor and may require an operational order. (Refer to: Section 5.2)

   1. Inmates, regardless of their classification, will not be in restraints while conducting OCA in a yard with a port on the door, unless authorized by the Facility Manager

B. An inmate's classification and housing will be reviewed on a regular basis. (Refer to: Classification - Review/Reclassification Policy)

5.2 RESTRAINT USE DUE TO AN OPERATIONAL ORDER

A. When a Sergeant determines it is necessary, due to an inmate's unpredictable, dangerous, and/or extreme behavior as the result of an incident or last in custody, to place waist and leg restraints on an inmate routinely during his OCA, he will:

   1. As a result of an incident, assign a Deputy to complete an Incident Report and Classification/Health Services Input documenting the need for the restraints.
   2. Notify the Watch Commander and obtain approval for the restraints.
   3. If necessary complete an Operational Order documenting the inmate's background while in custody, his assigned housing, and classification to include restraint requirements. Operational Orders may require additional documentation regarding clothing, meal service, out of cell activity, cell property, searches, court movement or transportation.
   4. Enter the information in the inmate's management notes in the CJS system, including the reason for the restraints.
   5. Ensure Detention Sergeants/Supervisors and Correctional Staff are notified of the Operational Order.

B. The Module Sergeant where the inmate is housed will:

   1. Review the Operational Order and the inmate's behavior on a regular basis and determine whether the restraints remain necessary.
   2. Notify the Watch Commander if any changes are recommended and obtain his approval.
3. Document the review date and any changes on the Operational Order and in the inmate's management notes.

4. Notify Classification Staff, Detention Sergeants/Supervisors and Correctional Staff of any changes in the Operational Order.

C. Classification Staff will enter the information regarding an Operational Order and any changes made in the inmate's classification, classification notes and in the inmate's CJS Classification "Handling" screen.

5.3 RERAINT USE IN CELLS

A. The use of handcuffs, leg irons, waist restraints, or flex cuffs in cells may be used as an alternative method for restraining inmates in exigent circumstances, and when other preferred methods of inmate restraint are absent (i.e. safety cell or restraint chair), for any of the following non-exclusive reasons and only when a Correctional Supervisor has determined restraints are necessary:

1. Inmate’s behavior has resulted in or likely to result in the destruction of property.

2. Inmate’s behavior causes or reveals intent to cause physical harm to self or others.

B. Restraints shall not be used for discipline.

C. The degree and duration of the use of restraint should be limited to the minimum necessary to control the situation or inmate and never used for punishment purposes.

D. Inmates in restraints shall only be placed in cells alone.

E. Inmates secured in restraints and placed in a cell, (as a result of behaviors mentioned in Section 5.3(A), shall have the following apply:

1. Inmates who are placed in restraints in a cell shall have their restraints physically checked by correctional staff for circulation, tightness and to ensure all restraints are correctly in place at least twice every 30 minutes, with reviews at least 10 minutes apart.

2. If an inmate complains of pain due to the restraints, the Correctional Deputy shall immediately contact Medical Staff and ask them to examine the inmate.

3. A Restraint Log shall be posted and checks shall be completed at least twice every 30 minutes, with reviews at least 10 minutes apart.
F. Correctional Staff shall closely monitor any inmate placed in restraints and work with Medical Staff to ensure the inmate receives adequate fluids, and that sanitation needs are met. Correctional staff shall document on the Restraint Log each time fluids are provided or offered.

1. Fluids shall be offered no less than once per hour. The amount of fluids consumed by the inmate will be documented on the Restraint Log in the "Comments" section.

G. Deputies will exercise the inmate's extremities once per hour.

1. Each time the deputies exercise the inmate's extremities they will document it on the Restraint Log.

2. If it is not possible to safely exercise the inmate's extremities, the deputies will consult with Medical Staff, and will document the consultation and the reason they were unable to conduct the exercise on the Restraint Log and immediately notify the Correctional Supervisor on duty.

H. A Correctional Supervisor shall review the placement at least once every hour.

I. The Watch Commander shall review the placement at least once every two hours and conduct a review of the need to continue to restrain the inmate.

J. To ensure the inmate's physical or mental health is not being compromised, Medical and, if appropriate, Mental Health Staff shall review the continued retention in restraints every two hours.

K. Medical Staff shall physically check the restraints a minimum of once every two hours or upon the request of Correctional Staff. Each review and check shall be documented on the Restraint Log.

5.4 USE OF SECURE INTERVIEW CHAIR

A. Inmates may be voluntarily secured to a Secure Interview Chair to participate in an interview or program if they cannot otherwise safely participate in an interview or program.

1. Safe participation and the need for the use of the Secure Interview Chair will be reviewed by Programs and Behavioral Health.

B. Inmates placed in Secure Interview Chairs shall be removed as soon as possible when their interview or program has concluded.

1. Inmates indicating the need to use the restroom will be removed for this purpose and re-secured when complete.
2. Retention in the Secure Interview Chair shall not exceed one hour without removal and movement of large muscle groups and clearance from medical staff.

6.0 REVISION HISTORY

Version 7.01.97 – Revised 01/1997
Version 8.04.08 – Revised 4/9/2008
(Replaces MADF Version 7.01.97 and NCDF Version 4.03.02)
Version 9.07.10 - Revised 07/7/2010
Version 10.12.12 – Revised 12/2012
Version 11.01.15 – Revised 1/2016
7/28/2017 – Revised 5/2017
Rules - Inmate

1.0 POLICY STATEMENT

All inmates incarcerated at any Sonoma County Detention Facility will be expected to exhibit appropriate behavior at all times and to follow all Facility rules.

2.0 DEFINITIONS

None

3.0 MANDATES

Title 15 Standards: 1080, 1081

4.0 GENERAL INFORMATION

A. While inmates are in custody it is important that they conduct themselves in a way that facilitates the safe, orderly, and efficient operation of the MADF.

B. It is the responsibility of all staff to monitor inmate behavior to ensure adherence to all facility rules and to appropriately deal with all rule violations in accordance with policy and procedure. (Refer to; Discipline – Criminal, Major, Minor Violations, Discipline- Disciplinary Hearings and Appeals.

C. Facility rules are divided into three categories: Criminal, Major and Minor.
D. Facility rules are coded with numbers for easy reference.

1. Criminal - 100 Code plus the citation of the law violated.
2. Major - 200 Code
3. Minor - 300 Code

4.1 CRIMINAL ACTS

A. All inmates are expected to obey all laws of the United States, the State of California, and the County of Sonoma.

B. Any violation of law may be prosecuted both criminally and administratively within the guidelines of due process. (Refer to: Discipline – Criminal, Major, Minor Violations)

4.2 MAJOR RULES

A. Any violation of major rules will be processed administratively through the formal disciplinary process. (Refer to: Discipline – Criminal, Major and Minor Violations, Discipline - Disciplinary Hearings and Appeals.

B. Violations of major rules can result in punitive action. (Refer to 5.2 of this Chapter)

C. For a complete list of major rule violations refer to Inmate Rules of Conduct.

4.3 MINOR RULES

A. Any violation of minor rules will be processed informally. (Refer to: Discipline – Criminal, Major and Minor Violations)

B. Any violation of minor rules can be subject to informal disciplinary action. (Refer to: Section 3.6 of this Chapter)

C. For a complete list of minor rule violations refer to Inmate Rules of Conduct.

5.0 PROCEDURES

5.1 DISCIPLINARY ACTION FOR CRIMINAL/MAJOR VIOLATIONS

A. Any inmate found guilty of a major violation or who is being processed administratively for a criminal violation can be subject to one or more of the following punitive actions: (Refer to Discipline-Disciplinary Hearings and Appeals)

1. Any disciplinary action given for a minor violation.
2. Loss of good time credits (sentenced inmates only).
3. Loss of work time credits per PC 4019 (sentenced inmates only).
4. Loss of visiting privileges, not to exceed three (3) weeks per violation.
5. Disciplinary separation, not to exceed thirty (30) days.
6. Restriction of personal phone calls, not to exceed one (1) week, with the exception of calls to bail bond agents, attorneys or doctors.
7. Loss of commissary privileges, except for personal hygiene items, for up to three (3) commissary days.
8. Removal of clothing and/or bedding. (Only when destruction of clothing or bedding is involved in the violation).
9. Imposition of a disciplinary diet, per Title 15, for up to nine (9) days total, for those inmates housed in disciplinary separation.
10. A 24 or 48 hour lockdown period during which the inmate must stay in his cell with the exception of one hour out of cell each day.
11. Loss of daily out-of-cell activity periods, not to exceed two 24-hour periods per violation.

5.2 DISCIPLINARY ACTION FOR MINOR VIOLATIONS

A. Any inmate who violates a minor rule of the institution can be subject to the following informal disciplinary actions:

1. Removal from programs (Not to exceed one (1) session)
2. An extra work detail, not to exceed four (4) hours.
3. Confinement to cell, not to exceed four (4) hours.
4. Removal from a work assignment with no loss of work time credits.
5. Loss of cleanliness inspections rewards, not to exceed one (1) reward.
6. Loss of personal telephone privileges, not to exceed one 24-hour period. (Special Housing Only)
7. Loss of television privileges, not to exceed a 24-hour period. (Special Housing Only)
8. Loss of one personal visit.
9. Loss of one commissary service, except personal care items.
11. View port closed, not to exceed 24-hour period. (Special Housing Only)

6.0 REVISION HISTORY

10.05.16 – Revised 5/2016 (Merges MADF 9.01.99 NCDF 6.11.97)
Revised 6/1/2017
Revised 8/1/2017
Safety Hazard Reporting Program

1.0 POLICY STATEMENT

It is the policy of the Sheriff’s Office to provide for the protection and well-being of all Staff Members and the public it serves. The Detention Division is dedicated to providing a safe and healthy workplace. The Detention Division will take all actions possible to mitigate or eliminate any hazardous condition or situation in the work place.

The Safety Hazard Reporting Program provides a means for Staff Members to report safety hazards that may result in Staff Member illness and injury, damage to County property, or injury or accident to a member of the public.

2.0 DEFINITIONS

- **Employee Hazard Report Form**: County form utilized by Staff Members that initiates the formal hazard reporting process to a potential safety hazard, on which a response and plan of corrective action will be documented.

- **Employee Hazard Report Appeal Form**: County form utilized by Staff Members to appeal the Sheriff’s response to an Employee Hazard Report Form or to appeal the responses of Employee Hazard Report Appeals.

3.0 MANDATES

Cal/OSHA Title 8, Subchapter 7, Paragraph 3203 (a)(3), (a)(4)(c) and (a)(7)(b)(1) County of Sonoma Safety Management Program.
4.0 GENERAL INFORMATION

A. Every Staff Member is responsible for his or her own personal safety and supporting the safety of the Detention Division. Staff members are required to report all safety hazards and potential safety hazards.

   1. A Staff Member in the event of becoming aware of an emergency hazardous situation is required to immediately notify their Supervisor or take immediate action, based on their level of training and experience.

B. Staff Members can and are highly encouraged to report safety hazards or potential safety hazards informally, verbally, in writing, or electronically through e-mail to their Supervisor.

C. Staff Members may choose to complete and submit a formal Employee Hazard Report Form to their Supervisor to report a safety hazard or potential safety hazard, in any one of the following ways:

   1. A Staff Member may choose to submit an Employee Hazard Report Form anonymously (by omitting their name on the form) to their Supervisor, by placing a completed Employee Hazard Report Form in their Supervisor’s mail slot, on the Supervisor’s desk or in any other manner that ensures delivery of the form to their Supervisor;

   2. A Staff Member may choose to contact their employee’s representative who may submit an Employee Hazard Report Form on behalf of the Staff Member;

   3. A Staff Member may choose to contact the Detention Division’s Safety Coordinator to report a safety hazard or potential safety hazard(s), and may do so anonymously, by placing an unsigned Employee Hazard Report Form in a blue inter office delivery envelope and forward the envelope to the Detention Division’s Safety Coordinator or the Sheriff’s Office Safety Coordinator.

   4. A Staff Member may choose to directly report a safety hazard or a potential safety hazard to the Risk Management, Occupational Safety and Health Unit.

   5. Employees may submit an Employee Hazard Report Form to the Sheriff’s Office Safety Coordinator.

D. Staff Members who choose to submit a formal Employee Hazard Report Form to their Supervisors are encouraged to also submit their name on the form, to clarify the concern when necessary, participate in the development of a solution and in order to receive a written response.

E. County recognized employee organizations may also submit an Employee Hazard Report Form on behalf of a Staff Member or a group of Staff Members.
F. The Detention Division will follow the hazard report distribution and recordkeeping process defined in the Detention Division’s Injury and Illness Prevention Plan.

5.0 PROCEDURES

5.1 PROCESSING THE EMPLOYEE HAZARD REPORT FORM

A. The Staff Member completes the Employee Hazard Report Form as described in the form’s instructions. The hazard and any proposed solutions should be described in detail. The completed form, along with any supporting documents, photographs, etc., is provided to his Supervisor.

B. Upon receipt, the Supervisor shall immediately review the Hazard Report, assess the risk and establish a priority of action. The supervisor will forward the hazard report to his manager and ultimately to the Detention Division IIPP Program Administrator via the chain of command. The Supervisor will investigate and determine if the situation presents a new hazard, a previously identified hazard that is currently not adequately addressed, or a condition or circumstance that does not create a safety hazard.

C. If the condition or circumstance is a new or an inadequately addressed hazard, the Supervisor will inform the Detention Division’s Safety Coordinator and evaluate the Detention Division’s options and propose an appropriate solution. This may include a repair, an engineering modification, administrative procedure, appropriate personal protective equipment, or other suitable action(s) to be implemented. The Supervisor may be directed by the Detention Division’s Safety Coordinator to collaborate with other personnel or outside expertise to assist in analyzing and evaluating the hazard, and developing an action plan.

1. For more complex safety hazard matters the Supervisor may not be tasked with the above mentioned evaluation, which may be delegated to a different Staff Member (designee), as is deemed necessary.

D. If the Supervisor determines after consulting with the Detention Division’s Safety Manager that the condition or circumstance is not a safety hazard, or is a previously identified hazard that is currently being addressed and managed with appropriate means, no corrective action will be required.

E. Whether or not corrective action is necessary, the Supervisor must review and receive agreement on the proposed response to a Staff Member from the Detention Division’s Safety Coordinator and the responding Supervisor’s immediate Manager. If the Employee Hazard Report Form was not submitted anonymously, the Supervisor must provide the reporting Staff Member (or employee representative) with a written response as soon as the evaluation and decision have been made, and reviewed, but not more than ten (10) working days from the date the report was received.

F. Responses to Hazard Reports or Hazard Report Appeals requiring corrective action(s) shall be communicated to affected Staff Members in accordance with the notification process defined in the Detention Division’s Injury Illness and Prevention Plan.
G. The Detention Division’s Safety Coordinator will discuss at the next Division Safety Committee meeting any safety hazard(s) or potential safety hazard(s) that have been reported.

5.2 EMPLOYEE HAZARD REPORT APPEALS PROCESS

A. Most Employee Hazard Reports, either verbal or written, are effectively addressed by the immediate Supervisor to the satisfaction of the Staff Member. However, if a Staff Member does not feel the hazard has been adequately addressed, they may have the provided response reviewed through the appeal process.

B. In addressing the Employee Hazard Appeal, every effort will be made to evaluate all available information to fully assess the identified hazard and provide a timely response. This assessment may include meeting with the parties, obtaining additional expertise or taking other appropriate measures to best address the issue. The Employee Hazard Report Appeal response may be one or more of the following:

   a. The issue is primarily a labor/management or other issue and not a safety issue. The appeal is then rejected.

   b. A statement of concurrence with the previous action.

   c. A statement of additional action to be taken.

   d. A written action plan that describes further evaluation or action to be taken, including a reasonable timeline for completion.

5.3 EMPLOYEE HAZARD REPORT APPEALS TO THE SHERIFF

A. If a Staff Member is not satisfied with the Supervisor’s or designee’s response, the Staff Member may first submit an appeal directly to the Sheriff. Such appeals must be filed no later than ten (10) working days from the date of the Supervisor’s or designee’s response.

B. The Staff Member must complete an Employee Hazard Report Appeal Form as described in the form instructions. The reason(s) for their dissatisfaction must be clearly stated and any proposed solutions, in addition to those stated on the original Employee Hazard Report Form, should be included. The completed form, along with a copy of the original Employee Hazard Report Form and any supporting documents, photographs, etc., shall be provided to the Sheriff.

C. Upon receipt of the Employee Hazard Report Appeal Form, the Sheriff or designee will review the Employee Hazard Report Form, the Employee Hazard Report Appeal Form and any other supporting information, assess the hazard and determine an appropriate response. The Sheriff or designee may gather additional information as needed and evaluate the previous response. The Sheriff or designee will provide a written response to the requesting Staff Member within thirty (30) days from receipt of the appeal.
5.4 EMPLOYEE HAZARD REPORT APPEALS TO RISK MANAGEMENT

A. If a Staff Member is not satisfied with the Sheriff’s or designee’s response to the employee Hazard Report Appeal, the Staff Member may, within 10 working days, submit an appeal to County Risk Management with a copy being provided to the Sheriff.

B. The Staff Member must submit to Risk Management a completed Employee Hazard Report Appeal Form, the previous appeal to the Sheriff or designee, the Sheriff’s or designee’s response, the original Hazard Report Form and all supporting documentation.

C. Upon receipt of the appeal, Risk Management will assess the hazard report and the Detention Division’s response. Risk Management will provide a written response to the requesting Staff Member, with copies being provided to the Sheriff and the Detention Division’s Safety Coordinator within 30 working days from receipt of the appeal.

5.5 EMPLOYEE HAZARD REPORT APPEALS TO THE COUNTY ADMINISTRATOR

A. If a Staff Member is not satisfied with the responses from the Sheriff or designee and Risk Management, the Staff Member may submit within 10 working days an appeal to the County Administrator. The appeal must be filed through Risk Management with a copy being provided to the Sheriff.

B. The Staff Member submits to Risk Management for the County Administrator the completed Employee Hazard Report Appeal Form accompanied with any additional documentation not previously provided.

C. Upon receipt of the Employee Hazard Report appeal, the County Administrator will collaborate with the Sheriff and Risk Management to review the County’s responses to date. The County Administrator will provide a written response to the requesting Staff Member with copies being provided to the Sheriff, the Detention Division’s Safety Coordinator and Risk Management within 30 working days from receipt of the appeal.

D. The response from the County Administrator will be the final County response to the Employee Hazard Report Appeal process.

6.0 REVISION HISTORY
Version 4.09.03 – Revised 9/3/03 5.01.17–Revised 10/2017 (Replaces MADF Version 4.09.03 and NCDF Version 3.10.01)
1.0 POLICY STATEMENT

The low dose, X-Ray based operation of the body scanner will be used as a tool to assist staff with the detection and prevention of weapons, contraband and prohibited items from entering the Detention Division Facilities. All searches shall be conducted in accordance with applicable state and federal law.

2.0 DEFINITIONS

**Anomaly**
Any part of the scanner image that appears to indicate that the person has an item that could be contraband.

**Body Scan**
X-ray technology used to produce an image revealing the presence of contraband concealed on or inside of a subject.

**Body Scan Device**
A stationary system for obtaining full height radiographic images of a person to detect any kinds of weapons, explosives, drugs and precious stones and metals either concealed under the clothes, swallowed, or hidden in anatomical cavities of the human body (for example, drugs in capsules) without causing harm to the scanned person.

**Dose**
The quantity of radiation or energy absorbed.

**Exposure**
A term defining the amount of ionizing radiation that strikes living or inanimate material. The Federal Drug and Food Administration definition is found at 21 CFR 1020.40(b) (5).
Radiation

The process in which energetic particles or waves travel through a medium or space. There are two distinct types of radiation; ionizing and non-ionizing. X-radiation is an ionizing radiation.

Radiation Survey

Measurement of the X-radiation equivalent dose rate at the external surfaces of the body scan device, the personnel work station(s), the boundaries of the working zone, and in adjacent rooms if applicable.

Scan Number

The number associated with that particular body scan which can be linked back to associate with an inmate / arrestee.

RSO

Radiation Safety Officer

X-Ray

Also referred to as x-radiation, is a form of electromagnetic radiation similar to light but of shorter wavelength and capable of penetrating solids and ionizing gases.

3.0 MANDATES

Code of Federal Regulations, Title 10, Part 20, Standards for the protections against radiation
Code of Federal Regulations, Title 21, Food and Drugs, Chapter 1, Subchapter J 1020.40, Radiological Health Cabinet x-ray systems
California Code of Regulations, Title 17, Chapter 5, subchapter 4, Radiation
California Code of Regulations, Title 17, Chapter 5, Subchapter 4.5, Radiologic Technology
Canon/RadPRO Securepass, Operations and Maintenance Manual
Prison Rape Elimination Act

4.0 GENERAL INFORMATION

A. The body scanner will be utilized to scan arrestees, housed inmates, objects and property. The intent is to prevent weapons, drugs and prohibited items from being concealed on or in a person’s body that would compromise the safety and security of the jail and staff.

B. The body scanner may be used to search, but is not limited to the following:

- Inmates returning from a work assignment, prior to returning to housing
- Inmates returning from court appointments
- Inmates returning to custody from another facility, off site appointment, or hospital
- All new arrestees during the booking process
- Prior to housing, or transfers between housing locations
- Inmate property
- Inmates who may possess contraband or when contraband is suspected in a housing location
C. All inmates to be housed shall be subject to an x-ray scan, unless a condition exists that would prohibit scanning. The transmission X-Ray scanner does not reveal skin surface or fine anatomical detail.

D. The body scanner does not take the place of a pat search or strip search, and may be used in conjunction with other searches. (Refer to: Searches Pat Searches and Strip Searches.)

E. In the event that contraband is located by the use of the body scanner, an incident report will be written. (Refer to: Incident Report)

F. All viewing monitors or images generated by the Body Scanner shall only be viewed by authorized personnel and shall not be in an area viewable by inmates.

G. Only Correctional Staff trained in the operations of the body scanner shall use the device.

H. With the exception of the inmate being scanned, all other persons shall remain outside the “ion curve” area (outlined on the floor around each device) while a scan is in progress.

I. Inmates that cannot stand unassisted shall not be scanned.

J. All persons conducting or otherwise present in the monitor viewing area shall be the same sex as the person being scanned. If an anomaly is located, a staff member of the opposite sex may be required to view the image in order to determine if further action (strip search, body cavity warrant, criminal charges, etc.) is required. If this is required, an incident report will be written, explaining this need.

K. The Body Scanner device is not to be used for medical imaging, or to diagnosis any medical condition.

L. The Correctional Deputy completing the scan will ensure that any anomaly, or suspicion of contraband, is properly addressed. This may include:
   1. Asking the inmate about the item (for example – medical implants, pins, etc.)
   2. Asking for another Correctional Deputy to assist in reading the image.
   3. Completing a Strip Search.
   4. Referring the matter to the appropriate Sergeant.

4.1 GUIDELINES FOR SCANNING

A. PACEMAKERS AND OTHER MEDICAL DEVICES
   1. There is no FDA published material indicating the use of the body scanner will adversely affect implanted medical devices, such as a pacemaker. A person who claims to have such a device should first be examined by medical staff prior to a scan. However, the presence of such a device should not preclude the use of the scanner, unless other circumstances known to medical or jail staff indicate otherwise.

B. PREGNANT INMATES
1. Prior to scanning a female arrestee or inmate, the Deputy performing the scan shall ask the arrestee/inmate if they are pregnant.

2. The Body Scan device shall not be used to scan arrestees or inmates who are known or allege to be pregnant under any circumstance. A statement by the arrested person or inmate that she is pregnant is sufficient for Deputies to assume the subject is pregnant.
   
   a. If medical staff advises a female arrestee claiming to be pregnant has tested negative (not pregnant), the female arrestee may be scanned with the body scan device.

C. INTOXICATED ARRESTEES

1. Care should be exercised when scanning persons who demonstrate an acute level of intoxication to such an extent that standing, or remaining still for the duration of the scan might not be possible. If the person demonstrates objective symptoms of intoxication to an extent that their safety may be compromised by the moving scanner platform, then the scan should be delayed to a later time, or deferred completely if the person will be released when sober.

D. ARRESTEES

1. Absent any other conditions which prevent it (pregnant, intoxicated, combative, medical issues), new arrestees may be scanned.

2. If the Body Scan is completed on the arrestee at the request of the Arresting Officer, and an anomaly appears within a subject’s body cavity, the arrestee will not be accepted. Printed images from the scanner will be provide to the Arresting Officer for their use in obtaining search warrants/evidence, etc. A medical clearance will be required prior to their acceptance into the facility.

3. Only the clothing worn by the arrestee or property that will remain in the possession of the inmate may be scanned, except for the following:
   
   a. Scanning of an arrestee’s property (bulk and valuables) may be conducted when articulable facts exist to believe that the contents of the property may pose a risk to the safety and of the facility.
   b. The On–Duty Sergeant must review and approve the scan prior to the items being scanned.

E. DETECTION OF CONTRABAND

1. If the scanning process reveals an object that is clearly identifiable as a weapon, drug or contraband, the following procedures will be followed:
   
   a. The arrestee shall be secured with restraints and placed under appropriate supervision.
b. The appropriate Sergeant will be advised of the detection.

2. The arrestee's clothing will be searched in the approximate area where the object appeared to be located.

3. If the clothing search is unsuccessful, a strip search may be authorized by the appropriate Sergeant, based on the totality of the facts known to staff.

4. If the object appears to be in a body cavity such as the rectum, vagina or mouth, the arrestee may be asked to remove the object.

5. If the arrestee refuses to remove the object, or the object appears to be in a location where a physical body cavity search or intrusive medical procedure would be required, medical staff will be notified of the suspected concealed item and apparent location.

6. The shift supervisor will download and print a copy of the image;
   a. If the suspected contraband is found on an arrestee, the image will be provided to the arresting / transporting Officer / Agent. They will need to obtain a medical clearance prior to acceptance.
   b. If the suspected contraband is found on an inmate, the image will be printed and attached to a search warrant request.

F. HOUSED INMATES

1. Housed inmates may be subject to body scan at any time.

2. Any property possessed by an inmate, or that is going to be issued to an inmate (i.e. court clothing) may be scanned.

G. REFUSAL BY ARRESTEE/ HOUSED INMATES

1. Staff shall not use physical force to compel an inmate to undergo a body scan search.

2. Staff shall determine if the inmate is refusing to comply, or is not capable of being scanned.

3. Those that are not capable of being scanned are not “refusing” and should be searched in an appropriate, alternative manner, in accordance with policy.

4. Refusal to comply with body scan process by an inmate will be handled in a similar manner to the process when an inmate refuses to comply with strip search procedures.
   a. Secure the inmate.
   b. Notify the appropriate Sergeant.
   c. Complete incident report
5.0 PROCEDURES

A. In order that as much property or contraband is removed before a scan, all inmates subject to the scan will be pat searched.

B. The inmate will be instructed to stand on the platform, and given appropriate safety directions.

C. All inmates will be scanned on the high (300) setting unless otherwise approved.

D. The Correctional Deputy completing the scan shall log on, to record the person completing and reading the scan.

E. The arrestee/inmate should not be wearing shoes. Shoes may be held in the hands or scanned separately.

F. Once the scan is complete, they will either complete the housing process, be returned to booking or their housing location.

5.1 LOGGING IMAGES

A. Prior to entering a new inmate, staff will search the database to determine if the inmate has previously been scanned. The D-Number, along with the inmates name will be used as the primary identifier.
   a. If the inmate has multiple names, the scan name will remain as the first name entered.
   b. Tracking by D-Number allows the body scanner to track the number of times an inmate has been scanned. This will prevent inmates for being scanned beyond recommended limits.

B. If the inmate has not been scanned, a new record will be created, using the D-Number and the inmate’s name.

C. If the inmate has previously been scanned, staff will use the existing record, making sure that the inmate is still within scanning recommended levels.

D. If the inmate does not have a D-Number, a number will be assigned to the inmate (starting in sequential order with number 8000001) for use until a D-Number is generated. Once a D-Number has been created, all scans will be conducted as listed in section 5.1 C.

E. If an inmate’s property is being scanned, the information will be entered using the inmate’s D Number, Name and the word – property- after the name. (i.e. Smith John Property)

F. If property is searched that does not belong to an inmate, the data will be entered with the assigned number starting with number 9000001. The description of the item will be listed instead of the name. Any comments will be entered as needed.
5.2 PRESERVATION OF IMAGES

A. In the event weapons, drugs or contraband items are detected, the image will be flagged as a "positive" and noted in the log book maintained at the operator station. The shift supervisor will be notified of the detection and appropriate steps will be taken to preserve the image, if needed as evidence for a criminal prosecution. Sheriff's Office protocols for booking evidence will be utilized for criminal cases handled by the Sheriff’s Office or jail. If the evidence is being provided to another agency, that agency will be responsible for documenting chain of custody and preservation of the image (digital or print).

B. When contraband is recovered as a result of the scan, a jail incident report will be generated.

C. All other scans, when conducted for routine facility security purposes, will be documented using the "Scanned Inmate" log book located at the operator’s station.

D. The log book will be reviewed by the Booking Sergeant.

E. Only a Sergeant or above, may authorize the printing, transferring or otherwise disseminating any image beyond that what is saved by the scanner. This includes transferring the image by any means, either electronically or by printing.

   a. All images are considered confidential and only used for peniologic purposes.

F. Images will be stored on the device and will remain as long as space permits on the local drive. (approximately 900,000 images may be stored)

5.3 SAFETY PARAMETERS

A. Upon becoming aware of any safety issues related to a body scan device, staff shall immediately report their concerns to the appropriate supervisor, who will forward them to the Radiation Safety Deputy.

B. Operators of a body scan device shall use it in a responsible manner, in accordance with this policy, their training and in accordance with the manufacturer's operating instructions.

C. The operator's manual for each body scan device shall not be removed from the Deputy's work station of each scanner.

D. During operation of the body scan device, unauthorized persons (other than service personnel) are not allowed within the working zone. The working zone shall be clearly marked on the floor around the unit. The device shall be considered operational while the red light on the unit is on.

E. Each body scan device shall be marked with the following symbols:

   a. Attention! Refer to the Operation Documents!
   b. Danger: High Voltage
6.0 REVISION HISTORY

Version 1.07.16 – Created 04/12/2015
1.0 POLICY STATEMENT

Systematic interior searches will be conducted to detect contraband, weapons, maintenance problems, vandalism and to promote the safety and security of the facilities, staff and inmates.

2.0 DEFINITIONS

Contraband Any item not issued or approved by Correctional Staff or not purchased from Commissary and/or approved items in numbers deemed excessive, and/or damaged.

Walk-through A cursory, visual scan completed by walking through an area.

Area Search A thorough, systematic search of an area.

Search Team A pre-determined number of Deputies generally scheduled in advance and designated to conduct a search of a selected area(s).

SERT Specialized Emergency Response Team

3.0 MANDATES

*Title 15 Standards: None*

4.0 GENERAL INFORMATION

A. Interior facility searches will be conducted frequently.

B. All areas accessed by inmates are subject to search at any time.

C. MADF housing Deputies should perform cell walk-throughs at least once a shift in addition to regular rounds. The walk-throughs shall be documented in the Module’s
activity log.

1. Generally, walk-throughs of occupied cells will not be completed from 2300 hours until 0700 hours.

D. NCDF area walk-throughs of inmate occupied areas should be performed frequently in addition to regular rounds.

E. Any Deputy may request an area search and is encouraged to do so.

2. Sergeants will assign additional staffing resources and the necessary search equipment, as needed.

F. Sergeants are expected to initiate frequent area searches in the facilities.

G. There may be occasions that require the use of SERT to conduct area searches. A Watch Commander must authorize the use of SERT.

1. The SERT Manager or Supervisor, upon arrival, shall assume responsibility for any area search conducted by SERT.

H. There are a number of issues to consider when searching cells or sleeping areas. They are:

1. An inmate has no expectation of privacy.
2. Care shall be taken not to damage or unreasonably disrupt an inmate's property, cell or sleeping area.
3. Deputies who are searching an inmate's cell are encouraged to change their latex gloves after completing the search of one cell or sleeping area, before they begin searching another cell or sleeping area.
4. Deputies who choose to wear leather gloves will wear latex gloves over their leather gloves.
5. Areas which may be contaminated (e.g. toilets, floors, etc.) will be searched after the inmate's personal property has been searched.

J. All interior facility searches and Search Team searches will be documented in an Incident Report and in the Module/Unit activity log.

K. Deputies who discover contraband during an area search will document their findings in an incident report and dispose of the items. Refer to policy *Contraband and Evidence – Collection, Storage and Disposition*.

M. Deputies who discover damaged items or property during any searches, or cell walkthroughs, will complete a Work Order and/or an Incident Report.
N. The Sergeants at their discretion may use the Detention Division’s K9 Deputy. If the Detention Division’s K9 Deputy is unavailable, a patrol K9 Deputy may be requested.

5.0 PROCEDURES

5.1 SEARCHES CONDUCTED BY A SEARCH TEAM

A. All Search Teams are generally scheduled in advance with a pre-determined number of Deputies who will be required to participate in the search.

B. Deputies are highly encouraged to inform their Sergeants whenever they believe regularly scheduled searches by a Search Team would benefit the safety and security of a facility area.

C. The Sergeant or his designee will assemble a Search Team and ensure they have all the necessary search equipment. When deemed necessary, the Sergeant may issue additional search equipment.

5.2 SEARCHES CONDUCTED BY INDIVIDUAL DEPUTIES

A. When a Deputy identifies a situation which requires an area search and the search will interfere with the Deputies assigned duties, the Deputy will contact his supervising Sergeant to request assistance.

B. The Sergeant or his designee will ensure the necessary staffing resources are provided to assist in the search, provide any search equipment deemed necessary and ensure the Deputies assigned duties are completed.

6.0 RESOURCES

Policies

Forms

7.0 REVISION HISTORY

Version 3.01.06 - Revised 01/05/06
Version 4.12.07 - Revised 12/06/07
Revised 4/1/2018
1.0 POLICY STATEMENT

The Sheriff’s Office may conduct pat searches of inmates, arrestees and some visitors for the purpose of preventing the introduction of weapons and contraband into detention facilities. Inmates in the custody of the Sheriff’s Office are also subject to strip searches and visual body cavity searches for the same reason, based on a legitimate penological interest to maintain safety and security. All searches shall be conducted in accordance with applicable state and federal law.

2.0 DEFINITIONS

Body Cavity
The stomach or rectal cavity of a person and the vagina of a female person.

Contraband
Any material, substance, or other item not approved or issued by the Facility Staff to be in possession of inmates; items in excess of the number or amount approved for possession by inmates.

Facility Search
A strip search of inmates conducted pursuant to intelligence gathered by Correctional Staff indicating that one inmate or a group of inmates may be concealing weapons or other contraband while in the facility.

Forcible Strip Search
A strip search performed without an inmate’s consent, in which reasonable force may be used for the purpose of locating weapons or other contraband.
Physical Body Cavity Search  The physical intrusion into a body cavity for the purpose of discovering any object concealed in the body cavity.

Strip Search  A search which requires a person to remove or arrange some or all of his or her clothing so as to permit a visual inspection of the underclothing, breasts, buttocks, or genitalia of such person.

Visual Body Cavity Search  The visual inspection of a body cavity during a strip search.

Pat Search  A thorough manual search of a clothed individual, including but not limited to a search of all pockets, shoes and socks of the inmate.

3.0 MANDATES
Penal Code § 4030
Bull v. City & County of San Francisco, 595 F.3d 964 (9th Cir. 2010)
Florence v. Board of Chosen Freeholders of County of Burlington, 132 S. Ct. 1510 (2012)
Prison Rape Elimination Act of 2003
Department of Justice National PREA Standards
28 CFR 115.5

4.0 GENERAL INFORMATION

A. Strip searches included within policy. For the purposes of this policy, the term "strip search" refers to strip searches, visual body cavity searches and forcible strip searches, as defined in section 2.0 Definitions, above.

B. Scope of policy on strip searches. While a strip search necessarily involves the removal of some or all of an arrestee/inmate's clothing, not all clothing removals constitute or necessitate a strip search under the terms of this policy. For example, removal of an arrestee/inmate's clothing due to concerns that they may be suicidal is done solely out of concern for the safety of the person (refer to: Safety Cell Use).

C. Purpose of pat searches and strip searches. The purpose of pat searches and strip searches shall be to locate concealed weapons or contraband that could impact the Sheriff Office's ability to maintain safety and security in its detention facilities; searches shall not be conducted for purposes of punishment or retaliation, or for any other purpose inconsistent with this policy.

D. Housing population. Based on the specific security protocols and nature of the Sonoma County detention facilities, all inmates housed in the detention facilities have direct and/or indirect contact with other inmates in the housing modules and common areas, and thus no distinction between different levels of housing or classification is made in this policy with respect to strip searches.
E. **Violation of 4030 PC.** A person who knowingly and willfully authorizes a strip search in violation of Penal Code § 4030 is guilty of a misdemeanor (see Penal Code 4030(n)).

F. **Strip searches and religious head coverings:** A strip search may necessitate the removal of a head covering worn for religious purposes to preserve modesty. (Refer to: Religious Accommodations and Diets policy.)

G. **Transgender or intersex inmates.** Transgender or intersex inmates shall not be searched or examined for the sole purpose of determining the inmate’s genital status. If the inmate’s genital status is unknown, it may be determined during conversations with the inmate, by reviewing medical records, or, if necessary, by learning that information as part of a broader medical examination conducted in private by a medical practitioner.

H. **Pat Searches.** All correctional staff shall receive training annually how to conduct cross-gender pat-down searches, and searches of transgender and intersex inmates, in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

### 5.0 PAT SEARCHES – CONDITIONS AND PROCEDURES

A. **Conditions to conduct pat searches.** A pat search may be conducted on any arrestee or inmate at any time. Pat searches shall be conducted whenever an inmate leaves or enters a housing module/unit and/or the facility. Visitors who do not clear the metal detector may be pat searched before entering the facility for their visit.

B. **Pat search protocols.** The following protocols shall apply to all pat searches.

1. Inmates being booked into the facility will remain handcuffed until a pat search has been completed.

2. All inmates being dressed in for housing will be pat searched prior to entering the dress-in booth whether or not the inmate is eligible to be strip searched.

3. Protective gloves shall be provided by the Department and worn by the Deputy anytime a pat search is conducted.

4. Female inmates may only be pat searched by female Deputies, except in exigent circumstances. Female inmates’ access to regularly available programming or other out-of-cell opportunities shall not be restricted in order to comply with this provision.

C. **Pat search procedures.** To conduct a pat search, a deputy shall comply with the following.

1. Barring exigent circumstances, male Correctional Staff are prohibited from pat searching female inmates. All cross gender pat searches of female inmates by male Correctional Staff shall be documented in an incident report.
2. In booking, arrestees/inmates shall be pat searched prior to entering the secure perimeter. When possible, the Medical/Mental Health Screening form will be completed prior to the pat search.

3. Visually check the inmate for physical abnormalities and obvious items of contraband.

4. Remove and search any prosthetic device the inmate may have, with the exception of false eyes. The Deputy shall return the device to the inmate unless it is deemed a possible safety and/or security risk. (Refer to: Disability-Accommodations).

5. Remove and search any wig or hairpiece the inmate may have. The Deputy shall return the wig or hairpiece to the inmate, who may retain possession of the item until they are dressed in for housing.
   a. Wigs and hairpieces that are removable will be placed in the inmate’s property at dress-in.
   b. Inmates who have hair extensions are not required to remove them during the initial search or when being housed. At any time the extensions grow out and/or are easily removed, they shall be removed and placed in the inmate’s property.

6. Contraband discovered. Contraband found during a booking pat search shall be turned over to the Arresting Officer. If contraband is found during any other pat search, the procedures in Contraband and Evidence – Collecting, Storage and Disposition shall apply.

6.0 STRIP SEARCHES – CONDITIONS AND REQUIREMENTS

6.1 CONDITIONS FOR STRIP SEARCHES

A. Arrestees/Inmates generally eligible to be strip searched. All arrestees/inmates are subject to being strip searched immediately before or during their jail housing unless they are being held pre-arraignment for misdemeanor/infraction offenses that do not involve weapons, controlled substances, or violence. All inmates held post-arraignment are subject to being strip searched regardless of the nature of their criminal charges or detention. Completion of Authorization for Strip Search Forms is not required to strip search inmates who are generally eligible for such searches.

1. Exception for inmates ordered released. However, inmates who have been ordered released by the Court (and have no holds) but remain in temporary custody pending release shall not be strip searched unless there is reasonable suspicion to believe the inmate is concealing a weapon or contraband, and that a strip search would result in the discovery of the weapon/contraband. Such
reasonable suspicion shall be documented on an Authorization for Strip Search Form, which must be approved by a Correctional Supervisor prior to the search.

B. **Arrestees/Inmates not generally eligible to be strip searched.** All pre-arraignment arrestees/inmates held for misdemeanor/infraction offenses not involving weapons, controlled substances, or violence shall not be strip searched unless:

1. The arrestees/inmates have had direct contact with outside parties (e.g., inmates have had contact visits with friends, families, or outside professionals; inmates have returned from court without a release order; inmates have returned from an out-of-facility activity such as a medical appointment, temporary release, or transfer between facilities);

2. A facility search has been authorized; or

3. An Authorization for Strip Search Form has been completed and approved by a Correctional Supervisor.

C. **Strip searches immediately prior to housing.** An arrestee/inmate’s general eligibility to be strip searched will be documented during the booking process on the Inmate Management Card. All arrestees/inmates eligible for a strip search will be strip searched immediately before being housed in the jail.

1. **Arrestees who will not be housed in jail.** No person arrested and held in custody shall be strip searched if it is reasonably expected that he/she will be released (i.e., through a cite and release, bail, or own recognizance release) before being placed into housing. However, even in such circumstances, a strip search may be conducted if there appears to be a threat to the safety or security of the facilities or persons; in such cases, an Authorization for Strip Search form must be completed and approved by a Correctional Supervisor prior to the search.

D. **Strip searches based on inmate contact with third parties.** All inmates may be strip searched after they have had direct contact with third parties. Such third party contacts include inmate contact visits with friends, families, or outside professionals; inmates returning from court without a release order; inmates returning from an out-of-facility activity such as a medical appointment, temporary release, or transfer between facilities.

6.2 **CONDITIONS FOR ISSUING AUTHORIZATION FOR STRIP SEARCH**

A. **Reasonable suspicion required.** If an arrestee/inmate is not subject to being strip searched without an Authorization for Strip Search Form (refer to Section 6.1, above), he/she shall be strip searched only if a Peace Officer reasonably suspects that he/she is concealing a weapon or other contraband, and that a strip search would likely result in the discovery of the weapon/contraband.
1. Reasonable suspicion factors. Reasonable suspicion to conduct a strip search must be based on specific and articulable facts, which may include:

   a. The arrestee's criminal history, arrest history, parole/probation history, and/or in-custody history includes violence, weapons, drugs, serious types or significant numbers of entries, and/or other factors which would indicate the possibility that the arrestee might carry or attempt to conceal weapons or other contraband into the facility.

   b. The particular appearance of the arrestee/inmate, including conduct prior to, during, or following arrest; conduct at the jail during the booking process; or general actions indicating that the arrestee/inmate is possibly concealing weapons or other contraband.

2. Information demonstrating reasonable suspicion. A Peace Officer's reasonable suspicion that an arrestee/inmate is concealing a weapon or contraband, and that a strip search would result in the discovery of the weapon/contraband, may be based on reliable information provided by other persons (who are not Peace Officers).

3. Authorization for a Strip Search. Upon a determination that reasonable suspicion exists to conduct a strip search, the Peace Officer must document the specific and articulable facts demonstrating reasonable suspicion on an Authorization for Strip Search Form to request a strip search, which must be approved by a Correctional Supervisor prior to the search.

   a. The original Authorization for Strip Search Form shall be placed in the arrestee/inmate’s "D-file".

   b. If an incident report is written the Deputy writing the report shall attach a copy of the Authorization for Strip Search form to the report.

6.3 CONDITIONS FOR FACILITY SEARCHES

   A. Facility search conditions. All facility searches involving strip searches shall be based on specific, articulable facts indicating the possible presence of weapons or other contraband in a designated area of the facility. Facility searches shall be approved by a Correctional Supervisor, and documented on an incident report.

7.0 STRIP SEARCHES – PROCEDURES

7.1 CONDUCTING STRIP SEARCHES

   A. Initiation of strip search and privacy requirements. To begin a strip search, the Deputy shall escort the arrestee/inmate into an area which shall provide privacy for the search.
1. **Searches to be viewed only by Deputies participating in search.** All strip searches shall be conducted in an area of privacy so that the search cannot be observed by any person not participating in the search. Persons are considered to be participating in the search if their official duties relative to search procedure require them to be present at the time the search is conducted. Deputies in training or conducting training, or Deputies filming the search pursuant to facility protocols, may observe the search as participants.

2. **No group inmate searches.** Inmates shall not be strip searched within the sight of other inmates.

B. **Strip search requirements.** When conducting a strip search, Deputies shall comply with the following:

1. **Same sex requirement.** Any person conducting or otherwise present during a strip search must be of the same sex as the person being searched, except for physicians, licensed medical personnel, or if exigent circumstances require otherwise.
    
    a. In the event exigent circumstances require that a person of the opposite sex participate in a strip search, all reasonable actions shall be taken to prevent the person of the opposite sex from viewing the body cavities, breasts, buttocks, or genitalia of the person being searched. All cross gender strip searches shall be documented in an incident report.
    
    b. When conducting a strip search of a transgender, the sex of the Deputies chosen to conduct or participate in the search shall be determined based on the predominate sexual characteristics of the genitalia of the transgender being searched.

2. **Touch prohibitions.** Deputies shall not deliberately touch the breasts, buttocks, or genitalia of the person being searched.

C. **Results of search.** Deputies shall document the results of any strip search on the Authorization for Strip Search form and/or incident report, as applicable, and shall comply with the following.

1. **Location of weapons or contraband.** Any weapons or contraband located and seized pursuant to a search should be disposed of according to the requirements of [Contraband and Evidence – Collecting, Storage and Disposition](#).

2. **Weapons or contraband visible.** If any weapons or contraband are visible in a body cavity of an inmate, the Deputy shall handcuff the inmate and refer to the requirements of [Searches - Body Cavity](#).

D. **Conclusion of search.** At the conclusion of a strip search, the inmate shall be issued clothing and allowed to dress in privacy, outside the purview of any staff or inmates. Deputies may be present when the inmate's behavior presents a risk to safety and security.
7.2 CONDUCTING FORCIBLE STRIP SEARCHES

A. Arrestee/inmates’ refusal to comply with strip search. Should an arrestee/inmate refuse to comply with a Deputy’s request to conduct a strip search, the Deputy shall notify the Correctional Supervisor and request direction.

B. Reasonable attempts to gain compliance. The Correctional Supervisor, or Deputy under his/her supervision, shall use reasonable efforts to attempt to convince the arrestee/inmate to submit to the strip search voluntarily, and shall notify the arrestee/inmate that he/she shall be forcibly strip searched if he/she does not comply.

1. Additional measures. If the Correctional Supervisor determines that there is a reasonable possibility of obtaining the arrestee/inmate’s compliance through additional measures, then he/she may direct Deputies to take one or more of the following actions in an effort to gain compliance:

   a. Place the inmate in a holding cell unrestrained.

   b. Place the inmate alone in a holding cell still restrained, based on legitimate security needs.

   c. Place the inmate in a restraint chair so he/she cannot remove the item pending further action (refer to: Restraint Chair Use).

2. Failure of additional measures. If such additional measures intended to gain an arrestee/inmate’s compliance to submit to a strip search continue to fail after a period of approximately 1 hour, then the Correctional Supervisor may direct Deputies to conduct a forcible strip search.

B. Preparing to conduct a forcible strip search. Before conducting a forcible strip search, Deputies shall take the following actions:

1. Restrain the arrestee/inmate using handcuffs or waist chains and leg irons, as appropriate.

2. Utilize a metal detector to identify any metal weapons or contraband that may be concealed.

3. Conduct a thorough pat search of the arrestee/inmate to determine if there are easily-discovered items of contraband in his/her possession.

C. Conducting a forcible strip search. Deputies shall direct the arrestee/inmate to an appropriate area for a forcible strip search (e.g. a Safety Cell, the handicap shower in Booking, etc.), and shall use only that force which is reasonable for the purpose of locating weapons or contraband. All other strip search requirements set forth in this policy are applicable to forcible strip searches.
D. **Video and written documentation required.** All forcible strip searches shall be video recorded. In addition, the Correctional Supervisor shall designate a Deputy to write an [Incident Report](#) documenting the facts of the forcible strip search as well as actions taken to obtain the inmate’s compliance; a copy of the video recording shall be included with the report.

### 8.0 REVISION HISTORY

Version 5.06.03 - Revised 6/12/2003
Version 6.10.09 - Revised 10/20/2009 (This Version replaces MADF Version 5.06.03) This Policy was completely revised and merged into a Detention Division Policy.)
Version 7.07.10 - Revised 07/21/2010 (Merges and replaces Detention Division policy Searches-Pat Version 03.09.08)
Version 8.09.12 - Revised 9/2012 (Renamed Searches – Pat Searches and Strip Searches)
Version 10.11.16 – Revised 11/2016
Searches - Physical Body Cavity

1.0 POLICY STATEMENT

All physical and visual body cavity searches conducted shall be based on a legitimate penological interest to maintain safety and security, and to prevent the introduction of weapons and dangerous contraband into the facilities. All physical and visual body cavity searches shall conform to Constitutional standards, provisions of Section 4030 of the California Penal Code, and applicable State and Federal case law.

2.0 DEFINITIONS

Contraband

Weapons, drugs, or other items that pose a threat to the safety and security of the jail or persons in the jail. In the jail, contraband also includes any item or article not issued by the facility, purchased from commissary, purchased through other approved channels, or approved by the Facility Manager, or designee. Any authorized items found altered in any way will also be considered contraband.

Physical Body Cavity Search

Thorough physical inspection, by either instrument or manual means, of an inmate’s anal, vaginal and/or stomach body cavity by medical personnel.

Visual Body Cavity Search

The visual inspection of a body cavity during a strip search.
3.0 MANDATES

Penal Code 4030
United States v. Fowlkes (9th Cir. 2015) 804 F.3d 954

4.0 GENERAL INFORMATION

A. Purpose of physical body cavity searches. The purpose of physical body cavity searches shall be to locate concealed weapons or dangerous contraband that could impact the Sheriff Office's ability to maintain safety and security in its detention facilities; physical body cavity searches shall not be conducted for purposes of punishment or retaliation, or for any other purpose inconsistent with this policy.

B. No Deputy nor Medical Staff member shall conduct a physical body cavity search of an arrestee/inmate.

C. A physical body cavity search of an arrestee/inmate shall only be conducted by qualified medical personnel at a hospital or medical facility after a Search Warrant has been obtained from the Court.

D. Search Warrant required. A Search Warrant shall be sought when a Peace Officer reasonably suspects that the arrestee/inmate is concealing evidence related to a crime (a weapon or contraband), in a body cavity. Probable Cause may be based on eye witness accounts or other reliable information provided by other persons.

5.0 PROCEDURES

5.1 ARRESTEE/INMATE PHYSICAL BODY CAVITY SEARCHES

A. When a Deputy conducting a Strip Search of an arrestee/inmate observes a foreign object or substance in a body cavity of an arrestee/inmate, they shall ask the arrestee/inmate if they are willing to remove the object/substance. Deputies shall follow the procedures outlined below.

   1. A Deputy shall not remove any contraband from an inmate’s body cavity, regardless of how slight of a procedure it may be and/or regardless of how visible the contraband may be.

B. Procedure if arrestee/inmate is willing to remove object/substance. If the arrestee/inmate is willing to remove the object/substance and it is safe to do so:
1. The Deputy shall direct the arrestee/inmate to remove the object/substance and place it in a bag.

2. **For Arrestees:** the arrestee shall be escorted back to the Arresting Officer.
   a. The Deputy shall give the bag containing the object/substance to the Arresting Officer.

3. The Deputy shall:
   a. Notify the Sergeant of the search results.
   b. **For Inmates:** If the object/substance is illegal, the Sergeant shall arrange for a Crime Report to be taken.
   c. Document the search and results in an Incident Report and/or Crime Report.

C. **Procedure if arrestee/inmate is not willing to remove object/substance.** If the arrestee/inmate is not willing to remove the object/substance:

1. Place handcuffs on the inmate. Deputies shall make every attempt to maintain the arrestee’s/inmate’s modesty by covering the arrestee’s/inmate’s breasts, buttock and genital areas.

2. The Deputy shall advise the Arresting Officer/Sergeant of the search results and of the arrestee’s/inmate’s unwillingness to cooperate.

3. **For Arrestees:** The Office will not accept the inmate and the Arresting Officer shall take custody of arrestee, retaining all inmate property and paper work.

4. The Arresting and/or Transporting Agency shall be responsible for obtaining the Search Warrant for a physical body cavity search prior to the arrestee being accepted for booking into the MADF/NCDF.

5. **For Inmates:** The Sergeant shall proceed to the search area and evaluate whether there is enough probable cause to believe the inmate has concealed contraband and the need to obtain a Search Warrant.

6. If the Sergeant believes it is necessary to obtain a Search Warrant, he shall notify the Watch Commander and provide the following information:
   a. The inmate’s name.
   b. The type of object/substance the inmate may have secreted in their body cavity.
   c. The reason the strip search was conducted.
7. The inmate shall be placed in a restraint chair to prevent the inmate from removing the contraband.

8. Once a Search Warrant is obtained, the inmate shall be transported to a hospital or medical facility where a physical body cavity search shall be conducted.

9. **Written Documentation Required:** All physical body cavity searches shall be documented in an Incident Report. The Sergeant shall designate a Deputy to write an Incident Report documenting the facts of the physical body cavity search as well as actions taken to obtain the inmate’s compliance.

**5.2 OBTAINING A SEARCH WARRANT FOR A PHYSICAL BODY CAVITY SEARCH AND PROCEDURES**

A. The designated staff member shall complete a **Statement of Probable Cause**, and an **Affidavit** in support of a **Search Warrant**.

B. **Obtaining a Search Warrant during business hours.** If the need for a Search Warrant occurs during business hours:

1. The Watch Commander shall contact the Deputy District Attorney responsible for complaints.

2. The designated staff member shall draft a Search Warrant and contact the Deputy District Attorney to review the Search Warrant and statement of probable cause.

3. The Sergeant or Deputy shall contact a Judge, advise them of the request and ask how to proceed in order to secure a signature.

4. The Deputy who retrieves the Search Warrant shall take three copies of the Search Warrant to the Inmate Records Legal Processor. One copy shall be placed in the inmate's D-file, one copy shall be given to the inmate, and one copy shall be sent with the Transporting Deputy to give to the hospital/medical facility staff.

C. **Obtaining a Search Warrant outside of normal business hours.** If the need for a **Search Warrant** occurs outside of business hours:

1. The designated staff member shall draft a Search Warrant and contact the on-call Search Warrant Deputy District Attorney to review the Search Warrant, and statement of probable cause.
2. The designated staff member shall contact the On-call Judge, advise them of the request and ask how to proceed in order to secure a signature.

3. After the Search Warrant has been signed the Deputy shall return to the facility and proceed to Inmate Records.
   a. The Records Legal Processor shall make copies of the Search Warrant;
   b. Place one copy in the inmate’s D-file;
   c. Provide one (1) copy to the Transporting Deputy to give to the inmate;
   d. Provide one (1) copy to the Transporting Deputy to give to the hospital/medical facility staff.

4. The Records Legal Processor shall give the original Affidavit and Search Warrant to the staff member who drafted the Search Warrant request.

D. Any contraband removed from the inmate during the search shall be turned over to the escorting Deputy.

   1. If the contraband is drug and/or weapon related, the Deputy shall maintain possession and a Crime Report shall be taken.

   2. If the contraband removed is non-drug/weapon related, the contraband shall be turned over to Correctional Staff and an Incident Report written.

E. Following completion of the search, a Return to Search Warrant package must be completed.

   1. The Return to Search Warrant package contains the original Search Warrant and affidavit, and the Search Warrant inventory.

   2. Documentation of items recovered to be written by/for the transporting Deputy.

   3. The Deputy shall sign the Return to Search Warrant and take the Search Warrant to the Judge for their signature.

   4. The original copy of the Return to Search Warrant package shall be filed with the Court Clerks office within 10 (ten) days.

   5. Dated and stamped filed copies of the Search Warrant package are returned to the individual filing the Return to Search Warrant.

   6. The Deputy who receives the filed copies shall write a supplemental incident report (who filed, returned and control number).
6.0 REVISION HISTORY

Version 3.09.03 - Revised 9/29/2003
Version 4.05.16 - Revised 5/2016
Self Administered Medication Program

1.0 POLICY STATEMENT

In order to provide inmates the opportunity to take an active role in their medical care and responsibility for their health, and to facilitate the timely delivery and administration of “safe prescription drugs”, inmates housed in the Sonoma County Detention Facilities who meet defined safety and compliance criteria may be allowed to carry on their person and self administer approved, unit dose, packaged medications. These medications have been identified by a physician as having no or low overdose potential, or trade value. Eligible inmates will be expected to take responsibility for the storage and administration of approved medications prescribed for them. Eligible Inmates are expected to fully comply with all instructions from the Health Care Provider regarding the Self-Administered Medication Program.

2.0 DEFINITIONS

Self Administered Medication
Approved, unit dose, packaged medication that inmates are allowed to maintain in their possession and take as prescribed by medical staff.

Non-Compliance
Any violation of the rules of the Self Administered Medication Program

3.0 MANDATES

Title 15 Standards: 1216
IMQ Standards: 403

4.0 GENERAL INFORMATION

4.1 PROGRAM INFORMATION

A. The Self Administered Medication Program is a combined effort of the Medical Provider and the Sheriff's
B. All inmates admitted to the program must meet the eligibility criteria.

C. The health care providers in collaboration with the nursing personnel will select inmates for the Self Administered Medication Program.

   1. Inmates will be admitted to the program by the physician or the Nurse Practitioner.

D. Inmates housed in Administrative or Disciplinary Segregation are not eligible for the Self-Medication Program. Inmates who are under the care of Mental Health Staff can only be placed on the Self-Medication Program with the approval of Mental Health Staff.

E. Prescribing Health Care Staff will document that each inmate participating in the program has been provided with a copy of the rules and understands the rules.

F. Medical Staff and Custody Staff will work cooperatively to ensure the consistent enforcement of self-medication rules by communicating with each other when there is any violation of program rules.

G. Inmates being released from custody will be allowed to take their remaining medication with them.

   1. If an inmate fails to take the medication with them, it will be returned to the medical department.

H. Inmates being transferred to another facility will have all pertinent information regarding their medication(s) documented and sent with their medical information to the receiving facility.

   1. Medication(s) will be picked up by medical staff and returned to the medical department.

I. Only Physician approved medications on the List of Approved Medications for Self Administration Program will be allowed in the Self Administered Medication Program.

   1. Any changes to the list of approved medications must be approved by the Sheriff's Department and the medical provider.

J. The Sheriff's Detention Administration will review and approve the Medical Provider's self-administration policies.

K. The inmate's medication package will contain pertinent information as follows: Inmate's name, prescriber's name, name of medication, directions for use, quantity and expiration date, date dispensed and stop date. There will also be a description of medication on the card.

L. The following categories of medication are specifically excluded from the Self Administered Medication Program:

   1. Antianxiety Drugs
   2. Antidepressants
   3. Antimanic
   4. Antipsychotics
   5. Hypnotics
   6. Tuberculosis Medications
   7. Antimetries
   8. Narcotics
   9. Narcotic combinations
   10. Muscle Relaxants
11. Antiparkinson Agents
12. Directly Observed Therapy
13. (DOT) Medications
14. Any drug determined to be subject to abuse or have trade value

4.2 COMPLIANCE WITH PROGRAM RULES

A. Inmates on the Self Administered Medication Program will be randomly searched and checked for compliance with program rules by custody and/or medical staff.

B. Inmates on the program who do not follow the rules of the Self Medication Agreement Form or found to be trading, sharing or bartering their medications will be removed from the program immediately and an incident report shall be written.

C. Inmates found with loose medication (medication removed from packaging) or who are in possession of altered medication packaging, including tampering with identification labels on medication will have their medication confiscated. Medical staff will be notified of the violation and an incident report shall be written.

D. Inmates found to be in violation with any of the program rules are subject to disciplinary action.

5.0 PROCEDURES

5.1 PROGRAM ADMITTANCE, ORIENTATION AND CONTINUING PARTICIPATION

A. Inmates will be reviewed by authorized Medical Staff to ensure they meet the criteria for admittance into the program.

B. Inmates will be admitted to the program by the physician or Nurse Practitioner.

C. Inmates will not be allowed to participate in the program if they have any of the following:

1. Debilitating mental illness
2. Debilitating developmental problems
3. Significant OBS (organic brain syndrome)
4. Physical handicaps preventing self-medication
5. Prior history of non-compliance with the Self Medication Program
6. Frequent rule violations of any type.
7. Housing location or classification which would prohibit participation in the program.

D. Inmates with a "Z" code will be evaluated for admittance to the program on a case-by-case basis by Mental Health Staff for suitablitiy in the program.

1. Any "Z" code inmates on the program will be reviewed by Mental Health Staff as needed.

E. Medical Staff is responsible for reviewing the rules of the Self-Administered Medication Program with the inmate and ensuring the Self Medication Agreement Form is completed and signed by the inmate.

1. One copy of the signed agreement will be placed in the inmate's medical file and one signed copy will be given to the inmate.

F. Inmates will be advised that being placed on the Self-Medication Program is a privilege which is revocable if the rules are not strictly followed and/or they are determined to no longer be suitable for the program.

5.2 CUSTODY AND MEDICAL STAFF RESPONSIBILITIES

A. The List of Approved Medications for Self Administration Program will be available to Correctional Staff.

B. Inmates who are approved will have a notation on the inmate tank/assignment sheet which will be added and/or removed by medical staff as necessary.

C. Correctional Staff are not responsible for ensuring inmates take their medications.

5.3 MEDICAL PROVIDER RESPONSIBILITIES

A. Medical Staff will maintain policies and procedures regarding the selection of inmates for the program and the prescribing and delivery of medication.

B. Generate a monthly report containing the number of inmates on the program and any issues of non-compliance and forward copies to the appropriate Facility Manager and the MADF Administrative Lieutenant.

5.4 JOINT RESPONSIBILITIES

A. The Medical Provider and Custody together will:

1. Conduct a routine review of the program.
2. Work together to resolve any problems with the program.
3. Revise and review policy as needed.

6.0 REVISION HISTORY

Version 1.05.09 - Written May 2009
SERT POLICY

1.0 POLICY STATEMENT
A team of Correctional Deputies trained extensively in self defense, cell extraction, the use of specialized equipment, and crowd control techniques shall be established and supported by the Detention Division. Establishment of this team provides the Detention division with the ability to take control of situations that may be beyond the ability of generally trained line staff to manage without injury.

2.0 DEFINITIONS

Call-out The summoning of off-duty personnel for duty.

SERT Specialized Emergency Response Team.

3.0 MANDATES
Title 15 Standards: None

4.0 GENERAL INFORMATION

4.1 MISCELLANEOUS INFORMATION

A. SERT is comprised of Correctional Deputies who have received additional specialized training in defensive tactics, cell extraction, the use of impact and less lethal weapons, and crowd control.

B. Each newly-appointed SERT Member will attend and participate in a 16-hour SERT orientation course.

C. The primary objectives of SERT are:

1. To re-establish or maintain, the integrity of a safe and secure environment;
2. To save, maintain, and protect life and property;
3. To provide and maintain a well trained, well equipped, professional unit for lawfully and ethically ensuring order, safety, and security for staff, inmates, and the public.

D. SERT may be used to assist other Law Enforcement Agencies with in-field booking, and the control of those being booked during mass arrest situations.

E. All Incident Reports submitted by SERT Members will include, if known:

   1. The cause of the disturbance;
   2. The names of all those involved;
   3. Actions taken;
   4. Injuries incurred during the incident;
   5. Evidence; and
   6. Any damage to the facility or property.

F. The SERT Sergeant will report to the on-duty Watch Commander whenever SERT is called out. The SERT Sergeant/Team Leader will be in charge of the call-out.

G. If the SERT Sergeant is unavailable for call-out, the Team Leader will assume the supervisory role during the call-out.

H. Only the Detention Assistant Sheriff, the Facility Managers, the NCDF Assistant Facility Manager, and Watch Commanders are authorized to call out SERT.

I. Emergency tactical equipment will be authorized for use by SERT Member only when supervised by the SERT Sergeant, or in his/her absence, the Team Leader. The exception to this is when SERT members are operating under an Operational Order approved by a Lieutenant or higher while assigned to specific areas.

4.2 SERT ORGANIZATIONAL CHART

Detention Assistant
   Sheriff
   Assigned Facility Manager
   SERT Lieutenant
   SERT Sergeant(s)
   SERT Team Leaders
   SERT Deputies

4.3 SERT MEMBER ASSIGNMENTS

A. SERT Lieutenant

   1. The SERT Lieutenant will:

      a. Routinely review and approve SERT training plans and schedules;
      b. Periodically review the training files of SERT Members to ensure training requirements are being met;
      c. Assist in the selection of SERT Members;
      d. Review reports documenting SERT actions and reasons for call-out; and
      e. Prepare budget requests for SERT training and equipment.

B. SERT Sergeants
1. The SERT Sergeants will:
   a. Supervise all SERT activities;
   b. Be responsible for the supervision, planning, and scheduling of all specialized training for SERT personnel;
   c. Maintain chronological records of training and qualifications for each Team Member;
   d. Maintain a system for contacting SERT personnel both on and off duty;
   e. Exercise operational supervision of SERT actions; and
   f. Supervise the SERT orientation training.

C. Team Leader

1. The Team Leader will:
   a. Be a CO II who has been selected by the SERT Lieutenant and the SERT Sergeant.
   b. Assist the SERT Sergeant in directing and leading Team personnel.
   c. In the absence of the SERT Sergeant, be authorized to supervise and direct Team Members in the performance of SERT operations.

4.4 SERT TRAINING

A. SERT Members will not be authorized use of emergency or tactical equipment without first demonstrating their proficiency after completion of SERT orientation.

B. SERT Members will be certified in the use of impact weapons. This certification will include a written test and a demonstration of proficiency with weapons.

C. All SERT Members must be certified in the appropriate use of O/C spray prior to being authorized to use it. SERT Members will not be authorized to use O/C spray without directive from the SERT Supervisor or Team Leader.

D. SERT training will be conducted a minimum of once each month.

E. The SERT Sergeant will document the attendance of SERT Members at training sessions and forward the documentation, along with a training outline, to the SERT Lieutenant and Division Training Manager.

F. All SERT Members must be certified in the appropriate use of specialty impact munitions prior to being authorized to use them.

G. All SERT Members will be trained in the proper deployment of distraction devices prior to being authorized to use them.

4.5 TEAM MEMBERS' RESPONSIBILITIES

A. Each SERT Member will be required to maintain a certain level of fitness while appointed to the Team. Each member will be required to perform the following at any time:

   1. Run one mile in 8 minutes or less;
   2. Complete 25 consecutive men's push-ups;
   3. Complete 50 consecutive sit-ups;
   4. Complete a 5-minute circuit training.
B. SERT Members are required to have their issued equipment readily available at all times.

5.0 PROCEDURES

5.1 SERT MEMBER SELECTION PROCESS

A. When a vacancy occurs, the Sheriff's Department's Personnel Services Bureau will circulate a notice per policy Specialty Job Assignments. Interested Correctional Staff will submit a Request for Transfer form to Personnel by the specified date and time. The notice shall also include the qualifications and testing requirements:

1. Run one mile in 8 minutes or less;
2. Do 25 consecutive men's push-ups;
3. Do 50 consecutive sit-ups; and

B. When the filing date has passed, the SERT Lieutenant and the SERT Sergeant will review the transfer requests to ensure they are properly completed.

C. The SERT Sergeant will notify the applicants in writing, of the physical agility testing date, place, and time.

D. After the physical agility has been conducted, the SERT Sergeant will schedule those Staff Members who successfully completed the agility test to appear for an oral interview. The oral interview date and time will be given to the applicants in writing.

E. The SERT Lieutenant and SERT Sergeant will develop questions and/or scenarios for the oral interviews which will test the applicants' common sense, ability to act under pressure, decision making ability, and knowledge of facility emergency procedures.

F. After consulting with the SERT Sergeant, the SERT Lieutenant will submit to the MADF Facility Manager the applicant's name that has been selected to fill the vacancy.

G. The Assigned Facility Manager will approve or disapprove the selection made by the SERT Lieutenant.

H. The SERT Lieutenant will advise the SERT Sergeant of the selection.

I. The SERT Sergeant will notify each applicant in writing of his/her selection to the Unit. If the applicant did not qualify for a position on the Team he/she will be notified of the reasons.

J. The SERT Lieutenant and the SERT Sergeant will schedule the Staff Members selected for SERT orientation.

5.2 SERT CALL-OUT PROCEDURES

A. When all other means of resolving an emergency situation have been exhausted, the On-Duty Watch Commander will advise the Sergeant or his/her designee to call or page the SERT Sergeants. If a SERT Sergeant cannot be reached, the on-duty Watch Commander will call or page the Team Leader.

1. The Watch Commander/Sergeant will have the following information available for the SERT Sergeants/Team Leader when they arrive:
   a. The type of emergency/situation;
   b. The location where it is occurring;
   c. The number of inmates housed/staged in the area;
   d. The number of involved inmates;
   e. Whether or not hostages are being held and who they are;
SERT Policy

f. Injuries and/or fatalities;
g. Number of staff on duty; and
h. The number of on-duty SERT Members.

B. The **Watch Commander** will notify:

1. The SERT Lieutenant.
2. Assigned Facility Manager.

After contacting the Watch Commander, the **SERT Sergeant** will:

1. Advise the Central Control Deputy to initiate the call-out of the SERT Team utilizing the Text/Paging Interface accessible in the Law Enforcement section of the Intranet.
2. Upon arrival at the facility, meet with the Watch Commander for a briefing and assessment of the emergency/situation.
3. After the briefing, develop an operational plan.
4. After developing the operational plan, meet with the SERT Members, brief them of the situation, and lay out the operational plan and objectives.

5.3 POST EMERGENCY PROCEDURES

A. Once the emergency has been resolved and all inmates secured or returned to housing, the **SERT Members** will:

2. Submit **Incident Reports** which fully document the level of force used and all actions taken to the SERT Sergeant.
3. Report any damage or injuries to the SERT Sergeant.

B. The **SERT Sergeant** will:

1. Submit all reports to the Watch Commander and report any criminal activity which may have occurred.
2. Debrief the Watch Commander and other Staff involved in the incident.

C. As needed, the **Watch Commander** will:

1. Request a Patrol Deputy to write a crime report.
2. Initiate Post Emergency Critique Procedures. (Refer to: **Emergencies - Post Emergency Critiques**)
3. Document the incident in the appropriate SCADS Activity Log.

6.0 REVISION HISTORY

Version 13.11.04 - Revised 11/03/04
(Replaces MADF Version: 12.04.01 & NCDF Version: 09.07.00)
Version 14.06.07 - Revised 06/26/07
Version 15.12.07 - Revised 12/26/07
Shift Bid - Internal Bids

1.0 POLICY STATEMENT
When days off become available on a shift, Correctional Staff on that shift will be allowed to request and be granted those days off based on their seniority.

2.0 DEFINITIONS

Seniority: Length of continuous service, beginning with an employee's date of hire in a permanently allocated position. Employees who transfer from a permanent/part time status to a permanent/full time status will be given seniority based on the number of hours worked while employed as a permanent/part time employee. For the purpose of this chapter, seniority is based on the length of service in the job classification. Correctional Deputies I and II are considered the same job classification for the purpose of internal bids.

Probationary Period: A period of one year, from the date of hire in the classifications of Correctional Sergeant or Correctional Deputy I/II, which is used to determine the employee's fitness for permanent status.

Internal Bid: A bid for days off within a specific shift, based on seniority.

3.0 MANDATES

4.0 GENERAL INFORMATION

A. Internal bids for days off can occur when days off become available on the shift.

B. Internal bids will be done a maximum of three times per year on any shift.

C. Days off will become available in the following circumstances:
1. An employee resigns or separates.
2. An employee is promoted.
3. An employee is transferred to another shift.
4. A trainee completes the FTO Program and is assigned days off on a shift.

D. Senior Deputies will be allowed to request the days off given to new Correctional Deputies who are assigned to the shift after shift bidding has been implemented.

E. Days off that are assigned to new Correctional Deputies, as part of the shift bidding process, will not be available
for internal bids.

F. Only the Administrative Lieutenant can authorize days off on a specific shift be available for internal bid.

G. The Lieutenant Shift Administrator and the Scheduling Sergeant on a shift will initiate all internal bids.

H. Female Deputies who occupy a spot on the shift that has been designated as a "female only" position will only be allowed to participate in internal bids if there are sufficient females on the shift to cover the "female only" position that has been vacated.

5.0 PROCEDURES

A. The Administrative Lieutenant will notify the Watch Commander and the Sergeants when days off become available on a shift.

B. The Scheduling Sergeant on the shift where the days off are available will notify the Deputies on the shift that the days off are available and the due date for bidding. He will also notify the Deputies of any restrictions on bidding for the days off, e.g. female only positions.

C. Deputies who are interested in the days off will notify the Scheduling Sergeant, in writing, of the days off they are interested in bidding for.

D. The Scheduling Sergeant will take all of the requests and reassign days off based on the seniority of the Deputies who requested those days off.

E. The Scheduling Sergeant will notify all Deputies who requested the days off of the results of the internal shift bid and the date the internal bid will be implemented.

F. The Scheduling Sergeant will notify the Administrative Lieutenant of the results of any internal bid and the date the internal bid will be implemented.

6.0 REVISION HISTORY

Version 1.12.01 - Revised 12/2001

Version 2.11.08 - Revised 11/2008 (Merged MADF Version 1.12.01 and NCDF Version 1.12.01)
1.0 POLICY STATEMENT

This policy supersedes and replaces any and all prior policies, agreements or understandings concerning shift bidding as described herein. With some exceptions, Correctional Staff and Civilian Staff will bid for shift assignments once a year to include; facility, shift, and days off, which will be granted on a seniority basis. The Detention Administration reserves the right to make changes in individual assignments or to assign individuals to facilities, shifts or days off, based on the needs of the Office.

2.0 DEFINITIONS

**Seniority**
Length of continuous service, beginning with an employee's date of hire in a permanently allocated position. Employees who transfer from a permanent/part-time status to a permanent/full-time status will be given seniority based on the number of hours worked while employed as a permanent/part-time employee. For the purpose of this chapter, seniority is based on the length of service in the job classification. Correctional Deputies I and II are considered the same job classification for the purpose of shift bidding as well as Detention Specialists I and II.

**Probationary Period**
A period of time, from the date of hire, (usually six months or one year) which is used to determine the employee's fitness for permanent status.

**Correctional Staff**
Correctional Sergeants and Correctional Deputies I/II
Civilian Staff  Non-sworn staff occupying the following positions:
- Detention Specialist I/II
- Detention Assistants
- Cook
- Janitor

Long Term Illness  Long-term illness is in excess of 30 days as defined in the Sheriff's Department Administrative Manual, Procedure 60-7, entitled Administrative Monitoring of Absent employees, Section II, Subsection C.

Limited Duty  When an employee, due to physical or mental constraints as determined by a medical professional, is unable to perform all of the essential functions in their job specifications.

3.0 MANDATES
*Title 15 Standards: None*

4.0 GENERAL INFORMATION

4.1 SHIFT BIDDING – GENERAL – CORRECTIONAL DEPUTIES

A. During Shift Bidding, staff members shall bid for:
   1. Facility
   2. Shift
   3. Days off

B. Female Correctional Deputy positions will be allocated, to accommodate minimum staffing levels to allow coverage for female assignments.

C. Shift bidding will occur once a year, and will generally be implemented the first pay period in September.

D. FTO's may be assigned to a facility and shift to be determined by the Lieutenant in charge of the FTO Program. Days off are generally determined by seniority through the bid process within that shift.

E. The following positions will not be available for general shift bid, as they are "assigned" positions:
   1. Program Deputy
   2. Personnel Services Deputy
   3. Disciplinary Grievance Deputy
   4. Court Movement Deputy
   5. Classification Deputy
   6. Gang Intelligence Deputy
   7. Contact Visiting Deputy
8. Compliance Deputy
9. Pretrial/EMP Deputy

F. For the purpose of this policy, staff who are off probation on the date a shift bid is implemented shall be allowed to bid for that shift bid period.

G. Generally, Correctional Deputies on Military Leave or Administrative Leave may shift bid.

H. Female Correctional Sergeants/Deputies that are pregnant may shift bid.

I. Staff who fall into any of the categories below are not eligible to shift bid.
   1. Staff who are off duty on LWOP, 4850, or long-term illness or limited duty as of the first day of shift bid. These employees will be assigned to fill available shifts when they return to full duty status. (Staff covered under, CFRA, FMLA or pregnancy disability will be eligible to shift bid.)
   2. Probationary Correctional Staff.
      a. Correctional Staff and Sergeants will generally not be eligible for shift bid during their first year of probation.
      b. Management reserves the right to allow probationary Sergeants and Correctional Deputies to shift bid who have successfully completed at least six months of their probationary period in their current job series and have demonstrated the skills and abilities necessary to complete the remainder of their probationary period. The decision to allow a probationary Sergeant or Correctional Deputy to shift bid will be made on a case by case basis with the final decision being made by the Detention Administrative Captain and/or designee.
      c. Probationary employees may be assigned to any facility or shift, based on the needs of the Office. Whenever possible probationary employees will be assigned to day shift or swing shift at the MADF.

J. To accommodate the needs of the FTO Program a specified number of positions will be allocated to day shift and swing shift at the MADF. If NCDF allocations are available shifts will be determined by the Detention Administrative Captain and/or designee.
   1. A Minimum of five FTO’s shall bid for MADF Days and 5 FTO’s shall bid for MADF Swings. The remaining FTO’s can bid to either MADF Days or Swings based on seniority.

K. If a shift is filling up, but the required number of FTO’s have not bid for the shift, the requisite number of spots will be held open for the FTO’s and other deputies will no longer be allowed to bid for that shift.
4.2 SHIFT BIDDING - GENERAL - SERGEANTS

A. The following positions will not be available for sergeant's shift bid as they are assigned positions:

1. Personnel Sergeant
2. Classification Sergeant
3. Programs Sergeant
4. Detention Alternatives Sergeant

B. To accommodate the needs of the FTO program, the FTO Sergeants will bid based on their seniority. However, the FTO Sergeants will be required to bid as follows:

1. At least Two(2) of the FTO Sergeants will be on day shift or swing shift on opposite sides of the week;

2. If the first two FTO sergeants are bidding days and/or swings, and it appears that additional FTO sergeant(s) would not be able to bid for days or swings based on their seniority, the first two(2) FTO sergeants must bid for the opposite sides of the week.

3. FTO Sergeants may not bid for the North County Detention Facility, 10 hour grave shift at the Main Adult Detention facility or “relief assignments”.

If a shift is filling up, but the required number of FTO Sergeants have not bid for the appropriate shift, the requisite number of spots will be held open for FTO Sergeants and other Sergeants will no longer be allowed to bid for that shift.

4.3 SHIFT BIDDING – GENERAL - CIVILIAN STAFF

A. During Shift Bidding, staff members shall bid for:

1. Facility
2. Shift
3. Days off

B. Shift bidding will occur once a year, and will generally be implemented the first pay period in September

C. Detention Specialist Seniors may be assigned to a facility and shift to be determined by the Bureau Manager and/or designee. Days off are generally determined by seniority through the bid process within that shift.

D. The following positions will not be available for general shift bid, as they are "assigned" positions:

1. Court Desk Detention Specialist
2. Classification Detention Specialist
3. Detention Alternatives Detention Specialist
E. For the purpose of this policy, staff who are off probation on the date a shift bid is implemented shall be allowed to bid for that shift bid period.

F. Generally, employees on Military Leave or Administrative Leave may shift bid.

G. Female employees that are pregnant may shift bid.

H. Employees who fall into any of the categories below are not eligible to shift bid.

1. Staff who are off duty on LWOP, long-term illness, or limited duty as of the first day of shift bid. These employees will be assigned to fill available shifts when they return to full duty status. (Staff covered under, CFRA, FMLA or pregnancy disability will be eligible to shift bid.)

2. Probationary Civilian Staff.

   a. Civilian Staff will generally not be eligible for shift bid during their probationary period.

   b. Management reserves the right to allow probationary employees to shift bid who have successfully completed at least six months of their probationary period in their current job series and have demonstrated the skills and abilities necessary to complete the remainder of their probationary period. The decision to allow a probationary employee to shift bid will be made on a case by case basis with the final decision being made by the Detention Administrative Captain and/or designee.

   c. Probationary employees may be assigned to any facility or shift, based on the needs of the Office. Whenever possible probationary employees will be assigned to day shift or swing shift at the MADF.

5.0 PROCEDURES

5.1 SHIFT BIDDING - CORRECTIONAL DEPUTIES

A. The Administrative Lieutenant and/or designee, will note the date and time for the Deputies to contact the Administrative Lieutenant and/or designee, to place their shift bid. This will be posted at least 2 weeks in advance of the bid along with the seniority list.

B. The Deputies will contact the Administrative Lieutenant and/or designee, at the date and time indicated on the seniority list to place their shift bid.

C. The Administrative Lieutenant and/or designee, will complete the shift bid and post the results.
D. If a Deputy calls after their scheduled date or time, they may only bid for remaining available shifts, days off and facility.
E. If a Deputy does not call in their shift bid, the Administrative Lieutenant and/or designee, will assign the Deputy to a facility, shift, and days off.

F. If a Deputy will not be available at their scheduled call-in time, they may submit a memo to the Administrative Lieutenant and/or designee, listing their top three (3) choices for facility, shift and days off. If those choices are taken, the Administrative Lieutenant and/or designee shall assign that individual to the facility, shift, and days off closest to their first choice.

5.2 SHIFT BIDDING - SERGEANTS

A. Generally, at the July Division Meeting, the Administrative Lieutenant and/or designee, will post all of the available shifts and days off for sergeants.
B. Each eligible Sergeant will, starting with the most senior Sergeant, specify the facility, shift, and days off they would like to bid for.
C. If a Sergeant will not be available to attend the Sergeant's Meeting, they may submit a memo to the Administrative Lieutenant and/or designee, listing their top three (3) choices for facility, shift, and days off. If those choices are taken, the Administrative Lieutenant and/or designee shall assign that individual to the facility, shift, and days off closest to their first choice.
D. After the bidding is complete the results will be posted.

5.3 SHIFT BIDDING – CIVILIAN STAFF

A. The Unit Manager and/or designee, will note the date and time for staff to contact the Unit Manager and/or designee, to place their shift bid. This will be posted at least 2 weeks in advance of the bid along with the seniority list.
B. The employees will contact the Unit Manager and/or designee, at the date and time indicated on the Seniority list to place their shift bid.
C. The Unit Manager and/or designee, will complete the shift bid and post the results.
D. If an employee calls after their scheduled date or time, they may only bid for remaining available shifts, days off and facility.
E. If an employee does not call in their shift bid, the Unit Manager, or designee, will assign the employee to a facility, shift, and days off.
F. If an employee will not be available at their scheduled call-in time, they may submit a memo to the Unit Manager and/or designee, listing their top three (3) choices for facility, shift and days off. If those choices are taken, the Unit Manager and/or designee shall assign that individual to the facility, shift and days off closest to their first choice.
5.4 SHIFT BIDDING - SPECIALTY ASSIGNMENTS

A. Personnel assigned to off-line specialty assignments shall not be subject to the shift bid policy.

B. The Unit Manager in charge of a designated specialty assignment may assign personnel in the best interest of the unit. The Detention Specialists in the Classification and Detention Alternatives Unit will be assigned a shift by the Unit Manager and/or designee that meets the needs of the Unit and Office.

C. Once each year the Classification Sergeant will conduct a shift bid in the classification unit for Classification Deputies and DGO's.

D. The Classification Sergeant will post a list of available facility, shift, and days off.

E. Each Classification Deputy and DGO will bid for the facility, shift, and days off they chose based on their seniority in the Unit.

6.0 RESOURCES

Forms

Policies

7.0 REVISION HISTORY
Version 7.09.01 – Revised 09/2001
Version 8.10.07 – Revised 10/26/07
(Replaces MADF Version 7.09.01 and NCDF Version 7.09.01)
Version 9.06.12 – Revised 6/2012
Version 4/2017 – Revised 5/17/2018
SOBERING CELL USE

1.0 POLICY STATEMENT

Sobering cells shall be used for the holding of intoxicated inmates in a protective environment, who due to their level of intoxication are a threat to their own safety or the safety of others.

2.0 DEFINITIONS

**Intoxicated Inmates**
Individuals whose mental and physical abilities are impaired because they are under the influence of drugs or alcohol.

**Sobering Cell**
A holding cell that is padded on the floor, which also provides Correctional Staff with maximum visual supervision of intoxicated inmates held in such a protective environment.

3.0 MANDATES

*Title 15 Standards: 1056, 1213*
*Title 24 Standards: 1231.2.4*

4.0 GENERAL INFORMATION

A. Any inmate brought into custody for alcohol and drug related charges, or under the influence of alcohol or drugs, that requires placement in a sobering cell will be evaluated immediately in the MADF pedestrian sallyport by medical staff, barring exigent circumstances, to establish their degree of intoxication.

   1. Any intoxicated arrestee who does not meet the medical acceptance criteria will be refused for booking and a hospital clearance shall be required prior to acceptance.

B. Only those inmates that are determined to be a threat to their own safety or to the safety of others, due to their state of intoxication, shall be placed into a sobering cell.
1. Inmates placed in sobering cells shall not be placed in the same sobering cell with any other inmate, except for those inmates who are also sobering.

2. Inmates determined to be a threat to other inmates will not be placed in a sobering cell with other inmates.

C. Inmates shall be removed from sobering cells when they are able to continue the booking process and are no longer a threat to their own safety or the safety of others.

   1. Inmates shall be medically evaluated by medical staff upon their removal from a sobering cell.

D. The designated sobering cells in the MADF Booking Area are BK5, BK6, and BK7. Other holding cells in the MADF booking area or at the NCDF can be utilized to separate intoxicated arrestees/inmates. The procedures and general information in this chapter apply to any sobering cell placements, or cells used for sobering cell overflow.

   1. Holding cells used for sobering cell overflow, other than the designated sobering cells, shall only be utilized when there are no available alternatives, only under the direction of a Sergeant and only for those inmates who are determined to no longer pose a danger to themselves.

   2. NCDF holding cells used for sobering cell overflow will only be utilized temporarily, until the inmate can be transported to the MADF and the inmate can be placed into a designated sobering cell.

E. Only inmates of the same gender may be placed in sobering cells together.

F. Each sobering cell has a maximum rated capacity posted above each door that shall not be exceeded.

G. Inmates whose classifications prohibit mixing with other inmates will be housed in a sobering cell alone.

H. Intermittent direct visual observation rounds of inmates held in sobering cells shall be completed by Correctional Staff two times every 30 minutes, with rounds being completed at least 10 minutes apart.

   1. Each round shall verify and document breathing, responsiveness and any other relevant observations on the Sobering Cell Monitoring Logs.

   2. If unable to obtain a verbal response, Correctional Staff will enter the sobering cell and attempt to arouse the inmate to assess their level of consciousness, and to ensure there are no safety concerns for the inmate.

   3. A failure to obtain a verbal response after attempting to arouse the inmate or any deteriorating condition or life-threatening situation shall be immediately referred to medical staff.
I. *Sobering Cell Monitoring Logs* shall be placed on each occupied sobering cell to document the intermittent direct visual observation rounds.

1. Staff's initials and I.D. number on the *Sobering Cell Monitoring Log* verify that all inmates held in the sobering cell were breathing normally, responsive and that no safety concerns were observed during the round.

2. A *Sobering Cell In/Out Sheet* will be placed on MADF booking cell BK5 to log in and out times of all inmates placed in a sobering cell.

3. A *Sobering Cell In/Out Sheet* will be placed on any NCDF holding cell door used for any intoxicated inmate(s) requiring a protective environment.

J. Monthly audits of the *Sobering Cell Monitoring Logs* and the *Sobering Cell In/Out Sheets* will be conducted by a designated Staff Member.

K. The designated Staff Member will complete quarterly reports for the Facility Manager, providing a summary of the audit findings for that quarter. The summary should include at a minimum:

1. The number of inmates included in the sample groups.

2. Conflicts found between the *Sobering Cell Monitoring Logs* and the *Sobering Cell In/Out Sheets*.

3. Any documented problems discovered in the audit.

4. Any action taken as the result of the monthly audits.

5.0 PROCEDURES

5.1 SOBERING CELL PLACEMENTS

A. Medical Staff shall be immediately notified of all sobering cell placements before an inmate is placed into a sobering cell and asked to render a medical opinion regarding the inmate’s placement, and retention in the sobering cell. Barring exigent circumstances, all inmates requiring placement into a sobering cell will be medically evaluated prior to their placement.

1. If an inmate is placed in a sobering cell without being medically evaluated due to exigent circumstances, a medical evaluation shall be completed no later than one hour after the inmate was placed in the sobering cell.

2. In no case shall an inmate remain in a sobering cell over four (4) hours without an observation and assessment being completed by medical staff, to determine whether the inmate has any medical problems and/or concerns.
B. Inmates must be thoroughly pat searched prior to placement into a sobering cell. All personal property, including shoes, belts, eyeglasses or other potentially dangerous items shall be removed prior to an inmate’s placement into a sobering cell. All other clothing shall be retained.

C. All transgender and intersex inmates will be placed into a Sobering Cell by themselves.

D. The Booking Deputy will document sobering cell placements on the Sobering Cell Monitoring Log and will note the arrestee's name on the Sobering Cell In/Out Sheet, and will check all of the appropriate boxes that apply to ensure the completeness of the required information.

E. Medical Staff will complete an assessment of arrestees before they are accepted for booking, barring exigent circumstances, and will note the time and initial on the Sobering Cell In/Out Sheet, confirming the sobering cell medical placement assessment was completed.

5.2 AUDITING SOBERING CELL PLACEMENTS

A. At the end of each shift the Booking Sergeant will review the Sobering Cell Monitoring Logs and Sobering Cell In/Out Sheets for the shift to ensure they are completed accurately and will initial the forms indicating the review was completed.

1. If any problems are noted, the Sergeant will follow-up with the involved staff.

B. A monthly audit of at least 10 randomly selected sobering cell placements will be completed. The following will be audited for completion:

1. The date the inmate was placed in the sobering cell.
2. The sobering cell number.
3. The inmate's name.
4. The times the inmate was placed in the cell, and removed.
5. Whether medical staff cleared the inmate to be placed into the sobering cell and the time it was approved.
6. If any rounds were missed.
7. Whether notations were made for each round indicating that the inmates were breathing, responsive, or any other relevant observations.
8. Whether staff provided their initials and ID number.
9. Whether medical staff and the Sergeant completed the required reviews.
10. Total amount of time the inmate spent in the sobering cell.

C. The Staff Member assigned to conduct the audit will:

1. Note problems and follow up with the supervisors, as needed.

2. Document the results of the audit.

3. Provide feedback to staff when problems, concerns or unacceptable patterns are identified.

D. Once each quarter, the Staff Member assigned to conduct the audits will document a summary of the monthly audit results for that quarter, and provide that summary to the Facility Manager.

6.0 RESOURCES

Forms

Policies

7.0 REVISION HISTORY

Version 5.04.01 - Revised 04/2001
Version 6.05.08 - Revised 05/20/2008
Version 7.09.16 - Revised 9/2016 (Merges to a Detention Division policy and replaces MADF 6.05.08)
Revised 8.1.2017
Revised 2.1.2018
Revised 4.18.18
Special Diets - Medical

1.0 POLICY STATEMENT

The prescription of medical diets is the sole province of the responsible physician and/or dentist and shall be provided to inmates when prescribed. All medical diets utilized in the facilities shall be planned, prepared and served in consultation with a registered dietician. A registered dietician shall evaluate the menu modifications made for medical diets at least annually or upon changing of the cycle menu.

2.0 DEFINITIONS

<table>
<thead>
<tr>
<th>Special Diet Manual</th>
<th>A manual which contains menu instructions to meet medical dietary needs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Medical Diet Modifications</td>
<td>The need to change standard menu composition for the express purpose of addressing, therapeutically, a physical or biological need. The adjustments of specific nutrients, texture and/or consistency or feeding frequency are designed to facilitate or maintain the health and well-being of an individual.</td>
</tr>
</tbody>
</table>

3.0 MANDATES

Title 15 Standard: 1248
4.0 GENERAL INFORMATION

A. Medical diets prescribed for inmates shall be entered into the computer system.

B. Medical diets will conform as closely as possible to the regular inmate menu.

C. Medical diets shall be prepared and served to inmates as specified by the medical authority.

D. The specific rationale for dietary modification is delineated in the Special Diet Manual.

E. Copies of the Special Diet Manual shall be maintained in the clinic and in the kitchen office.

F. Medical/therapeutic diets will be ordered by a physician, nurse practitioner, dentist or psychiatrist and may be discontinued by a physician, nurse practitioner, dentist or psychiatrist.

G. Pregnant inmates shall be provided a balanced, nutritious diet approved by a physician or a nurse practitioner.

5.0 PROCEDURES

A. The Lieutenant with authority over the kitchen is responsible for ensuring a licensed dietician annually evaluates all special diet menus.

5.1 ISSUING MEDICAL DIET ORDERS

A. The physician, nurse practitioner, dentist or psychiatrist shall issue an order for a special medical diet if he determines one is medically required.

B. The medical clerk or nurse practitioner shall enter the appropriate special diet code in the computer system for all inmates requiring a medical diet. A discontinue date may also be entered.

C. The medical clerk or nurse practitioner will enter brief instructions to the kitchen staff for all special instruction medical diets.

D. If adequate instructions cannot be entered into the computer system for special instruction medical diets, the medical clerk or the nurse practitioner shall complete a Classification/Health Services Input Form (valid for only 24 hours) and forward the form to the kitchen staff.
5.2 FILLING MEDICAL DIET ORDERS

A. Kitchen staff will access the computer system’s special diet function for the following information:

   1. An accurate count of all medical diets.
   2. Types of medical diets.
   3. Modules/Units which are to receive medical diets.

B. Kitchen staff shall prepare all medical diets.

C. Kitchen staff will label with a tag each medical diet with the inmate’s name and appropriate medical diet code.

D. A Staff Member will transport all medical diets to the Modules/Units at the same time as other inmate meals. (Refer to Meals and Meal Service - Inmates)

5.3 DISCONTINUING MEDICAL DIETS

A. If the physician, nurse practitioner, dentist, or Psychiatrist discontinues a medical diet, or the inmate is released, the medical clerk shall delete the inmate's special diet requirement from the computer system.

6.0 REVISION HISTORY

04.09.16 – Revised 9/2016 (Merges and replaces MADF Version: 03.04.97 & NCDF Version 02.10.92)
Specialty Job Assignments

1.0 POLICY STATEMENT

All assignments, transfers and terminations of specialty assignments will conform to the requirements of the current Memoranda of Understanding (MOU).

Correctional Sergeants, Correctional Deputies, and Legal Processors will be transferred at intervals identified in the specialty assignment job descriptions to provide a fair opportunity to experience a variety of job assignments and to meet the needs and best interests of the Detention Division.

2.0 DEFINITIONS

**Application**
Request for Transfer or Letter of Interest.

**Specialty Assignment**
A position identified in the Memoranda of Understanding (MOU) as receiving premium pay or any position not receiving premium pay but identified as having unique and expanded responsibilities or benefits for the employee inherent in the assignment.

**Administrative Transfer**
Assigning personnel from one position to another when the needs of the Department require a transfer.

**Merit Transfer**
Assignment of personnel to a specialty assignment based on the individuals’ merits (experience, knowledge, performance history, available skills, etc.). This is accomplished through a competitive examination process or at the discretion of the Detention Assistant Sheriff.

**Supervisor's Assessment Form**
A form completed by the applicant’s supervisor(s) prior to the examination process. The form is used to evaluate the applicant's performance in four areas in their current and/or past assignments.
3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION

4.1 GENERAL INSTRUCTIONS

A. The job positions which qualify as specialty assignments in this policy are:

1. Classification Sergeant
2. Classification Deputy
3. Disciplinary/Grievance Deputy
4. Inmate Programs Services Deputy
5. Personnel Services Sergeant
6. Personnel Services Deputy
7. Facility Training Sergeant
8. Facility Training Deputy
9. SERT Sergeant
10. SERT Deputy
11. Gang Intelligence Deputy
12. Court Movement Deputy
13. Contact Visiting Deputy
14. Court Desk Legal Processor
15. Classification Legal Processor
16. Mail Room Legal Processor
17. Crisis Negotiation Deputy

B. The job description for each position will be maintained on file with the Personnel Services Bureau. A copy of the appropriate job description will be provided to each candidate with the transfer application.

C. Transfers to a specialty assignment will be based on the merits of the candidate, not on seniority.

D. The merit transfer process will normally be used for routine transfers. It will be the preferred method to insure the most qualified candidate is selected.

E. The Candidates’ Supervisors, including their Supervisor for any collateral assignment, will be required to complete a Supervisor's Assessment form. The form will be sent to each Supervisor the Employee has worked for over the past 12 months.

F. The Detention Assistant Sheriff has the authority to transfer an individual into an assignment without using the competitive application and interview process, or to allow an individual to remain in an assignment longer than the specified time period, if he/she feels that it serves the best interest of the Division.

G. Generally, only those employees who have successfully completed Correctional Sergeant, Correctional Deputy II or Legal Processor II probation will be eligible to compete for specialty assignments.

H. However, management reserves the right to allow probationary Sergeants, Correctional Deputy II’s, and Legal Processor II’s who have successfully completed at least six months of their probationary period the ability to compete for specialty assignments. In addition, the probationary Sergeants, Correctional Deputy II’s, Legal Processor II’s must have demonstrated the skills and abilities necessary to complete the remainder of their probation period.
I. The decision to allow a probationary Sergeant or a Correctional Deputy II, to compete for a specialty assignment will be made on a case-by-case basis with the final decision being made by the Detention Assistant Sheriff and the Detention Captains.

J. The decision to allow a probationary Legal Processor II to compete for a specialty assignment will be made on a case-by-case basis with the final decision being made by the Support Services Lieutenant and the Detention Assistant Sheriff.

K. As a general rule, Staff Members may serve in specialty assignments for a guaranteed period not to exceed three years as specified in the SCLEA MOU, Sections 8.4 and 8.5. The guarantee period will include a six-month probationary period and an additional 30 months in the position. Exceptions to this rule are Court Movement who will serve for a period of two years, and Contact Visiting, and the Mail Clerk positions who will generally serve for a period of one year. There will be no time limit for SERT or Crisis Negotiation Deputy. If a SERT member is promoted he/she will be required to leave his/her SERT assignment. If a CNT member is promoted he/she may be required to leave his/her CNT assignment.

L. The Assistant Sheriff has the sole discretion to retain Employees in specialty assignments beyond the guarantee period or to transfer those Employees as the needs of the Department dictate.

M. Generally, a Deputy shall not spend more than four consecutive years in a specialty assignment. Upon completion of the specialty assignment the Deputy will not be eligible to apply for another specialty assignment for a period of one year. The requirement does not apply to SERT, FTO, Court Movement or Contact Visiting.

N. All Employees who are selected for specialty assignments will serve a six-month probationary period. Employees may be removed from the specialty assignment during the probationary period at the department head’s sole discretion. (Refer to: SCLEA MOU Section 8.3)

4.2 THE EXAMINATION PROCESS

A. Performance during the examination process will not be used as sole criteria for selecting a Candidate. The Candidate's past performance record and input from Supervisors, using the Supervisor's Assessment form, will also be considered.

B. The Oral Board will normally consist of the following members:

1. The Lieutenant or Manager to whom the specialty position reports.
2. The first-line Supervisor to whom the specialty position reports.
3. One Operations Lieutenant or Sergeant or Supervising Legal Processor.

C. The Personnel Services Bureau will assist interested Applicants in obtaining a Detention Specialty Assignment Application form, as well as copies of any personnel file documents required to accompany the application.

D. Applications received after the final filing date will not be accepted. Having the application delayed in distribution will not be considered a justifiable excuse.

E. Individuals who have submitted properly completed applications and meet the eligibility criteria will be invited to participate in a competitive examination process.

F. Employees will be ranked on the eligibility list based on the results of the examination process, past performance, and input from the Employees’ Supervisors. Final selection will be made from the top three candidates on the list. In order to qualify to be placed on the eligibility list, the Applicant must have an overall final score of 80% or higher and a score of 75% or higher in each phase of the examination process.
G. Following the examination process all Employees who participated will be notified of the results of the process and their ranking on the list, if applicable.

H. An eligibility list that has fewer than three names may be discontinued and a new examination process can begin to develop a new list for the position. Under no circumstances will an eligibility list remain in effect for longer than two years. A new examination process may begin, even if more than three names remain on the list, after the list has been in effect for one year.

I. Employees may request a meeting with the Specialty Lieutenant, Specialty Sergeant, or Supervising Legal Processor to discuss their performance in the examination process.

J. Peer review, either formal or informal, will not be used to evaluate Candidates for specialty assignments.

4.3 FACILITY TRAINING DEPUTY REQUIREMENTS

A. Each Facility Training Deputy (FTD) will be required to serve a minimum of 12 months within his/her assignment before he/she is eligible to apply for another specialty.

B. Deputy’s who quit the FTD Program before they have met their 12-month commitment must wait for one year from their resignation date before they are eligible to apply for another specialty assignment.

C. If an FTD has tested for a three-year specialty assignment and is on an eligibility list prior to accepting an FTD position, then the FTD is eligible to take the three-year assignment if it is offered.

4.4 TEMPORARY ASSIGNMENTS TO SPECIALTY POSITIONS

A. There may be occasions when it is necessary to temporarily assign someone to a specialty position when increased workload or a long term vacancy exists.

B. The existing certification list will be used to select individuals for temporary specialty assignment.

C. If there is no certification list, the Specialty Lieutenant, Specialty Sergeant, or Supervising Legal Processors will select an individual to assume the temporary assignment with the approval of the Detention Assistant Sheriff.

D. Individuals temporarily assigned as a Facility Training Deputy will be guaranteed specialty pay for a minimum of three months per Section 8.4 of the SCLEA MOU.

E. Employees who were temporarily assigned to a specialty position, but were not on an existing list, will be required to test for any permanent specialty position.

5.0 PROCEDURES

5.1 JOB ANNOUNCEMENT

A. In the absence of a valid eligibility list, the Lieutenant who is responsible for the specialty position will notify the MADF Facility Manager of an impending opening in the specialty assignment and request that the vacancy be announced. This notification should be done at least three weeks in advance, if at all possible.

B. The Lieutenant will then contact the Detention Personnel Services Sergeant and request an announcement be written and distributed.

C. The Personnel Services Sergeant will prepare an announcement to include the following information:
1. The approved job description.
2. Work hours and schedule for the assignment.
3. Length of the assignment.
4. Information on the examination process.
5. Where applications can be obtained.
6. The final filing date for acceptance of applications.
7. Where the applications are to be submitted.

5.2 THE EXAMINATION PROCESS

A. The Lieutenant responsible for the specialty position will prepare all materials needed for the examination process. These materials may include questions for the oral board, presentation materials, and written tests.

B. The Lieutenant will send Supervisor's Assessment forms to the Candidates’ primary Supervisors from the past 12 months.

C. The Supervisor shall complete the Supervisor's Assessment form, scoring the Applicant in each area and making comments regarding each score.

D. The Supervisor will return the form to the Lieutenant in charge of the specialty assignment by the date requested.

E. The Lieutenant in charge of the specialty assignment will compute each Applicant's final score based on the Applicant's performance during the examination process and an evaluation of the Applicant's performance history. The performance history will include evaluations, comments solicited from Supervisors on the Supervisor's Assessment form, letters of appreciation, and disciplinary actions.

F. At the conclusion of the examination process, the Lieutenant will submit his/her recommendations, in writing, to the MADF Facility Manager, outlining his/her first and second choice for each vacancy. The MADF Facility Manager will approve one of the choices.

G. At the conclusion of the examination process for Support Services, the Support Services Lieutenant will submit his/her recommendations, in writing, to the Detention Assistant Sheriff, outlining his/her first and second choice for each vacancy. The Detention Assistant Sheriff will approve one of the choices.

H. The Lieutenant will notify all Candidates, verbally or in writing, as to whether they were selected or not selected for the specialty assignment.

I. The Lieutenant will make the Supervisor's Assessment forms available to the Candidates for review upon request. The forms will be kept with the testing materials and discarded when the eligibility list expires.

6.0 REVISION HISTORY

Version 10.03.07 – Revised 03/07/07
(Replaces MADF Version 9.11.01 and NCDF Version 7.11.01)
Version 11.11.07 – Revised 11/21/07
Staff Scheduling

1.0 POLICY STATEMENT

In order to promote staff ownership of their assigned areas and to meet Memorandum of Understanding requirements, staff schedules shall be developed and made available to staff.

2.0 DEFINITIONS

3.0 MANDATES

Title 15 Standards: 1027

4.0 GENERAL INFORMATION

A. Each Supervisor responsible for scheduling must ensure minimum staffing requirements are met. Fixed post positions must be staffed unless there is a documentable emergency, which prohibits the Supervisor from filling the position(s). Any violation of the fixed post operational staffing requirements must be reported to the on duty Watch Commander, explaining the reason(s) the position was left unfilled and noted in the supervisor's log.

B. Staff schedules must be developed a minimum of two weeks in advance for Correctional Staff and one week in advance for all other staff, must be kept current, and must be kept available to the Supervisors responsible for filling vacancies:

C. Supervisors are responsible for filling absences on their shifts for which they have advance notice.

D. Sergeants at the MADF will be responsible for entering the names of Correctional Staff and the positions to which they are assigned for each shift, in the Access Shift Log. At the NCDF the Watch Commander will be responsible for entering this information including the clothing room Detention Assistant and the Legal Processing Staff.

E. At the MADF, the supervisor or his designee will be responsible for entering the schedule information for Detention Assistants, Legal Processors, Kitchen and Janitorial Staff.

F. When one or more females is in custody at either facility, a female Deputy will be immediately available and accessible to the female inmates.

G. The Scheduling Supervisor will notify the Administrative Lieutenant of changes in the employees' status with regard to staff schedule (e.g. long term illness, 4850, pregnancy disability leave, changes in days off, etc.).

H. Every effort will be made to maintain staffing consistency in the Modules/Units.
I. Staffing Levels will be determined by the Assistant Sheriff or their designee based on the needs of the facility.

5.0 PROCEDURES

None

6.0 REVISION HISTORY

Version 12.04.05 - Revised 4/2005

Version 13.02.09 - Revised 2/13/2009 (Replaces MADF Version 12.04.05 and NCDF Version 6.03.00)
1.0 POLICY STATEMENT

Strategic Inmate Management (SIM) is an evolution of the elements of Inmate Behavior Management and the principles of Direct Supervision to create a comprehensive approach to managing inmate behavior. SIM will assist staff in achieving a safe, clean, and secure environment by holding inmates accountable, keeping them productively occupied, and promoting positive inmate behavior.

2.0 DEFINITIONS

**Strategic Inmate Management**
The intentional integration of the principles and strategies of Direct Supervision and the elements of Inmate Behavior Management as a unified operational philosophy.

**Principles of Direct Supervision**
Eight principles of inmate management to effectively supervise, manage and communicate to inmates in a barrier free environment.

**Inmate Behavior Management**
Six elements for effective staff management of inmate behavior.

3.0 MANDATES

None

4.0 GENERAL INFORMATION

4.1 NINE COMPONENTS OF STRATEGIC INMATE MANAGEMENT

1. **CONDUCTS SAFETY AND SECURITY INSPECTIONS**

   The deputy conducts safety and security inspections of all inmate occupied areas, and then takes corrective action as needed. The deputy also performs inspections and searches of inmates and their property in accordance with policy.

2. **IS THE SUPERVISORY AUTHORITY IN THEIR ASSIGNED AREA**
a. The module deputy is the sole authority in their area. The deputy never shares their authority with inmates and never allows inmates to have any degree of control over each other.

b. The module deputy is the primary decision maker on matters concerning inmates and housing area activities. Shift supervisors do not make the day-to-day decisions affecting inmates and the housing areas.

c. The module deputy establishes and maintains a positive supervisory relationship with inmates. To effectively supervise, the deputy must build credibility and a positive rapport with inmates.

d. The module deputy provides direction and coaching to inmates. The deputy provides direction to inmates on their behavior, tasks, and activities. The deputy coaches inmates as necessary and follows up with inmates to ensure they understand the direction given.

e. The module deputy supervises meals, recreation, cleaning, programs, mail service, visitation, and other activities. The deputy must supervise and direct these activities in a well-organized manner, with attention to detail.

3. PROVIDES INFORMATION AND RESPONDS TO REQUESTS AND CONCERNS

Inmates are dependent on the deputy for information and for responses to their requests and concerns. The deputy must provide timely and accurate information, and must respond to requests/concerns courteously and as promptly as possible.

4. ACTIVELY AND CONTINUALLY INTERACTS WITH INMATES THROUGHOUT THE SHIFT

To effectively supervise and manage inmates, the deputy must continually interact with them. The deputy not only responds to inmates, but also initiates interaction with them. This requires the deputy to move about their assigned housing areas—and not stay tied to a workstation.

5. IS FAMILIAR WITH ALL INMATES UNDER HIS/HER SUPERVISION

Deputies must know the names of all inmates under their supervision. The deputy must also know the inmates’ behavior patterns, needs, and any risks they pose to themselves, others, or the facility.

6. IDENTIFIES AND ADDRESSES PROBLEMS IN THE EARLY STAGES

Through extensive interaction with inmates, the deputy is able to identify and resolve problems with individual inmates or between inmates before they become crises.

7. MOTIVATES INMATES TO COMPLY WITH FACILITY RULES AND BEHAVIORAL EXPECTATIONS

a. The deputy ensures inmates have access to written copies of facility rules, understand rules that may be specific to the housing area, and know that they are expected to behave like rational adults during their stay in the facility.

b. The deputy serves as a positive role model for inmate behavior in the housing area. The deputy sets the tone for acceptable behavior in the housing area, and the inmates will take cues from the deputy. The deputy must always demonstrate professionalism and integrity in dealing with the inmates.
c. The deputy uses positive motivation techniques to encourage inmates to comply with facility rules and behavioral expectations. Positive motivation can range from a simple “thank you”, for a job well done to more complex incentives, such as maintaining privileges or gaining additional privileges.

d. The deputy holds inmates individually accountable for complying with rules and behavioral expectations and does so consistently and fairly. The deputy holds individuals accountable for their actions and addresses all rule violations. The deputy does not threaten or carry out mass punishment for the actions of a few.

8. ENGAGES INMATES IN POSITIVE ACTIVITIES

The deputy encourages inmates to attend programs and organizes housing area activities to ensure that inmates have minimal idle time.

9. WORKS AS A TEAM WITH FELLOW DEPUTIES AND OTHER STAFF

The deputy communicates regularly and thoroughly with fellow deputies on issues concerning inmates and the housing area. They work with fellow deputies on approaches to managing inmates in their assigned areas. Deputies engage other staff who are affected by the deputy’s decision.

5.0 PROCEDURES

None

6.0 RESOURCES

Forms
Policies

7.0 REVISION HISTORY

New policy 5.1.19
1.0 POLICY STATEMENT
The Sonoma County Sheriff’s Office provides all inmates with reasonable access to a telephone beyond what is required by Section 851.5 of the California Penal Code.

2.0 DEFINITIONS
Debit Card A card purchased through Commissary that allows inmates to make direct dialed calls at no cost to the called party.

Impairment A physical impairment which constitutes a disability because it makes performance of a major life activity difficult as defined by Federal and California law.

Inmate Telephones Commercial telephones, installed by the telephone contractors in the Modules/Units and Booking, which allow inmates to make collect or Debit card calls, with the exception of free calls to designated Attorneys, Probation and Parole. Local calls made from booking telephones are free.

Speed Dial Access A function of the inmate telephone system that allows an inmate to call selected agencies, attorneys, etc., free of charge, by pressing the pound symbol and a set of numbers.
3.0 MANDATES

Title 15 Standards: 1067
851.5 PC
636(a) PC

4.0 GENERAL INFORMATION

A. At the request of a citizen, telephone calls from inmate telephones to their telephone number may be blocked.

B. All calls made from inmate phones with the exception of speed dialed calls, require the called party to accept the call regardless of the type of call made (collect, debit card or free).

C. Inmates shall be notified of emergency messages left with the Sergeant/Watch Commander only after the Sergeant/Watch Commander or their designee verifies the facts of the emergency.

D. A speed-dial function is available on the inmate telephones, which allows a hearing-impaired inmate to use a TDD to contact another hearing-impaired person or a hearing person.

E. Speed-dial numbers are posted in each Module/Unit.

F. Inmates who are being transported to other facilities will not be permitted access to a telephone once they have been notified of their transfer.

G. With approval from the Watch Commander, in times of emergency, inmate telephones throughout the Facility may be turned off using the master cut-off switches in the Communications Closet located in the first floor main corridor at MADF, or the master cut-off switches located in the main Mechanical Room in the NCDF Administration building.

H. Inmate telephones can only call internationally using the Debit Phone Cards available for purchase through the inmate commissary.

I. Inmates may engage in privileged conversations and communications with persons exempt from telephone monitoring and recording. These telephone calls shall not be knowingly monitored or recorded. Those individuals that are exempt from such monitoring and recording are the following:

   1. Inmate’s attorney;
   2. Inmate’s religious advisor;
3. Inmate’s licensed physician.

J. It is the responsibility of an inmate’s attorney, religious advisor, or licensed physician to request an exemption from telephone monitoring and recording by completing The Exemption Monitoring Form.

K. Any Staff Member who discovers a telephone conversation that was inadvertently monitored and/or recorded with an inmate’s attorney, religious advisor or a licensed physician shall notify their Supervisor immediately.

1. The Supervisor shall immediately notify the MADF Administrative Lieutenant who shall take the necessary steps to address this matter.

4.1 USE OF THE COUNTY TELEPHONES

A. All inmate phone calls after the inmate is housed in a Module/Unit will be collect, with the following exceptions:

1. Calls to State Parole, Probation, the Public Defender's Office, and conflict council (can be made free of charge from inmate telephones).

2. Court ordered phone calls specifying free of charge and identifying a custody or legal status reason (e.g. bail bondsman, diversion program, etc.).

   a. Court ordered phone calls will be forwarded to the Administrative Lieutenant for approval.

      i. In the absence of the Administrative Lieutenant, the Court Legal Processor will contact the Watch Commander.

   b. All court ordered phone calls require the inmate to be taken to Booking or Contact Visiting, unless otherwise indicated.-Inmates at the NCDF will be taken to Central.

   c. The Administrative Lieutenant will document court ordered and approved phone calls in the inmate's management notes.

   d. Once the inmate has completed their court ordered and approved phone call the Deputy will document the day and time the call was completed in the inmate's management notes.

3. Personal emergencies, such as a death in their family or calls to physicians can be approved by the housing module/unit Deputy.

4. Calls made from inmate telephones with a Debit Card purchased through Commissary.
B. Inmates who are citizens of other countries and have not established residency in the United States may ask to be allowed to contact their families in their home countries. This request will be sent to the Administrative Lieutenant. Calls to other countries can be made using the assigned telephone code, from a County telephone in various different locations at the MADF and NCDF that offer this capability.

4.2 TELEPHONE USE IN THE BOOKING AREA

A. At intake, inmates will be allowed unlimited free local phone calls and collect long distance phone calls while in the inmate waiting area.

B. All inmates will be allowed to make phone calls as soon as the inmate is physically able to complete the call.

C. Inmates placed in holding cells for segregation reasons (e.g. medical, protective custody, gang members, mental health, etc.) will make their calls from the phones in the holding cells. They may make their calls as soon as they are placed in the holding cell.

1. At the request of the arresting Officer or Deputies, due to circumstances pertaining to Officer safety or inmate safety (e.g. serving search warrants), inmates may be prevented from placing phones calls for a specified period of time, but in no case later than three hours after arrest. When these situations occur the Booking Sergeant shall be notified and the denial documented on the inmate’s management card.

2. Inmates removed from Modules/Units and placed in holding cells in the Booking Area because of problems in the Module/Unit, going to a medical appointment outside of the facility, or awaiting transfer to/from NCDF shall not be allowed to use the telephones while in the holding cells, unless authorized.

D. Inmates may contact bail bond agents in the Lobby (if the agent has requested telephone contact) by calling one of the lobby telephones from one of the free phones in the Booking Waiting Area or holding cells. The Booking Legal Processor or Deputy will give the inmate the phone number to call.

E. Every arrestee, except where physically impossible, has the right to make three completed phone calls within three hours of arrest and if the arrested person is identified as a custodial parent with responsibility for a minor child, they also have the right to two additional local phone calls for the purpose of arranging for the care of the minor child or children.

F. Phone calls made in Booking to the local calling area are free. All others are collect.
4.3 MODULE/UNIT PHONE CALLS

A. With the exception of inmates housed in Disciplinary Separation, MADF inmates may generally have access to telephones any time they are out of their cells, and NCDF inmates from lights-on to lights-off, unless any of the following activities are occurring, such as, but not limited to:

1. Scheduled/unscheduled counts;
2. Meals;
3. Cleanup;
4. Mandatory lock down;
5. Emergency facility-wide lock downs, and

B. Inmates in Disciplinary Separation are limited to phone calls for:

1. Emergency purposes;
2. Attorney contact;
3. Court-ordered calls; and
4. Phone calls earned on the behavior modification plan.

4.4 TDD INFORMATION

A. TTY/TDD machines are available for the hearing impaired (Refer to Disability-Accommodations).

B. A portable TTY/TDD machine is available as needed in booking. Booking waiting phone #4, and booking cell #12 have TTY/TDD machines; every Module/Unit has a TTY/TDD phone available for use during OCA time. There are two portable TDD machines in the Booking Sergeant's office, and one machine in the NCDF Watch Commander's office.

C. Each Module/Unit has an amplified telephone available for use.

D. A written record will be maintained by Correctional Staff for the use of the portable TTY/TDD machine (Form DD 521).

5.0 PROCEDURES

5.1 PLACING A BLOCK ON CALLS TO OUTSIDE TELEPHONE NUMBERS

A. When a member of the public desires to have telephone calls to their phone number blocked, the Clerical Staff Member shall instruct them to come to the MADF or NCDF to complete the Telephone Line Block/Removal Form.
B. When the member of the public has completed the necessary sections of the form, the Legal Processor will check their identification to verify the member’s identity.

C. The Legal Processor will complete the remainder of the form and forward the form to the Telephone Site Administrator.

1. The Telephone Site Administrator will enter the information from the block request in a log and place the block on the requested telephone number.

5.2 RESCINDING BLOCKS ON CALLS TO OUTSIDE LINES

A. If a member of the public who previously requested a block be placed on their telephone number desires to rescind their request:

1. The Member of the Public will come to the Detention Facility in which the inmate is housed and speak to the Receptionist or Central Legal Processor.

2. The Legal Processor will:

   a. Complete the "Removal" portion of the Telephone Line Block/Removal form; and
   b. Forward the form to the Telephone Site Administrator.

3. The Telephone Site Administrator will review the form to ensure the removal is requested by the same person who placed the phone block, and then remove the block on the requested telephone number and enter the information in the appropriate location of the log.

5.3 TDD USE AND ISSUING PROCEDURES

A. Any time a hearing-impaired inmate is brought into custody, the Booking/Movement Deputy will immediately notify the Booking Sergeant or Watch Commander.

B. The Booking/Movement Deputy will have the inmate sign a TDD Instructions form, and will forward the form to Records to be placed in the inmate's D-file, a copy of the form will be forwarded to the ADA Coordinator.

C. If necessary, the Booking/Movement Deputy will check out a portable TDD machine from the Booking Sergeant/Watch Commander.

D. The Booking Sergeant/Watch Commander will document the TDD checkout on the Text Telephone (TDD) Check Out Log.

E. The Booking/Movement Deputy will arrange for the inmate to use the portable TDD at one of the booking workstations while in the Booking Area.
6.0 REVISION HISTORY

Version 16.01.06 - Revised 01/17/06 (Replaces MADF Version 15.08.05 and NCDF Version 15.08.05)
Version 17.11.09 - Revised 11/2009
Version 18.05.10 - Revised 05/2010
Version 19.08.14 - Revised 8/2016
Revised 8/1/2017
1.0 POLICY STATEMENT

In order to develop staff proficiency in emergency response; training drills shall be used to train staff in the proper response to different emergency situations, to evaluate policy and procedure to ensure that what occurs is reasonable and accurately reflected in policy, and as a continuing reminder of what emergencies may occur at any given time.

In every training drill, all on-duty staff shall be told in advance, the time, location and nature of any drill or scenario. If the drill is held in an area which can be seen by members of the public or if there will be alarms sounding in the area, they shall be advised of the drill, as well.

2.0 DEFINITIONS

<table>
<thead>
<tr>
<th>Routine Drills and Scenarios</th>
<th>Training drills and scenarios scheduled on an &quot;as needed basis&quot;. These drills will be confined to &quot;mock&quot; fire drills, medical emergencies, fights, panel operations, patrol duress alarms, restraint chair placements, Central Control scenarios, and calls for back up.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tactical Training Drills</td>
<td>Training intended to teach Correctional Staff skills which will enable them to effectively handle situations involving non-compliant, unarmed inmates when use of SERT would not be necessary. Tactical Training exercises include, but are not limited to: - Removal of a combative &quot;inmate&quot; from his cell, - Inmates needing to be physically removed from a module, - Defensive Tactics training.</td>
</tr>
</tbody>
</table>

3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION

4.1 INFORMATION FOR ROUTINE AND TACTICAL DRILLS
A. All drills and scenarios are to be announced by a Sergeant during shift briefing. In the event there are staff members holding over or coming in early for the shift who were not present in briefing, a Sergeant shall make contact with these staff members to inform them of the pending drill and scenario.

B. All drills and scenarios are to be announced on the radio by the staff member who initiated the training exercise. Central Control will then make an announcement via the radio and paging system to notify all other personnel that a drill is in progress.

C. An observer who can monitor all aspects of the exercise shall be utilized in every drill and scenario. The purpose of the observer is to provide objective feedback to staff, insure that the scenario is followed and protect the safety and security of the facility, staff and public. The observer will wear a visible red arm band.

D. At the conclusion of the drill, the training monitor will have Central Control make an announcement (via radio and paging system) that the drill is complete.

4.2 ROUTINE DRILLS AND SCENARIOS

A. Routine drills and scenarios shall not be conducted without the knowledge of the Watch Commander, Sergeants, and all persons on duty in the facility, including support staff, and where necessary, members of the public.

4.3 TACTICAL TRAINING DRILLS

A. All training involving tactical skills or physical contact between Deputies will occur in a controlled environment. This environment will be outside the view of the public or inmates.

B. Any training other than routine drills and scenarios requires an operational order.

C. Operational Orders will contain, at a minimum, the following:

1. Clearly defined training objectives.
2. The name of the observer monitoring the scenario.
3. The approving authority's name.
4. The description of all staff involvement.
5. A listing of any items to be used.
6. The intensity that staff will use to complete the drill.
7. Location.
8. Time (approximate) and date.

D. Clear guidelines and explanations of duties will be provided to all staff participating in those drills and scenarios that are not routine training drills.

E. Operational orders being written for exercises which affect support services areas of the facility shall be developed with input from the area manager, and shall have their approval before the training takes place.

F. All operational orders require the approval of the Facility Manager.

G. Once an operational order has been approved through the chain of command, any changes to the order must be resubmitted through the chain of command for approval.

4.4 FTO TRAINING DRILLS AND SCENARIOS

A. Emergency drills and scenarios will occur throughout the FTO program, starting in phase two. They may include unannounced fire drills, patrol tour duress alarms, missing inmates, inmate emergency calls (e-calls), minor
medical emergencies, and emergencies requiring evacuation.

1. When any of these drills affect anyone other than the Central Control Deputy or anyone outside the module (including staff members or members of the public), the drill or scenario shall be announced in briefing, on the radio, and on the paging system.

2. When these drills are conducted only in the module, and do not affect any other staff members or members of the public, the trainer will be considered the observer, and it will not be necessary to announce the drill or scenario at briefing, on the radio, or the paging system.

5.0 PROCEDURES

A. None.

6.0 REVISION HISTORY

New Policy – July 1999
Version 02.09.07 – Revised 09/14/07
(Replaces MADF Version 1.07.99 and NCDF Version 1.07.99)
Version 03.01.08 – Revised 1/31/08
Transfers Between The MADF And NCDF Facilities

1.0 POLICY STATEMENT

Inmates may be transferred between the MADF and NCDF based on criteria from Classification, Mental Health and/or Medical Staff. Sheriff's Deputies assigned to the Transportation Unit will have primary responsibility for the safe, orderly and efficient transportation of inmates. When necessary, and in the absence of Transportation Unit personnel, Patrol Deputies will be responsible for transporting inmates between facilities. In addition, support staff may complete inmate transports to meet facility tasks that are normally completed by an in-custody inmate work crew (Refer to: Transportation of Inmates). In order to ensure the correct inmates are being transferred, each inmate's identity will be verified before they are transferred.

2.0 DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulk Property</td>
<td>Any inmate property that is not clothing and/or cannot be placed in the inmate's personal clothing storage bag because it will not fit.</td>
</tr>
<tr>
<td>Cell Property</td>
<td>For the purposes of this chapter, cell property is the personal property an inmate may keep in his cell.</td>
</tr>
<tr>
<td>MADF/NCDF Inmate Transfer List</td>
<td>A list prepared by Classification Staff documenting the names, booking numbers, and classification status of inmates being transferred from one facility to another.</td>
</tr>
<tr>
<td>Minute Sheet</td>
<td>The official record of court proceedings; either the automated Court Disposition Report form, or the manual form provided by the courts.</td>
</tr>
<tr>
<td>NCDF Physical</td>
<td>A physical examination and/or chart reviews conducted by Medical Staff prior to authorizing the transfer of an inmate to NCDF.</td>
</tr>
<tr>
<td>Personal Clothing</td>
<td>All of the clothing, including outerwear and footwear, in an inmate's possession when brought into custody.</td>
</tr>
<tr>
<td>Valuables</td>
<td>Inmate property stored in the property vault such as jewelry, credit cards, watches, keys, ATM cards, checkbooks, checks, money orders, traveler's checks, pocket knives, wallets (unless empty), and prescription medications.</td>
</tr>
</tbody>
</table>
3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION

A. Inmates transferred from the MADF to the NCDF shall wear their MADF issued clothing while in transit.

B. Inmates transferred from the NCDF to the MADF shall wear their NCDF issued clothing while in transit or their personal clothing if the transfer is a result of the commitment process at NCDF.

C. Inmates being transferred shall retain their I.D. Cards.

D. Scheduled transfers will generally take place during dayshift. Unscheduled transfers may be required periodically, and may be performed on any shift.

E. The Court Legal Processor shall notify Classification Staff an inmate has been sentenced when court minutes are received specifying the inmate's sentence, provided the inmate has no other charges pending.

F. The Medical Staff Member assigned to Booking shall check the storage cabinet located in the Vehicle Sallyport for storage boxes containing transferred medical files on a regular basis.

5.0 PROCEDURES

5.1 CONDUCTING INMATE TRANSFERS FROM MADF TO NCDF

A. Classification Staff shall:

1. Determine which inmates meet the classification criteria for transfer to NCDF and prepare an Inmate Transfer List.

2. Submit or forward an MADF/NCDF Inmate Transfer List to:
   a. The Booking Sergeant
   b. The Records Legal Processor at MADF
   c. The Clothing Room Detention Assistant
   d. Medical Staff
   e. Transportation
   f. Movement Deputies
   g. The Custody Sergeant
   h. Mental Health
   i. Central Legal Processor at NCDF

3. Gather the appropriate Inmate Classification files and place them in a locking storage container.

B. Medical Staff shall:

1. Conduct the NCDF physicals and/or file reviews and notify the Classification Deputy of inmates ineligible for transfer.

2. Gather the appropriate inmate medical files, place them in a locking storage container, and deliver it to the storage cabinet located in the Vehicle Sallyport.
C. The Booking Deputy shall notify the affected Module Deputies of the pending transfers and notify all affected parties if an inmate is removed from the list.

D. The Cashier shall place each inmate's valuables from the property vault into a property bag labeled with the inmate's name, then place the bags in the transportation bin.

E. The Module Deputy shall prepare the inmates for release from the module (Refer to: Releases - Preparation and Dressout).

F. The Movement Deputy shall:

1. Confirm the identity of inmates scheduled for transfer with their Inmate I.D. Card and Inmate Management Card.
2. Escort the inmate and their cell property from the module to the appropriate booking holding cells and stage them according to their special handling needs.
3. Take the Inmate Management Card to the Clothing Room Detention Assistant.

G. The Clothing Room Detention Assistant shall:

1. Gather the inmate personal clothing storage bags for inmates being transferred, verify the correct property is being transferred and compare each inmate's I.D. Card to his Inmate Management Card and the MADF/NCDF Inmate Transfer List.
2. Receive the bag of cell property from each inmate, tag it with the inmate's name, and place it with the other property in the laundry bin.
3. Give the Transportation Deputy the inmate management cards.

H. The Records Legal Processor shall:

1. Give copy of transfer list to cashier
2. Place the inmate "D" files in the transportation bin.
3. Give the Transportation Deputy the box of D-files, valuables and the Inmate Transfer List provided by Classification.

I. The Transportation Deputy shall:

1. Confirm the identity of the inmates for transfer with their I.D. card and the inmate transfer list.
2. Compare the Inmate Management Cards and D-files to the Inmate Transfer List to ensure the items being taken are correct.
3. Transport the inmates, their property and the medical and classification boxes to NCDF.

J. At NCDF:

1. The Central Legal Processor will process the inmate's D-File and valuables.
2. Movement Deputies will place the inmate's clothing into the Central Clothing Room and ensure the inmate's cell property is delivered to the inmate's housing unit.
3. The inmate's will be directed to their new housing unit. The Unit Deputy shall ensure the inmate is given a clothing exchange as soon as possible.
4. Deputies will ensure the inmate's management cards are delivered to the inmate's assigned housing unit.
5. The Unit Deputy shall document the inmate's new housing assignment in the SCAD's Movement Worksheet, the SCADS unit activity logging, on their management card and on the Unit assignment sheet.
6. The Movement Deputy or 301 Deputy will properly store the inmate's bulk clothing in the Central or 301 Clothing Room.
5.2 CONDUCTING TRANSFERS FROM NCDF TO MADF

A. Upon arrival at MADF the Transporting Deputy shall:

1. Place the locked containers of medical and classification files in the storage cabinet in the Vehicle Sallyport.
2. Take the inmate, his D-file, and all of the inmate's property into the Pedestrian Sallyport.
3. Give the paperwork and valuable property to the Booking Legal Processor.
4. Take the inmate's clothing bag, cell, and bulk property to the Clothing Room Detention Assistant.

B. The Booking Legal Processor shall:

1. Check the inmate's CJS record to verify that all information is correct, and as applicable, that supplemental charges have been added.
2. Inventory the inmate's valuables against the CJS property list.
3. Hand carry the inmate's valuables, D-file and any additional paperwork, with the exception of the inmate's management card to the Cashier.

C. The Booking Deputy shall:

1. Ask the Booking Legal Processor what the supplemental charges are, if any.
2. If supplemental charges have been or are being added, fingerprint the inmate.
3. Stage the inmate.
4. Search the inmate's cell property.
   a. If the Booking Deputy finds an item in the inmate's cell property which he cannot have in the MADF, he will complete a property receipt for the item, give the item to the Cashier or Clothing Room Detention Assistant, depending on the type of item, and have him enter the item in the inmate's CJS record.

D. The Cashier shall:

1. Assign the inmate a property box number.
2. Place the inmate's valuables into the appropriate property box.
3. Give the inmate's paperwork to the Records Legal Processor.

E. The Booking Deputy shall contact the Classification Deputy to determine where the inmate should be housed and then shall initiate the dress-in process. (Refer to: Booking - Dress-In)

F. The Classification Deputy will assign the inmate to the appropriate housing area.

1. If no Classification Deputy is on duty, the Booking Sergeant shall assign the inmate to a module.

6.0 REVISION HISTORY

Version 9.03.97 - Revised 3/1997
Version 10.02.10 - Revised 2/2010
Transfers

1.0 POLICY STATEMENT

All assignments, transfers and terminations of specialty assignments for Correctional Deputies and Sergeants will conform to the requirements of the current Memorandum of Understanding (MOU).

Detention Division Management reserves the right to make changes in individual assignments or to assign individuals, based on the needs of the Office.

2.0 DEFINITIONS

Administrative Transfer
Assigning personnel from one position to another when the needs of the Office require a transfer.

3.0 MANDATES

None

4.0 GENERAL INFORMATION

A. Transfers to positions which qualify as specialty assignments are covered in the Specialty Job Assignments policy.

B. Management reserves the right to administratively transfer probationary Correctional Sergeants and Deputies who have completed at least six months of their probationary period and who have demonstrated the skills and abilities necessary to successfully complete the remainder of their probationary period. These transfers will be made on a case-by-case basis with the final decision being made by the Detention Assistant Sheriff and/or Captain.
C. When a vacancy occurs which requires a staff member to fill a position on another shift, or at another facility, and the needs of the Office don't require an administrative transfer, the Administrative Lieutenant will notify staff via e-mail or other written notification asking for a volunteer to take the position. If no one volunteers, the most junior Deputy not on CD I probation, or a CD I on probation who meets the criteria described in Section 3.0 B, will be assigned to fill the vacancy. If the Deputy has a personal hardship, it may be taken into consideration, however, the transfer may still occur.

D. When an administrative transfer is made as the result of poor performance issues, the Deputy will be provided with written documentation of the performance issue(s), a written Performance Improvement Plan, and a date when they will be formally evaluated. The Supervisor will maintain these documents for a period of one year. After the one year period, if the Deputy has successfully completed the Performance Improvement Plan, the documents will be returned to the employee.

5.0 PROCEDURES

None

6.0 REVISION HISTORY

Revised 6/15/2017 (Replaces MADF Version 2.12.01 and NCDF Version 2.12.01)
1.0 POLICY STATEMENT

It is the policy of the Sonoma County Sheriff’s Office to identify all transgender and intersex inmates at intake, to evaluate them on a case-by-case basis and to make housing decisions that provide for the safest housing environment possible, consistent with law and applicable regulations. Programming opportunities are available to all inmates based on their classification level and after an evaluation of all safety and security concerns. All contacts with transgender and intersex inmates will be conducted in a respectful, courteous, and professional manner while maintaining the necessary level of safety and security. Discrimination or harassment of any kind, based on actual or perceived gender, gender identity, and/or gender expression is strictly prohibited and will not be tolerated. The gender identity of all persons will be respected.

2.0 DEFINITIONS

**Full Body Scanner**
A device that for security purposes can detect suspicious items on, and inside a person’s body, without the need for a person to physically remove their clothes or for the operator to make physical contact with the individual.

**Gender**
Means sex, and includes a person’s gender identity and gender expression. Gender is the range of characteristics pertaining to, and differentiating between a man and a woman, both, or neither. Depending on the context, these characteristics may include biological sex, sex-based social structures, or gender identity.

**Gender Identity**
An individual’s sense of being either male, female, something other, in-between, or neither. This may be different from what is traditionally associated with an individual’s assigned sex at birth.

**Gender Expression**
A person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.
Gender-Variant  A person whose gender identity or gender expression does not conform to socially defined male or female gender norms. People who exhibit gender variance may be called gender variant, gender non-conforming, gender diverse, gender atypical, or genderqueer, and may be transgender or otherwise variant in their gender identity. In the case of transgender individuals, they may be perceived, or perceive themselves as, gender nonconforming before transitioning, but might not be perceived as such after transitioning. Some intersex people may also exhibit gender variance.

Intersex  A person who’s sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sexual development.

Sex Assignment  This is sometimes known as gender assignment and is the determination of an infant’s sex at birth. In the majority of births, a relative, midwife, nurse, or physician inspects the genitalia when a baby is delivered and sex and gender are assigned, without the expectation of ambiguity.

Sexual Orientation  An enduring pattern of romantic or sexual attraction (or a combination of these) to persons of the opposite sex or gender, the same sex or gender, or to both sexes or more than one gender.

TGI  An acronym for transgender, gender variant and intersex Previously referred to as gender non-conforming.

Transgender  A person whose gender identity and/or gender expression (i.e., internal sense of feeling male or female) is different from the person’s assigned sex at birth.

Pat Down Search  A thorough, manual search of a clothed individual including but not limited to a search of all pockets, shoes, and socks of the inmate.

Strip Search  A search which requires a person to remove or arrange some or all of his or her clothing so as to permit a visual inspection of the underclothing, breasts, buttocks, or genitalia of such person.

3.0 MANDATES

42 U.S.C. 1997
Prison Rape Elimination Act of 2003
Department of Justice National PREA Standards
Attorney General Opinion #17-302 dated July 6, 2017
Penal Code §4030
Penal Code § 422.56(c)
Title 15 CCR
4.0 GENERAL INFORMATION

A. All staff are trained to communicate effectively and professionally with inmates, including lesbian, gay, bi-sexual, transgender, intersex, and gender nonconforming inmates.

B. Members of the public are welcome to provide input to the Office on any recommendations and/or matters of concern that impact how the Office manages all inmates including transgender and intersex inmates.

C. Transgender or intersex inmates shall not be searched or physically examined for the sole purpose of determining the inmate’s genital or gender status. If the inmate’s genital or gender status is unknown, it may be determined during conversations with the inmate, by reviewing medical records, or, if necessary, by learning that information as part of a broader medical examination conducted in private by a medical practitioner.

D. All correctional deputies will be trained annually in how to conduct cross-gender pat down searches, and searches of transgender and intersex inmates, in a professional and respectful manner, and in the least intrusive manner possible, consistent with safety and security needs.

E. Barring exigent circumstances, all transgender and intersex inmates will be pat searched by a deputy in accordance with the inmate’s stated gender (male or female) preference.

F. All transgender and intersex inmates that require placement in a sobering cell will be placed in a sobering cell by themselves. Refer to the Sobering Cell Use policy.

G. A transgender or intersex inmate with male genitalia that has stated a preference to be searched by a male deputy, can be strip searched by a male deputy. A transgender and/or intersex inmate with female genitalia that has stated a preference to be searched by a female deputy, can be strip searched by a female deputy. All strip searches will be conducted in compliance with the Searches-Pat Searches and Strip Searches policy.

1. A transgender or intersex inmate with a stated preference to be searched by a deputy with opposite genitalia than their own will not generally be strip searched, unless one of the following two circumstances apply:

   a. The strip search is deemed necessary for their own safety pursuant to their placement in a safety cell. Refer to the Safety Cell Use policy.

   b. The strip search is deemed necessary for safety and security reasons. A watch commander must first authorize the strip search unless exigent circumstances apply. If this is the case, the search must be documented in an incident report.
H. If one of the two above circumstances apply the strip search must be conducted as follows:

a. The deputy conducting the strip search must be of the same sex as the inmate being searched, except for physicians, licensed medical personnel, or if exigent circumstances require otherwise. The sex of the deputies chosen to conduct or participate in the search shall be determined based on the predominate sexual characteristics of the genitalia of the transgender or intersex inmate being searched.

b. All strip searches will be conducted in a respectful, courteous and professional manner while maintaining the necessary level of safety and security.

I. Every attempt will be made to book all transgender and intersex inmates with their legal name. A name other than an inmate’s legal name, which is preferred by the inmate will be entered into the computer system as an alias.

1. Legal names will be determined by government issued identification such as, but not limited to passports, driver’s licenses, etc.

J. The Office will comply with the requirements of the Prison Rape Elimination Act of 2003, with the goal of protecting all transgender and intersex inmates from sexual abuse, sexual harassment, and sexual assault.

4.1 INTAKE

A. Barring exigent circumstances, during the initial intake process every arrival will be asked the following question:

1. Do you consider yourself to be transgender or intersex?

B. Every person who answers yes to question 4.1 A 1, will be asked the following three additional questions:

2. What was your gender at birth?
3. Do you identify as male, female or neither male or female?
4. Do you prefer to be searched by a male deputy or a female deputy?

C. A classification deputy will interview and screen all transgender and intersex inmates in the booking area before a housing decision is made. The classification deputy shall use all information learned to make individualized housing determinations about how best to ensure the safety and security of each inmate. A transgender or intersex inmate’s own views with respect to their own safety and housing preference will be given serious consideration by the classification deputy. The goal being to keep separate those inmates at a high risk of being sexually or physically victimized from those inmates at a high risk of being sexually or physically abusive.

1. Classification deputies shall control dissemination within the facility
of responses to questions asked to ensure that sensitive information is not exploited to the inmate’s detriment by staff or other inmates.

2. In the absence of a classification deputy, the booking sergeant will assign inmates to their housing assignment. A classification deputy will interview and screen all inmates within 24 hours of the booking sergeant’s housing decision.

3. The classification deputy will enter an alert in the computer system that the inmate is transgender or intersex, what the inmate’s gender was at birth, whether the inmate identifies as male, female, or neither male or female, and whether the inmate prefers to be searched by a male or a female deputy.

4. A classification deputy in deciding to assign a transgender or intersex inmate to a housing area for male or female inmates, and in making other housing assignments, shall consider on a case-by-case basis whether the housing assignment would ensure the inmate’s health and safety, and whether the housing assignment would present management or security concerns.

5. All transgender and intersex inmates who are not strip searched before being housed will be full body scanned by a deputy in accordance with the inmate’s stated gender (male or female) preference.

6. All transgender and intersex inmates will be issued undergarments consistent with their gender identity and/or gender expression.

4.2 HOUSING

A. The Office will not place transgender or intersex inmates in housing areas or wings solely on the basis of such identification or status.

B. Transgender and intersex inmates shall be given the opportunity to shower separately from other inmates.

C. All transgender and intersex inmates will be identified in the Classification footnotes along with the inmate’s own gender perception and search preferences. Module/Unit deputies, barring exigent circumstances, will be responsible to ensure that all transgender and intersex inmates are pat searched according to an inmate’s stated gender (male or female) preference with the following exceptions:

1. Detention court deputies are responsible to ensure that all transgender and intersex inmates going to court are pat searched with an inmate’s stated gender (male or female deputy) preference.

2. Program deputies are responsible to ensure that all program movement lists identify all transgender and intersex inmates, and also state whether an inmate prefers to be pat searched by a male or female deputy.

4.3 HOUSING REVIEW
A. Within a set time period, not to exceed 30 days from the inmate’s arrival at the facility, a classification deputy will reassess an inmate’s risk of victimization or abusiveness based upon any additional relevant information received since an inmate’s initial assessment.

B. Classification deputies will schedule an interview with all transgender and intersex inmates at least every six months in order to reassess housing placements, programming assignments, and to review any inmate concerns or threats to an inmate’s safety. A transgender or intersex inmate’s own views with respect to his or her own safety shall be given serious consideration. All interviews will be documented.

4.4 PROTECTIVE CUSTODY

A. Transgender or intersex inmates at a high risk for sexual or physical victimization or who allege to have suffered physical and/or sexual abuse shall not be placed in involuntary segregated housing unless an assessment of all available alternatives has been made, and a determination has been made by Classification that there are no available alternative means of separation from likely abusers. If such an assessment cannot be conducted immediately, the inmate may be placed in involuntary segregated housing for a period of time, not to exceed 24 hours, while Classification completes an assessment.

B. Classification deputies shall assign such inmates to involuntary segregated housing only until an alternative means of separation from likely abusers can be arranged, and such an assignment will not ordinarily exceed 30 days.

1. Inmates placed in segregated housing for this purpose shall have access to programs, privileges, education, and work opportunities to the extent possible. If restrictions to access are required to programs, privileges, education, or work opportunities, the classification sergeant shall document:
   a) the opportunities that have been limited,
   b) the duration of the limitation, and
   c) the reasons for such limitations.

C. If an involuntary segregated housing assignment is made, classification deputies shall clearly document:

1. the basis for the facility’s concern for the inmate’s safety,
2. the reason why no alternative means of separation can be arranged,
   Such documentation will be forwarded to the Classification Lieutenant and the PREA Compliance Manager.

D. Every 30 days, Classification shall schedule a review of any transgender or intersex inmate that has been placed in segregated housing to determine whether or not there is a continuing need for separation from the general population. If continued separation is deemed necessary, classification
deputies will notify the classification sergeant of an inmate’s continued need for separation. Refer to the Classification-Review/Reclassification policy.

4.5 SEXUAL/PHYSICAL ABUSE INCIDENT REVIEWS

A. Sexual abuse incident reviews shall be completed at the conclusion of every sexual abuse investigation as required in the Office-Wide Prison Rape Elimination (PREA) policy.

B. Physical abuse incident reviews shall be completed and documented at the conclusion of every physical abuse investigation by the Facility Manager. Such a review shall ordinarily occur within 30 days of the conclusion of an investigation.

C. All sexual and physical abuse reviews will consider whether the incident or allegation was motivated by transgender or intersex identification status, or perceived status, gang affiliations or was motivated or otherwise caused by other group dynamics at the facility.

5.0 PROCEDURES

None

6.0 RESOURCES

Policies

Forms

7.0 REVISION HISTORY

12/20/2018 – New Policy
Transport Hood Use

1.0 POLICY STATEMENT

A transport hood will be used on an arrestee/inmate to prevent exposure to staff or others from saliva, blood, or nasal fluids.

2.0 DEFINITIONS

Transport Hood A disposable piece of material that is placed over an arrestee/inmate's head to prevent his spit, blood, and/or nasal fluids from coming into contact with staff or others (also referred to as a "spitter's mask").

3.0 MANDATES

None

4.0 GENERAL INFORMATION

A. Use Intended to Minimize Risk of Exposure. To minimize the risk of exposure from saliva, blood, or nasal fluids, Correctional Staff may use a transport hood on an arrestee/inmate during transportation or placement in a housing setting. Use of a transport hood shall be documented on an Incident Report.

B. Conditions for Use. A transport hood should be used when an arrestee/inmate is attempting to spit on others, has threatened to spit on others, is likely to spit on others, or is not in control of his spit, blood, and/or nasal fluids (e.g., uncontrolled drooling) such that bodily fluids might come in contact with other persons.

C. Monitoring Required. Correctional Staff involved in the use of a transport hood shall be responsible for monitoring the arrestee/inmate for signs of distress, breathing difficulties, and any possible aspiration of vomitus; if such symptoms occur, Correctional Staff shall immediately notify Medical Staff and take precautionary actions.

D. Removal. A transport hood shall be removed as soon as the risk of exposure from spit, blood, and/or nasal fluids has become minimal, or when the transport hood threatens the health of the arrestee/inmate.

5.0 PROCEDURES

A. Place the transport hood over the head of the person per the manufacturer instructions.
B. Remove when the potential for exposure to saliva, blood, and nasal fluids is minimized or if the arrestee/inmate will be left unattended.

6.0 REVISION HISTORY

Use of Force - Less Lethal Control Devices

1.0 POLICY STATEMENT

To reduce and minimize altercation-related injuries to deputies and inmates, the Department authorizes Correctional Deputies to use selected less lethal control devices (i.e. baton, oleoresin capsicum spray, kinetic energy projectiles, PepperBall projectiles). Certain less lethal control devices are provided in order to control violent or potentially violent inmates. It is anticipated that the use of these devices will generally result in fewer altercation-related injuries to Correctional Deputies and inmates.

2.0 DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>SERT</td>
<td>Specialized Emergency Response Team.</td>
</tr>
<tr>
<td>Approved Less Lethal Control Devices</td>
<td>Less Lethal Control Devices approved by the Sonoma County Sheriff's Department for use by Department approved staff.</td>
</tr>
<tr>
<td>Pepperball System</td>
<td>The Pepperball System deploys plastic spheres filled with Oleoresin Capsicum (O/C) powder, which shatter on impact with a semi-hard surface, releasing the O/C powder into the air, temporarily incapacitating the affected subject.</td>
</tr>
<tr>
<td>Oleoresin</td>
<td>A mixture of an essential oil and a resin found in nature.</td>
</tr>
<tr>
<td>Capsicum</td>
<td>The common pepper of the garden, occurring in many varieties that range from mild to hot, having pungent seeds, also ranging from mild to hot, enclosed in a podded or bell shaped pericap.</td>
</tr>
<tr>
<td>Oleoresin Capsicum Oil of Capsicum (O/C)</td>
<td>1. Powder form of O/C - Dispensed from a pepperball projectile system. 2. Liquid form of O/C - Dispensed in aerosol form from a hand held dispenser (Refer to: Use of Force - Chemical Agents)</td>
</tr>
<tr>
<td>Kinetic Energy Projectiles</td>
<td>Munitions containing foam, rubber or bean-bag projectiles deployed from 12 guage shotguns, 37mm or 40mm launchers, and/or the FN303 Less Lethal Launcher System.</td>
</tr>
<tr>
<td>Approved Impact Weapon (baton)</td>
<td>Plastic or metal straight or side handle expandable police baton.</td>
</tr>
<tr>
<td>Use of Force Tracking and Reporting Form</td>
<td>Form used to document the Use of Force used with the intent to gain compliance from a suspect who will not comply.</td>
</tr>
<tr>
<td>Taser</td>
<td>A less lethal conductive energy weapon that uses propelled wires to conduct energy to a remote target, thereby controlling and affecting the central nervous system.</td>
</tr>
</tbody>
</table>
Use of Force - Less Lethal Control Devices

system of the body. Although Taser is a brand name, the word is used in this policy and procedure to define the type of device, not the brand. (Refer to: Use of Force - Taser)

3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION

A. Only Department approved less lethal control devices will be used.

B. Correctional Deputies who have successfully completed an approved Departmental training course, and are authorized by the Operations Captain or his designee, may carry and deploy department-approved less lethal projectiles while performing correctional duties pursuant to this policy.

C. With the exception of training situations, all uses of less lethal control devices, including accidental discharges, will be documented in the incident/arrest/crime report and on the Sheriff's Department Use of Force Tracking and Reporting form. If a Taser is deployed the serial number of the Taser will also be included on all documents.

D. Requests for use of a less lethal control device will be made through the Detention Operations Captain or his designee.

E. The SERT Lieutenant, SERT Sergeant or SERT Team Leader may authorize the use of a less lethal control device for SERT operations.

F. The application of a less lethal control device will stop once compliance is gained and resistance has stopped (Refer to: Use of Force).

G. All Staff Members will wear appropriate safety equipment when training with less lethal control devices.

H. All SERT less lethal control devices will be stored in the Detention Armory.

I. All normal maintenance, charging or cleaning shall remain the responsibility of members using the various devices.

J. The Watch Commander or his designee will check with Medical Staff to determine if any of the involved inmates have any medical conditions that may be affected by the use of less lethal control devices.

K. The Staff Member firing a less lethal control device shall avoid intentionally striking an inmate's face, neck, eyes, or groin unless a life threatening situation exists. For exceptions see (Use of Force - Chemical Agents).

L. Each tactical situation must be evaluated based on the totality of circumstances at the time of deployment.

5.0 PROCEDURES

A. The Facility Manager or his designee will assess the situation and determine if a less lethal control device is authorized for use.

B. When a decision has been made to restrain a violent or threatening inmate, an approved less lethal control device may only be used when its use appears reasonable under the circumstances. The Deputy discharging the weapon should consider the following factors:

1. Severity of the crime/incident
2. Inmate's capability to pose an immediate threat to the safety of Deputies or others
3. If the inmate is actively resisting
4. The credibility of the inmate's threat as evaluated by the Deputy's present & physical capacity/capability
5. The proximity of weapons available to the inmate
6. The Correctional Deputy versus the inmate's physical factors (i.e., age, size, relative strength, skill level, injury/exhaustion, the number of Correctional Deputies versus inmate(s))
7. The availability of other force options and their possible effectiveness
8. Manufacturers recommendations regarding deployment distance and angle to target, however Deputies are not solely restricted to use according to these recommendations based on the totality of circumstances at the time of deployment
9. Type of munitions employed
10. Type/thickness of subject's clothing

C. In cases where the use of deadly force is justified or immediate incapacitation must be accomplished to prevent death or serious injury, Correctional Deputies are authorized to consider close range or extended range shots. The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death.

D. Unless it would otherwise endanger officer safety or is impractical due to circumstances, a verbal announcement of the intended use of the less lethal control device shall precede the application of the device in order to:
   1. Provide the individual with a reasonable opportunity to voluntarily comply.
   2. Provide other Deputies and Staff with a warning that a device may be deployed.

E. Medical Staff will examine and decontaminate all involved inmates and treat all injuries as soon as possible. If necessary the inmate will be transported to the hospital for medical clearance.

F. Photographs will be taken of the area on the inmate struck by an impact weapon, pepperball projectile, and/or kinetic energy impact projectile and any area the inmate alleges they have been injured.

G. When projectiles have been deployed, prior to leaving the Module/Unit the Correctional Deputies will collect the projectiles and dispose of them in the Detention Armory. If projectiles cannot be located, the Deputy will document the efforts taken to locate the projectiles in the Incident Report.

H. The Sergeant or his designee will complete a detailed Incident Report (Refer to: Incident Report) to include:
   1. Type of weapon used
   2. Type of projectile/munition used
   3. Distance from subject at deployment
   4. Area targeted
   5. Impact area
   6. Injuries sustained by the subject
   7. Medical treatment provided
   8. The fact that a verbal and/or other warning was given or reasons it was not given
   9. a copy of the Use of Force Tracking and Reporting Form
   10. Photographs

I. The Supervisor who reviews the incident report shall ensure consistency between the incident, the incident report, the crime report, and the Use of Force Tracking and Reporting Form.

J. The original Use of Force Tracking and Reporting form shall be sent to the Watch Commander or for SERT operations, the SERT Lieutenant.

K. The Watch Commander or SERT Lieutenant shall send the original Use of Force Tracking and Reporting form to the Personnel Bureau Lieutenant for filing in the Use of Force Tracking and Reporting form file. Use of Force Tracking and Reporting forms shall be purged after five years unless there is criminal or civil proceedings pending.

L. The Facility Manager or his designee will monitor the use of less lethal control devices and all damaged, inoperative and/or expended less lethal control devices will be returned to the Correctional Deputy responsible for disposition, repair or replacement.

6.0 REVISION HISTORY
1.0 POLICY STATEMENT

The Sonoma County Sheriff’s Office utilizes a video surveillance program known as the Video Management System, (VMS) to monitor large interior areas within the detention facilities. The purpose of utilizing a VMS, is to help prevent, deter, and provide documentary evidence for criminal investigations, internal or administrative investigations, and civil litigation. The Sonoma County Sheriff's Office use of VMS shall comply with all provisions in this policy.

2.0 DEFINITIONS

| Video Management System (VMS) | A system where components originate, manage, distribute, control, view, and store video data. |
| Privacy Zone Filter | An electronic screen filter that is positioned on a video monitor to provide a visual obstruction for viewers for areas that are not the subject of an investigation. |

3.0 MANDATES

*Title 15 Standards: 1045*
*Government Code 34090.6*
*Prison Rape Elimination Act 115*

4.0 GENERAL INFORMATION

Members shall utilize all video surveillance equipment and recordings in accordance with the provisions in this policy to maximize the effectiveness of the video documentation to achieve operational objectives, and to ensure evidence integrity.

While video recordings can provide an objective record of events, it is understood that video recordings may not necessarily reflect the entire experience or state of mind of the individual employee(s) in a given incident. In some circumstances, the cameras will capture information that may not have been observed by the involved employee(s). Similarly, there will be situations where the cameras will not capture information that was heard and/or observed by the involved employee(s).
4.1 MEMBER PRIVACY EXPECTATION

All recordings made on any Office-issued device, at any time, and any recording made while acting in an official capacity for the Office, regardless of ownership of the recording device made on, shall remain the property of the Office. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

4.2 PROHIBITED USE

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Watch Commander. Any member who uses a personally owned recorder for Office-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Members are prohibited from using and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with Office-issued or personally owned recorders.

Recordings shall not be used by any member for the purpose of embarrassment, harassment, or ridicule.

4.3 PLACEMENT OF CAMERAS

In accordance with the Prison Rape Elimination Act, most cameras are focused on common areas, including dayrooms, hallways, recreation areas. In dormitory units, cameras may be in the common area that include inmate beds and cells. Cameras are rarely located within shower or toilet areas. It is acknowledged that there is a diminished expectation of privacy in the open area of a dormitory setting or other common areas of correctional facilities.

The privacy of inmates and their visitors will be respected subject to the need to verify the identity of an inmate or visitor; enforce laws, regulations, and procedures; and to ensure the safety of persons and institution/facility security.

Video-recording devices may be utilized in visiting areas, excluding confidential attorney consultation areas.

4.4 ACCESS AND MONITORING

In order to maintain the ability to conduct thorough and effective investigations and incident reviews involving sexual abuse, sexual harassment, and other misconduct, appropriately trained internal and external investigators, and senior facility and agency administrators are not prohibited by the Prison Rape Elimination Act, Standard 115 from viewing cross-gender recorded camera footage in conjunction with an investigation or incident review.

Cameras focused on common areas, including dormitory sleeping units, may be monitored by any gender, as long as the footage does not depict inmates showering, performing bodily functions, changing clothes, or in a state of undress or partial undress.
Access to the VMS and recording storage areas will be controlled and granted to authorized personnel only. Access is authorized on a need to know, right to know basis. All access to the VMS will be logged and available for audit purposes.

Members shall not duplicate or distribute recordings, except for authorized legitimate Office business purposes. All such recordings shall be retained at the Office and members may only view recorded data at a Sheriff’s Office authorized computer.

Privacy Zone Filters will be utilized by viewers of the opposite gender when viewing areas such as bathrooms, showers, or changing areas when the area is not the subject of an investigation.

Authorized members may review live recordings and recorded files according to the provisions of this policy as it relates to:

(a) The purposes of completing a criminal investigation and preparing official reports
(b) Prior to courtroom testimony or for courtroom presentations
(c) Providing a statement during an administrative inquiry
(d) For training purposes
(e) Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct
(f) In response to court orders, subpoenas, public records act (PRA) requests, etc., the VMS may be reviewed by Sheriff’s Office members who have a legitimate law enforcement reason,
   (Custodian of Records, SES Administrator, Command Staff, etc.)

4.5 RETENTION OF RECORDINGS

All recordings will be retained for a period of one year and one day. Recordings containing evidence will be retained in accordance with the Sonoma County Sheriff’s Office- Property/Evidence Policy.

4.6 RELEASE OF RECORDINGS

Requests for the release of recordings will be processed in accordance with the Sonoma County Sheriff’s Office-Records Maintenance and Release Policy.

4.7 CRITICAL INCIDENTS

In the event of a critical incident, the Sheriff's Office will follow the procedures and guidelines set forth in the Sonoma County Sheriff’s Office-Critical Incident Protocol.

4.8 RESPONSIBILITIES

The Detention Division Planning and Research Lieutenant or designee will be responsible for ensuring the VMS remains in operable condition.

PROCEDURES
None

6.0 RESOURCES
7.0 REVISION HISTORY

New Policy 1/1/19
1.0 POLICY STATEMENT

All volunteers shall be screened and granted security clearance prior to being allowed access into the detention facilities.

2.0 DEFINITIONS

- **Detention Division Access Pass**: A color coded 2 1/4" x 3 1/2" laminated card issued by the Receptionist, to individuals who have been granted security clearance. The pass will be worn while the individual is in the facility and returned when they leave the facility.

- **Volunteer**: A non-paid representative of an organization which has been approved to provide services or programs to inmates and/or their families without compensation.

- **Interim Access**: Temporary access issued pending a completed background investigation.

3.0 MANDATES

Title 15 Standards: 1070

4.0 GENERAL INFORMATION

A. Volunteers must be approved for security clearance prior to providing any services to inmates in the detention facilities.

B. All volunteers who have been granted security clearance to enter the secure perimeter and whose names appear on the access list will be issued an access pass when they are in the facility. (Refer to: Access Passes).

C. Narcotic/Alcohol Anonymous passes expire one year from the date of approval, all other program providers passes will expire two years from the date of approval.

D. Approval for access does not guarantee the volunteer a permanent nor unlimited right to access any area of the facility.
E. Access rights to the facility can be revoked or suspended at the discretion of the Inmate Program Services Coordinator, Facility Manager, Administrative Lieutenant or the Detention Assistant Sheriff.

F. Any volunteer who knowingly violates any law or regulation or who demonstrates unacceptable behavior in the facility may have his access rights terminated.

G. Any volunteer arrested and booked into jail will have his access suspended until the matter is reviewed by the Administrative Lieutenant, Facility Manager, or the Detention Assistant Sheriff. Such review may result in revocation of access privileges.

H. If the Administrative Lieutenant, Facility Manager, or the Detention Assistant Sheriff becomes aware of actions on the part of any volunteer who has been granted access which are criminal or which appear to constitute potential jeopardy to facility security, the volunteer's access rights will be revoked.

I. Access will also be revoked for organizations and/or their representatives when their services are not justifiable or no longer needed. The Administrative Lieutenant, Facility Manager, or the Detention Assistant Sheriff may also reduce the number of organization members allowed access, or reduce the extent of their access to various areas in the facility as an alternative to complete termination of access.

J. All Volunteers are required to attend the Jail Security Course provided by the Inmate Program Service Deputies, within one year of their date of approval or their pass will be suspended.

K. Individual organizations will be required to notify the Inmate Program Services Coordinator of any deletions from their list of representatives authorized to access the facility.

L. The Personnel Sergeant will maintain a file on each volunteer who has access to the secure perimeter of the facility.

M. The Inmate Program Services Coordinator and Personnel Services will maintain a current list of volunteers, the organizations they represent, and the dates on which their passes expire.

N. All organizations wishing to provide volunteer services or programs to inmates must have their services or programs approved by the Inmate Service Program Coordinator prior to submitting any volunteer access application packets.

O. Upon access pass approval, all volunteers must complete a Facility Orientation with the appropriate Inmate Program Services Deputy.

5.0 PROCEDURES

5.1 APPROVING VOLUNTEER ACCESS

A. The Inmate Program Services Coordinator will review each request for facility access to determine if the volunteer demonstrates a valid need to enter the secure perimeter of the facility.

B. If the Inmate Program Services Coordinator determines that inmate contact is not necessary to provide the offered service the volunteer will be instructed to utilize the non-contact visiting areas.

C. If the Inmate Program Services Coordinator determines that inmate contact will be necessary to perform the service intended he will direct the volunteer to the Sheriff's Department Personnel Services Bureau.

D. The Volunteer will make an appointment with the Personnel Services Bureau to submit the completed background investigation forms.

E. Volunteers from Narcotics Anonymous and Alcoholics Anonymous must also be affiliated with the organization for two years and submit a letter of reference from a staff member of a recognized drug program, an NA or AA Coordinator, and one of the following:

1. A Probation Officer;
2. A Judge;
3. An Assistant District Attorney;
4. A law enforcement official; or
5. Sonoma County AODS Management.

The letter shall be written on agency or organization letterhead and shall include details of the author's relationship to the applicant, and confirm the applicant no longer suffers from substance abuse.
F. The Volunteer will go through a department mandated background check.

G. Applicants from AA and NA will not be granted interim clearances. Personnel Services will not grant access into the secure perimeter until responses have been received to the teletype/warrant check and DOJ/FBI fingerprint check.

H. The Administrative Lieutenant and Inmate Program Services Coordinator will determine whether to grant clearance to a volunteer on an interim basis.

1. If a volunteer has been granted an interim clearance, the Inmate Program Services Coordinator will schedule the volunteer for the appropriate facility orientations.

I. When responses are received concerning the volunteer's teletype/warrant check and DOJ/FBI fingerprint check, the Personnel Services staff will take appropriate action based on the results as follows:
   1. If the results indicate that clearance should not be granted, the Personnel Services Deputy will review the volunteer's file and terminate any further clearance processing. The Personnel Services Sergeant will notify the Inmate Program Services Coordinator that a clearance will not be granted.
   2. If the results of the checks indicated that a clearance can be granted, the Personnel Services Sergeant will add the volunteer's name to the list of approved volunteers. The Personnel Services Sergeant will notify the Inmate Program Services Coordinator that clearance has been granted.

J. The Personnel Services Bureau will ensure that a quarterly updated list of approved volunteers is provided to the Inmate Program Services Coordinator.

5.2 RENEWING VOLUNTEER ACCESS

A. The Inmate Program Services Coordinator will contact each volunteer organization's Volunteer Program Coordinator one month in advance of the expiration date of a volunteer's access to determine whether the volunteers are still members of the organization and require continued access.

B. The Inmate Program Services Coordinator will contact Personnel Services Staff concerning volunteers who will be renewing their clearance access and to obtain renewal authorization and a new pass.

C. If volunteers are no longer members of the organization, or will not be continuing their volunteer work, the Inmate Program Services Coordinator will notify Personnel Services to authorize removal from the Access List.

D. When the renewal process has been completed, the Personnel Services Sergeant will modify the list of approved volunteers to reflect the new date for expiration of the volunteer's access. The updated list will be provided to the Inmate Service Program Coordinator.

E. If, for some reason, renewal of the volunteer's clearance is not approved, the Personnel Services Sergeant will notify the Inmate Program Services Coordinator.

F. The Inmate Program Services Coordinator will update the Facility Access List and audit the list annually. (Refer to: Access Passes)

5.3 REVOKING A VOLUNTEER'S ACCESS

A. A Volunteer's access may be revoked at the discretion of the Administrative Lieutenant, Facility Manager, Inmate Program Services Coordinator or the Detention Assistant Sheriff if the Volunteer has become involved in criminal activity, has been arrested or is in violation of facility policies and procedures.

B. If a Staff Member observes a Volunteer committing a violation of facility policies and procedures, he shall notify the Watch Commander and/or the Inmate Program Services Coordinator immediately, via appropriate channels.

C. If a Correctional Deputy observes a volunteer committing a criminal act, he shall:

   1. Call for assistance;
   2. Confiscate the Volunteer's access pass;
   3. Notify the Watch Commander;
   4. Detain the Volunteer until a Deputy arrives to take a crime report; and
   5. Write an Incident Report.
D. If a Non-Correctional Staff Member observes a volunteer committing a criminal act, he shall:

1. Contact a Sergeant or the Central Control/401 Deputy; and
2. Submit a memo for an Incident Report

E. If notified, the Central Control/401 Deputy shall notify the Sergeant responsible for the area, and take direction from him.

F. The Watch Commander, Sergeant, or the Inmate Program Services Coordinator will confiscate the volunteer's access pass and revoke his right to enter the secure perimeter of the facility by removing his name from the Facility Access List.

G. The Inmate Program Services Coordinator will notify the Personnel Services Bureau to have the volunteer removed from the approved volunteer list.

H. The Volunteer may appeal the revocation, in writing, to the Administrative Lieutenant, Facility Manager, or the Detention Assistant Sheriff within 10 days of the action.

I. The Head of the Volunteer's Organization may make a written request for a hearing on the incident. The hearing process will be at the discretion of the Administrative Lieutenant.

J. Following the hearing, the Administrative Lieutenant, Facility Manager, or the Detention Assistant Sheriff will:

1. Reinstate access privileges; or
2. Reinstate access subject to conditions; or
3. Suspend access privileges for a period of time; or
4. Permanently revoke access.

6.0 REVISION HISTORY

Version 3.05.96 - Revised May 1996
Version 4.06.08 - Revised 6/10/08
(Replaces MADF Version 3.05.96 and NCDF Version 1.12.03)
# Voting - Inmate

## 1.0 POLICY STATEMENT

Inmates shall be allowed to submit absentee ballots for local, state and federal election pursuant to the election codes.

## 2.0 DEFINITIONS

- **Absentee Ballot**: A ballot submitted by a registered voter who is unable to vote at his or her polling place.

- **Affidavit of Registration**: A form used for registration of voters.

## 3.0 MANDATES

## 4.0 GENERAL INFORMATION

### A. Voter Information.

1. United States citizenship is required.
2. California residency is required.
3. The inmate must be 18 years of age or older as of the day of the next election.
4. The inmate must not be in prison, or on parole for the conviction of a felony.
5. In order to vote in any specific election, the inmate must be registered at least 15 days prior to that election. If his Affidavit is complete, his registration will be effective upon receipt by the County Clerk/Registrar of Voters; however, he should not consider himself registered until he receives a Voter Notification Card. If the voter has never voted in a federal election, and fails to provide either his or her driver license number or the last four digits of his or her social security number, the voter will be required to provide a copy of his or her identification with his or her federal absentee ballot.
6. If the inmate wishes to receive an Absentee Ballot by mail, a written application must be on file with the County Clerk/Registrar of Voters Office at least seven days before the election. Within seven days of the election an inmate may request in a written statement, signed under penalty of perjury, that a ballot be delivered to him or her. The ballot shall be delivered by the Registrar of Voters to any authorized representative of the voter.
B. Completed inmate Voter Registration forms and Absentee Ballots shall be treated as privileged mail.

C. Completed Absentee Ballots for Sonoma County shall be delivered to the Sonoma County Registrar of Voters via an authorized representative or U.S. mail at his own expense, or at County expense if he is indigent. (A voter who applies for a ballot prior to seven days before the election may authorize his or her spouse, parent, child, grandparent, grandchild, sibling or person who resides in the same household to return his or her ballot. A voter who applies for a ballot within seven days of the election may authorize any person to return his or her ballot.)

STAFF RESPONSIBILITIES

A. The Program Officer is responsible for the coordination and direct supervision of organized volunteer programs, and for the scheduling of program activities. He is also responsible for ensuring that information on program content and schedules is provided to both inmates and detention staff.

B. Both Program Officers report to the Inmate Services Coordinator.

C. The Inmate Services Coordinator is responsible for processing and coordinating requests from volunteers/volunteer organizations who desire to carry out programs within the Detention Facilities. Detailed aspects of program and class schedules will be coordinated between the Inmate Services Coordinator and the Program Officer. Problems or unresolved issues will be brought to the attention of the Detention Assistant Sheriff for resolution.

5.0 PROCEDURES

5.1 INMATE WHO ARE REGISTERED TO VOTE IN SONOMA COUNTY

A. Registered Inmates will submit an Inmate Request Form to the Program Officer requesting an Absentee Voter Ballot application or may request an absentee ballot in writing by including the:

1. Name and address (as registered);
2. Personal signature; and
3. The address to which the ballot is to be sent.

B. The Program Officer will go to the County Registrar of Voters Office to obtain the Absentee Voter Ballot application.

C. The Inmate will complete the Application and forward it, via intra-facility mail, to the Mail Clerk.

D. The Mail Clerk shall place the Application in the U.S. mail for delivery to the Sonoma County Registrar of Voters, and process it according to the procedures in Mail - Staff. Within seven days of the election an inmate may request in a written statement, signed under penalty of perjury, that a ballot be delivered to him or her. The ballot shall be delivered by the Registrar of Voters to any authorized representative of the voter.

5.2 INMATES WHO WISH TO REGISTER TO VOTE IN SONOMA COUNTY

A. Inmates who wish to register to vote must submit an Inmate Request Form to the Program Officer.

B. The Program Officer will obtain an Affidavit of Registration from the Sonoma County Registrar of Voters Office.

C. The Inmate will complete the Affidavit of Registration and forward it, via intra-facility mail, to the Mail Clerk.

D. The Mail Clerk shall place the Affidavit of Registration in a Courier envelope, mark it for delivery to the Sonoma County Registrar of Voters, and process it according to the procedures in Mail - Staff.
5.3 INMATES WHO ARE REGISTERED TO VOTE IN ANOTHER COUNTY

A. Any Inmate who wishes to obtain an Absentee Ballot from another County may do so by sending the following information to the Registrar of Voters in his County of residence:

1. Name and address (as registered);
2. Personal signature; and
3. The address to which the ballot is to be sent.

B. Upon receipt of the Absentee Ballot, the Inmate should complete the ballot and mail it, at his own expense, or at County expense if he is indigent, to his County's Registrar of Voters.

6.0 REVISION HISTORY

Version 2.9.04 – Revised 9/14/04
WRITS

1.0 POLICY STATEMENT

To guarantee inmates the right to freely access the Courts for grievance purposes, inmates shall be allowed to submit Writs directly to the Courts.

2.0 DEFINITIONS

Indigent A financial condition indicating an inmate has less than $2.00 in his account, and has not had more than that amount in his account for seven days.

Legal Mail Mail sent to, or received from Courts, counsel, government officials and members of parole and probation authority, as well as mail sent to the press.

Writ An order issued from a Court requiring the performance of a specified act, or giving authority to have it done.

3.0 MANDATES

Title 15 Standards: 1063

4.0 GENERAL INFORMATION

A. There will be a supply of Writs kept in each Module/Units supply closet.
B. Inmates may obtain a Writ by asking the Module/Unit Deputy for one.

C. Inmates may request assistance from the Detention Division’s legal research vendor with completing Writs.

D. The Courts may return a Writ to the Administrative Lieutenant for an investigation of Detention issues.

5.0 PROCEDURES

5.1 OBTAINING AND PROCESSING A WRIT

A. An inmate will ask the Module/Unit Deputy for a Writ form (Petition for Writ of Habeas Corpus).

B. The Module/Unit Deputy will ask the inmate if he has used the Grievance process to address his complaint, and if not, will suggest to the inmate that he utilize the inmate grievance process first. The Module/Unit Deputy will provide the inmate with the Writ of Habeas Corpus form and an Inmate Grievance Form.

1. It is important to note that an inmate is not required to submit a writ to the Courts on a Habeas Corpus form. The Courts will also accept a Writ that is not submitted on a Habeas Corpus form.

C. The Module/Unit Deputy will make an entry in the Inmate's Management Notes to document that the inmate requested a Writ form and received one, and whether or not an inmate was also provided with an Inmate Grievance Form.

D. An inmate may request assistance with completing the Writ form and will be referred to the Detention Division’s legal research vendor to provide that assistance.

E. When an inmate has completed the Writ form, he will mail the Writ to the Courts.

5.2 INDIGENT INMATES SUBMITTING WRITS TO FEDERAL COURT

A. Indigent inmates who wish to file a Writ of Habeas Corpus or a Complaint under the Civil Rights Act in Federal Court may also complete an application to Proceed In Forma Pauperis (hereafter referred to as the "application").

B. Once the Writ form is complete, the inmate will give the application to the Module/Unit Deputy and ask that he forward the application to the Records Legal Processor at the MADF or the Central Legal Processor at the NCDF, for account balance verification.

C. The Module/Unit Deputy will forward the application to the Records or Central Legal Processor.
D. The Records or Central Legal Processor will:
   1. Make copies of the cash transactions which have occurred in the inmate's cash account.
   2. Attach them to the application.
   3. Complete the Certificate of Funds in the inmate’s account which is part of the application.
   4. Forward the application back to the inmate.

E. The inmate will mail the application and Writ form to the Federal Court.

5.3 RESPONDING TO WRITS FILED IN SONOMA COUNTY COURTS

A. The Superior Court Clerk will deliver the Writ and Court date to the Sheriff's Secretary.

B. The Sheriff's Secretary will forward the Writ and Court date to the Administrative Lieutenant.

C. The Administrative Lieutenant will:
   1. Note the complaint for which the Writ was submitted to the Court.
   2. Research the issues in preparation for the hearing, working closely with the County Counsel's Office and Risk Management, as needed.
   3. Notify the Court Legal Processor to ensure the Court date is entered into the inmate's computer record.
   4. Notify the Facility Manager.

5.4 RESPONDING TO WRITS FILED OUTSIDE OF SONOMA COUNTY COURTS

A. Writs filed in Federal Court against the Sheriff's Department Detention Division shall be sent to the County Counsel's Office for processing and monitoring.
   1. If any Writs filed in Federal Court are received at the Sheriff's Office or Detention Facilities, a copy shall be made and given to the Administrative Lieutenant and the original shall be immediately forwarded to the most appropriate County Counsel attorney.
   2. Writs which ask for damages shall also be forwarded to the Risk Management Office by County Counsel's Office.

B. A County Counsel attorney shall notify the Administrative Lieutenant of the Writ and will normally ask for assistance in developing a response.

C. The Administrative Lieutenant shall:
   1. Notify the Facility Manager.
2. Research the issues and provide the County Counsel attorney with the requested data.
3. Notify the Court Legal Processor to ensure the Court date is entered into the inmate's computer record.

6.0 REVISION HISTORY

Merged MADF & NCDF
Revised 8/1/2017
Main Adult Detention Facility Policies
1.0 POLICY STATEMENT

Detainee bookings will be processed in accordance with the requirements of the California State Penal Code and this chapter.

2.0 DEFINITIONS

- **Detainee Booking**: A condensed SCADS booking process used to record and identify individuals detained at MADF.
- **Detainees**: For the purposes of this chapter, "Detainees" include material witnesses, inmates held for non-criminal removal orders, and parole violators being held for Morrissey Hearings.
- **Revocation Hearing**: A hearing, held by State Parole Agents, to inform a parolee of parole violation charges and his rights.
- **PC 647(f)**: A California State Penal Code section which authorizes the arrest of intoxicated individuals in public areas.
- **PC 849(b)(2)**: A release initiated by the arresting officer based on the premise that the detainee will be released from custody when he is deemed to be sober and able to care for himself.
- **Stop-overs**: Inmates who are in the custody of another agency or transportation company and who are held at the MADF overnight at the request of the agency or transportation company.

3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION
4.1 ACCEPTING STOP-OVERS

A. The Staff Member receiving a call from a transportation company wishing to house stop-overs in the MADF will refer the call to the Watch Commander.
B. No personal property shall be accepted for stop-overs.
C. Stop-overs shall not be allowed access to telephones for the duration of their stay at the MADF unless authorized by the transporting officer.
D. Female stop-overs shall be housed in the female housing units or in the Mental Health Module only when beds are available.
E. Male stop-overs shall be housed per Classification’s instructions.
F. Transporting officers wishing to house inmates overnight must obtain approval from the Watch Commander.
   1. If the Stop-over is in the custody of a transportation company rather than a county agency, the company must agree to pay the division's established daily rate for housing inmates.
G. Stop-overs shall be processed in accordance with the procedures outlined in Booking - General Procedures and Booking - Dress-In with the following exceptions:
   1. If there are a large number of individuals to be processed as stop-overs, the Watch Commander may choose to implement the procedures as outlined in Booking - Mass Arrests.
   2. The Booking Legal Processors shall use the SCADS Detainee Booking function to book the Stop-overs.
   3. Stop-overs shall not be fingerprinted.
   4. Stop-overs shall be photographed.
   5. Stop-overs shall be staged in a holding cell and not allowed to make telephone calls unless authorized by the transporting officer.
   6. Transporting officers must advise the Booking Sergeant where they can be reached and the time they intend to pick up the stop-over(s).

4.2 ACCEPTING PC 647(f)/PC 849 (b)(2) ARRESTS

A. Only peace officers may add the PC 849(b)(2) Section to charges on the Pre-Booking form.
B. Individuals arrested and detained for PC 647(f)/PC 849(b)(2) shall be processed in accordance with the requirements specified in Booking - General Procedures with the following exception:
   1. The Booking Legal Processors shall use the SCADS Detainee Booking function.

4.3 ACCEPTING DETAINEEES

A. Detainees brought to the MADF by another agency shall be processed according to Booking - General Procedures and Booking - Dress-In, with the following exceptions:
   1. The Booking Legal Processors shall use the SCADS Detainee Booking function to book the detainee(s).
   2. The detainee(s) shall not be fingerprinted.
   3. The detainee(s) shall be photographed.

5.0 PROCEDURES

6.0 REVISION HISTORY

Version 4.04.97 – Created April 1997
Version 5.04.08 – Revised 4/9/2008
Booking - Hospitalized Arrestees

1.0 POLICY STATEMENT

In order for medical needs to be addressed prior to booking, arrested subjects who require immediate medical care and/or hospitalization shall not be accepted for booking and remain the responsibility of the arresting agency. The Detention Division, may assist, as appropriate, the arresting agency in contacting judges for release decisions or processing Probable Cause Statement forms in a timely manner.

2.0 DEFINITIONS

None

3.0 MANDATES

Title 15 Standards: None

4015 PC

4.0 GENERAL INFORMATION

A. Arrested subjects shall not be accepted for booking if they require immediate medical care or require hospitalization.

B. Costs associated with providing hospital care to an arrested person are borne by the arrested person’s private medical insurance or any other source of medical cost coverage for which the arrested person is eligible.

5.0 PROCEDURES

None

6.0 REVISION HISTORY

Version 1.07.94 - Revised July 1994

Version 2.06.08 - Revised June 2008
Booking - Mass Arrests

1.0 POLICY STATEMENT

When mass arrests produce intake levels which exceed normal facility intake abilities, procedures which provide fast, efficient processing and ensure safe, secure handling of arrestees shall be implemented.

2.0 DEFINITIONS

Mass Arrest Large numbers of arrestees (20 or more) brought to the facility in a relatively short period of time, resulting in increases which exceed the intake processing capabilities of the facility or booking staff.

3.0 MANDATES

None

4.0 GENERAL INFORMATION

A. A Pre-Booking Medical/Mental Health Screening Form and Inmate Personal Property Receipt will be completed for each inmate coming into custody.

B. If additional clerical support is needed in booking, the Supervising Legal Processor may assign a Legal Processor to assist.

C. The Watch Commander will contact Sheriff's Dispatch and request a teletype be sent to all County Law Enforcement Agencies advising that extended delays should be anticipated for any new bookings, due to mass arrest bookings in progress.

D. At the discretion of the Watch Commander, Deputies may be re-assigned to assist in Booking.

5.0 PROCEDURES

A. Notification of a pending mass arrest. Upon receiving notification that an agency is anticipating mass arrests, the Watch Commander shall contact the Watch Commander of the agency planning the arrests and request the following information:

1. Time arrests will begin;
2. Estimated number of arrests;
3. Type(s) of crimes involved (misdemeanor/felony); and
4. The offender's sex.
B. The Watch Commander shall conduct a briefing with the Booking and Custody Sergeants, and any other affected Supervisors.

6.0 REVISION HISTORY

Version 1.10.91 – Revised 10/1991
Version 2.10.11 – Revised 1/2011
Central Control Operations - Elevator Controls

1.0 POLICY STATEMENT

Control of the elevators shall be assumed by the Central Control Deputy during certain emergencies and whenever members of the public are authorized access to contact visiting.

2.0 DEFINITIONS

**Hall Call Stations** The buttons, located outside of each elevator on each floor, which are used to call the elevator to that location.

**Hall Cutout Key** A key, located on the elevator control panel in Central Control, which is used to cutout power to the Hall Call Stations.

3.0 MANDATES

None

4.0 GENERAL INFORMATION

A. There are [number] in the MADF:
   1. The "A" elevator is located [location]
   2. The "B" elevator is also [location]
   3. The "C" elevator is located [location]
4. Elevator "P1" is the public elevator located next to the Lobby sallyport. This elevator allows movement between the first and second floor, and the public corridor. The second floor stop, which is the Contact Visiting Area, is controlled and the elevator must be commanded to stop at the Contact Visiting Area by the Central Control Deputy, using the buttons on the Elevator Control Panel.

5. Elevator "P2" is the public elevator located in the West Wing of the Facility. This elevator allows non-contact visitors to move between the second, third, and fourth floors of the West Wing to access non-contact visiting areas for E, G, H and J Modules.

B. During certain emergencies, the Central Control Deputy will assume the control of all elevators.
C. The Elevator Control Panel is located
D. Only one elevator at a time may be operated when the Facility is on emergency power.
E. The Central Control Deputy shall assume the responsibility for operating the elevators when the Facility is on emergency power, to ensure that only one elevator at a time is operated.
F. When the Central Control Deputy is controlling the elevators, Staff Members will request the elevator by using the intercoms located in the elevator lobbies.
G. For safety reasons,

5.0 PROCEDURES

5.1 ASSUMING CONTROL OF THE ELEVATOR(S)

A. To assume control of an elevator, the Central Control Deputy will:
   1. Turn the hall cutout key to the "on" position, and
   2. Send the elevators to different floors as needed.

5.2 RETURNING CONTROL OF THE ELEVATOR(S)

A. When it is no longer necessary for him to control the elevator, the Central Control Deputy will return the hall cutout key to its original position.

5.3 CONTROL OF ELEVATORS ON EMERGENCY POWER

A. When the Facility is on emergency power, the Central Control Deputy will:
   1. Turn the hall cutout keys to the "on" position;
   2. As an elevator is needed, push the emergency power button for the required elevator;
   3. Send the elevator to the floors, as needed.

B. The Central Control Deputy may allow an elevator to be called up at the hall call station when the Facility is on emergency power by turning the specific elevator hall cutout key to the "off" position.

C. When the Facility returns to normal power, the Central Control Deputy will:
   1. Push the RESET button at the bottom of the Elevator Control Panel, and
   2. Return the hall cutout keys to their original positions.

6.0 REVISION HISTORY
1.0 POLICY STATEMENT

To ensure the safety of staff, inmates and visitors during a fire emergency, the MADF fire alarm systems shall be operated according to the procedures specified in this chapter and the Central Control Operations/Training Manual.

2.0 DEFINITIONS

- **Emergency All Door Release (EDR)**: A door release function on the Central Control touch screens.
- **Pyrotronics and Notifier**: The brand names of the fire alarm systems installed in the MADF.

3.0 MANDATES

None

4.0 GENERAL INFORMATION

A. Fire alarms activated in the Facility are reported to the Central Control Notifier computer.

B. The fire alarm system in the MADF is comprised of two brands. The Notifier system is the primary system, which operates the system. The West Wing fire alarm system is a Pyrotronics system, which has been integrated into the Notifier system for alarm annunciation and testing purposes.

5.0 PROCEDURES

5.1 NOTIFIER ACKNOWLEDGE AND RESET

A. When a fire or smoke condition, or a manual pull station has been activated:

   1. An audible alarm will sound on the Notifier computer.
2. An alarm message will appear on the Notifier computer.

B. The Central Control Officer will:

1. Initiate the fire response procedures as specified in Emergencies - Fire.

2. Acknowledge (not reset) the alarm at the Notifier computer.

C. Once the situation has been handled (the alarm has been verified as a false alarm, or the smoke alarm has been cleared, etc.), the Central Control Officer will reset the Notifier computer.

6.0 REVISION HISTORY

Version 3.10.02 - Revised 10/28/02

Version 4.05.08 - Revised 5/21/08
Central Control Operations - Patrol Tour/"RATS"

1.0 POLICY STATEMENT

To ensure the safety of inmates and staff, rounds of each module shall be made and shall be logged automatically.

2.0 DEFINITIONS

Rounds Automated Tour System (RATS) A computerized system of storing patrol tour rounds information.

3.0 MANDATES

None

4.0 GENERAL INFORMATION

A. Patrol tour rounds are automatically stored on the RATS computer located in the Custody Sergeant's office.

B. Whenever a problem with the RATS computer arises, or a problem with the information being provided by the RATS program arises, the Sonoma County Information Systems Help Desk is to be contacted.

1. If the problem involves the RATS computer hardware, the Help Desk is to be told the computer is considered to be "mission critical" and that it is covered under a maintenance contract.
2. If there is a problem with the computer software, they are to be told the computer is a "PC" and needs to be seen by one of their "PC" division employees.

C. When a patrol tour station is activated

D. When a patrol tour station is activated
E. Upon receipt of a patrol tour duress alarm, the Central Control Deputy shall initiate emergency response procedures. (Refer to: Emergencies - Response Procedures.)

F. Refer to Facility Rounds for information regarding the actual use and function of the patrol tour stations located throughout the housing modules.

5.0 PROCEDURES

5.1 ACKNOWLEDGING / RESETTING PATROL TOUR DURESS ALARMS

A. When a patrol tour station is activated

B. The Central Control Deputy will acknowledge the alarm by pressing the alarm silence icon on one of the touch screens, and initiate emergency response procedures.

1. Pressing the icon will silence the audible alarm. The Central Control Deputy will then acknowledge and reset the alarm on the Notifier computer. This will clear the message on the touch screens.

6.0 REVISION HISTORY

Version 4.10.02 - Revised 10/18/02
Version 5.05.08 - Revised 5/21/2008
Central Control Operations - Radio Touchscreen

1.0 POLICY
The radio system is provided to Detention Division Staff to use during their daily operations, and in particular, as a safety device. As such, the Central Control Deputy shall monitor and use the radio touchscreen appropriately, within the parameters of this chapter and the Radios - Assignment & Use chapter.

2.0 DEFINITIONS
- **Computer Icon**: An image on a computer which, when touched or selected, will cause a predetermined action to occur.
- **MCS**: Modular Communications Systems Console.

3.0 MANDATES
None

4.0 GENERAL INFORMATION

A. The radio touchscreen,

B. The radio touchscreen in Central Control is a back-up system for the Sheriff's Dispatch in the event the building housing Dispatch is destroyed or seriously damaged during an emergency.

C. The radio touchscreen may be used to broadcast transmissions from four different channels. They are:

1. Channel One - Primary MADF radio channel
2. Channel Two - Male Special Module channel
3. Channel Four - Court channel
4. Channel Seven - General Services channel

D. In the event the radio touchscreen system fails, Central Control Deputies shall use the back-up radio base station, which is located directly behind the radio touchscreen monitor.

E. The back-up base station can transmit from Channels One, Two, Four and General Services. When it is necessary to use the back up base station, the Central Control Deputy shall use hand-held portable radios to monitor the other channels, as the back-up base station cannot monitor non-selected channels.
F. The radio touchscreen is programmed with an icon, which will allow the Central Control Deputy to activate a Code 33 tone.

G. The radio touchscreen is also programmed with an icon, which will allow the Central Control Deputy to activate an Alert tone.

H. The Alert tone is universal throughout the Department and shall be used just prior to a broadcast of significant importance (e.g. facility lock down).

I. Central Control Deputies may only use the General Services channel to contact Facilities Operations Staff at the request of a Sergeant or member of Management Staff.

J. Technical information and complete operational instructions are documented in the Central Control Operations/Training Manual, which is located in Central Control.

5.0 PROCEDURES

None

6.0 REVISION HISTORY

Version 2.10.02 - Revised 10/28/02
Version 3.05.08 - Revised 05/21/2008
Close Custody Supervision

1.0 POLICY STATEMENT

Close Custody Supervision may be imposed by a Watch Commander or higher authority when it is believed normal operation of a module will present bona fide threat to the safety and security of the institution.

2.0 DEFINITIONS

Close Custody Supervision
The imposition of a higher level of security in a module by controlling the number of inmates out of their cell at one time.

3.0 GENERAL INFORMATION

A. Close Custody Supervision is not inmate discipline.
B. When Close Custody Supervision is imposed, inmates shall be let out of their cells on a rotating basis in groups. The size of the groups will be determined by the level of the security threat. These groups will be rotated out of their cells for a period of one hour.
C. Only the Watch Commander or a higher authority may impose Close Custody Supervision on a module.
D. Watch Commanders must perform a status review and evaluation of modules on Close Custody Supervision every twelve hours to determine the need to continue close custody.
E. Only in the case of an extreme emergency will Title 15 minimums be suspended. Any suspension of Title 15 minimums must be documented in writing.
F. Close Custody Supervision allows staff members to more closely observe and supervise the activities of inmates assigned to the module.
G. A severe, bona fide, documentable threat to the facility must exist before a Watch Commander can impose Close Custody Supervision upon a module.
H. Under no circumstance will a pre-determined date for the removal of the Close Custody Supervision Order be set.
I. During those periods that inmates are out of their cells, they will be allowed normal access to such things as telephones, showers and televisions.

4.0 PROCEDURES

4.1 IMPOSING CLOSE CUSTODY SUPERVISION
A. When the **Watch Commander** determines the current activities in a module threaten the safety and security of the institution, and he believes the only alternative is to impose Close Custody Supervision on the module, he will:

1. Advise the Sergeant of the action to be taken and have the Sergeant write an Incident Report, thoroughly documenting the reasons for imposing Close Custody Supervision and why normal operations of the module would threaten the safety and security of the facility;
2. Immediately notify the MADF Facility Manager;
3. Have the Sergeant work with the Module Officer to develop an "Out of Cell" activity schedule for the module and post it in the module's activity log; and
4. Note the imposition of Close Custody Supervision in the Watch Commander's and Supervisor's Log.

B. The **Sergeant and Module Officer** will meet with the inmates, in small groups, to explain the reason for the implementation of Close Custody Supervision and what the inmates must do to get off of Close Custody Supervision.

C. Each **Watch Commander** will ensure a review of the module on Close Custody Supervision is conducted every twelve hours, as required. The review of the module's status and reasons for continuing must be documented to the MADF Facility Manager in memo form.

4.2 REMOVAL OF A CLOSE CUSTODY ORDER

A. When a **Watch Commander** is considering removal of Close Custody Supervision, he will conduct an administrative review to include:

1. Review of classification information;
2. Review of module activity logs; and
3. Meeting with Sergeants.

B. When the decision has been made that a module may be safely removed from Close Custody Supervision the **Sergeant and Module Officer** will meet with the inmates in the module to discuss the ramifications should the need to impose Close Custody Supervision reoccur.

C. The **Watch Commander** will write a supplemental Incident Report documenting the reason the Close Custody Supervision was lifted, the date and time it was lifted, and the results of the Module Meeting.

D. The **Watch Commander** will forward a copy of the original Incident Report and supplemental Incident Report to the Facility Manager.
1.0 POLICY STATEMENT

Module consoles shall be operated with care, and shall be used to more efficiently operate the Module.

2.0 DEFINITIONS

**GDP**
Graphic Display Panel.

**Inmate Access Button**
A button located on the inside door frame of some cells which allows an inmate to unlock his cell door from the inside and let himself out into the day room area.

**Inmate Access Switch**
A switch/icon located on the Module GDP or touchscreen which gives the Module Officer the ability to remove an inmate's unlock function from his cell.

**LED**
(Light Emitting Diode) Status lights on the Graphic Display Panels.
Locking Controls  The locking controls are the buttons/icons on the module GDP or touchscreen, which unlock the cell doors, either individually or in groups, and give the inmates’ self-controlled access out of their cells.

Touchscreen  A control monitor which allows the activation of door controls as well as lights and other necessary functions by touching the screen.

3.0 MANDATES
None

4.0 GENERAL INFORMATION

4.1 CONSOLE INFORMATION

A. Module GDP's and touchscreens have the following functions and abilities:

1. 

B. Caution should be exercised to prevent food and beverages from damaging GDPs and touchscreens.

C. 

D. GDP's, touchscreens, and key pads shall be operated by depressing the buttons with the pads of the fingers. Pencils, pens, knuckles, fingernails, etc., shall not be used to operate any portion of the GDP, touchscreen, or key pad.
E. GDP's in a normal condition status will be dark, with no lit LED's.

F. 

G. When a Module GDP or touchscreen loses power and power is then restored, all of the cells will come up out of group release and inmate access.

4.2 UNLOCK ACTIVATE

A. 

B. 

C. 

D. 

5.0 PROCEDURES

5.1 GDP/TOUCHSCREEN ACCESS

A. Accessing a Module GDP or touchscreen:

1. 

   a. 

2. 

B. Stopping Access to a Module GDP/touchscreen:

1. 
5.2 GROUP RELEASE FUNCTION

A. Using the Group Release Function:

1. 

B. Removing a cell from the Group Release Function:

1. 

2. 

C. Returning a cell to the Group Release Function:

1. 

5.3 INMATE ACCESS FUNCTION

A. Removing a cell from the Inmate Access Function:

1. 

2. 

B. Returning a cell to the Inmate Access Function:

1. 

C. Removing or returning the inmate access function to all cells in a module.

1. 

2. 

5.4 OPERATING LOCKING CONTROLS

5.5 SMOKE/HEAT DETECTORS

A. When a smoke or heat detector is activated in a cell or in the dayroom area, the detector symbol's red LED/icon will flash off and on and will be accompanied by an audible alarm at the GDP/touchscreen. On the touchscreen, an alarm message is also presented at the top of the screen. When the smoke has dissipated, the detector will reset itself and the Officer may reset the GDP by [Redacted]

B. The alarm will simultaneously activate the Notifier Fire Alarm System in Central Control.
5.6 EMERGENCY CALL BUTTONS

A. 

1. 

B. 

5.7 ALARM SILENCE/ALARM RESET

A. 

B. 

C. 

5.8 CONSOLE DURESS ACTIVATION

A. 

B. 

C. 

D. 

C. 

D.
5.9 PAGING
Refer to: Paging System.

5.10 INTERCOM
Refer to: Intercom Use.

6.0 REVISION HISTORY
Version 6.10.02 – Revised 10/28/02
Crime Reports

1.0 POLICY STATEMENT

In order to facilitate timely reports for misdemeanor offenses which involve inmates, Correctional Staff shall be authorized to write misdemeanor crime reports within the guidelines set forth in this chapter. In addition, to accurately track the disposition of weapons and trace amounts of drugs which cannot be associated with a particular individual, Correctional Staff shall write informational crime reports.

2.0 DEFINITIONS

None

3.0 GENERAL INFORMATION

3.1 LIMITS OF AUTHORITY TO MAKE ARRESTS/COMPLAINTS

A. Under 836.5 P.C., Correctional Officers are designated as Public Officers, and may send crime reports to the District Attorney's Office for complaint when there is reasonable cause to believe an inmate has committed a misdemeanor offense while in custody.

B. Correctional Officers are authorized to prepare crime reports on inmates for the following misdemeanor offenses:
   1. 242 P.C. Battery (Any willful and unlawful use of force or violence upon the person of another)
   2. 488 P.C. Petty Theft (Theft of any item or property not otherwise defined in the Penal Code)
   3. 4600 P.C. Damage to County Property (The willful and intentional damage or destruction or injury to any jail, prison, or any public property in any jail or prison)
   4. 166.4 P.C. Violation of a Court Order (Refusal to obey a direct order of the court or cause a disruption in any court)
5. 594 P.C. Vandalism (The malicious defacement, damage or destruction of real or personal property not his or her own)

6. 148 P.C. Interfering with the Duties of a Public Officer (Any person willfully resists, delays, or obstructs any public officer, peace officer, or emergency medical technician)

7. 11550 H&S Under Influence of a Controlled Substance (No person shall be under the influence of any controlled substance)

8. 647(f) PC Under the influence of alcohol, drugs, toluene, or any combination, and unable to care for self

C. Correctional Officers are only authorized to prepare crime reports involving inmates, not visitors or other members of the public.

D. When a 242 P.C. occurs, and there is no clear aggressor and/or the victim does not wish to press charges, an Incident Report shall be written and a Termination of Investigation form will be used and the 242 P.C. will be handled administratively through the disciplinary process.

E. Although generally Correctional Officers are not authorized to detain or arrest visitors to the facility, they may detain visitors under the following circumstances:
   1. The visitor is impaired to the extent that allowing him to drive a vehicle would present a danger to himself and others.
   2. The visitor assaults/batters a staff member, in which case the visitor may be restrained to keep him from continuing the assault/battery.

F. Correctional Staff may ask that a visitor they wish to have arrested sit down and wait for a deputy to make the arrest, however, if the visitor chooses to leave the facility, the staff member must allow him to do so, with the exception of the two circumstances listed above.

G. When a Correctional Officer seeks a criminal complaint with reasonable cause, within the course and scope of employment, he is not civilly liable for false arrest or false imprisonment.

3.2 MISDEMEANOR CRIME REPORTS

A. Crime reports shall be written as statements of fact, without personal or editorial opinions.

B. In cases where property is damaged, the total cost of replacement or repair, including staff time, shall be considered by the Sergeant when determining whether the crime is a felony or misdemeanor.

C. When determining whether or not a battery is a misdemeanor or felony, it is important to evaluate the extent of the injury to the victim.
   1. If the victim loses consciousness, sustains a concussion or a wound requiring sutures, or cannot use a body part for a protracted period of time because of the injury, it is likely the battery should be charged as a felony.
   2. If the battery involved force likely to produce great bodily injury, (e.g. repeated blows, repeated kicking, use of a weapon, etc.) the crime should be pursued as a felony.
   3. In either of these circumstances, once a determination is made that the battery was felonious, the victim does not have the option of signing a Termination of Investigation Form and a deputy must be called to take a crime report.

D. Inmates found to be intoxicated, who do not fall into the category of 11550 H&S, shall be processed administratively through the disciplinary process, and no crime report shall be written, with the exception of those inmates found to be in violation of the conditions of their court order. In this case, a crime report may be written for 166.4 P.C.

3.3 INFORMATIONAL CRIME REPORTS

A. Informational Crime Reports shall be written when weapons or trace amounts of suspected drugs are found within the secure perimeter of the Facility, and they cannot be associated or linked with a particular individual.

B. Informational Crime Reports serve CIB in tracking incidents such as those listed in 3.3, A., and enable the Property Clerk to track the destruction of the items.

3.4 MISCELLANEOUS INFORMATION
A. The Administrative Lieutenant is the liaison with the Courts and District Attorney's Office.
B. The procedures for booking videotapes of criminal incidents or crime scenes, or for booking other evidence is covered in the Evidence Collecting/Storage chapter.
C. In all cases, an evaluation shall be made by the Sergeant and Watch Commander to determine if it would be more effective to handle the misdemeanor offense administratively and/or criminally, recognizing that in most cases, the administrative penalties for misdemeanor offenses are frequently more effective than those given by the courts.

4.0 PROCEDURES

4.1 ON-VIEW MISDEMEANORS

A. When a misdemeanor is committed in an Officer’s presence or if an Officer is told about a misdemeanor offense which occurred out of his presence, he will:
   1. Isolate the inmate, if the offense is likely to continue or re-occur.
   2. Immediately notify the Supervising Sergeant of the situation.
   3. Conduct a thorough investigation of the incident, including interviewing victim(s), witnesses, the suspect, collection of any evidence, etc. (Refer to Evidence Collection/Storage for evidence collection procedures.)
      a. If the suspect is interviewed and it is believed the investigation will result in a request to the District Attorney's Office for a complaint, the Officer must first read the inmate his Miranda rights.
   4. Present his findings to the Supervising Sergeant.

B. The Supervising Sergeant will:
   1. Discuss the issue thoroughly with the Officer.
   2. Review the Incident Report and any supporting documents (e.g. witness statements, victim/suspect statements, evidence, etc.).
   3. Determine whether the matter should be handled administratively and/or criminally.

C. If it is determined the matter requires a crime report, the Supervising Sergeant will advise the officer to write a crime report and, as needed, provide a Citizen's Arrest form to the inmate for his signature (to be included as part of the report).

4.2 SENDING A MISDEMEANOR CRIME REPORT TO THE DA FOR A COMPLAINT

A. If the Supervising Sergeant determines that a report should be sent to the District Attorney's Office for a complaint rather than handling the offense administratively, he will advise the Officer to include a statement at the end of his report that he wishes to send the report to the District Attorney's Office for a complaint.

B. The Officer will complete:
   1. A Crime/Incident Report Face Sheet
   2. An Incident Report
   3. A Miranda Warning (if needed)
   4. An Evidence/Property Record (if needed)

C. When the paperwork is completed, the Officer will:
   1. Formally advise the inmate that the report is being submitted to the District Attorney's Office for a complaint;
   2. Ask the Records Legal Processor to provide him with a CLETS check of the suspect and attach the CLETS printout to the crime report;
   3. Give the original crime report, incident report and supporting documentation and one photocopy of each document to the Supervising Sergeant for review.
      a. The Supervising Sergeant will process the additional copy of the incident report as specified in the Incident Report chapter.

D. The Supervising Sergeant will review the report to determine if:
   1. It is complete and correct;
   2. Contains the necessary elements and all pertinent facts to support the charge; and
   3. All required paperwork, signatures, and staff member ID numbers are included.
E. The **Supervising Sergeant** will return the report to the Officer if it is inaccurate or incomplete, or does not appear to contain the necessary elements for the charge.

F. When the report is determined to be complete, the **Supervising Sergeant** will forward the entire report to the Watch Commander for review.

G. The **Watch Commander** will review the report to ensure all of the elements of the crime are included and to determine if a crime report is the best course of action.

H. If the **Watch Commander** determines the offense would be better handled administratively he will return the crime report to the Supervising Sergeant with his decision.

I. If the **Watch Commander** determines the crime report should be forwarded to the District Attorney's Office for a complaint he shall:
   1. Contact Sheriff’s Dispatch for a crime report number;
   2. Write the crime report number on all of the crime report documents;
   3. Enter the crime report number into the appropriate SCADS incident report; and
   4. Take the crime report documents to the Central Information Bureau for processing.

### 4.3 REPORTS RETURNED BY THE D.A.'S OFFICE FOR MORE INFORMATION

A. If the **District Attorney's Complaint Deputy** is in need of more information than was included on a crime report, he will complete a Complaint Review form and forward the form to the MADF Administrative Lieutenant.

B. The **Administrative Lieutenant** shall forward the form to the Sergeant who reviewed the original report.

C. The **Sergeant** shall review the Complaint Review form with the Officer who wrote the original report and direct him to provide the information required, or to conduct the follow-up needed.

D. When the Officer has completed his assignment, the **Sergeant** shall review his work, and if it is complete, shall forward it to the Administrative Lieutenant.
   1. If the Officer is unable to provide the required information, or further investigation provides no other information, the **Administrative Lieutenant** shall be so advised in writing, and shall ask the District Attorney to dismiss the case.

E. The **Administrative Lieutenant** shall return the form and information to the District Attorney's Office.

### 4.4 AFTER A CRIME REPORT NUMBER IS ISSUED AND NO REPORT IS REQUIRED

A. If, after a crime report number is issued, it is determined that no crime occurred (e.g. victim recants) and a report is not required, the **Sergeant** will:
   1. Go to the Central Information Bureau and ask for an "Incident History" (CAD printout) of the report number;
   2. Write on the Incident History form the circumstances of the cancellation and give it to the Central Information Bureau Staff Member.

B. The **Central Information Bureau Staff Member** shall file the Incident History form and it will become the official record of the incident.

C. The **Sergeant** shall not contact Sheriff’s Dispatch to cancel the report number.

### 4.5 INFORMATIONAL CRIME REPORTS

A. When it has been determined that weapons and/or trace amounts of drugs found within the secure perimeter of the facility cannot be associated with or linked to an individual, the reporting **Correctional Officer** will:
   1. Complete the face page of the Crime/Incident Report in accordance with the example in the "Crime Report Writing for Correctional Officers."
   2. Complete a SCADS Incident Report, and attach a copy to the Crime/Incident Report face page.
   3. Complete an Evidence/Property Record, and chain of evidence form, for the items to be destroyed, and attach them to the Crime/Incident Report.
      a. The items to be destroyed will be collected and packaged in accordance with procedures outlined in
the Evidence Collecting/Storage chapter.

4. Give the original crime report, incident report and supporting documentation and one photocopy of each document to the Watch Commander for review.
   a. The **Watch Commander** will process the additional copy of the incident report as specified in the Incident Report chapter.

B. The **Watch Commander** will:
   1. Review the report to determine if it is complete and correct, and all required paperwork, signatures, and required staff member ID numbers are included.
   2. Return the report to the Officer if it is inaccurate or incomplete, or does not appear to contain the necessary elements for the charge.
   3. If the report is determined to be complete, sign the report and contact Sheriff’s Dispatch for a crime report number;
      a. Write the crime report number on all of the crime report documents;
      b. Enter the crime report number into the appropriate SCADS incident report; and
      c. Place the crime report, evidence, and attachments in a box for the Transportation Deputy to pick up on the next transportation run.

C. The **Transportation Deputy** will take the report(s) to the Central Information Bureau, and place the items for destruction in an evidence locker.
Criminal Activity Reporting

1.0 POLICY STATEMENT

All criminal activity which is discovered shall be reported to the responsible agency.

2.0 DEFINITIONS

Criminal Activity
Any activity which violates local, state and federal statutes.

Crime Scene
The area in which a crime has been committed and/or evidence of a crime has been discovered.

3.0 GENERAL INFORMATION

None

4.0 PROCEDURES

4.1 REPORTING CRIMINAL ACTIVITY

A. The Staff Member who discovers any criminal activity shall:
   1. If he is a Correctional Officer:
      a. Contact the Central Control Officer for assistance;
      b. Direct all inmates involved in the activity to lock down immediately;
      c. Lock down all other inmates in the area;
      d. Secure the crime scene with assistance from responding Officers;
      e. Notify, via radio, the medical staff, if medical assistance is needed.
   2. If he is a Support Services or Contract Employee:
      a. Notify, via the most expedient means, the Central Control Officer of the situation;
      b. Request assistance; and,
      c. (If possible) direct the inmates to lock down immediately.

B. The Central Control Officer will:
   1. Dispatch available officers, via radio, to the area;
   2. Notify the appropriate Sergeant; and,
   3. As applicable, send medical staff to the area.

C. The Sergeant will go to the area, evaluate the situation, and notify the Watch Commander of the situation.
D. The Sergeant will direct the Central Control Officer to call Sheriff's Dispatch and request a Deputy to conduct an investigation.

E. The Discovering Officer or responding officer will isolate the crime scene until the Deputy arrives. The Deputy will access the facility through the vehicular sallyport.

F. The Booking Sergeant will contact the Central Control Officer to ask that a Movement Officer be sent to escort the Deputy to the designated area.

G. The Deputy will:
   1. Complete his investigation;
   2. Add supplemental charges to current inmate charges, as appropriate (Refer to Booking - Supplemental Charges); and
   3. Write his report.

H. The Deputy will forward a copy of his report to the Correctional Sergeant.

I. All Correctional Officers involved will submit Incident Reports to the Sergeant detailing their observations and the role they played in the incident.

J. All Non-Correctional Staff Members involved in the incident shall submit Civilian Incident Reports to the Sergeant detailing their observations and the role they played in the incident.

K. The Sergeant shall ensure that the crime report and incident report numbers are cross referenced, and that copies of the Incident Reports and memos are forwarded to the Deputy who conducted the investigation.
Direct Supervision Principles

1.0 POLICY STATEMENT

The direct supervision concept at MADF encourages officer contact with inmates and emphasizes the use of interpersonal communication skills. Officers will provide a leadership role and make themselves available to inmates by using the new generation/direct supervision model for inmate management.

2.0 DEFINITIONS

Direct Supervision Officers in direct contact with inmates, constantly interacting with inmates and utilizing leadership skills while observing the inmates in a barrier free environment.

3.0 GENERAL INFORMATION

3.1 THE PRINCIPLES OF NEW GENERATION JAIL MANAGEMENT

A. Principle I - Effective Control

A jail, by definition, is a controlled environment for detention of those who are charged with a crime, awaiting a disposition, or serving a short sentence. Therefore, effective control of inmates is one of the primary objectives of any jail.

1. **Total Control** - The Managers of podular/direct supervision jails must be in total control of their jails at all times. Control should never be shared with inmates.

2. **Sound Perimeter Security** - The physical security of the podular/direct supervision facility is concentrated on the perimeter. A strong perimeter security permits greater flexibility of internal operating procedures and increases staff safety.

3. **Population Divided Into Controllable Groups** - Dividing the jail population so that the jail administration will not have to deal with more than 50 inmates at any one time will facilitate their ability to remain in control.

4. **Easily Surveillable Areas** - The supervising officer should always be in a position to easily observe the area he controls.

5. **Maximize Inmates' Inner Controls** - One of the most significant elements of the principle of effective control is to structure the inmate's environment so that his inner controls will be maximized. A pro-active management approach to this problem is to manipulate the inmate's environment so that his critical needs are best achieved through compliant behavior and his negative deeds will consistently result in frustration.
B. Principle II - Effective Supervision

Effective supervision involves more than visual surveillance; it includes the use of all the human senses, as well as extensive personal interaction between staff and inmate.

1. **Staff-To-Inmate Ratio** - The experience of the past eight years in podular/direct supervision detention facilities indicates that an officer can effectively supervise 50 inmates. There is some evidence indicating that the group of inmates being supervised by one officer may even exceed 50, but it is still too early to determine the validity or reliability of this date.

2. **Officer in Control of Unit** - Effective supervision depends on the officer's being in control of his unit. If an inmate challenges an officer's authority by failing to comply with verbal commands, the offending inmate must be removed from the unit. The inmate should only be returned when there is a clear understanding that he agrees to comply with all Direct Supervision orders given by the officer. The inmate may only need removal for a brief time if it appears that he is responding to counseling and is prepared to accept the officer's direction. On the other hand, the inmate may need to be placed in administrative segregation to await a disciplinary hearing. In either case, the unit officer should not be expected to contend with an inmate on his unit who is not agreeable to promptly obeying all lawful orders. The officer should not be hesitant to exercise his authority, particularly in maintaining the sanitation and orderliness of the unit. The officer should, of course, be careful not to abuse his authority and place his superiors in a position of not being able to support him. All of the staff lose in a situation of that kind.

3. **The Officer's Leadership Role** - One of the major sources of inmate violence is the struggle to assert leadership when a leadership void exists. In order to avoid this situation, the officer must fill this leadership void and protect his role jealously. There is only room for one leader on a unit during any one shift and that must be the officer.

4. **Frequent Supervision by Management** - Management must actively assume the responsibility for assuring that staff are successful in fulfilling their inmate supervisory responsibilities. This is achieved principally through the high visibility of managers in the housing units. The supervisor must ensure that the officer is performing his duties correctly is achieving the desired results, and can be fully supported by management.

5. **Techniques of Effective Supervision and Leadership** - The principles of effective supervision are applicable to supervision and leadership in a podular/direct supervision facility. Mastery of these techniques will enable the officer to accomplish his objectives skillfully and with a sense of professional competence.

C. Principle III - Competent Staff

In order to run an institution where successful operation is dependent upon the effectiveness of staff, rather than technological devices, the staff must be competent.

1. **Recruitment of Qualified Staff** - A basic requirement for acquiring a qualified staff is a formal recruitment program which recognizes the qualifications for officers to staff a podular/direct supervision facility. A candidate for such a position should have the ability to relate effectively to people, to become a leader of men, and to possess the capacity to learn the skills required of this position.

2. **Effective Training** - In addition to basic correctional officer training the officer needs to be trained in history, philosophy, and the principles and dynamics of new generation jails. He should also receive training to develop the critical skills of effective supervision, leadership, management and interpersonal communication.

3. **Effective Leadership by Management** - Management must assume the responsibility for making their staff effective. They must develop their staff through constructive supervision and leadership, ensure that they receive proper training, and maintain high recruitment standards.
D. Principle IV - Safety of Staff and Inmates

Probably the greatest concern about being incarcerated or seeking employment in a detention facility is personal safety.

1. Critical To Mission and Public Expectations - The basic mission of a detention facility is to provide safe and secure custody of its wards until they are released.
2. Life Safety Codes - Any detention facility must be responsive to the critical issues of fire prevention, and emergency response to fire situations.
3. Personal Liability - Millions of dollars have been paid in court-awarded damages to victims or their families as a result of personal injuries sustained in jails because of preventable unsafe conditions.
4. Inmate Response to Unsafe Surroundings - A critical day-to-day element of this principle is how inmates respond to unsafe surroundings. Their response is rather predictable -- self-preservation. Inmates attempt to enhance personal safety by acquiring defensive weapons, affiliating with a kindred group for common defense, presenting themselves as tough persons not to be messed with, or by purchasing security with cash or kind. Inmates often commit violent or destructive acts in order to be placed in administrative or punitive segregation, where they perceive it to be safer than the general population. Inmates in a podular/direct supervision facility where personal safety is ensured do not find these defensive strategies necessary or in their best interests. On the contrary, such behavior is dysfunctional. It does not fulfill their needs and serves no constructive purpose.
5. Staff Response to Unsafe Working Conditions - Staff's response to unsafe conditions is not too different from inmates' since self-preservation is also one of their basic instincts. They avoid personal contact with inmates and avoid patrolling areas perceived by them to be unsafe. Free from the feeling of being in constant jeopardy, work in the podular/direct supervision jails can even become a rewarding experience.
6. Fear-Hate Response - The inevitable result of an unsafe environment is the "fear-hate" response. We usually hate those we fear and fear those we hate. The inmates' fear and the resultant hate of other inmates and staff leads to some hideous consequences. The staffs' similar feelings towards inmates and even other segments of staff exacerbates the situation. The combined result of all of this intense hatred for one another is a "cancerous" working situation which is extremely hazardous.

E. Principle V - Manageable and Cost Effective Operations

One very practical and important consideration for any jail is that it be manageable and cost effective. Jail expenses cannot be avoided by neglect. The podular/direct supervision jail is able to fulfill the mission of the jail while at the same time reduce costs.

1. Reduced Construction Costs - Construction costs vary according to region and unique local circumstances confronting the architect and contractor. The fact that this type of institution is free to take on many architectural styles, as long as they facilitate the principles and dynamics, also contributes to the variation in cost. The absence of vandal proof and security style furnishings, fixtures, and finishes throughout 90% of the facility is the major contributor to lower construction costs.
2. Wider Range of Architectural Options - Since the architect does not have to select materials primarily as a reaction to the anticipated destructive behavior of inmates, he is free to select a wider range of materials.
3. Reduced Vandalism - One unique characteristic of the podular/direct supervision facility is the absence of graffiti and vandalism which is so pervasive in other types of jails. This contributes to a reduced operating cost. Direct Supervision.
4. Anticipate Fundamental Needs - Much negative inmate behavior is driven by efforts to fulfill their human needs. If the inmate understands that the majority of his fundamental human needs can be fulfilled on a general housing unit, then he has a very important investment in remaining on the unit. Modules provide for those needs with telephones, television, commissary, programs, food service, the security of single cells and
private showers, recreation and work activities.

5. **Sanitation and Orderliness** - A very important dynamic in managing a unit in a podular/direct supervision facility is the set of activities involved in maintaining a clean and orderly unit. The orderly state of the unit is a continual reminder that the officer is exerting active control of the unit. Competition between units for a prize awarded to the cleanest unit can produce amazing results in maintaining a high standard of sanitation and orderliness.

F. **Principle VI - Effective Communication**

Effective communication is a critical element in the operational strategy of all human enterprises.

1. **Frequent Inmate and Staff Communication** - Frequent communication between staff and inmates should be encouraged. Inmates will often advise staff of illegal activities being planned by other inmates if they have the opportunity to do so without running the risk of being identified. The inmate's cooperation is motivated both by an expectation of favorable treatment from the administration and by a desire not to have his living conditions jeopardized by the irresponsible actions of others, particularly if he does not stand to benefit.

2. **Communication Between Staff Members** - Because of the assignment of individual officers to separate units, there is a particular need for management to facilitate effective communication between staff members. This needs to be accomplished between shifts and between assignments.

3. **Techniques of Effective Communication** - Every officer should be trained in the techniques of interpersonal communication. The officer's acquisition of these important communication skills and his mastery of them through daily application will serve him well in other assignments as well as prepare him for promotional opportunities.

G. **Principle VII - Classification and Orientation**

The classification and orientation of inmates is a critical element that must be included in the day-to-day operations of podular/direct supervision facilities.

1. **Know With Whom You Are Dealing** - The officer must know with whom he is dealing and should have the benefit of as much information about the inmate as possible.

2. **Orientation** - Inmates should be told what is expected of them. A carefully structured orientation program will save a lot of time and misunderstanding and will provide a further opportunity to hear about the inmate's behavior.

3. **Assumption of Rational Behavior** - Human behavior is amazingly responsive to the expectations communicated. The traditional detention facility approach is to treat all newly admitted inmates as potentially dangerous until they prove otherwise. In a podular/direct supervision facility, all new inmates are treated with a clear expectation that they will behave as responsible adults until they prove otherwise. Staff is equipped to deal with those who prove otherwise, but the vast majority of inmates conduct themselves responsibly even during the admission process.

4. **Maximum Supervision During Initial Hours of Confinement** - The first 24 to 48 hours of confinement is a critical period in the detention process. The highest rate of suicide occurs during this Direct Supervision period, accounting for nearly half the total jail suicides. Intensive supervision at this phase of the detention process will contribute to a lower suicide rate.

H. **Principle VIII - Just and Fair**
To advocate that detention facilities operate in a just and fair manner sounds more like a homily than a principle of jail management. However, the many implications of this issue in a detention facility warrant further examination, and because of its significance to jail management, it is regarded as an operational principle.

1. **Critical to Mission and Public Policy** - A critical part of the mission of most detention facilities is the provision of just custody. This is in recognition of the fundamental obligation to comply with constitutional standards and other applicable codes and court decisions.

2. **Consistent Root Cause of Collective Violence** - The level of violence in our society has reached such alarming proportions. After examining the history of collective violence in the United States, a Presidential commission was able to identify a set of root causes which were present in all of the many occurrences. One consistent root cause, which is particularly relevant to the correctional setting, is that in every such event there was a strong feeling by participants that they have been treated unfairly. When a person is in a captive status, the impact of unfair treatment is greatly magnified. As a principle of inmate management, it is not sufficient for management to be, in fact, just and fair; it is also vitally important that management's actions are perceived by the inmate population as just and fair.

3. **Critical Leadership Quality** - The officer's role as the leader of the unit is an important dynamic in exerting positive control over the inmate population. Any compromise of the officer's reputation for fairness will seriously jeopardize his operational effectiveness.

4. **Formal Administrative Remedy and Disciplinary System** - There will always be those cases where the inmate does not accept the officer's position. Regardless of the basis for the inmate's disagreement, it is very functional to have a formal administrative procedure in which to channel such disputes. A creditable third party review is not only a good pressure release mechanism, but it also serves as a good monitoring system to ensure consistency of equitable treatment.

**4.0 PROCEDURES**

None
Employee Safety Program

1.0 POLICY STATEMENT

The Department shall develop and implement an Employee Safety Program, which complies with the County Safety and Health Program Manual adopted by the Board of Supervisors on April 5, 1994. Departments are responsible for implementing an Employee Safety and Training Program to ensure that workers are aware of the safe operation/condition of their job assignments and work areas, and to address hazards identified in the work place and in work practices in order to eliminate those hazards.

2.0 DEFINITIONS

None

3.0 MANDATES

Cal/OSHA Title 8, Subchapter 7, Paragraph 3203(a)

4.0 GENERAL INFORMATION

5.0 PROCEDURES

A. The Detention Division Assistant Sheriff shall appoint a Division Safety Coordinator, and shall designate members of the Division Safety Committee. The Committee shall consist of:
   1. The Assistant Sheriff
   2. The Division Safety Coordinator
   3. The Planning and Research Lieutenant
   4. A representative from each employee organization (3)
   5. A Fire and Life Safety Sergeant and a Fire and Life Safety Officer (2)
   6. The Director of Nurses
7. The Chef
8. Members at Large, non supervisory (3)

B. The Assistant Sheriff will be the Chairman of the Division Safety Committee and will oversee and direct program policies and activities through the Safety Coordinator and the Safety Committee.

C. The Division Safety Coordinator will:
1. Coordinate Division activities with the Department Safety Coordinator.
2. Manage and administer the day-to-day activities of the Division Safety Program.
3. Act as secretary to the Division Safety Committee, scheduling meetings and maintaining minutes.
4. Arrange for presentation and review by the Safety Committee of all Supervisor's Accident Investigative Reports, Employee Hazard Reports, and safety-related Maintenance Work Request forms.
5. Track, follow up on, and report to the Committee on safety hazard and employee accident/injury/illness corrective plans.
6. Maintain Safety Bulletin Boards throughout the work areas of the Detention Division.

D. In accordance with the California Codes of Regulations, a system of scheduled self-inspections will be developed and implemented. The inspections shall take place in all work areas to identify hazards to employee safety and/or health. Written findings and recommended corrective actions shall be presented to, and reviewed by, the Division Safety Committee.

E. Various employee health and safety training programs will be implemented as components of the Employee Safety Program.
1. The County will establish a formal, on-going training program for injury and illness prevention for supervisors and line employees as prescribed in the California Code of Regulations.
2. The County will present a Defensive Driving Course for all County employees who drive County vehicles or their own private vehicles in the course of their duties. Supervisors will ensure that employees attend the course every three years, as applicable.
3. All supervisors will ensure that employees new to their assignments and/or work areas are oriented regarding safety or health hazards inherent in their work. Supervisors will explain hazards (e.g. dust, chemicals, slippery floors, equipment use) and safety measures to be taken to avoid accidents, illnesses, or injuries.
4. Managers and supervisors will ensure that their subordinate staff members understand and comply with policies and procedures for reporting job-related illness and injuries, and workplace hazards.
5. A weekly Safety Tip will be emphasized, and presented to all employees through a variety of means, to include briefings, postings, e-mails, and the like.

6.0 REVISION HISTORY

Version 2.09.03 – Revised 9/4/03
1.0 POLICY STATEMENT

A regular schedule of module housekeeping shall be performed to ensure and maintain a high degree of cleanliness in the modules. Cleaning activities will be supervised by the Module Officers to ensure the work is properly and thoroughly performed.

2.0 DEFINITIONS

Module Worker

An inmate selected by Module Officers in each module to perform cleaning and food service duties.

3.0 MANDATES

Title 15 Standards: 1280

4.0 GENERAL INFORMATION

4.1 SPECIAL HOUSING AREAS/HIGH RISK INMATES

A. Inmates who pose a risk to the safety of staff and inmates will not be permitted to handle cleaning tools and products.

B. Module Workers will be assigned to clean the cells of high risk inmates and inmates with serious medical conditions which preclude them from cleaning their assigned cells. They will perform the cleaning every other day or when the inmate is out of his/her cell.

C. Any high risk inmate who is not permitted to clean his cell will be removed from his cell and placed in a secure area while the cell is being cleaned.

D. Module Workers who are assigned as Mental Health Module Workers will be used to clean I Module a minimum of once daily or as needed.
E. Module Workers will be assigned to the Male Special Module, Mental Health Module, R-Module, and F-Module by a Deputy and approved by Classification staff.
F. A Module Worker will be assigned to clean booking.
G. Inmates housed in the Male Special Unit will be issued cleaning supplies to clean their cells a minimum of one time each week.
H. Cleaning supplies will be stored and locked in the janitor’s closet.
I. If an inmate housed in the Male Special Unit is not allowed to handle cleaning supplies based on their behavior, a module worker will be assigned to clean the cell.

4.2 MISCELLANEOUS INFORMATION

A. The Module Workers will be responsible for the cleanliness of the common areas within each module.
   1. Extra inmate rest rooms.
   2. Staff rest room.
   3. Multipurpose room.
   4. Interview rooms.
   5. Medical exam room.
   6. Non-contact visiting rooms.
   7. Recreation yard.
   8. Dayroom.
   10. Any other area, as directed by the Module Deputy

B. Each inmate will be responsible for the cleanliness of his cell, including both sides of the door glass.
C. Cleaning supplies will be locked in the module janitor's closet(s) or storeroom, and distributed to the Module Workers and module inmates, as required. One spray bottle of all purpose cleaner will be kept under an unlocked section of the servery for inmate use. A hand broom and dust pan will be provided to the inmates and will be stored in the servery.
D. Inmates will be provided with the proper safety wear and equipment, (e.g.: rubber gloves, rubber boots, and jumpsuit) when indicated, to perform their tasks.
E. Inmates and Module Workers will clean the module on daily and weekly schedules in accordance with this procedure.
F. Each Module Deputy will conduct formal and informal inspections of his module throughout his shift and will direct the appropriate inmate or Module Worker to correct any discrepancies found (Refer to: Housekeeping – Facility Inspections).

5.0 PROCEDURES

5.1 DAILY HOUSEKEEPING RESPONSIBILITIES

A. Each Inmate will perform the following tasks to their assigned cell prior to leaving their cell each day:
   1. Make the bed.
   2. Place all personal items and clothing neatly in designated storage areas so as to present a visually clean cell.

B. Inmates will be given access to cleaning tools to perform the following tasks to their assigned cell at least one time each day as needed;
   1. Sweep the floor area.
   2. Wipe down the desk top, sink, toiletry shelf, and toilet.
   3. Empty trash into dayroom waste receptacle.
   4. Any additional cleaning duties as assigned by the Module Officer.
C. Module Workers will perform the following tasks in their assigned areas a minimum of once each day and as needed:

1. Sweep/dust mop stairs and walkways.
2. Spot clean windows and walls.
3. Wipe down telephones, televisions and furniture.
4. Clean and disinfect showers, and staff and inmate toilets and sinks.
5. Sweep recreation yard.
6. Refill paper towel dispensers and toilet paper holders as needed.
7. Refill soap dispensers.
8. Wipe down all table tops, the servery counter and tray slide and the servery sink.
9. Wet mop the tiled area near the pantry.
10. Wet mop other tiled areas as needed.
11. Vacuum all carpeted areas.

5.2 WEEKLY HOUSEKEEPING RESPONSIBILITIES

A. Each Inmate will perform the following tasks to their assigned cell a minimum of one time each week:
   1. Clean and disinfect the toilet and sink.
   2. Clean the inside and outside of the door window.
   3. Wipe down the window sill and door frame.
   4. Dust mop all floor areas.
   5. Wet mop the floor area.
   6. Any additional cleaning duties as assigned by the Module Officer.

B. Module Workers will perform the following tasks to their assigned areas a minimum of one time each week:

   1. Clean all windows which are within reach.
   2. Spot clean all carpeted areas, as needed.
   3. Wipe down door frames, window sills and furniture bases.
   4. Wipe down walls and railings.
   5. Wipe down the exterior of trash receptacles.
   6. Detail vacuum all edges of carpet.
   7. Any additional cleaning duties as assigned by the Module Officer.

5.3 AFTER MEAL CLEANING RESPONSIBILITIES

A. Module Workers will perform the following tasks immediately following each meal:

   1. Wipe down dining tables and chairs.
   2. Wipe down the servery counter, sink and tray slide.
   3. Sweep the floor under the dining tables and at the servery.
   4. Spot clean or wet mop the floor under the dining tables and at the servery to remove food debris.

B. Module Workers will immediately clean up any spillage on the carpeted areas.

5.4 TRASH DISPOSAL

A. Twice each day, in accordance with "Housekeeping - Trash and Waste Disposal", the Module Workers will:

   1. Empty all trash containers.
   2. Replace the liners.
3. Place the bags of trash in the sallyport to be picked up by Detention Division Janitorial Staff.

6.0 REVISION HISTORY
Version 3.01.99 – January 1999
Version 4.05.08 – Revised May 20, 2008
Laundry - Collection/Distribution

1.0 POLICY STATEMENT

Institutional services staff shall establish and maintain a regular schedule for the collection of soiled laundry items and the delivery of clean laundry items throughout the MADF, and to or from NCDF.

2.0 DEFINITIONS - None

3.0 MANDATES - None

4.0 GENERAL INFORMATION

A. The Central Laundry operation will launder all washable institutional clothing, linen, and bedding, and all cleaning rags and mop heads for both the MADF and NCDF.

B. The Central Laundry will operate on day and swing shift, seven days per week. One Detention Assistant and four NCDF Inmate Workers will be assigned to the Laundry Room.

C. Receptacles for the collection of soiled cleaning rags and mop heads will be located in janitor's closets or storerooms in all modules, in the janitor's closets on the Third Floor and in Booking, in the janitorial services storerooms on the First and Second Floors, and in the janitor's closet in the Kitchen.
D. Soiled institutional clothing and linen will be collected from modules during the clothing exchange process. (Refer to: Laundry - Clothing and Linen Exchange.)

E. Receptacles for the collection of soiled institutional clothing, linen, and bedding will be located in all Modules and in the Clothing Room.

F. The I and Mental Health Modules will be stocked with supplies of clean blankets, linens, nightshirts, outer wear, and underwear items to be issued to inmates on an as-needed basis.

G. Soiled uniforms intended for return to uniform/linen service vendors shall not be mixed into collection receptacles for institutional laundry.

H. The collection and distribution of laundry items for NCDF are outlined in the Clothing – NCDF policy and procedure Chapter.

I. The Clothing Room will be stocked with supplies of clean institutional clothing, linen, and bedding items in sufficient amounts and sizes to accommodate the inmate dress-in procedures.

5.0 PROCEDURES

5.1 CLOTHING ROOM

A. Prior to the end of the shift:
   1. The Clothing Room Detention Assistant will make a visual inventory check of all clean items in stock and will determine the types, quantities, and sizes which need to be replenished, and will make a list of the needed items.
   2. The Clothing Room Detention Assistant will take the soiled laundry from the clothing Room to the Laundry Room, along with the stock replenishment list.

B. The Laundry Detention Assistant will direct the Inmate Workers to unload the bins for sorting and laundering. The Inmate Workers will also be directed to wash down the bins, inside and out, with disinfectant cleaner solution.

C. The Clothing Room Detention Assistant and the Inmate Workers will pull the clean institutional clothing, bedding, and linen items as indicated on the stock replenishment list, and load these items into the bins.

D. The Clothing Room Detention Assistant will restock the storage shelves.

5.2 MENTAL HEALTH AND I MODULES
A. On a daily basis, the **Swing Shift Laundry Detention Assistant** will report to the Mental Health and “I” Modules, visually inventory stock on hand, make a list of items needed for restocking, and replenish items.

B. The **Detention Assistant** and the **Inmate Workers** will pull the clean clothing, linen, and bedding items on the restock list and place them into the bins.

C. The **Detention Assistant** will return the bins to the “I” and Mental Health Modules and restock the storage areas.

### 5.3 CLEANING RAGS AND MOP HEADS

A. Once each week, and more frequently as needed, **Institutional Services Staff** will access all janitor's closets and/or storerooms in the MADF in which soiled rag/mop head receptacles are located. The soiled items will be transported to the Laundry Room for laundering.

B. During these rounds, **Institutional Services Staff** will also transport a cart supplied with clean and dry cleaning rags and mop heads. After a visual inventory of clean items in stock, the **Institutional Services Staff** will replenish storage areas/shelves with appropriate quantities as indicated.

### 6.0 REVISION HISTORY

Version 7.09.03 – Revised 9/4/03
Line-Up Room Procedures

1.0 POLICY STATEMENT

MADF Staff shall assist law enforcement agencies with scheduling inmate line-ups.

2.0 DEFINITIONS

Line-up A procedure which allows victims and witnesses to view a number of individuals who may resemble the person who committed a crime.

3.0 GENERAL INFORMATION

A. Requests to conduct line-ups at the MADF shall be made by contacting the Contact Visiting Officer. In the Contact Visiting Officer's absence the day shift Custody Sergeant shall assume responsibility for line-up coordination.
B. The Detention Division will not conduct line-ups for out of custody suspects.
C. Normally, three working days advance notice must be given to the Contact Visiting Officer to prepare a line-up.
D. Agencies requiring inmates participating in the line-up to wear clothing other than jail clothing, shall provide special clothing or articles for each inmate in the line-up.
E. Inmates used as extras in a line-up must volunteer to be in the line-up.
F. The Contact Visiting Officer shall arrange for the date and time the line-up will be held, and shall coordinate the line-up with the contact visiting officer and day shift Custody Sergeant.
G. The agency requesting the line-up shall be responsible for providing its own photographer, photographic and/or video equipment.
H. Juvenile victims/witnesses shall be allowed into the facility when accompanied by the investigating officer, or Deputy District Attorney.
I. The Contact Visiting Officer shall provide the Deputy District Attorney and the investigating officer with a complete list including: name, date of birth, D-number, height, weight, and hair and eye color of each participant in the line-up.
J. A line-up shall consist of six persons including at least one suspect.
K. Line-ups will generally be conducted Monday through Friday only, between 1300 hours and 1700 hours.

There may be exigent circumstances which arise where a line-up is absolutely necessary on weekends or holidays. In such cases, the Deputy District Attorney shall contact the MADF Watch Commander and give him as much lead time as necessary to coordinate activities and ensure enough staff are available to maintain security.
L. Upon being notified of the scheduled date and time for the line-up, the requesting agency shall be responsible for notifying the following individuals:
   1. District Attorney's office
   2. The suspect's attorney
   3. Any other person required to attend the line-up in any official capacity.
   4. Witnesses, victims, etc., who will be viewing the line-up.

M. If a sufficient number of inmates meeting the physical appearance requirements of the line-up cannot be found, the Contact Visiting Officer shall inform the agency requesting the line-up.

N. The Contact Visiting Officer shall be in charge of conducting the line-up with a Correctional Officer acting as his assistant.

O. All witnesses must arrive 30 minutes before the scheduled line-up, and will be assembled in the contact visiting room prior to being admitted to the line-up viewing area. The District Attorney's representative, the suspect's attorney, and any other official participants must arrive 15 minutes before the scheduled line-up.

P. The Contact Visiting Officer shall be responsible for operating all equipment in the Line-Up Room.

Q. Citizens shall not be allowed to bring any personal property (purses, etc.) into the facility.

R. The Contact Visiting Officer shall provide line-up forms to the requesting agency to use as documentation of the inmates, witnesses/victims, etc. who participated in the line-up.

S. Any overtime associated with line-ups shall be documented on overtime sheets as "special duties" with the annotation "line-up" and the inmate's name.

T. If the suspect is classified as a security risk, a video and/or photographic line-up may be conducted by the Agency. As a result, it may be necessary to bring inmates to the Line-Up Room one at a time to be photographed or videotaped.
   1. While the high risk inmate is being photographed, the appropriate number of officers for the inmate's security will stay in the Line-Up Room staging area with the inmate.
   2. If the inmate is wearing restraints, he will generally be photographed in a manner which does not show the restraints.
   3. The Contact Visiting Officer will stay in the Line-Up Room to operate the Line-Up Room equipment and to coordinate with the agencies.

4.0 PROCEDURES

4.1 ARRANGING A LINE-UP

A. When an agency contacts the Contact Visiting Officer to arrange a line-up, he shall obtain the following information, and provide it to the Custody Sergeant on day shift.
   1. The in-custody suspect's name
   2. A physical description of the suspect
   3. Any special clothing or equipment provided by the requesting agency
   4. The date and time the agency wishes to hold the line-up

B. The Contact Visiting Officer shall contact the Support Services Manager or SCADS Department Analyst, giving him the suspect's description.

C. The Support Services Manager or SCADS Department Analyst will:
   1. Access the SCADS report function and/or video imaging system, and develop a list of inmates in custody whose descriptions closely resemble the suspect's description.
   2. Give a list of the inmate's names to the Contact Visiting Officer.

D. The Contact Visiting Officer shall contact prospective inmates to request their voluntary participation in a line-up.

E. When the line-up participants have been selected, the Contact Visiting Officer shall notify the requesting agency of the date and time the line-up is scheduled.

4.2 CONDUCTING A LINE-UP

A. Approximately one-half hour prior to the start of the line-up, the Movement Officers will begin moving
participants involved in the line-up into the line-up staging area, where they may be required to put on special clothing.

B. The Contact Visiting Officer will instruct the lobby receptionist to inform those gathered to view the line-up that the line-up is ready to proceed.

C. The Receptionist will call the Central Control Officer and request that the public elevator be allowed to stop at the second floor for the persons going to view the line-up.

D. The Contact Visiting Officer will meet victims/witnesses when they exit the elevator and direct them into the contact visiting room where they will remain until called.

E. When the line-up is ready to proceed, the Agency Representative requesting the line-up will coordinate the movement of the victims and witnesses to the viewing room.

F. During the line-up, the Assisting Officer will remain in the staging area to ensure the participants on the custody side of Line-Up Room remain cooperative and follow instructions.

G. Once a victim or witness has viewed the line-up, the Agency Representative will escort him back to the contact visiting area and bring in the next witness, if any.

H. The Contact Visiting Officer will then escort the victim or witness to the public elevator.

I. The Contact Visiting Officer will contact the Central Control Officer, via intercom, and request that he send the elevator to the second floor.

J. The Central Control Officer will send the elevator to the second floor.

K. The victim or witness will take the elevator to the first floor and exit the facility through the lobby.

L. Upon completion of the line-up, the Assisting Officer will return the inmates to their modules.
Logs - Inmate Checkout

1.0 POLICY STATEMENT

Each time an inmate is taken out of the facility (with the exception of inmates being taken to court, or temporarily released) the Transporting Officer must document in the Inmate Checkout Log the reason for removal, the inmate's name, and the transporting officer's name and agency affiliation.

2.0 DEFINITIONS

Inmate Checkout Log

A log book kept to document the destination of inmates taken from the facility.

Transporting Officer

For the purpose of the "Logs - Inmate Checkout" chapter, a Transporting Officer is any law enforcement agent authorized to temporarily remove an inmate from the MADF.

3.0 GENERAL INFORMATION

A. The Inmate Checkout Log shall be kept in the Records area.

B. The Inmate Checkout Log shall be used to document the destination of inmates being transported out of the facility for short periods of time. (e.g. detective interviews, medical appointments, etc.)

C. The Movement Officer will be responsible for checking out inmates who leave the facility by ambulance.

D. Completed Inmate Checkout Logs will be forwarded to the Custody Administration Secretary and retained for one year.

4.0 PROCEDURES
4.1 CHECKING AN INMATE OUT AND LEAVING VIA THE VEHICLE SALLYPORT

A. Upon arriving at the records area, the **Transporting Officer** will advise the Records Legal Processor that he will be taking a certain inmate, or group of inmates, out of the facility.

B. The **Records Legal Processor** will give the **Inmate Checkout Log** to the Transporting Officer to fill out.

C. The **Transporting Officer** will document the following information in the Inmate Checkout log:

   1. The date;
   2. The time;
   3. The inmate's name;
   4. Destination;
   5. His (the Transporting Officer's) name;
   6. The Transporting Officer's agency affiliation.

D. The **Transporting Officer** will take the inmate(s) out of the facility via the Vehicle Sallyport.

4.2 CHECKING AN INMATE OUT AND LEAVING VIA LOBBY

A. Upon arriving at the Cashier's window, the **Transporting Officer** will advise the Cashier that he will be taking a certain inmate, or group of inmates, out of the facility.

B. The **Cashier** will get the **Inmate Checkout Log** from the Records Area and give it to the Transporting Officer to fill out.

C. The **Transporting Officer** will document the following information in the Inmate Checkout log:

   1. The date;
   2. The time;
   3. The inmate's name;
   4. Destination;
   5. His (the Transporting Officer's) name;
   6. The Transporting Officer's agency affiliation.

D. A **Booking or Movement Officer** will handcuff the inmate using handcuffs from the Booking Sergeant's Office and escort the inmate through the Lobby Sallyport to the Transporting Officer.

E. The **Transporting Officer** will take the inmate(s) out of the facility via the Lobby.

4.3 RETURNING AN INMATE VIA THE VEHICLE SALLYPORT

A. Upon returning to the facility, the **Transporting Officer** will go to the Records Area window, after handing the
inmate off to a Movement Officer, and ask for the Inmate Checkout Log.

B. The Records Legal Processor will give the Transporting Officer the Inmate Checkout Log.

C. The Transporting Officer will fill in, next to the inmate's name, the date and time the inmate was returned.

4.4 RETURNING AN INMATE VIA THE LOBBY

A. Upon returning to the facility, the Transporting Officer will go to the Cashier's window, advise the Cashier he has returned with an inmate, and ask for the Inmate Checkout log.

B. The Cashier will:

   1. Ask Central Control to call a Movement Officer to come get the inmate; and
   2. Give the Transporting Officer the Inmate Checkout Log.

C. The Transporting Officer will fill in, next to the inmate's name, the date and time the inmate was returned and wait with the inmate until he is taken by a Correctional Officer.

4.5 RETURNING AN INMATE FROM A TEMPORARY RELEASE

A. Inmates who have been transported to medical/hospital appointments who are unexpectedly admitted, and who are temporarily released will have been logged out on the Inmate Checkout Log. When the inmate returns to the facility:

   1. The Booking Legal Processor shall notify the Records Legal Processor that the inmate has returned.
   2. The Records Legal Processor will check the Inmate Checkout log, and, as needed, will fill in the date and time the inmate was returned, next to the inmate's name in the log.
Meal Service - Feeding On Paper/Finger Foods

1.0 POLICY STATEMENT

Inmates housed at the MADF may be restricted to eating finger foods or meals on paper plates when serving their meals on the regular trays would cause a safety or security risk within the facility.

2.0 DEFINITIONS

Finger Food For the purposes of this chapter, finger food is food that an inmate can eat with their fingers and without the use of utensils.

3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION

A. The Detention Division Staff Members who are authorized to order an inmate to be fed finger food or on paper are:
   1. Mental Health Staff Members
   2. Booking and Custody Sergeants
   3. Classification Deputies and Sergeants
   4. Watch Commanders
B. The reasons for feeding an inmate on paper may include, but are not limited to:
   1. An inmate who is being temporarily housed in a Safety Cell or Observation Cell when necessary for the protection of the inmate and/or staff.
   2. An inmate who has misused or damaged the trays, cups or utensils, causing a safety or security threat.
   3. An inmate who has refused to return the tray, cup or utensil following meal service.

C. The reasons for feeding an inmate finger food may include, but are not limited to:
   1. An inmate who was on a “feed on paper” diet who has misused, damaged, or refused to return the paper plate, cup or plastic spoon.
   2. An inmate who throws food or the items at staff.
   3. An inmate uses the utensils to harm themselves.

D. When the decision is made that an inmate will be fed finger food or on paper, the individual making the decision will contact the Sergeant responsible for the area where the inmate is housed.

E. Mental Health Staff authorizations to feed an inmate finger food or on paper will primarily be related to inmates who are placed in Observation or Safety Cells.

F. A Booking or Custody Sergeant will make the decision to feed an inmate on paper at the request of a Correctional Deputy when:
   1. A specific incident warrants the restriction.
   2. The Correctional Deputy documents the incident on an Incident Report, and/or a Classification/Health Services Input Form, and in the inmate’s management notes.

5.0 PROCEDURES

5.1 ORDERING A "FINGER FOOD" OR "FEED ON PAPER" DIET

A. When an authorized Staff Member decides that an inmate is to be fed finger food or on paper, he will:
   1. Document the reason on an Incident Report, Classification/Health Services Input Form, and/or in the Mental Health file and in the inmate’s management notes.
   2. Advise the Deputy who is assigned to the module where the inmate is housed.
   3. Advise Kitchen staff.

B. If the inmate is to be fed finger food or on paper for a full 24-hour period, the Staff Member who made the decision to feed the inmate on paper will notify Medical Staff who will access SCADS and enter the appropriate code designation as a "Special Diet" in the inmate record.

C. If the inmate will not be fed finger food or on paper for a full 24-hour period, the Staff Member will telephone the Kitchen, inform the Chef, Cook or Assistant Cook that a particular inmate will be fed on paper, and when to discontinue the "special diet."
5.2 CANCELING A "FINGER FOOD" OR "FEED ON PAPER" DIET

A. When an order to feed an inmate finger food or on paper is discontinued, the **Staff Member** will notify Medical Staff in writing, and ask that they delete the "special diet" from SCADS.

B. The **Staff Member** will document discontinuation in the inmate’s management notes.

C. The **Medical Staff Member** will access the SCADS "Special Diet" function and delete the special diet from the computer.

D. The **Staff Member** will notify the module Deputy.

6.0 REVISION HISTORY

Version 02.02.07 – Revised 02/27/07
(Formerly named Meal Service – Feeding on Paper)
1.0 POLICY STATEMENT

The Sonoma County Mental Health Department and the Sonoma County Sheriff's Department will work jointly and cooperatively to maintain an effective program for the mental health services to individuals detained in the Sonoma County Adult Detention Facilities. The program will, at minimum, provide the services and activities which are outlined in the California Code of Regulations Minimum Standards for Local Adult Detention Facilities, Title 15.

2.0 DEFINITIONS

Acute

Demanding urgent attention.

Forensic Medicine

A science that deals with the relation and application of medical facts to legal problems.

Forensic Services Screening Form

A form used by Mental Health Staff during the screening of inmates who are being seen for the first time.

Forensic Services Staff Member

Employees of the County of Sonoma assigned to the Mental Health Services Division at the MADF.

Classification/Health Services Input Forms

A form used to document information about a specific inmate's behavior.

P.R.N.

As needed.

Psychotropic Medication

Medication which is used to alter the negative behavior of mental health
3.0 GENERAL INFORMATION

3.1 OBJECTIVES OF MENTAL HEALTH SERVICES

The overall objectives of the Detention Mental Health Services Program are:

A. To reduce inmate management and control (safety and security) problems within the facilities through the identification of mental health problems and related risks.
B. To reduce the potential for and the incidents of harm to inmates and staff through preventive intervention.
C. To enable inmates with mental health problems to stabilize and adequately maintain within the detention environment and throughout the judicial process through the provision of direct mental health services, both medical and psychological.
D. To expedite the processing of court-ordered evaluations and reports of inmates' mental health status and of court orders to transfer inmates with acute mental health problems to outside hospitals and mental health treatment facilities.
E. To provide 24-hour coverage by mental health professionals, either on site or on call, for responses to emergency situations and incidents and for crisis intervention with inmates experiencing critical mental health problems.

3.2 MENTAL HEALTH STAFF RESPONSIBILITIES

A. Evaluate all referred inmates to determine the nature and degree of the mental problems they may be experiencing. Standard clinical practice is the basis for the evaluation but the following additional concerns should assist in the clinician's evaluation process:
   1. Whether or not the inmate can maintain stability while remaining in custody.
   2. What positive or negative impact will his housing have on his mental state?
   3. Is his mental disturbance sufficiently acute and out of control that continued presence in the jail would he harmful to his or other inmates or staff health and safety?
B. Provide input to Correctional Officers and Detention Facility Medical Staff on inmate housing needs and special handling needs. The primary medium for this information is the Classification/Health Services Input Forms form.
C. Determine the need for acute hospitalization of mentally disturbed inmates, determine the appropriate facility (depending on clinical and security factors) and make all necessary arrangements for their placement at the appropriate treatment facility.
D. Develop treatment plans based on the evaluation. The focus should be on problems experienced in custody, with the goal of reducing any negative impact of their incarceration on their mental stability/health.
E. Provide on-going counseling to inmates upon request or referral. Focus: maintain or improve stress coping mechanisms to permit adequate adjustment while incarcerated.
F. Provide evaluations and prepare reports on inmates' mental status and relevant history as ordered by the courts.
G. Provide consultation to Detention Medical Staff on psychiatric issues of medical care and psychotropic medication.
H. Provide assessment and consultation to Detention Medical Staff regarding relationship of physical ailments and psychiatric symptoms and problems.
I. Provide psychiatric evaluations to determine inmate need for psychotropic medication, provide consultation and follow-up evaluations regarding the effectiveness and side effects of psychotropic medications prescribed.
J. Provide in-service training to Correctional Officers and Detention Medical Staff on psychiatric disorders and their (treatment) proper handling in the detention facility.
K. Provide call back and/or on-site consultation of emergency referrals or incidents during time period not covered by regular schedule assignments, on holidays and during absences.
L. Provide referral to secure psychiatric facilities when the jail is not considered suitable housing because of the inmate's degree of emotional disturbance.
3.3 USE OF MEDICATIONS

A. Detention Medical Staff will store and dispense psychotropic medication. (Refer to Medical - Medication Rounds)
B. All identified problems in the area of physical medicine will be referred to the Detention Medical Staff.

3.4 MISCELLANEOUS INFORMATION

A. Mental Health Staff shall coordinate housing recommendations through the Classification Unit. However, should the need arise to transfer an inmate into the Mental Health Module when no classification staff are on duty, Mental Health Staff may coordinate the transfer through the Booking and/or Custody Sergeant(s).
B. Mental Health Records are confidential files and will be accessible to Mental Health and Medical staff members only, except by court order.

4.0 PROCEDURES

4.1 ROUTINE NON-EMERGENT REFERRALS

A. Any Officer or Medical Staff Member who feels that an inmate should be evaluated by the Mental Health Staff will complete a Classification/Health Services Input Form.
   1. The Officer or Medical Staff Member shall be specific in documenting his observations of the inmate's behavior.
B. The Officer will place the form in the Module out box and then place it in Mental Health's mailbox in the second floor mail room. The Medical Staff Member will place the form in Mental Health's mail box, or deliver it directly.
C. The Mental Health Staff will pick up their mail and review all Classification/Health Services Input Forms.
D. The Mental Health Staff will interview all routine referrals within 24 hours of the referral date, if at all possible; 48 hours at the latest.
   1. All mental health interviews will occur in the Module where the inmate being interviewed is housed.
E. If the routine referral is an initial contact, the Mental Health Staff will conduct a full evaluation. The Forensic Services Screening form and the Classification/Health Services Input Forms will be completed by the Mental Health Staff.
F. The Mental Health Staff shall include any specific concerns or recommendations on the Classification/ Housing Input Forms.
G. The Mental Health Staff will remove the yellow copy of the Classification/Health Services Input Form and forward it to the Classification Staff via the mail room's classification mail box.
   1. The white copy of the Classification/Health Services Input Form will remain with Mental Health.

4.2 ROUTINE REQUESTS FROM INMATES

A. An Inmate requesting to speak with the Mental Health Staff may do so by filling out an Inmate Request Form(Side 1) (Side 2) and giving it to the Module Officer.
B. The Module Officer will read the Inmate Request Form to make sure it has been completed properly.
C. The Module Officer will sign the Inmate Request Form and return the pink copy to the inmate.
D. The Module Officer will place the two remaining copies of the Inmate Request Form in the Module out box and then place them in the mental health's mailbox prior to going off duty.
E. The Mental Health Staff will pick up their mail and review all Inmate Request Forms.
F. The Mental Health Staff will interview the inmate within 24 hours of the request date, if at all possible; 48 hours at the latest.
G. If the Inmate has never been examined by the Mental Health Staff, a full evaluation will be conducted and the Mental Health Staff will complete the Forensic Services Screening form.
H. Upon completion of the evaluation/interview, the Mental Health Staff will document that the interview was completed and the date and time the interview was completed on the Inmate Request Form.
I. The Mental Health Staff will give the Inmate the yellow copy of the Inmate Request Form and place the white copy in the inmate's mental health file.

4.3 EMERGENT REFERRALS WHEN MENTAL HEALTH STAFF IS ON-DUTY

A. The following are examples of circumstances which require immediate/emergent referrals:
   1. Mention of suicide and/or attempted suicide.
   2. Safety Cell placement of an inmate who indicates that he may be a threat to his own safety. (Refer to: Safety Cell Use)
B. The Correctional Officer will complete the Classification/Health Services Input Form and contact the on-duty Mental Health Staff Member via telephone or radio.
C. The Mental Health Staff Member will promptly respond to the area where the inmate is located to conduct an evaluation. Any such emergent referrals take precedence over any other non-emergent referral or service.
D. If the referral is also an initial contact, the Mental Health Staff will conduct a full evaluation which is comprised of evaluating the specific problems or behaviors addressed in the Classification/Health Services Input Form, as well as completing the Forensic Service Screening form.
E. If the Inmate can be maintained in custody, an appropriate treatment plan will be prepared by the Mental Health Staff. The evaluation and recommendations on the Classification/Health Services Input Form shall include any information necessary to the Correctional Staff to permit the most appropriate housing assignment and recommendations on any special requirements in handling of the inmate.

4.4 ON-CALL MENTAL HEALTH COVERAGE

A. The Mental Health Staff shall be available on an on-call basis during any period of time not covered by regular shift assignments, or in the absence of staff resulting from illness, vacation, or any other cause.
B. When a Correctional Officer or Medical Staff Member feels that an inmate should be seen immediately, or an opinion from Mental Health is needed and no Mental Health Staff Member is on duty, he shall contact the Sergeant responsible for the area where the inmate is housed, and relay the necessary information.
C. The Sergeant shall determine whether or not it is necessary to contact the on-call Mental Health Staff Member.
D. If the Sergeant determines that it is necessary to contact the on-call Mental Health Staff Member, he will dial the "pager" number.
E. The Mental Health Staff Member has 15 minutes to telephone the Responsible Sergeant.
   1. If the Sergeant has not received a phone call from Mental Health within the 15-minute time limit, he will re-dial the pager phone number.
   2. If the Sergeant still does not receive a phone call from the Mental Health Staff Member within 15 minutes, the Sergeant will reference the on-call schedule provided by the Forensic Services Coordinator.
   3. The Sergeant will telephone the Mental Health Staff Member at home who is listed as being on call.
   4. If the Sergeant is unable to contact the on-call Mental Health Staff Member, he will telephone the Forensic Services Coordinator immediately.
F. Once the Sergeant has contacted a Mental Health Staff Member, he will relay the necessary information.
G. The Mental Health Staff Member will then advise the Sergeant of the proper steps to follow, or he will respond to the MADF for an on-site evaluation.

4.5 HOSPITALIZATION FOR PSYCHIATRIC TREATMENT

A. If the evaluation determines that the inmate requires psychiatric hospitalization, the Mental Health Staff Member will determine in which facility the inmate can be safely and securely treated.
B. The Mental Health Staff Member will contact the Booking Sergeant, via telephone, and inform him of the results of the evaluation and decision to hospitalize the inmate.
C. The Mental Health Staff Member will complete the appropriate paperwork and the Booking Sergeant will initiate hospitalization procedures. (Refer to: Medical-Hospitalization/Emergency Treatment and Temporary Releases.)
4.6 INMATES WITH DEVELOPMENTAL DISABILITIES

A. When an inmate comes into custody with a developmental disability, he will be referred to a Mental Health Staff Member immediately, by a Booking Officer, and isolated in a holding cell.

1. The Mental Health Staff Member will recommend appropriate housing, and the inmate will be housed immediately after the completion of booking, if it is determined that he will not be released.

2. A Mental Health Staff Member will contact the North Bay Regional Center within 24 hours from the time the inmate comes into custody.

3. If no Mental Health Staff Member is on duty the Booking Sergeant will house the inmate in the Mental Health Module pending an evaluation by Mental Health Staff.
Morrissey Hearings

1.0 POLICY STATEMENT

Morrissey Hearings shall be scheduled and held by State Parole Agents for the purpose of determining the parole status of in-custody inmates.

2.0 DEFINITIONS

None

3.0 GENERAL INFORMATION

A. Morrissey Hearings shall be scheduled with the Detention Administration Clerk Typist III a minimum of 72 hours in advance by a State Parole Agent.

B. Conference room DA 10 or DA 11 will be used for Morrissey Hearings, with DA 11 being the preferred room.

C. Witnesses attending the Morrissey Hearing shall wait in the lobby until escorted to the "hearing room" by a State Parole Agent. The State Parole Agent shall escort the witnesses from the "hearing room" to the Lobby after their testimony is complete.

D. Witnesses shall be required to clear the metal detector, but will not be required to present identification to the Receptionist before being escorted to the "hearing room".

E. Members of the Hearing Board and the State Parole Agents shall be required to present identification and wear visitors passes.

4.0 PROCEDURES

4.1 SCHEDULING A MORRISSEY HEARING

A. The State Parole Agent will contact the Detention Administration Clerk Typist III and ask if one of the
designated conference rooms is available for use on a specific date.

B. The Clerk Typist III will check the conference room schedule, and, if available, schedule the Morrissey Hearing.

C. The Clerk Typist III will advise the Lobby Receptionist of the date the Morrissey Hearing(s) are scheduled.

D. The Lobby Receptionist will note the date on his desk calendar.

4.2 HOLDING MORRISSEY HEARINGS

A. The State Parole Agents will check in with the Lobby Receptionist when they arrive and get visitor passes, and will advise the Receptionist of the names of inmates they will be holding hearings for.

B. The Lobby Receptionist will contact the Module(s) to ensure the inmate(s) will be ready and available for the hearing(s).

C. The State Parole Agents will verify the identities of the members of the Hearing Board as they arrive.

D. When ready, one of the State Parole Agents will enter the secure perimeter of the facility and go to the module to pick up the inmate.

   1. Inmates who present a high risk (e.g. Inmates classified "1", or who have an Internal Behavior Code of "D" or "E") shall always be escorted by two State Parole Agents.

E. Before allowing the inmate to leave the Module the Module Officer will pat search the inmate.

F. After handcuffing and shackling the inmate, the State Parole Agent will sign the inmate out at the Records Area, on the Inmate Check-Out Log, leave the facility through the Lobby Sallyport, and take the inmate to the conference room.

G. One of the State Parole Agents will escort witnesses to and from the Lobby, as necessary.

H. When the hearing is complete, one of the State Parole Agents will escort the inmate back into the facility, sign him back in on the Inmate Check-Out Log at the Records Area and return the inmate to his module.

I. The Module Officer will pat search the inmate when he returns to the Module.

J. The State Parole Agent will repeat the process until all inmates scheduled for hearings have been seen.
Observation Cell Use

1.0 POLICY STATEMENT

Observation Cells will be used to house inmates as part of the Detention Division’s Suicide Prevention Program to identify, monitor and provide treatment to those inmates who present a suicide risk or who are a threat to themselves. Inmates may also be housed in Observation Cells if Medical Staff, Mental Health Staff or a Sergeant determine an inmate requires closer observation than what can be provided in a regular cell.

2.0 DEFINITIONS

- **Observation Cell**: A designated cell that provides Correctional Staff with an enhanced ability to visually supervise an inmate in a more protective environment, due to its design and build.
- **Overflow**: Housing an inmate in a different cell or module than where an inmate would have normally been housed, due to a lack of available bed space in those cells or modules.

3.0 MANDATES

*Title 15 Standards: 1219*

4.0 GENERAL INFORMATION

A. Observation Cells are used to house inmates who may pose a threat to themselves and/or require closer observation. These cells may be used for "overflow" purposes if no other regular cells are available.

B. Correctional Staff receive training in regard to the recognition of inmates who pose a
suicide risk or are a threat to themselves, and the appropriate action to be taken regarding housing issues, acute intervention and follow-up care.

C. A Sergeant may make the decision to administratively place an inmate in an Observation Cell for closer supervision and will advise the necessary staff (Mental Health Staff, Medical Staff) so follow-up with the inmate can be completed.

D. Inmate Observation Records will be posted anytime an inmate is housed in an Observation Cell, with the exception of regular cell overflow use.

E. If an inmate is housed in an Observation Cell for medical reasons, medical staff will document a medical placement on the Inmate Observation Record.

F. Intermittent direct visual observation rounds of inmates held Observation Cells shall be completed by Correctional Staff two times every 30 minutes, with rounds being completed at least 10 minutes apart.

G. Inmates housed in Observation Cells will be re-assessed daily by Mental Health Staff.

H. Inmates housed in Observation Cells as a medical placement will be re-assessed based on the discretion of the Medical Authority that directed the placement.

I. Inmates housed in Observation Cells will have no personal items to include eyeglasses, in their possession unless approved by the authority directing the placement.

J. Generally, inmates housed in Observation Cells may not keep soap, a toothbrush, toothpaste, a comb, or toilet paper in their cells, unless they are housed as regular cell overflow. Inmates may use each of the items upon request, but must return each item, including the roll of toilet paper, to the Module Deputy as soon as they have finished with the items. Mental Health Staff may approve the leaving of item(s) in the cell if they believe the inmate's mental condition has improved, and they believe the item(s) will not be used to inflict harm.

   1. Mental Health Staff may recommend different items than those approved in section 5.1B based on information and observations of the inmate, their behavior and mental condition (i.e. shorts instead of pants). Any variation from the approved items must be discussed and approved by Mental Health staff, the Booking Sergeant and/or the Mental Health Sergeant.

K. Inmates can be transferred from an Observation Cell to another Mental Health or R-Module cell only at the direction of the authority who ordered the placement.
L. Inmates can be transferred from an Observation Cell to another module only at the direction of Classification and the authority who ordered the placement.

5.0 PROCEDURES

5.1 OBSERVATION CELL PLACEMENTS

A. When a Deputy observes an inmate who may pose a threat to himself (e.g. threatening suicide or displaying bizarre behavior), the Deputy will make every effort to keep the inmate in a safe location and will contact a Mental Health Staff Member, Medical Staff and the appropriate Sergeant.

B. The Deputy shall strip search the inmate following the procedures outlined in Searches-Pat Searches and Strip Searches. The inmate shall be issued one shirt, one pair of pants, one pair of observation cell socks and one safety cell blanket or smock as, directed by the appropriate Sergeant. If a variation to these items occurs, refer to section 4.0H.

C. The inmate's personal property will be placed in a plastic bag, tagged with the inmate's name and stored in an appropriate location.

6.0 REVISION HISTORY

Version 7.01.06 - Revised 01/17/06
Version 8.06.08 - Revised 6/10/08
Version 09.10.16 – Revised 9/2016
Overtime Use

1.0 POLICY STATEMENT

Detention Division employees may be asked, or required, to work overtime to meet workload, scheduling or emergency requirements.

2.0 DEFINITIONS

| Unit Manager | Lt. Watch Commanders, Facility/Assistant Facility Manager, Support Services Manager, Institutional Services Manager, Food Services Director, etc. |

3.0 GENERAL INFORMATION

A. Compensatory time off can be covered with overtime, only if it does not cause undue operational hardship on the Division and only if all other scheduled vacancies are filled.
B. It is part of the Unit Manager's responsibility to be aware of overtime budget appropriations in relation to overtime scheduling, and to explore all alternatives to overtime prior to authorization. All Unit Managers are responsible for scheduling work shifts, vacations and leaves of assigned personnel so as to minimize the need for overtime.
C. Certain work assignments, commonly known as fixed posts, require coverage to maintain minimum staffing levels. When regularly allocated personnel (including relief positions) are unable to meet minimum requirements, overtime may be required if other means of meeting the required coverage is unavailable.
D. The Watch Commander or other Unit Manager is ultimately responsible for ensuring overtime funds are appropriately used.
E. Each Operations Shift and Unit Supervisor is responsible for tracking the overtime worked on their shifts. In order to accurately track the amount of overtime being expended, and the reasons the overtime is being worked, the overtime is to be logged daily on the Overtime Report, and turned in to the Unit Manager with the time sheets at the end of each pay period.
F. The Sergeant posting payroll each day is responsible for tracking the amount of overtime being worked by each Correctional Officer and Legal Processor assigned to Booking, assigned to the shift.
G. The Supervising Legal Processor is responsible for tracking the amount of overtime being worked by each Legal Processor assigned to the unit.

4.0 PROCEDURES
4.1 SCHEDULING CORRECTIONAL OFFICER OVERTIME

A. Each month, on a pre-determined date and time, the Scheduling Sergeants for each shift will post (in the Booking Sergeant's Office) a list of the overtime required for the upcoming month.

B. Staff signing up for overtime shifts shall write their name on the date and time they wish to work.
   1. Staff who find they cannot work an overtime shift for which they have signed up shall not erase or white-out their name, but shall advise the Scheduling Sergeant on the shift they were scheduled to work overtime.

C. As other vacancies occur or are eliminated due to a change in staffing levels, the Scheduling Sergeants will update the overtime lists.
   1. If vacant shifts are eliminated, the Scheduling Sergeants will make an entry in the Supervisor's log saying that overtime shifts have been deleted, advising staff to check the lists if they are signed up for overtime.
   2. Staff are ultimately responsible for checking the overtime lists to see if they are still scheduled to work the overtime shifts.

4.2 SCHEDULING SUPPORT STAFF OVERTIME

A. As vacant shifts become available, the Unit Manager or Supervisor will let the other unit members know the shifts that need to be filled.

B. If no volunteers come forward, the Unit Manager or Supervisor will assign a staff member to fill the shift.

4.3 APPROVING OVERTIME WORKED

A. Upon completion of authorized overtime worked, the Staff Member will complete an Authorization for Overtime form and submit it to the on-duty Supervisor for his signature.
   1. The on-duty Supervisor is responsible for telling the Staff Member the overtime category he is filling, and if necessary, the name of the staff member being replaced.

B. The Supervisor will review the form for completeness and accuracy, and if accurate, sign the form.
   1. If the form is not correctly filled out, the Supervisor will return it to the Staff Member and ask them to correct it.

C. If the Staff Member works another shift, and/or a Unit other than the one in which the overtime was worked, the on-duty Supervisor will forward the form to the Staff Member's Supervisor.

D. When a Staff Member's completed and signed Authorization for Overtime form is received by his Supervisor, the Supervisor shall log the overtime and place it with the Staff Member's Time Sheet, to be forwarded to the Unit Manager at the end of each pay period.

E. The Unit Manager will review all of the time sheets and Authorization for Overtime forms and sign as needed.
Paging System

1.0 POLICY STATEMENT

The MADF paging system shall be used to announce pertinent information, both throughout the facility and in specific areas, when the individuals for whom the information is intended cannot be reached by another method.

2.0 DEFINITIONS

Master Paging System
The paging system, located in Central Control, which allows the Central Control Deputy to page throughout the facility or into certain isolated areas.

Module Paging System
A paging system, located in each module, which allows each Module Deputy to page throughout each module's day room and recreation yards.

3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION

A. The master paging system may page throughout the facility, using the following paging zone buttons:

1. 1st and 2nd floor administration
2. Inmate corridors, service areas
3. Public areas
4. Booking, Vehicular Sallyport
5. All Call (Except Admin.)

B. The master paging system and module paging systems shall not be used to pass non-business related messages.

C. Central Control staff shall be asked to page, only if the individual can not be reached by telephone and it is urgent that they be contacted.
D. The E and G Module paging systems are divided into separate zones.

1. The E Module paging zones are:
   a. EA
   b. EP
   c. EG
   d. ALL

2. The G Module paging zones are:
   a. G (inside the Module) and
   b. YARD

5.0 PROCEDURES

5.1 USING THE MASTER PAGING SYSTEM

A. The Staff Member requesting the page shall contact the Central Control Deputy via telephone or intercom and request paging of an announcement or page of a staff member by name and paging zone if known.

B. If the location of the individual is unknown, the Central Control Deputy may use the "All Call" and "1st and 2nd Floor Administration" paging zones.

C. The Central Control Deputy shall make the requested page (e.g. "Facilities Operations, please contact the Watch Commander at Extension 0000") by pushing the desired paging zone switch(s), holding down the "press to page" switch, and making the announcement into the paging/intercom microphone.

D. When the announcement is complete, the Central Control Deputy will press the paging "reset" switch, canceling the paging zone(s).

5.2 USING THE MODULE PAGING SYSTEM

A. The Module Deputy will push the "paging" switch on the GDP and hold it down.

B. The Module Deputy will broadcast his/her message by speaking into the paging system microphone.

C. Upon completion of the broadcast, the Module Deputy will release the paging switch.

6.0 REVISION HISTORY

Version 5.04.97 - Revised April 1997

Version 6.05.08 - Revised 5/21/08
Property - Inmate Unclaimed

1.0 POLICY STATEMENT

The unclaimed clothing, bulk, and valuable property of inmates who have been released shall be retained for the specified number of days and disposed of per these procedures.

2.0 DEFINITIONS

Notice of Unclaimed Property (English) (Spanish)

A form letter sent to the last known address of an inmate to notify him that the MADF will store his unclaimed property for a specified amount of time after which it will be disposed of if not claimed.

Disposition of Unclaimed Inmate Property

A form used to document either the return of unclaimed property or disposition of unclaimed property.

Valuables

For the purpose of this chapter, the definition includes, but is not limited to jewelry, check books, keys, pocket knives, wallets (unless empty), ATM cards, checks/money orders, credit cards, traveler's checks, and prescription medications.

Welfare Clothing

Unclaimed clothing that has been kept to be provided to inmates in the process of being released who are in need of clothing.

Property Disposition Authorization (English) (Spanish)

A form used by inmates going to CDC/CYA to designate disposition of their valuable and bulk property and their clothing.

3.0 GENERAL INFORMATION

A. With the exception of unclaimed property of inmates who have been released to CDC/CYA, unclaimed inmate property will be stored for a period of 90 days after a Notice of Unclaimed Property form is sent to the owner of the property.

B. If the property of inmates transported to CDC/CYA has not been picked up within 30 days of their release, the
property will be disposed of as unclaimed.

C. After the specified number of days, unclaimed inmate clothing and bulk property will be disposed of in one of the following ways:
   1. Clothing may be kept for use as welfare clothing.
   2. Property may be donated to a charitable organization.
   3. Property that is unserviceable will be thrown away.

D. After the specified number of days, unclaimed valuables property shall be disposed of as follows:
   1. Government-issued items shall be returned to the originating agency.
   2. Checks, money orders, or traveler's checks will either be returned to the business address (originator) or turned over to the Administrative Lieutenant.
   3. All other valuable property items shall be turned over to the Sheriff's Department's Property Clerk for sale at auction or destruction.

E. Completed Disposition of Unclaimed Inmate Property forms will be sent to the Sheriff's Department's Central Information Bureau to be placed in the inmate D-files, in some cases via the Sheriff's Property Room.

F. When an inmate being released fails to claim his property, the Cashier will clear the property box, and give the contents to the Supervising Legal Processor.

G. When an inmate fails to take his money upon escape or release, the money will be placed back in the cash drawer and an overage declared at the end of shift. The Report of Cash Difference will fully explain the circumstances, e.g. the inmate's name, booking number, D-file number, time of release, amount and why the money was not taken. Attach any background information available. The Detention Department Analyst in charge of inmate cash systems will deposit the money in the inmate's name.

H. If an escaped inmate should attempt to claim his property, staff will immediately contact Sheriff's Dispatch to request a Deputy to respond.

I. Any property that is discovered in the Clothing Room or Cashier's Office that is identified as belonging to an inmate who has been released will be processed in the same manner as other unclaimed property.

J. Unclaimed property that is found and cannot be identified as belonging to a particular inmate or ex-inmate shall be retained for 90 days. After 90 days, the property shall be disposed of.

4.0 PROCEDURES

4.1 PROCESSING UNCLAIMED PROPERTY/VALUABLES

A. When a Clothing Room Detention Assistant finds unclaimed property, he will advise the Cashier and ask if he has found any unclaimed property belonging to the same individual, and vice versa.
   1. If both parties have unclaimed property belonging to the same individual, the Clothing Room Detention Assistant shall be responsible for completing the Notice of Unclaimed Property form.
   2. If only valuables or money were left, the Supervising Legal Processor will be responsible for sending the Notice of Unclaimed Property.
   3. If the unclaimed valuables belong to an inmate who has left, but has not been completely checked out of the computer (PF3 Check Out), the Cashier will go to the Property Release screen and change the disposition of the valuables to "unclaimed."
   4. When property is unclaimed and the name of the owner is known, the Clothing Room Detention Assistant and/or the Cashier will advise the Supervising Legal Processor and/or Supervising Detention Assistant.
      a. The Supervising Legal Processor and/or Supervising Detention Assistant will send a request to the SCADS Administrator to re-open the inmate's file and change the property status to "unclaimed."

B. The Clothing Room Detention Assistant will locate the inmate's property, package and tag the property with the inmate's name, "D" number, and a date 90 days from the date of escape or release. The Supervising Legal Processor will tag the inmate's valuables with the same information.

C. The Clothing Room Detention Assistant will place the tagged property in the unclaimed property storage area and the Supervising Legal Processor will place the unclaimed valuables in the unclaimed property area.

D. The Clothing Room Detention Assistant will send a Notice of Unclaimed Property to the inmate's last known address requesting that he claim the stored property prior to the end of the specified 90-day period.

E. The Clothing Room Detention Assistant will review the unclaimed property file(s) monthly to determine when
property is due for disposal.

F. The Clothing Room Detention Assistant will examine the unclaimed clothing and bulk property and divide the contents for welfare clothing, donations, and/or disposal.

G. The Clothing Room Detention Assistant will document the disposition of the property, the date of disposition, and his signature on the Disposition of Unclaimed Inmate Property form and forward it and the copy of the Notice of Unclaimed Property to the Supervising Legal Processor.

H. The Supervising Legal Processor will document the disposition of valuables and money on the Disposition of Unclaimed Inmate Property form, annotate the date of disposition and sign the form.

I. The Supervising Legal Processor will forward the Disposition of Unclaimed Inmate Property form and the copy of the Notice of Unclaimed Property to the Central Information Bureau for filing in the D-file (except for valuables, discussed below).

J. The Supervising Legal Processor will dispose of the valuables as follows:
   1. Complete form SCSD-11 (Sheriff's Department Property Evidence Record) for all unclaimed property except government-issued driver's licenses, social security cards, and other returnable government property.
      a. All government-issued items shall be returned to the originating office with a letter explaining the reason for return.
   2. Deliver the unclaimed property and the yellow and white copies of form SCSD-11 to the Sheriff Department's Property Clerk for sale at auction or destruction.
   3. Retain the pink copy of form SCSD-11 and file it in the Records Office.
   4. Return checks, money orders, and traveler's checks to the originating address or turn them over to the Administrative Lieutenant.

K. The Cashier will treat money that has been left on the inmate's books as an overage. A Report of Cash Difference will be completed by the Cashier, fully explaining the circumstances of the money being left, including the inmate's name, booking number, D-file number, time of release and amount of money.

L. The Detention Department Analyst in charge of inmate cash systems will deposit the money in the inmate's name.

4.2 UNCLAIMED PROPERTY FOR INMATES TRANSPORTED TO CDC/CYA

A. If an inmate going to CDC/CYA completed a Property Disposition Authorization to have his property picked up, and it was not within 30 days of release, or if he opted for donation or discard:
   1. The Clothing Room Detention Assistant shall:
      a. Examine the unclaimed clothing and bulk property and divide the contents for welfare clothing, donations, and/or disposal.
      b. Document the disposition of the property, the date of disposition, and his signature on the Disposition of Unclaimed Inmate Property form.
      c. Forward the form to the Supervising Legal Processor.
   2. The Supervising Legal Processor shall process the valuables as follows:
      a. Complete form SCSD-11 (Sheriff's Department Property Evidence Record) for all unclaimed property except government-issued driver's licenses, social security cards, and other returnable government property.
         1. All government issued items shall be returned to the originating office with a letter explaining the reason for return.
      b. Deliver the unclaimed property and the yellow and white copies of form SCSD-11 to the Sheriff Department's Property Clerk for sale at auction or destruction.
      c. Retain the pink copy of the form SCSD-11 and file it in the Records Office.
      d. Return checks, money orders, and traveler's checks to the originating address or turn them over to the Administrative Lieutenant.

4.3 CLAIMING UNCLAIMED PROPERTY

A. When a claimant returns with his copy of the Notice of Unclaimed Property form to claim property or clothing, the Receptionist will notify the Cashier and the Clothing Room Detention Assistant and request the claimant to
wait in the Lobby area.

B. The **Clothing Room Detention Assistant** will gather the individual's unclaimed clothing, bulk property, and the file copy of the [Notice of Unclaimed Property](http://scsd-intranet/manuals/madf/property-inmate-unclaimed.htm) form and go to the Lobby.

C. The **Cashier** will retrieve the individual's valuables from the unclaimed property bin in preparation for releasing the items, and, if the only property to be turned over to the claimant are valuables, the **Cashier** will have the claimant sign the file copy of the [Notice of Unclaimed Property](http://scsd-intranet/manuals/madf/property-inmate-unclaimed.htm).

D. The **Cashier** will check the claimant's identification and verify his identity.

E. The **Cashier** will tell the claimant that he may claim any money he left on the books by contacting the Detention Department Analyst during normal business hours.

F. The **Clothing Room Detention Assistant** and **Cashier** will turn over the clothing, property and/or valuables to the claimant, requiring that the claimant sign the file copy of the [Notice of Unclaimed Property](http://scsd-intranet/manuals/madf/property-inmate-unclaimed.htm) form documenting that he received his property.

G. The **Clothing Room Detention Assistant/Cashier** will forward the signed copy of the [Notice of Unclaimed Property](http://scsd-intranet/manuals/madf/property-inmate-unclaimed.htm) form to the Central Information Bureau, via the MADF Records Office, for inclusion in the inmate's D-file.
1.0 POLICY STATEMENT

The Detention Division will receive and maintain personal clothing and bulk property of inmates in an orderly, safe and hygienic manner as dictated by local, state and federal regulation.

2.0 DEFINITIONS

**Authorization to Launder Personal Clothing**
A form signed by an inmate as a voluntary, intentional relinquishment of a known right. In this case, releasing the facility from liability when soiled personal clothing is washed at intake.

**Clothing Storage Bag**
A nylon bag designed to store all inmate personal clothing/bulk property.

**Inmate Property Release**
A form used by in-custody inmates to release cash, valuables property and/or bulk property

**Mesh Bags**
Washable, open weave bags designed to contain soiled clothing. The open weave will allow the clothing to be washed while contained in the bag.
Property Disposition Authorization
A form used by inmates going to CDC/CYA, to designate disposition of their valuables and bulk property, and their clothing.

Closed Container
For the purposes of this chapter, a closed container is any container in which the property of an inmate/commitment is contained when he/she arrives at the facility for booking. E.g., purses, backpacks, suitcases, etc.

3.0 MANDATES
Title 15 Standards: 1264

4.0 GENERAL INFORMATION

A. Mesh bags will be available in the clothing room for use for washing soiled or vermin infested clothing.

B. Clothing that is soiled with urine or feces, or infested with crabs, lice, etc., shall be washed even in instances when the wearer will not be dressed in for housing.

C. Infested clothing will be handled immediately (Refer to- Laundry Procedures 5.1). The Laundry Room Detention Assistant will primarily be responsible for washing soiled or infected inmate personal clothing.

D. Inmates who are issued jail clothing during the booking process will wear a blue top and pants, underwear, tee-shirt, socks and shoes.

E. The Clothing Room Detention Assistant shall keep available Authorization to Launder Personal Clothing forms necessary to wash soiled inmate clothing.

F. Inmates will be allowed to temporarily retain personal clothing (e.g. shoes and bras) only when the facility, upon dress-in, cannot provide clothing in the proper size, or when authorized by medical staff.

   1. The facility will provide proper fitting required clothing items to inmates upon dress-in, or as soon as such items can be purchased through prescribed purchasing procedures.

G. Inmate bulk property will be released to others on an all-or-nothing basis, unless a law enforcement agent removes only certain items of clothing or property.

H. Personal clothing brought in for court appearances will only be accepted if the Court has ordered that the inmate be brought to court in civilian clothing. Generally, the clothing will be exchanged with existing clothing so the inmate will not accumulate more than one set of personal clothing. (Exceptions to this rule may be made by the Administrative
Lieutenant and are usually the result of an agreement reached with the Court.)

1. Items of clothing which will not be accepted for court appearances unless approved by the Administrative Lieutenant are:
   
   a. Belts  
   b. Suspenders  
   c. Hats  
   d. Scarves  
   e. Neck ties  
   f. Pantyhose/tights/leggings.

I. Clothing labeled as "dry clean only" will not be washed.

J. No perishable food items will be stored with inmate property in the Clothing Room. It will be discarded and a notation will be made in the inmate's property record.

K. During a search of property there is no expectation of privacy.

5.0 PROCEDURES

5.1 CLOTHING IN NORMAL CONDITION

A. A Detention Assistant will complete the computer system’s processing necessary for the booking dress-in procedures. (Refer to: Bookings - Dress-In)

B. The Detention Assistant will place the inmate's clothing in the clothing storage bag as follows:

   1. Pants, shirt, and jacket will be hung neatly on the hanger.  
   2. Undergarments will be placed in the upper pocket.  
   3. Shoes and boots will be placed in the bottom pocket.

C. The Detention Assistant will print a copy of the inmate's clothing screen, fold it and place it in the clear plastic pocket of the clothing storage bag, with the inmate's name, booking number and slot number clearly visible.

D. The Detention Assistant will print two copies of the inmate's clothing screen, have the inmate sign one copy for placement in his/her D-file and give one copy to the inmate as a receipt.

E. The Detention Assistant will place the clothing storage bag on the conveyor storage rack according to the assigned numerical slot.
5.2 STORAGE OF BULK PROPERTY

A. The Arresting Officer will search all inmate bulk property and attach the yellow copy of the Inmate Personal Property Receipt and turn the bulk property over to Booking Staff.

1. The Arresting Officer will remove all items from any closed containers (e.g., purses, backpacks, suitcases, etc.), inventory all such items separately, place such items in a separate plastic bag, and store them outside the closed container. The inventory shall be documented on an Inmate Personal Property Receipt.

B. The Booking Legal Processor will place the tagged bulk property in the bulk property storage area in the booking area until the arrestee is released or housed, and attach the green copy of the Inmate Personal Property Receipt to the Inmate Management Card.

1. Examine all closed containers.
2. Dispose of any perishable food items and glass containers.
3. Inform the Booking Sergeant if any item of contraband or evidence relating to the crime is found and hold in safety for further instructions.
4. Forward any money found to the Cashier.
5. Place all remaining arrestee property in bulk property storage, including items found in closed containers, and inventory utilizing the inmate’s computer system record. Any items found in closed containers should be placed in a clear plastic bag and stored outside the closed container.

C. If the inmate is to be housed, the Booking Deputy will take the bulk property and the Inmate Management Card to the dress-in area and give it to the Clothing Room Detention Assistant.

D. The Clothing Room Detention Assistant will:

1. Access the inmate’s computer system clothing record function and enter the bulk property descriptions.
2. Store the bulk property with the inmate clothing in the assigned clothing bag.
3. If the bulk property is excessive, assign a secondary storage location and store the bulk property on the secondary storage shelves.

5.3 RELEASE OF PERSONAL CLOTHING TO INMATES

A. If an inmate is unable to wear an item of jail-issued clothing because of medical problems, the Clothing Room Detention Assistant, with medical staff authorization and the approval of the Custody Sergeant, will temporarily release that item of personal clothing to the inmate, until facility clothing can be obtained.

1. A Sergeant will make an appropriate entry in the inmate’s management notes.
B. If an inmate is unable to wear an item of jail-issued clothing because of size problems, the Clothing Room Detention Assistant, with the approval of the Booking Sergeant, will temporarily release that item of personal clothing to the inmate.

1. A Sergeant will make an appropriate entry in the inmate’s management notes.

C. The Booking Sergeant will notify the Module Deputy of the special issue item.

5.4 INMATE RELEASE OF CLOTHING/BULK PROPERTY TO OTHERS

A. An Inmate who wishes to release his/her bulk property to family or friends will ask the Module Deputy for an Inmate Property Release form, complete and sign the form, and give it to the Module Deputy.

1. Inmates being transported to CDC/CYA will instead complete a Property Disposition Authorization form for the release of clothing and bulk property, with the assistance of a Detention Assistant. Refer to: Releases - To Other Agencies.

B. The Module Deputy will legibly sign his/her name as the accepting Deputy after verifying the inmate's identity and forward the form to the Cashier for filing.

C. When the family member or friend comes in to pick up the property, the Cashier will:

1. Verify the individual's identity by checking his/her identification (The identification must have a picture of the individual and must be of the same type acceptable for visiting purposes.);
2. Look in the Property Release file box to see if the inmate has completed an Inmate Property Release.
   a. If there is no form, the Cashier will tell the individual the inmate has not completed the form authorizing the release of the property.
3. Make a photocopy of the individual's identification and Inmate Property Release to attach to the receipt;
4. Call the Clothing Room Detention Assistant if applicable and advise him of the property to be released and the name of the inmate. The Cashier will forward a copy of the form to the Clothing Room Detention Assistant.

D. The Clothing Room Detention Assistant will:

1. Prepare the items for release.
2. Reconcile all property with the property receipt.
   a. If there is a discrepancy, the Clothing Room Detention Assistant will initiate the procedures outlined in Section 5.8 of this chapter.
3. Place the inmate's property in a plastic bag;
4. Lock the Clothing Room and take the property out to the Lobby, stopping at the Cashier's window to get the Inmate Property Release and photocopy of the individual's identification.
5. Check the ID of the individual asking for the property and compare it with the name on the Inmate Property Release.

E. If the individual is the person specified on the Inmate Property Release, the Clothing Room Detention Assistant will give him the property and return to the Clothing Room.

1. The Clothing Room Detention Assistant will place a copy of the Inmate Property Release and an updated clothing/bulk property receipt in the inmate’s clothing bag, and forward copies of both forms to the Records Legal Processor to be placed in the inmate’s “D” file.

F. The Clothing Room Detention Assistant will access the inmate's computer system file record and enter the items released and the name of the person to whom they were released.

G. The Clothing Room Detention Assistant will forward the copy of the Release form to Records for filing in the inmate's "D" file.

5.5 RELEASING PROPERTY TO LAW ENFORCEMENT OFFICIALS

A. The Law Enforcement Official will go to the Receptionist (or Cashier if the Receptionist is not on duty), and request access to the inmate's property stored in the Clothing Room.

B. The Receptionist/Cashier will call the Clothing Room Detention Assistant and relay the request.

C. The Detention Assistant will:

1. Look up the inmate's property list record in the computer system;
2. Pull the inmate's clothing storage bag, and any bulk property he/she may have; and
3. Go to the Lobby, escort the official to the Clothing Room and provide the official with a Property Release to Law Enforcement form(s).

D. The Law Enforcement Official will:

1. Search the clothing bag and/or bulk property that is listed in the computer system’s inventory record. The Law Enforcement Official shall not search the interior of any container owned by the inmate (e.g., purses, backpacks, suitcases, etc.), or any item not listed in the computer system’s property inventory record, without first presenting a search warrant for inspection to the Detention Assistant.
2. Remove any items believed to be evidence, or which will assist with a case;
3. Return the clothing/property to the Detention Assistant; and
4. Give the Detention Assistant a completed Property Release to Law Enforcement form.
E. The Detention Assistant will:

1. Complete the "Releasing Official" information on the Property Release to Law Enforcement form and give the law enforcement official the yellow copy, ensuring the law enforcement official's information is legible and accurate.
2. Place the pink copy of the Property Release to Law Enforcement form in the clear vinyl pocket of the clothing storage bag.
3. Escort the Law Enforcement Official to the Lobby;
4. Take the Property Release to Law Enforcement form and any search warrant to the Clothing Room and document the property release and reason for release in the inmate's computer system property list record;
5. Take the original Property Release to Law Enforcement form and any search warrant to the Records Legal Processor for filing in the inmate's D-file.

5.6 ACCEPTING CLOTHING

A. When clothing is brought in for an inmate, the Receptionist will:

1. Access the inmate’s computer system record to determine if the Court has ordered the inmate to be taken to court in civilian clothes
2. Inform the Clothing Room Detention Assistant there is clothing to be accepted in the Lobby.

B. The Clothing Room Detention Assistant will lock the Clothing Room and report to the Lobby bringing a Clothing Information form and any clothing to be exchanged if appropriate.

C. The Clothing Room Detention Assistant will:

1. Accept and inventory the clothing;
2. Complete the Clothing Information form and give a copy of it to the person dropping off the clothing;
3. Take the clothing to the Clothing Room;
4. Access the inmate’s file record in the computer system and enter the clothing;
5. Forward a clothing receipt to the inmate and to the inmate's D-file;
6. Ensure the clothing items are searched by a Deputy;
7. Place the clothing into the inmate's clothing bag.

a. If the clothing is for court, place the clothing bag on the court rack.

D. A Booking Deputy, as soon as time is available, will go to the Clothing Storage Room, search the clothing, and if acceptable, advise the Clothing Room Detention Assistant.

E. The Clothing Room Detention Assistant will place the bag on the conveyor system in the appropriate location or on the court rack.
5.7 MAILING CLOTHING/BULK PROPERTY/VALUABLES

A. Inmates who are being transferred to CDC/CYA, who wish to have their clothing/bulk property mailed to friends or family members, will meet with the Clothing Room Detention Assistant to complete and sign a Property Disposition Authorization form.

B. After the inmate has been transported to CDC/CYA, the Clothing Room Detention Assistant will:

1. Reconcile all property/clothing with the property receipt;
   a. If there is a discrepancy, the Clothing Room Detention Assistant will initiate the procedures outlined in Section 5.8 of this chapter.
2. Box up the inmate's clothing and property;
3. Contact the Cashier to retrieve the sealed bag of valuables property;
4. Place the bag of valuables in the box with the clothing and bulk property;
5. Seal the box and label it with the name and address specified by the inmate, and include the appropriate budget mail code;
6. Deliver the box to the front lobby to be picked up by the USPS;
7. Sign and date the Property Disposition Authorization form and forward it to Sheriff's CIB for filing in the inmate's "D" file; and
8. Log required information in the mail receipt book.

5.8 PROPERTY DISCREPANCIES

A. If there is a discrepancy, the Clothing Room Detention Assistant shall write each discrepancy on the property receipt.

B. The Detention Assistant shall, in writing or verbally, notify the inmate of the discrepancy and provide him with a County of Sonoma Claim form.

6.0 REVISION HISTORY

Version 13.03.02 – Revised 3/2002
Revised 3/2017
Safety Cell Use

1.0 POLICY STATEMENT

Safety cells shall be used to hold only those arrestees/inmates who display behavior which results in the destruction of property or demonstrates an intent to cause physical harm to self or others. Other tools, such as safety clothing garments, restraints, or transport hoods, may be used in conjunction with safety cells to protect against property damage or physical harm pursuant to the provisions of this policy.

2.0 DEFINITIONS

Clothing Exchange  An arrestee/inmate’s personal clothing or jail issued clothing may be exchanged for a safety clothing garment, which is specifically designed to provide for an inmate’s safety while in a safety cell.

Restraints or Restraint Equipment  Any device which immobilizes a person's extremities and/or prevents a person from being ambulatory.

Safety Cell  Specially designed cells described in Title 24, Part II, Section 1231.2.5. There are three safety cells located in the booking area and two safety cells in the Mental Health Module.
Safety Garment/Blanket  
Special clothing garments or blankets designed to prevent a person from causing harm to themselves while at the same time providing personal comfort and privacy.

Transport Hood  
A disposable piece of material that is placed over an arrestee/inmate's head to prevent his spit, blood, and/or nasal fluids from coming into contact with staff or others (also known as a "spitter's mask").

3.0 MANDATES

Prison Rape Elimination Act of 2003  
Department of Justice National PREA Standard 28 CFR 115.15  
851.5 P.C.  
Title 15 Standards: 1052, 1055, 1219  
Title 24 Part 2, Section 1231.2.5  
IMQ Standards: 316

4.0 GENERAL INFORMATION

A. Purpose of Safety Cells. The purpose of safety cells shall be to protect the arrestee/inmate and others from harm, and prevent property damage. In no case shall a safety cell be used for punishment or as a substitute for treatment.

B. Temporary Measure. Arrestee/inmate placements in safety cells are considered temporary, and shall last only as long as necessary to deescalate behaviors and ensure the arrestee/inmate is safe for transfer to a less restrictive setting without causing harm or damage.

C. Clothing Exchange for Safety Purposes. Placement in a safety cell requires an arrestee/inmate, for their own safety, to exchange their clothing for jail clothing and/or a safety garment/blanket. An inmate already in jail clothing will be issued new jail clothing and/or a safety garment/blanket. An arrestee/inmate will not be placed into a safety cell without one of the following clothing options:

1. Newly exchanged jail issued clothing;
2. A jail issued safety garment.

D. Applicability of Strip Search Policy. A clothing exchange for purposes of this policy shall not be performed with the intent to search for contraband (i.e., a strip search). Should Correctional Staff reasonably suspect that an arrestee/inmate to be placed in a safety cell may be concealing weapons or dangerous contraband, the requirements of the strip search policy shall apply (Refer to Searches- Pat and Strip).

E. Safety Cell View Ports. The view ports of all safety cells shall remain open to enable optimal observation unless a Mental Health Staff member has a clinical reason why the
view port should be closed. A Correctional Sergeant or above may also authorize a view port to be closed.

1. If a Mental Health Staff member or Sergeant has a reason why the view port should be closed, the determination and specific reason must be documented in an incident report and the clinical reason articulated in the medical record of the inmate. This information shall also be documented on the Inmate Observation Record Form.

4.1 PRE-REQUISITES FOR SAFETY CELL PLACEMENTS

A. Safety Cell Placements. Arrestees/inmates may be placed in a safety cell for any of the following non-exclusive reasons:

1. The arrestee/inmate's behavior jeopardizes the physical well-being or safety of himself or others, or has resulted in property destruction;

2. The arrestee/inmate's statements and/or behavior indicate that he is suicidal or reveals an intent to cause physical harm to himself; or

3. The arrestee/inmate's statements and/or behavior reveal an intent to cause physical harm to others.

B. Safety Cell Placement Recommendations, Authorization and Approval. All safety cell placements shall be processed and approved as follows:

1. Correctional, Mental Health or Medical Staff may recommend to a Sergeant that an inmate be placed into a safety cell.

2. The Facility Manager or Watch Commander must approve all safety cell placements and sign the Inmate Observation Record form, as is required.

3. In the immediate absence of a Custody Manager, a Sergeant may approve a safety cell placement. However, as soon as possible the Facility Manager or Watch Commander will review and approve the placement.

4.2 CLOTHING RECOMMENDATIONS FOR SAFETY PURPOSES

A. Mental Health Staff shall make a clinical recommendation whether an arrestee/inmate placed in a safety cell for personal safety purposes, should be issued jail clothing or a safety garment in exchange for his/her clothing. A safety blanket may also be authorized along with the safety garment.

1. No matter what clothing option is decided upon, all inmates placed into a safety cell shall be thoroughly pat searched before being placed into the cell.

B. Clothing recommendations must be approved by the Correctional Sergeant and documented on the Inmate Observation Record form. Additionally, any articulable
facts used in making a clothing recommendation must be documented in the medical record of the inmate and in the body of the incident report.

C. A clinical determination will be made by Mental Health Staff during follow-up reviews with each arrestee/inmate in a safety cell on whether additional articles of clothing can be given to the arrestee/inmate based on their risk of self-harm.

5.0 PROCEDURES

5.1 SAFETY CELL PLACEMENT PROCEDURES

A. Initial Placement Procedures. The following procedures apply when initially placing an arrestee/inmate in a safety cell.

1. Clothing Exchange for Safety Purposes. Upon determining that an arrestee/inmate to be placed in a safety cell should exchange clothes for safety purposes, Correctional Staff shall comply with the following.

   a. The arrestee/inmate shall be escorted to a safety cell, and shall be permitted to exchange clothing outside the purview of any person not participating in the clothing exchange. Persons who may participate in the clothing exchange include those Correctional Staff, Mental Health Staff and/or Medical Staff whose official duties require them to be present at the time of the clothing exchange, including Deputies in training or conducting training.

   b. If an arrestee/inmate is unwilling or unable to cooperate with a clothing exchange (e.g., due to extreme intoxication or combative actions), Correctional Staff may exchange the arrestee/inmate's clothing using only that force which is reasonably necessary to effectuate the exchange. (Refer to: Use of Force)

   c. Any person conducting or otherwise present during a clothing exchange must be of the same sex as the arrestee/inmate being placed in the safety cell, except for physicians, licensed medical personnel, or if exigent circumstances require otherwise.

      i. If same-gender staff are not available to assist in a clothing exchange, other options should be considered in lieu of the exchange to protect the safety of the person, such as: use of the restraint chair, placement in the safety cell with clothing and increased observation rounds, placing the inmate in the safety cell in waist restraints, and the utilization of an observation cell.

      ii. In the event exigent circumstances require that a person of the opposite sex participate in a clothing exchange, all
reasonable measures shall be taken to prevent the person of the opposite sex from viewing the body cavities, breasts, buttocks, or genitalia of the arrestee/inmate. Any cross gender viewing must be documented in an incident report. (Refer to: Prison Rape Elimination Act (PREA))

d. Any forcible clothing exchange shall also be detailed in an incident report.

2. **Inmate Observation Record.** Upon placing an arrestee/inmate in a safety cell, the Correctional Supervisor must document the placement on the required Inmate Observation Record form. The Inmate Observation Record form shall be posted on the occupied safety cells, and shall be completed in their entirety, regardless of the reason for the placement.

3. **Close Monitoring Required.** Correctional Staff shall closely monitor any arrestee/inmate placed in a safety cell, and shall work with Medical Staff to ensure the arrestee/inmate receives adequate fluids and nutrition. Such information shall be documented on the Inmate Observation Record. Correctional Deputies shall also work with Mental Health Staff to encourage the arrestee/inmate in maintaining an appropriate level of hygiene, to include showering, if deemed necessary.

B. **Initial Medical and Mental Health Clearance.** Arrestees/inmates placed in safety cells must be initially cleared by Medical and Mental Health Staff, as follows:

1. **Medical Clearance.** Medical Staff shall medically clear arrestees/inmates to be placed in safety cells as close to the time of placement as reasonably possible, but in any event no later than 1 hour of placement.

2. **Mental Health Clearance.** Mental Health Staff shall provide an opinion on the placement and retention as close to the time of placement as reasonably possible, but in any event no later than 12 hours of placement.

C. **Continued Placement Review and Evaluation Procedures.** It shall be the responsibility of the Booking Sergeant to ensure that all required rounds, to include Medical and Mental Health checks, are completed for any arrestee/inmate placed in a safety cell. The Booking Sergeant will review the placement and the Inmate Observation Record no more than four hours between reviews.

1. **Review by Watch Commander.** The Watch Commander shall obtain a clinical opinion/consultation from Mental Health Staff to determine whether an inmate/arrestee should remain in a safety cell at least once every 4 hours. The reviews shall be documented on the Inmate Observation Record form. When the Booking Sergeant is the acting Watch Commander, he shall also assume the Watch Commander's duties, in addition to his own.
2. **Visual Observation by Correctional Staff.** Intermittent direct visual observation rounds of inmates held in safety cells shall be completed at least two times every 30 minutes, with rounds being completed at least 10 minutes apart. All required information shall be recorded on the Inmate Observation Record form.

   a. Intoxicated inmates placed in Safety cells shall have intermittent direct observation rounds completed at least two times every 30 minutes, with rounds being completed at least 10 minutes apart, and;

      i. Each round shall verify their levels of consciousness and ability to respond to verbal stimuli.

      ii. If unable to obtain a verbal response to stimulation, Staff must enter the cell and attempt to rouse the inmate to assess their levels of consciousness. A second Deputy shall be called to assist.

      iii. A failure to obtain a verbal response after attempting to rouse the inmate, any deteriorating condition or life-threatening situation shall be immediately referred to Medical Staff.

      iv. If a required round is delayed for any reason, staff will document the delay on the Inmate Observation Record form and notify the Booking Sergeant.

3. **Review by Mental Health Staff.** The Booking Sergeant will ensure that Mental Health Staff review and evaluate each arrestee/inmate placed in a Safety Cell at least once every 4 hours, or more frequently if necessary. The reviews shall be documented on the Inmate Observation Record form.

   1. These reviews shall include a clinical determination on whether additional items of clothing can be given to the arrestee/inmate based on their risk of self-harm.

4. **Review by Medical Staff.** The Booking Sergeant will ensure that Medical Staff review each inmate/arrestee placed in a safety cell at least once every 4 hours, and shall medically clear an inmate for continued retention at least every 24 hours. The reviews shall be documented on the Inmate Observation Record form.

**5.2 USE OF RESTRAINTS, RESTRAINT CHAIR, AND TRANSPORT HOOD**
A. **Use of Restraints in Safety Cell.** An arrestee/inmate may be placed in restraints in a safety cell only when a Correctional Supervisor has determined that restraints are necessary to prevent the arrestee/inmate from harming himself or others (Refer to: Restraint Equipment - Use and Locations and Restraint Chair Use).

1. **Review Required.** An arrestee/inmate who is placed in restraints while in a safety cell shall be reviewed as follows:

   a. Correctional Staff shall conduct intermittent direct visual observation rounds at least two times every 30 minutes, with rounds being completed at least 10-minutes apart, and document the observation on the Inmate Observation Record;

   b. A Correctional Supervisor shall review the placement at least once every hour;

   c. The Watch Commander shall review the placement at least once every two hours; and

   d. Medical Staff shall review the placement at least once every two hours.

2. **Removal of Restraints.** Restraints shall be removed when the risk that an arrestee/inmate may harm himself or others has become minimal, or when the restraints threaten the medical health of the arrestee/inmate.

B. **Use of Restraint Chair.** Should an arrestee/inmate placed in a safety cell become violent or combative, he may be placed in a restraint chair (Refer to: Restraint Chair Use).

C. **Use of Transport Hoods.** Correctional Staff may use transport hoods on arrestees/inmates before or during placement in a safety cell, in order to prevent exposure to bodily fluids (Refer to: Transport Hood Use).

### 5.3 REMOVAL FROM SAFETY CELL

A. **Requirement to Remove from Safety Cell.** An arrestee/inmate shall be removed from a safety cell when it appears that he is no longer a threat to himself or others, and will not damage property.

B. **Removal Upon Approval by Requesting Authority.** Removal of an arrestee/inmate shall be made only at the direction or upon the approval of the authority requesting the placement (i.e., Mental Health Staff, Medical Staff, or Correctional Staff).

1. **Contact Requesting Authority.** Correctional Staff shall contact the requesting authority when staff believe an arrestee/inmate should be removed from a safety cell, and request an evaluation of the arrestee/inmate to determine if removal from the safety cell is appropriate.
2. **Correctional Staff Authority.** All removals must be authorized by the Correctional Supervisor or Watch Commander.

C. **Dress In.** If the arrestee/inmate was required to exchange clothing for safety purposes, the arrestee/inmate shall be permitted to dress in clothes in a private area, outside the purview of others.

D. **Medical Review.** A Medical Staff Member will examine the arrestee/inmate once he has been removed from the safety cell.

E. **Documentation Regarding Removal.** The Booking Sergeant shall ensure that all necessary documentation is completed when an arrestee/inmate is removed from a safety cell, including the Inmate Observation Record form and a supplemental report regarding the safety cell removal.

### 5.4 COURT APPEARANCES

A. The decision to send an inmate to court who is in a safety cell shall be carefully evaluated by the Sergeant after consulting with mental health and/or medical staff. The decision will be based on the totality of the inmate’s current condition and/or behavior and the safety and security of everyone involved.

B. If it is decided an inmate will not be sent to his court appearance the Sergeant will ensure the appropriate notifications are made to the Court, and to the Bailiffs. If it is decided the inmate will attend his court appearance the Sergeant will determine if it is appropriate to use restraints and the number of Deputies necessary to complete the transport, and will ensure the Bailiffs are properly briefed on the situation. A supplemental incident report of the incident shall be completed whether or not an inmate is sent to court.

C. Upon return from court, the inmate shall be evaluated for the continued risk of self-harm and need for placement back into the safety cell. This information will be documented in a supplemental report to the original placement.

### 6.0 REVISION HISTORY

Version 15.05.06 - Revised 05/16/06  
Version 16.09.08 - Revised 09/2008  
Version 17.11.09 - Revised 11/2009  
Version 18.03.10 - Revised 03/17/2010  
Version 19.12.10 - Revised 12/2010  
Version 20.06.12 - Revised 6/2012  
Revised 6/5/2017
1.0 POLICY STATEMENT

Roof and perimeter searches shall be conducted by Correctional Staff to deter the occurrence of vandalism and introduction of contraband into the facility and to ensure the security of the exterior of the building.

2.0 DEFINITIONS

Roof and Perimeter Search  A foot patrol of the exterior facility perimeter and roof.

Search Team  A team of officers used to conduct thorough searches of selected areas.

3.0 GENERAL INFORMATION

A. Roof and perimeter searches will be conducted

B. Searches will be conducted a minimum of twice each week.

C. Searches made after daylight hours will be conducted

D. Officers/Deputies will not set a pattern or establish any type of routine when conducting roof and perimeter searches.

E. In addition to scheduled searches, roof and perimeter searches may be conducted when circumstances warrant (e.g. the sound of drilling occurring outside the facility).

F. Correctional Staff who discover suspicious circumstances or persons will request assistance and direction before taking action.

G. Officers who discover maintenance problems will follow proper procedure for reporting such problems. (Refer to: Maintenance - Inspections and Work Orders.)

H. Areas to be examined will include but not be limited to:

1. Doors, frames and locks.
2. Windows, frames and screws.
3. Vents.
4. Exposed wiring and plumbing.
5. Building facade and landscaping.

I. Officer Deputies will not establish any patterns, routines, or set a pattern or establish any type of routine when conducting roof and perimeter searches.
4.0 PROCEDURES

4.1 CONDUCTING A PERIMETER SEARCH

A. The **Day Shift Custody Main Sergeant** will designate a Movement or Break Relief Officer to conduct a perimeter search sometime during the shift.

B. The **Officer** will:
   1. Notify the Custody Main Sergeant when he is prepared to conduct the search;
   2. Go to the Custody Main Sergeant's office and turn in his keys; and,
   3. Exit the building.

C. The **Custody Main Sergeant** will:
   1. Place the Officer's keys in the lock box; and,
   2. Log the search on the SCADS Sergeant's activity log.

D. The **Officer**, after exiting the building, will:
   1. Visually inspect the building exterior, checking for any evidence of tampering, or damage, particularly at doors and window;
   2. Check the shrubbery and trash containers around the building exterior; and,
   3. Check the loading dock area.

E. Upon completion of the search, the **Officer** will:
   1. Return to the Custody Main Sergeant's office;
   2. Advise the Sergeant of the results of the search;
   3. Complete work orders and/or incident reports, as applicable;
   4. Obtain his keys from the Sergeant; and,
   5. Return to his work assignment.

F. The **Sergeant** will log the results of the search in the SCADS Sergeant's activity log.

4.2 CONDUCTING A ROOF SEARCH

A. The **Day Shift Custody Main Sergeant** will designate a Movement Officer and a Break Relief Officer to conduct a roof search sometime during the shift.

B. The **Officers** will coordinate their slow times, and will notify the Custody Main Sergeant when they are ready to conduct the roof search.

C. The **Custody Main Sergeant** will:
   1. Advise the Central Control Officer that the Officers will be conducting a roof search; and,
   2. Log the search on the SCADS Sergeant's activity log.

D. The **Officers** will:
   1. **E.** The **Officers** will inspect the roof, ducts and machinery on the roof, looking for contraband and/or signs of tampering.

F. When the roof search has been completed, the **Officers** will:
   1. Enter the building, using the same door through which they left the building, locking the door behind them;
   2. Return to the Custody Main Sergeant's office;
   3. Advise the Sergeant of the results of the search; and,
   4. Complete work orders and/or incident reports, as applicable.

G. The **Custody Main Sergeant** will log the results of the search on the SCADS Sergeant's activity log.

H. The **Officers** will **I.** The **Officers** will leave Central Control and return to their work assignments.
Title: **SUBPOENAS/RESTRAINING ORDERS** MADF Version: 7.11.99

Title 15 Standards: None

### 1.0 POLICY STATEMENT

The Sonoma County Sheriff's Department functions as an agent of the court, and as such will assist in the service of court processes upon employees and inmates of the MADF, within the limitations of the law and regulations.

### 2.0 DEFINITIONS

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<tbody>
<tr>
<td>CSO</td>
<td>Community Service Officer</td>
</tr>
<tr>
<td>E.P.O.</td>
<td>Emergency Protective Order</td>
</tr>
<tr>
<td>Proof of Service Form</td>
<td>Written documentation identifying that a subpoena was served and by whom.</td>
</tr>
<tr>
<td>Subpoena</td>
<td>A written command issued by a court, directed to an individual, ordering him to appear at a certain time and place, to give testimony upon a certain matter.</td>
</tr>
<tr>
<td>T.R.O.</td>
<td>Temporary Restraining Order</td>
</tr>
</tbody>
</table>

### 3.0 GENERAL INFORMATION

#### A. Court Appearances:

Attendance at a work related court or quasi judicial hearing, as required by subpoena, is an official duty assignment. Permission to omit this duty must be obtained from the judge, District Attorney's Office, or other competent court official. When appearing in court, the member will report in uniform or appropriate civilian clothing. Members shall present a neat, clean appearance, and avoid any conduct which might imply disrespect of the court.
B. Testifying for the Defendant:

Any member subpoenaed to testify for the defense in any trial or hearing, or against the County of Sonoma or the Sheriff's Department in any hearing or trial, shall notify his supervisor upon receipt of the subpoena. He shall also notify the District Attorney's Office.

C. Civil Actions: Court Appearances and Subpoenas

Members shall not volunteer to testify and shall not testify unless legally subpoenaed in civil actions rising out of departmental employment. Members shall accept all subpoenas legally served. If the subpoena arises out of departmental employment, or the member is informed that he is a party to a civil action arising out of departmental employment, he shall immediately notify his supervisor and any other party as directed by competent authority.

D. Civil Depositions, Affidavits, and Civil Action Interviews:

Members shall confer with their Supervisor, who will notify the Administrative Lieutenant, before giving a deposition or affidavit on a civil case which directly or indirectly affects the Department. If the Administrative Lieutenant determines that the cause is of importance to the County of Sonoma and the Sheriff's Department, he shall inform the Sheriff or Detention Assistant Sheriff before the deposition or affidavit is given.

E. Under no circumstances are Process Servers or anyone serving T.R.O.s to be allowed to enter any of the controlled areas of the MADF to look for an employee, inmate or other individual.

F. Any summons that is directed to the Sheriff's Department as an entity, rather than to an individual, may be served by delivering a copy of the summons and complaint to the Sheriff's Secretary during normal business hours (Monday - Friday, 8:00 A.M. to 5:00 P.M.).

G. When completing the Proof of Service form, it shall include, but not be limited to the following:
   1. Whom served.
   2. Time.
   3. Date.
   4. The serving Officer's title and signature.

H. When Process Servers are following proper procedure, employees are not to hamper or delay service.

I. Inmates housed in observation cells may be served subpoenas.

J. Inmates placed temporarily in a safety cell shall not be served subpoenas until they are cleared from the safety cell.

K. E.P.O.s are initiated by Law Enforcement Officials when they believe the protected person is in immediate and present danger of domestic violence or child abuse. E.P.O.s may be served on inmates by Correctional Officers when requested by the initiating agency. In no case will Correctional Staff be asked to serve an E.P.O. on a staff member.

4.0 PROCEDURES

4.1 SERVICE OF CIVIL PAPERS BY CSO'S ON INMATES

A. The CSO attached to the Civil Bureau who has subpoenas to serve on inmates, shall call the MADF Receptionist to determine if the inmate is still in custody.

B. The Receptionist shall check SCADS and if the inmate is in custody, will call the inmate's Module Officer to determine if the inmate is available (e.g. not out to court, sick call, programs, etc.).

C. The Receptionist will then advise the Civil Bureau CSO of the inmate's availability.
D. The **Civil Bureau CSO** coming to the MADF to serve subpoenas shall enter the facility through the Lobby Sallyport.

E. The **Civil Bureau CSO** will give the Cashier or Records Legal Processor a photocopy of the inmate's subpoena.

F. The **Cashier or Records Legal Processor** will review the subpoena, and if need be, will add the court date to the inmate's schedule.

G. The **Civil Bureau CSO** will then proceed to the inmate's housing module.

H. The **Civil Bureau CSO** will enter the module to serve the subpoena.

  I. The **Module Officer** will page the inmate via the intercom and request he report to the Officer's Station.

  J. When the inmate arrives at the Officer's Station, the **Civil Bureau CSO** will serve the inmate with the subpoena.

K. The **Module Officer** will document the subpoena service in the Module Activity Log.

L. The **Civil Bureau CSO** will exit the module and leave the facility.

### 4.2 SERVICE ON EMPLOYEES BY THE CIVIL BUREAU

A. **Civil Bureau Personnel** will place subpoenas for employees in an inter-office mail envelope.

B. The **Mail Detention Assistant** will pick up inter-office mail from the Civil Bureau and deliver it to the mail room at MADF.

C. The **Mail Legal Processor** will take mail from the mail room and distribute any subpoenas for employees in the appropriate Sergeant's mail boxes.

D. Prior to shift briefings, **Sergeants** will pick up their mail from the mail room.

E. At the briefing, the **Sergeant** will serve subpoenas on their employees.

F. The **Sergeant** serving the subpoena will complete the Proof of Service form.

G. The **Sergeant** will hand carry the completed Proof of Service form back to the mail room.

H. The **Mail Legal Processor** will place the completed Proof of Service form in an inter-office envelope for return to the Civil Bureau.

### 4.3 SERVICE BY PROCESS SERVER/LAW ENFORCEMENT ON INMATES

A. The **Process Server/Civilian/Law Enforcement Official** will come to the MADF Reception Desk and inform the Receptionist he has a subpoena, T.R.O., or E.P.O. to serve on an inmate.

B. The **Receptionist** will check SCADS to determine if the inmate is still in custody.

C. If the inmate is in custody, the **Receptionist** will contact a Movement Officer, via Central Control, and advise him there is a subpoena/T.R.O./E.P.O. which needs to be served.

D. The **Movement Officer** will meet with the Process Server/Civilian/Law Enforcement Official.

E. If the individual serving the subpoena/T.R.O. is a Process Server or civilian, the **Movement Officer** will:

   2. Serve the subpoena/TRO.
   3. Make a copy for the Records Legal Processor so the inmate can be scheduled for his court appearance.
      a. The **Cashier/Records Legal Processor** will enter the inmate's court date into SCADS by accessing the "View Schedule" screen, entering the court date, time, court room number, a brief description (restraining order hearing, etc.) and NICC.
      b. If the item served was a T.R.O., the **Cashier/Records Legal Processor** will also call Station II in Sheriff's Dispatch to notify them of the service and will provide them with pertinent information (case or OCA number, inmate's name and the date of birth, serving officer's name, the time the T.R.O. was served, and FCN number, if available).
      c. The **Cashier/Records Legal Processor** will initial and date the upper right hand corner of the document indicating the required scheduling and notifications were done, and file the document in
the inmate's D-file.

4. Complete the Proof of Service form and return it to the process server/civilian.

F. If the individual serving the subpoena/T.R.O./E.P.O. is a Law Enforcement Official, the Movement Officer will:
   1. Accept the subpoena/T.R.O./E.P.O. from the Law Enforcement Official
   2. If the document is an E.P.O., complete the Proof of Service Form and return it to the Law Enforcement Official.
   3. If the document is a subpoena:
      a. make a copy for the Records Legal Processor/Cashier so the inmate can be scheduled for his court appearance.
      b. the Records Legal Processor/Cashier will process the document as specified in Section 4.3,E,3.
      c. complete the Proof of Service Form and return the Proof of Service Form to the District Attorney's Office via the courier service.
   4. If the document is a T.R.O., make a copy for the Records Legal Processor so the inmate can be scheduled for his court appearance and complete the Proof of Service Form and return it to the Law Enforcement Official.
      a. the Records Legal Processor/Cashier will process the document as specified in Section 4.3,E,3.
   5. Serve the subpoena/T.R.O./E.P.O.

4.4 SERVICE BY PROCESS SERVER ON EMPLOYEES

A. The Process Server will come to the MADF Reception Desk and inform the Receptionist he has a subpoena to serve on an employee.
B. The Receptionist will call the Booking Sergeant to determine if the employee is on duty.
C. If the employee is on duty, the Booking Sergeant will meet with the Process Server.
D. The Booking Sergeant will:
   1. Accept the subpoena from the Process Server and tell him to remain in the Lobby for as long as it takes an officer to serve the subpoenas.
   2. Serve the subpoena.
   3. Complete the Proof of Service Form and return the Proof of Service form to the Process Server.

4.5 SERVICE OF EMPLOYEE SUBPOENAS ISSUED BY THE DISTRICT ATTORNEY

A. The District Attorney's Office will place two copies of the subpoena in a courier envelope and forward it to the MADF Custody Administration Secretary.
B. When the copies are received, the Custody Administration Secretary will:
   1. On the Officer Information Screen, enter the date the subpoena was received.
   2. Forward both copies of the subpoena to the employee's supervisor.
C. The employee's Supervisor will:
   1. Serve the subpoena, giving the employee one copy;
   2. Complete the Proof of Service on the second copy; and
   3. Return the completed copy to the Custody Administration Secretary.
D. The Custody Administration Secretary will:
   1. Note the date the Proof of Service was returned in the Officer Information Screen; and
   2. Forward the Proof of Service to the District Attorney's office via the courier service.
1.0 POLICY STATEMENT

Whenever necessary, MADF Staff will prepare teletype requests to other law enforcement agencies.

2.0 DEFINITIONS

**Five Day Pick Up Teletype**
A teletype which is sent to an out-of-county agency informing them that they have five calendar days, or five court days, to pick up an inmate from our custody who is being held on charges from their County.

**Hold Teletype**
A teletype sent to an out-of-county agency, advising them that we are holding a subject on their charges and that we will advise them when the subject is ready to be picked up.

**TTY**
Abbreviation of the word "teletype."

**INS**
Immigration and Naturalization Service.

3.0 GENERAL INFORMATION

A. The MADF can receive and send teletypes on its teletype (CLETs) terminal.

B. The MADF TTY terminal is located in the Records area.

C. If the MADF teletype terminal is not working, and it is not due to a system failure, teletype requests may be taken to the Probation Office or Classification Office for processing.

D. California Penal Code Sections 821 and 822 specify the amount of time a County has to pick up a subject who is in custody outside of its County and has local charges.

E. The guidelines for pick-up by other agencies are:
1. If the subject is in custody only for an out-of-county **felony** warrant, the County in which the warrant was issued has five **calendar** days to pick up the subject, starting with the day the subject was booked.
   a. EXCEPTION: If the County who issued the felony warrant is more than 400 miles away, they have five **court** days to pick up the subject.
2. If a subject is in custody only for an out-of-county **misdemeanor** warrant, the County in which the warrant was issued has five calendar days to pick up the subject, starting with the day the subject was booked.
3. If a subject is in custody only for a INS hold, INS has only 48 hours (excluding weekends and holidays) to pick up the subject.

F. Records Legal Processors, Court Legal Processors, Supervising Legal Processors, Sergeants, Lieutenants, and sworn Detention management personnel are the only staff members authorized to send teletype requests.

G. Refer to: Booking - Out-of-State Charges for information regarding notification and TTY procedures for out-of-state charges.

**4.0 PROCEDURES**

**4.1 RECEIVING TELETYPES**

A. When the Records Legal Processor receives a teletype advising the MADF that an outside agency is holding a subject on a Sonoma County misdemeanor warrant, he will send the teletype to the Booking Sergeant via pneumatic tube.

B. If the misdemeanor warrant complies with the guidelines for a citation release:

1. The **Booking Sergeant** will contact the Watch Commander of the out-of-county agency and ask that he cite release the subject.
2. If the out-of-county agency cite releases the subject, **they** will send a teletype to the MADF advising of the subject's release.
3. The **Records Legal Processor** will place the teletype in the miscellaneous teletypes file.
4. The **Records Legal Processor** will purge all teletypes from the miscellaneous teletypes file that are two months old or older.

C. If the out-of-county agency does not cite release the subject or if the warrant is not citeable:

1. The **Booking Sergeant** will return the teletype to the Records Legal Processor.
2. The **Records Legal Processor** will place the teletype in the Transportation mail box.

D. When the **Records Legal Processor** receives a pick-up teletype from an out-of-county agency, he will place the teletype in the Transportation mail box.

E. The **Transportation Sergeant** will make arrangements to pick up the subject, to include a specific request for the other agency to have completed the Confidential Medical/Mental Health Information Transfer Summary.
4.2 SENDING TELETYPES

A. Under the following conditions, the **Records Legal Processor** will send a **teletype** to another agency advising them that a subject has been booked on their warrant or hold:

1. When an inmate is booked on a warrant from an out-of-county agency, and is also booked on local charges, the **Records Legal Processor** will send a teletype, advising the out-of-county agency that we are holding a subject on their warrant, and that we will advise them when the subject is ready to be picked up.
2. When the subject is finished dealing with all local charges, or is booked on out-of-county charges or an INS hold only, the **Records Legal Processor** will send a teletype advising the agency to pick up the subject within the specified time limit. A copy of that teletype will be forwarded to Medical Staff and to Mental Health Staff.

B. Before sending the teletype, the **Records Legal Processor** will have the Supervising Legal Processor (or in his absence, another Legal Processor) review the teletype for accuracy.

C. After sending the teletype, the **Records Legal Processor** will:

1. Place the teletype in the inmate's "D" file;
2. Place the "D" file in the "enroute" section of the file cabinet; and
3. Enter the pick-up date in SCADS.
1.0 POLICY STATEMENT

MADF facility tours may be available to community groups upon request and consistent with these guidelines. The tours help to provide the community educational and crime prevention objectives of the Sonoma County Sheriff's Office.

2.0 DEFINITIONS

None

3.0 MANDATES

None

4.0 GENERAL INFORMATION

4.1 SCHOOL TOURS

A. The Contact Visiting Deputy is responsible for coordinating tours for school groups.

B. School classes for children below sixth grade or children under the age of 11 will not be permitted to tour the MADF facility.

C. Crime Prevention shall refer requests made by schools for any MADF tour to the Contact Visiting Deputy.

D. School tours usually will be scheduled on Wednesday mornings (except holidays) between the hours of 1000 and 1130 hours unless special circumstances exist and the Contact Visiting Deputy is able to accommodate those special needs.
E. The Contact Visiting Deputy will notify the on duty Watch Commander one day prior to any scheduled tour of the MADF.

F. The Contact Visiting Deputy will develop a schedule of school tours. He will notify the Receptionist and Central Control the morning of the tour.

4.2 RECRUITMENT TOURS

A. Sheriff's Personnel Staff may bring recruiting tours into the facility. If the tour participants have been cleared (had local records and warrant checks, NCIC checks, and local gang affiliation checks), they may be taken into the Housing Modules, Central Control, Booking, and Support Service areas.

B. Recruitment tours must be cleared with the Watch Commander.

C. Forty-eight hours before the recruitment tour is given, Sheriff's Personnel Staff will notify the Booking Sergeant, so he can advise the appropriate staff.

4.3 MISCELLANEOUS INFORMATION

A. Generally, tours will only be taken into Booking and into the Court Holding Sallyport adjacent to R Module. Exceptions which would allow the tours to go into a Housing Module may be granted by a Watch Commander. Exceptions which allow tours to go into Central Control will not be given unless permission from a Watch Commander is approved.

B. Children in service groups who are under the age of 11 will not be permitted on MADF tours.

C. Sheriff's Department employees may not conduct personal tours of the MADF without permission from the MADF Watch Commander.

5.0 PROCEDURES

5.1 SCHEDULING SCHOOL TOURS

A. The Contact Visiting Deputy shall inform the person requesting the tour of the requirements for participating in the tour:

1. The group cannot be more than 30 people.
2. A minimum of two adults must accompany a tour group of children under 18 years of age.
3. Appropriate attire (standard visiting requirements) is required for admittance. Persons wearing shorts, tank tops, mini skirts, see through clothing, sports team attire or gang related attire are not allowed to enter the facility and will be excluded from the tour.
4. Tours are generally limited to approximately 60 minutes.
5. Cameras or recording devices are not allowed.
6. No purses, briefcases, keys, backpacks, cellphones or weapons will be permitted into the secure perimeter. (Lockers are available in the lobby to store such items.)
5.2 CONDUCTING TOURS

A. The Contact Visiting Deputy shall meet the tour group in the MADF Public Lobby at the scheduled tour time.

B. Before beginning the tour, the Contact Visiting Deputy shall have each tour group member sign the Tour Group Sign-In Sheet, then will be issued the appropriate Access Pass.

C. The Contact Visiting Deputy shall inform the group of the following tour safety procedures and guidelines:

1. All tour members must stay with the group at all times.
2. If inmates are being moved in the hallways, the group must move to the opposite side of the hall to allow the Deputy and inmates to pass.
3. Don’t talk to the inmates.
4. Don’t pass things to the inmates.
5. Handbags, purses, briefcases, hip packs, back packs, etc. may not be taken into the facility and must be stored. Individuals having these items or items that will not pass the metal detector will be directed to the lobby lockers to store these items.

6.0 REVISION HISTORY

Version 5.05.10 - Revised 05/2010
# Work Crews - Off-Site

1.0 **POLICY STATEMENT**

Sentenced inmates who are physically able and eligible may be assigned to off-site work crews, in assignments which allow them to spend a portion of their sentence performing tasks that benefit the community and other government agencies.

2.0 **DEFINITIONS**

<table>
<thead>
<tr>
<th><strong>Civilian Work Crew Supervisor</strong></th>
<th>Any Sonoma County or State of California civilian employee who has been approved by the Facility Manager to supervise sentenced inmates outside of the secure perimeter of the North County Detention Facility (NCDF).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inmate Work Crew Staging Area</strong></td>
<td>An area north of the NCDF Administration Building used to stage inmate work crews leaving and returning to the NCDF.</td>
</tr>
<tr>
<td><strong>Off-site</strong></td>
<td>Any location outside the secure perimeter of the facilities.</td>
</tr>
</tbody>
</table>
**Off-site Work Crew Orientation**

An orientation that trains Civilian Work Crew Supervisors on inmate behavior and supervision, applicable policies and procedures, and emergency procedures.

**Off-Site Work Crew Rules**

A list of behavioral and performance expectations for inmates assigned to off-site work crews.

**PREA**

Prison Rape Elimination Act of 2003

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**3.0 MANDATES**

*Penal Code 4019*
*Title 15: 1050 and 1261*

**4.0 GENERAL INFORMATION**

A. Any sentenced inmate refusing to work on an assigned off-site work crew may be charged administratively with a major rule violation for his refusal.

B. Off-site work crews will not be permitted to work in locations outside the boundaries of Sonoma County. The Facility Manager has the authority to make exceptions.

**4.1 MISCELLANEOUS WORK CREW INFORMATION**

A. Sentenced inmates will be reviewed by a Sergeant for off-site work crew eligibility.

B. Every off-site work crew eligible sentenced inmate will be required to sign and date a copy of the **Off-site Work Crew Rules Form**.

C. Civilian Work Crew Supervisors must attend an Off-Site Work Crew Orientation and a PREA training before they will be allowed to transport and/or supervise inmate off-site work crews.

D. A signed Off-Site Work Crew Rules Form shall be placed in the D file of all sentenced inmates assigned to an inmate work crew.

E. When entering the names of inmates eligible to work on off-site work crews, the Work Crew Coordinator will also list all of the inmates eligible to work as "extras."

F. Inmates who are assigned as unit workers in the housing units or the Administration Building will not be assigned to off-site work crews.

G. To fill vacant positions on off-site work crews left by unexpected vacancies (e.g. a work crew inmate is ill), an inmate will be selected from the "extras" list prepared by the Work
Crew Coordinator. No inmates other than those on the "extras" list may be used, unless first cleared by a Sergeant.

H. A Work Crew Supervisor who requires an inmate to be removed from an off-site work crew must document the reasons for the removal on a Civilian Incident Report.

4.2 NCDF WORK CREW STAGING AREA INFORMATION

A. The Inmate Work Crew Staging Area will be staffed anytime inmates are in the staging area.

B. Both gates in the Inmate Work Crew Staging Area shall be closed and locked when there are no Staff Members present.

C. Inmates will muster in the Inmate Work Crew Staging Area and will be checked out for their off-site work crew assignments by the Deputies.

4.3 WORK CREW ELIGIBILITY CRITERIA

A. A Sergeant will conduct a thorough review of all potential work crew inmates for suitability on a case by case basis before they are assigned to an inmate work crew. A Sergeant is given the discretion to deny an inmate from being assigned to an inmate work crew for any legitimate reason. A Sergeant must document all denials in the inmate’s management notes.

B. Only sentenced minimum security inmates will be placed on an inmate work crew.

C. A Sergeant will check for warrants before an inmate is assigned to an inmate work crew.

D. An inmate will not be placed on an inmate work crew if any one of the following conditions apply:

1. The inmate has a hold;
2. The inmate has a victim notification and/or potential victim notification;
3. The inmate has a history of smuggling contraband into a facility;
4. The inmate has a prior escape(s) and/or walk aways from a work crew;
5. The inmate has significant behavior related problems that make him unsuitable for an inmate work crew
6. The reviewing Sergeant believes the inmate is unsuitable.

4.4 PAROLEES AND OFF-SITE WORK CREWS

A. Inmates on parole holds may be eligible to be assigned to off-site work crews.
B. The criteria for inmates with parole holds to be eligible for assignment to off-site work crews are as follows:

1. The inmate has completed their hearing with the Parole Board;
2. The Parole Board has sentenced the inmate to serve their parole hold in the County jail;
3. The inmate has an end date to their parole hold;
4. The controlling offense on the parole hold does not exclude them from assignment to an off-site work crew;
5. The inmate does not have a victim listed.

5.0 PROCEDURES

5.1 APPROVING CIVILIAN OFF-SITE WORK CREW SUPERVISORS

A. A request for an off-site work crew to the Facility Manager will only be accepted in writing on Department letterhead. The following information must accompany such a request.

1. The name of the Agency and the name and contact information of the Manager responsible for the off-site work crew Supervisor;
2. The type of work and how long the crew will be needed (days, weeks, etc.);
3. The location of the work site and any safety concerns;
4. Whether or not the off-site work crew Supervisor has attended an NCDF Off-Site Work Crew Orientation session and the required PREA training.

B. The Facility Manager or designee will check:

1. The California Law Enforcement Telecommunications System (CLETS) to determine if the civilian employee is suitable to supervise inmate work crews;
2. The Off-Site Work Crew Orientation list to verify the civilian employee has attended the NCDF Off-Site Work Crew Orientation training;
3. To determine if the civilian employee has attended the required PREA training.
   a) If necessary, schedule the civilian employee for an Off-Site Work Crew Orientation training and/or the PREA training.
   b) PREA training will be provided to all work crew supervisors every two years.

C. Only those individuals who have current training in cardio pulmonary resuscitation (CPR) will be approved to supervise inmate work crews.

5.2 ASSIGNING AN INMATE TO AN OFF-SITE WORK CREW

A. The Work Crew Coordinator will:

1. Assign inmates to off-site work crews using the computer system’s "Inmates Eligible for Work Crews" list;
2. Enter the inmate's booking number in the computer system’s Work Crews List, in the designated work crew assignment;
3. Print a Schedule Report-Events Group list for the on-coming day shift Deputies and distribute copies to the appropriate units and the kitchen.

5.3 CHECKING INMATES OUT TO OFF-SITE WORK CREWS

A. Once the Civilian Work Crew Supervisor has been checked in at the Inmate Work Crew Staging Area, a Movement Deputy will request the inmates for that work crew be dispatched from the housing units, to the staging area.

B. The Unit Deputies will:

1. Summon the inmates assigned to off-site work crews to the Deputies’ station to check out for work;
2. Verify each inmate's identity by checking their identification card, matching each inmate's name to the Work Crew list and check them out on the unit tank sheet;
3. Direct the inmates to the Inmate Work Crew Staging Area.

C. The Movement Deputy will:

1. Check each inmate out to their assigned off-site work crew by verifying each inmate's name against his I.D. card and comparing the inmate's name to the name on the Work Crew list.
   a. If an inmate assigned to an off-site work crew does not go to work, the Movement Deputy will send another inmate to the crew using the "extras" list prepared by the Work Crew Coordinator, and will note the inmate's name in the appropriate location on the Work Crew list.
2. Provide the Civilian Work Crew Supervisor the inmate’s I.D. cards when all inmates on his off-site crew have arrived, and have been searched.

5.4 CHECKING IN INMATES RETURNING FROM OFF-SITE WORK CREWS

A. The Movement Deputy at the Inmate Work Crew Staging Area will:

1. Receive the inmate I.D. cards from the Civilian Work Crew Supervisor and visually verify the identity of the inmates returning from off-site work crews by comparing the I.D. cards to the returning inmates;
2. Conduct pat searches and random strip searches of the inmates for contraband;
3. Give each inmate his I.D. card and direct the inmates to return to their assigned housing unit.
5.5 REMOVING INMATES FROM AN OFF-SITE WORK CREW

A. The Movement Deputy will:
   1. Take the **Civilian Incident Report** from the Civilian Work Crew Supervisor;
   2. Write an Incident Report;
   3. Give the completed Incident Report to the Watch Commander.

B. After receiving the Incident Report with the attached **Civilian Incident Report**, the Watch Commander will:
   1. Review the Incident Report;
   2. Note in the inmate management notes if the inmate is to be removed from the off-site work crew;
   3. Indicate on the Inmate Information Screen in the computer system if the inmate is a Code 7 (not eligible for outside work crews);
   4. Forward the report to the Facility Manager;
   5. Advise the Movement Deputy to note on the Work Crew List if the inmate is to be removed from off-site work crews.

C. After noting on the Work Crew List that the inmate is to be removed from off-site work crews, the Movement Deputy Officer will:
   1. Note on the Work Crew list the inmate has been removed from off-site work crews and place it in the Work Crew Coordinator's mail box; and
   2. Brief the on-coming Movement Deputy the inmate has been removed from off-site work crews.

6.0 REVISION HISTORY

Version 2.09.96 - Revised 9/1996
Revised 8/1/2017