**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department to provide custody staff with guidance in operating the custody facilities through a well-organized body of policies. All policies shall be reviewed annually and updated as necessary.

**References of Authority**

Title 15 1029, 1045

**General Information**

Jail policies and procedures shall be made available to all Custody personnel. Custody personnel are responsible for knowing and carrying out the provisions of all applicable division policies and procedures. These policies and procedures shall serve as a management tool to promote professionalism, efficiency, and consistency by serving as a source for the development of staff training programs; a vehicle for introducing new ideas and better practices; and as a basis for measuring staff performance. The policies and procedures shall serve as a public document that enables the tax-paying public to know what the San Joaquin County Custody Division stands for and how it operates. The policies and procedures shall serve as a standard for legal, professional, ethical, efficient and effective practices.

**Policy and Procedure Development**

Policy and procedure development and the policy and procedure revision process will be the responsibility of the Administrative Lieutenant.

Policies and procedures will be monitored regularly and revised as necessary to ensure compliance with the Sheriff's Office Custody Division's goals.

All employees will be encouraged to participate actively in policy and procedure development. During the developmental process, new and/or revised, policy and procedure proposals may be distributed to persons and divisions affected by the proposed policy.

Facility personnel may contact the Facility Commander in writing, via the chain of command, with suggestions and/or problems with policies. The Administrative Lieutenant coordinates the writing and issuance of new and changed policy and procedure

**Policy and Procedure Modifications and Approval**

Directions for change in policy and procedures will come from Custody Administration. When a policy requires a modification, the same guidelines used for policy creation shall be used for changes made to policy.

To locate the policy requiring the change, assigned staff shall follow the steps listed in **Accessing Policy Directories**; staff will access the desired policy from the appropriate folder **(P&Pword).**

After the changes have been completed, the policy will be spell checked, saved and printed.

The draft copy of the policy containing the proposed changes will be submitted to each affected Facility Commander and Administrative Lieutenant for review.

Following the final review by each affected Facility Commander and the Administrative Lieutenant, the proposed policy will be forwarded to the Captain of Custody for review.

The Captain of Custody may approve, deny, or defer action on the proposal.

When the policy is approved, the Captain of Custody will initial the original document and have it filed in the master policy file. The Administrative Lieutenant will be responsible to maintain the master policy file. The policy will then be converted to PDF (portable document file). All policies and procedures, revisions and updates will be available to all custody staff through PDF (read only) files. The Administrative Lieutenant will issue memos directing all staff to access specific policy and procedure revisions and updates as they occur.

When notified of changes, all staff will be required to read and become familiar with the revised policy.

**Policy and Procedure Review**

The Administrative Lieutenant will review Division policy when he is made aware of actual or potential problems with a published policy.

An annual review of the Division Policies and Procedures will be scheduled by the Administrative Lieutenant .The review shall be scheduled to take place during the months of October through December. The review shall include a regular assessment of Division operations and compliance with published policies. A report of the policy review shall include the following information:

1. A general statement of the adequacy of Division Policies.
2. A specific listing of any problem areas.
3. Proposals for revision.

The Administrative Lieutenant will submit a formal report on the review to each Facility Commander and the Captain of Custody.

**Availability**

Policies relating to the security of the facility will not be available to inmates or the public.

Policies will be available electronically to employees at all post assignments with computer terminals as designated by the Captain of Custody.

All new or revised policies shall be available at all post assignments, and to staff and volunteers when applicable.

**Policy Organization**

Policies are divided into nine chapters as they relate to Division Policy issuances. The policy chapters are as follows:

1. 1.0.0 Administration and Management
2. 2.0.0 Emergency Response and Critical Incident
3. 3.0.0 Institutional Operations
4. 4.0.0 Admission and Release
5. 5.0.0 Rules and Discipline
6. 6.0.0 Inmate Rights
7. 7.0.0 Institutional Services
8. 8.0.0 Programs and Services
9. 9.0.0 Physical Plant, Design and Maintenance

Division Policy is numbered by Section and Subject. Example:

| | |
|---|---|
| SECTION : 1.1.0 | SUBJECT: 1.1.3 |
| GENERAL ADMINISTRATION | **POLICY MANAGEMENT SYSTEM** |

The subject title shall be typed in bold lettering.

**Grammatical Construction**

The content of the policy shall be interpreted in accordance with the grammatical rules outlined as follows:

1. The present tense shall also include the past and future.

2. The masculine gender also includes the feminine.

3. The singular also includes the plural.

4. **Shall** and **will** are mandatory, **may** is permissive.

5. Reference to **all staff** includes sworn personnel, and non-sworn personnel.

6. References to line staff, security staff, and sworn personnel include both Deputies and Correctional Officers.

**Punctuation**

Quotation marks will not be used unless the author is quoting an individual's statement. If it is necessary to emphasize a word or phrase, the **bold** function will be used.

**Line Spacing**

In order to provide all policies with a consistent and uniform appearance, the following will be observed regarding line spacing.

1. Single line spacing will be used except for the following:

    A. Double line spacing will be used between:

        1) Topic titles and the first line of the topic
        2) Paragraphs
        3) Topics and sub-topics
        4) The last line of a topic and a new topic title.

**Tabs**

Default tab stops will be used in all instances (5 spaces).

**Font and Font Size**

Font used for both policies and procedures will be Times New Roman. Font size used for both policies and procedures will be 12.

**Policy Statement**

1. All policy statements will start with **It is the policy of the San Joaquin County Sheriff's Office...**

**References of Authority**

1. All reference of authority entries will begin at the left margin. When listing Reference of Authorities, the following order of priority will be used:

    A. United States Constitution
    B. Federal
    C. State:

        1) Penal Code:
        2) Vehicle Code:
        3) Welfare Code:
        4) Health and Welfare Code:
        5) Evidence Code:
        6) Civil Code:
        7) Business and Professions Code:
        8) Education Code:
        9) Government Code:

    D. Case Law
    E. California Code of Regulations, Title 15:
    F. California Code of Regulations, Title 24:

**Definitions**

1. When definitions are required, the following format shall be used:

    A. Definition titles shall begin at the left margin, and typed in **bold print**
    B. Definition text shall be typed one space below the title, and begin at the left margin.

**General Information**

All general information text will begin at the left margin. Use of blocked style paragraphs and/or an outline format are acceptable formats for general information text. Topic titles will be typed in **bold type**. Double space will be left between the topic title and the general information text.

**Procedures**

1. The procedure section of the policy has two standard paragraphs that are admonitions to staff. These paragraphs read as follows:

   A. (This paragraph will always be the first paragraph of the procedure section) Procedures provide specific instructions for (?.....?). Staff will be trained in accordance with these procedures, and will read and follow the guidelines provided.

   B (This paragraph will always be the last paragraph of the procedure section) Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

2. The first paragraph requires the author of the policy to fill in information to make the paragraph policy specific. The second paragraph is a standard admonition, and shall not be altered. These admonitions are to be used on all applicable policies and procedures. (see example)

3. Most policies will require references to procedures. When a reference is used, it shall be displayed in the format shown on the **sample policy**. All procedures will be listed in alphabetical order.

4. References to procedures shall be displayed in the following sequence.

   A. Procedures, other than custody procedures used in the Sheriff's Office, will be listed before the listing of custody procedures. These procedures include but are not limited to:

      1) Alternative Work Program Policy and Procedures Manual
      2) Correctional Health Care Policy & Procedure Manual
      3) Food Service Management Presentation for the San Joaquin County Adult Detention Center (Contract)
      4) Hazardous Material Management Plan
      5) Home Detention Program Policy and Procedures manual
      6) Inmate Classification Manual
      7) Inmate Orientation and Rule Book
      8) Inmate Programs Procedure Manual

10) Mail Services Procedure Manual
11) Officer's Manual for Inmate Disciplinary Procedures
12) Plant Engineering Policies and Procedures
13) Pre-Trial Operations Manual
14) San Joaquin County Sheriff's Office Custody Division Policy and Procedures
15) San Joaquin County Sheriff's Office Custody STC-Training Course
16) San Joaquin County Sheriff's Office Policy Manual
17) Sheriff's Central Services Procedure Manual
18) Aramark Support Service Diet Manual for Correctional Accounts
19) Aramark Support Service Policy & Procedure Manual

**Accessing Policies**

[redacted]

1. [redacted]

2. [redacted]

**Linking to References**

1. When San Joaquin County Sheriff's Office Custody Policies and Procedures are referenced in the procedure section, you can click your mouse on that reference to link to that specific policy and section.

2. When Title 15, the Inmate Orientation and Rulebook or Facility Clock is referenced in the procedure section of the policy, you can directly link the reference to that particular document. When you link to Title 15, you will arrive at the index section of Title 15. Scroll to the section number you are seeking and click your mouse to link to that section. To return to your original policy when you link to Title 15, the Inmate Orientation and Rulebook, Custody Policy and Procedure or the Facility Clock, use the page back feature on your toolbar.

**New Policy Creation**

1. In order to maintain consistency in Policy development, specific guidelines shall be followed.

2. The master Policy Form file, **(PPForm)** will be used when creating a new Policy.

3. To access the **PPForm**, do the following:

   A. After selecting the **NewP&Pword** folder, open the Policy you wish to work in. In addition to all of the policy sections, the index and the policy review log, you will also be able to access a copy of the **PPForm**. Right click your mouse, select **copy**, right click your mouse and select **paste.** Your copy of the **PPForm** will automatically be renamed **Copy of PPForm.**

4. You will now be able to open this file and create a new policy using the format available to you on this copy.

5. After the new Policy has been completed, the policy will be spell checked, saved and printed.

6. The review and approval process will be the same as for policy changes and modifications.

# *San Joaquin County Sheriff's Office*
Custody Division
Policies and Procedures

| SECTION: 1.1.0 | SUBJECT: 1.1.3a |
|---|---|
| GENERAL ADMINISTRATION | **POLICY EXAMPLE** |

Date Issued: 09/01/94 Date Revised 05/11/05
Date Reviewed: 03/25/19



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office that

**References of Authority**

Title 15 1029, 1045

**Definitions**

**Rated Capacity**
The number of inmate occupants for which a facility's single and double occupancy cells or dormitories, except those dedicated for medical or disciplinary isolation housing, were planned and designed in conformity to the standards and requirements contained herein and Title 24.

**General Information**

**(Text)**

**POLICY EXAMPLE**

**Procedures**

Procedures provide specific instructions for (?.....?). Staff will be trained in accordance with these procedures, and will read and follow the guidelines provided.

**Refer to:**

**San Joaquin County Sheriff's Office Policy Manual**

**San Joaquin County Sheriff's Office Custody Division Policy Manual**

**San Joaquin County Sheriff's Office Custody STC-Training Course**

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

| SECTION: 1.1.0 | SUBJECT: 1.1.4 |
|---|---|
| GENERAL ADMINISTRATION | **DEPARTMENT ORGANIZATION** |

Date Issued: 03/25/96 Date Revised: 03/21/19
Date Reviewed: 03/21/19



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to have an organizational chart that displays the chain of command for approved channels of communication.

**References of Authority**

Title 15 1029

Penal Code4000

**General Information**

1. FACILITY ORGANIZATION - CHAIN OF COMMAND

   A. Ranking Officers - The order of rank in the Custody Division is as follows:

      1) Sheriff-Coroner
      2) Undersheriff
      3) Assistant Sheriff of Custody
      4) Captain of Custody
      5) Lieutenant
      6) Sergeant
      7) Custody Line Officer

   B. Task Responsibilities

## SHERIFF'S OFFICE ADMINISTRATION

SHERIFF-CORONER

Sheriff-Coroner as defined by California Code of Regulations Title 15 is the Facility Administrator. The Sheriff-Coroner is the Administrator of the Sheriff's Office charged by law with the administration of the custodial facilities of San Joaquin County.

UNDERSHERIFF

Under Administrative direction, the Undersheriff serves as second-in-command to the Sheriff-Coroner. The Undersheriff assists in the administration of all law enforcement activities, interpreting and executing department mission and policy, and coordinating and supervising all elements of the department.

ASSISTANT SHERIFF OF CUSTODY

Under the direction of the Sheriff-Coroner, the Assistant Sheriff of Custody is administratively responsible for the Custody Division of the San Joaquin County Sheriff's Office.

## CUSTODY ADMINISTRATION

CAPTAIN OF CUSTODY

Captain of Custody as defined by California Code of Regulations Title 15 is the Facility Manager. The Captain of Custody is responsible for the overall operation, fiscal control, and personnel management of the Custody Division. The Captain of Custody is directly responsible to the Assistant Sheriff of Custody and is, therefore, his representative on any issues related to the Custody Division. The Captain of Custody is charged with the responsibility of interpreting and implementing department policy and establishing divisional policy to ensure an efficient and effective overall operation of the custodial facilities.

ADMINISTRATIVE LIEUTENANT

A Lieutenant position, under the direction of the Captain of Custody, has the primary responsibility of personnel. The Administrative Lieutenant is also responsible for:

1) Purchasing / Budget and Coordination
2)
3) PREA Coordinator
4) Workers compensation/FMLA/ Modified Duty Liaison
5) Citizen Complaint/IA Coordination
6) As needed, monitor and provide reports regarding employee:

    a. Sick time
    b. Vacation time
    c. Overtime
    d. Light duty assignments
    e. Leaves, with or without pay

7) Payroll Reporting
8) Radio Liaison and Tracking
9)
10) Classification Unit
11) Bail Bond Sign Authorization/Posting
12) County Counsel liaison for litigation and CPRA requests
13) Veteran's Affairs liaison
14) Bi-annual fire drills and reporting

FACILITIES LIEUTENANT

A Lieutenant position, under the direction of the Captain of Custody, provides direction and supervision for:

1) Correctional Health Services Contract
2) Food Services Liaison
3) Medical Services Liaison
4) Plant Engineering Liaison
5) Inmate Grievances
6) Preparing for and assisting the Board of State and Community Corrections in biennial audit of facility policies and procedures
7) Preparing for and assisting Public Health in annual audit of facility policies and procedures
8) Fire Inspection Liaison

9) Inmate Discipline and Appeals
10) Inmate Visiting
11) Custody K-9 program
12) Mental Health liaison with other local partners
13) Jail Based Competency Program liaison

FACILITY LIEUTENANT

Three Lieutenant's positions, under the direction of the Captain of Custody, are responsible for:

JAIL CORE LIEUTENANT

1) Transportation
3) Records Liaison
4) Inmate Grievances
5) Hospital Security
6) Inmate Clinic
7) Pretrial Services (Probation) liaison

SOUTH JAIL LIEUTENANT

1) Inmate Grievances
2) Facility Schedule
3) Sergeants Scheduling
4) Relief Sergeant
5) CERT
6) Mentorship Program
7) Annual Policy review/ revisions

HONOR FARM LIEUTENANT

1) Work Programs
2) Community Corps
3) Inmate grievances
4) Ready to Work liaison
5) Custody Training liaison

AB109/ REALIGNMENT LIEUTENANT

1) Supervise AB109 unit
2) AB109 statistics, tracking and reporting
3) JMS liaison with county
4) SB1022 new construction build
5) Population Management

WATCH COMMANDERS (2)

1) Facility oversight and mentorship
2) Tracking of time off and overtime
3) Liaison for LE collaboration and operations
4) Special facility projects as assigned

SERGEANTS

TRAINING SERGEANT

The Training Sergeant is under the direction of the Professional Standards Division, and is responsible for:

1) Planning, organizing, and coordinating formal S.T.C. and P.O.S.T. training for department personnel.

2) Maintenance, control or modification of the facility Training Officer Program as dictated by the Professional Standards Division Captain,

3) Reviewing trainee daily progress reports and assisting those trainees with training or performance problems.

4) Maintaining San Joaquin County Sheriff's Office Policy Manual and personnel compliance.

5) Preparing annual training report for STC
6) Planning, organizing and scheduling the Correctional Officer Core Course for all newly hired Correctional Officers,

DISCIPLINARY SERGEANT

The Disciplinary Sergeant is under the direction of the Facilities Lieutenant

and is responsible for:

1) Holding inmate disciplinary hearings.
2) Implementing the appropriate inmate disciplinary sanctions.
3) Reviewing/routing all incident reports.
4) Compile statistical reports on discipline, incidents, and grievances for Custody Administration on an as needed basis.
5) Facility visiting/tours
6) Senior Office Assistants assigned to Custody

CLASSIFICATION SERGEANT

The Classification Sergeant is under the direction of the Administrative Lieutenant and provides direction and supervision to staff assigned to the Classification Unit. The Classification Sergeant also handles inmate grievances pertaining to Classification matters.

WORK PROGRAMS / COMMUNITY CORPS SERGEANT

The Work Programs/Community Corps Sergeant is under the direction of the Honor Farm Lieutenant, and is responsible for the supervision of the Alternative Work Program, Work Furlough/School Furlough, and electronic monitoring program. Additionally, this position is responsible for providing direction and supervision to staff assigned to the Community Corps Work Program.

TRANSPORTATION SERGEANT

The Transportation Sergeant is under the direction of the Jail Core Lieutenant, and provides direction and supervision to staff assigned to the Transportation Unit.

TEAM SERGEANT

The Team Sergeant is under the direction of a Facility Lieutenant, and provides direction and supervision to staff assigned to the Jail Core, South Jail, and the Honor Farm teams.

RELIEF SERGEANT

The Relief Sergeant is under the direction of the South Jail Lieutenant, and is used to fill in for Sergeants who are off (ill, vacation, training, etc.). When not

assigned to a facility, the Relief Sergeant will be accounted for on the South Jail facility schedule and report to Custody Administration for assignment. When not back-filling for an absent Sergeant, the Relief Sergeant will work a twelve-hour shift.

## CUSTODY LINE STAFF

### CUSTODY TRAINING OFFICER (CTO)

A custody line officer position is under the direction of the Training Sergeant and a Team Sergeant. The CTO is responsible for providing supervision and on-the-job training to new recruits and veteran officers new to the facility.

### CUSTODY LINE OFFICER

Officers, under the direction of their respective Sergeants, are responsible for the safety, security, and related duties of their assigned areas.

### S.T.C. CLASSROOM TRAINER

A custody line officer assigned to an S.T.C. classroom training position, under the direction of the Training Sergeant, is responsible for the development and delivery of S.T.C. classroom training. These positions are under the direction of the Professional Standards Division.

### CLASSIFICATION OFFICER

A custody line officer assigned to a Classification position, under the direction of the Classification Sergeant, is responsible for appropriate inmate housing.

### TRANSPORTATION COORDINATOR

A line officer assigned to the Transportation Unit, under the direction of the Transportation Sergeant. A fixed-post position staffed by Correctional Officers, the Transportation Coordinator is responsible for the daily coordination of inmate movements. A Transportation Officer may temporarily staff the Transportation Coordinator position during times of illness or vacancy.

TRANSPORTATION OFFICER

A fixed post position staffed by a Deputy Sheriff, the Transportation Officer is responsible for transportation of inmates to their various daily appointments on and off the facility compound.

**SUPPORT SERVICES**

The Central Services Director and the Inmate Programs Manager are civilian employees of the Sheriff's Office with management authority. The Central Services Director is under the direction of the Director of Administrative Services, Management Services. The Inmate Programs Manager is under the direction of the Captain of Custody.

CENTRAL SERVICES DIRECTOR

Responsibilities include:

1) Managing and scheduling assigned staff.

2) Supplying, requisitioning and distributing jail clothing, mail, bedding and linen.

3) Managing the daily operation of the Distribution Center, to include:

   a. Facility and grounds maintenance.
   b. Inmate property system
   c.
   d. Supplying, requisitioning and distributing supplies needed department wide.
   e.

INMATE PROGRAMS MANAGER

Responsibilities include:

1) Developing, implementing and coordinating educational programs, religious and volunteer services.

2) Acting as the departmental liaison to community agencies providing programs and services to inmates.

   a. Responsible for supervision of on site individual program and service

providers

b. Responsible for monitoring and evaluating inmate programs and services.

3) Determining the need for recreation and physical education activities, and overseeing the purchases of games and equipment to meet those needs. The Inmate Programs Manager will make sure games and equipment meet department safety and security regulations.

4) Overseeing maintenance, organization and inventory of the inmate law library.

5) Supervising assigned support staff.

6) Draft an annual financial plan for the Inmate Welfare Program.

2. DEPARTMENTAL RELATIONSHIPS

All department personnel except the Sheriff have an immediate supervisor. That supervisor is the person above him/her 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 complying with established rules, regulations and operating procedures; issuing necessary special operation instructions, memorandums and directives; and through effective delegation of authority.

All supervisors will be aware, at all times, of whom they are supervising. Subordinates will also be aware of who their supervisor is.

Supervisors are responsible for those under their supervision and will take all reasonable steps to ensure that subordinates understand their duties and perform them promptly, completely and in accordance with established policy and procedures.

Each supervisor will assume the responsibility for the supervision of all subordinate members in the chain of command and shall not divert this responsibility.

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

Supervisors will consider a subordinate's abilities and skills when making assignments.

Each supervisor will have knowledge of the progress of subordinates and assist them by counsel, advice and direction, and will ensure that subordinates find solutions to problems which arise during their tour of duty.

Each supervisor will be responsible for the performance and behavior of their subordinates while on duty. Supervisors will observe, encourage and ensure that their subordinate's conduct themselves in a professional manner when working with the public and inmates.

Each supervisor will be responsible for the safety of staff and inmates under his supervision, and the security of the facility under his control.

3. LINES OF AUTHORITY

The Captain of Custody will have complete authority to take necessary action in emergency situations affecting the Custody Division.

If a conflict arises in which two supervisors, both assigned to Custody, cannot agree or reach a compromise, the appropriate Lieutenant will be contacted and will resolve the issue. If a conflict arises between support services (i.e. medical, food, central services, inmate programs, etc.), and custody staff, the chain of command will be used to resolve the problem. Conflicts should be resolved at the lowest level possible.

In the absence of a Watch Commander (Lieutenant), the Duty Sergeant is the highest ranking officer on duty in Custody. The Duty Sergeant has full authority to take whatever steps are necessary, within policy, to ensure the safety, security, and efficiency of operations in his respective facility. If a conflict arises, or there is a need to alter or modify existing procedure, whatever action has been taken shall be documented in ATIMS and/or on a written incident report. If necessary, the Duty Sergeant will advise the appropriate off-duty Lieutenant. When problems exist, staff will resolve them as amicably as possible. If the problem cannot be resolved at that level, then the next person in the chain of command will be contacted.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 1.1.0 | SUBJECT: 1.1.5 |
|---|---|
| GENERAL ADMINISTRATION | **CIVILIAN PERSONNEL** |
| Date Issued: 09/01/94<br>Date Reviewed: 03/22/19 | Date Revised: 03/22/19 |



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office that all civilians employed by the sheriff's office , civilians employed by other agencies who work in the custodial facilities, and volunteers who assist with inmate programs be cleared through the proper channels prior to assignment to the jail facility in order to enhance facility security.

**References of Authority**

Government Code 6252, 6254(f)

Title 15 1045

**General Information:**

**Civilian Staff Security**

Jail security is a major factor in the selection of persons scheduled to work in the custodial facilities. The Sheriff's Office retains the right to reject any applicant whose record or background investigation proves questionable. Personal history statements of all prospective civilian employees, either full-time or part-time, will be submitted to the Professional Standards Division for processing. Fingerprints and photographs may be taken.

All prospective civilian employees shall be subjected to a security check/background investigation, and found to be suitable, before being allowed to work in the custodial facilities. Exceptions shall be permitted only with the authorization of the Captain of Custody.

At a minimum, a security check/background investigation will consist of:

1. Completion of a personal history questionnaire
2. Criminal history check

3. Warrant check
4 Oral interview
5. Credit check (if applicable)
6. Drivers license check (if applicable)
7. Residence check

**Sheriff's Office Civilian Personnel**

The Professional Standards Division will conduct a security check/background investigation of prospective civilian employees employed by the Sheriff's Office. The following classes are examples of Sheriff's Office civilian personnel:

1. Clerical staff
2. Public Screening Officers
3. Inmate Programs staff
4. Distribution center staff
5. Alternatives to Incarceration staff

**Non-Sheriff's Office Civilian Personnel**

The Professional Standards Division will conduct a security check/background investigation of prospective civilian employees not employed by the Sheriff's Office. The following classes are examples of non-Sheriff's Department civilian personnel:

1. Food service workers
2. Correctional Health Care services staff
3. Maintenance personnel
4. Data processing personnel
5. Pre-trial services (Probation)
6. Education staff
7. Contract vendor staff

**Volunteers**

The Inmate Programs Manager will conduct a security check/background investigation of prospective volunteers. The following classes are examples of volunteers:

1. Religious leaders
2. Tutors
3. Library aids
4. Recreation volunteers
5. Drug and alcohol speakers
6. Community Based Organizations

The Inmate Programs Manager will maintain completed security checks/background investigations of civilians and volunteers as confidential personnel files.

**Confidentiality**

All civilian employees and volunteers are required by policy and law to comply with regulations regarding confidentiality and privacy. Information gained about the custodial facility, or inmates will be discussed only as is necessary to carry out the official duties and responsibilities of a civilian employee's job classification.
Some information contained in an inmate's record is considered confidential and is released only on a need-to-know basis. Information will not be released in conflict with Government Code 6254.

**Identification**

All civilian employees will be issued a Sheriff's Office identification card. Along with the identification card, the employee will also receive a plastic carrying envelope and clip.

Volunteers will receive a San Joaquin County Sheriff Volunteer Program identification sticker from the Public Screening Officer each time they report for work.

All civilian employees and volunteer personnel will be required to display the appropriate identification visibly on the outside of their clothing so it can be readily seen whenever they are at work.

**Training**

All civilian employees and volunteers will be provided department approved orientation/training as soon as possible. Training will include but not be limited to:

1. Facility security2. Confidentiality of information / Public information

3. Employee safety

4. Department policy and procedure, and state and local laws and regulations pertaining to their respective assignments

5. Interpersonal communication

6. Principles of Direct Supervision

7. Prison Rape Elimination Act (PREA)

**Procedures**

**Refer to: Procedures Manuals:**

**San Joaquin County Sheriff's Office Custody Division Policies and Procedures**
8.1.2 Citizen Involvement and Volunteers

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, using sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to allow the news media, inmates, and the general public access to non-confidential information unless release of such information would endanger the safety of staff, inmates, and/or the public; compromise the security of the facility; or hinder the successful completion of an investigation.

**References of Authority**

| | |
|---|---|
| Penal Code | 502, 11142, 13303 |
| Government Code | 6252, 6254(f) |
| Title 15 | 1045 |
| Sheriff's Policy | 340, 346 |

## GENERAL INFORMATION

**Employee Access**

Employees of the San Joaquin County Sheriff's Office have access to confidential records which are controlled by statute. All employees will comply with Sheriff's Policies. Law enforcement purposes do not include the use of such information for personal gain, or curiosity.

Penal Code Sections 11142 and 13303 state that any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor. Penal Code Section 502; Unauthorized access to computers, computer systems and computer data, prescribes the penalties relating to computer crimes.

Any employee who is responsible for the misuse of information available through automated systems is subject to discipline, up to and including termination. Violations may also result in criminal and/or civil action.

**News Media Access**

The Sheriff's Office will assist the news media to obtain certain information by means of the Public Information Officer. The goal of the Public Information Officer is to provide timely and accurate information to news media representatives. A news media representative requesting a contact interview with an inmate, and/or a tour of the custodial facilities, shall make the necessary arrangements with the Public Information Officer.

Reporters who wish to visit or conduct an interview with an inmate will conduct the visit/interview in a regular visiting room. Reporters who take advantage of this process will be allowed to visit like any other visitor, following the same visiting rules. The reporter will be required to complete all necessary paperwork prior to the visit. Reporters who request a contact interview with an inmate must receive prior approval from the Captain of Custody. In the Captains' absence, the Facility Commander may approve a contact visit between a reporter and an inmate. However, the visit will only take place upon the inmate's consent.

A **Consent to Interview** Form is required to be completed prior to the news media entering the custody facility. This form is available from the PSO or the Public Information Officer. The Public Information Officer will forward the completed **Consent to Interview** Form to the Custody Administration to retain on file.

When an inmate interview is requested by a member of the news media, the PSO will notify the Duty Sergeant to make the request known to the inmate. If the inmate consents to the interview, the

Consent to Interview form will be completed and signed by the news media representative. The inmate will also sign the Consent Form prior to the visit beginning. The Duty Sergeant will notify the facility lieutenant and PIO.

Reporters who request to tour the facility to take photographs for file footage purposes, may do so with the approval of the Captain of Custody. When a news crew tours the jail, the Public Information Officer will escort the group. If the Public Information Officer is not available, the Captain of Custody will either designate alternate staff to conduct the tour, or cancel the tour. At no time will a news media representative be allowed access to the custody facility unattended. The Duty Sergeant, Jail Central Control (JCC) and Custody Administration will be notified prior to the media entering the facility, of the pending tour by the Public Information Officer.

At no time shall any Sheriff's Office employee make any comment or release any official information to the media without prior approval from the Captain of Custody or the PIO.

**Release of Information**

**PUBLIC INFORMATION**

The public is entitled to the release of certain information about inmates. General information about facility operations, (i.e. visiting information, how to place money on an inmate's account) may be given by line staff to the public upon request. Inquiries for specific information on inmates or their cases (i.e. charges, bail, court dates) shall be released to the public by the Records Division.

Inmates are allowed to have available to them, information pertaining to their incarceration. Inmates may request information using an Inmate Request Form.

Information will not be released in conflict with Government Code 6254.

The Captain of Custody or his designee will respond to federal, state and local legislative and executive bodies for information concerning programs and specific cases.

California Code of Regulations, Title 15, Section 1045, mandates that certain information be made available to the public and inmates. The public and inmates may request information concerning non-confidential rules and procedures by the following means:

1. All requests by the general public shall be made in writing to the Administrative Lieutenant.

2. Inmates will request information using the inmate request system. Inmate requests will be answered by the facility law librarian.

The public and inmates will have available the following printed material for review upon request:

1. Board of State Community Corrections Publication of California Code of Regulations, Title 15

2. Facility rules and procedures affecting inmates as specified in Title 15 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
    O. 1080, Rules and Disciplinary Penalties

P. 1081, Plan for Inmate Discipline
Q. 1082, Forms of Discipline
R. 1083, Limitations on Discipline
S. 1200, Responsibility for Health Care Services

Policy and procedures written to maintain the security of the custodial facilities shall be considered confidential, and shall not be made available to inmates or the general public.

**Procedures**

Procedures provide specific instructions for public information. Staff will be trained in accordance with these procedures, and will read and follow the guidelines provided.

**San Joaquin County Sheriff's Office Policy Manual**
340 Conduct
346 News Media Relations

**Public Screening Officer Procedure Manual**
14.0.23 Press Access

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
Custody Division
Policies and Procedures

| SECTION: 1.1.0 | SUBJECT: 1.1.7 |
|---|---|
| GENERAL ADMINISTRATION | **PEER SUPPORT** |

Date Issued: 10/23/03 Date Revised: 03/22/19
Date Reviewed: 03/22/19 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to provide support and assistance to employees who are coping with personal problems and job-related problems, which are related to their involvement in critical incidents before they become acute.

**References of Authority**

Sheriff' Office Policy 377

**General Information**

The Peer Support Program is a voluntary, confidential resource program. Peer counselors are trained to be effective listeners, to provide feedback, to clarify issues, and to assist the person being counseled to identify options for problem resolution. Peer counselors are not therapists. When the problems are already acute or appear to require specialized assistance, information on referral resource will be made available to the person being counseled.

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to provide an efficient and professional office environment for Custody Administration Personnel.

**Definitions**

**Custody Office Secretary**
The personal secretary to the Captain of Custody and clerical support to Custody Administration staff.

**Custody Senior Office Assistant**
Provides clerical support to the Facilities Lieutenant by processing incident reports, grievances, and other duties as assigned.

**Population Management Clerk**
Clerical review of inmates in custody, housing and bed demands, evaluates necessity for release of inmates based upon the population court-cap order.

**General Information**

The purpose of this policy is to establish general guidelines for the efficient operation of the Custody Administration Office.

**Telephone Reception**

The Custody Senior Office Assistant will handle telephone calls at the front reception area. If an incoming call is not answered after three rings, the call will automatically be forwarded to the Custody Office Secretary to be handled.

When receiving a call for an employee who is not available, the receptionist will ask the caller if they would like to leave a message. Telephone messages will be kept at the reception desk and periodically distributed to each in-basket. Employee home phone numbers are considered confidential and will not be given out. A message will be taken and forwarded to the employee to return the call.

**Visitor Reception**

Visitor reception (both official and public) will be handled at the front reception area on a walk-in basis. [redacted].

**Mail Pick Up and Distribution** (U.S. Mail and Inter-Department)

[redacted]

**File Organization**

[redacted]

**Administrative Files**

[redacted]

**Personnel Division Files**

[redacted]

**Vacation/Sick Leave Coverage**

[redacted]

1. The Facilities Lieutenant will notify the rest of Custody Administration in advance of any pre-scheduled leaves. [redacted]

2. [redacted]

[redacted]

1. [redacted]
2. [redacted]
3. [redacted]

**Payroll and Personnel Duties**

[redacted]

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]

**Office Supplies**

[redacted]

**Work Hours and Breaks**

[redacted]

**Fixed Shifts:**

1. [redacted]

**Rotating Days of Shifts**

1. [redacted]

All personnel will be allowed two fifteen minute breaks each day. Additional breaks will only be permitted with the approval of the on-duty supervisor.

**Communication Devices**

The Captain of Custody, and Custody Lieutenants, are equipped with department issued cellular telephones so they will be accessible for departmental business. The Custody Office Secretary and the receptionist clerk will keep a current roster of cellular numbers. When requested, the Custody Office Secretary or the receptionist may contact the appropriate administration staff.

**Conference Room Reservation**

Conference room K is the only conference room that may be pre-scheduled or reserved. Conference room J will be used on a first come basis.

An appointment book used for conference room reservations is kept at the Senior Office Assistant's front desk work station. Custody Administration Staff will contact the Senior Office Assistant to reserve the conference room.

**Work Stations**

All workstations shall be maintained in a manner to present a professional and businesslike appearance. Photographs or posters that may be construed as offensive or demeaning will not be allowed to be displayed. Photographs, prints, and posters that are displayed will be framed. Plants are permitted.

Employees who share workstations will be considerate of each other's personal space. Personal articles should only be left in the workstation with the concurrence of those sharing the space. Memos, notes, or photos should only be posted in designated places.

**Refer To:**

**San Joaquin County Sheriff's Office Policy Manual**

1018 Tobacco Policy
I-4 Division Control Access
I-5 Facility Modification Request
I-7 Identification of Employees
J-3 Sheriff's Operations Center Visitors

# *San Joaquin County Sheriff's Department*
## Custody Division
## Policies and Procedures

| SECTION: 1.1.0 | SUBJECT: 1.1.10 |
|---|---|
| GENERAL ADMINISTRATION | **PERSONAL PROPERTY/STAFF** |

Date Issued: 09/01/94
Date Reviewed: 03/22/19
Date Revised: 04/29/10



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to provide Custody Staff with guidance in determining which items of personal staff belongings are allowable and which items must be excluded when entering their housing units.

**Reference of Authority**

**PC 4575(a)**

**General Information**

1. **Staff Belongings - Allowable Items**

   As the primary link to security, housing officers must be keenly aware of their work environment in determining what items to bring into the housing unit. Officers will be allowed to bring no more than one department issued gear bag (18"x 10"x 12").

[redacted]

2. **Staff Belongings - Excluded Items**

All security staff will be expected to use good judgement based on their experience and training as to what items may be brought into a housing unit in their department issued gear bag or food/meal paraphernalia.

Clothing items other than department issued will not be allowed. Civilian clothing or extra officer uniforms will not be allowed. Uniforms that are intended for daily wear and are not being worn will not be allowed in the housing units.

Communication devices (such as cellular telephones, electronic games, scanners, walkie talkies, etc.) other than department issued will not be allowed.

3. **Items That Are Potential Weapons Or Are Actual Weapons Will Not Be Allowed**

4. **Administrative Security Checks And Searches**

[redacted] All Sheriffs' personnel are responsible for maintaining the integrity of the security of the Jail Facility. Staff shall not bring any items into the Jail Facility, which may compromise that security.

Officers must understand that anything brought into a housing unit is accessible to inmates. Sound reasoning about the items allowed into the housing units must be carried out. The department reserves the right to inspect items brought into housing units at anytime. There will be no restriction to the items in the department issued gear bag that do not present a security risk. Items which could be considered as contraband shall immediately be removed from the jail.

The final determination as to an item representing a security risk will be by Custody Administration. However, recreational reading or anything of that nature must not be removed from the bag inside the housing units and are only available to the officers during break times out of the housing unit or before and after their work tour.

Duty Sergeants are responsible to enforce the terms and conditions of this section concerning staff belongings for all staff under their supervision.

**Procedures**

Procedures provide specific instructions on the control of contraband in the housing units. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

| SECTION: 1.1.0 | SUBJECT: 1.1.11 |
|---|---|
| GENERAL ADMINISTRATION | **STAFFING/OVERTIME** |
| Date Issued: 09/01/94<br>Date Reviewed: 03/21/19 | Date Revised: 04/29/10 |



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department that Custody administrative and supervisory personnel maintain a consistent level of staffing within the facilities to ensure that adequate supervision, safety and security are maintained and that access to staff, programs and services are provided for the inmate population.

**References of Authority**

Title 15 1027

California Penal Code 4021

**General Information**

**Staffing**

Custody Administration will utilize efficient methods when planning and assigning personnel. The Custody Facility will be staffed on a twenty-four hour-a-day basis. Staffing requirements necessitate the incorporation of various shifts applicable to specific assignments within the facility.

Duty Sergeants will follow staffing guidelines to ensure uniformity and fairness when completing duty rosters, and providing for meal and break relief. The Duty Sergeant has the flexibility to use male officers to provide meal and break relief for female officers in all custody assignments including those designated as female only.

Duty Sergeants will make every effort to staff gender specific positions according to minimum staffing requirements. There shall be an appropriately trained female custodial person assigned, available, and accessible for the supervision of the female inmates. The Duty Sergeant may assign male officers to work in certain female duty assignments only when,

1. There is not sufficient staff on duty to satisfy gender specific staffing requirements, and

2. The Duty Sergeant is not able to find the necessary gender specific staff to voluntarily work overtime to staff those positions.

When a Duty Sergeant finds it necessary to order line staff to work mandatory overtime, an Officer's gender shall not be considered when making a determination on who will be ordered back to work.

Each Facility Commander will be responsible for providing minimum staffing levels and scheduling security staff.

When scheduling staff, the guidelines set forth in the employees Memorandum of Understanding will be adhered to.

**Overtime Criteria**

Each Facility Commander and the Duty Sergeants will work together to alleviate unnecessary overtime by the re-deployment of staff to closely match fluctuating workload levels and determine how best to utilize staff and oversee scheduling issues, such as day-off requests.

Whenever an on-duty supervisor becomes aware that staffing levels for the current or on-coming shift are below the minimum staffing levels set by the Facility Commander, the Sergeant will:

1. Advise other Duty Sergeants at other facilities in an attempt to re-deploy staff. If a Sergeant at either of the other facilities has staffing over and above the minimum, the Sergeant must provide the necessary staffing to achieve minimum staffing at the understaffed facility. This process must be explored and complied with before overtime is authorized to fill last minute vacancies.

2. Attempt to call in off-duty personnel assigned to Custody Division for voluntary overtime using as a guide the voluntary overtime sign-up lists

3. If the shortage is at the beginning or end of a shift, the Sergeant will attempt to call the next shift's personnel to come in early or call on-duty personnel to holdover on voluntary overtime.

4. If voluntary overtime for custody personnel has been fully exhausted, then the Sergeant may call personnel from other divisions who are trained in custody procedures and are listed on the non-custody volunteer list.

5. Contact off-duty officers who are assigned to the Custody Division and order them in for the next shift on mandatory overtime. If unable to locate off-duty officers for mandatory overtime, contact on-duty officers and order them to hold over for the next shift on mandatory overtime, or

come in early for the next shift. [redacted]

Formatted: Indent: Left: 0", First line: 0"

All employees working voluntary or mandatory overtime will only be compensated for actual time worked.

Every effort shall be made to fill overtime positions with re-deployment of personnel and use of voluntary overtime before mandatory overtime is instituted. If previously scheduled overtime officers are not needed because of over-staffing, the overtime officers will be released from their overtime assignment immediately. Duty Sergeants shall not permit regular scheduled officers discretionary time off in these instances.

**Voluntary Overtime**

Each Facility Commander will establish a voluntary custody and non-custody overtime list that contains all officers who are trained in custody procedures and willing to work overtime. Custody Division personnel must be used first.

Each Duty Sergeant is responsible for maintaining facility minimum staffing levels based on the monthly schedule. To evaluate the need for an overtime assignment, the Duty Sergeant will look at staff on vacation, training assignments, and personnel on light-duty and administrative leave. [redacted]

If overtime positions are not filled by the opposite shift, the Duty Sergeant will offer the overtime positions to the other Custody facilities. Note: Transportation and Classification are to be considered separate facilities for overtime purposes.

Public safety personnel that have not been trained in Direct Supervision, were not assigned to Custody during the Jail Transition (12/92), or have not attended the STC Core Course or the Supplemental Core Course will not be allowed to work in the Custody facilities. Sergeants shall **not** hire any non-trained personnel to fulfill overtime needs in the Custody Division. This includes the Jail Core, South Jail, Honor Farm and Transportation. Similarly, Sergeant positions shall not be filled by any Sergeant who has not completed the required courses.

Any Deputy Sergeant or Deputy Sheriff not assigned to the Custody Division but wishing to pursue overtime positions in Custody shall contact the Custody Training Division Sergeant and request the supplemental course. A course will then be scheduled based on mutual agreement

between the affected divisions, so that minimal overtime impact occurs to any division. Once personnel have received the appropriate training, they will be eligible for overtime positions within the Custody Division.

1. If overtime positions are not voluntarily filled by Custody Division personnel, personnel from the non-custody volunteer list that are trained in custody procedures will be called. Both supervisor and volunteer are required to make sure that they do not violate any restrictions placed on them by their respective divisions regarding working overtime.

**Duty Sergeants are not to allow discretionary time off if it will create the need for unnecessary overtime.**

If overtime positions are not filled after being offered to all trained custody and non-custody personnel, the Duty Sergeant will initiate procedures for assigning mandatory overtime. (see mandatory overtime, page 5).

When notified that an employee is not coming to work because of illness, family leave, or bereavement, the Duty Sergeant is responsible for maintaining the minimum staffing levels for the oncoming shift.

The Duty Sergeant will use the stated criteria for assigning personnel to meet the minimum staffing levels. When assigning voluntary overtime the Duty Sergeants shall work together with the Facility Commander to ensure fair and impartial rotation of personnel to meet the staffing levels.

[redacted]

[redacted]

A. [redacted]

B. [redacted]

[redacted]

4. [redacted]

Officers in training status may not work overtime unless written approval is obtained from the Training Sergeant and submitted to the respective Facility Commander

**Mandatory Overtime**

Mandatory overtime shall be initiated only when all efforts to fill the necessary positions with **voluntary** overtime (refer to voluntary overtime, page 3) have been exhausted

For the purpose of mandatory overtime assignments, Duty Sergeants shall refer to the custody-wide seniority list, which will be provided by the scheduling Lieutenant. All Sergeants are responsible for maintaining an accurate rotation for mandatory overtime and shall post the list in their respective area.

Duty Sergeants shall make every effort to assign mandatory overtime according to seniority. The rotation for overtime assignments will begin with the least senior officer. Sergeants will enter the date, hours and location the officer has been ordered to work. Sergeants will continue through the list and ensure that everyone has been ordered according to their placement on the seniority list prior to rotating through the list again. If it becomes necessary to skip an officer, (vacation, sick leave, scheduled for overtime on the date needed, etc.) the Sergeant will move on to the next officer. Prior to progressing down the list, the Sergeant will make every effort to return to any skipped officer for mandatory overtime assignment.

It is imperative that all Duty Sergeants enter all mandatory overtime assignment dates on the list in order to ensure fair impartial rotation of officers based upon the criteria described.

[redacted]

**Emergency Mandatory Overtime**

Duty Sergeants will make emergency overtime assignments using the same criteria as scheduled mandatory overtime.

[redacted]

When employees are held over or arrive for emergency mandatory overtime, the Duty Sergeant will issue a mandatory overtime form to the employee.

**Supervisor Overtime**

[redacted]

[redacted]

Sergeants' briefing is a management prerogative that is subject to review as operational needs dictate.

The Duty Sergeant from the facility to which the off-duty Sergeant is assigned will fill emergency overtime. The Duty Sergeant will solicit all on-duty Sergeants to fill the position or call in off-Duty Sergeants for voluntary overtime. If the position is not filled by voluntary overtime, the Duty Sergeant will notify the Facility Commander or the on-call Lieutenant. The Lieutenant will refer to the Custody Sergeants' Seniority list to order a Sergeant in for mandatory overtime. When filling voluntary overtime positions, all duty Sergeants will work together with the Facility Commander to ensure fair and impartial rotation of Sergeants to meet the staffing levels.

[redacted]

**Procedures**

Procedures provide specific instructions for staffing and overtime. Staff will be trained in these procedures, and will read and follow the guidelines provided.

Procedures shall be used, both as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 1.1.0 | SUBJECT: 1.1.11a |
|---|---|
| GENERAL ADMINISTRATION | **SHIFT BIDDING** |

Date Issued: 10/23/08 Date Revised: 01/08/19 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department that, with some exceptions, Correctional Sergeants and Correctional Officers will bid for shift assignments, days off, and facility assignments. Requests for shift assignments will be granted on a seniority basis. Custody administration will maintain management prerogative to assign and transfer officers for reasons, which management deems to be in the best interest of custody operations.

**Definitions**

**Probationary Period**
A period of one year, from the date of hire in the classifications of Correctional Sergeant or Correctional Officer, which is used to determine the employee's fitness for permanent status.

**Seniority**
Length of continuous service, beginning with an employee's date of hire in a permanently allocated position. Seniority is based on the length of service in the job classification of Correctional Sergeant or Correctional Officer.

**General Information**

Shift bidding will occur once a year, prior to the distribution of vacation schedules. Bidding will be by Shift (days or nights), day off sequence, and facility. Officers who are on leave from work and anticipating returning to work may exercise their turn to bid for a shift by notifying the Administrative Lieutenant no later than September 1. Officers, who do not wish to maintain their turn to bid for a shift, may defer.

In the event an officer has a family member who will also be bidding for a shift, the senior officer may defer his position to bid with his family member. The officer must make this request in writing through his supervisor, no later that September 1.

**Custody Training Officers**

To accommodate the training program, a specified number of training officer positions will be allocated per team. Training officers will be first to bid according to their department seniority as a Correctional Officer for the designated training officer slots on each team.

**CERT**

In order to insure the effectiveness of the CERT, a specified number of CERT positions will be allocated per team. CERT operators will bid according to their department seniority as Correctional Officers for the designated CERT operator positions on each team.

**Gender Specific**

To meet gender specific needs at each facility, a specified minimum number of positions will be allocated for female officers per team. The remaining positions can be filled by either gender.

**Special Assignment**

Employees who are assigned in the following special assignment positions may defer their turn to bid for a shift, if they wish to remain in their special assignment. Per sections 4.2.2 and 4.2.9 of the MOU between the County and the SJCCOA, those positions are: Training Officer, Transportation Coordinator, Classification Officer, Clinic Officer and Sergeants assigned to Training, Discipline, or Classification. Employees who wish to remain in their current special assignment will submit a memo to their supervisor no later than September 1, stating they wish to remain in their special assignment and Custody Administration will attempt to honor the request, but will maintain management prerogative to assign and transfer Officers for reasons which management deems to be in the best interest of custody operations. Supervisors will forward a copy of the memo to the Scheduling Lieutenant.

All officers in special assignment positions, upon returning to teams, will be reassigned in available openings until the next bid.

**Shift Bidding - Sergeants**

1. Sergeant bidding will be by promotion date.

2. The following positions are Correctional Sergeant assignments not assigned to facilities and will not be included in shift bidding.

A. Classification Sergeant
B. Disciplinary Sergeant
C. Training Sergeant
D. Administrative Sergeant

3. At the fall quarterly Sergeants' meeting, the scheduling Lieutenant will post all of the available shifts and days off for Sergeants.

4. [redacted]

5. The scheduling Lieutenant will post each choice, moving to the next senior Sergeant to make his bid until all positions are filled.

6. Bids shall be placed in one of the three following ways:

   A. In person
   B. Via the telephone
   C. By proxy – submitted to the scheduling Lieutenant, listing the top three choices for facility, shift and days off. If those choices are taken, the scheduling Lieutenant shall assign the Sergeant to the facility, shift and days off closest to his first choice.

7.

8. Upon completion of the bidding process, the scheduling Lieutenant will post the final bids.

**Shift Bidding - Correctional Officers/Custody Training Officers/CERT**

1. Prior to shift bidding, the scheduling Lieutenant will post a seniority list for all Correctional Officers.

2. A CTO may not relinquish his position at the time of the bid process. This must be done prior to September 1.

3. Shift bidding for Custody Training Officers, CERT and line officers will be by seniority as a Correctional Officer. CTOs and CERT officers will only be allowed to bid for open CTO and CERT positions. Custody Training Officers will be first to bid. A CTO/CERT will bid under an open CTO position. The CERT position will become an open position, as the officer fulfills both needs. This will also apply with gender specific positions. Shift bidding for line officers will occur after all CTO and CERT positions have been filled and will be by seniority as a Correctional Officer. .

4. The following positions will not be included in shift bidding:

   A. Clinic Officer
   B. Court Services
   C. Realignment Unit Officers
   D. Training Unit
   E. Transportation Coordinator
   F. Classification Officer

5. Bids shall be placed in one of the three following ways:

   A. In person (during scheduled times)
   B. Via the telephone
   C. By Proxy (1st, 2nd, 3rd choices)

6. Shift bidding shall take place in pre-determined time increments where bids will only be placed for available slots. This will occur prior to the distribution of the vacation schedule. Notification of bid appointments will be made by the scheduling Lieutenant.

7. If, for any reason, an officer arrives or calls after his scheduled date or time, he may only bid for remaining available teams. As the bids are placed, slots will be filled into each team, thereby allowing each subsequent officer the ability to see what slots are available.

8.

9. If, at the conclusion of shift bidding, an officer does not arrive or call in for his scheduled bid, the scheduling Lieutenant will assign the officer to an available shift, day off sequence, and facility.

10. Custody Administration will maintain management prerogative to assign and transfer Officers throughout the organization in order to meet the needs of the department, maintain a balanced fully trained staff, and promote staff development.

REFER TO:

**Procedures**

Procedures provide specific instructions for shift bidding. Staff will be informed of these procedures, and shall read and follow the guidelines provided.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide

consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Department*
## Custody Division
## Policies and Procedures

| | |
|---|---|
| SECTION: 1.1.0<br><br>GENERAL ADMINISTRATION | SUBJECT: 1.1.13<br><br>**SHIFT EXCHANGES** |

Date Issued: 09/01/94
Date Reviewed: 03/22/19
Date Revised: 03/22/19



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to provide an alternative means for line staff to arrange for time off when manpower requirements prohibit the use of holiday time, compensatory time, or vacation time.

**General Information**

The Sheriff's Office recognizes there are times when an employee's work schedule may conflict with activities from the employee's personal life. When staffing requirements permit, line staff may utilize accrued vacation time, compensatory time, holiday time, and, when applicable, incentive pay (I.P. time) to take time off from work.

At times, the inability to meet minimum staffing requirements prohibits line staff from taking prescheduled time off. For this reason, line staff may request to exchange shifts with other line staff assigned to custody.

Line staff will be allowed to request shift exchanges with other line staff, who are qualified to work in their assigned area of the jail.

When two officers agree to exchange shifts, each officer will be required to complete a pre-printed inter-office memo titled **Request to Exchange Shifts**. It is necessary for both officers to select a day for exchange at the time the agreement is made. Both officers will be required to have the shift exchange completed within the same pay period on the date of the initial agreement.

Once an agreement has been made to exchange shifts and the paper work has been completed and approved by both affected Sergeants, the new date is considered to be part of the officers regular work schedule. Should the officer, who agreed to work the shift, become ill and unable to work, he will be required to submit an **Overtime/Time Off-Request** form for the amount of sick leave used to cover his absence.

**Procedures**

1. It will be the responsibility of the requesting officer to find another qualified officer with whom to exchange shifts.

2. The requesting officer will only solicit personnel who are trained to work in his area of the jail. A qualified person is:

   A. An officer who is assigned to work the same area of the jail, but who is on opposite days off.

   B. An officer who is assigned to work the same area of the jail, but who is on opposite shifts.

   C. An officer who is assigned to work in another area of the jail; who is cross-trained to work in the same area of the jail as the requesting officer, and is either on opposite days off or opposite shifts.

3. When the requesting officer has found a qualified person with whom to trade shifts, he will obtain two **Request to Exchange Shifts** forms from the Duty Sergeant's workstation. The requesting officer is responsible for the completion of all paperwork.

4. The requesting officer and the exchanging officer will each complete a **Request to Exchange Shifts** form.

   A. The requesting officer will complete the **Request to Exchange Shifts** form, sign the form, and obtain the signature of the exchanging officer.

   B. Once the exchanging officer has a day selected to trade with the requesting officer, he will complete a **Request to Exchange Shifts** form in the same manner as the requesting officer.

5. When the **Request to Exchange Shifts** forms are complete, the requesting officer will route the forms to the Sergeant of the exchanging officer for approval.

6. If the forms are approved by the Sergeant of the exchanging officer, he will route the forms to the Sergeant of the requesting officer for approval.

7. If the Sergeant of the requesting officer approves the shift trade, he will route a copy of the forms to the appropriate Facility Commander. A refusal by either Sergeant to approve the shift exchange will negate the request.

8. Each Sergeant shall keep a copy of the **Request to Exchange Shifts** forms for their records.

[redacted]

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 1.1.0 | SUBJECT: 1.1.14 |
|---|---|
| GENERAL ADMINISTRATION | **SPECIAL ASSIGNMENTS** |

Date Issued: 6/24/02 Date Revised: 03/22/19
Date Reviewed: 03/22/19 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office, Custody Division, to provide a variety of job opportunities to jail staff while ensuring that those assigned to specific special assignments are qualified to perform the assignment. Although requests for assignment will be considered, the actual assignment of staff into specific and special assignments will remain a management decision. Management maintains the right to transfer staff out of a special assignment for cause or for the best interest of the Sheriff's Office.

**General Information**

The following assignments have been designated as special assignment positions:

1. Classification & Training Officer
2. Clinic Officer
3. Transportation Coordinator/Officer

[redacted]

**Procedures**

1. Application Process

   Applications will be requested during a two-week period to establish a list of persons interested in a special assignment. The Sergeant responsible for the area of assignment is responsible for soliciting applications. Each application notice will contain the following information:

   A. General duties of the assignment
   B. Minimum qualifications of the assignment

      1) Minimum of two years assigned to the Custody Division

2) Successfully completed the custody training program

3) Satisfactory county employee performance evaluations during the past two years

   a. No formal discipline (reprimand, reduction in pay or disciplinary suspension) during the past two years

   b. Not on County Sick Leave Ordinance at the time of application

4) If the applicant is currently on a special assignment, they must be within six weeks of fulfilling their minimum time commitment to the current assignment before applying for another special assignment.

C. Special Knowledge required of the assignment

1) San Joaquin County Sheriff's Office Custody Division Mission Statement

   a. Concepts of Direct Supervision with a complete understanding and commitment to the nine principles of Direct Supervision.

2) Security and Custody practices with special emphasis on Direct Supervision

3) Written and established policy and procedures of the Custody Division as well as the Sheriff's Office Policy

4) General laws affecting the assignment.

D. Special Abilities required of the Assignment

1) Observation and evaluation skills
2) Verbal and written communication skills
3) Acceptance of responsibility
4) Positive rapport with inmates, co-workers, supervisors, etc.

E. Resume and Endorsements required for the Assignment

1) Resume attachment
2) Letters of support from supervisors
3) Previously attended training

2. Documentation for Review and Evaluation

A. Most recent Custody Division sick leave report

B. Last three incident reports written
C. Custody Division personnel file (division files)
D. Other information that would aid the ranking process (some forced ranking panels may require a formal interview with the applicant)

3. Score or Rating Sheets

Each forced ranking panel member will use a standardized score sheet to enter the assigned scores of each member for each applicant. This form may be revised or modified to meet specific qualifications for a given special assignment. The scoring categories are numerically weighted. Each applicant is reviewed and scored by each panel member.

The panel chairperson will add the points of each applicant and the applicants will be ranked according to score. Ties will be broken by Sheriff's Office seniority. A minimum numerical score of 70 must be attained to be eligible.

The panel chairperson will collect all panel members' notes and the applications upon the completion of the forced ranking panel. The ranking list will be maintained by the Sergeant for area of assignment for a minimum of one year, to be used to fill vacancies.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 1.1.0 | SUBJECT: 1.1.15 |
|---|---|
| GENERAL ADMINISTRATION | TRAINING |

Date Issued: 10/17/96 Date Revised: 03/22/19
Date Reviewed: 03/22/19 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to provide training programs to enable all employees to function effectively. This training shall be of sufficient detail to enable all personnel who work with inmates to be thoroughly familiar with the rules of inmate conduct, the foundation, and the sanctions available. Training opportunities for all employees shall be provided in an organized manner. Programs shall be planned in accordance with the directives as set forth by agency rules and shall be managed and coordinated to ensure compliance with the needs of each employee's respective job assignment and pertinent to his work within the correctional facility.

**References of Authority**

Penal Code: 6030

California Code of Regulations: Title 15; 1020, 1021, 1023, 1024, 1025, and 1028.

Board of State and Community Corrections publications:
Policies and Procedures Manuals for Training Providers,
Guidelines for Presenting Core Training Course,
Core Training Manuals-Corrections Officer, Knowledge/skills maps, Physical Conditioning Courses.

**General Information**

Custody training is a process by which an entry-level officer receives formal academy classroom instruction. The classroom instruction consists of lecture, practical exercises, and an evaluation process. After successfully completing classroom requirements, the officer progresses to on-the-job training. The individual officer is assigned to identified work assignments or posts under the direct supervision of a Custody Training Officer. The officer will be required to perform various custodial duties, which have been explained and demonstrated to the officer in the classroom and/or on a specific assignment. The officer will receive daily evaluations in areas of instruction and job performance. The ability of the officer to apply the information presented in the classroom to the corrections routine will be evaluated.

The Custody Training Program must be carefully planned and programmed in such a way that the officer is optimally exposed to Correctional Officer duties. It is essential for on-the-job training to be consistent in its presentation and delivery. Consistency is necessary to be reasonably assured that all officers are properly instructed in accordance with state requirements and departmental policies and procedures.

The journey level officer will receive annual, STC certified, and refresher training course and updates. Officers are encouraged to continue their education through a variety of curriculums offered by universities and colleges. The Custody Training Unit may also provide vocational course information offered by independent training providers, private organizations, criminal justice centers, and other law enforcement and corrections departments. The Custody Training Unit encourages all officers to use the San Joaquin County Employee Education Reimbursement Program as a funding source for continued education.

**Procedures**

A Custody Division Lieutenant shall be responsible for planning and coordinating all training programs to conform to this policy requirement. They will create an annual training plan based on a needs assessment. Facility training staff are not expected to provide training in all categories.

1. Type of training used:

   The training staff shall utilize the following types of training:

   A. Agency training package and programs (training bulletins, new policy or update announcements and/or sign off sheets).

   B. Instructors and speakers from within the Division or Department.

   C. Subject matter experts (public safety officers, medical professionals, Fire Marshals, and similar specialists available to supplement training, including outside experienced private training providers).

   D. Audio-visual programs

2. Basic Training Objectives

   A. Program objectives shall be as follows:

      1) To familiarize the new officer with the facility grounds and physical plant.

2) To instruct the new officer of the agency and/or division mission and institutional goals.

3) To instruct the new officer in institution policies, procedures, programs and tasks pertinent to their designated job assignment.

4) To provide a cadre of employees who are resource specialists and subject specialists for the purpose of establishing classroom instructors, trainers and information resources.

5) To develop and improve job skills and knowledge in all classifications of employees assigned to corrections.

6) To develop the employee's human relations skills needed for establishing productive, meaningful, and professional relationships with inmates, peers, supervisors and the public.

7) To provide the new officer with the knowledge and skills necessary to succeed as an employee assigned to the Custody Division.

8) To provide the entry level or journey level officer an opportunity for any remedial training that may require additional time to improve a particular skill.

3. Mandatory Training Requirements by Category of Employment

A. The following minimum training curriculum will be provided to the following categories of personnel.

1) All new employees-shall receive orientation training prior to independent assignment on a particular job. This training must include, at a minimum:

a. An overview of the agency's organizational structure, purpose, goals, polices and procedures.

b. Rules of institutional survival, basic jail security rules and regulations, practices, and officer safety.

c. Employee rights and responsibilities.

d. An overview of corrections and the jail facilities.

e. Instruction related to the employee's specific job assignment. When an employee can document adequate prior training in this category, such training may not need to be repeated.

2) Clerical, Support Personnel, Correctional Health Care Services, Contract Food Service Personnel and Maintenance Personnel -- Personnel in these support functions who have daily contact with inmates shall receive at least 8 hours of training, as soon as operationally practical, and, at a minimum, within the first three months of employment. In addition to the orientation training specified in #1 above, training will also include instruction designed to develop the employee's abilities to effectively manage inmate-related activities. These minimum training areas are:

a. Security for specific departments.
b. Law governing specific employee conduct with inmates, and staff/inmate relations.
c. Department/Custody Rank structure.
d. Inmate rules and the inmate discipline process.
e. Security/Emergency Procedures
f. Hostage Plans
g. Prison Rape Elimination Act (PREA)

3) All new Correctional Officers shall receive a minimum of 804 hours of classroom and on-the-job training during the first year of employment in addition to the orientation training. The minimum training must include the following:

a. STC, 280 hour certified, Correctional Officer Core course.
b. Penal Code 832 Laws of Arrest course.
c. Chemical Agents course.
d. Interpersonal Communication course (IPC).
e. Direct Supervision course.
f. Inmate Disciplinary course.
g. Jail Management System (ATIMS) course.
h. Pre-Trial Facility course.
i. Sentenced Facility course.
j. Hazardous Material course.
k. Medical Screening Questionnaire course.
l. Cultural Diversity course.
m. Infectious Disease (HIV) course.
n. In Custody Death Course
o. Restraint Techniques
p. General Orientation and Operations Course

4) Journey Level Staff -- Basic Peace Officer Academy Graduates and Journey Level Staff returning to Custody from other areas of the department must, at a minimum, complete a 56-hour Correctional Officer supplemental core course. All employees in this category are also required to receive 24 hours annual training during any year they are not participating in the core course. Training may include the following courses:

a. First Aid course.
b. CPR course.
c. Infectious Disease (HIV) course.
d. Hazardous Material course.
e. Classification course.
f. Use of Force (regulations and tactics).
g. Report writing.
h. Fire, Life and Safety course.
i. Armory Familiarization course.
j. Cultural Diversity course.
k. Inmate Disciplinary course.
l. Interpersonal Communication course (IPC).
m. Employee Rights course.
n. In Custody Death Course
o. Restraint Techniques
p. Mental Health Awareness
q. PREA

5) Custody Training Officer -- must have completed training in the area or facility in which he is assigned to train. Successfully completed a 40 hour basic jail training officer course or the equivalent jail training officer course the first year of assignment. Additional training may include the following courses:

a. 24 hour Advanced Training Officer school.
b. 16 or 24 hour 11550 HS school when available based on seniority.
c. Training For Trainers or Effective Presenter course.
d. Training Managers Seminar.
e. Sacramento Training Managers Association meetings.

6) Classification Officer Training -- Must have completed training in the area of the facilities in which he is working. New Classification Officers will receive a formal orientation and be assigned to on-the-job training with an experienced Classification Officer. The Classification Officer must successfully complete a basic institutional classification course within the first year of assignment. The minimum additional Classification Officer training shall include the following:

a. Advanced Institutional Classification course when available and based on

seniority in assignment.

b. Interview and Interrogation course when available and based on seniority in assignment.

c. Gang related - schools, seminars, or meetings.

7) Administrative, Managerial and Supervisory Personnel -- Are required, at the minimum, to complete the 56 hour STC certified supplemental core course for personnel returning to custody or first year of employment. Administrative and managerial personnel are required to complete an 80 hour supervisor core course or manager/administrator core course within the 1st year of assignment. (All employees in this category also are required to receive 24 hours annual training during any year they are not participating in a core course). The training content for these employees may include combinations of all training elements previously listed; credit may also be granted for comparable courses previously completed.

Curriculum for this group should also address the following:

a. General management and related subjects, such as:

(1) Jail Manager's Seminar.
(2) American Jail Association Conferences

b. Labor/Personnel Laws.
c. Employee/Management relations.
d. Legal Update/Correctional Liability.
e. Criminal Justice Subjects.
f. Public Relations.
g. Leadership and command

8) Orientation for Part-Time/Volunteer Staff must be appropriate to their needs based upon prior experience, frequency of inmate contact and program responsibility. Training should be coordinated with the Captain of Custody, the Inmate Programs Manager and others supervising the activity. Training must include, at a minimum, instruction in the following areas:

a. Institutional philosophy.
b. Basic facility security.
c. Ethical conduct.
d. Inmate rules and discipline.
e. PREA
f. Assignment specific training, similar to that available for full-time employees as outlined in this policy.

B. Emergency Training

1) Training for all security staff shall be completed prior to assignment to any permanent work assignment and shall include at a minimum:

a. Escape procedures.
b. Riot Control procedures.
c. Hostage policy.
d. Fire Control and Evacuation policy.

2) The emergency training may also include the following subjects:

a. Firearm training in use, safety, storage and care of weapons for Deputy Sheriffs.
b. Training in use of chemical agents and treatment recommended for persons coming in contact with chemical agents.
c. Basic hostage negotiation techniques.
d. Restrictions on the use of deadly force.
e. The proper use of non-lethal force.
f. The proper use of mechanical restraints.
g. Self-defense techniques.
h. Legal implications of emergency actions.

4. Training Unit Structure/Operation

A. CTO Forced Ranking Process and Selection

1) A forced ranking selection panel will consist of the Administrative Lieutenant, Custody Training Sergeant, and two other available Sergeants having general knowledge of the requirements of the CTO position. The panel will review all applications and conduct the selection process based on the applicant's minimum qualifications for the job and the applicant's ability. The applicant's attendance record is also considered. A minimum score of 70 must be obtained to be eligible.

2) A CTO is a role model for trainees, journey level staff, and is a representative of the Custody Training Unit, the Custody Division, and the Sheriff's Office . A CTO must demonstrate a positive attitude toward both the San Joaquin County Sheriff's Office and Custody Operations.

3) Custody Training Officer Requirements, Duties, and Responsibilities:

a. General Duties:

(1) To instruct and provide training to recently hired and journey level employees in all fixed-post positions within the Custody Division.

(2) To instruct and provide training in all laws, policies and procedures pertaining to Custody Division operations.

(3) To observe, evaluate and document a trainee's performance.

b. Minimum Qualifications:

(1) Must have two years total time assigned to the Custody Division.

(2) Must have successfully completed the Custody Training Program.

(3) Must have satisfactory county employee evaluations during the past two years.

(4) Must not be on county sick leave ordinance, and have a sick leave balance which equals at least one half (50%) of the accruable amount for the past 12 month period. (Not a minimum requirement. However, bonus points will be awarded for the sick leave balance)

c. Knowledge of:

(1) San Joaquin County Sheriff's Office Custody Division Mission Statement.

(2) Direct supervision with a complete understanding of and full commitment to the nine principles of direct supervision.

(3) Security and custody practices with special emphasis on direct supervision.

(4) Written and established policies and procedures of the Custody Division as well as Sheriff's Office Policy.

(5) General laws affecting policy operations: i.e. Penal Code 4000 series, CCR Title 15 Sub-Chapter 4.

(6) General law affecting training: i.e., Penal Code, Government Code and CCR Title 15 Sub-Chapter 4.

d. Ability to:

(1) Objectively observe, evaluate and document measurable trainee performance.

(2) Communicate verbally one-to-one and to groups.

(3) Communicate observed actions and evaluate in writing.

(4) Accept responsibility for the instruction provided to the trainee.

(5) Maintain a positive rapport with trainees, peers and supervisors.

4) May include an oral interview by the CTO selection panel.

5) After rating each area, a raw score is given. Those scores will determine the ranking on the list for CTO. Ties are broken by seniority and prior CTO experience. Final selections are made by the Administrative Lieutenant. Actual team deployment is made by the Operations Lieutenant.

6) Classroom instructors are generally selected from the CTO classification by the Training Sergeant, based on their ability and desire to teach in a formal classroom setting. They make up the core of CTOs that are responsible for academy and in service classroom instruction, creation and development of lesson plans, updating courses, certification and recertification of STC courses, and maintaining accurate employee training records.

B. Correctional Academy Evaluation and Testing

1) During the classroom lecture portion of training, all entry level officers will be evaluated through a formal testing process.

a. Once all classroom lecture blocks are completed, the trainee is allowed study time prior to taking a comprehensive examination. The trainee must demonstrate an eighty percent (80%) proficiency score in order to progress to the practical application phase.

(1) Remediation is provided to any trainee failing to achieve the eighty percent (80%) proficiency level. This is accomplished through a conference with the trainee and individual study. The examination is readministered only once. If the trainee achieves a passing score, he receives a maximum score of 80% and progresses to the next lecture block. If the trainee fails to achieve the required score he is considered for termination from the program.

2) After successful completion of both classroom lecture and physical performance objectives, a trainee shall progress to the practical application phase, on the job training (O.J.T.). Each major section has an established amount of practical application training time. On the job training will be conducted at the South Jail, Jail Core, and Honor Farm facilities. During this practical application phase, the trainee's work performance in specific areas is rated daily by a training officer, usually in a one on one trainee to trainer ratio. The performance rating scale ranges from acceptable to not acceptable.

a. Daily Progress Report

(1) An appraisal tool for the Custody Training Officers to evaluate a new employee on specific job performance objectives

(2) Completed daily progress report forms are forwarded to the Custody Training Sergeant who reviews each progress report to determine if performance deficiencies exist. The trainee must achieve an average performance rating of acceptable in all specified areas.

b. Remediation

Trainees failing to achieve the required overall average performance rating are provided remediation training.

(1) An individual remediation action plan is developed for each officer addressing the specific deficiencies.

(2) All substandard performance areas are identified.

(3) Lecture remediation is provided covering the identified areas (if needed).

(4) Trainee is advised in writing of all that is expected of him during

his remediation assignment and the course of action to be taken if he does not meet the stated goals. A reasonable date is identified by which time marked improvement must be shown.

(5) The trainee is rescheduled for practical application with specific training officers. The training officers may review the trainee's past daily progress reports and the remediation action plan prior to working with the trainee. Practical application remediation is always scheduled one to one. Daily remediation progress reports are completed and forwarded to the Custody Training Sergeant for review within twenty-four hours.

(6) The Custody Training Sergeant shall review the remediation progress reports for performance deficiencies and compliance with the remediation action plan goals. A daily review of the trainee's average work performance ratings are made to determine the need for additional remediation.

(7) Upon completion of the specified remediation training time frame, the trainee's overall average work performance is reviewed. The trainee must have minimally achieved an overall average performance rating of acceptable in all areas. If the trainee meets the requirements of the remediation action plan, he progresses to the next section. If the trainee fails to meet the stated goals of the remediation action plan he is then considered for dismissal from the training program.

c. Custody Training Officers will follow the standard training model when working with a trainee.

(1) Tell the trainee how to do the task.
(2) Demonstrate to the trainee how to do the task.
(3) Have the trainee perform the task.
(4) Monitor the trainee performing the task.
(5) Document the trainee's ability to perform the task.

C. Sheriff's Office Training Records

1) All sworn and non-sworn training records shall be kept by the Professional Standards Division. This training record shall be established for each sworn and non-sworn employee and will include the following minimum information:

a. Employee's name.

b. Assignment category (Correctional Officer, Deputy Sheriff, Sergeant,

Lieutenant, Captain).

c. Date of assignment to Custody Division.

d. Annual training hours required.

e. An up-to-date chronological list of training accomplished by the employee.

2) Non-sworn (civilian) Personnel Training records are not the responsibility of the Custody Training Unit to track and maintain. However, the Custody Training Unit will maintain course rosters as a record.

D. Training Record Review

1) A complete review and listing of each employee's training status and a summarization of the training achievements shall be completed quarterly by the training staff and forwarded to the Administrative Lieutenant for review. This review of training progress will enable management to identify problem areas and develop corrective action to ensure compliance with this policy.

E. Professional Organization and Education

1) Employee educational development and participation in criminal justice associations, professional organizations and activities at the local, state and national level is encouraged. Combinations of academic educational programs, professional seminars and similar work related activities are encouraged.

F. Request for Training Procedure

1) Supervisors and employees requesting training and schools will complete a memo requesting in service education.

a. Process for requesting training.

(1) Supervisors or employees will complete an In Service Education Request form along with a memo. The request will be forwarded through the chain of command.

(2) If the request is approved, it will be forwarded to the Custody Training Unit for completion.

(3) The Custody Training Unit will make temporary arrangements and complete the request for funds from the appropriate budget. The

request will be forwarded to the Administrative Lieutenant.

(4) The Administrative Lieutenant will review the request as to its appropriateness to the annual training plan and either deny the request or approve the request. The Administrative Lieutenant will draft a letter of support along with the request to the Captain of Custody for approval or denial.

(5) The approved request will be forwarded to the Assistant Sheriff for final approval or denial and signature if under a 30 day timeframe.

(6) The requests will be submitted to the Professional Standards Division to make the final arrangements.

b. It is the responsibility of the individual officer to provide the Custody Training Unit with any records or certificates of course completion. The Custody Training Unit will record this information into the officer's training records.

G. Outside Resources

1) Custody Division training staff may refer to or contact outside resources such as colleges, universities, state or federal agencies, and private providers for guidance and assistance in developing and conducting the training program. College or university facilities may be used whenever feasible to assist in course and curriculum development. Staff may investigate the possibility of obtaining materials and equipment from state/federal agencies, large corporations, state libraries, or other organizations.

H. State Minimum Jail Training Standards

1) The training outlined in this policy intentionally exceeds the minimum training standards required by the State of California. All Custody Division personnel will meet the STC training standards. These minimum California training standards will be counted as part of the training program being undertaken by the Custody Division.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 1.1.0. | SUBJECT: 1.1.16 |
|---|---|
| ADMINISTRATION AND MANAGEMENT | HARASSMENT/DISCRIMINATION |
| Date Issued: 11-2-98 | Date Revised: 03/22/19 |
| Date Reviewed: 03/22/19 | Page 1 of 3 |

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office that harassment/discrimination is against the law and will not be tolerated. It is the employees' right to file a claim of harassment/discrimination and to be informed on how to file a complaint.

All complaints will be taken seriously, investigated immediately and thoroughly. The department will take appropriate remedial action on identified harassers.

**References of Authority:**

Penal Code: 6030
Title VII of the Civil Rights Act of 1964
Government Code Section 12940(a), (h), and (I)
Civil Service Rule #20
County Policy for Maintaining A Harassment Free Work Environment
San Joaquin County Sheriff's Office Policy 328

**General Information**

Prevention of sexual harassment and discrimination is the most effective and efficient approach to compliance with county and department policies. Supervisors and managers should continuously inform their staff of their obligations to maintain a harassment free work environment. Incidents of potential violations should be corrected immediately.

San Joaquin County's policy on harassment strongly encourages anyone who feels they are the subject of harassment to immediately voice his objection to the offending party and to bring the matter to the attention of the appropriate supervisor, manager, department Equal Employment Opportunity Coordinator or department head.

All complaints should initially be reported to the lowest level of supervision consistent with the nature of the complaint. Regardless of the level of supervision receiving a complaint of harassment, the Sheriff's Department Equal Employment Opportunity Coordinator (EEOC) shall be immediately informed of the

complaint and its nature.

Any person, employee or non-employee may make a complaint of harassment, perpetrated by any person, employee or non-employee. The courts have ruled that in the correctional environment, staff may be deemed to have harassed inmates and inmates may be deemed to have harassed staff.

Where inmates are alleged to have harassed staff a documented incident will be prepared and the matter referred to the inmate discipline process. Where employees are alleged to be the offender, the matter will be referred to Internal Affairs and the department discipline process.

If violations of departmental orders are involved, the investigation shall be forwarded to the appropriate Division Captain for review and finding in compliance with San Joaquin County Sheriff's Office Policy.

**Informal Complaint Process**

Prior to the filing of a formal complaint, the EEOC shall attempt to provide for early intervention and resolution in an informal manner or through a mediation process at the departmental level.

The EEOC will meet with the person making the complaint within ten days of receipt of the report in order to:

1. Understand the nature of the complaint
2. Undertake efforts to informally resolve the complaint
3. Identify the complainant's requested remedy
4. Give the complainant a copy of Civil Service Rule 20

The EEOC shall notify the EEO Office of the complaint within five days of the initial meeting with the complainant.

The EEOC will make reasonable efforts to resolve the complaint if the complaint appears to have merit. When mutually agreed to by both the complainant and the Sheriff, the EEOC may seek the assistance of a mediator available through the San Joaquin County Mediation Center to help resolve the complaint. The coordinator shall provide written notice to the Sheriff indicating whether the complaint was resolved or the specific actions recommended by the EEOC and/or complainant to resolve the complaint. Within ten days of the receipt of the written notice, the Sheriff will make the departmental decision regarding any actions requested by the EEOC and/or complainant that are within the Sheriff's authority.

Within three days of receipt of the Sheriff's decision, the EEOC shall provide written notice to the complainant and respondent of the results of the informal complaint process. The written notice to the complainant shall also inform the complainant of his right to file a formal written complaint if he is not satisfied with the results of the informal process. The EEOC shall also notify the EEO Office in writing within three days of the conclusion of the informal complaint process.

Unless otherwise agreed to by the complainant and the EEOC to extend the timeframe, the informal complaint process shall be concluded within thirty days of the EEOC's initial meeting with the complainant.

**Formal Complaint**

If a complaint is not resolved through the informal process, or if the complainant is not satisfied with the results of the informal complaint process, the complainant may file a formal written complaint with the EEO Office within fifteen days of notice of the results of the informal complaint process.

A formal complaint of discrimination shall be in writing and should be filed on the County's Discrimination Complaint form. The complainant shall describe in detail the allegation and the action the complainant requests to resolve the matter. The complaint must be signed and dated and shall contain at least the names of individuals involved, the approximate date of the event at issue, the names of any witnesses to the alleged complaint, the complainant's requested remedy and a description of the action or actions constituting the complaint.

The EEOC shall maintain an EEO Complaint Tracking Log and will report quarterly to the Equal Employment Opportunity Officer and Equal Employment Opportunity Commission statistical information on complaints made, investigations conducted and their results. A copy of this quarterly report shall be forwarded to the Sheriff for management review.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 1.1.0 | SUBJECT: 1.1.17 |
|---|---|
| GENERAL ADMINISTRATION | **FACILITY TOURS** |
| Date Issued: 12/31/99 | Date Revised: 03/22/19 |
| Date Reviewed: 03/22/19 | Page 1 of 1 |

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to make tours of the San Joaquin County Jail and Honor Farm available to the public, when authorized, on a case by case basis.

**General Information**

The San Joaquin County Sheriff's Office shall make tours of the Jail and Honor Farm available to the public. Tours are provided to the public to demonstrate that the facilities provide secure, safe, and humane housing as discussed in the Custody Division Mission Statement. Tours are also provided to promote career opportunities in law enforcement and corrections.

The tours will be scheduled and coordinated by the Inmate Disciplinary Sergeant. Tours should be requested with at least a 72-hour notice. Any exception to the 72-hour notice will be reviewed on a case-by-case basis. No one under the age of sixteen years will be allowed to participate in a tour unless approved by the Captain of Custody. Persons under 18 years of age must be accompanied by a parent or guardian or be participating in an approved educational (school or organization) field trip. Persons under 18 years old participating in an approved educational field trip must, prior to the tour date, provide written permission from their parent or guardian.

The Inmate Disciplinary Sergeant will notify the Facility Manager, Duty Sergeant, and Jail Central Control of the date, time, and number of people participating in the tour.

| SECTION: 1.2.0 | SUBJECT: 1.2.1 |
|---|---|
| FISCAL MANAGEMENT | **INMATE WELFARE FUND** |
| Date Issued: 09/01/94 | Date Revised: 5/26/05 Page 1 of 6 |

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department to have a well-managed prisoner welfare program.

**References of Authority**

PC. 4025

Government Code Article I, Title 5

**General Information**

The prisoner welfare program shall be funded by the Inmate Welfare Fund. All expenditures from the fund will be made in accordance with the provisions of Penal Code, Section 4025. Expenditures from the fund shall be primarily for the benefit, education and welfare of inmates confined in the San Joaquin County Jail. The Inmate Welfare Fund will be managed efficiently to provide maximum benefit for the recipients.

**Miscellaneous Information**

All prisoner welfare revenue will be regularly deposited into the County Treasury for credit to the Inmate Welfare Fund.

The annual financial plan for the Inmate Welfare Fund shall include revenue projections, and appropriations for routine ongoing expenditure categories including equipment and programs.

The annual financial plan for the Inmate Welfare Fund will be completed during the month of March each year.

**Source of Revenues**

The Inmate Welfare Fund accrues revenue from the following sources:

1. Profits generated from inmate commissary sales.

2. Commissions from collect call only phones, which are primarily used by inmates while incarcerated.

3. Commissions from vending machines designated for inmate use.

4. 10% of all gross sales of any inmate hobby crafts.

5. Interest accrued on funds on deposit in the Inmate Welfare Fund pursuant to Article I (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.

6. Donations designated for the Inmate Welfare Fund.

7. Product rebates and recycling projects.

8. Community Corps inmate labor agreements with non-profit entities.

**Expenditures**

Inmate Welfare Fund expenditures will be governed as follows:

1. The expenditure of Inmate Welfare Funds is made primarily for the benefit, education and welfare of inmates confined in the San Joaquin County Jail. These expenditures must be above, beyond or separate from the basic necessities, as defined by statute or standard, which the Sheriff's Department is required to provide. Any funds not needed for the welfare of the inmates may be expended for the maintenance of the facilities, including, but not limited to, the salary and benefits of personnel used in the programs to benefit the inmates, including, but not limited to, education, drug and alcohol treatment, welfare, library, accounting, and other programs deemed appropriate by the Sheriff.

2. Purchases will be made using regulations specified in the County Purchasing Manual. Requisitions and request for use of Cal-card must be approved by the Inmate Programs Manager prior to submission to Management Services.

3. Requisitions for fixed asset items must be approved by the Captain of Custody as well as the Inmate Programs Manager. Fixed assets are furnishings or items costing $1,000.00 or more with a useful life of two years or more.

**Roles and Responsibilities**

**Inmate Programs Manager**

Duties and Responsibilities of the Inmate Programs Manager are:

1. Supervise staff paid from the Inmate Welfare Fund.

2. Initiate and give initial approval to requisitions for purchases from the Inmate Welfare Fund.

3. Coordinate development of contractual agreements with agencies that provide educational and recreational activities to inmates. Act as contract administrator for such contracted services.

4. Coordinate volunteer efforts for providing educational, recreational, and religious activities to inmates.

5. Maintain the Inmate Welfare Fund fixed asset and equipment inventory.

6. Draft an annual financial plan for the Inmate Welfare Program.

**Management Services Division**

Management Services will review and process payroll and requisitions for expenditures paid from the Inmate Welfare Fund. They will also compile an annual financial activity report for the Inmate Welfare Fund.

**Procedures**

**Annual Budgets**

The Inmate Programs Manager shall draft a detailed annual financial plan by April 1 of each year for expected revenues and proposed expenditures. An analyst from Management Services shall assist in estimating revenues and expenditures.

The Custody Captain shall make adjustments to the draft financial plan, as the Captain deems appropriate for the best use of Inmate Welfare Fund monies. The Custody Captain will forward the revised financial plan to the Sheriff-Coroner for approval prior to June 1 of each year.

**Donations**

When a person or an organization wishes to donate money or equipment to the Inmate Welfare Fund:

1. The Inmate Programs Manager shall review any conditions attached to the offer to donate. If the Inmate Programs Manager deems the conditions appropriate, with the concurrence of the Custody Captain, the Inmate Programs Manager shall prepare a letter to the Board Of Supervisors requesting acceptance of the donation.

2. When the Board of Supervisors approves acceptance of the donation, a Management Services Accounting Technician shall deposit cash donations into the treasury, designated for the Inmate Welfare Fund.

3. The Inmate Programs Manager shall inform the party making the donation of the decision made by the Board of Supervisors.

**Controlling Revenues and Expenditures**

The Inmate Programs Manager shall review all requests for expenditures from the Inmate Welfare Fund and shall only forward requisitions to Management Services for justified expenses. The requests for expenditures shall be consistent with the financial plan. The Inmate Programs Manager may request minor expenditures that are not in the financial plan. Expenditures for salaries or supplies that cost $300.00 or more, which are not included in the financial plan, and expenditures for fixed assets not included in the financial plan, must be approved by the Captain of Custody.

A Management Services analyst shall review all requisitions and requests for Cal Card purchases for accounting control and to further ensure that all expenditures are justified and are performed according to County Purchasing Manual requirements.

All revenue payments shall be addressed to the Management Services Division. A Management Services Accounting Technician shall prepare all monies for deposit into the County Treasury, designated to the Inmate Welfare Fund. The Accounting Technician will route a copy of each treasury deposit receipt to the Inmate Programs Manager.

The Management Services Division shall maintain detailed records of all revenues and expenditures, shall make those records available to the Inmate Programs Manager upon request, and shall balance the detailed records against the monthly revenue and expenditure reports provided by the County Auditor. A copy of County Auditor's Revenue and Expenditure Summary report made available each month to the Inmate Programs Manager.

The Custody Division Management Analyst shall access CAPS and review the monthly reports of revenue and expenditures to ensure correctness and to maintain an awareness of the fund condition. Any unresolved accounts or issues shall be reconciled as soon as practical. The Director of Administrative Services shall route a copy of the monthly Revenue and Expenditures report to the Captain of Custody.

**Inmate Programs**

Proposals for new inmate programs, which require funding by the Inmate Welfare Fund, must be presented to the Captain of Custody in writing. The written proposal must include the following elements:

1. An explanation showing the benefit to inmates that would be provided by the program,

2. An explanation demonstrating that the expenditures would be consistent with Penal Code and with Title 15.

New program proposals will be considered by the Captain of Custody based on the Captain's judgement as to the need, expected program effectiveness, cost effectiveness, fund balance, as well as the programs possible impact on security. Final approval for new programs shall come from the Sheriff-Coroner.

Programs may include purchasing items from the commissary for inmate rewards and prizes as authorized by the Captain of Custody.

**Annual Report**

A Management Services Accounting Technician shall compile an annual Revenue and Expenditure report each October for the previous fiscal year. A second Accounting Technician will review the amounts listed on the report for accuracy.

The Inmate Programs Manager shall draft a brief narrative describing the services provided during the year that were associated with the expenditure report. The narrative shall list the major program components and the number of paid and volunteer staff that provided the services. The draft will be reviewed by the Captain of Custody for completeness, prior to publication.

The Inmate Programs Manager shall submit copies of the annual report to: Sheriff-Coroner, Assistant Sheriff of Custody, Captain of Custody, Management Services Analyst, Board Of Supervisors, County Administrator, County Treasurer, and the County Auditor. Copies shall be posted in each facility.

The Inmate Programs Manager shall make the annual report available to inmates and the public.

**Audit**

The Inmate Welfare Fund biennial audit will no longer be required due to the 1998 repeal of California Code of Regulations, Title 15, Section 1043.

**Inventory Control**

The Inmate Programs Manager will be responsible for insuring proper use and disposition of property purchased with Inmate Welfare Funds. The Captain of Custody should be immediately notified of any improper uses of such property.

No item purchased with Inmate Welfare Funds shall be moved, repaired, disposed of, replaced or otherwise tampered with, without first notifying the Inmate Programs Manager.

Staff shall report items that are damaged beyond repair, destroyed or lost to the Inmate Programs Manager for final disposition. Items disposed of shall be appropriately removed from the Inventory Control Log.

An inventory of fixed assets and other equipment purchased with Inmate Welfare Funds shall be done annually. The Inmate Programs Manager will maintain a copy of the annual inventory. Discrepancies shall be reported to the Captain of Custody.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 1.2.0 | SUBJECT: 1.2.2 |
|---|---|
| FISCAL MANAGEMENT | **INMATE FUNDS** |
| Date Issued: 09/01/94 | Date Revised: 06/10/10 |



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office that inmate money shall be accurately accounted for, and that inmates will be allowed access to their personal funds.

**References of Authority**

Government Code. Section 26642

**Confiscated Money**

Inmates housed in the San Joaquin County Jail are not allowed to have money in their possession. Any money discovered on an inmate during a body search or room search shall be confiscated. Line staff will prepare an incident report. The mere possession of any amount of money is a violation of facility rules and may result in some form of discipline. The money will be deposited in the County General Fund.

**Unclaimed Money**

Unclaimed money left on deposit in an inmate's account will be transferred to the County General Fund in the following manner:

1. When an inmate is released from custody, unclaimed money will be held a minimum of one year after the date of release, or 120 days after notice has been sent to the inmate's last known address
2. Unclaimed money, as a result of inmate death, will be held 120 days after notice has been sent to the inmate's last known next of kin. If there is no next of kin, the money will be held a minimum of five years after the date of death.

**Money Deposits by Visitors**

All inmates, regardless of housing assignment, will be permitted to have an unlimited amount of money in their account.

Visitors will be able to deposit money in an inmate's account 24-hours a day. Visitors will be required to use the kiosk in the 24 hr, South Jail & Honor Farm lobbies to deposit money in an inmate's account.

**Money Draws**

Inmates will be able to draw money from their money accounts for the following reasons:

1. Posting cash bail

2. Purchasing commissary

3. When released from the custody facility

4. Releasing money to a third person (one time only during incarceration)

    A. Inmates who wish to release money may request a "Release of Inmate Funds" form from their housing officer.

        1. Upon issuing a release form, the issuing officer shall direct the inmate to submit the completed form directly to a housing officer.

    B. The housing officer that receives a completed release form will be responsible for verifying that the inmate's information on the release form matches that of the inmate submitting the form.

    C. After proper verification, the housing officer shall:

        1. Create an ATIMS note (using ROIF as the type code) indicating that a release form was received and verified.

        2. Attach the ATIMS note to the release form and forward it to the Duty Sergeant.

    D. The Duty Sergeant will forward all completed release forms to the fiduciary clerk.

**Procedures**

Procedures provide specific instructions for the handling of inmate funds. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer to:**

**San Joaquin County Sheriff's Department Custody Division Policy and Procedures**
4.1.4 Preparation for Housing (Property Inventory at the Booking Counter)
8.6.1 Commissary Services

**Inmate Orientation and Rule Book**
General Information K. Inmate Money

## HONOR FARM
## HANDLING OF INMATE MONEY AT THE SENTENCED FACILITY

1. INMATES WITH CASH MONEY

   A. Inmates at the sentenced facility are not allowed to possess any cash money.

   B. In the event cash money, sent via the mail, is missed in the mailroom and it is received in the housing unit:

      1) The Housing Officer will access CJIS program MAINTAIN DEPOSIT/WITHDRAWAL OF INMATE FUNDS (IMMNTFND).

         a. Enter the inmate booking number and select Deposit ENTER

         b. Enter the amount of cash money and enter a reason (Received via mail) ENTER

         c. Press the screen print key twice to print two receipts.

         d. Give the inmate a receipt and place a receipt with the money into a clear plastic bag.

         e. Give the moneybag to the Duty Sergeant.

2. HONOR FARM SERGEANT

   A. The Honor Farm Duty Sergeant will take the bags to the Custody Records Clerk.

   B. Prior to taking the bag, the Honor Farm Duty Sergeant will clear the employee's account.

   C. Print a copy of the EMPLOYEE'S FINANCIAL LOG by using CJIS program RESET EMPLOYEE FINANCIAL LOG.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use good judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in the policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 1.4.0 | SUBJECT: 1.4.2 |
|---|---|
| INMATE INFORMATION | **POPULATION MANAGEMENT** |

Date Issued: 09/01/94 Date Revised: 03/25/19
Date Reviewed: 03/25/19 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to utilize the Superior Court Order #43450, allowing the release of inmates, when all other forms of legal release methods have been exhausted.

**References of Authority**

PC 853.6, 1203.016, 1208, 4018, 4019, 4024.2

**General Information**

The San Joaquin County Sheriff's Office custodial facilities are allowed to house no more than 1,585 inmates under Superior Court Order #43450. Recognizing that each segment of the county's criminal justice system impacts the nature and size of the jail inmate population, the Sheriff's develops and uses alternatives to incarceration as a component of population management. Each program developed as an alternative to incarceration is designed with the public's welfare, safety, and security as a priority.

On an ongoing basis, every inmate in the San Joaquin County Jail will be evaluated by custody staff for an alternative to incarceration. To better maximize the use of manpower and available bed space, all inmates shall be released when it is determined that they are eligible for one of the Sheriff's release programs.

Legal forms of alternatives to incarceration used by the Sheriff's office are:

1. Cite and Release
2. Alternative Work Program
3. Home Detention
4. Work Furlough/School Furlough
5. County Parole
6. Court Order

The custodial facilities are designed, staffed and operated to house separate specific classifications of inmates. [redacted]

**John J. Zunino Jail Complex**

1. [redacted]
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.

**Honor Farm**

1. [redacted]
2.
3.
4.
5.
9.

When all approved release programs are unable to bring the jail inmate population down to the required levels, the Sheriff's Office shall use the procedures outlined in Superior Court Order #43450 to aid in managing the pre-sentenced and sentenced inmate population. To determine an inmate's eligibility for release, the court order uses an twelve-step program based on severity of charges, amount of bail, length of time in custody, job performance, and hold status.

**Refer to**:

**Superior Court of California, County of San Joaquin**
Court Order #43450

**San Joaquin County Sheriff's Office Custody Division Policy and Procedures**
3.2.4 Alternatives to Incarceration

SECTION: 2.1.0

EMERGENCY CRITICAL RESPONSE

SUBJECT: 2.1.1

**CUSTODY DEATHS**

Date Issued: 09/01/94

Date Revised: 03/27/19

Date Reviewed: 03/27/19



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to initially treat all in-custody deaths as a crime until it is determined otherwise. Custody Administration shall have procedures in place to ensure that proper notification is made to all necessary state and local agencies in the event of an in-custody inmate death.

**References of Authority**

| | |
|---|---|
| PC | 5021 |
| GC | 12525 |
| Title 15 | 1046 |

**General Information**

**Inmate Deaths**

In all inmate death cases, the Captain of Custody and the Assistant Sheriff of Custody will personally be notified via chain-of-command.

Custody Staff will secure and preserve the scene and all evidence as if it were a homicide. This includes instruments and/or materials used to effect death.

In cases where cessation of life is not obvious, life saving measures (CPR, First Aid) will be administered immediately. Appropriate emergency life saving measures will be continued and the inmate immediately transported to the [redacted] Hospital [redacted] for medical treatment.

In cases where death has already been determined by a physician, or Coroner Division, or death is obvious, such as post-mortem lividity or rigor mortis, the body will not be disturbed or moved from the scene until approved by and at the direction of Coroner's Division personnel.

Facility Line Staff will not make any public comment regarding the situation or the individuals involved and will refer all inquiries to Custody Administration.

The Coroner's Division is responsible for the notification of next-of-kin on any inmate death. In the event of a homicide, the Investigations Division will make the notification. In the event that Custody Administration receives an inquiry from next-of-kin, they shall either get a telephone number or have the inquirer stand by until they can contact the appropriate Division for direction.

[redacted]

**Crime Scene and Evidence Control**

The Duty Sergeant or the primary officer will assume command of the incident and do the following:

1. Provide medical attention, if necessary:
   - A. Render CPR and/or First Aid
   - B. Call for medical response
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. [redacted]
   - A. [redacted]
7. At no time shall any possible suspect, victim, or witness be interviewed/interrogated or admonished of the Miranda Warning by custody officers.
8. Involved officers may ask questions related to the safety and security of other officers, inmates, or the security of the facility.
9. [redacted]
10. [redacted]

The Protocol Team or the Investigations Unit will assume command of the crime scene upon arrival.

[redacted]

**Reporting Requirements**

The responsible Facility Commander and the Captain of Custody will be notified as soon as an in custody inmate death is discovered by custodial personnel. The Captain of Custody will make notification of the in-custody inmate death to the Captain of Investigations.

The Captain of Investigations, or his designee, will notify the San Joaquin County District Attorney's Office of the in-custody inmate death. The initial report may be made any time of the day or night to the Deputy District Attorney assigned to in-custody inmate deaths. Should that Deputy District Attorney be unavailable, notification shall be made to the on-call Deputy District Attorney in charge of homicides.

The initial notification shall include an outline of all pertinent facts known at the time the report is made and all persons to contact. The Homicide Sergeant will also include in his initial report any other information he feels is relevant.

Within eight hours from the discovery of the in-custody inmate death, the Homicide Sergeant will prepare a written report as a supplement to his initial report. The report shall include all circumstances and details of the inmate death that are known at the time the report is prepared, names of all persons involved in the death, and all persons with knowledge of the circumstances surrounding the inmate death.

**Custody Reporting**

For each in-custody death the Administrative Lieutenant is responsible for the submission of the Death Report Form to the Bureau of Justice Statistics Deaths in Custody Report Program (DCRP).

**County Counsel Notification**

The Captain of the Custody Division will be responsible for notifying the San Joaquin County Counsel of the in-custody inmate death. He shall give County Counsel an informal briefing of the incident and supply them with requested documentation.

**Documentation**

The Facilities Lieutenant will initiate a file on the in-custody inmate death. When completed, the file will be maintained by the Administrative Lieutenant. The file will include, but not be limited to the following:

1. Booking/Arrest Report
2. Medical Screening Form
3. Classification File
4. Property Report
5. Incident Report
6. Supplemental Incident Report when applicable
7. Crime Report
8. Supplemental Crime Report
9. Memos Pertaining to Incident
10. Coroner's Case w/Autopsy Report
11. Transcript of Inquest (if needed) 12. Medical Chronology.
13. Deaths in Custody Check List
14. CJIS Display In-Custody Inmates List
15. Written Memo from Duty Sergeant

**Medical Review**

Every in-custody inmate death shall be examined by a medical review board. The Medical Review Board shall consist of the Facility Manager, the Health Administrator, the responsible physician and other health care and supervision staff who are relevant to the incident. The Medical Review Board shall conduct an initial review of every in custody death within 30 days. Deaths shall be reviewed to determine the appropriateness of clinical care; whether changes in policies, procedures, or practices are warranted; and to identify issues that require further study.

**Release**

At the appropriate time, the Facility Commander will authorize the Duty Sergeant to have the deceased inmate released from the jail management system. The Release Officer will use standard release procedures to remove the deceased inmate from ATIMS.

**Procedures**

Procedures provide specific instructions on routine institutional operations and emergency security procedures. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer to:**

**San Joaquin County Sheriff's Office Policy Manual 360**

**San Joaquin County Sheriff's Office Custody Division Policies and Procedures**
2.1.2 Facility Emergency Plans
2.1.4 Medical Emergencies
2.1.7 Crime in the Facility

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedure. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

| SECTION: 2.1.0 | SUBJECT: 2.1.2 |
|---|---|
| EMERGENCY RESPONSE AND CRITICAL INCIDENTS | **FACILITY EMERGENCY PLANS** |



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to be prepared for any emergency situation, unusual occurrence, or disturbance that may arise in the jail facility.

**References of Authority**

PC 148.1(d), 4574, 207, 210.5, 404(b), 4532, 4537, 4011.5

Title 15 1012, 1029

**Definitions**

**Bomb Threat Checklist**
Form used to document descriptive information about a bomb threat.

**Emergency**
Any significant disruption of normal facility procedures, policies, or activities caused by riot, fire, earthquake, attack, strike, or other emergent condition.

**EOD**
Sheriff's Explosive Ordinance Detail

**Hostage**
Any staff member, citizen or inmate held against his will by another person for the purpose of escape, monetary gain or any reason which may place an individual in danger of losing life or suffering serious bodily injury.

**Logistics**
The military science of procuring, maintaining, and transporting material and personnel.

**Major Disturbance**
A disturbance involving numerous inmates where the situation is out of control.

**Minor Disturbance**
A disturbance involving a minimal number of inmates who can easily be controlled when immediately acted upon.

**Multi-Casualty/Disaster Incident**
An emergency incident involving any number of injured persons, which may over-utilize the rescue and medical resources of the responsible agencies within a portion of the county. An incident could be a fire, earthquake, bomb, epidemic, riot, or mass arrest.

**Negotiation**
Establishment of effective communication between a trained negotiator and inmate leaders/hostage-takers to affect the safe return of hostages.

**Riot**
When an inmate, with two or more other persons, actively participates in violent conduct that creates grave danger of damage to property or injury to persons and substantially obstructs the performance of facility functions, or commands, induces, entreats, or otherwise attempts to persuade others to engage in such conduct.

**Triage**
The process of sorting casualties on the basis of the urgency and type of condition presented.

**General Information**

There are emergency plans designed for specific emergencies. These plans must be followed in order to maintain a situation where safety and life is protected at its best.



[redacted]

**Bomb Threat**

Most bomb threats are telephoned in, announcing that a bomb has been placed within the jail or its surrounding areas. Mailing a letter or note is another typical way bomb threats are conveyed. Although most threats are just that, every bomb threat must be taken seriously.

[redacted]

1. [redacted]

2. [redacted]

3. [redacted]

1. [redacted]
2.
3.

[redacted]

**Inmate Escapes**

[redacted]

[redacted]

**Evacuation**

[redacted]

[redacted]

[redacted]

**Inmate Disturbance/Riot**

[redacted]

1. [redacted]
2.
3.
4.
5.

[redacted]

[redacted]

All involved officers shall make every attempt to achieve control using verbal skills, warnings, and persuasions. If all verbal attempts to achieve control of the situation are met with resistance and physical force is used, the degree of force will be reasonable and will not exceed the amount of force necessary to resolve the situation. [redacted]

[redacted]

[redacted]

[redacted]

First aid and medical treatment will be given to persons injured in the disturbance. [redacted]

An officer from Patrol Division will be requested by the Duty Sergeant to respond to complete the DR for criminal charges against the ringleaders and agitators.

Once the disturbance or emergency has been resolved, the Housing Officer who initiated the call for assistance will complete an incident report and forward it to the Duty Sergeant before the end of the shift. All officers involved will complete supplemental reports and forward them to the Duty Sergeant before the end of the shift.

**Inmate Hunger Strike**

In the event of a hunger strike by inmates, the Duty Sergeant or Facility Commander will attempt to resolve the situation by communicating with inmates to determine the problem and a possible solution. Should the hunger strike continue for more than twenty-four hours, Correctional Health Care staff will be advised and will check the physical well-being of the inmates daily to determine medical care needed.

**Hostage**

**Medical Emergency**

Line officers are trained in both basic first aid and cardiopulmonary resuscitation. In case of emergency, the officer might be the first responder.

Correctional Health Care will evaluate whether the inmate can be treated in the jail or if an ambulance is required.

[redacted]

**Emergency Inmate Lockdown**

In any emergency, the easiest way to deal with the situation on hand will be to have inmates who are not involved in the immediate situation locked down. [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

**Natural Disaster**

With the possibility of a natural disaster, staff will provide for the security and welfare of staff, inmates, and visitors by implementing evacuation and medical emergency procedures. [redacted]

[redacted]

The Captain of Custody, or his designee, will conduct the emergency plan and oversee the project. Security is of the utmost importance. [redacted]

**Multi-Casualty Plan**

[redacted]

[redacted]

1. [redacted]
2.
3.

[redacted]

**Fog and Adverse Weather**

During the cold season in the San Joaquin Valley, the fog can be very thick. [redacted]

**Procedures**

Procedures provide specific instructions for emergency procedures. Staff will be trained in these procedures, and will read and follow the guidelines provided.

**Refer to:**

**San Joaquin County Sheriff's Department General Order Manual**

A-7 Explosive Ordinance Disposal
A-9 Critical Incident Management Team
I-1 Bomb Threat-Sheriff's Operation Building
Evacuation-Bomb Threat
Checklist

**Public Screening Officer Procedure Manual**

**San Joaquin County Sheriff's Department Custody Division Policies and Procedures**

2.1.3 Emergency Response
2.1.4 Medical Emergencies
2.1.5 Escapes
3.1.7 Key Control
3.1.9 Inmate Count
3.1.14 Facility Access

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

## TRANSPORTATION
## RESPONSE TO DISTURBANCES AND EMERGENCIES

EMERGENCY RESPONSE

[redacted]

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Department*
## Custody Division
## Policies and Procedures

| SECTION: 2.1.0 | SUBJECT: 2.1.3 |
|---|---|
| Emergency Response and Critical Incidents | **Custody Emergency Response Team** |
| Date Issued: September 2007 | Date Revised: 09/14/15 Page 1of 11 |

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to have a group of officers assigned to Custody trained to respond to critical incidents and emergency situations within the custody environment. The Custody Emergency Response Team shall be used for emergency situations when deemed necessary to subdue an individual inmate, restore order to a disruptive group or for the protection of others and property.

**References of Authority**

United States Constitution:
Eighth Amendment

San Joaquin County Sheriff's Office Polices

Title 15 Sections:
1020, 1025

**Definitions**

**Taser X26** is a less lethal device, which uses propelled wires to conduct electrical energy, which overrides a subject's central nervous system, incapacitating the subject

The **FN303 Less Lethal Launcher** is a semi-automatic rifle that utilizes compressed air to launch a plastic frangible round that fragments on impact and disperses Oleoresin Capsicum (OC), glycol (water), washable or indelible paint.

**FN303 Less Lethal Launcher** projectiles are fin stabilized liquid projectiles made of frangible plastic designed to break upon contact with a muzzle velocity average of 280-300 feet per second. The **FN303 Less Lethal Launcher** combines kinetic impact with Oleoresin Capsicum.

**Less-Lethal Shotgun** launcher is a semi-automatic rifle that utilizes a 12 gauge load in order to launch a variety of less-lethal rounds, Rubber non penetrating rounds and a variety of other less-lethal munitions design to gain compliance without causing death or serious bodily injury on impact.

**General Information**

**CUSTODY EMERGENCY RESPONSE TEAM MISSION**

The purpose of the Custody Emergency Response Team (CERT) is to enhance the security and safety of the San Joaquin County Sheriff's Office Jail Facility operations while limiting the liability of the County by providing highly trained Operators to respond to various emergencies and security threats. [redacted]

The use of the CERT Team may become necessary and justifiable in situations of control, protection of others, protection of inmates, and the protection of property when lesser means of resolving a situation have failed or are impracticable. When activated the CERT Commander and designated Team Leader are responsible for direct control of team operators and tactical operations for the duration of the incident.

The use of force, tactical equipment, and restraint devises will be used as a control measure when necessary. The improper and overzealous use of force is prohibited. All staff shall comply with the San Joaquin County Sheriff's Office Policy "Lexipol 300 Use of Force".

**ADMINISTRATION**

CERT is ultimately responsible to the Sheriff, Assistant Sheriff of Custody. The Captain of Custody, CERT Commander, CERT Executive Officer, Team Leaders, and Operators are involved in decision making as appropriate. The Operator selection process is at the discretion of the Captain of Custody in conjunction with the CERT Commander. Cross training with CERT (SWAT, HNT) trains for proficiency in as many probable scenarios as possible. [redacted]

**CERT STRUCTURE**

1. The Custody Emergency Response Team consists of both Tactical and Non-Tactical elements. [redacted]

2. The CERT Commander is responsible for the overall management of the Custody Emergency Response Team and for coordinating CERT functions with division leaders as well as incident commanders during emergencies.

3. The CERT Executive Officer is responsible to fulfill the duties and responsibilities of the CERT Commander when the CERT Commander is out of town for business related activities, or unavailable due to use of personal leave. The Executive Officer assists the Commander with the overall management of the Custody Emergency Response Team.

4. CERT Team Leaders are responsible for coordinating the training and deployment of their assigned team operators. When possible, team assignments are adjusted regularly to allow Team Leaders and Operators to work the same schedule. The CERT Commander recommends individuals to become a Team Leader. Recommendations are subject to the approval of the Captain of Custody.

5. CERT Operators are Correctional Officers who are responsible for emergency response and call-back functions as well as other duties assigned by the CERT Commander, or Team Leaders (e.g. equipment manager, munitions specialist, weapons specialists, trainers, etc.).

6. Incident Commander shall communicate with Custody Emergency Response Team through the CERT Commander, or designated Team Leader. CERT Operators are responsible to the CERT Commander and Team Leaders who are appointed by the Captain of Custody. Other specialty assignments within the CERT structure are determined by the CERT Commander and Team Leader and are subject to the approval of the Custody Division Commander.

7. CERT is strictly a voluntary assignment. Team Operators receive no additional pay for their participation in CERT. When a position(s) is open, correctional officers may apply for CERT regardless of their regular duty assignment.

**CRITERIA/SELECTION PROCESS**

1. CERT Operators are selected on an as needed basis. When an Operator is needed, the CERT Commander notifies the Captain of Custody and a selection process is implemented. Any Correctional Officer that meets the following criteria may apply:

A. Meets the needs of the agency and the needs of CERT, as determined by the Captain of Custody
B. Successfully completed academy and custody training program
C. Successfully completed one-year probationary period.
D. Achieved a "Satisfactory" on his/her last two evaluations.
E. No pending disciplinary actions and no record of disciplinary actions for excessive use of force for at least one year prior to the open date (does not include informal counseling).
F. Maintain overall physical conditioning that allows for rigorous training and duties (this is subject to a test determined by the CERT Commander). Candidates must meet the minimum qualifications and any "Bonafied Occupational Qualifiers" (e.g. physical agility, load carrying, etc.) to be considered for assignment for the CERT.

2. The overall selection process may include any or all of the following. The candidate(s) who scores the highest overall, and considered acceptable by the Captain of Custody and the CERT Commander, may be approved for service on the tactical team. The selection process may include but is not limited to the following:

A. Interview of candidate by the CERT Commander and Team Leaders.
B. The Interview may include questions about use of force, scenarios, Policy and Procedure regarding CERT, or other appropriate subjects.
C. The interview is also designed to measure candidates' ability to communicate effectively.
D. Successful completion of a physical agility test designed to evaluate strength, stamina and flexibility.
E. Review of work history by CERT Commander, Executive Officer, and Team Leaders.

3. Negative Employee Management or Personnel Record File entries may be grounds for denial. Positive entries may be taken into consideration when candidates have closely matched qualifications.

A. Interview of candidate's past two supervisors to determine
B. Suitability in matters such as prior involvement in additional duties and assignments (e.g. volunteering for additional assignments or other details
C. Dependability (e.g. sick calls, late for work)
D. Demeanor toward other staff, the public, and inmates
E. A description of the candidate's performance during any emergencies to which he or she responded.

4. The CERT Commander meets with the Captain of Custody for final selection. The Captain of Custody must approve any appointment to the CERT prior to formal assignment.

5. The CERT Commander may recommend to the Captain of Custody suspension or removal of any

CERT Operator for reasons, which include but not limited to:

A. Consistently missing training
B. Failure to maintain training/physical fitness standards
C. Failure to perform CERT functions
D. Missing call-backs, etc.

**WEAR AND APPEARANCE OF THE UNIFORM**

1. CERT unit personnel shall wear the same uniform and are required to wear it in the same manner. This conformity of dress style is the basis for sound order and discipline along with the uniform appearance of the CERT Unit.

2. CERT unit personnel must maintain, at all times, complete mandatory clothing and equipment in serviceable condition. In the event you have a piece of equipment that is non-serviceable you are to contact your Team Leader for permission to contact the assigned Quartermaster for replacement items.

3. Each member of the CERT unit must maintain high standards of dress and personal appearance. As representatives of the Agency and the CERT Unit, it is imperative that all members present a neat and well-groomed appearance to their fellow staff members and to the public.

4. Further, the need for personal cleanliness, safety and proper wear of the uniform on the part of all CERT unit members requires that certain minimum standards be established. All CERT unit personnel must comply with the following standards:

   A. Uniforms must be kept clean, neat, with correct design and specification, and in good condition. Uniforms must be kept buttoned (including pockets), and shoes must be shined and in good repair. Badges, insignia, belt buckles, and other metallic devices must be maintained in the proper luster and condition. Articles such as wallets, pencils, pins, jewelry, etc. must not be worn or carried exposed on the uniform. Conservative sunglasses may be worn but not while training or in a drill or formation.

   B. Hair must be neat, clean, trimmed, tapered, and present a well-groomed appearance. Hair in front must protrude below the band of properly worn headgear. In no case will the bulk or length of the hair interfere with the proper wearing of any authorized headgear.

   C. Sideburns must be neatly trimmed and tapered in the same manner as the haircut. Sideburns must not extend below the lowest part of the exterior ear opening.

D. A neatly trimmed mustache is permitted.

E. Beards and Goatees are prohibited.

F. Any change to this policy must be in writing from the Chief of CERT Operations. It shall be the responsibility of all CERT Operations Unit members to comply with these standards.

**TRAINING**

1. CERT Operators will not be authorized to use emergency or tactical equipment without first demonstrating their proficiency after completion of CERT Basic Operations course.

2. CERT Operators will be certified in the use of impact weapons in accordance with department General Orders. This certification will include a written test and a demonstration of proficiency with weapons.

3. All CERT Operators must be certified in the appropriate use of specialty impact munitions prior to being authorized to use them. CERT Operators must pass a written test and demonstrate their proficiency on an annual basis.

4. All CERT Operators will be trained in the proper deployment of distraction devices prior to being authorized to use them.

5. All CERT Operators must be certified in the appropriate use of chemical agents prior to being authorized to use them. CERT Operators will not be authorized to use chemical agents without a directive from the CERT Team Leader. The intention of this directive is to eliminate cross contamination between CERT Operators and the inmate.

6. All CERT Operators must be certified in the appropriate use of Electronic Control Devices (ECD) prior to being authorized to use them. ECD's will only be deployed by CERT Operators in accordance with Custody Policy.

7. Tactical equipment will be used by certified CERT Operators only when authorized.

8. CERT training shall be conducted at a minimum of 8 hours on a monthly basis and can include but not be limited to one or more of the following:

A. The use of CERT equipment

[redacted]

**C. Defensive Tactics techniques**

[redacted]

F. Fire and Life Safety equipment training

[redacted]

I. Other training as required

9. CERT Operators will be required to demonstrate a high level of proficiency utilizing all forms of emergency and tactical equipment.

10. The CERT Commander will review and approve training outlines, exercises, and training records.

11. The CERT Team Leader will document the attendance of CERT Operators participating in training sessions and forward the documentation, along with the training outline to the CERT Commander. The CERT Commander will forward the training outline to the STC Training Unit for documentation in individual training files.

12. CERT, SWAT, and HNT will participate in training exercises as deemed appropriate by the CERT, and SWAT Commanders.

13. Operators are notified of training as far in advance as possible. Team Leaders are responsible for notifying their team Operators.

14. The CERT Commander may consult with the Executive Officer, Team Leaders, and the Custody Training Manager to develop and submit to the Captain of Custody an annual CERT training plan for the fiscal year. The training plan may include but will not be limited to the type of training to be provided and resources required.

15. The CERT Commander shall submit a quarterly report to the Captain of Custody detailing the status of:

A. Training Recommendations
B. Nature of response Times activated
C. Outcomes/Resolutions

**ACQUISITION, STORAGE, MAINTENANCE, AND TRANSPORTATION OF CERT EQUIPMENT**

1. The CERT Commander prepares an annual budget for CERT equipment and submits the budget request to the Captain of Custody. The CERT Commander may assign any or all CERT Operators to assist in the budget process.

2. The CERT Commander will assign a CERT Operator as Quarter Master to properly store and maintain general use equipment [redacted] The Quarter Master is responsible for maintaining receipts and other documentation relating to equipment issue as well as requesting replacements for lost or damaged equipment.

3. Equipment that is assigned to individual CERT Operators must be cleaned and maintained by the operator to whom the equipment is assigned. Each Operator must sign a receipt for Custody Division issued equipment. If a CERT Operator leaves the team for any reason, he or she must return all Custody Division equipment in the best condition possible.

4. CERT Operators may desire or be required to purchase additional equipment (e.g. boots, equipment belt, etc.). This equipment is owned and maintained by the CERT Operator and is their responsibility. Personal equipment must meet the approval of the CERT Commander.

5. [redacted]

**STAND-BY**

[redacted]

**ACTIVATION OF CERT**

[redacted]

[redacted]

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. [redacted]
7. [redacted]
8. [redacted]
9. [redacted]
10. [redacted]
11. [redacted]

**AUTHORITY TO ACTIVATE CERT**

1. The CERT Commander will activate CERT. Command and authority of the tactical operation of the team is the responsibility of the CERT Commander or designated Team Leader. Overall responsibility for managing the incident remains the responsibility of the Captain of Custody or his designee.

2. [redacted]

3. [redacted]

4. [redacted]

5. [redacted]

[redacted]

6. [redacted]

**COMMUNICATIONS**

1. [redacted]

2. [redacted]

3. [redacted]

**TACTICAL COMMAND POST**

1. [redacted]

2. [redacted]

**INTER-AGENCY OPERATIONS**

1. The CERT works with the various divisions and sections within the San Joaquin Sheriff's Office to ensure unified responses to emergencies and incidents. CERT trains with the various divisions and sections when possible, to ensure responses are consistent and well organized. The CERT Commander may arrange with the Custody Training Manager to coordinate drills and other training exercises within the San Joaquin County Sheriff's Office.

2. The CERT works with other agencies (e.g. Police, Fire, EMS, etc.) to ensure emergencies are met and resolved through cooperative effort. The CERT Commander may communicate with other emergency services liaisons to arrange joint training and exercises when possible.

3. In addition to working with other agencies, the San Joaquin County Sheriff's Office CERT works with other emergency response agencies and teams to improve training and cooperation, and to ensure that the latest techniques are available. This includes sharing training sites and exchanging communication and emergency response methods.

4. The CERT Commander or designated Team Leader may arrange to borrow or loan equipment between the San Joaquin County Sheriff's Office and other agencies. The equipment Quarter Master is responsible for documenting such exchanges.

**NEGOTIATIONS MANAGEMENT TEAM**

1. Refer to the San Joaquin County Sheriff's Policies, and HNT Manual

2. [redacted]

**CERT OPERATIONS -TIER 1 POLICY**

Tier 1 CERT operations are confined to the San Joaquin County Sheriff's Office Detention Facilities and its immediate surroundings. Since every conceivable emergency cannot be accounted for, the following procedures are considered a guideline rather than rigid procedures. [redacted]

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 2.1.0 | SUBJECT: 2.1.4 |
|---|---|
| EMERGENCY RESPONSE AND CRITICAL INCIDENTS | **MEDICAL EMERGENCIES** |
| Date Issued: 09/01/94<br>Date Reviewed: 06/09/14 | Date Revised: 04/01/14 Page 1 of 9 |

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office for all Custody Division staff to respond swiftly and efficiently to any medical emergencies involving inmates, staff and/or visitors in the facility, and to make every effort to preserve life.

**References of Authority**

Title 15 1200, 1204, 1214, 1220

**Definitions**

**CPR**
Cardio-Pulmonary Resuscitation

**Medical Emergency**
A physical condition with serious or life-threatening conditions which must receive immediate medical care.

**Serious Injury**
An injury likely to produce death or irreversible damage to a person if left untreated

**General Information**

**Man Down Emergencies**

**First Responder**

Security staff will respond to all medical emergencies, whether it as a first responder or as aid to the Correctional Health Services staff that have initially responded. If the officer is the first responder, they will become the primary officer. [redacted]

[redacted]

1. [redacted]
2.
3.
4.
5.

[redacted]

[redacted]

[redacted]

[redacted]

The Housing Officer will work in concert with Correctional Health Services until the emergency is resolved.

The Housing Officer will be responsible for writing an incident report once the emergency is over. An escort/security officer will assume the Housing Officer's duties (if available) while he writes the incident report.

The incident report will be forwarded to the Duty Sergeant before the end of the shift.

**Medical Response**

[redacted]

**Jail Central Control Response**

[redacted]

**Transportation Response**

[redacted]

**First Aid Kits**

First-aid kits will be available for security staff and Correctional Health Services staff if needed. The Correctional Health Services physician will approve the contents, number, location and procedures for periodic inspection of the first-aid kits.

[redacted]

A list of the required items will be kept in each first aid kit. When the contents require immediate replacement, Officers will notify the Clinic Officer and/or Correctional Health Services. At the direction of the Facilities Lieutenant, the Clinic Officer will inventory and replace missing items on a bi-annual basis to each facility.

The contents shall consist of:

2 Rescue Breather masks
5 pr. gloves
25 325 mg. aspirin
3 eye pads
2 cold packs
1 tweezers
5 gauze roll (2 inch)
4 burn ointment packs
1 eye wash
1 tape
2 ammonia inhalants
20 band-aids
10 alcohol prep pads
5 antibiotic ointment packs
5 sterile gauze pads

**Documentation**

The officer initiating the medical emergency is the primary officer. The primary officer will write an incident report when the emergency is over. All assisting officers will write supplemental incident reports. The incident report will be forwarded to the Duty Sergeant at the end of the shift.

**Notification**

In case of serious injury to an inmate, life saving measures (CPR and First Aid) will be administered immediately. [redacted]

**Procedures**

Procedures provide specific instructions for medical emergencies. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer to:**

**Correctional Health Services Policy and Procedures Manual**
316 Medical Emergencies
107 Notification of Next of Kin in Inmate Death

Visiting SOA Manual
14.0.20 Emergencies and Disturbances

**San Joaquin County Sheriff's Office Custody Division Policy and Procedures Manual**
2.1.1 Custody Inmate Deaths
2.1.7 Crime in the Facility

## BOOKING VEHICLE ARENA
## MAN DOWN EMERGENCIES

1. [redacted]

   A. [redacted]

   [redacted]

2. [redacted]

   A. [redacted]

   B. [redacted]

3. [redacted]

4. The Pre-book Officer will generate an incident in CJIS.

## FACILITY
## MEDICAL EMERGENCIES

1. [redacted]

   A. [redacted]

   B. [redacted]

   C. [redacted]

      1) [redacted]

      2) [redacted]

      3) [redacted]

      4) [redacted]

   D. [redacted]

   E. Notify the Duty Sergeant and follow any directions.

   F. [redacted]

   [redacted]

## TRANSPORTATION OFFICE
## MAN DOWN EMERGENCIES

MEDICAL RESPONSE:

1. [redacted]

OFFICER RESPONSE:

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. [redacted]
7. [redacted]

DOCUMENTATION:

1. Responding Transportation staff will be responsible for writing an incident report once the emergency is over.

2. The incident report will be forwarded to the Transportation Sergeant and/or the Jail Core Duty Sergeant before the end of the shift.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use good judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policy and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 2.1.0 | SUBJECT: 2.1.5 |
|---|---|
| EMERGENCY RESPONSE AND CRITICAL INCIDENTS | **INMATE ESCAPES** |

Date Issued: 02/21/01 Date Revised: 04/01/14 
Date Reviewed: 05/28/14

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Custody Division to investigate and document all escapes and escape attempts from the custody facilities, inmate work sites, and the Transportation Unit.

**References of Authority**

Penal Code 4532

Sheriff's Office Policy Manual 300 Use of Force

**Definitions**

**Cal-Trans Work Crew**
Inmates are selected to work an off-site work crew with a California Department of Transportation employee cleaning up the highways in the county.

**Community Corps Program**
The Sheriff's Community Corps Program (CCP) is a program whose inmates are selected to work at various work sites in the county under the supervision of a Sheriff's Office employee.

**Emergency Count**
Unscheduled formal counts conducted by security staff by order of a commanding officer and/or by policy and procedure when specific conditions occur.

**Formal Count**
A face-to-face count conducted by security staff at regularly scheduled times with minimal movement. Officers will compare the inmate to the ID armband to the Inmate In-Custody List.

**Inmate Work Sites**
Locations where inmates perform various work assignments on compound or off compound.

**General Information**

The Duty Sergeant shall be immediately notified of any information indicating an unresolved count, possible escape attempt or when a completed escape has occurred. [redacted]

[redacted] The Duty Sergeant will have the officer discovering the escape enter a CJIS incident and complete an incident report and give information to the Patrol Deputy.

[redacted]

**Main Jail**

[redacted]

[redacted]

1. [redacted]
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 

[redacted]

The officer discovering the escape will complete a CJIS incident using the level 2 ESCA code and link the escaped inmate. The incident will include a supplemental report indicating the events or evidence surrounding the escape.

All necessary paperwork shall be completed and forwarded to the Facility Lieutenant, Disciplinary Sergeant and Records Division. [redacted]

A. [redacted]
B.
C.
D.
E.
F.
G.

Once patrol has finished the documented escape report, the Duty Sergeant will notate the Documented Report number in the CJIS Incident, Supplemental Report and the Escape Worksheet. [redacted]

**Honor Farm Facility**

[redacted]

**Off Site Work Crew Escape (CCP and others)**

[redacted]

**Transportation Unit**

[redacted]

**Onsite/Offsite Vehicle Transportation**

[redacted]

[redacted]

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. [redacted]
7. [redacted]
8. [redacted]
9. [redacted]

[redacted]

**Court Ordered Day Pass Escape**

[redacted]

**Release in Error**

All releases in error are to be considered as an escape from the facility. The reporting officer shall notify the facility Duty Sergeant of the error. [redacted]

[redacted]

**Complete an Investigation**

[redacted]

1. [redacted]
2. 
3. 
4. 
5. 
6. 

**Documentation**

[redacted]

1. [redacted]
2. 
3. 

All reports will be forwarded to the Duty Sergeant, who will send the completed package to the Facility Commander, Records Division, and the Disciplinary Sergeant.

**Procedures**

Procedures provide specific instructions for inmate escape. Staff will be trained in these procedures, and will read and follow the guidelines provided.

**Refer to:**

**San Joaquin County Sheriff's Office Custody Policies and Procedures**
2.1.2 Facility Emergency Plans
3.1.9 Inmate Count

## HONOR FARM
## INMATE ESCAPES

1. [redacted]

2. [redacted]

3. [redacted]

4. [redacted]

[redacted]

6. [redacted]

7. Once patrol has finished the documented escape report, the Duty Sergeant will notate the Documented Report number in the CJIS Incident, Supplemental Report and the Escape Worksheet. [redacted]

8. [redacted]

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
Custody Division
Policies and Procedures

| SECTION: 2.1.0 | SUBJECT: 2.1.6 |
|---|---|
| EMERGENCY RESPONSE AND CRITICAL INCIDENTS | **OFFICER DOWN ALARM** |

Date Issued: 09/01/94 Date Revised: 04/01/14 
Date: 05/29/14

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office that there will be an appropriate plan of action for officer down situations that includes all levels of response.

**Definitions**

**Emergency**
Any significant disruption of normal facility procedure, policies, or activities caused by riot, fire, earthquake, attack, strike, or other emergent condition.

[redacted]

[redacted]

**General Information**

[redacted]

[redacted]

[redacted]

[redacted]

**Jail Central Control**

[redacted]

**Security Staff**

[redacted]

**Documentation**

[redacted]

**Procedures**

Procedures provide specific instructions on officer down and emergency procedures. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

All supervisors and security staff will be trained and familiar with the levels of response specific to the facility in which they are assigned.

**Refer to: Procedures**

**San Joaquin County Sheriff's Office Custody Policies and Procedures**
2.1.2 Facility Emergency Plans
2.1.4 Medical Emergencies
3.1.4 Communication Systems

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 2.1.0 | SUBJECT: 2.1.7 |
|---|---|
| EMERGENCY RESPONSE AND CRITICAL INCIDENTS | **CRIME IN THE FACILITY** |

Date Issued: 09/01/94 Date Revised: 04/01/14 
Date Reviewed: 05/29/14

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office that all crimes occurring within the custody facility be investigated and reported according to established departmental procedures. The processing of reports and the booking of evidence will follow established departmental guidelines.

**References of Authority**

PC 832.5, 4570, 4573.5, 4573.6, 4573.8, 4600

Title 15 1029(a)(6)(B), 1044, 1218

**Definitions**

**Serious Injury**
An injury likely to produce death or irreversible damage to a person if left untreated.

**General Information**

Incident reports shall be completed by staff in all cases. Officers will contact the Duty Sergeant to see if it is appropriate for a Patrol Deputy to be dispatched to complete a documented report.

[redacted]

The collection of evidence shall follow established departmental procedures. [redacted] The Duty Sergeant shall determine if patrol should be requested regarding the incident. All documented reports completed by Patrol shall be routed following the established departmental procedures.

[redacted]

Copies of all reports of inmates involved in criminal activities shall be forwarded to the Captain of Custody, Watch Commander, Facility Commander and Custody Discipline Sergeant. Officers will follow established procedures for the transfer of inmates to appropriate housing.

Criminal activities on the part of staff will be investigated by Internal Affairs following established departmental policy and procedures. Any staff member involved in criminal activities shall face departmental disciplinary procedures and/or criminal charges.

**Duty Sergeant**

The Duty Sergeant shall contact Patrol in instances including, but not limited to, visible injuries requiring medical treatment and any incidents determined by the Duty Sergeant. A DR shall be generated in all instances. In situations involving visible injuries, Patrol will be dispatched whether the victim wishes to press charges or not. The Facility Commander or Watch Commander in his absence shall be notified whenever an investigation from Field Forces is required. The Facility Commander or Watch Commander will send out a command page.

As soon as an in-custody inmate death is discovered by correctional personnel, the on duty Watch Commander, responsible Facility Commander, the Captain of Custody and the Assistant Sheriff of Custody will be notified via the chain of command. The Captain of Custody will initiate protocol procedures and make notification via dispatch of the in-custody inmate death to Investigations.

**Crimes Occurring within the Public Areas of the Custody Facility**

In the event criminal or suspicious activity is witnessed in the public areas of the jail, and/or reported to any officer assigned to Custody, that officer will become the primary officer and contact the appropriate Duty Sergeant.

[redacted]

The Duty Sergeant will determine whether to contact Patrol. The Facility Commander or the on duty Watch Commander in his absence shall be notified whenever an investigation from Field Forces is required. The Facility Commander or on duty Watch Commander will send out a command page.

[redacted]

[redacted]

The primary officer shall write an incident report as directed in this policy.

**Crime Scene and Evidence Control**

The Duty Sergeant or the primary officer will assume command of the incident and do the following:

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. At no time will any possible suspect, victim, or witness be admonished of the Miranda Warning by custody officers.
7. [redacted]
8. Involved officers may ask questions related to the safety and security of other officers, inmates, or the security of the facility.
9. [redacted]
10. [redacted]

Patrol or Investigations will assume command of the crime scene upon arrival.

The Duty Sergeant may delegate officers to assist Patrol in the supervising of the inmates identified as participants in the incident.

**Incident Reports**

Incidents which result in the calling of Patrol to Custody will be written by the primary officer and supplemented by any other involved officer. Unless directed to do otherwise, the officer writing the incident report will limit the content of the incident report to:

1. [redacted]
2. [redacted]
3. [redacted]

Incidents that will not result in Patrol being summoned shall be thorough in details and completed by the end of the shift during which the incident occurred.

Upon completion of any major incident, which results in death, physical harm, or serious threat of physical harm, to an employee, inmate or other person, the report shall be completed within twenty-four hours of the incident.

**Crimes Against Facility Staff Members**

Crimes against facility staff members will be recorded by use of a documented report and incident report. Proper documentation of these reports is necessary for the successful recording, tracking and prosecution of offenses. Any assault on staff by an inmate shall be brought to the immediate attention of the Captain of Custody, Watch Commander and the responsible Facility Commander.

Custody security staff shall follow crime scene and evidence control procedures as directed in this policy.

Patrol shall be summoned whether or not the victim wishes to press charges. When the staff member does not wish prosecution, this must be clearly stated in his report.

Copies of all reports shall be forwarded to the Administrative Lieutenant.

**Procedures**

Procedures provide specific instructions on investigating, reporting, and handling of evidence when a crime is committed in the custody facilities. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer To:**

**San Joaquin County Sheriff's Office Custody Division Policy**
2.1.1 Custody Deaths
2.1.2 Facility Emergency Plans
3.3.1 Inmate Movement
3.1.6 Control of Contraband
3.2.3 Classification

Procedures shall be used, both as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*

Custody Division

Policies and Procedures

| SECTION: 3.1.0 | SUBJECT: 3.1.2 |
|---|---|
| SECURITY AND CONTROL | **USE OF FORCE AND RESTRAINTS** |

Date Issued: 09/01/94 Date Revised: 03/28/19



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to provide its employees with proper training and guidance on the permissible use of force and restraints. Force and restraints are to be used when necessary and only to the degree necessary to subdue an individual inmate or restore order to a disruptive group or self-defense or the protection of others. All Custody staff shall comply with the San Joaquin County Sheriff's Office Policy Manual, and Use of Force policies.

**References of Authority**

U. S. Constitution, Eighth Amendment

USC Title 18, Chapter 13 (Civil Rights), Section 241, 242

PC 147, 148, 148.10, 149, 243, 243.1, 245(c), 245.3, 673, 830.1, 831, 831.5, 836.6, 2650, 2651, 2652, 2652.5, 3407, 4532, 4537, 4600, 5007.7, 6030(f), 12002, 12401, 12402, 12403, 12600, 12601a, 12601b

W&I 5008 (h), 5150, 222(b)

Title 15 1012, 1029(a)(3), 1052, 1055, 1058,

Sheriff's Office Policy Manual 300 Use of Force

Custody Policy and Procedure 3.1.5, 3.3.1, 3.4.3, 4.1.1

**General Information**

The use of force may become necessary and justifiable in situations of control, self-defense, protection of others, protection of property and the prevention of escapes. The officers' reactions must be in response to the inmates' actions. Staff should first try using verbal skills to achieve control through advice, warning and persuasion. However, in situations where reasonable alternatives have been exhausted, or would clearly be ineffective, an officer may be justified in using force. Within the jail the force options include; verbal commands, use of physical force, use of approved electronic control devices (ECD'S), chemical agents, impact weapons, or specialty impact weapons. The use of force and restraint equipment is intended only as a control measure when necessary. The improper and overzealous use of force is prohibited.

Force, if appropriate to the circumstances, may be used to prevent injury or further injury to staff, inmates or any other person, and/or the escape of an inmate. The type and degree of force used will be reasonable, based upon the facts of the situation. Only that force necessary and reasonable to control the situation will be used. Both level of force and restraint equipment, when used, must be appropriate to the conditions of the situation.

The authorization of the weapons listed in no way restricts or limits the means or amount of force an officer may use to overcome resistance or act in self-defense when lawfully necessary.

Deadly force may be used to protect one's own life or other lives when all other available measures have failed or are insufficient for that purpose. All staff shall comply with the San Joaquin County Sheriff's Office Policy Manual Section 300, Use of Force policies. In the event deadly force is utilized, the San Joaquin County Officer Involved Critical Incident Management Team (Sheriff's Office Policy Manual 408) shall be activated to investigate the circumstances.

**Non-Physical Force**

1. Presence

   A. The mere presence of Correctional Officers or Deputy Sheriffs is a form of force. Correctional Officers or Deputy Sheriffs are reminded that when they are identified as an Officer or Deputy in uniform they have an effect on controlling people's actions.

   B. Department members should always present a positive professional presence/image when dealing with the public or inmates.

2. Dialogue

   A. The use of verbal commands when dealing with the inmate population or the public is a use of force.

   B. The skillful use of communication skills can generate compliance with disruptive or resistant individuals.

**Use of Physical Force**

1. Physical force may be used to defend, control or subdue an inmate who threatens the safety of an officer or any other person. Only that force necessary to gain and maintain control of a situation is authorized. In no event is physical force justifiable as punishment.

2. Only those officers formally trained in the use of the carotid restraint hold are authorized to use this tactic.

**Use of Restraints**

1. Department approved restraints will be used for:

   A. Restraining individuals for security reasons.

   B. Individual's displaying behavior that has resulted or may result in the destruction of property.

C. Individuals who have revealed intent to cause physical harm to self or others.

2. Restraints shall be attached to the limbs or torso in such a way as to prevent the removal of the restraints by the person being restrained. All restraint devices shall be double locked when equipped with a double locking mechanism.

3. Restraint devices shall not be used in a manner that is likely to result in an injury to the inmate.

4. The practice of restraining inmates in a hog-tie, as defined in this policy, is prohibited.

5. Restraints shall neither be used as a punishment nor as a substitute for treatment.

6. Inmates may be placed into a holding cell, sobering cell, safety cell, or medical cell with soft restraints. Inmates in soft restraints shall be housed alone or in a specified housing area of restrained inmates, which provides conditions to protect the inmate from abuse.

A. Placement of a restrained individual into a holding, sobering or safety cell shall be approved by Mental Health Staff, the Facility Manager or designee. Continued need for retention in soft restraints shall be reviewed a minimum of every 1 hours by the Duty Sergeant.

B. A medical opinion on placement and retention shall be secured within 1 hour from the time of placement.

C. A medical assessment shall be completed within 4 hours of placement.

D. Medical review for continued retention in soft restraint devices occurs at a minimum of every hour.

A mental health consultation shall be secured as soon as possible. The individual shall be assessed within 8 hours of placement.

[redacted]

F. Direct visual observation shall be conducted to ensure that the soft restraints are applied properly, and to ensure the safety and well-being of the inmate. [redacted]

[redacted]

1. All checks will be documented on the inmate observation log.

**Exceptions to the use of restraints**

1. At no time shall an inmate who is pregnant, or in recovery after delivery be restrained with restraint devices to the waist, legs, or handcuffs from behind the body. A pregnant inmate in labor, in delivery, or in recovery after delivery shall not be restrained by the wrists, ankles, or both unless deemed necessary for the safety of the inmate, the staff or facility. Medical staff shall maintain authority to require removal of all restraints from pregnant inmates if deemed medically necessary. Upon confirmation of an inmate's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant inmates.

**Mobile Violent Inmate Restraint Chair**

[redacted]

3. The inmate will be fully clothed or covered when placed in the mobile restraint chair.

4. [redacted] The Duty Sergeant shall assign a third officer to conduct the videotaping of the placement, movement, removal from the restraint chair and, if it should occur, the ultimate placement in five point restraints.

5. The mobile restraint chair shall neither be used to punish nor to condition inmate behavior, nor shall the inmate be left in the restraint chair longer than the amount of time necessary to transport the inmate.

6. The Sergeant authorizing the use of the mobile violent inmate restraint chair shall complete a comprehensive detailed documentation of the use of the chair to the Facility Commander.

**Five Point Restraints (Soft Leather Restraints)**

1. [redacted]

2. The use of five point restraints shall only be at the direction of Correctional Mental Health staff, with the authorization of the Duty Sergeant. In the event Correctional Mental Health staff and the Duty Sergeant do not concur as to the placement in five point restraints, the Facility Commander shall make the final decision.

3. [redacted]

4. The Duty Sergeant shall assign an officer to conduct the videotaping of the placement, into restraints.

   A. If the five point restraints must be adjusted, the action will be taped on the same tape.

   B. Removal of the inmate from five point restraints will also be videotaped on the same tape.

   C. A single tape will be used for each inmate. The video will have the date/time stamp active (logged with the film).

   D. The tape shall be maintained by the Duty Sergeant until the inmate is removed from five point restraints. The tape will then be sent to the appropriate Facility Lieutenant, along with the incident paperwork.

5. A physician's opinion on placement and retention shall be secured as soon as possible, but no later than 1 hour from the time of placement.

6. Correctional Health Services shall medically clear the individual for continued retention in restraint devices at a minimum of every 4 hours.

7. Security staff shall document the placement in an incident report and on an observation log.

8. Direct visual observation shall be conducted to ensure that the restraints are properly employed, and to ensure the safety and well-being of the inmate.

   a. [redacted]

      1. Security staff shall immediately notify Correctional Health staff if he or she observes any signs of medical distress.

   b. Checks will be conducted by the Duty Sergeant and Mental Health staff every hour.

   c. All checks will be documented on the inmate observation log.

9. With the approval of the Duty Sergeant, the decision to remove the inmate from five point restraints will be made by Correctional Health Services or Mental Health staff.

10. [redacted]

11. [redacted]

**Chemical Agents**

1. [redacted]

2. [redacted]

3. [redacted]

[redacted]

[redacted]

4. The use of chemical agents is authorized only as a defensive or control weapon in instances that threaten the safety of an officer or other persons, or to maintain security of the facility.

5. The indiscriminate use of chemical agents against non-combative inmates is prohibited.

6. The officer using the chemical agent is responsible for each individual the agent is deployed against.

7. [redacted]

8. The officer using chemical agents will ensure that the person subjected to such use receives adequate first aid treatment as soon as possible. First aid includes:

   A. [redacted]

   B. [redacted]

   C. [redacted]

   D. [redacted]

E. Positional asphyxia is of primary concern for those persons exposed to OC spray who are handcuffed behind the back and lying on their stomach or in a position allowing them to end up on their stomach.

**Impact Weapons**

1. [redacted]

2. [redacted]

**Authorized Specialty Impact Weapons (Less Lethal Weapons)**

1. [redacted]

2. [redacted]

3. The use of a specialty impact weapon or munitions shall be documented by all parties involved. The Duty Sergeant shall conduct an investigation of the incident and complete a comprehensive report to the Facility Commander. The Facility Commander shall review the use of a specialty impact weapon or munitions and report the findings to the Captain of Custody.

Taser

1. **Authorized users:**

   A. [redacted]

   B. [redacted]

   C. Certified and authorized Deputy Sheriffs that have received formal training in Taser use.

2. [redacted]

3. Use of Taser:

   A. The Taser may be used under the following circumstances:

      1. [redacted]

      2. [redacted]

         a. [redacted]

         b. [redacted]

         c. Any other situation that would necessitate the lawful use of force in order to gain control of an inmate when alternate methods

would likely be ineffective or result in serious injury to the inmate or staff.

4. [redacted]
5. [redacted]

6. [redacted]

   A. [redacted]

7. [redacted]

   A. [redacted]

8. The Taser shall not be used under the following circumstances:

   [redacted]

   F. As punishment.

   G. When the inmate is already restrained and under control.

9. Probe removal and medical care:

   A. [redacted]

      1. [redacted]

**Spit Mask**

A. The use of an approved spit mask is to prevent an inmate from spitting on staff members. Staff will be trained in the deployment of the spit mask and only trained staff members will use it.

**Use of Force Documentation**

1. An incident report shall be written by every officer involved when any type of physical force, chemical agent, specialty impact weapon, or Taser is used. The involved officer/s will forward the incident report to the Duty Sergeant by the end of the shift. The Duty Sergeant will review all reports, complete a use of physical force report and notify patrol if charges are to be added. The Duty Sergeant will forward the entire incident packet to the Facility Commander.

    A. Incident reports will include the following:

        1. An account of the events leading to the use of physical force, chemical agent, specialty impact weapon or Taser.

        2. An accurate description of the incident and reasons for the use of force.

        3. A description of the tactic or weapon used and the manner in which it was used.

        4. A description of the injuries suffered, if any, and the treatment given or refused.

[redacted]

[redacted]

SHOWERS AND RECREATION

1. [redacted]

2. [redacted]

ALL OTHER MOVEMENT INSIDE AND OUTSIDE THE HOUSING UNIT

1. [redacted]

2. [redacted]

3. [redacted]

A. [redacted]

B. [redacted]

C. [redacted]

D. [redacted]

4. [redacted]

[redacted]

1. [redacted]

2. [redacted]

**TRANSPORTATION RESTRAINT RECOVERY AND STORAGE**

1. [redacted]

A. [redacted]

B. [redacted]

C. [redacted]

2. Any lost, damaged or destroyed restraints will be noted. [redacted]

A. [redacted]

3. [redacted]

A. [redacted]

B. [redacted]

4. [redacted]

5. [redacted]

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Admonition**

Any person who knowingly and willfully authorizes or uses physical force, chemical agents or restraints in violation of this policy may be guilty of a crime. That person may be subject to civil action from the plaintiff, suffer punitive damages from the court and/or receive Departmental disciplinary action.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 3.1.0 | SUBJECT: 3.1.3 |
|---|---|
| SECURITY AND CONTROL | **SECURITY AND PERIMETER** |

Date Issued: 09/01/94 Date Revised: 04/01/14 
Date Reviewed: 06/09/14

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to maintain a security perimeter for the main jail custody facility in order to prevent the introduction of weapons, drugs, or contraband; to prevent the escape of inmates; to deny access to unauthorized persons and to provide a secure environment where inmates can be housed in the least restrictive custody security level consistent with inmate classification.

**General Information**

The Captain of Custody and the Manager of Plant Engineering are jointly responsible for maintaining and supporting the perimeter security systems described in this policy.

The security perimeter of the main jail facility is divided into two components. The first component is the inner security perimeter, which consists of the physical structure of each inmate housing unit. [redacted]

[redacted]

The second component is the outer security perimeter. [redacted]

Vehicle access to the facility is divided between public and restricted roads. [redacted]

[redacted]

[redacted]

**Safety and Security**

1. [redacted]

   A. [redacted]

   B. [redacted]

   C. [redacted]

**Routine Inner Security Perimeter Checks**

1. [redacted]

2. [redacted]

**Random Outer Security Perimeter Checks**

1. [redacted]

2. [redacted]

3. [redacted]

   A. [redacted]

B. [redacted]

4. [redacted]

**Officer Deployment**

1. Transportation Sergeant

A. [redacted]

B. [redacted]

2. South Jail Sergeant

A. [redacted]

B. [redacted]

**Documenting Checks – South Jail**

1. [redacted]

2. [redacted]

3. [redacted]

4. [redacted]

5. [redacted]

6. [redacted]

**Surrounding Roadway Security Checks**

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. [redacted]
7. [redacted]

**Procedures**

Procedures provide specific instructions on routine institutional operations and emergency security procedures. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

## DAILY BUILDING SECURITY INSPECTIONS

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
   - A. [redacted]
   - B. [redacted]
   - C. [redacted]
   - D. [redacted]
5. [redacted]
6. [redacted]
7. [redacted]

[redacted]

[redacted]

[redacted]

**TRANSPORTATION**
**DAMAGED OR DESTROYED PROPERTY**

1. [redacted]
2. [redacted]
3. [redacted]
   - A. [redacted]
   - B. [redacted]
   - C. [redacted]
4. [redacted]
5. [redacted]

## TRANSPORTATION
## SECURITY AND PERIMETER CHECKS

ROUTINE PERIMETER AND INNER FACILITY CHECKS

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. [redacted]
7. [redacted]
8. [redacted]

9. [redacted]

10. [redacted]

11. [redacted]

12. [redacted]

13. [redacted]

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 3.1.0 | SUBJECT: 3.1.4 |
|---|---|
| SECURITY AND CONTROL | **COMMUNICATION SYSTEMS** |

Date Issued: 09/01/94 Date Revised: 04/01/14 
Date Reviewed: 06/09/14

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office that staff shall use a multi-faceted communication system for the relaying of information. This system will enable staff to maintain a high level of security and effective communication.

**General Information**

[redacted]

[redacted]

Communication Devices and Usage

1. [redacted]

   A. [redacted]

   B. [redacted]

2. [redacted]

   A. [redacted]

   B. [redacted]

3. [redacted]

   A. [redacted]

   B. [redacted]

   C. [redacted]

   [redacted]

4. [redacted]

   A. [redacted]

   B. [redacted]

      1) [redacted]

      2) [redacted]

      3) [redacted]

      4) [redacted]

      5) [redacted]

      6) [redacted]

[redacted]

1. [redacted]

2. [redacted]

3. [redacted]

4. [redacted]

5. [redacted]

6. [redacted]

7. [redacted]

8. [redacted]

[redacted]

1. [redacted]

2. [redacted]

3. [redacted]

   A. [redacted]

   B. [redacted]

   C. [redacted]

4. [redacted]

**Procedures**

Procedures provide specific instructions on routine institutional operations and emergency security procedures. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer To:**

**San Joaquin County Sheriff's Office Custody Policies and Procedures**
2.1.2 Facility Emergency Plans
2.1.6 Officer Down Alarm

**ADMINISTRTATIVE SEGREGATION**
**CONTROL ROOM**

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]

[redacted]

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. [redacted]

[redacted]

1. [redacted]
   - A. [redacted]
     - 1) [redacted]
     - 2) [redacted]
2. [redacted]
   - A. [redacted]
     - 1) [redacted]
     - 2) [redacted]
   - B. [redacted]
   - C. [redacted]
   - D. [redacted]
3. [redacted]
4. [redacted]

## TRANSPORTATION COMMUNICATIONS

1. [redacted]

2. [redacted]

   A. [redacted]

   B. [redacted]

3. [redacted]

   A. [redacted]

4. [redacted]

5. [redacted]

   A. [redacted]

   B. [redacted]

6. [redacted]

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*

Custody Division
Policies and Procedures

| SECTION: 3.1.0 | SUBJECT: 3.1.5 |
|---|---|
| SECURITY AND CONTROL | **USE OF CELLS/WELFARE CHECKS** |

Date Issued: 09/01/94 Date Revised: 03/28/19
Date Reviewed: 03/28/19 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office that all inmates will be placed in the most appropriate type of cell for the needs of the inmate and/or the safety of others or the security of the facility.

**References of Authority**

California Penal Code 594

Title 15 1027, 1055, 1056, 1213

Title 24 13-102, 1231.2

San Joaquin County Ordinance Chapter 4, Section 2- 7300

San Joaquin County Work rules, Item 3

Sheriff's Office Policy Manual Disciplinary Policy 340

**General Information**

The Main Jail has a variety of specialty cells designed to meet the needs of inmates. Inmates shall not be placed in a specialty cell without a justifiable reason. [redacted]

**Use of Booking Holding Cells**

Booking Holding Cells are used to hold individuals who:

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. [redacted]

Placement:

1. Shall be approved by the Facility Manager or his or her designee.
   - A. Document the placement on an observation log and ATIMS inmate note.
   - B. [redacted]
     1. Visual checks shall be documented on the observation log.
   - C. Notify Correctional Health Service and Mental Health staff of the placement.
2. Correctional Health Service staff will medically assess the individual a minimum of every 6 hours.

Removal:

1. [redacted]
   - A. The Duty Sergeant will review the observation log for accuracy then forward it to the Custody Administration Facility Commander.

**Use of Sobering Cells**

Sobering Cells are used to hold individuals who:

1. [redacted]

Placement:

1. Shall be approved by the Facility Manager or his or her designee.

2. When an individual is placed in a sobering cell, security staff will immediately:

   A. Document the placement on an observation log and ATIMS inmate note.

   B. [redacted]

      1. Visual checks shall be documented on the observation log.

   C. Notify Correctional Health Service staff of the placement.

3. Correctional Health Services staff will medically assess the individual a minimum of every 6 hours.

Removal:

1. [redacted] Staff will document the removal on the observation log then forward it to the Duty Sergeant.

   A. The Duty Sergeant will review the observation log for accuracy then forward it to the Custody Administration Facility Commander

**Use of Transportation Holding Cells**

Transportation holding cells are used to hold inmate's who:

1. [redacted]
2.
3.
4.
5.

Placement:

1. Inmate's will be removed from the holding cell when he or she demonstrates that the safety of staff or others will not be compromised.

2. [redacted]

[redacted]

[redacted]

Placement:

1. [redacted]

2. [redacted]

**Use of Safety Cells**

Safety Cells are used to hold individuals who:

1. [redacted]

2. [redacted]

Placement:

1. Shall be approved by the Facility Manager or his or her designee or Correctional Health Services.

2. Shall not be used for punishment or as a substitute for treatment.

3. [redacted]

   A. [redacted]

4. When an individual is placed in a safety cell, security staff will immediately:

   A. Document the placement on an observation log and ATIMS inmate note.

   B. [redacted]

      1. Visual checks shall be documented on the observation log.

   C. Notify Correctional Health Services and Mental Health staff of the placement.

   D. Notify the Duty Sergeant who will respond to approve the placement and sign the observation log.

      1. [redacted]

5. Correctional Health Services staff will medically assess the individual within 12 hours of placement.

6. A mental health opinion of the individual's placement and retention in the safety cell shall be secured within 12 hours of the placement.

Commented [TM1]: Tibon 05/22

7. Fluids shall be given to the individual upon request and food may be given during regular meal times or at the direction of Correctional Health Services staff.

Retention in Safety Cell:

1. Continued retention in a safety cell will be at the direction of the Facility Manager, his or her designee or Mental Health staff.

   A. Individual's will be reviewed for retention a minimum of every 4hours.

2. Correctional Health Services staff will medically clear the arrestee every 24 hours after the initial assessment for continued retention in the safety cell.

Removal:

1. When the individual is cleared from the cell, security staff will document the removal on the observation log then forward it to the Duty Sergeant.

   A. The Duty Sergeant will review the observation log for accuracy then forward it to the Custody Facility Manager.

**Use of Observation Cells**

Placement:

1. Inmates will be placed in this cell only at the direction of Correctional Health Services or Correctional Psychiatric staff.

2. When an individual is placed in an observation cell, security staff will immediately:

    A. Document the placement on an observation log and ATIMS inmate note.

    B. [redacted]

        1. Visual checks shall be documented on the observation log.

    C. [redacted]

Removal:

1. When the individual is cleared from the cell, security staff will document the removal on the observation log then forward it to the Duty Sergeant.

        1. The Duty Sergeant will review the observation log for accuracy then forward it to the Custody Facility Manager.

**Use of Double Occupancy Ward Cells**

Placement:

1. Inmates will be placed in this cell only at the direction of Correctional Health Services or Correctional Psychiatric staff.

**Use of Isolation Cells**

Isolation Cells are used to isolate individuals:

1. [redacted]
2.

Placement:

1. Inmates will be placed in this cell only at the direction of Correctional Health Services.
2. [redacted]
3. [redacted]

**Welfare Checks**

The Housing Officer is responsible for the safety and welfare of each inmate in the housing unit. The Housing Officer shall:

1. Maintain a continuous and active observation of inmates and their activities.
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. In the case of an emergency, which may interrupt the Housing Officer making welfare checks and inmate supervision, the emergency shall be documented and checks will be resumed immediately after the emergency.

[redacted]

1. [redacted]
2. [redacted]

**CELL CALL SYSTEM**

Inmates locked in an Intake, Sheltered or Medical Housing cell that have an emergency situation, may use the call button located inside the cell. By pressing the button, the following will happen:

1. The white strobe light over the officer's workstation will illuminate.

2. The white light over the inmate's door will illuminate.

The Housing Officer will:

1. Check to determine which call light has been activated.

2. [redacted]
3. [redacted]

Inmates locked in an Administrative Segregation cell may use the intercom located in the cell. By pressing the button, the following will happen:

1. [redacted]

The Tower Officer will:

1. Respond to the inmate and handle the emergency situation.
2. [redacted]

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

[redacted]

[redacted]

1. [redacted]

2. [redacted]

   A. [redacted]

   B. [redacted]

   C. [redacted]

3. [redacted]

4. [redacted]

[redacted]

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

[redacted]

1. [redacted]
2. [redacted]
3. [redacted]
3. [redacted]
4. [redacted]
5. Follow policy pertaining to "Use of Safety Cells" and "Use of Medical Observation Cells".

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**ISOLATION CELLS**

1. [redacted]

2. [redacted]

   A. Infectious waste hampers will be located in each isolation room vestibule. Red infectious waste bags will be in each hamper.

      1. Place all disposable equipment/clothing in the hampers.

3. [redacted]

   1. [redacted]

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

## WELFARE CHECKS

1. [redacted]

2. [redacted]

   A. [redacted]

   B. [redacted]

      1. [redacted]

[redacted]

1. [redacted]

   A. [redacted]

   B. [redacted]

2. The Facility Commander will, on a weekly basis, review a random selection of [redacted] reports of his or her facility, to ensure compliance to Title 15, Section 1027.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 3.1.0 | SUBJECT: 3.1.6 |
|---|---|
| SECURITY AND CONTROL | **CONTROL OF CONTRABAND** |

Date Issued: 09/01/94
Date Reviewed: 06/10/14
Date Revised: 04/01/14 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to have in place procedures to detect and deter the introduction, fabrication, possession and conveyance of contraband, and to advise inmates and staff of prohibitions against these items. Procedures for handling confiscated contraband will maintain the chain of evidence until it is determined to be of no evidentiary value, in which case procedures for disposal will be properly followed.

**References of Authority**

U.S. Constitution 4th Amendment

| | |
|---|---|
| PC | 4003, 4021, 4030, 4573, 4573.5, 4573.6, 4573.8, 4573.9, 4574, |
| Title 15 | 1029(a)(5), 1041, 1066, 1260, 1265, 1270 |
| Sheriff's Office Policy Manual | 804 Property Procedures |

**Definitions**

**Contraband**
Any item not provided or approved by Custody Administration; or an approved item which has been altered, changed or misused.

**General Information**

Inmates are allowed to have jail issued clothing, glasses, legal material, items purchased and approved for each facility through the commissary or items issued or approved through inmate programs and Correctional Health Care. All other items are considered contraband and will be confiscated, destroyed or stored in inmate property.

Sexually explicit material in any form is also considered to be contraband.

Authorized items may be considered contraband when found altered or in excessive quantities.

An incident report shall be written whenever the discovery of contraband involves illegal weapons or substances; or disposal or destruction of inmate property.

[redacted]

Contraband in the form of illegal substances or weapons, found during a pre-book patdown search, shall be given to the arresting officer as evidence or for disposal.

[redacted]

If the contraband consists of inmate personal property, and it is known to whom the contraband belongs and the property is legal to have, the property shall be forwarded to the property clerk for placement with the inmate's other personal property. The discovering Officer will enter the property descriptions in CJIS and forward a screen print to the inmate as a receipt.

If the contraband consists of inmate personal property and it is not known to whom the property belongs, the property shall be disposed of as directed in this policy.

Inmates may have clothing, personal articles, mattress, bedding, or other articles removed when the Duty Sergeant determines the inmate has flooded his cell intentionally or tried to destroy other county property.

Contraband of little or no value (in the form of cans, matches, glass, etc.) shall be disposed of as directed in this policy.

Handling of Contraband

[redacted]

1. [redacted]
2. [redacted]
3. [redacted]

**Documentation**

The discovering Officer will document the finding of contraband on the CJIS incident report screen and if necessary on a hard copy incident report form. The incident report should include, but not be limited to:

1. Inmate's name and booking number
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. [redacted]

**Criminal Prosecution**

If the Duty Sergeant believes that there is enough evidence for criminal prosecution, the Duty Sergeant will contact Sheriff's Field Forces.

[redacted]

[redacted]

[redacted]

**Disposition of Contraband**

[redacted]

1. [redacted]

A. [redacted]
**B.** [redacted]
C. [redacted]
D. [redacted]
E. [redacted]
F. [redacted]
H. [redacted]
I. [redacted]
J. [redacted]
K. [redacted]
L. [redacted]
M. [redacted]
N. [redacted]
O. [redacted]
**P.** [redacted]
Q. [redacted]
R. [redacted]
S. [redacted]
T. [redacted]
U. [redacted]
V. [redacted]
W. [redacted]
X. [redacted]
Y. [redacted]
Z. [redacted]
AA. [redacted]

2. [redacted]

[redacted]

**Procedures**

Procedures provide specific instructions on the control of contraband. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer To:**
Inmate Orientation and Rule Book

**San Joaquin County Sheriff's Office Custody Policies and Procedures**
2.1.7 Crime in the Facility
3.1.10 Security Inspections and Searches
4.1.1 Booking (Property at Pre-Book)
6.4.1 Inmate Mail (sexually explicit material)

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 3.1.0 | SUBJECT: 3.1.7 |
|---|---|
| SECURITY AND CONTROL | **KEY CONTROL** |

Date Issued: 09/01/94 Date Revised: 04/01/14 
Date Reviewed: 06/10/14

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office that facility keys will be controlled in order to maintain accountability and safeguard against loss or duplication.

**References of Authority**

Title 15 1029(a)(5)

**Definitions**

[redacted]

## General Information

[redacted]

## Issuance of Keys

[redacted]

**Accountability of Keys**

[redacted]

1. [redacted]
2. [redacted]

[redacted]

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]

**Misplaced/Lost Keys**

[redacted]

[redacted]

**Damaged/Replacement of Keys**

[redacted]

**New/Duplicate Keys**

[redacted]

**Use of Emergency Keys**

[redacted]

[redacted]

**Operation of Lock-shop**

[redacted]

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]

[redacted]

**Procedures**

Procedures provide specific instructions on routine institutional operations and emergency security procedures. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

Procedures shall be used, both as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 3.1.0 | SUBJECT: 3.1.9 |
|---|---|
| SECURITY AND CONTROL | **INMATE COUNT** |

Date Issued: 09/01/94 Date Revised: 04/01/14 
Date Reviewed: 06/10/14

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to account for the presence or location of every inmate who is the responsibility of the Custody Division through frequent and accurate counts.

**References of Authority**

Title 15 1029(a)(5), 1040

**Definitions**

**Emergency Count**
Unscheduled formal counts conducted by security staff by order of a commanding officer and/or by policy and procedure when specific conditions occur.

**Formal Count**
[redacted]

**Informal or Census Count**
[redacted]

**Inmate Identification**
[redacted] Inmates are required to wear the inmate ID at all times.

**Inmate In-Custody List (IMDSPLST)**

[redacted]

**General Information**

[redacted]

During informal counts, the officer will physically count a breathing body. [redacted]

.

[redacted]

**Inmate Identification**

[redacted]

**Procedures**

Procedures provide specific instructions on inmate accountability. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer To:**
Inmate Orientation and Rule Book

24-Hour Facility Clock

**San Joaquin County Sheriff's Office Custody Policies and Procedures**
2.1.5 Inmate Escapes

**MAIN JAIL**
**INMATE COUNT**

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

| SECTION: 3.1.0<br><br>SECURITY AND CONTROL | SUBJECT: 3.1.10<br>**SECURITY INSPECTIONS AND SEARCHES** |
|---|---|



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to maintain the security of the facility and ensure the safety of staff, inmates and public through frequent inspections of the entire jail facility.

**References**

U.S. Constitution, Fourth Amendment

PC 4003, 4021

Title 15 1029(a)(5)

**Definitions**

**Administrative Transfer**
When an inmate is transferred to another housing unit and/or reclassified within their current housing unit by Classification. This housing transfer and/or reclassification includes general population (main jail or honor farm ), protective custody, Administrative Segregation and high risk dangerous.

**Contraband**
Any item not provided or approved by Custody Administration; or an approved item that has been altered, changed or misused.

**Disciplinary Hearing**
A non-judicial administrative procedure to determine if substantial evidence exists to find an inmate guilty or not guilty of any rule, violation or prohibited acts.

**Disciplinary Transfer**
When an inmate is transferred to Administrative Segregation disciplinary isolation to serve time for rule violations.

**Inner Security Perimeter**

[redacted]

**Interior Search**
A systematic examination for contraband that is or could be concealed within any area of the facility.

**Legal Material**
Any printed material or mail between inmates and attorneys, legal aid services, or other agencies providing legal services to inmates or para-professionals having bona fide association with such agencies; or attorneys, judges, and clerks of federal, state and local courts; or public officials and their representatives acting in their official capacities as well as legal material provided by the Law Librarian. Such material may be opened and searched for verification that it is legal material but only in the presence of the inmate to whom it is addressed.

**Medical Transfer**
When an inmate is transferred to another housing unit under the direction of Correctional Health Care Staff.

**Non-Perishable Items**
Refers to any item, other than food that has been opened, belonging to an inmate.

**Official visitor**
Includes verified law enforcement officials, investigators, Parole/Probation agents, attorneys, clergy and medical/mental health personnel (other than those considered as jail support staff).

**Outer Security Perimeter**

[redacted]

**Pat-Down Search**
A physical patting down of the body and clothing which does not require the removal of the clothing.

**Perimeter**
The roadway surrounding the Carlos Souza Correctional Center and the John Zunino Operations Center.

**Perishable Items**
Refers to any opened food item belonging to an inmate.

**Pre-hearing Segregation Transfer**
When an officer transfers an inmate, who has committed a major rule violation, to another housing unit to await a disciplinary hearing.

**Religious Material**
Any printed material or article issued by religious program providers who have been approved by Custody Administration.

**Scheduled Transfers**
Daily transfers as a result of formal classification and review of inmate status. These scheduled transfers will have a pre-determined unit assignment.

**Security Hardware**
Any and all equipment used to maintain facility security, confinement and control of inmates or other detained individuals.

**Strip Search**
A search which requires a person to remove or arrange some or all of his clothing so as to permit a visual inspection of the underclothing, breasts, buttocks, or genitalia of a person. This also includes a thorough search of all clothing while it is not being worn.

**Unscheduled Transfers**
Transfers of inmates pre-hearing segregated because they pose an immediate threat to themselves, other inmates, staff, or to the safe and efficient operation of the facility.

**General Information**

**Inspections**

Facility inspections and searches shall be conducted by jail personnel on a regular basis to ensure the integrity of security hardware and security areas, and in accordance with constitutional and statutory law.

[redacted]

[redacted]

[redacted]

[redacted]

**Pat-Down Searches**

All female pat-down searches shall be conducted by a female officer, unless an emergency situation exists and a female officer is not available.

**Searches**

The control of contraband in the facility is essential for safety and security; therefore, all contraband will be seized and disposed of in an appropriate manner.

Authorized items may be considered contraband when found altered or in excessive quantities as outlined in the Inmate Orientation and Rule Book.

[redacted] Searches will be conducted in a thorough and professional manner with consideration to inmates and their possessions.

[redacted]

**Searches Areas**

Search areas will include but not be limited to the following areas:

1. [redacted]
2. [redacted]

3. [redacted]
4.
5.
6.

**Contraband**

The handling, disposition and documentation of discovered contraband will be as directed in the Control of Contraband policy. (3.1.6)

**Search of Inmate Contact Visitors**

All contact visitors shall pass through a metal detector (if available) and may be subject to a pat down search prior to entering any of the jail facilities.

Official visitors will be allowed to carry items necessary to conduct the visit. [redacted]

Any exceptions to materials being brought into the facility are at the discretion of Custody Administration.

Refusal to comply at any time with any portion of the required search will immediately terminate the visit.

The officer conducting the pat down will document all pat-down searches in ATIMS.

**Search of Inmates Returning From Contact Visits**

[redacted] Physical contact between inmates and visitors or interviewers presents an opportunity for the introduction of contraband. All female pat-down searches shall be conducted by a female officer unless an emergency situation exists and a female officer is not available.

If a strip search is warranted (Refer Strip Search Policy # 3.1.11), males will be strip-searched by a male officer. Females will be strip searched by a female officer.

**Program Providers/Outside Maintenance Who Have Access to the Jail Facilities**

[redacted]

**Legal Aspects**

Although inmates have no expectation of privacy, inmates are protected against unreasonable searches of their personal property by the 4th Amendment of the U.S. Constitution. Officers shall not search inmate housing cells for punitive or harassment purposes. Not withstanding, security staff is encouraged to conduct security searches.

The searching of inmates and inmate cells may result in new charges; therefore, all procedures regarding searches must be followed to ensure the legal protection of the inmate and the preservation of evidence.

When a search of an inmate, an inmate's room, or his property is necessary as the result of a new crime committed, the search will be conducted at the direction of the Duty Sergeant, Detectives, Field Forces or higher authority. This type of search should be conducted with two goals in mind:

1. The detection and preservation of evidence relating to the crime or custody rule violation.

2. The protection of the inmate's rights.

**Searches of Transfers**

1. [redacted]

2. [redacted]

3. [redacted]

4. [redacted]

5. Legal material will not be taken from the inmate.

**General Population Transfers**

1. [redacted]

**Administrative Segregation Transfers**

1. [redacted]

2. The inmates transferred to Administrative Segregation for disciplinary isolation may have the following items:

   A. Correctional Health Services approved health aids such as medication, prescription eyeglasses, and hearing aids.
   B. Hygiene articles
   C. Legal material
   D. Religious material
   E. Items found in a welfare bag:

      1) One toothbrush
      2) One packet of toothpaste
      3) One comb
      4) Four sheets of paper
      5) Two mailing envelopes with no postage stamps
      6) One pencil

**Medical Transfer**

1. Those inmates transferred to Medical or Sheltered Housing will not be allowed to take the following items with them:

   A. Razors
   B. Any other restricted item will be determined by Correctional Health Services once the inmate has been transferred.

**Procedures**

Procedures provide specific instructions on routine institutional operations and emergency security procedures. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer To:**

**San Joaquin County Sheriff's Office Custody Policies and Procedures**

2.1.7 Crime in the Facility
3.1.1 Management of the Security Program
3.1.6 Control of Contraband
3.1.11 Strip Search
4.1.1 Admission - Pre-Book Pat Down Search
9.1.1 Plant Engineering and Maintenance

## CELL SEARCHES

A search of the inmate's cell may be conducted at any time for the following reasons:

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. [redacted]

The Housing Officer will not enter a cell occupied by an inmate of the opposite sex, unless accompanied by an officer of the same sex as the inmate. The Housing Officer will do the following prior to the cell search.

1. Remove the inmate from the cell to be searched.
2. Search the inmate and secure him.
3. [redacted]

**During The Cell Search**

1. The Housing Officer shall not search an inmate's cell for punitive or harassment purposes.
2. [redacted]
3. [redacted]
4. A search of an inmate's cell will include, but not be limited to:
   - A. [redacted]
   - B. [redacted]
   - C. [redacted]
   - D. [redacted]
   - E. [redacted]

F. [redacted]

G. [redacted]

H. [redacted]

I. [redacted]

J. [redacted]

K. [redacted]

L. [redacted]

M. [redacted]

N. [redacted]

O. [redacted]

5. While performing the cell search, the Housing Officer should use precautions to avoid injury.

A. [redacted]

B. [redacted]

C. [redacted]

## SOUTH JAIL ADMINISTRATION OFFICER
## SECURITY INSPECTION OF THE VISITING TUBES

VISITING TUBES AND VISITORS RECEPTION CENTER:

1. [redacted]

   A. [redacted]

2. [redacted]

   A. [redacted]

   B. [redacted]

   C. [redacted]

   D. [redacted]

   E. [redacted]

## TRANSPORTATION
## SECURITY SEARCHES AND CHECKS

[redacted]

ROUTINE PERIMETER AND INNER FACILITY CHECKS

1. [redacted]

   A. [redacted]

2. [redacted]

SAFETY AND SECURITY PROBLEMS

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 3.1.0 | SUBJECT: 3.1.11 |
|---|---|
| SECURITY AND CONTROL | **STRIP SEARCH** |



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office that strip searches will be conducted to restrict the introduction of weapons, drugs and contraband into the jail facility every time an inmate enters or returns through the inner security perimeter. Strip searches are conducted to ensure the safety and security of staff, visitors, inmates and the facility, and will be conducted as mandated by California Penal Code 4030.

**References of Authority**

U.S. Constitution, Fourth Amendment

| | |
|---|---|
| Federal | (42 USC 1983) |
| PC | 830, 831, 851.5, 4003, 4021, 4030 |
| Cal. Civil Code | 52.1 |
| Title 15 | 1029(a)(5) |

**Definitions**

**Body Cavity**
The stomach or the internal area of the rectal cavity of a person, or the vagina of a female.

**Contraband**
Weapons, drugs or any other items that can pose a threat to the safety and security of the jail, or persons in the jail. This includes any item or article not issued by the facility, purchased from commissary, purchased through other approved channels or approved by Custody Administration. Any authorized item found altered in any way will be considered contraband and will be confiscated.

**Inner Security Perimeter**

[redacted]

**Pat-down Search**
A search consisting of a pat-down of the outer clothing of a person to discover any weapons or contraband, including examination of pockets, shoes, and socks. A pat-down search may include the removal and examination of outer clothing including, but not limited to hats, wigs, coats, jackets and multiple layers of bulky clothing. No clothing will be removed or rearranged to permit a visual inspection of undergarments.

**Physical Body Cavity Search**
Physical intrusion into a body cavity, such as the mouth, stomach, rectum or vagina, for the purpose of discovering any object concealed in a body cavity. A physical body cavity search shall not be conducted without a search warrant, and must be in strict compliance with 4030(k) of the Penal Code.

**Reasonable Suspicion**
Knowledge sufficient to induce an ordinarily prudent and cautious person, under the circumstances, to believe that contraband might be present or criminal activity is taking place.

**Strip Searches**
A search which requires a person to remove or arrange some or all of his/her clothing so as to permit a visual inspection of the underclothing, breasts, buttocks, or genitalia and/or body cavities of a person. This also includes a thorough physical search of all clothing while it is not being worn. Persons conducting a strip search or a visual body cavity search shall not touch the breast, buttocks, or genitalia of the person being searched.

**Visual Body Cavity Search**
A visual inspection of the rectal cavity and/or vagina.

**General Information**

Section 4030 of the California Penal Code curtails the strip-searching of pre-arraignment detainees arrested on charges not related to weapons, controlled substances, or violent crimes prior to being housed in the jail. Pat down searches, all metal detector scans, and removal of shoes, socks, and belts are permitted in order to discover and retrieve concealed weapons and any contraband substances prior to being accepted into Booking. The policy of the San Joaquin County Sheriff's Office Custody Division shall be that no pre-arraigned arrestee held on a misdemeanor or infraction offense, except those involving weapons, controlled substances, or violence will be strip searched prior to being housed in the jail, unless a reasonable suspicion of weapons or contraband exists.

[redacted]

All strip searches shall be conducted in an area of privacy so that the search cannot be observed by persons not participating in the search.

[redacted]

Physical body cavity searches shall be conducted on inmates only under the authority of a search warrant issued by a magistrate specifically authorizing the physical body cavity search. The physical body cavity search shall be conducted under sanitary conditions and only by licensed medical staff. [redacted]
The search shall be conducted in an area of privacy and in a non-offensive manner to avoid unnecessary embarrassment, force or loss of dignity to the inmate being searched.

**General Procedures**

1. All inmates will be strip searched by an officer of the same gender as the inmate.

    a. Transgendered inmates will be strip searched or scanned via the body scanner by an officer of the same gender as which the inmate identifies. Gender identity will be determined during a Classification interview prior to any pre-housing strip search or use of the body scanner.
    b. Only those officers reasonably necessary to safely conduct the search will be allowed to view the search. Additional staff of either gender may monitor the search by listening from an adjacent area in the event they are needed to assist with a combative inmate or other exigent circumstances.
    c. Officers shall not touch the inmate during the search, except as reasonably necessary to restrain a combative inmate.

2. Regardless of when the strip search is conducted there shall be no more than one inmate in a strip search room during the strip search. **Every strip search shall be conducted in privacy.**

3. Designated places for conducting a strip search are:

    a. [redacted]

    b. [redacted]

    c. [redacted]

d. [redacted]

e. [redacted]

f. [redacted]

g. [redacted]

h. [redacted]

4. During the actual strip search, the officer will:

a. [redacted]

b. [redacted]

c. [redacted]

d. [redacted]

e. [redacted]

f. [redacted]

1) [redacted]

2) [redacted]

g. [redacted]

h. [redacted]

i. [redacted]

j. [redacted]

k. [redacted]

5. Should contraband be found during a strip search the discovering officer will:

a. [redacted]

b. [redacted]

c. Complete a Formal or informal incident report and include "STRP" as the code, along with appropriate MV and/or IN codes.

6. [redacted]

**Booking**

1. All misdemeanor arrestees will be given a minimum of three (3) hours to attempt to bail and notify others of their location. During this time, a minimum of three (3) completed phone calls will be allowed. Additionally, arrestees who are the custodial parents of a minor(s) will be given two (2) completed phone calls.

2. At the end of the three (3) hour waiting period and if the inmate is to be housed, the inmate may be strip searched and dressed in jail clothing.

3. Only one arrestee at a time will be allowed into the dress out room at any given time.

4. [redacted] The officer will follow the general strip search procedures.

   a. Strip searches may be conducted in Booking holding cells on inmates with a higher security level.

5. All arrestees will be strip searched by an officer of the same gender as the inmate.

6. Felony arrests and emergency strip searches conducted on misdemeanor bookings are the

only exceptions to the three (3) hour waiting period for a strip search.

7. Emergency strip search conditions are when:

   a. [redacted]

   b. [redacted]

   c. [redacted]

8. Prior to the search, written approval for the search must be given by the Jail Core Sergeant. The "Inmate Observation Log" form will be utilized to document the strip search.

9. Felony arrestees whose charges are related to weapons, controlled substances, or violent crimes must be given the opportunity to make their required phone calls, but can be strip searched and housed without having waited the full three hours.

**Intake**

1. [redacted]

2. [redacted]

3. [redacted]

**Medical/Sheltered**

1. [redacted]

**South Jail Administration Building**

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]

**Administrative Segregation**

1. [redacted]
2. [redacted]
3. [redacted]

Strip searches and/or visual body cavity searches shall not be video recorded, nor conducted in an area under video surveillance.

Honor Farm

1. [redacted]
2. [redacted]
3. [redacted]

These procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Admonition**

Any person who knowingly and willfully authorizes or conducts a strip search or makes visual or physical body cavity search in violation of section 4030 of the California Penal Code is guilty of a misdemeanor. That person may be subject to civil action from the plaintiff, suffer punitive damages from the court and/or receive departmental disciplinary action.

**Refer To:**
3.1.6 Contraband
3.1.12 Body Cavity Search
4.1.4 Preparation for Housing - Dress-out in Booking

# *San Joaquin County Sheriff's Office*
Custody Division
Policies and Procedures

| SECTION: 3.1.0 | SUBJECT: 3.1.12 |
|---|---|
| SECURITY AND CONTROL | **BODY CAVITY SEARCH** |

Date Issued: 09/01/94 Date Revised: 08/15/17
Reviwed: 03/12/19



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office that non-voluntary physical body cavity searches be conducted on inmates under the authority of a search warrant issued by a magistrate specifically authorizing the physical body cavity search, unless the inmate will voluntarily submit to a physical body cavity search. This policy will apply for those inmates accepted and booked into the San Joaquin County Jail.

**References of Authority**

U.S. Constitution, Fourth Amendment

PC 4003, 4021, 4030(k)

Title 15 1029(a)(5)

**Definitions**

**Body Cavity**
The stomach or the internal area of the rectal cavity of a person, or the vagina of a female.

**Contraband**
Any item not provided or approved by Custody Administration, or an approved item, which has been altered, changed or misused. Weapons, drugs or any other items that can pose a threat to the safety and security of the jail, or persons in the jail. This includes any item or article not issued by the facility, purchased from commissary, purchased through other approved channels or approved by Custody Administration. Any authorized item found altered, changed, or misused in any way will be considered contraband and will be confiscated.

**Physical Body Cavity Search**
Physical intrusion into a body cavity, such as the mouth, stomach, rectum or vagina, for the purpose of discovering any object concealed in a body cavity. A physical body cavity search shall not be conducted without a search warrant, and must be in strict compliance with 4030(k) of the California Penal Code.

**Reasonable Suspicion**
Knowledge sufficient to induce an ordinarily prudent and cautious person, under the circumstances, to believe that contraband might be present or criminal activity is taking place.

**Strip Searches**
A search which requires a person to remove or arrange some or all of his clothing so as to permit a visual inspection of the underclothing, breasts, buttocks, or genitalia and/or body cavities of a person. This also includes a thorough physical search of all clothing while it is not being worn. Persons conducting a strip search or a visual body cavity search shall not touch the breast, buttocks, or genitalia of the person being searched.

.

**Visual Body Cavity Search**
A visual inspection of any body cavity.

**General Information**

Physical body cavity searches shall be conducted on inmates only under the authority of a search warrant issued by a magistrate specifically authorizing the physical body cavity search. The physical body cavity search shall be conducted under sanitary conditions and only by licensed medical staff. [redacted]
The search shall be conducted in an area of privacy and in a non-offensive manner to avoid unnecessary embarrassment, force or loss of dignity to the inmate being searched.

A non-permissive physical body cavity search shall be conducted only after a warrant has been obtained.

A warrant may be obtained once there is a reasonable suspicion based on written specific and articulate facts and circumstances that the inmate being searched is concealing a weapon or contraband in a body cavity and that the search will result in the discovery of the weapon and/or contraband.

The Duty Sergeant shall be responsible to review all written reports, consider the circumstances surrounding the situation, consider if the contraband to be gained is important, determine if there are other alternatives, which would be less intrusive, and then determine the necessity and/or urgency of a physical body cavity search.

[redacted]

[redacted]

If at any time the concealed weapon or contraband becomes a threat to the health of the inmate the situation will be handled as a medical emergency.

**Cooperative Inmate**

[redacted]

**Uncooperative Inmate**

[redacted]

[redacted]

**The Search**

The use of X-ray to visually inspect an inmate is not considered intrusive and does not require that a search warrant is secured prior to conducting such a search.

Physical body cavity searches will be conducted by licensed medical personnel only. Licensed medical personnel includes physician, nurse practitioner, registered nurse, licensed vocational nurse or emergency medical technician Level II licensed to practice in the State of California.

Except licensed medical personnel, all persons conducting or otherwise present during a physical body cavity search shall be of the same sex or gender that the inmate identifes as the inmate being searched.

All personnel are considered to be participating in the body cavity search if their official duties are relative to the search procedure and require them to be present at the time the search is conducted.

Under no circumstances shall non-licensed medical personnel touch the body of the inmate whose body cavities are being searched unless it is necessary to affect the search.

The physical body cavity search shall be conducted under sanitary conditions and only by licensed medical staff [redacted] The search shall be conducted in an area of privacy and in a non-offensive manner to avoid unnecessary embarrassment, force, or loss of dignity to the inmate being searched.

Only the number of personnel needed to safely affect the body cavity search shall be present.

[redacted]

[redacted]

**Admonition**

Any person who knowingly and willfully authorizes or conducts a strip search or makes visual or physical body cavity search in violation of section 4030 of the California Penal Code is guilty of a misdemeanor. That person may be subject to civil action from the plaintiff, suffer punitive damages from the court and/or receive Sheriff's Office disciplinary action.

# *San Joaquin County Sheriff's Office*

Custody Division

Policies and Procedures

| SECTION: 3.1.0 | SUBJECT: 3.1.13 |
|---|---|
| SECURITY AND CONTROL | **INMATE LINEUPS** |

Date Issued: 09/01/94 Date Revised: 12/17/19 

---

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office that inmates in the jail facility may be used as suspects and extras in a lineup.

**References of Authority**

U. S. Constitution, Fourteenth Amendment

U. S. Constitution, Eighth Amendment

P. C. 859.7

**Definitions**

**Extra**
A voluntary participant to a lineup who is not the suspect.

**In-Custody Lineup**
A lineup which takes place under the authority of the Sheriff's Custody Division in a designated room designed for such functions with participants who are inmates of the jail.

**In-Custody Suspect**
A suspect in a lineup who is currently in jail.

**Lineup**
A procedure which allows victims and witnesses to view a number of individuals who may resemble the suspect of the crime.

**Out-of-Custody Lineup**
A lineup with participants who are not inmates of the jail.

**Requesting Agency**
Any law enforcement officer as described in 830 P.C.; any recognized member of the District

Attorney's Office; Public Defender's Office and Attorney of Record.

**Suspect**
The possible perpetrator of a crime.

**General Information**

[redacted]

**Procedures**

Procedures provide specific instructions on routine institutional operational procedures. Staff will be trained in these procedures, and shall read and follow the guidelines they provide.

**Refer To:**

**Inmate Classification Manual**

**Sheriff's Office Policy Manual**
441 Line-Up

**Visiting Procedure Manual**
14.0.17 Line Ups

**LINEUPS**

**CLASSIFICATION SERGEANT**

1. [redacted].
2. [redacted]:
   - A. [redacted]
   - B. [redacted]
   - C. [redacted]
   - D. [redacted]
   - E. [redacted]
   - F. [redacted]
   - G. [redacted]
3. [redacted]
   - A. [redacted]
   - B. [redacted].
   - C. [redacted].
     1) [redacted].

2) [redacted].

3) [redacted].

D. [redacted].

E. [redacted].

**CLASSIFICATION OFFICERS**

1. [redacted].
2. [redacted].
3. [redacted].

   A. [redacted].

4. [redacted]:

   A. [redacted].
   B. [redacted].
   C. [redacted].
   D. [redacted].

5. [redacted]:

   A. [redacted].
   B. [redacted].
   C. [redacted].

[redacted].

6. [redacted]

7. [redacted]

**LINEUP OFFICERS**

1. [redacted]

2. [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

**TRANSPORTATION COORDINATOR**

[redacted]

[redacted]

[redacted]

**INMATE MOVEMENT**

[redacted]

[redacted].

**REQUESTING AGENT**

[redacted]:

1. [redacted].
2. [redacted].
3. [redacted].
4. [redacted].
5. [redacted].
6. [redacted].

**THE LINEUP AUDIENCE**

[redacted]

[redacted]

**CONDUCTING THE LINEUP**

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]:

1. [redacted].
2. [redacted].
3. [redacted].
4. [redacted].
5. [redacted].

[redacted].

[redacted]

[redacted]

1. [redacted].

[redacted]

**SUSPECT REFUSAL**

[redacted].

[redacted]

## CANCELLATION OR DENIAL OF LINEUP

[redacted]

## DEVIATION FROM LINEUP PROCEDURES

[redacted]

## DOCUMENTATION

[redacted]

[redacted]:

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. [redacted]
7. [redacted]
8. [redacted]
9. [redacted]
10. [redacted]

[redacted]:

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. [redacted]
7. [redacted]
8. [redacted]
9. [redacted]

[redacted].

**REIMBURSEMENT PROCESS**

[redacted]:

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]

    A. [redacted]
    B. [redacted]
    C. [redacted]

[redacted].

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
Custody Division
Policies and Procedures

| SECTION: 3.1.0 | SUBJECT: 3.1.14 |
|---|---|
| SECURITY AND CONTROL | **FACILITY ACCESS AND CONTROLS** |

Date Issued: 09/01/94 Date revised: 04/01/14 
Date Reviewed: 06/11/14

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to control facility access in order to prevent the introduction of weapons, contraband, escape of inmates, and deny access to unauthorized persons, in order to provide a safe and secure environment.

**Definitions**

**Authorized Personnel**
Security staff, central services, in-house program providers, or any person having official business in the South Jail.

**Checkpoint Access Card**
Electronically coded card programmed to allow access into and out of a secured area.

**Distribution Sallyport**
[redacted]

**In-House Program Providers**
Staff having clearance through custody administration to provide programs to inmates incarcerated.

**Inmate**
Inmate includes any person, whether pre-trial, unsentenced, or sentenced, who is confined in a detention or holding facility.

**Official Visitor**
Official visitor includes any person, i.e., law enforcement officers, parole/probation agents, psychiatrists, physicians, clergy, etc., who have business with either staff or inmate.

**Public**
Public includes any person who is a family member, friend or associate, and the specific intention of visiting an inmate or conducting business relating to inmates.

**Staff**
Staff includes every person who functions in a custody setting at every level, from line staff to Custody administration, managerial and non-managerial, sworn or non-sworn, including members of jail support units.

**Volunteers**
Volunteers include any person from the community, who has been cleared by the Inmate Programs Manager, and provides programs and services for the inmate population in recreation, counseling, education, and religious activities to the facility.

**General Information**

The Honor Farm is a minimum security, locked, fenced compound, which is controlled by an officer operated access gate. The Honor Farm has dormitory style housing. [redacted]

The Main Jail is a maximum security compound with a system of confinement defined by design and operation to provide a secure perimeter with security controlled access. Inmates are locked into assigned housing units with all movement supervised and escorted by security staff. Generally, programs and services are delivered to the inmate.

The San Joaquin County Sheriff's Office will control access to the Main Jail site area by use of the following measures:

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. All media contacts will be directed through the Sheriff's Public Information Officer, whose office is located in the Sheriff's Administration Headquarters.
6. All persons entering controlled areas of the jail must produce proper identification. Jail Central Control will not open any door to any person until identification has been established. The Visiting Senior Office Assistant will ensure visitors follow departmental procedures to establish identity. Visitors will be escorted at all times by jail personnel while in controlled areas.

[redacted]:

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]

**Booking Arena**

[redacted]

**Pre-Book Sallyport**

[redacted]

**Jail Facility Sallyports**

[redacted]

**Staff Access**

[redacted]:

1. [redacted]

2. [redacted]

**Outside Agency Access**

All outside agency access shall follow the methods prescribed by Inmate Visiting Policy. When this occurs, the outside agency may request, through the Captain of Custody, to be allowed access to the custody facilities without escort by security staff.

An agency requesting access to the custody facility will meet the following criteria:

[redacted]

2. [redacted]

3. [redacted]

**Access Card and Pedestrian Gate Access**

[redacted]

**Site Access**

Strategically located informational signs will provide direction and orientation, thereby minimizing traffic and visitor confusion. Control is unobtrusive and unmonitored. [redacted]

**Sheriff's Operation Center**

The building allows the public direct access to any Sheriff's office division that receives general public traffic during regular business hours and days. All visitors must first sign in with STARS reception in the main lobby.

[redacted]

All non-employees or visitors to the building who are conducting business with staff shall be escorted by

employees.

[redacted]

**Custody Administration**
Visitors will follow the signs to the division they wish to contact and leave the building when their business is completed. Visitor reception (both official and public) will be handled at the front reception area on a walk-in basis. Each visitor will be asked to be seated in the waiting area.

The receptionist will contact the appropriate staff person by telephone and inform him of the visitor's arrival. Staff will either come to the waiting room to greet the visitor or the receptionist will escort the visitor to the staff person. Visitors will not be allowed free access to walk unescorted to their appointment.

Civilian visitors will not be allowed to go anywhere beyond the reception desk unescorted.

**Procedures**

Procedures provide specific instructions on access to the facility and routine institutional operations including emergency security procedures. Staff will be trained in these procedures, and will read and follow the guidelines provided.

**Refer To:**

**San Joaquin County Sheriff's Office Custody Policies and Procedures**
3.1.7 Key Control
6.4.3 Inmate Visiting

## BOOKING
## AGENCY ACCESS INTO THE BOOKING ARENA

ENTRY

1. [redacted]

2. [redacted]

   A. [redacted]

   B. [redacted]

3. [redacted]

4. [redacted]

5. [redacted]

6. [redacted]

7. [redacted]:

   A. [redacted]
   B.
   C.
   D.
   E.

EXIT

1. [redacted].
2. [redacted].
3. [redacted].
4. [redacted].

## HONOR FARM
## BUILDING ACCESS

[redacted]

STAFF ACCESS

1. [redacted]
2. [redacted].
3. [redacted].
4. [redacted].

INMATE ACCESS

1. [redacted].
2. [redacted].
3. [redacted].
4. [redacted].
5. [redacted].

PUBLIC ACCESS

1. All visitors must first stop at the Honor Farm Gate. The Officer will log the purpose of the visit, license plate number, and the number of vehicle occupants. The Officer will direct the visitor to the proper location.

2. The public will access the Program Core by entering the main lobby. They will then be directed by sign to the Visiting Lobby or Administration Lobby.

3. Public conducting any inmate related business other than visiting shall gain access to the Program Core through the administrative entrance.

4. The public will then contact the Program Core Security Officer to assist them in conducting their business.

5. The main lobby, visiting lobby, and administration lobby are available for the public to access freely. All other areas within the Program Core are restricted to the public. Any access to other areas of the Program Core by the public will be by officer escort only.

**OFFICIAL VISITOR AND VOLUNTEER ACCESS**

1. [redacted].

2. [redacted].

**AWP/WORK FURLOUGH/HOME DETENTION**

1. The public will access the AWP/HD/Work Furlough office through the gate on Mathews Road.

**INMATE ACCESS (AWP/HOME DETENTION/WORK FURLOUGH)**

1. Inmates will be directed to report to the Release Programs office by appointment only. Program staff will prepare an interview slip that will be forwarded to the inmate during mail call. (NOTE: Slips reflect names, date, time of interview and will state AWP.) The inmate will enter the office area with their assigned interviewer/case manager.

2. Inmates who have an AWP appointment are to sit in the chairs near the north door of the office and wait for their assigned interviewer.

3. Inmates who have a home detention appointment are to go the office area and enter through the northeast corner door.

## SOUTH JAIL ADMINISTRATION
## STAFF ACCESS, IN-HOUSE PROGRAM PROVIDERS & AUTHORIZED PERSONNEL

1. Security staff is authorized to use either entrance of the South Jail Administration Building that best facilitates their work duties.

2. [redacted]

3. [redacted]

   A. In-house program providers must check in with the South Jail Administrative officer prior to entering the South Jail compound.

   B. In-house program providers will then go to the housing unit where they will be providing the program.

   C. In-house program providers must check out with the South Jail Administrative Officer prior to leaving the South Jail Administrative Building.

   D. [redacted]

[redacted]

1. [redacted]

2. [redacted]

   A. [redacted]

   B. [redacted]

3. [redacted]

## SOUTH JAIL ADMINISTRATION
## ACCESS OF VOLUNTEER PROGRAM PROVIDERS AND OUTSIDE MAINTENANCE PERSONNEL TO THE SOUTH JAIL COMPLEX

VOLUNTEER PROGRAM PROVIDERS

1. Volunteer program providers will contact the South Jail Administration Officer in the South Jail Administration Building and do the following:

   A. [redacted].

   B. The South Jail Administration Officer will search the program provider. The officer will have the volunteer program provider walk through the metal detector. If activated, then the hand held metal detector will be used.

   C. [redacted].

2. [redacted].

3. [redacted].

OUTSIDE MAINTENANCE PERSONNEL

1. [redacted].

2. [redacted].

3. [redacted].

## FACILITY ACCESS FOR CONTACT VISITS

COURT ORDERED AND OFFICIAL CONTACT VISITS

1. Court ordered and official contact visits will be pre-scheduled by the Visiting Senior Office Assistant/Records Division Staff. Official contact visits will be conducted at the discretion of a facility manager and the availability of Transportation Officers.

2. [redacted]

3. [redacted]

4. [redacted]

5. [redacted]

PUBLIC DEFENDERS

1. If a Public Defender wishes to have a contact visit, they must contact the Visiting Senior Office Assistant/Records Division Staff 24 hours in advance. [redacted]

2. [redacted]

All official contact visitors must go through the metal detector located in the 24 Hour Lobby and may be subject to a search of their person and property prior to their visit. After the pat down search, only court documents and pertinent paperwork will be allowed on the main jail site. No personal belongings, such as purses and briefcases etc., will be allowed.

Any exceptions to materials being brought into the facility shall be cleared by the Duty Sergeant.

Refusal to comply at any time to any portion of the required search will immediately result in termination of the visit.

**TRANSPORTATION**
**FIRE AND AMBULANCE ACCESS**

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. [redacted]
7. [redacted]
8. All responding Transportation Officers will document, in a timely manner, their assignment and any assistance that was rendered during the emergency.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 3.1.0 | SUBJECT: 3.1.15 |
|---|---|
| SECURITY AND CONTROL | **CONTROL OF INMATE PROPERTY** |

Date Issued: 09/01/95 Date Revised: 04/01/14 
Date Reviewed: 06/11/14

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to inventory and receipt all items of personal property and clothing taken from inmates entering the custody facilities.

**References of Authority**

| | |
|---|---|
| PC | 2601, 4003, 5062, 5063, |
| Civil Code | 2080.3 |
| Title 24 | 1231.2.21 |

**Definitions**

**Administrative Transfer**
When an inmate is transferred to another housing unit and/or reclassified within their current housing unit by classification. This housing transfer and/or reclassification includes general population (Main Jail/Honor Farm), protective custody, administrative segregation and high risk dangerous.

**Property Box**
A box designed to store all the inmate personal property and clothing.

**Disciplinary Hearing**
A non-judicial administrative procedure to determine if substantial evidence exists to find an inmate guilty or not guilty of any rule, violation or prohibited acts.

**Disciplinary Transfer**
When an inmate is transferred to Administrative Segregation disciplinary isolation to serve time for rule violations.

**Intangible property**
Money, traveler's checks, personal checks, stocks, bonds, and other forms of money.

**Legal Material**
Any printed material or mail between an inmate and attorney, legal aid services, or other agencies providing legal services to inmates or professionals having bona fide association with such agencies; or attorneys, judges, and clerk of federal, state and local courts; or public officials and their representatives acting in their official capacities as well as legal material provided by the law librarian. Such material may be opened and searched for verification that it is legal material but only in the presence of the inmate to whom it is addressed.

**Medical Transfer**
When an inmate is transferred to Medical or Sheltered Housing under the direction of Correctional Health Services staff.

**Non-Perishable Items**
Refers to any item, other than food that has been opened, belonging to an inmate.

**Perishable Items**
Refers to any opened food item belonging to an inmate.

**Pre-Hearing Segregation Transfer**
When an officer transfers an inmate who has committed a major rule violation to another housing unit to await a disciplinary hearing

**Religious Material**
Any printed material or article issued by religious program providers who have been approved by Custody Administration.

**Tangible property**
A thing or things owned; possessions.

**General Information**

Jails have both a moral and legal obligation to care for the personal property of inmates. Loss and/or misuse of personal property increasingly surfaces as the subject of litigation. Strict inventory and accounting procedures are the keys to proper control. Essential elements of an adequate property control system are: secure storage, update of inventories whenever items are removed or added, and written sign-offs at the time of release of property.

All property will be stored in a secured area away from the inmate population, with limited access to staff members. All property taken will be returned to the inmate upon release unless the items have been released to a third party, taken as evidence, are considered contraband, or can otherwise be formally accounted for. Inmates will be allowed to keep a reasonable amount of personal property in their housing areas or on their persons. The Booking Officers will refuse to accept unreasonable amounts of personal property of an inmate upon entrance to booking.

**Property for Transfers and Releases**

The Housing Officer will inspect all personal property.

Perishable items will be destroyed if the inmate is being transferred to the Administrative Segregation housing unit for disciplinary isolation (not pre-hearing segregation), or if security level does not permit the inmate to have the item.

Non-perishable items will be confiscated, inventoried and bagged by the Housing Officer and placed on the inmate's property only if the inmate is being transferred to the Administrative Segregation housing unit for disciplinary isolation (not pre-hearing segregation), or if security level does not permit the inmate to have these items.

Legal material will not be taken from the inmate.

The Housing Officer will enter the inventory into the CJIS system by accessing the MAINTAIN/DELETE PROPERTY screen. Three copies will be made of the inventory and distributed as follows:

1. One copy will be placed inside the bag with the property. This copy will be signed and dated by both the inmate and the officer.

2. One copy will be attached to the outside of the bag.

3. The officer will give one copy to the inmate with an explanation of the property's disposition.

If the inmate refuses to sign the inventory copy, the officer will inform the inmate that in the absence of a signature the Sheriff's Office will care for the property, but will not assume any legal responsibility for any items that the inmate may later claim were lost or damaged. If the inmate still refuses to sign, the inventory officer will write **refused** and the incident report number in the inmate signature area.

The bagged property will be kept secure until the Materiel Specialist can pick up the property.

The Materiel Specialist will pick up the inmate's property and add it to the inmate's existing property box in the property room.

**General Population Transfers**

Those inmates transferred to general population (Main Jail/ Honor Farm) will be allowed to take all of their property with them, provided they are approved for the new housing unit and security level.

**Administrative Transfers**

Those inmates transferred to Administrative Segregation, for reasons other than disciplinary, will not be allowed to take items with them that are not approved for the unit and security level.

**Pre-Hearing Segregation Transfers**

Those inmates transferred to pre-hearing segregation in Administrative Segregation to await a disciplinary hearing, will not be allowed to take items with them that are not approved for the unit and security level.

All other items will remain with the inmate until the outcome of the disciplinary hearing.

**Disciplinary Transfers**

Those inmates transferred to Administrative Segregation for disciplinary isolation will be allowed to take the following items with them only:

1. Health aids such as medication, prescription eyeglasses, hearing aids and any other medically approved item.
2. Hygiene articles
3. Legal material
4. Religious material
5. Items found in a welfare bag:

    A. One toothbrush
    B. One tube of toothpaste
    C. One comb
    D. Four sheets of paper
    E. Two mailing envelopes with no postage stamps
    F. One pencil

**Medical Transfers**

Those inmates transferred to Medical or Sheltered Housing will not be allowed to take the following items with them:

1. Razors
2. Any item not approved for security level and housing unit
3. Any other restricted item will be determined by Correctional Health Services once the inmate has been transferred.

**Return of Confiscated Property**

Confiscated property will not be returned to the inmate.

Once added to the inmate property box, any additional personal property will be treated in the same manner as property taken at booking.

Property will be released when:

1. The inmate is released from custody
2. The inmate releases all their property to a third party.

**Documentation of Property Taken**

Prior to dress-out in booking, an inmate's property will be inventoried by the Booking Officer. The inventory will list all the inmate's property and personal possessions taken. The Booking Officer will describe the quantity of articles, listing color, description, any identifiable marks and condition of the property. **Three** CJIS generated property/clothing receipts will be made. **One** copy will be signed by the inmate and officer and placed in the clear pocket of the property box. The **second** copy is placed in the clear plastic personal property bag and the **third** copy is given to the inmate.

All security staff is responsible for updating an inmate's CJIS property inventory when any change to the inmate's property status is made. A copy of the property receipt will be given to the inmate noting the changes made.

**Storage**

[redacted] Personnel who access these rooms will maintain the security and control of the property stored within.

**Property Release**

Inmates being released from custody shall have all personal property and clothing items returned to them. The Release officer will have the inmate sign the inventory receipt to verify that all the inmate's clothing and personal property has been returned. Inmates being released from custody will return all issued inmate clothing. Security staff will personally inventory all clothing items to ensure that all clothing is returned. A CJIS incident will be created should the inmate's personal property be found missing or damaged.

Inmates requesting their property be released to a third party will be required to complete two copies of the property/clothing receipt. The inmate will obtain the copies from the Housing Officer. The completed forms will be forwarded to the Materiel Specialist through the Housing Officer. Once the property is released, one receipt is given to the person picking up the property, and one receipt is kept by the Materiel Specialist.

The Materiel Specialist may release an inmate's property to a law enforcement agency as evidence upon request and without a warrant. The release will be documented in CJIS listing what property was taken, the agency, and reasons. A hard copy will be printed and signed by the officer requesting the property. A copy of the receipt will be given to the inmate. The Materiel Specialist will maintain a file on all types of property released.

Correctional Health Services staff may direct that property be given to the inmate from the property inventory. Correctional Health Services staff must submit a request to the Materiel Specialist. All removals from the inmate's property will be documented in CJIS and a copy of the receipt given to the inmate.

All completed property receipts will be returned to the Materiel Specialist.

**Lost Property**

Security staff will complete an incident report on all instances of lost property. The officer will conduct a search of the property room, and notify the Duty Sergeant. The incident report will list the lost items in detail, list an address, and phone number where the inmate can be reached if the items are found. A copy of the incident report will be printed and forwarded to the Materiel Specialist. An inmate release will not be unnecessarily delayed because of lost property.

Inmates are entitled to file a claim reimbursement from the county for any property lost. The inmate will be told to contact the Clerk of the San Joaquin County Board of Supervisors, 44 N. San Joaquin Street, phone number 468-2350. Claims for lost property are investigated by the Professional Standards Division.

**Unclaimed Property**

The Materiel Specialist will make every effort to contact the inmate in question via direct letters requesting the pickup of unclaimed property. After 90 days, all unclaimed property will be destroyed, donated, or turned over to the county purchasing agent for auction. A notice of disposition of unclaimed property will be posted in a public place in the 24-Hour Jail Lobby and Honor Farm Public Lobby.

**Inmate Personal Clothing**

[redacted].

All personal items kept by the inmate are subject to approval and search. Work Furlough inmates will be

responsible for keeping their work clothing clean and sanitary. Washers and dryers will be provided for inmates on Work Furlough.

Personal clothing of newly booked inmates shall be taken in booking during the dress out process and a standard issue of clothing will be given to the inmate. An itemized inventory shall be taken of the inmate's personal clothing, and a copy of the inventory shall be given to the inmate as a receipt. The inmate's personal clothing shall be stored in a manner which eradicates or stops the spread of vermin.

**Court Clothing**

All court clothing is stored and controlled through the Sheriff's Office Court Services Unit.

Inmates involved in a jury trial shall have their attorney deliver their personal clothing to Sheriff's personnel at the inmate staging area of the courthouse where the jury trial is to take place.

**Monitoring Bracelets**

Some arrestees being processed for housing will have a Monitoring Bracelet that needs to be removed and processed with their personal property. A full description of the device shall be stated, and this item listed individually in the **"Misc"** field. If a member of the responsible agency wishes to pickup the device, they may do so. Sheriff's Office staff shall indicate the property's release by updating the inmate's property record in CJIS, and obtaining a signature from the representative receiving the property.

Upon the inmate's release from custody, if the Monitoring Bracelet has not been picked up by the responsible agency, it shall be returned to the inmate along with the rest of their personal property following departmental procedures.

**Procedures**

Procedures provide specific instructions on the handling of inmate property and the control of contraband. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer To:**

**San Joaquin County Sheriff's Office Custody Policies and Procedures**
4.1.1 Property at Pre-Book
4.1.4 Property at the Booking Counter
4.2.1 Release

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 3.1.0 | SUBJECT: 3.1.16 |
|---|---|
| SECURITY AND CONTROL | SEXUAL MISCONDUCT (PREA) |

Date Issued: 11/27/12 Date Revised: 08/15/17 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to maintain a safe environment, free from threats or acts of inmate-on-inmate sexual assault and staff sexual abuse, sexual misconduct, and sexual harassment. The San Joaquin County Sheriff's Office shall focus on education, prevention, detection, response, investigation, victim support, and data collection. San Joaquin County Sheriff's Office has a **zero-tolerance** of threats and acts of sexual assault among inmates and staff sexual misconduct towards inmates. Such acts are strictly prohibited and subject to administrative and criminal disciplinary sanctions.

Within the San Joaquin County Jail the Custody Administrative Lieutenant is the facility-wide PREA coordinator. (115.11)

**References of Authority**
Prison Rape Elimination Act of 2003 (42 USC 15601); 28 CFR 115;

PC 264.2, 286(e), 288a(e), 289.6, 293.5, 679.04, 4021, 13516

San Joaquin County Sheriff's Office Policy Manual Section 336, 340

Office of Attorney General (CA), Opinion 17-302

**Definitions**

**CONTRACTOR** – A person who provides services on a recurring basis pursuant to a contractual agreement with the department/agency

**EMPLOYEE** – A person who works directly for the agency or facility

**INTERSEX** – A person whose 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 sex development.

**SEXUAL ABUSE** includes sexual abuse by another inmate and sexual abuse of an inmate by an employee, contractor, or volunteer.

A. **SEXUAL ABUSE BY ANOTHER INMATE** includes 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:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.

2. Contact between the mouth and the penis, vulva, or anus.

3. Penetration of the anal or genital opening, or mouth of another person, however slight, by any part of the body of one person, or of any object, substance, instrument or device.

4. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of any person, excluding contact incidental to a physical altercation. (28 CFR 115.6)

B. **SEXUAL ABUSE BY A STAFF MEMBER, CONTRACTOR, OR VOLUNTEER** includes:

1. **SEXUAL TOUCHING** – includes any of the following acts, with or without consent:

   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 where the intent of the staff member, contractor, or volunteer is to abuse, arouse, or gratify sexual desire.

   c. Penetration of the anal or genital opening, or mouth of another person, however slight, by any part of the body of one person, or of any object, substance, instrument or device.

   d. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of any person, with the intent to abuse, arouse or gratify sexual desire. This excludes contact that is incidental to a physical altercation.

2. Any attempted, threatened, or requested sexual touching by a staff member, contractor, or volunteer.

3. **INDECENT EXPOSURE** - means the display by a staff member, contractor, or

volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate.

4. **VOYEURISM -** means an invasion of an inmate's privacy by staff for reasons unrelated to official duties, such as peering at an inmate who is showering, undressing, or 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 naked body or of an inmate performing bodily functions, and distributing or publishing them. (28 CFR 115.6)

C. **SEXUAL HARASSMENT** includes:

1. Repeated and unwelcomed sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate directed toward another; and

2. Repeated verbal comments or gestures of a sexual nature to an inmate 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. (28 CFR 115.6)

**D. SEXUAL MISCONDUCT**

1. As it relates to inmates, includes acts of indecent exposure, sexual disorderly conduct and exhibitionist masturbation. Any inmate who "willfully and lewdly" exposes their private parts or who touches (without exposing) their genitals, buttocks, or breasts in a manner that demonstrates it is for the purpose of sexual arousal, gratification, annoyance, or offense will be subject to a rule violation and/or to criminal prosecution.

2. As it relates to employees, any sexual behavior by a departmental employee directed toward an inmate as defined in Penal Code Section 289.6. The legal concept of "consent" does not exist between employees and inmates; any sexual behavior between them constitutes sexual misconduct and shall subject the employee to disciplinary action and/or to prosecution under the law. Sexual misconduct also includes, but is not limited to, conversations or correspondence that suggests a romantic relationship.

**TRANSGENDER** – A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth.

**VOLUNTEER** means an individual who donates time and effort on a recurring basis to enhance the activities and programs of the agency.

## GENERAL INFORMATION

It is the policy of the San Joaquin County Sheriff's Office to maintain a **zero-tolerance** for inmate-on-inmate sexual assault and staff sexual abuse, sexual misconduct, and sexual harassment toward inmates. This policy provides a response plan universal for instances of sexual abuse, sexual assault and sexual misconduct. All reported incidents of sexual misconduct shall be brought to the attention of the Administrative Lieutenant who acts as the agency PREA coordinator.

A thorough investigation of every allegation of sexual abuse, and where warranted by evidence, proportional sanctions, up to and including criminal prosecution, shall be pursued.

Retaliatory measures against employees or inmates who report incidents of sexual abuse shall not be tolerated and shall result in disciplinary action and/or criminal prosecution. Retaliatory measures include, but are not limited to, coercion, threats of punishment, or any other activities intended to discourage or prevent an employee or inmate from reporting the sexual abuse.

This policy applies to all inmates and persons employed by the San Joaquin County Sheriff's Office, as well as volunteers and independent contractors working within the facility. This policy is also extended to all entities, public or private, utilized to contract confinement of inmates.

## I. SEXUAL ACTIVITY BETWEEN INMATES AND EMPLOYEES

There is no consensual sex in a custodial or supervisory relationship. Any sexual activity between employees and inmates is inconsistent with the professional ethical principles and policies of the Sheriff's Office. All such allegations will be investigated.

Acts of sexual abuse, sexual misconduct or sexual harassment against inmates, retaliation against inmates who refuse to submit to sexual activity, or intimidation of a witness may be a crime. Retaliation against individuals because of their involvement in the reporting or investigation of sexual abuse, sexual misconduct or sexual harassment is prohibited.

All cases involving sexual abuse, sexual misconduct or sexual harassment will be referred to the appropriate investigating unit, and if appropriate, such cases will be referred to the District Attorney for prosecution.

Consensual sodomy and oral copulation among inmates is prohibited by law (Penal Code Sections 286(e) and 288a( e) , respectively).

## II. SEXUAL DISORDERLY CONDUCT

While it is not possible to stop all obscene comments and conduct by inmates, neither shall it be accepted; acts of indecent exposure, sexual disorderly conduct and exhibitionist masturbation will not be tolerated. Any inmate who engages in indecent exposure or sexual disorderly conduct shall be reported and disciplined in an attempt to eliminate and reduce the opportunity to repeat the behavior.

If counseling and progressive discipline fails to result in a modification of the inmate's behavior, an additional charge of PC 314.1 (indecent exposure) or PC 647 (disorderly conduct) shall be filed against the inmate.

Sexually hostile conduct shall not be ignored. *Every incident shall be documented* by the observing employee. If the exposure or inappropriate touching of one's genitals is considered to be unusual and bizarre behavior, a referral for a mental health evaluation shall be included in the rule violation report process.

If an inmate's continued behavior requires additional security precautions, such steps shall be taken, which may include, but not be limited to the following:

A. [redacted]

B. [redacted]r.

## III. PREVENTION PLANNING – Standards 115.11 through 115.16

SUPERVISION AND MONITORING

Each facility duty sergeant shall ensure that the jail shall be staffed to minimum staffing levels based on the existing Custody Division Schedule which drives filling the daily fixed post positions [redacted].

A. Sergeants shall conduct and document unannounced rounds during their shift to identify and/or deter staff sexual abuse and sexual harassment.

B. Staff is prohibited from alerting colleagues that such supervisory rounds are occurring, unless such announcement is related to the legitimate operational functions of the facility.

C. When assuming a post, if the officer is the opposite gender of the inmates, he or she shall announce his/her presence (PC 4021).

CROSS-GENDER VIEWING AND SEARCHES

It is the policy of the San Joaquin County Sheriff's Office that strip searches will be conducted to restrict the introduction of weapons, drugs and contraband into the jail facility every time an inmate enters or returns through the inner security perimeter. Strip searches are conducted to ensure the safety and security of staff, visitors, inmates and the facility, and will be conducted as mandated by California Penal Code 4030.

All strip searches shall be conducted in an area of privacy so that the search cannot be observed by persons not participating in the search. Staff shall conduct the search in a professional and respectful manner consistent with security needs.

**General Procedures**

A. All inmates will be strip searched by an officer of the same gender as the inmate.

1. Males will be strip searched by a male officer.

2. Females will be strip searched by a female officer.

3. Transgendered or intersex inmates will be strip searched by an officer of the same gender as which the inmate identifies.

4. Only those officers reasonably necessary to safely conduct the search will be allowed to view the search. Additional staff of either gender may monitor the search by listening from an adjacent area in the event they are needed to assist with a combative inmate or other exigent circumstances.

5. Officers shall not touch the inmate during the search, except as reasonably necessary to restrain a combative inmate.

B. Regardless of when the strip search is conducted there shall be no more than one inmate in a strip search room during the strip search. **Every strip search shall be conducted in privacy.**

Transgendered or intersex inmates shall not be strip searched or physically examined for the sole purpose of determining the inmate's genital status. If the inmate's genital status or gender identity is unknown, it may be determined during conversations with the inmate, or, if necessary, by learning that information as part of a broader medical examination conducted in private by a medical practitioner.

Inmates who are limited English, and require an interpreter shall have access to the Interpreter Phone Line Service located in each housing unit medical exam room. Housing officers shall not use or rely upon another inmate to interpret.

## IV. COORDINATED RESPONSE (Standards 115.71 through 115.73)

Field Forces shall be notified of the PREA incident, and a Patrolman shall respond to document the report [redacted].

If any life-threatening injuries exist, response may include the need to request emergency transportation (i.e., ambulance). When the call is made to request an ambulance, it is critical to inform the dispatcher that the injured inmate is the victim of sexual assault.

A. [redacted].

B. Testing for pregnancy, sexually transmitted infections/ diseases and HIV will be offered as clinically indicated and will be the responsibility of the hospital.

[redacted].

A. When possible, gender preference should be considered when assigning a custody escort to the victim. The custody escort will ensure effective communication (i.e., complexity of the issues, language barriers, and literacy).

B. [redacted],

At the time the victim is sent to the hospital, the Duty Sergeant or Watch Commander is required to notify the PREA Coordinator. [redacted].

All allegations of sexual abuse, including third-party and anonymous reports shall be reported to the PREA coordinator. If the victim alleges he/she was involved with or assaulted by staff, the Custody Captain shall also notify the Internal Affairs Unit. Investigations Division shall be notified on any case requiring a follow-up investigation.

## V. EMPLOYEE TRAINING (Standard 115.31through 115.35)

All employees who may have contact with inmates shall be trained on the Sheriff's Office zero-tolerance policy for sexual abuse and sexual harassment. The training shall include instruction related to the prevention, detection, response and investigation of signs of threatened and actual inmate sexual abuse.

This training class will be conducted during new employee orientation, annual training, Civilian Security Course and included in the curriculum of the Agency Specifics Module Correctional Training Academy.

All employees who are assigned to investigate sexual abuse cases will receive specialized training in conducting such investigations in confinement settings.

All volunteers and contractors who have contact with inmates shall be provided with a zero tolerance brochure and notified of the zero-tolerance policy regarding sexual abuse and sexual harassment, and trained on their responsibilities regarding sexual abuse prevention, detection, and response.

## VI. INMATE EDUCATION (Standards 115.31 through 115.35)

All inmates will be provided with a copy of the Inmate Orientation Handbook, which informs the inmates of the zero-tolerance policy regarding sexual abuse or sexual harassment and how to report incidents or suspicions of sexual abuse or sexual harassment.

Appropriate provisions shall be made to ensure effective education for inmates who are not fluent in English, are deaf, visually impaired, or otherwise disabled, as well as to inmates who have limited reading skills.

An educational video, in both English and Spanish, will be provided to the inmates while waiting to be processed in the Booking area. And, the educational video will again be played at random times in the housing units.

Posters which contain key information and sexual abuse reporting telephone numbers shall be posted in designated locations throughout the facilities (i.e., all housing units, medical rooms, and program classrooms).

## VII. SCREENING FOR APPROPRIATE PLACEMENT (Standards 115.41through 115.43, .81)

All inmates shall be screened during the intake process and during the initial classification process to assess their risk of being sexually abused by other inmates or sexually abusive toward other inmates. Juvenile offenders shall not be housed in the jail. If an inmate discloses prior sexual victimization, whether it occurred in an institutional setting or in the community, classification staff shall ensure that the inmate is referred to Correctional Health Care for a medical or mental health assessment.

Inmates shall be re-screened when warranted due to a referral, request, or incident of sexual victimization. Inmates may not be disciplined for refusing to answer particular questions or for not disclosing complete information.

The Classification Unit shall be immediately notified in the following circumstances:

A. If an employee has significant concern that an inmate may be subject to sexual victimization.

B. If an inmate displays predatory behavior.

## VIII. DETECTION OF SEXUAL ASSAULT (Standard 115.51through 115.54)

All employees have a responsibility to protect the inmates in their custody. Every employee is responsible for reporting immediately and confidentially to the appropriate supervisor any information that indicates an inmate is being, or has been, sexually assaulted. In addition to this reporting, employees have a responsibility to assist the inmate and refer him/her to medical/mental health for evaluation. Employees shall ensure the reporting of information is done in a confidential manner.

An inmate may report sexual abuse that occurs under the jurisdiction of the Sheriff's Office to any employee, volunteer, or contractor. If the person who receives the report is a non-custody employee, he/she shall immediately notify their supervisor and report the information to the Duty Sergeant or Watch Commander.

Employees are reminded that victims of sexual abuse may be seriously traumatized both physically and/or mentally. Employees are expected to be sensitive to the inmate during their interactions with him/her.

## IX. REPORTING (Standard 115.51 through 115.54 and Standards 115.61 through 115.68)

Inmates may privately report sexual abuse, sexual misconduct, and sexual harassment; retaliation by other inmates or staff for reporting sexual abuse and sexual harassment; and staff neglect or violation of responsibilities that may have contributed to an incident of sexual abuse to any employee, volunteer or contractor. Additionally, inmates may report abuse, retaliation, or harassment by writing to the Sheriff's Office Internal Affairs Unit, or by contacting the Sheriff's Office PREA Coordinator, 468-7732 (468-PREA). (115.53)

A. Reports of sexual abuse, sexual misconduct, and sexual harassment received by Sheriff's Office PREA Coordinator shall be immediately reported in the following manner:

1. Field Forces, via Dispatch

2. Custody Captain

3. Referral to Investigations Division, as needed

Employees shall accept reports made verbally, in writing, anonymously, and from third parties. (115.54 and 115.61)

A. Such allegations shall be treated with discretion and, to the extent permitted by law, confidentially. Apart from reporting to designated supervisors or officials, employees shall not reveal any information related to a sexual abuse report to anyone other than those who need to know, as specified in this policy, to make treatment, investigation, and other security and management decisions.

B. Any verbal reports shall be promptly documented.

C. Employees are encouraged to follow the chain of command when reporting sexual abuse of inmates. Employees not comfortable with reporting violations of this policy to their immediate supervisor may bypass the chain of command and report the allegation to any supervisor. The chain of command does NOT need to be followed.

If an inmate reports having been sexually abused at another facility, the Custody Captain shall notify the head of that agency as soon as possible, but no later than 72 hours after receiving the allegation. (115.63)

If it is determined that the inmate's allegations are false, the inmate may be subject to disciplinary action. A charge of "making a false report of a crime" is appropriate if evidence discovered during the investigation would support that charge. (115.52g)

## X. VICTIM ADVOCATE AND SUPPORT PERSON (Standard 115.53)

Victims of the crimes listed below have the right to a Victim Advocate for both the medical examination and the investigatory interview:

A. PC 261 (rape)

B. PC 286 (sodomy)

C. PC 288a (oral copulation)

D. PC 289 (forcible acts of sexual penetration)

The victim has a right to have a Victim Advocate present at the examination. If requested by the victim, a victim advocate, qualified office staff member or a qualified community organization's staff member shall accompany the victim through the forensic medical examination process and investigatory interviews. The person will provide emotional support, crisis intervention, information, and referrals.

The Victim Support person may be excluded from the examination if the Watch Commander/designee or medical provider determines that the presence of the Victim Support person would be detrimental to the purpose of the examination or poses a threat to the safety and security of the facility or the hospital. If a Victim Support person is excluded, the Watch Commander/designee or medical provider who made the decision shall document the reason (e.g., if time for the support person to attend would result in a significant delay and/or the person requested would present a risk to the safety/security of the facility/hospital).

## XI. EXHAUSTION OF ADMINISTRATIVE REMEDIES (Standard 115.52)

An inmate may submit a grievance of an alleged incident of sexual abuse. The grievance may be submitted without being submitted to the staff member who is the subject of the complaint, and the staff member receiving the complaint shall not refer the grievance to the staff member who is the subject of the complaint. Within ninety (90) days of the initial filing of the grievance the department shall issue a final decision. If more time is needed to complete the investigation, the department may claim an extension of up to 70 days to process the complaint.

Whenever the Sheriff's Office is notified of an allegation that an inmate has been sexually abused it shall consider such notification as a grievance or request for informal resolution submitted on behalf of the alleged inmate victim. The alleged victim shall be informed that a grievance has been submitted on his/her behalf and it shall be processed under the normal procedures.

An inmate may file an emergency grievance when the inmate is subject to a substantial risk of imminent sexual abuse.

A. After receiving such an emergency grievance, the form shall be forwarded to the Captain of Custody for review and corrective action (when necessary). The Captain of Custody shall provide an initial response within forty-eight (48) hours, and a decision made within five (5) calendar days.

B. If the grievance is determined not to be an emergency, the grievance may be processed as normal, or returned to the inmate and required to follow normal grievance procedures. The inmate shall be provided with a written explanation of why the grievance does not qualify as an emergency. An inmate may be disciplined if they intentionally file a grievance where no emergency exists.

## XII. DELAYED REPORTING OF SEXUAL ABUSE – MORE THAN 72 HOURS (115.54)

[redacted]

[redacted]

Hospital medical staff will be responsible to conduct an examination of the victim and alleged suspect to determine the presence or absence of physical trauma, and perform follow-up testing for sexually transmitted diseases and pregnancy testing, as appropriate.

The victim shall be referred to CHC for evaluation and/or counseling.

## XIII. INITIAL RESPONSE (Standard 115.64)

Employees shall maintain professional behavior when interacting with an alleged victim of sexual abuse, and display sensitivity to the potential emotional impact of the situation. All employees are reminded that this is a very serious situation. Incident-specific information shall be treated as confidential, and disclosure made only to staff that have a "**need to know**" and to persons and entities as permitted or required by law.

The Duty Sergeant or Watch Commander shall be immediately notified.

Staff shall not discriminate in their response to inmates who are gay, bisexual, or transgender who report that they have experienced sexual abuse.

[redacted]:

A. [redacted]

B. [redacted]

C. [redacted]:

1. [redacted]

2. [redacted]

3. [redacted]

4. [redacted]

5. [redacted]

D. [redacted].

E. [redacted].

F. [redacted].

G. Generate a CJIS incident detailing the encounter. The incident will be a severity level 2, and the incident type code will be PREA. A PREA incident does not preclude staff from using any other incident code for discipline when it becomes necessary.

The Duty Sergeant or Watch Commander shall ensure that the victim is informed that his/her name will become a matter of public record unless he/she requests that it ***not*** become a matter of public record, pursuant to PC 293(a).

A. The advisement and the victim's response shall be memorialized in a written report.

B. If the victim chooses to have his/her name remain confidential, any written report concerning the offenses must indicate that the victim requested confidentiality of his/her name pursuant to PC 293(a).

C. If the victim has requested confidentiality, the victim's name and address may not be released except to specified persons as authorized by law.

[redacted].

The provision of safe housing options, medical care, and the like shall not be contingent upon the victim's willingness to press charges. (115.68)

## XIV. RETALIATION (Standard 115.67)

Retaliation against any employee or inmate for reporting or cooperating with a sexual abuse investigation is strictly prohibited.

Retaliation is a form of employee misconduct. Any evidence of retaliation shall be considered a separate violation of this policy, and subject to discipline..

The Duty Sergeant, Watch Commander, or Classification shall ensure that the conduct and treatment of inmates or staff who have reported sexual abuse or cooperated with investigations is monitored for signs of retaliation for at least ninety (90) days following their report or cooperation. If necessary, the Duty Sergeant or Watch Commander shall act promptly to remedy any such retaliation.

## XV. SUSPECT PROCESSING (Standard 115.66 and Standards 115.71 through 115.73)

[redacted]

A. The investigating patrol deputy will interview the suspect to obtain his/her account of the incident.

B. The suspect will be transported to the designated medical location for the forensic examination.

C. [redacted]

D. [redacted]

[redacted]

A. [redacted]

B. [redacted]

Substantiated allegations of conduct that appears to be criminal in nature shall be referred to the District Attorney for prosecution.

## XVI. REPORTING TO INMATES (115.73)

Following an investigation into an inmate's allegation that they suffered sexual abuse in a Sheriff's Office facility, the inmate shall be informed as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded.

[redacted]

[redacted]:

A. [redacted].

B. [redacted]

C. [redacted].

D. [redacted].

## XVII. DISCIPLINARY SANCTIONS FOR INMATES (Standard 115.78)

Inmates who are found guilty of committing sexual assault will be punished to the highest degree in accordance with the Inmate Discipline policy, up to and including criminal prosecution.

An inmate's mental disabilities or mental illness shall be considered when determining what type of discipline, if any, should be imposed.

An inmate may be disciplined for sexual contact with staff only upon a finding that the staff member did not consent to such contact.

For the purpose of disciplinary action, a report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred shall not constitute falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation.

## XVIII. DISCIPLINARY SANCTIONS FOR EMPLOYEES (Standards 115.76,.77)

[redacted]

## XIX. CRISIS INTERVENTION AND RISK ASSESSMENT (Standards 115.81 through 115.83)

Upon return to the Jail, all victims of a sexual assault shall be referred to Correctional Health Care (CHC)

for an urgent suicide risk assessment. Mental health staff shall evaluate the victim immediately upon return to the jail, prior to housing the inmate to ensure the inmate does not attempt to hurt him/herself or someone else.

CHC shall be responsible to monitor victims for suicidal impulses, post-traumatic stress disorder, depression, and other mental health consequences.

The victim shall be offered crisis intervention counseling, appropriate to the individual needs of the victim for ongoing medical and mental health care.

## XX. DATA COLLECTION AND REVIEW (Standards 115.86 through 115.88)

The Sheriff's Office shall conduct a sexual abuse incident review at the conclusion of every sexual abuse investigation, including when the allegation has not been substantiated, unless the allegation has been determined to be unfounded. The review team shall:

A. Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect or respond to sexual abuse.

B. Consider whether the incident or allegation was motivated or otherwise caused by the perpetrator or victim's race, ethnicity, sexual orientation, gang affiliation, or other group dynamics at the facility.

C. Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse.

D. Assess the adequacy of staffing levels in that area during different shifts.

E. Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff.

F. Prepare a report of its findings and any recommendations for improvement and submit such report to the Custody Captain and PREA coordinator.

An annual report shall be prepared, and shall include a comparison of the current year's data and corrective actions with those from prior years, and shall provide an assessment of the progress made in addressing sexual abuse. The report shall be made available on the Sheriff's website. Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their

assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 3.1.0 | SUBJECT: 3.1.17 |
|---|---|
| SECURITY AND CONTROL | **BODY SCANNER** |

Date Issued: 05/16/17 Date Revised: 08/15/17 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office that body scanning imaging technology may be conducted on inmates to provide a level of contraband detection beyond that of a clothed pat down search. Body Scans may be performed on inmates who have turned themselves in on a commitment, as well as arrestees who Pre-Trail Services has determined will remain in custody. [redacted]. Additionally, body scans may be conducted on housed inmates at random to detect contraband and to maintain the safety and security of the facility. Safe operation standards as established by this policy shall be adhered to, as well as refrainment from prohibited activities and uses.

**References of Authority**

FDA ANSI/HPS N43.17-2009
Title 17 California Code of Regulations

**Definitions**

**ALARA**
An acronym for **As Low As Reasonably Achievable**. This is a radiation safety principle for minimizing radiation doses and releases of radioactive materials by employing all reasonable methods. ALARA is not only a sound safety principle, but is a regulatory requirement for all radiation safety programs.

**ANSI/HPS N43.17-2009**
American National Standards Institute (ANSI) / Health Physics Society (HPS)
Establishes radiation safety standards for personnel utilizing security screening systems, X-Ray or gamma radiation, setting limits on doses to an individual being screened; to bystanders, operators, and

other employees; requires a variety of safety features; and establishes operational requirements for organizations using these products.

**Arrestee**
Any person that has been lawfully arrested or detained and brought to the San Joaquin County Correctional Facility to be booked, but has not yet passed the receiving screening process or accepted for booking.

**Body Scanner**
A stationary system for obtaining full height radiographic images of a person [redacted]

**Bystander**
Any person other than the individual being screened who is not directly associated with operation of the system.

**Effective Dose**
Sum of the tissue-weighted equivalent doses in all the tissues and organs of the body.

**General Use System (Scanning Mode)**
A personal screening system that is capable of delivering a reference effective dose greater than 1.00 µSv (Microsievert) per screening, but shall not exceed a reference effective dose of 1.50 µSv per screening.

**SJSO Body Scanner and Radiation Information Sheet**
A document explaining the types of radiation, safety information and any other pertinent information the inmate should be aware of to reduce their concern of health risk from exposure. This document shall be conspicuously posted in both English and Spanish in the immediate area of the body scanner.

**Inmate**
An arrestee becomes an inmate after he/she has completed the pre-booking process, been accepted for booking and placed in the physical custody of the San Joaquin County Sheriff's Office.

**Inspection Zone**
A defined (demarcated by tape, paint, rope barrier, etc.) area around the personal security screening system where no one but the individual being scanned is authorized during the operation of the device. The purpose of the zone is radiation exposure control.

**Operator**
Any employee associated with the operation of the system whose responsibilities include at least one of the following: initiating or stopping the scan, verifying the system is operating correctly,

providing information and instructions to the screened individuals and controlling access to the inspection zone. This does not include other employees, such as individuals who may be remotely viewing the image results but are not directly responsible for the other functions.

**Pacemaker**
A small device that is placed in the chest or abdomen to help control abnormal heart rhythms. This device uses low-energy electrical pulses to prompt the heart to beat at a normal rate.

**Pre-Scan**
A safety check of the body scanner and surrounding areas prior to operation of the body scanner.

**Radiation**
Radiation is 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 Safety Officer (RSO)**
The Facilities Lieutenant will be designated the Radiation Safety Officer and will be responsible for maintaining a radiation safety and protection program and ensuring the operation of the body scanner is in compliance with the policies and procedures and state and federal requirements. The RSO will also arrange for any needed repairs or annual surveys.

**Scan**
The operation necessary to produce one image (e.g., front view) from one radiation source.

**X-Ray**
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.

**General Information**

1. The body scanner's primary function is to discover and deter the entry of illegal narcotics, weapons or other contraband into the San Joaquin Sheriff's Office Correctional Facility.

2. The body scanner will be utilized by authorized, trained personnel only and only for official and intended purposes as restricted by policy.

3. Officers who operate the body scanner are only authorized to do so after completing the certified two-hour Operator's Course and successfully passing the Radiation Safety Quiz.

4. Only authorized personnel may view the body scan monitors or images produced by the body scanner. The monitors shall not be positioned in such a way that inmates may view

them. The images produced by the body scanner will not be printed or disclosed except as medically necessary for the removal of contraband, for training purposes or as ordered by the court.

5. Every scan shall be conducted by an operator who is the same gender as which the person being scanned identifies.

6. [redacted]

7. Inmates will not be scanned if it is obvious to the operator, or they have indicated during the Pre-Scanning Safety Questionnaire the existence of any of the following circumstances:

    a. An inmate is utilizing a wheelchair and has limited ability to stand on his/her own.

    b. Inmates who are or may be pregnant, unless cleared by medical staff after a pregnancy test reveals otherwise.

    c. Inmates who have undergone radiation or chemotherapy in the past six months.

    d. Inmates with a pacemaker.

    e. If any of the above conditions are verified by review of the Medical Screening Questionnaire.

**Training**

1. Each operator will be provided with training on the operation and use of the body scanner. This training will include pre-operational checks, operation of the system, subject positioning, interpretation of images, procedures to be followed if the system is damaged or malfunctions and practical operational experience. Annual update training will be provided if any procedural, legal, or operational use changes are made regarding the body scanner.

2. Each operator of the body scanner will be provided radiation safety training prior to operating the body scanner. This training will include but not limited to the following:

    a. Types of radiation

    b. Sources and magnitudes of typical exposures

c. Radiation units

d. Concept of ALARA

e. Biological effects

f. Radiation risk

**Radiation Surveys**

1. A formal radiation survey by a qualified expert is required upon installation and will be conducted at least once every 24 months (biannually) thereafter. Biannual surveys will be facilitated or conducted by the vendor, OD Security North America.

2. A formal radiation survey is also required whenever the system is relocated or non-routine service involving the x-ray source, any x-ray collimating device or x-ray shielding is performed. The system will only be moved or relocated by the vendor.

3. These surveys will verify the effective dose per scan, radiation leakage, the adequacy of the inspection zone and other parameters specified by the manufacturer. Records of surveys will be kept indefinitely and maintained by the Sheriff's Compliance Officer.

**Cleaning and Maintenance**

1. [redacted]

2. [redacted]

3. The platform gliders should be cleaned before daily use with a soft dry cloth.

4. The console (not the display) should be cleaned weekly with a small amount of soap and hot water.

5. The display should be cleaned weekly with a dry cloth.

6. The detector column should be cleaned weekly with a small amount of soap and hot water.

7. The x-ray frame should be cleaned weekly with a small amount of soap and hot water.

8. [redacted]

9. Software updates will be performed by system administrators (duty sergeant,) at scheduled intervals or as needed via temporary data line. No permanent data line will remain connected outside of the maintenance period, or as needed at the discretion of the system administrator.

**Procedure: Pre-Scan**

1. [redacted]

2. The operator will complete a Pre-Scanning Safety Questionnaire for each inmate to be scanned, ensuring all potential disqualifying conditions are not present. The questionnaire will be turned in to the duty sergeant to be reviewed and forwarded to the Facilities Lieutenant (Radiation Safety Officer) for maintenance.

3. If an emergency occurs, the body scanner shall be powered off and the Duty Sergeant shall be notified.

**Scanning of Inmates to be Housed**

1. [redacted]

2. When it is determined that an inmate will be housed, no articulable facts are required beyond the routine security precautions necessary to safeguard the safety and security of the facility and the health and welfare of the inmate population.

3. [redacted]

4. [redacted]

5. [redacted]

6. The operator will not make any suggestive or inappropriate statements concerning any medical conditions or physical attributes of the person being scanned.

**Scans Revealing Contraband**

1. In the event that a scan indicates that an inmate may be concealing contraband, the operator will notify the Duty Sergeant.
2. [redacted]:
   a. [redacted].
   b. [redacted].
   c. [redacted].

**Inmate Refusal to Remove Concealed Contraband**

Refer to Policy 3.1.12 Body Cavity Search

**Scanning of Housed Inmates**

1. [redacted]
2. [redacted],
   a. [redacted].

b. [redacted]

c. [redacted]

d. [redacted]

e. [redacted]

**Scanning of Inmates Working Outside the Facility**

1. [redacted]

2. [redacted]

3. [redacted]

4. [redacted]

**Refusal or Combative Inmates**

1. [redacted]

2. [redacted]

3. [redacted]

4. [redacted]

**Pacemakers and other Medical Devices**

1. [redacted]
2. [redacted]
3. [redacted]

**Pregnant Inmates**

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]

**Scanning of intoxicated Inmates and Arrestees**

1. [redacted]

**Refer to:**
3.1.6 Contraband
3.1.11 Strip Search
3.1.12 Body Cavity Search
OD Security SOTER RS Administrators Manual

Operator Training Manual
SJSO-X-Ray Safety Course Manual
SJSO Information Sheet
State of California Radiation Machine Registration
Notice to Employees

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 3.2.0 | SUBJECT: 3.2.1 |
|---|---|
| INMATE MANAGEMENT | **UNIT MANAGEMENT** |

Date Issued: 09/01/94 Date Revised: 04/01/14 
Date Reviewed: 05/29/14

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to use direct supervision concepts to encourage officer contact with inmates and emphasize the use of interpersonal communication skills in order for officers to provide a leadership role that will ensure the safe, secure and humane treatment of inmates.

**Definitions**

**Direct Supervision**
An inmate management philosophy that functions within a specially designed correctional environment in which inmates are managed in accordance with a specific set of management principles, by specially trained staff who are in continual contact with the inmate occupants.

**Interpersonal Communications Skills**
A developed skill or ability to effectively impart or exchange thoughts by verbal or non-verbal means.

**General Information**

Direct supervision exists to protect the community it serves by effectively and efficiently managing inmate behavior to assure the safe, secure, humane and just care of the persons committed to custody by due process of law; and to provide an environment conducive to improved working conditions for staff and the management of those confined.

**Goals of Direct Supervision**

**Goal 1** - To effectively control the unlawful and destructive behavior of persons in custody.

**Goal 2** - To assure the safety of staff and inmates and security of the custody facility.

**Goal 3** - To establish a working environment and job content that will attract, retain and stimulate competent and dedicated staff.

**Goal 4** - To conserve community resources through the reduction of construction and operating costs consistent with legal requirements and professional standards.

**Goal 5** - To provide a correctional environment and atmosphere that facilitates the successful implementation of programs aimed at redirection of the inmate and the resolution of impediments to their lawful and effective functioning in society.

**Goal 6** - Assure just correctional practices that preserve the legal and social values of the community.

**The Nine Principles of Direct Supervision**

1. **Effective Control**

   A. Housing officers must always be in complete control of the housing unit. This control may never be shared with inmates.

   B. Sound perimeter security permits greater flexibility in the internal operations and permits those operations to take place in a more normalized environment. Staff should make frequent security inspections to detect any damage or attempts to compromise the structural integrity of the perimeter.

   C. The inmate population is divided into controllable groups, which facilitates the officer's ability to control the unit.

   D. The housing officer can more effectively control inmate behavior when he can easily observe the area he supervises.

   E. An important ingredient in achieving effective control is establishing accountability for behavior. Staff must deal with inmates as individuals. Consequences for behavior should be consistent. Consistent meaningful action should be used to discourage negative behavior and to encourage positive behavior. Reinforcement for positive behavior may be more effective in producing appropriate inmate behavior.

   F. Officers need to manipulate the inmate's environment by encouraging the inmate to get his needs met through compliant behavior.

2. **Effective Supervision**

   A. Extensive personal interaction between staff and inmates will facilitate the officer's ability to supervise inmates.

   B. The inmate population is divided into manageable groups.

   C. Effective supervision depends upon the officer being in control of the unit. Any inmate who competes for the leadership role of the housing unit has to be dealt with effectively, even if that means his removal from the housing unit.

   D. Management must pro-actively assume the responsibility for assuring that staff is successful in fulfilling their inmate supervisory responsibilities.

   E. Staff must use professional techniques in supervising the inmate population.

3. **Competent Staff**

   A. The operation of the San Joaquin County Correctional Facility is staff intensive rather than technology intensive. Because of this fact, the recruiting of competent staff is key to success.

   B. New hire and ongoing training is used to develop skills necessary to manage inmates.

   C. Management must assume the responsibility for making their staff effective. Management must develop their staff through constructive supervision and leadership.

4. **Safety of Staff and Inmates**

   A. Safe and secure housing is critical to the basic mission of the jail.

   B. Fire and life safety systems must be functional and staff must be trained to be responsive to emergency situations.

   C. Preventable unsafe conditions must be corrected prior to injuries occurring.

   D. Perception of danger creates fear, whether it is the inmate or staff. Environmental forces, such as the number of inmates sleeping in a cell, can ease or increase fears. Fearful inmates become management problems and make weapons, affiliate with prison gangs, act tough, buy protection, or commit violent or destructive acts and must be placed in solitary confinement.

E. Fearful staff will avoid personal contact with inmates and avoid patrolling the housing unit, abuse sick time, carry personal weapons in custody. Perception of danger creates a volatile fear/hate response with heightened levels of tension.

5. **Manageable and Cost Effective Operations**

A. Absence of vandal-proof and security style furnishings save money.

B. The architect has wider options and more flexibility to improve the manageability of the facility where inmate behavior is managed so that vandalism is minimal.

C. Vandalism may be greatly reduced by making inmates accountable for their behavior and by promptly restoring any area that has been vandalized.

D. Proactive officers can encourage the inmate to get his goals met with acceptable behavior.

E. Every inmate is held responsible for the cleanliness and sanitation of their cell and the housing unit.

6. **Effective Communication**

A. The more accessible the officer, the more likely inmates will cooperate and provide information on illegal activities of other inmates.

B. Effective and active communication between staff members on all levels must exist. Officers are isolated with inmates for long hours and need contact with other officers. Officers can feel the same feelings of isolation and frustration if support services and/or management are not responsive to their needs.

C. Officers must be trained in interpersonal communication skills.

7. **Classification and Orientation**

A. A critical element of direct supervision is that the officer must know with whom he is dealing.

B. Inmates must be told what is expected of them.

C. Inmates are expected to behave as responsible adults.

D. Intensive supervision in the first 24 to 48 hours of detention may reduce the incidence of suicide attempts.

8. **Justice and Fairness**

   A. Officers must recognize their fundamental obligation to comply with constitutional standards and other applicable codes and court decisions.

   B. The general public has an expectation that inmates should be treated fairly. The housing officer must exert positive control over the inmate population. A critical quality of any leader is a keen sense of fairness that can be consistently depended upon. Any compromise of the officer's reputation for fairness will seriously jeopardize his operational effectiveness.

   C. Unfairness is a root cause of collective violence. Unfairness can jeopardize an officer's operational effectiveness. When an inmate does not accept an officer's position there is a need for a formal administrative procedure through which disputes may be channeled. A credible third party review is a good pressure release mechanism and serves as a good monitoring system to ensure consistency of equitable treatment.

9. **Ownership of Operations**

   **A.** In order for direct supervision to function best, the staff must "own" the jail.

   B. Officers must be able to make decisions within established parameters.

   C. Ownership leads to increased job satisfaction and improved jail operations.

**The Six Components of the Inmate Supervision System**

1. **Direct Supervision** - The fundamental element to the success of direct supervision is the direct and continuous contact between officers and inmates.

2. **Design** -The structure design accommodates the specific needs of general population, chronic disciplinary problems, medical/psychological problems, inmates needing protective custody and high-risk inmates.

3. **Classification** - Inmates are classified to protect staff and inmates, house inmates safely, provide for inmate's specific needs, and allow inmates to function more productively in custody. Classification is not used to punish inmates.

4. **Managing Marginal Inmates** - Inmates conduct themselves reasonably well only because direct supervision principles are exercised by the housing officer. Inmate behaviors, whether dependent, passive, clinging or sly, hostile to authority or victimizers, can be successful due to officer presence and an assumption of rational behavior. Officers must meet an inmate's attitude of resistance with the appropriate level of discipline.

5. **Discipline** - The purpose of discipline is to maintain an orderly environment and compliant inmate behavior rather than punish the inmate. Based upon fair and consistent progressive discipline, inmates have a formal appeal process and officers have a clear understanding of when it is appropriate to remove an inmate from the housing unit.

6. **Correctional Officer Performance - Seven Dimensions:**

   A. The officer manages and inspects the housing unit to assure a safe, secure and humane environment by utilizing pro-activity and communication to maximize the officer's authority.

   B. The officer handles inmate discipline through progressive discipline and applies discipline fairly and consistently.

   C. The officer responds to inmate requests in a fair and balanced way but avoids being manipulated by inmates.

   D. The officer builds positive rapport and personal credibility with inmates and creates an environment of mutual respect by demonstrating consistency and a courteous manner. The officer exemplifies being a leader.

   E. The officer supervises in a clear, well-organized and attention-getting manner that will clearly communicate with inmates and will motivate the inmate through praise and constructive criticism while not asking the impossible.

   F. The officer provides guidance for the solution of inmate problems and conflicts. The officer will swiftly resolve conflicts between inmates. The officer will avoid advice, but may lay out alternatives.

   G. The officer maintains effective administrative and staff relations. Officers always document and convey information on inmates to other officers. Officers assigned to the same housing unit provide consistency from shift to shift. Consistency is supported by the fixed post procedures. Officers support appropriate efforts of other officers. Line staff reports critical information to supervisors and administrators. Administrators have an open door policy toward staff.

**Procedures**

Procedures provide specific instructions in all tasks related to unit management. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

Procedures shall be used, both as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Department*
## Custody Division
## Policies and Procedures

| SECTION: 3.2.0 | SUBJECT: 3.2.2 |
|---|---|
| INMATE MANAGEMENT | **JAIL CROWDING** |



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department that double bunking will accommodate crowding and will be a temporary expedient only to be used until inmates can be lawfully released from custody. Every effort shall be made to return to housing inmates in a manner consistent with the original building design capacity and intent.

**References of Authority**

Title 24 Part 2, Section 470A

**Definitions**

**Design Capacity**
The number of physical beds intended to be in a housing unit that are supported by building design and management principles. [redacted]

**Double Bunking**
The assigning of two inmates to the same room. One inmate will be assigned to the bottom bunk as bunk number one, the second inmate will be assigned to the top bunk as bunk number two. [redacted]

**Double Bunking Capacity**
The number of inmates allowed to live in an intake unit or a general population unit once the design capacity has been reached. [redacted] Only Intake Unit #3 will be considered as a coed housing unit.

**Seniority Date**
A calendar date entered and used by classification to identify when an inmate is assigned and moved to a housing unit.

**General Information**

**Double Bunking**

Due to conditions beyond the control of the San Joaquin County Sheriff's Department, it has become necessary to double bunk designated cells on a temporary basis. Each cell has been furnished with one bunk but was designed to meet all the legal requirements for double occupancy.

The additional population will require additional patience on everyone's part. Mealtime may take longer, showers will be used more frequently and for those sharing cell space there will be less privacy.

[redacted]

Double bunking is expected to be temporary and last only a short time. As soon as possible, the Sheriff's Department will restore cells to single occupancy.

[redacted]

Inmate's assigned to Intake may not have been classified or may be restricted from mixing with other inmates in the unit. Housing Officers shall be aware of all special security levels of inmates housed.

Housing Officer:

1. The Housing Officer will notify those inmates currently assigned to the rooms that have been designated for double bunking.

2. Once the inmates assigned to be double bunked in the unit have arrived, the Housing Officer will make room assignments.

3. [redacted]

4. The inmate assigned to the bottom bunk is listed as bunk number one, the inmate assigned to the top bunk will be listed as bunk number two.

Intake Units Procedures Change:

1. [redacted] Housing Officers are to be flexible and use sound judgement in order to ensure workability of this procedure. Inmates locked down must be available to Correctional Health Care for sick call and assessments.

2. The period of time each half of the population is permitted out of their cells should be determined by the Housing Officer in conjunction with the Duty Sergeant. Shorter periods of time would be expected to reduce tension and the hours should be rotated between the inmate areas to be as fair as possible.

3. The Core Duty Sergeant will be notified of procedure changes, prior to implementation, to evaluate the need for the change.

General Population Units Procedures Change:

1. The only routine procedure change that will occur during a double bunking situation will be inmate meals at the South Jail.

2. During inmate meals, the Housing Officer must ensure that all inmates have seating in the dining area.

3. [redacted]

4. The Duty Sergeant will evaluate the need for any other procedure changes.

Subsiding Of Double Bunking:

1. As the crowding situation decreases, Classification will monitor unit populations to ensure that all inmates have a single bunked bed.

2. [redacted]

3. [redacted]

4. [redacted]

**Monitoring Jail Population**

[redacted]

**Procedures**

Procedures provide specific instructions on routine institutional operations and emergency security procedures. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer To:**

**Jail Supervisor**
5.00.03Temporary Double Bunking of General Population Housing

**Classification Manual**

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Department*
## Custody Division
## Policies and Procedures

| SECTION: 3.2.0 | SUBJECT: 3.2.3 |
|---|---|
| INMATE MANAGEMENT | **CLASSIFICATION** |
| Date Issued: 09/01/94 | Date Revised: 04/27/10 |



**Policy Statement**

Every person booked or committed to the San Joaquin County Custody Facility, who is not a candidate for imminent release, will be classified to the most appropriate security and custody level. Review classification for the same purpose shall occur as necessary.

**References of Authority**

| | |
|---|---|
| PC | 18, 19, 4000, 4001, 4002 |
| Civil Code of CA. | Title V |
| Title 15 | 1050, 1051, 1052, 1053, 1054, 1073 |

**Definitions**

**Classification**
A diagnostic process to properly assign inmates to housing, medical, work and other program needs in order to maximize satisfaction of those needs with available jail resources.

**CJIS**
Criminal Justice Information System is an automated system used to generate all movement lists including but not limited to; court, sick call, releases and designation of inmate housing locations.

**Grievance (Formal)**
A written complaint, related to the conditions of confinement, filed by an inmate with a facility staff member. Written concerns are of personal health, welfare, or the operations and services of the facility.

**Initial Classification**
A diagnostic process undertaken by a Classification Officer subsequent to the booking process to determine the most suitable housing for an incoming inmate and identify any needs (security, medical, etc.) which must be met as soon as possible and to assemble information for use in programming.

**Level Of Custody**
A system of defining program eligibility and level of supervision required on each inmate classified.

**Level Of Security**
[redacted]

**Review Classification**
Subsequent diagnosis undertaken on a regular basis or as needed, to modify or consider modification of the housing, and/or program decision made at the time of initial classification.

**Segregation**
Physical separation or isolation of an inmate or group of inmates for the protection of an inmate or group of inmates, or disciplinary detention resulting in loss of privileges, escape risk, assaultive or disruptive behavior, medical or psychiatric treatment or as required by law.

**General Information**

Classification is a diagnostic process undertaken by jail authorities to identify a comprehensive set of physical, emotional, behavioral and historic characteristics of an inmate. These characteristics are evaluated and used to house inmates safely, protect staff and other inmates, treat inmate's medical problems, provide programs and services that are designed to enable inmates to function more productively while in custody and enable jail authorities to comply with laws which require separation of certain categories of inmates.

The principal prerequisites for effective classification are:

1. Ample and accurate information specifically designed for classification purposes.

2. A personal and private face-to-face interview.

3. A Classification Unit comprised of personnel with training and experience to use the information productively for making sound classification decisions.

Basic categories of information upon which decisions are made include, but are not limited to:

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]

In practice, the foregoing categories of information are often referred to as classification criteria.

[redacted]

[redacted]

Classification shall be administered equitably and consistently without discrimination based on race, sex, beliefs, cultural or national background, religion or physical handicap.

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

**Classification Guidelines**

The classification process is designed to assign every inmate to the most appropriate housing, work/program eligibility and service, and leisure activity within available resources of the facility. Classification is to be conducted in a valid and consistent manner.

The following basic provisions shall be mandatory:

1. [redacted]

2. Juveniles will not be housed in the San Joaquin County Jail facilities unless ordered by the courts. Juvenile court orders will be referred to the Facilities Lieutenant. Juveniles committed for holding under judicial process will be housed at the San Joaquin County Juvenile Detention Facility.

3. [redacted]

4. [redacted]

5. [redacted]

[redacted]

1. [redacted]

2. [redacted]

3. [redacted]

4. [redacted]

5. [redacted]

6. [redacted]

7. [redacted]

8. [redacted]

9. [redacted]

10. [redacted]

11. Juvenile

12. [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

TRANSFERS

1. All housing assignments from booking to an initial housing assignment are to be scheduled and entered by a Classification Officer.

2. [redacted]

3. Transfers should be coordinated with appropriate staff.

4. All subsequent housing assignments in the maximum security facility will be scheduled and entered by a Classification Officer.

5. [redacted]

PRE-HEARING SEGREGATION AND EMERGENCY MOVES

1. [redacted]

ROUTINE TRANSFERS

1. [redacted]

2. [redacted]

RELEASES

Scheduling an inmate's release is not the responsibility of Classification but inmate classification codes and handling instructions are still to be adhered to until the inmate is released from custody.

**Procedures**

Procedures provide specific instructions for the classification of inmates. Classification staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer to:**

**San Joaquin County Sheriff's Department Custody Division Policy**
1.4.2 Population Management
2.1.7 Crime In The Facility
3.1.13 Inmate Lineups
3.3.1 Inmate Movement
3.2.2 Jail Crowding
6.5.1 Inmate Grievances
7.3.4 HIV/AIDS And Communicable Disease

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use good judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Department*
Custody Division
Policies and Procedures

| SECTION: 3.2.0 | SUBJECT: 3.2.4 |
|---|---|
| INMATE MANAGEMENT | **ALTERNATIVES TO INCARCERATION** |

Date Issued: 09/01/94 Date Revised: 03/27/09 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department that maximum utilization of all legal and cost-effective alternatives to incarceration will be employed for those qualifying inmates.

**References of Authority**

PC. 853.6, 853.7, 1203.016, 1208, 1208.5, 1318, 1318.1, 1319, 3074, 3077, 4024.2, 4024.4

W&I 5170

GC. 26605

San Joaquin County Resolution R-84-348

**General Information**

The fundamental purpose of a jail is to provide necessary security to: safely house lawfully arrested persons; protect citizens from the dangerous criminal; assure the appearance of incarcerated defendants to court; protect inmates from one another; and to afford staff and visitor safety.

The San Joaquin County Jail was designed and constructed to provide the citizens of San Joaquin County with a safe and secure facility that either complies with or exceeds the standards articulated by local, state, federal and professional agencies.

The operations of the jail will ensure that those remanded to its care are provided with safe, secure, and humane treatment consistent with applicable standards, laws and judicial decisions.

Alternatives to incarceration will be utilized in every case consistent with our responsibility to ensure public safety and protect inmate rights.

The goal of any alternative to incarceration program is to provide for the community reintegration of inmates in a safe and acceptable manner, provide relief for jail crowding so those defendants who are risks to the community will remain in jail, and provide the courts with an additional dimension for sentencing which benefits the community.

The Honor Farm Lieutenant is responsible for all Sheriff's Alternative to Incarceration programs.

**Pre-Trial Services (PTS)**

An information-gathering unit, which serves as a liaison between the jail and courts. A unit that conducts a systematic process of gathering and verifying information for the courts and determines pre-arraignment eligibility for the release of qualified arrestees.

The Sheriff's Misdemeanor Citation Release Program (C/R) is managed by Pre-Trial Services.

The Felony Own Recognizance Program (O/R) is conducted under the direction and supervision of the Probation Department and is managed by Pre-Trial Services.

Both the Misdemeanor Citation Release Program and the Felony Own Recognizance Program provide a relief mechanism for jail crowding of inmates who have not been arraigned or sentenced but otherwise meet the eligibility for release.

Pre-Trial Services has the following charge:

1. Find defendants who qualify for release on their own recognizance prior to their arraignment.

2. Provide verified information to the courts. This information may be utilized by the judges at any time during the court process; they may reduce bail, increase bail, or release someone on their own recognizance.

3. Carry out the Sheriff's Misdemeanor Citation Release Program.

**Alternative Work Program (AWP)**

The Alternative Work Program allows individuals sentenced to jail to serve their time by living at home and working in the community. The program is authorized by the California Penal Code Section 4024.2, which allows offenders to perform labor on public property and roads instead of serving time in the county jail. One eight-hour day equals two days in jail. The program is voluntary and offenders provide their own transportation, clothing and food at the work site. A work site supervisor verifies that the subject works when and where they are scheduled. A fee is charged to participate in this program. If needed, arrangements for the payment of fees will be made during the application process.

Generally, all persons sentenced to jail are eligible to be considered for AWP. Cases designated by the court as ineligible may be over ruled based on the eligibility under the consent decree.

**Sheriff Parole Program**

The Sheriff Parole Program operates under the direction and supervision of the Probation Department. The California Penal Code Section 3074, which provides that every inmate sentenced to a County Jail to serve his or her time is eligible for consideration regarding County Parole. Exceptions for eligibility include: when the sentencing judge prohibits county parole or if there are any outstanding out-of-county warrants or holds. Applications are available, at no charge, by request on an Inmate Request Form.

**Home Detention**

The Home Detention Program operates out of the Sheriff's Work Furlough Office. The program is authorized by California Penal Code Section 1203.016, which provides for voluntary electronic monitoring of qualified inmates and allows them to serve their sentence at home in lieu of jail. Cases designated by the court as ineligible may be over ruled based on the eligibility under the decree.

The program is designed for those inmates who qualify for the Work Furlough Program and those who, because of medical or physical reasons, cannot participate in the Alternative Work Program, or are currently enrolled in an educational or vocational program.

Home Detention inmates are required to have a residence and telephone in San Joaquin County. A fee is charged to participate in this program. If needed, arrangements for the payment of fees will be made during the application process. One day of Home Detention equals one day in jail.

Participants in the Home Detention Program are monitored by a transmitter that is attached to their ankle that sends information to a Field Monitoring Device, which is a receiver that is set up in their residence. The Field Monitoring Device connects to the Monitoring Centers Host's computer through the telephone line, and reports any changes in the Home Detention Participant's status. The Field Monitoring Device reports when the participant leaves his residence, when he returns to the residence, and if he makes any attempt to tamper with or remove the Ankle Transmitter. [redacted]

**Starting Point/Reception Center**

The Starting Point/Reception Center will provide for the intake and care of individuals recovering from the excessive alcohol consumption and other drug usage. The program is authorized by the Welfare and Institutions Code Section 5170 which provides for the following: elimination of the booking procedure by the Police Department and the Sheriff's Department, elimination of the need to process a person through the criminal justice system, and admittance of as many people as possible into treatment for substance abuse.

The counselor will make the final determination concerning admission to the center. If the counselor determines that a person is inappropriate for Starting Point/Reception Center because he is mentally ill or violent, the law enforcement agency will be asked to transport the individual to the County Jail for booking or to the Mental Health Center.

**Work/School Furlough Program**

The program is authorized by the California Penal Code Sections 1208 and 1208.5 and provides for those inmates who are serving time in custody and wish to continue to work or attend school while incarcerated. A fee is charged to participate in this program. Arrangements for the payment of fees will be made during the application process.

**Procedure**

Procedures provide specific instructions on routine procedures. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer to:**

Inmate Orientation And Rule Book

## WORK/SCHOOL FURLOUGH PROGRAM
## ELECTRONIC MONITORING

Once the determination has been made that an individual has been accepted for enrollment in the Sheriff's Work Furlough Program, the individual is fitted with an ankle bracelet. The ankle bracelet contains an electronic device designed for remote monitoring. The placement of the ankle bracelet will be performed by one of the Home Detention/Work Furlough Programs Case Managers. Once the bracelet is applied, the Work Programs personnel will be responsible for any maintenance and service of the equipment.

In the event it becomes necessary to remove an inmate from the 124 Housing Unit and the Work Furlough Program, and re-house them in another location at the Honor Farm, Jail Core or South Jail., the following steps shall be taken:

1. The officer will cut the ankle monitor off of the inmate's ankle with the scissors that are provided for this purpose.

2. The officer will place the ankle Monitor into a small plastic bag and forward to the Work Programs Office along with a copy of the incident report.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 3.3.0 | SUBJECT: 3.3.1 |
|---|---|
| INMATE MOVEMENT | **INMATE MOVEMENT** |

Date Issued: 09/01/94 Date Revised: 04/01/14 
Date Reviewed: 06/11/14

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office that inmates shall be moved securely and safely in accordance with departmental guidelines in order to maintain the safety of inmates, staff and the public.

**References of Authority**

Title 15 1050, 1053

Penal Code 4011.7, 4011.9

Welfare and Institution Code 5150, 5150.1

Sheriff's Office Policy Manual 418

**Definitions**

**CJIS**
Criminal Justice Information System is an automated system used to generate all movement lists including but not limited to; court, sick call, releases and designation of inmate housing locations.

**Inmate Locator Board**
A listing of an inmate's housing assignment, housekeeping assignment, and location when out of the housing unit.

**Inner Security Perimeter**
Consists of the physical structure of each inmate housing unit. [redacted]

**Level of Custody**
A system of defining program eligibility and level of supervision required for each inmate classified.

**Level of Security**
[redacted]

**Medical Housing**
The Medical Housing Unit is a specialized housing unit for inmates that have medical needs requiring constant medical care, supervision or intervention. The unit has been designed to accommodate inmates that are ambulatory or need medical isolation. Registered nurses assigned to the housing unit on a twenty-four hour basis provide medical care and supervision.

Medical/Mental Health Transport
The transport of an inmate to a Medical/ Mental Health Facility, as determined necessary under the direction of Correctional Health Services/Psychiatric Services.

**Mobile Violent Inmate Restraint Chair**
A mobile chair with equipment designed to restrain or limit the movement of inmates who require extreme measures of control.

**Removal of Guard Form**
Per 4011.7 of the Penal Code, when it appears that the inmate in need of medical or surgical treatment requiring hospitalization and is classified a Level I inmate, may be directed by the Sheriff or his designee to have the inmate sign the Removal of Guard form and have the guard removed from the inmate while he is in the hospital.

**Scheduled Transfers**
Daily transfers as a result of formal classification and review of inmate status.

**Security Perimeter**
The primary barrier to stop inmate movement to the free world. [redacted]

**Segregation**
Physical separation or isolation of an inmate or group of inmates for the protection of an inmate or group of inmates; or disciplinary detention resulting in the loss of privileges, escape risk, assaultive or

disruptive behavior and medical or psychiatric treatment.

**Special Management Inmates**
Inmates who present a risk to themselves or to others and who usually require special attention, greater security, medical/mental health treatment, and increased supervision. This category would include an inmate who demonstrates the inability to follow rules, directions, and orders.

**Unscheduled Transfers**
Transfers of inmates pre-segregated because they pose an immediate threat to themselves, other inmates, staff, or to the safe and efficient operation of the facility

**General Information**

Inmates shall not be moved or received unless an appointment has been scheduled in the CJIS transportation calendar, with the exception of unscheduled transfers.

[redacted]

[redacted]

[redacted]

The application of restraints shall follow those outlined in the Use of Force and Restraints policy.

[redacted]

Any officer involved in the movement of inmates may use discretion in increasing the use of restraints for individual inmates. At no time shall the use of restraints be decreased according to classification status.

[redacted]

Inmate movement and handling information is indicated by the class code and security level fields found in CJIS. Inmate handling instructions are indicated by the SL number assigned with the classification code.

Inmates may not possess any property while being transported for court, clinic, and line up appointments

except pertinent legal papers or medical papers for clinic appointments.

The Housing Officer is responsible for ensuring that property brought into a housing unit is allowable according to policy and procedures.

Inmates being released or transferred will be advised to take all personal property and medications with them when leaving their housing unit.

[redacted]

**Honor Farm Inmate Movement**

[redacted]

[redacted]

**Main Jail Inmate Movement**

[redacted]

[redacted]

**Movement Codes**

[redacted]

[redacted]

[redacted]

**PHF Releases (Psychiatric Health Facility)**

[redacted]

**Temporary Suspension of Inmate Movement**

[redacted]

Procedures

Procedures provide specific instructions on the proper procedures for inmate movement. Staff will be trained in these procedures, and shall read and adhere to policies provided.

**Refer to**
**San Joaquin County Sheriff's Office Custody Division Policies and Procedures**
3.1.5 Use of Cells
7.3.8 Sheriff's Hospital Security
3.3.2 Special Moves
4.2.1 Release

**ADMINISTRATIVE SEGREGATION**
**INMATE APPOINTMENTS**

[redacted]

[redacted]

[redacted]

[redacted]

DISCIPLINARY TRANSFERS

1. Those inmates transferred to Administrative Segregation for disciplinary purposes will be allowed to have only the following items with them.

   A. Health aids such as medication, prescription eyeglasses, hearing aids and any other medically approved item.
   B. Hygiene articles
   C. Legal papers
   D. Religious material
   E. Items found in a welfare bag:

      1) One toothbrush

2) One packet of toothpaste
3) One comb
4) Four sheets of paper
5) Two mailing envelopes with no postage stamps
6) One pencil

2. [redacted]

CELL ASSIGNMENT

1. [redacted]

2. [redacted]

A. [redacted]

1) [redacted]

B. [redacted]

1) [redacted]

2) [redacted]

3. [redacted]

4. [redacted]

A. [redacted]

B. [redacted]

C. [redacted]

D. [redacted]

E. [redacted]

F. [redacted]

5. [redacted]

A. [redacted]

B. [redacted]

C. [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 3.3.0 | SUBJECT: 3.3.2 |
|---|---|
| INMATE MOVEMENT | **SPECIAL MOVES** |

Date Issued: 09/01/94 Date Revised: 04/01/14 
Date Reviewed: 06/11/14

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office that inmates be moved in a safe and organized manner ensuring the safety of the public, staff, and inmates and to guard against escape.

**References of Authority**

| | |
|---|---|
| Government Code | 26605, 26605.5 |
| PC | 69, 107, 148, 405a, 405b, 854, 855, 1567, 4004, 4011.7, 4018.6, 4023 |
| Title 15 | 1054, 1206(n) |

**Definitions:**

**TOPIC**
Transportation of Prisoners in Cooperation with multi agencies at a central meeting point on a designated day of the week.

**TOPIC Coordinator**
A Transportation Coordinator with training designed to make efficient use of resources to complete movements in the most secure and cost effective manner.

**General Information**

[redacted]

[redacted]

All special inmate movement is confidential and shall not be divulged to those not directly involved in

the completion of the movement.

[redacted]

**CONTRACT MOVES**

[redacted]

**COURT ORDERED MOVES**

[redacted]

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. [redacted]

[redacted]

**SPECIAL MOVES**

[redacted]

1. [redacted]
2. [redacted]
3. [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

**EMERGENCY MOVES**

[redacted]

[redacted]

[redacted]

[redacted]

**Procedures**

Procedures provide specific instructions for the movement of inmates. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer To:**

**San Joaquin County Sheriff's Office Custody Division Policy**

2.1.2 Facility Emergency Plans
2.1.3 Emergency Response – Emergency Vehicle Escort
3.1.2 Use of Force and Restraints
3.3.1 Inmate Movement
4.1.1 Admission

[redacted]

[redacted]

**SPECIAL MOVES**

[redacted]

**SPECIAL MOVES**

[redacted]

[redacted]

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office that all facilities shall have established procedures for fire/life safety equipment and training in these areas in order to prevent harm to staff, inmates, and the facility. This includes the training and awareness of hazardous materials and the inspection of all possible hazards.

**References of Authority**

| | |
|---|---|
| PC | 6030(c) |
| H&S | 13146.1 |
| Title 15 | 1028, 1032 |
| Title 24 | 1231.5 |

**Definitions**

**Air-pack**
A self-contained breathing apparatus.

**Cal OSHA**
California Occupational Safety Health Act.

**Caustic**
A material able to burn or corrode persons or objects by chemical action.

**Class A Fires**
Fires involving ordinary combustible materials such as wood, cloth, and paper where the quenching and cooling effect of quantities of water or solution containing large percentages of water are of first importance. Commonly extinguished by water.

**Class B Fires**
Fires involving flammable liquids such as gasoline, fuel oil, alcohol or grease where a blanket effect in smothering the fire is essential. Commonly extinguished by powder or gaseous carbon dioxide.

**Class C Fires**
Fires involving electrical equipment where the use of an electrically non-conducive extinguishing agent is of primary importance. Carbon dioxide gas, special powders or halogenated liquids are used to extinguish this type of fire.

**Combustible Materials**
Any product, which will ignite when contacted with flame or spark

**Fire and Safety Officer**
The Facilities Lieutenant has the responsibility to routinely inspect the institution for compliance with safety and fire protection standards.

**Fire Inspector**
Local, state fire officials or other persons qualified to perform fire inspections.

**Hazardous Material**
Any material that, because of its quantity, concentration, or physical or chemical characteristics, poses potential hazard to human health and safety or to the environment if released into the work place or environment.

**Standpipe**
A vertical hydrant into which water is forced by mechanical means to obtain pressure sufficient to reach the top of the tallest building in the facility.

**Toxic**
A poisonous material that can destroy the life or health of a living person, animal, or plant.

**General Information**

The jail's design incorporates all applicable fire safety requirements. Some of these features include:

1. Smoke and fire alarms
2. Jail alarm system
3. Fire resistant construction
4. Non-combustible construction
5. Use of self-closing doors
6. Fire sprinklers

7. Fire extinguisher
8. Fire hoses

All security staff will be trained in the hazardous material management plan and will adhere to it in case of such an incident. Hazardous material must be handled cautiously and with good sense in order to protect life and property.

**Fire and Life Safety Program**

All officers are required to be trained in basic fire and life safety classes, which enhances their skills in working the custody facility. Fire prevention, fire control, and evacuation plans are taught in the training classes. Officers are also taught the following:

1. CPR training
2. First aid
3. Smoke inhalation situations
4. Use of the breathing apparatus: MSA and the Transaire Pack

Use of the fire extinguisher and knowledge of the particular class of fire (A,B,C, or D) is essential when dealing with small fires. Knowledge and familiarity with the use of the MSA and Transaire Pack, fire extinguisher, fire hose, and procedure for evacuation will save lives.

**Fire Prevention Procedures and Equipment**

A failure to insure maintenance and fuel control throughout the jail facility can cause fires. Staff will pay special attention to areas of the housing unit which might be a possible fire hazard. Staff will be attentive in maintaining good housekeeping standards to augment fire safety:

1. Proper storage of combustible material.
2. Prevention of hazardous electrical situations.
3. Disposing of improperly stored trash and excessive trash.
4. Fire hazards reported to Duty Sergeant and Plant Engineering.
5. Fire control equipment checked regularly.

The French Camp Fire Chief has the responsibility of seeing that the jail facility is inspected once a year for fire hazards. Staff will inspect fire extinguishers and transaire packs each shift. If the pressure gauge in the equipment shows that it is low, staff will contact the following for immediate replacement:

1. Plant Engineering for replacement of fire extinguishers.
2. Custody Training for replacement of the transaire pack.

[redacted]

**Fire Response Plan**

[redacted]

[redacted]

[redacted]

The Housing Officer or the officer on scene when the fire was discovered will be the primary report writer of the incident. All officers involved in the incident will write supplemental reports.

**Safety Inspections**

All staff is trained in how to complete the Building Security Inspection form for each shift. [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

Plant Engineering shall conduct monthly fire and life safety inspections with a two-year retention of the inspection record.

The French Camp Fire Chief oversees an annual inspection of the San Joaquin County Jail. Fire alarms are tested every three months under the supervision of Plant Engineering. A yearly certification check will be completed by a certified inspector from the manufacturer on all fire alarms. The fire alarm sprinkler system is checked once every five years.

**Control and Use of Hazardous Materials**

The Central Services Manager will maintain a written procedure manual that defines proper procedures for the disposal of garbage, regular trash, and classified trash. The Central Services Manager shall be responsible for maintaining and enforcing the contract with an outside service provider for garbage removal, and pest/vermin control.

Plant Engineering will maintain a written procedure manual that includes the safekeeping, storage and disposal of flammable, toxic and caustic material as required by local, state and federal agencies.

Correctional Health Services will maintain a written procedure manual that includes the safekeeping, storage and disposal of medical waste as required by local, state and federal agencies. All sharps waste shall be placed in marked biohazard or sharps waste containers located in all clinics, medical housing and pre-book. When handling medical waste always use universal blood and body fluid precautions such as the use of gloves, mask, eye wear, and gowns or aprons.

The Facilities Lieutenant is responsible for maintaining the Hazardous Materials Management Plan, which outlines a plan for action for possible spill or release of a hazardous material. This plan has emergency notification phone numbers, evacuation procedures, leak and spill control procedures, employee hazardous material safety and training program, chemical inventory and location. This hazardous material management plan shall be located at each Duty Sergeant's office, Plant Engineering, and Distribution Warehouse office.

All security staff, as required by CAL OSHA, will be trained as a first responder to hazardous material incidents.

Inmates will only be authorized to use flammable, toxic, or caustic materials under the constant supervision of officers, food service personnel, Central Services personnel, or Plant Engineering. All staff will store flammable, toxic or caustic materials in accordance with all applicable laws and regulations governing the jail facility. Central Services will be responsible for obtaining any flammable, toxic and caustic material within the jail for delivery to the housing units.

**Procedures**

Procedures provide specific instructions for fire, hazardous material, and life safety. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer to:**

**Correctional Health Care Policy and Procedure Manual**
**Fire and Life Safety in Jails**
**Sheriff's Central Services Procedure Manual**

**Hazardous Materials Management Plan** NFPA (National Fire Protection Association) Standard for SCBA (Self Contained Breathing Apparatus)

**San Joaquin County Sheriff's Office Policy Manual**
412 Hazardous Material Response

**San Joaquin County Sheriff's Office Custody Policies and Procedures**
2.1.2 Facility Emergency Plans
2.1.3 Emergency Response
3.1.14 Facility Access and Controls

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and shall be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Department*
## Custody Division
## Policies and Procedures

| SECTION: 3.4.0<br><br>SAFETY AND EMERGENCY PROCEDURES | SUBJECT: 3.4.3<br>**FACILITY ARMORY AND GUN LOCKERS** |
|---|---|
| Date Issued: 09/01/94 | Date Revised: 05/13/10 Page 1 of 7 |

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department to have emergency equipment available in an armory for the purpose of maintaining security and safety in the jail facility.

**References of Authority**

Title 15 1029(7)(f)

Title 24 1013(c) #12

**Definitions**

**Armory**
A storage room of emergency/supply arms and equipment.

**Gun Locker**
A small storage locker used to store handguns and ammunition. Used to place a weapon without bringing the weapon into a secured area where guns are restricted.

**Jail Core Armory**

[redacted]

[redacted]

[redacted]

**South Jail Armory**

[redacted]

**Honor Farm**

[redacted]

**Transportation Supply Room #172**

[redacted]

**Armory Inventory**

[redacted]

**Handgun Storage**

[redacted]

**Procedures**

Procedures provide specific instructions on the use of the armory and the locations of gun lockers. Staff will be trained in these procedures, and will read and follow the guidelines provided.

[redacted]

[redacted]

[redacted]

[redacted]

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office that every arrestee will be subject to the provisions of an admissions program without unnecessary delay.

**References of Authority**

U.S. Constitution 4th Amendment

P.C 4001, 4021, 4030(g)(1), 4030(f) 4573

Title 15 1205, 1207, 1214

**Definitions**

**Booking File**
A folder used to track an arrestee's progress through booking and is intended to contain photographs and all paperwork received and generated during the booking, release and housing process.

**Booking File Rack**
A series of slots capable of holding one booking file per slot. The slots are five columns across by eleven slots down. The five columns are labeled to indicate what process the arrestee is to be taken through next and will read as follows: Book And House, Book And Release, Priority Booking, LAR and House, and LAR And Release.

**Clear Personal Property Bag**
A self-sealing plastic bag used by the arresting officer to store inventoried property of arrestees.

**Contaminated** (cash)
Cash of the arrestee that has been identified as being infested or having been in the possession of an inmate who has been identified as having a communicable disease. Also includes cash that an officer may have reasonable suspicion to believe is contaminated by body fluids or excrement.

**Contraband**
Weapons, firearms, knives (legal or illegal) or fixed sharp objects, live ammunition, matches, lighters or any type of lighting device, any explosive substance or any other item that is illegal, is considered contraband and is not allowed into the facility. The arresting agency must dispose of contraband by way of their agency's property system.

**Court Ordered Booking**
Any person that is ordered by the court to appear at the jail for official booking, fingerprinting and photographing to establish a Department Of Justice file. This person is released back into the community when this process is completed.

**Court Ordered Commitment**
Any person sentenced by the court and ordered to appear at the jail for official booking, fingerprinting and photographing. Types of court ordered commitments include:

1. A person that will be housed in the jail when this process is completed.
2. A person ordered to be booked and released.

**Damaged** (cash)
Cash is considered damaged when three-fourths of the bill is missing, the bill's denomination cannot be determined or the bill's serial number is not legible.

**Failure to Appear (FTA)**
An incident, or system generated report that indicates non-compliance with a specified court order to report to jail for processing. This does not mean that the person will be turned away at booking.

**Excessive Property**
Excessive property is anything that is not in the arrestee's purse, wallet, pockets or any clothing not worn. The arresting agency must keep possession of excessive property and dispose of it by way of their property system.

**Foreign Currency**
Currency other than that of the United States of America.

**Head and Pubic Lice**
Tiny parasitic insects that live on the hair, scalp and in the groin area. They are easily passed from one person to another person, either through direct contact by sharing clothes, bedding or combs. Lice are approximately 1/8" long and can be seen as dark specks on the head, pubic area or underwear. White eggs 1/16" long called "nits" are deposited on the hair shaft and can be easily detected, usually at the hairline, nape of the neck or behind the ears.

**Infectious Linen Bag**
A yellow plastic bag imprinted with the words "Infectious Linen"

**Infectious Waste Bag**
A red plastic bag that has **Infectious Waste** printed in black on the bag. This bag will be used during the dress-out process to store the clothing of arrestees that have an infestation and will be housed in the jail. This bag will also be used for items that are contaminated with blood or body fluids.

**Infestation**
Various parasitic insects such as lice or scabies found on the human body.

**Labels (arrestee information label)**
CusInS created sticker that prints during the conclusion of the pre-book process. Information included on the label is the arrestee's name, date of birth, booking number, LAR number (if applicable), date and time of intake, money amount and bar code for each arrestee.

**Local Agencies**
Local agencies are all law enforcement agencies in San Joaquin County.

**Kiosk (Pre-Book)**
A free-standing workstation in which the arresting officers enter the arrestees' monies (coin and currency) into the arrestees' account.

**Overnighter**
An enroute prisoner under another agency's jurisdiction who is in the process of being transported and is dropped off at a jail facility for overnight lodging purposes only.

**Pat Down Search**
A physical patting down of the body and clothing of the arrestee, which does not require the arrestee to remove their clothing.

**Restraints**
A device used to restrict the movement of an inmate's limbs or torso. Department approved equipment consisting of handcuffs, waist chains, leg irons and flexcuffs used to restrain and limit the movement of inmates who require additional measures of control.

**Special Value**
Cash of a sentimental or special value such as a lucky coin or of a collectable nature.

**Scabies**
Microscopic parasites, which burrow under the skin and cause intense itching, especially at night. Scabies can sometimes be detected by skin lesions such as; scratch marks, boils or open areas of the skin, which become infected.

**Three-Part Personal Receipt**
A tag documenting the personal property and cash money an arrestee possesses upon their entry into

the jail. Prior to the pre-book process, the arresting officer will complete the inventory of the arrestee's property. The three-part property receipt will be maintained by the property custodial staff.

**General Information**

The admissions program is designed to assure that there is a legal basis for incarceration; to identify the inmate's immediate medical and security needs; and to extend and protect the inmate's constitutional rights. The admissions process shall be given priority over other booking processes in order to permit the arresting officer to return to his patrol duties. Every effort will be made to obtain complete and accurate information on every arrestee in order to complete the booking process.

The admission process will consist of:

1. Making an evaluation for an arrestee's acceptance into booking based on an observed medical condition.

2. Reviewing the necessary paperwork required for booking.

3. Searching the arrestee's personal property.

4. Inventory of the arrestee's cash money for remands, warrant surrenders, and commitments only.

5. Creating a booking file.

6. Initiating LiveID search. AFIS (Automated Fingerprint Identification System) search for arrestee positive identity.

7. Conducting a thorough, security-oriented, pat down search for weapons or contraband conducted by or in the presence of an officer of the same sex as the arrestee.

8. Completing the pre-book process in CusInS after verifying the identity of the arrestee through the LiveID search. Make notification to Correctional Health Service staff if the arrestee has any medical or mental health needs during this process.

9. Removing the arresting officer's restraints. Search arrestee's shoes, socks and belt.

10. Taking a video image photo for the inmate information sheet. Place a copy in the booking file.

11. Pre-trial service interview.

12. Completing Booking and LAR (Local Arrest Record) in CJIS.

13. Completing Live Scan on arrestees.

14. Inventory and secure inmate's personal property for Property Staff to store. (applies only to inmates which will be housed)

**Procedures**

Procedures provide specific instructions for admission of an arrestee. Staff will be trained in these procedures, and will read and follow the guidelines provided.

**Refer To:**

**San Joaquin County Sheriff's Office Custody Policies and Procedures**
2.1.4 Medical Emergencies
3.1.5 Use of Cells/Welfare Checks

## BOOKING GOALS AND OBJECTIVES

1. The Booking and Reception area will serve to set the tone for arrestee and officer relations. The waiting area of Booking is intended to create an environment of normalcy and is provided for the majority of newly booked arrestees who exhibit acceptable behavior.

2. The goal of booking is the systematic processing of individuals from the point at which the arresting/transporting officer completes Pre-booking, through the determination of which individuals should either be released or housed within the facility. During this time, staff is directly responsible for the direct supervision, physical booking, identification, and screening of incoming arrestees.

3. [redacted].

4. Pre-book may be divided into three distinct, yet equally important processes.

   A. The first process is the gathering of required information, which includes: Verification of charges or conviction of the arrestee, searching, fingerprinting, photographing, medical and security screening and the collecting of personal data.

   B. The second process is a decision making phase based on the gathered information that may indicate that the arrestee has special needs and requires that either medical or security address those needs. Adequate single occupancy holding, sobering and safety cells are available to meet those needs. The sobering and safety cells may also be used for arrestees who are too intoxicated to be permitted in the general waiting area of Booking.

   C. The third process is the determination of those arrestees eligible for various Pre-trial release options. This will be supervised by the Pre-trial Services Department, whose office will be in the Booking area.

5. To facilitate the booking and reception process, a normalized environment along with direct supervision principles will be employed by security and support staff to manage the newly booked arrestees.

6. An open area is provided for arrestees who are waiting to be processed by security staff. The booking and reception area is designed to lower tensions levels of both arrestees and staff and will consist of a quiet and generally soft atmosphere. Common lobby styled seating furniture, a television, easy access to telephones and toilets will be utilized as integral components of the Direct Supervision Management System.

7. Staff will supervise all activities in Booking. The goal of this Direct Supervision Management System is multi-faceted and is intended to reduce anxiety and the potential for conflict with arrestees and staff. The open environment allows for direct lines of sight of all arrestee occupied areas of Booking by staff, except for adjacent cells which will require 15 minute welfare checks. This will serve to create and maintain a sense of safety and security for arrestees and staff. The generally soft atmosphere will maintain a level of dignity and individuality for arrestees and staff, especially for those arrestees only suspected or accused of a crime and not yet convicted.

8. The environment can serve the purpose of causing the arrestee to become less defensive, therefore reducing the tension of being processed. Efforts must be made by staff to maintain a normalized environment in Booking because a positive impression will likely foster positive behavior from the arrestee for the remainder of their stay in the jail system.

## USE OF PRE-BOOK LOBBYSALLYPORT

[redacted] Arresting officers may use the Pre-book Lobby Sallyport to fill out and review all necessary forms needed for admission of an arrestee to booking.

PRE-BOOK OUTER DOOR

1. [redacted].

2. Prior to entering the Pre-book Lobby Sallyport [redacted], the arresting officer will:

   A. [redacted].
   B. Have the arrestee handcuffed behind his back. Some circumstances will require that the arrestee will be handcuffed in the front.

3. [redacted].

4. Once the arresting officer and arrestee are in the Pre-book Lobby Sallyport, the arresting officer will ensure that the Pre-book Lobby Sallyport outer door is closed.

5. Once inside the Pre-book Lobby Sallyport, the arresting officer will have access to the following:

   A. A counter with forms
   B. A telephone for official use only
   C. A restroom with non-locking doors for arrestee's use
   D. Evidence and property packaging materials
   E. Live Scan Terminal
   F. Money Kiosk

MULTIPLE BOOKINGS- TWO OR MORE

1. No more than two officers and two arrestees are allowed in the Pre-book Lobby Sallyport at one time. The next arresting officer will maintain control of his arrestee by securing the arrestee in the officer's vehicle.

OBSERVABLE MEDICAL/PSYCHIATRIC PROBLEMS

1. Prior to acceptance past the inner door, the Pre-Book Officer will visually observe an arrestee for any obvious signs of medical problems If the Pre-Book Officer observes that the arrestee

has medical problems, he will call Correctional Health Services via phone or radio and ask for the booking nurse and/or psychiatric services to respond to Pre-book to evaluate the arrestee for booking acceptance.

OBSERVING PAT DOWN SEARCH

1. Prior to acceptance past the Pre-book inner door, the Pre-book Officer will visually observe the arresting officer pat-down his arrestee in the Pre-book Lobby Sallyport.

2. The arresting officer will remove all personal property from the arrestee and place it into a zip-locked bag (pens, keys, wallet, etc.). All items will be inventoried using the white, three-copy property receipts. The arresting officer will put the arrestee's name and date of birth on the top of the receipt, as well as their own name. The arresting officer will list all arrestee's property. The arresting officer will insert all arrestees monies into the Kiosk machine located in the Pre-Book Lobby Sallyport.

3. No knives or weapons will be accepted into the facility.

HAND HELD METAL DETECTOR

1. The Pre-Book Officer may, at their discretion, use the hand held metal detector to scan the arrestee prior to or during the pat-down search for any metallic objects that may be hidden on the arrestee.

USE OF PAPER PASS

1. The arresting officer will pass all necessary paperwork through the paper pass for the Pre-Book Officer to review.

2. The Pre-Book Officer will review all paperwork including the Booking Arrest Report form, warrants and holds to verify charges.

3. Once the paperwork has been reviewed and verified the arrestee is ready to be received through the Pre-book inner door.

## PRISONER ACCEPTANCE PAST PRE-BOOK INNER DOOR

1. The Pre-book inner door is an interlocking door that allows entry into the Pre-Book area [redacted]

2. The Pre-Book Officer controlling the inner door will conduct a visual observation of the arrestee before acceptance for the following:

   A. Ensure that the arrestee is cuffed
   B. Obvious medical, psychiatric, and behavior problems
   C. Visible weapons and contraband
   D. Excessive property
   E. Ensure that the arresting officer conducts a pat down search of the arrestee in the Pre-book Lobby Sallyport.

PAPER REVIEW AND ACCEPTANCE

1. A review of the necessary paperwork for booking is also conducted by the Pre-Book Officer at this time. These may consist of:

   A. Booking Arrest Reports
   B. Warrants

   C. Medical or Psychiatric clearance
   D. Holds
      1. Parole
      2. Probation
      3. Detainers

      *The Sheriff's Office shall NOT ACCEPT detainers placed by Immigration and Customs Enforcement (ICE) absent fresh charge(s).
   E. Court remands or Commitments
   F. Bond revocation
   G. Civil papers
   H. Live ID fingerprint verification

2. The arrestee will not be accepted before all necessary paperwork is completed or attached.

   A. Booking Arrest Report form must be completely filled out. Bookings under the name John or Jane Doe are not accepted.

   B. All warrants or holds must be signed by the arresting officer.

3. After the Pre-Book Officer is satisfied with his overall assessment of the arrestee and the necessary paperwork, he will use his key to open the inner door and allow the arrestee to enter the Pre-book area. The arresting officer will remain in the Pre-book Lobby Sallyport.

4. The Pre-book process will consist of Live ID, which includes:

   A. Single Source Entry
   B. Video Imaging

5. Acceptance through the inner door does not necessarily mean that the arrestee will be accepted.

6. If the name on the Live ID is different from the Booking Arrest Report, the arresting officer will have the arrestee returned to him and will be given a printout of the name and DOB to run.

7. The arresting officer is not to leave the Pre-book Lobby Sallyport until he receives a copy of the Booking Arrest Report and their restraints from the Pre-Book Officer.

8. The arresting officer is not to enter Pre-book area.

## PRE-BOOK PAT DOWN SEARCH

PAT DOWN SEARCH PROCESS (Cooperative)

1. A pat down search will be conducted after the arrestee has entered through the Pre-book inner door.

   A. The pat down search of the body and clothing of the arrestee will be conducted in a systematic manner.

   B. After the pat down search, the officer will remove the handcuffs, have the arrestee remove their shoes, socks and belt.

   C. The Pre-Book Officer will then check the shoes, socks and belt for any contraband.

   D. If no contraband was found, the items will be returned to the arrestee and he will be allowed to keep them until he is formally booked and processed.

CONTRABAND FOUND DURING THE PAT DOWN SEARCH

1. The arrestee will remove his shoes, socks, belt, and jewelry to be checked for contraband. If contraband is found, the officer will:

   A. Re-restrain if handcuffs have been removed

   B. Send the arrestee back out to the arresting officer

   C. Give the arresting officer the contraband for disposition

   D. Advise the arresting officer to do another pat down search before sending the arrestee back through the inner door.

2. Once the arresting officer has completed the pat down search and added possible charges, the arrestee will be sent back through the inner door to continue the Pre-book process.

3. If during the pat down search the Pre-Book Officer has reason to believe the arrestee has contraband other than detected by a pat down search, a strip search will be conducted.

4. If an emergency strip search is needed, the Pre-Book Officer will notify the Jail Core Duty Sergeant.

PAT DOWN SEARCH PROCESS (Uncooperative)

1. A pat down search will be conducted after the arrestee has entered through the Pre-book inner door.

2. If the arrestee is uncooperative, the arrestee will remain in handcuffs and any other necessary restraints.

3. The Pre-Book Officer will conduct the pat down search removing any and all items found on the arrestee during the pat down search.

4. Once the Pre-Book Officer has emptied the arrestee's pockets, the officer will check the contents for contraband.

   A. The officer will remove the arrestee's shoes, socks, belt, and jewelry and check for contraband.

   B. Once the pat down search is completed, all items will be placed into a plastic property bag with the inmates name and date of birth. The bag will be placed in the temporary property cabinet located behind the Booking Officer station. All paperwork will be placed into a file folder, creating a booking file.

PRE-BOOK PROCESS

1. Once the arrestee has been searched, the Pre-Book Officer will put all paper work into the booking file.

2. The Pre-book CUSINS screen will be initiated.

3. The Pre-Book Officer will photograph the arrestee and place the photograph in the booking file.

4. After the photograph has been attached to the booking file, the Pre-Book Officer will place the file in the Pre-trial Services Office.

5. If the arrestee is uncooperative, and it is not feasible to take his photograph, the arrestee will be placed in a holding, sobering or safety cell depending on the circumstances. The photograph will be taken as soon as the inmate decides to cooperate or is no longer under the influence to the extent that his behavior is a hindrance to taking the photograph.

## REMOVAL OF HANDCUFFS (RESTRAINTS)

COOPERATIVE ARRESTEE

1. The Pre-Book Officer will remove the restraints, after a thorough pat down search of the cooperative arrestee. The arrestee will then be instructed to remove his shoes, socks and belt.

2. The Pre-Book Officer will then proceed with the Pre-book process.

UNCOOPERATIVE ARRESTEE

1. If the arrestee becomes uncooperative or combative at any time during the Pre-book process, the arrestee will remain in restraints until the Pre-Book Officer determines that they may be removed safely.

    A. If possible, the Pre-Book Officer will proceed with the medical and hazard screening questionnaires to complete the pre-book process and allow the arresting officer to leave the facility.

    B. If it is necessary for the arrestee to remain in restraints up to the point of the arresting officer leaving the facility, the arresting officer's restraints will be returned to them through the following steps:

        1) Custody restraints will be placed on the arrestee by Booking Officers. If it is necessary, the Booking Officers will apply leg irons and belly chains.

        2) After securing the arrestee in custody restraints, the arresting officer's restraints will be removed and returned to them.

            a. The arrestee will be secured in the appropriate cell by the Booking Officers.

            b. Uncooperative arrestees will always be handled by two or more officers.

            c. [redacted]

## BOOKING
## PROPERTY AT PRE-BOOK

ROUTINE BOOKINGS WITH NO EXCESS PROPERTY

1. An arresting officer who arrives at Pre-book with no excessive property will expedite the Pre-book process.

2. [redacted].

   A. [redacted].

   B. The arresting officer will pass the unsealed property bag through the paper pass to the Pre-book officer.

3. The Pre-book officer will open the Pre-book inner door and allow the arrestee to enter.

4. LiveID, a pat down search and Single Source Entry and video imaging will be completed.

5. Provided there are no major medical problems and/or contraband found, the Pre-book officer will give the arresting officer a copy of the Booking Arrest Report form.

6. The Pre-book officer will remove the arresting officer's handcuffs and return the handcuffs to the arresting officer.

7. After receiving his handcuffs and a copy of the Booking Arrest Report form, the arresting officer will exit through the Pre-book outer door.

8. The Pre-book officer will place the copy of the acceptable property receipt in the plastic property bag. The Pre-Book Officer will then attach one of the barcode labels to the top of the Booking Arrest Report and place the second label on the clear property bag, once the property has been verified. If during the inventory of the personal property, there is a discrepancy from the arresting officer's property receipt, the Pre-Book Officer will have the arresting officer correct the discrepancy. Upon release of the property, the receipt will be kept for filing in the booking property room.

9. Arrestees that are going to be housed will have a property inventory completed through CJIS. The Booking Officer will attach the label (from the front of the clear property bag) to the back of the property receipt. The property receipt will then be placed in the designated bin.

10. The Booking officer will place the plastic property bag in the temporary property cabinet.

11. If, at any time during an inventory, there is a discrepancy between what is documented on the property receipt and the actual inventory, a CJIS incident will be completed. The incident shall contain the following information:

    A. Arrestee's name
    B. DOB
    C. Booking Number
    D. Property Inventory discrepancy

    A hard copy of the incident will be generated and signed by the arrestee to substantiate the variance. This incident will then be given to property staff for proper storage.

EXCESSIVE PROPERTY

1. When an arresting officer from a local agency brings an arrestee with excess property, the excess property will not be accepted.

2. In exigent circumstances the arresting officer will have to get the approval from the Jail Core Duty Sergeant to admit excessive property.

3. When an arresting officer from a foreign agency brings an arrestee with excess property, the arresting officer will inventory, bag and tag the property, then give the arrestee a temporary property receipt.

4. The arresting officer will pass the property through the Pre-book inner door to the Pre-book officer.

5. If there are several bookings waiting in the Pre-book area, those arrestees without excessive property will be processed first.

PURSES

1. When an arresting officer brings an arrestee with a purse, it will not be necessary to bag the purse.

2. The arresting officer will give the purse to the Pre-book officer through the Pre-book inner

door prior to the arrestee being accepted.

3. The Pre-book officer will open the purse and search it for weapons and contraband. If no weapons or contraband are found, the Pre-book officer will attach a label to the purse. An attempt will be made to locate any valuables and money inside the purse.

4. In the event contraband is found, the Pre-book officer will return the contraband, purse and arrestee to the arresting officer. No contraband will be disposed of on the jail compound.

5. If any papers with telephone numbers are needed to facilitate a release, the Pre-book officer will be allowed to give that article to the arrestee. At no time shall the arrestee be allowed to handle the purse.

6. The purse will then be temporarily stored in the temporary property cabinet behind the Booking Officer workstation.

EXCESSIVE PROPERTY STORAGE

1. Excessive property from foreign agencies or approved by the Jail Core Duty Sergeant will be temporarily stored behind the Booking Officer's workstation in the temporary property cabinet.

2. The excessive property and purses will remain in the temporary property cabinet behind the Booking Officer's workstation until the arrestee is either released or housed.

MONEY

1. After the arrestee has been Pre-booked and been assigned a booking number, the arresting/transporting officer will deposit the arrestees monies into the kiosk machine located in the Pre-book Lobby Sallyport.

2. The arresting/transporting officer will give the money receipt to the Pre-Book Officer to include with the arrestee's personal property.

   A. All foreign currency and cash of a sentimental or special value will not be counted and entered as money amount, but will be handled as personal property.

   B. Cash belonging to an arrestee that has been identified or is suspected of being infested will be handled as contaminated personal property. It will be placed in a separate sealed personal property bag and then placed into the arrestee's original property bag.

   C. Cash belonging to an arrestee that has been identified as being damaged and unacceptable will be handled as personal property. Cash is considered damaged when 3/4's of the bill is unavailable, the bills denomination cannot be determined, or the

bill's serial number is not legible.

3. At this time, the Pre-book Officer will bring the arrestee into the facility to begin the intake process. There will be four labels printed at the time the Single Source Entry data is saved and sent to CJIS. The labels will be placed in the following areas:

   A. White copy of Booking Arrest Report
   B. Outside of the clear personal property bag
   C. Yellow copy of Booking Arrest Report
   D. Observation Log (If needed)

REMANDS AND COMMITMENTS

1. Individuals that are transported from the courts or turn themselves in will have their cash placed into a money envelope. The envelopes will be marked by the officer completing/verifying the money amount in the envelope with either REMAND or COMMITMENT, to distinguish which envelopes were not processed through the pre-book lobby sallyport door.

   A. WALK-IN COMMITMENTS – will fill out the envelope prior to entering the facility with the necessary information. The commitment will sign the arresting officer section. A booking officer assisting with the commitments will confirm the total amount of money and sign in the Pre-book Officer section. The officer will also check to be sure the money amount was placed onto the three-part property receipt for the CJIS inventory process.

   B. COURT REMANDS AND COMMITMENTS - will count their cash with the officer collecting all of their personal property. The officer who is taking inventory of the property will confirm the total amount of money and sign in the Pre-book Officer section. The officer will make certain the money amount was written on the three-part temporary property receipt for the CJIS inventory process.

2. When the pre-book process is completed, a printed label will be placed on the money envelope. When time permits the pre-book officer will deposit funds into the Kiosk located in the Pre-Book Sallyport.

[redacted]

ADDITIONAL MONEY FOUND

1. If additional money is found during the property inventory or dress-out process, the money will be deposited into the kiosk located in the Pre-Book Sallyport and a CJIS document generated.

## MEDICAL SCREENING/MEDICAL OBSERVATIONS FOR PRE-BOOK CLEARANCE

1. The Pre-Book Officer will refuse bookings at the Pre-book door and call a Correctional Health Services Nurse by phone or by radio, whenever the following observations are made:

   A. An arrestee is unconscious
   B. An arrestee has uncontrolled bleeding
   C. Obvious signs or symptoms of physical injury or trauma

2. If either of these conditions is observed, the arrestee will not be allowed through the Pre-book inner door unless directed to the booking medical exam room by Correctional Health Services Staff.

3. If the Pre-Book Officer has any doubts about an arrestee's medical/mental fitness for booking, he shall call Correctional Health Services and ask medical staff/psychiatric staff to evaluate the arrestee prior to acceptance.

4. Booking Officers should be alert for an arrestee who indicates he is on medication but does not have that medication with him. If the officer cannot obtain the name of the medication, the arrestee will be seen by the Correctional Health Services Staff.

5. When an arrestee has been seen at the hospital prior to booking, the arresting officer will present paperwork indicating the arrestee has been cleared for booking. The Pre-Book Officer will contact Correctional Health Services and a nurse will respond to Pre-book and evaluate the arrestee prior to booking. Hospital clearance paperwork is not a guarantee that the arrestee is medically fit to be booked.

   A. There may still be medical conditions or circumstances that would make the individual unsuitable for booking. In any case, only Correctional Health Services Staff can determine suitability for booking after they have evaluated the individual, and reviewed the paperwork.

6. In filling out the medical screening questionnaire, any yes answer by the arrestee will require the officer to contact Correctional Health Services.

   A. The nurse or psychiatric technitian will evaluate the situation and decide if a response is required or to schedule the inmate for sick call. This applies to any arrestee, even when release is imminent.

7. Whenever there is a man down in booking, an inmate arrives in Pre-book with a visible injury, the Booking Arrest Report form indicates an auto accident or a fight, or the inmate tells the officer of an existing health problem, the officer will contact Correctional Health Services and

a nurse will respond.

8. If an arrestee goes man-down in the vehicle arena or in the Pre-book sallyport, the Pre-book officer will call the Booking Nurse to respond, notify JCC of the situation, and create a CJIS incident. The Booking Nurse will be responsible for providing a community standard level of care and requesting an ambulance, if needed.

HANDLING OF MEDICATIONS AT PRE-BOOK

1. When an arrestee is booked with medications, the Pre-book Officer will note the types of medication in the appropriate field on the medical screening questionnaire.

2. The property bag containing the medication will be placed in the temporary property cabinet.

3. The Pre-book Officer will call Correctional Health Services to notify the Booking Nurse that an arrestee is being booked with medication.

4. When available, a nurse will examine the medication.

5. When the nurse has completed the assessment of the medication, the nurse will retain the medication or return the medication to the property bag located in the temporary property cabinet located behind the Booking Officer's station.

## PSYCHIATRIC INTERVENTION

1. During the Pre-book or booking process, officers may be made aware of information, which causes them to suspect that an arrestee may have a psychiatric problem. This information might be, but is not limited to:

   A. Officer observation
   B. Known history
   C. Information from supplemental booking form
   D. Arrestee's statements
   E. Medical screening questionnaire

2. If the following is observed the arrestee will be placed in the booking safety cell.

   A. PCP influence
   B. Psychotic behavior
   C. Overt acts of suicide, including statements of suicidal intentions.
   D. Violent or combative behavior

3. Restraints will be utilized for arrestees who present a danger to self and others. Under no circumstances shall restraints be used as a disciplinary measure or as a convenience for facility staff.

   A. Transport of an inmate to 5-point restraints will be done using the mobile restraint chair and must be approved by the psych staff. (Refer to Policy 3.1.2 pg. 6)

4. Handling of safety cell arrestees/inmates should not be attempted by one officer. Always work with two or more officers.

5. An inmate observation log will be used for any inmate placed into a holding, sobering or safety cell.

6. Booking staff will notify Correctional Health Services and/or psych staff, and request that the arrestee be seen.

7. The results of the Correctional Health Services/psych staff evaluation will dictate the actions taken by booking staff and if placement in the holding, sobering or safety cell is continued.

8. Any arrestee/inmate deemed by psych staff to be a threat to himself and placed in a safety cell will be stripped of all of their clothing and given a modesty suicide gown provided by psych staff.

9. No arrestee/inmate will be released from the safety cell until cleared by psych staff.

## ISOLATION AT BOOKING DUE TO A COMMUNICABLE DISEASE

1. During the Pre-book or booking process, officers may be made aware of information which causes them to suspect that an arrestee has a communicable disease. This information might be:

   A. Officer observation
   B. Known inmate history
   C. Information from supplemental booking form.
   D Arrestee's statements
   E. Medical Screening Questionnaire

2. The officer will contact Correctional Health Services and request the Booking nurse respond to booking.

3. Booking staff will respond to threats of contagion by use of universal precautions. These precautions are as follows:

   A. Gloves should be worn for touching blood and body fluids and should be changed after each contact. Whenever possible, masks and protective eye wear, gowns or aprons should be worn during procedures that generate splashes of blood or other body fluid.

   B. Hands and skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.

   C. Staff should take precautions to prevent injuries caused by needles and other sharp instruments.

4. Some responses to the Pre-book area may require that an arrestee be isolated in a holding cell. A nurse will be responsible for notifying the Booking Officer that an isolation holding cell is needed.

   A. Some arrestees that have been deemed by Correctional Health Services to have a communicable disease may be immediately transported to Medical housing to be placed in an isolation cell.

5. The booking procedure can now be continued. On a medical basis, this arrestee would be categorized as a priority booking.

## INMATE INFESTATION IN BOOKING

1. There may be occasions when the Booking Officer is made aware that an arrestee is infested. All parasitic infestations require immediate attention in a custody setting. They are easily passed through personal contact, and may be transmitted from contact with infested personal items such as clothing. It is extremely important to provide treatment for these parasitic conditions as soon as possible to prevent their transmission to the general inmate population.

2. If this occurs, the Booking Officer, who was made aware of the situation, will do the following:

   A. Notify Correctional Health Services of the possible presence of parasitic infestation.

   B. Isolate the arrestee in a holding cell until cleared by Correctional Health Services.

3. Correctional Health Services will interview the arrestee in the holding cell, provide appropriate medical treatment and give necessary instruction.

   A. The officer will provide security until Correctional Health Services has completed the interview.

   B. If the arrestee is considered to be high risk and/or dangerous, two officers will remain present to provide security until the interview is complete.

4. If parasitic infestation is present, Correctional Health Services will tell the officer that the arrestee needs to be treated and housed as soon as possible, unless he is eligible for release.

5. If the infested arrestee is to be released, he will be booked and returned to the same holding cell until processed out.

   A. The arrestee will become a priority booking and released.

   B. The arrestee will be released without medical treatment.

6. If the infested arrestee is not eligible for release, the inmate will become a priority booking and housed.

7. During the dress out process the officer will give the inmate a yellow infectious linen bag and direct the inmate to do the following:

   A. Place all personal clothing and hair grooming utensils in the yellow infectious linen bag.

B. Once all clothing and grooming utensils have been placed into the plastic bag, the inmate will tie the plastic bag to seal it then hand it to the officer.

C. The officer will then place the plastic bag into another yellow plastic infectious bag and seal it.

8. The bagged infested clothing will be placed into a property box and stored in the property room until the arrestee is released.

9. The Booking Officer will conduct a strip search (if applicable per policy 3.1.11) of the arrestee as soon as all the clothing property has been bagged.

10. The Booking Officer will tell the infested inmate to take a shower and apply the medication as directed by Correctional Health Services, if necessary.

11. The Booking Officer will provide a clean set of jail issue clothing.

12. Correctional Health Services staff will tell the Classification Officer whether the arrestee will be taken to Medical housing or be allowed to be housed in Intake.

## PRIORITY BOOKINGS

Situations will occur which may require that an arrestee be processed through booking more quickly than another arrestee. These situations will involve either medical, mental health, or security reasons.

MEDICAL/MENTAL HEALTH REASONS

1. When the Booking Officer observes an arrestee who may be in need of medical/mental health services, he will notify Correctional Health Services and request a nurse or psychiatric staff respond to booking to perform an evaluation of the arrestee.

2. The arrestee may need to be placed into a safety cell, sobering, or holding cell, or may be allowed to be in the general waiting area of booking depending on the nature of the medical/mental health need.

3. The following medical/mental health cases will be made a priority over a regular arrestee.

    A. Suicide attempts
    B. Casts, slings, crutches or other orthopedic devices
    C. Blind, deaf or other disabilities
    D. Communicable diseases

4. When the nurse or psychiatric staff notifies the Booking Officers of a special medical/mental health need of an arrestee, they will advise the officers of any special handling problems. Classification will be notified by Correctional Health Services staff of where the arrestee is to be housed.

5. The Booking Officer will notify the Transportation Unit of a special housing movement. Correctional Health Services staff will notify the Classification Unit of any special needs due to medical or psychiatric reasons.

SECURITY REASONS

1. When the Booking Officer receives information that an arrestee is a threat to others or that others in booking are a threat to the arrestee, the arrestee is in need of special handling. The Booking Officer may then place the arrestee in a holding cell.

2. The following security cases will be made a priority over a regular arrestee

    A. Combative
    B. Gang affiliation
    C. Protective custody

3. In most cases, the arrestee will be transferred to the Administrative Segregation unit.

4. If the situation is of an urgent nature, the Booking Officer will contact Classification for housing instructions.

5. Once it has been determined where the arrestee is to be housed, the Booking Officer will notify the Transportation Unit of a special handling movement.

ORDER OF PRIORITY

1. The following is the order of priority bookings:

   A. Threats to operations and others
   B. Requires medical/mental health housing
   C. Bail or Bond releases
   D. PTS approved releases, a court ordered release
   E. Routine housing
   F. Court Ordered Booking

## BOOKING OTHER AGENCY'S OVERNIGHT INMATES

ACCEPTANCE OF OVERNIGHTERS

1. When another agency arrives at the Pre-book Lobby Sallyport with an overnight inmate, the Pre-book Officer will contact the Jail Core Duty Sergeant for approval or denial of the booking. If available, the Core Sergeant will consult with the applicable Facility Commander prior to approval.

OVERNIGHT INMATES AT PRE-BOOK

1. When an overnighter has been brought into the Pre-book Lobby Sallyport the transporting agency will take all contraband from the inmate.

2. Once the paperwork has been checked and the Jail Core Duty Sergeant has approved the booking, the overnight inmate will be allowed through the Pre-book inner door.

3. The Pre-book Officer will note on his copy of the Booking Arrest Report form the pick up date and time as well as the transporting officer's telephone number.

4. The Pre-book Officer will inform the transporting officer of the time that the inmate will be scheduled for pick up.

5. The Pre-book Officer will continue the Pre-booking process the same as for a new arrest.

6. Once the Pre-book process is complete, if the inmate is cooperative, he will be told to sit in the booking lobby for the booking process.

7. The Booking Officer will enter the arrestee into CJIS by using the enroute booking type.

8. The Record's Supervisor will make sure to enter the pick up date and time as well as the transporting officer's telephone number in the CJIS MAINTAIN INMATE APPOINTMENT

BOOKING PROCESS

1. An overnight inmate will be booked in the same manner as all new arrestees.

2. The inmate will be strip searched (if applicable per policy 3.1.11) and provided jail issued clothing.

3. The inmate may be kept in booking, unless conditions exist to warrant the housing of the overnight inmate. Conditions may be:

   A. Booking cannot accommodate the number of overnight inmates.
   B. Time of booking.
   C. Length of stay (stay to be long enough to warrant a meal).
   D. Security of the inmate or the facility.

4. If the inmate is to be housed, the inmate will be processed as a normal booking and housed in Intake 1.

## COURT ORDERED BOOKINGS AND COMMITMENTS

RECEPTION PROCESS

1. Persons reporting for commitments will report to the 24-Hour Lobby where they will check in with the Visiting Senior Office Assistant (SOA) or Records Division.

2. The Pre-book Officer or Records Division will direct the commitment to be seated in the 24-Hour Lobby waiting area until a Booking Officer calls their name. .

3. The Pre-book Officer will provide each commitment with a plastic property bag prior to booking. The commitment will put their personal property in the bag and will write their name on the white temporary inmate property receipt.

4. The Visiting SOA will inform any commitment with excess property that it will not be accepted. The commitment will be advised to call someone to pick up the excess property.

5. The Booking Officer will use CJIS MAINTAIN PERSONS ORDERED TO REPORT TO JAIL list to check for commitment bookings scheduled to appear at the designated times.

6. The Booking Officer will retrieve the commitment list and paperwork from the Records Clerk when they receive a call that they are ready for pickup..

BOOKING PROCESS

1. At 0900 hours, the Booking Officer will escort the commitment bookings through the booking corridor [redacted].

   A. The number of arrestees brought into the Booking corridor and searched will be no more than the officer can manage.

   B. The Booking Officer will do a pat down search on the commitment inside the Booking corridor.

   C. The commitment will remove shoes, socks and belts, and give them to the Booking Officer in order to be searched. The Booking Officer will return the items to the commitment if no contraband is found.

   D. The commitment will be handcuffed if the officer feels it is warranted for officer safety.

E. At no time will an officer accept and search commitments without the assistance of another officer.

2. If the Booking Officer finds contraband while conducting a pat down search in the booking corridor, the Booking Officer will:

A. Radio to the booking area and request assistance, if further assistance is needed.

B. Confiscate the contraband and secure the arrestee.

C. All other arrestees present should be separated from the secured arrestee and returned to the 24-Hour Lobby or taken into booking.

D. Escort the commitment booking to a holding cell in booking and notify the Duty Sergeant. A thorough pat down search will be conducted for more contraband.

3. The commitment booking will be escorted to the Pre-book area where the Pre-book process will be completed.

4. The Booking Officer will access the MAINTAIN PERSONS ORDERED TO REPORT TO JAIL screen in CJIS and accept the commitment or use the ADD/DELETE RECEIVED PRISONER screen if the commitment is not in CJIS

5. The Booking Officer will notify Classification and Correctional Health Services that the commitment bookings have arrived for processing.

A. Classification, with the help of Correctional Health Services, shall determine the housing assignment for the commitment booking.

B. If the commitment booking is going to be housed at the Honor Farm, Correctional Health Services shall perform a medical screening of the inmate prior to housing.

6. The Booking Officer will check the commitment papers for the time ordered by the court to report. If the person reporting is more than thirty minutes later than designated to report by the court, they will be instructed to return to the court and obtain a new reporting date and time. A Failure to Appear (FTA) report will be generated by the Booking Officer initiating the commitment booking. This FTA report will be obtained from the MAINTAIN PERSONS ORDERED TO REPORT TO JAIL screen, or if the commitment is pre-CJIS or AMOS, it will be obtained from the CJIS ADD JAIL INCIDENT SCREEN.

7. Should a commitment booking show up under the influence of drugs and/or alcohol, the Booking Officer will call Correctional Health Services and request a nurse respond to booking to check the person prior to Pre-booking.

   A. If Correctional Health Services approves the person for booking, a CJIS incident will be generated by the Booking Officer who processes the commitment booking.

   B. The Booking Officer will notify the Jail Core Duty Sergeant, and he may request a Patrol Unit to respond and initiate a documented report.

8. The commitment booking will be seated in the waiting area until the Booking Officer is available to complete the booking process.

9. The booking file will be created at the booking counter and will include the commitment court papers.

10. After the booking has been processed and the LAR process has been completed, the commitment booking will either be directed to the dress out area or to the release waiting area depending on the conditions of the commitment.

## BOOKING FILE (CREATION AND ROUTING)

CREATION

1. After the arrestee has been searched, the Booking Officer, as part of the Pre-book process, will:

   A. Obtain an empty folder located in a storage box on the Pre-book counter.
   B. Place all paperwork received and generated during the Pre-book process into the folder.
   C. Attach arrestee's photographs to the file inside the file folder.

2. The paperwork to be placed in the folder may include:

   A. Booking Arrest Reports
   B. Warrants
   C. Detainers
   D. Holds
   E. Court Remand
   F. Court Commitment
   G. Bond Revocation
   H. Civil Commitment Papers
   I. High Bail Enhancements

ROUTING

1. After the photographs have been added to the booking file, the officer will place the file in the Pre-trial services office.

2. Pre-trial staff will routinely process all booking files and process the paperwork by making copies of any originals they require.

3. Pre-trial staff will then separate the paperwork to determine if the new booking is a felony or a misdemeanor.

4. A wants and warrant check will be conducted by Pre-trial services as part of the evaluation process for determining eligibility for release on own recognizance or cite and release.

5. If an outstanding local warrant is found, it will be abstracted by Pre-trial services. The abstracted warrant will be placed into the booking file

6. The remaining originals and assorted paperwork unnecessary to Pre-trial Services will be placed in the booking file. The file will be placed in the appropriate slot labeled either book and house or book and release, on the wall nearest the door leading to the property room behind the booking counter.

7. The Booking Officer will call the arrestee from the waiting area to complete the booking process after determining order of priority for booking. CJIS will be accessed using the MAINTAIN/DELETE RECEIVED PRISONER SCREEN.

8. Priority booking status will be determined by booking security staff and/or Correctional Health Services staff. Any booking file placed in the slot labeled priority booking will be processed before any other booking. This process includes booking, LAR, property inventory, housed or released without unnecessary delay.

9. The Booking Officer will search CJIS under INVOLVED PERSON to locate a previous LAR number used to identify the arrestee. The old LAR number will be used when booking the arrestee. If no LAR number is found, a new LAR number will be issued by CJIS.

10. If an abstracted outstanding local warrant is found in the booking file, the Booking Officer will book on these charges after the original open charges. Open charges are to be booked first with all warrants, holds, or detainers following.

11. Any paperwork generated from the booking process will be placed into the booking file.

12. After the booking process is completed, the arrestee's booking file will be placed in the appropriate slot labeled either LAR and release or LAR and house on the wall nearest the door leading to the property room behind the booking counter.

13. If the arrestee is to be housed following the LAR process, the arrestee's property will be inventoried, the booking paperwork will be placed in the records tray, and the arrestee's property receipt and photo page will be placed on the counter pending the dress out process.

14. If the arrestee is to be released following the LAR process, the arrestee's booking file will be placed in the metal release basket located behind the booking counter.

15. The release officer will complete, explain, and have the arrestee sign any necessary paperwork required to process the release. All paperwork will be returned to the booking file.

16. Forms generated from the release process may include:

    A. Release from custody on written promise to appear
    B. Notice referral OR agreement
    C. Signed "return of inmate funds" form
    D. Signed "3 part inmate property" receipt

17. When the release process is complete, the booking paperwork is placed into the records tray.

18. The signed property receipts are placed into the tray located at the booking officer's podium.

18. Records staff will pick up the booking paperwork several times during the shift.

## MANUAL BOOKINGS

MANUAL BOOKING PACKETS

1. Manual Pre-book, booking, LAR and release packets will be located at the booking stations.

2. Additional packets will be stored in storage cabinets behind the booking counter.

3. The Booking Officer is responsible for keeping an adequate stock on hand.

4. The Duty Sergeant will maintain a master copy of manual booking packets in the event of a shortage.

5. The manual booking packets will consist of the following:

   A. Add received prisoner forms
   B. Booking forms
   C. LAR forms
   D. Release forms

6. Manual booking packets will be routed with the booking file.

MANUAL BOOKING PROCEDURE

1. Manual Pre-book process

   A. The Pre-book process will always continue even when CJIS is down. If CJIS is down for any reason the Pre-book officer will continue the process manually.

   B. The manual Pre-book process will consist of the manual received prisoners list and manual replicas of the add received prisoner CJIS function screens.

   C. The manual received prisoners list will be a log of accepted prisoners that will be kept by the Pre-book officer. At the time an inmate is received, their name and DOB will be placed on the manual log. After the inmate is placed on the log a Pre-book packet will be completed. After the Pre-book process is completed the inmate will proceed as normal.

   D. When the CJIS system is back on line, the Pre-book Officer will send the pre-book information to CJIS from the CUSINS system.

E. If CJIS is down for an extended amount of time, and the amount of prisoners in booking is great or there is a priority booking, the decision will be made whether to wait until CJIS is back on line or start the manual booking, LAR, and release process.

2. Manual Booking Process

A. The manual booking process will consist of the manual booking number log, the manual booking log and the CJIS booking function screens. When the system goes down the last booking number issued will be on the booking/arrest report of the last inmate booked into CJIS. This will be recorded on the manual booking number log. As each booking number is issued it will also be recorded on the manual booking number log.

B. The Booking Officer will take the manual booking log to the Pre-book station and write the names of the inmates on the received prisoners list that have not yet been booked. As each inmate is booked, the Booking Officer will record the booking number assigned and the housing assignment (SOINT BK or RL).

3. Manual LAR/Property Process

A. All inmates will be processed through LAR. LAR numbers cannot be issued manually. The manual LAR process will consist of the inmate intake log and manual replicas of the CJIS/LAR function screens. After the LAR process, if an inmate is to be released, they will wait in the booking waiting area until placed in the release lobby, if they are to be housed, their property will be inventoried.

B. Inmates that will be housed need to have their property inventoried. The manual property inventory process will consist of the replicas of the property CJIS function screens. After the property is inventoried and the inmate signs the inventory sheet, the necessary number of copies will be made on the booking photocopy machine, and routed as usual (one extra copy needs to be made and kept for later data entry).

4. Manual Release Process

A. The release officer will complete the release log for each release performed. Each data field on the release log will need to be filled out completely. Periodically, the release officer will take the release log to Pre-book and log each release on the received prisoners list and then the intake log.

CJIS BACK ON LINE

1. The Pre-book Officer will send the information from the CUSINS system to the CJIS system for data entry.

2. Once the CJIS system is back on line, the Core Duty Sergeant will determine if existing staff on hand can accomplish catch up entry on any existing backlog. If the Sergeant determines that the backlog is too great and additional staff is needed, then a sufficient number of officers may be called/held over to catch up the entry. All available terminals should be used. The records supervisor may also be contacted to coordinate the availability of records staff to complete entry of releases, appointments, transportations, etc. Actual booking entry shall be accomplished by security staff.

## WALK-IN WARRANT SURRENDERS

RECEPTION PROCESS

1. Persons wanting to surrender themselves on a warrant will report to the jail 24-Hour Lobby and contact the Records Clerk.

2. The records Clerk will research automated systems to confirm outstanding warrants Records Staff will provide the Booking Officer with the warrant number associated with the individual.

3. Records Staff will direct the person to be seated in the 24-Hour Lobby waiting area until a Booking Officer comes to affect the warrant.

4. Patrol officers will not be called to serve warrants unless the Duty Sergeant determines there are extenuating circumstances.

BOOKING PROCESS

1. In the event a person has an outstanding warrant and wishes to surrender, the Booking Officer will be contacted by Records Staff.

2. The Booking Officer will obtain identification from the subject and contact the Records Warrant Clerk to confirm the warrant. If the warrant is confirmed, an abstract will be requested.

3. The Booking Officer will provide information to and obtain a report number from the communications center. A Booking Arrest Report form will be completed.

   A. The responding Booking Officer will serve as the arresting officer for the input on the Booking Arrest Report form, in CJIS, and for signing the warrant.

4. The subject will be provided a plastic property bag, directed to put all their property in the bag and fill out a temporary property receipt. The officer will handle the property as they would for any other type of arrestee.

5. The Booking Officer will escort the arrestee through the booking corridor [redacted].

   A. The Booking Officer will do a pat-down search on the arrestee inside the booking corridor.

6. If the Booking Officer finds contraband while conducting a pat-down search in the booking corridor, the Booking Officer will follow procedures to secure the contraband. If the contraband found requires a documented report or a new charge, Patrol will be notified.

7. The arrestee will be escorted to the Pre-book area for the Pre-book process

8. Remaining booking, Pre-Trial Services, interviews and other functions will be completed.

REPORT ROUTING

1. The white and yellow copy of the completed Booking Arrest Report form, along with attached abstracts, will be forwarded to the Records Division for processing.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

| SECTION: 4.1.0 | SUBJECT: 4.1.3 |
|---|---|
| **PRE-BOOK & BOOKING** | **SUPERVISION** |



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office that Booking Officers supervise arrestees at all times to ensure the safety of arrestees, staff and visitors, and maintain the security of the booking area.

**References of Authority**

Title 15: 1027, 1055, 1069

PC 851.5

**Definitions**

**TDD (Telecommunication Device For the Deaf and Disabled)**
A portable, typewriter like machine, which plugs into a telephone and allows a hearing impaired person to communicate, via printed text, with another TDD machine.

**CALIFORNIA RELAY SERVICE 1-800-735-2929**
An **800** service which relays calls between a person using a TDD and any other telephone user within the state. It allows a TDD user to call a person without a TDD machine. It also allows a person without a TDD to call a TDD user. When the relay service is used the phone number from which the call is placed will be billed for any applicable long-distance calls.

**TDD OPERATOR 1-800-855-1155**
A specially trained telephone operator who is equipped with a TDD and can provide operator assistance to TDD users.

## General Information

The booking and reception area will serve to set the tone for arrestee-officer relations, and the arrestee's indoctrination to direct supervision. The waiting area of Booking is intended to create a low stress environment, and is provided for the majority of newly booked arrestees who exhibit acceptable behavior.

Staff will supervise all activities in Booking. To facilitate the booking and reception process, a low stress environment and direct supervision principles will be employed by security and support staff to manage newly booked arrestees. Common lobby styled seating furniture, a television, easy access to telephones, and toilets will be utilized as integral components of the direct supervision management system.

Booking Officers' responsibilities include but are not limited to: the orientation of arrestees, the rules and procedures of booking, maintaining direct visual supervision of inmates in the booking waiting areas, and documenting intermittent welfare checks on all arrestees in holding cells.

## Procedures

Procedures provide specific instructions for the booking of an arrestee. Staff will be trained in accordance with these procedures and will read and follow the guidelines provided.

## BOOKING WAITING AREAS

1. After an arrestee has been pre-booked, he/she will be directed to the general waiting area or to the medical waiting area to be seen by medical or psych staff.

   A. The arrestee will be given an orientation about the rules and expectations of the booking area.

   B. The orientation will explain:

      1) Expected conduct while in the booking lobby, to include:

         A) Follow all directions from the officers and staff. This is for your safety as well as the safety of others.

         B) Keep the noise level low

         C) Physical contact of any kind is not allowed.

         D) Smoking is not allowed.

         E) Vandalism of county property is not allowed.

         F) No sitting or lying on the floor.

         G) Hats are not to be worn inside booking.

      2) Release possibilities
      3) Telephone access
      4) General information
      5) Emergency procedures.
      6) The officer will advise the arrestees that it will be their behavior that determines whether or not they will remain in the general waiting area or placed in a holding cell.

2. Restrooms for the arrestee's use are adjacent to the general waiting area.

3. The arrestee will be called from the waiting area to complete the booking process. Once the booking process is completed, the arrestee will return to the waiting area for housing or release.

   A. Inmates in the general waiting area and inmates in the dress out waiting area are not to mix or have contact with each other.

4. Pretrial Services and Classification will call the arrestee for an interview from the waiting area.

5. The waiting area will be under constant visual supervision of the Booking Officers.

DISTURBANCES

1. Booking Officers will immediately respond to any disturbances in the booking area.

2. Booking Officers will quickly evaluate the situation and determine the level of disturbance or emergency.

3. Direct all inmates who are not involved in the disturbance to an uninvolved area.

4. Make every attempt to achieve control through communication skills by using warnings, persuasions, and calm direct instructions.

5. If all verbal attempts to achieve control are unsuccessful and physical force is necessary, the degree of force will be reasonable and not exceed the amount necessary to resolve the situation. Never physically attempt to break up a fight without assistance.

6. Arrestees involved in the disturbance will be separated and placed in a holding cell to wait for the next process.

7. The first officer responding to the disturbance will notify the Duty Sergeant and Correctional Health Care (if necessary), and complete an incident report.

BOOKING AREA SAFETY/SECURITY INSPECTION

1. The inspection will be conducted by the Pre-Book Officer once during their shift.

2. The Pre-Book Officer will use the **Daily Building Security Inspection** form as a guide for checking items in the housing unit.

3. All items on the **Daily Building Security Inspection** form are required to be examined and checked off. Each item will be checked either (S)satisfactory or (U)unsatisfactory.

4. When the Pre-Book Officer finds an item to be unsatisfactory, or needing repair, he or she will make a notation on the **Daily Building Security Inspection** form.

    A. The Pre-Book Officer will notify Plant Engineering at #4637 of any malfunctions or damage found during routine searches and inspections, and emergencies that cause the need for repairs.

B. Monday through Friday 0800-1700 hours, should Plant Engineering not be in their office, the call will be re-rerouted to Facilities Management Office. The officer will leave the information, (officer's name, housing unit's name and number, location and nature of the problem) and the Facilities Management Office will relay the work order to the proper technician. During the weekend and from 1700-0800 hours, should plant engineering not be in their office the officer will leave the information on a telephone answering machine.

C. After notifying Plant Engineering by telephone, the officer will make a CJIS entry of any repairs or corrections that need to be addressed by the Plant Engineering technicians.

5. Any items requiring immediate repair will be brought to the Sergeant's attention.

A. In the event of electrical power failure, custody staff will notify Jail Central Control and the Duty Sergeant of the loss of power. Jail Central Control will then notify Plant Engineering of the power failure.

6. The Pre-Book Officer will deliver the completed **Daily Building Security Inspection** form to the Duty Sergeant at the end of the shift.

7. The Pre-Book Officer will be responsible for notifying the oncoming shift of the items that were found to be unsatisfactory, and of the action taken to correct them.

BOOKING AREA SEARCHES

1. The Pre-Book officer shall conduct frequent but irregular contraband searches of all cells, common areas, rooms, and all bathrooms during his or her shift.

A. Searches will be conducted in a thorough and professional manner with a minimum of disturbance to arrestees and their possessions.

## FEEDING IN BOOKING

1. At times, circumstances may arise in Booking which will require the feeding of an arrestee while being detained in booking.

2. Theses circumstances include:

   A. An arrestee that has been detained in booking in excess of 12 hours.

   B. An arrestee with diabetes or other medical ailment who is deemed by Correctional Health Care to need food.

3. In the event an arrestee needs to be fed in Booking, a sack lunch will be provided.

   A. A Booking Officer will go to an Intake Unit and retrieve the number of lunches needed.

4. The arrestee being fed in booking will be given a minimum of fifteen minutes to eat the sack lunch provided. After fifteen minutes, the arrestee will be instructed to finish the food or dispose of the lunch in order to maintain sanitation standards in Booking.

## INMATE WORKERS ASSIGNED TO BOOKING

1. There will be one inmate worker assigned to clean inside the booking area.

   A. Booking staff will make the decision whether the inmate worker is needed or whether the current environment in booking allows for proper supervision. The Honor Farm inmate worker may be refused by Booking staff if the current booking environment prohibits the proper supervision of the inmate worker.

2. With the exception of Saturday and Sunday, the assigned inmate worker will be transported by an Inmate Labor Specialist from the Honor Farm to booking at the conclusion of the breakfast meal. A Transportation Officer will be responsible for the transportation on weekends.

3. The Booking Officer will perform a patdown search on the inmate upon his arrival in booking.

4. The inmate worker will perform duties at the direction of Custody staff. They will be instructed on what they can and cannot do, and where they can go each time they report for duty. The duties include routinely cleaning all areas of Booking and other duties as assigned by Custody staff.

5. Whenever the inmate worker is not performing a task, he will wait in an area visible to the Booking Officers. The worker will not be allowed to walk around, talk with arrestees nor will the worker be allowed to spend his free time in the janitor's closet out of sight.

6. While on duty, the inmate worker will be allowed to use restrooms accessible to arrestees.

7. Nursing staff, pretrial services staff, and Custody staff will be responsible for directly supervising the inmate worker while cleaning their respective areas.

8. At no time will an inmate worker be admitted to the property room.

9. A search (pat down or strip) will be completed of the inmate worker prior to their release to an Inmate Labor Specialist/Transportation for return to the Honor Farm. The worker will never be allowed to walk back to the Honor Farm unescorted.

10. If an incident occurs that needs immediate attention for cleanup, the booking staff can request the inmate worker be transported for this task.

## TELEPHONE ACCESS

1. All arrestees will be afforded access to telephones. The telephones will consist of free local call telephones and collect only long distance call telephones.

    A. All arrestees must be given access to complete three telephone calls within three hours of their arrest. An arrestee's access to the telephone may be temporarily delayed due to their security level or due to noncompliance with facility rules. Once an arrestee is no longer a threat to the security of staff or the Booking Lobby, they will be allowed access to the telephones.
    B. Arrestees that are the custodial parent of minor a minor child or children must be given access to two additional telephone calls.

TELEPHONE ACCESS FOR THE HEARING IMPAIRED

1. A TDD machine will be kept in a locked cabinet at the Booking Officers' workstation. This machine will be made available to inmates who are hearing impaired and unable to use a regular telephone. Inmates who require a TDD machine are most likely already familiar with its use.

2. This machine has a paper tape printout feature which records the content of the phone call. The user has the option of not using this feature. If an inmate uses this feature and leaves the tape in the machine, the officer shall give the tape to the inmate or destroy the tape.

3. The TDD machine may also be used by staff who may need it in the performance of their duties.

4. The collect-only inmate telephones cannot be used with the TDD machine. It requires voice access to make the collect connection via the operator. A TDD user can only access the operator via 1-800-855-1155. The collect-only inmate phones are blocked from calling 800 numbers.

5. Telephone service has been established in all interview rooms, as needed. These telephones are set up for local calls only, but does allow access to 800 numbers.

6. When a hearing impaired inmate is booked and requests to use the telephone, the Booking Officer will handle the request in the following manner:

    A. The officer will set up the TDD machine in interview room #1. The inmate will be provided the TDD operator's phone number, 1-800-855-1155 and the phone number for the California Relay Service, 1-800-735-2929. The inmate will be instructed that only local or collect phone calls are authorized.

B. A local phone call to another TDD user will not require the use of the relay service or the TDD operator. A local call to a non-TDD user will require the inmate to use the California Relay Service. Any long-distance call will be made collect only.

C. A long-distance call to a TDD user will require contact with the TDD operator, who will establish the collect connection via TDD. A long-distance call to a non-TDD user will require contact with the California Relay Service, who will make the collect connection via voice. Once established, the Relay Service will continue to relay the caller's message.

7. While the inmate is in the interview room, the door will remain open. The inmate will be instructed to return to the waiting area when done. The officer will provide supervision of the inmate to insure that he does not enter any unauthorized area, and that he does not attempt to exit via the door to the service corridor.

8. A second TDD is kept in Sheltered Housing Unit in Interview room #2 for use if a hearing impaired inmate is housed in Medical Housing or Sheltered Housing. If a hearing impaired inmate is housed at the Honor Farm, the TDD will temporarily be stored in the Sergeant's office for the inmate to use in the Program Core booking area. If a hearing impaired inmate is housed at the South Jail a TDD machine will be temporarily secured in their housing unit. While in any of these housing areas, the TDD will be transported to booking whenever a hearing impaired arrestee needs the use of the TDD. After the arrestee uses the TDD, it will be transported back to Sheltered Housing, Honor Farm or South Jail for temporary storage and use.

## LOCATOR BOARD

1. It will be the responsibility of the Pre-Book Security Officer to maintain the locator board mounted on the wall behind the Booking counter.

2. The Booking Officer responsible for placing a new arrestee into a segregated area will print the arrestees name and reason for segregation in the appropriate section of the locator board.

3. The Booking Officer responsible for removing an arrestee from a segregated area will erase the arrestees name and reason for segregation from the appropriate section of the locator board.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

| SECTION: 4.1.0 | SUBJECT: 4.1.4 |
|---|---|
| PRE-BOOK & BOOKING | **PREPARATION FOR HOUSING** |

Date Issued: 09/01/94 Date Revised: 04/01/14 
Date Reviewed: 05/19/14

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to follow specific procedures to prepare inmates for movement from the booking area to their initial housing assignments.

**References of Authority**

U.S. Constitution 4th Amendment

PC 2656, 4003, 4021, 4030

Title 15 1041, 1050, 1260, 1264

**Definitions:**

**Legal Papers**
Any document pertaining to inmates' charges or legal status. May include papers prepared by any court or attorney, parole or probation agent, legal aid services or other agencies providing legal services to inmates.

**Infested/Contaminated Property**
The clothing, personal property, or money that has been identified by Correctional Health Care as being infested or having a communicable disease. Infested/contaminated property may also include items that an officer has reasonable suspicion to believe are contaminated by body fluids or excrement.

**Temporary Property Receipt**
A tag perforated into three sections used to identify property that belongs to an arrestee while in the booking area.

**Prosthetic Appliance**
A device, either external or implanted that substitutes for or supplements a missing or defective part of the body.

## General Information

When a strip search is conducted there shall be no more than one inmate in a strip search room during the strip search. Every strip search shall be conducted in privacy. At no time will a searched inmate be mixed with an un-searched inmate.

During the dress out process, all inmate personal clothing will be searched, inventoried, bagged, and placed in the property room. The appropriate type and color of jail clothing will be issued to the inmate.

Before being housed, all arrestees will be booked, fingerprinted, seen by Correctional Health Care staff (if immediately necessary), classified, searched, issued jail clothing, and issued an inmate ID.

It is the responsibility of Classification to make the initial housing assignment of inmates who are not initially released back into the community. Because some inmates cannot be placed in general population, Classification will work with booking staff and Correctional Health Care to determine the proper housing assignment for special handling of inmates.

## Procedures

Procedures provide specific instructions for preparing inmates for housing. Staff will be trained in accordance with these procedures, and will read and follow the guidelines provided.

## DRESS-OUT IN BOOKING

MALE ARRESTEES

1. Male arrestees will be dressed-out by male officers.

2. The Booking/LAR Officer will use the property inventory form to indicate which inmates to call to the dress-out waiting area.

3. The officer conducting the dress-out will take the property inventory form and go to the property room side of the dress-out room.

4. One arrestee at a time will be called into each dress-out room.

5. The arrestee will be directed to remove all clothing and place it into the clear clothing property bag. The arrestee's shoes will be placed in a separate plastic bag. Once all clothing has been placed in the bags, the arrestee will hand the bags to the officer in the property room.

6. The officer will conduct a thorough strip search (if applicable per policy 3.1.11) and call a second officer to come in and check the dress-out room for contraband.

7. The officer in the property room will give the arrestee jail clothing through the window between the dress-out room and the property room.

8. Prior to the inmate dressing in jail clothing, the officer will advise the inmate that there are showers available if directed by Correctional Health Care that the arrestee must shower.

9. The officer in the property room will place the bagged clothing into a property box. The signed inmate property inventory form will be placed in the plastic sleeve on the front of the box. The box will then be placed on a shelf marked "new bookings".

10. Once the inmate has dressed into jail clothing, he will be directed to exit the dress-out room, close the door and have a seat in the dress-out waiting area in order to be moved to a housing unit.

11. The LAR Officer will check that the booking, photograph, medical, classification, pre-trial, and fingerprinting processes have all been completed before notifying transportation of the pending transfer waiting in booking.

FEMALE ARRESTEES

1. Female arrestees will be dressed out by female officers.

2. If two female officers are available, the same procedures for male arrestees will be utilized.

3. If only one female officer is present, she will visually insure that the female inmate is appropriately dressed before directing her to leave the dress out room. A male officer can then clear the room of contraband.

STRIP SEARCH PROCESS

1. Dress-out/strip searches will take place in either the holding cells or in dress-out rooms 1, 2, or 3.

2. Instruct the inmate to remove all clothing. The officer will make sure that the clothing is out of reach of the inmate.

3. Instruct the inmate to run their fingers through their hair.

4. Look behind inmate's ears. If the hair is over the ears, make certain the inmate holds their hair away from their ears until finished with the observation.

5. Instruct the inmate to open their mouth. If the inmate has dentures, have them remove the dentures to complete the visual inspection of the mouth. Check the mouth for contraband.

6. Instruct the inmate to raise their arms above their head for a visual inspection of the armpit area.

7. If the inmate is a female, have her raise her breasts to examine underneath the breasts for contraband.

8. If the inmate has a large stomach, the inmate will also lift the stomach area for the officer to visually inspect the stomach area for contraband.

9. If the inmate is male, and is uncircumcised, have him pull the foreskin on the penis back and visually examine this area.

10. Instruct the inmate to turn away from you and lift the right foot up towards you to visually inspect the sole of the foot. Inspect the left foot in the same manner.

11. While standing and facing away from you, have the inmate bend forward, spread their buttock area cheeks, and cough forcefully.

## PROPERTY INVENTORY AT BOOKING COUNTER

INVENTORY PROCESS

1. If the arrestee is to be housed, the Booking Officer will inventory all of the arrestee's property after the booking and identification process has been completed.

2. The inventory process will include all property taken at pre-book and clothing.

   A. The receipt that was in the arrestee's property bag will be removed from the bag and placed in the tray provided for the temporary property receipts. The property clerk will be responsible for filing the receipts and maintaining them as required by current law.

3. The officer will instruct the arrestee to remove any personal items that were not taken at pre-book, and place them on the counter. These personal items will include any and all items or materials deemed to compromise the safety, security and hygiene of the arrestee, other inmates or staff.

   A. The removal of personal items includes all jewelry and religious medals. A reasonable effort will be made to remove tight fitting rings.

   B. The arrestee will be instructed to remove all body piercings, wigs, teeth overlays, which will be placed on the arrestee's property.

   C. Should it become physically impossible to remove an article of personal jewelry which poses no officer safety threat, the officer will allow the inmate to retain the item and the item will be listed on the property inventory screen as being worn.

   D. In the event an item needs to be removed from an arrestee and it becomes disputable, the officer shall refer to Custody's Policy & Procedure definition of:

      <u>Contraband</u>
      Any item not provided or approved by Custody Administration; or an approved item which has been altered, changed or misused.

4. The officer will access the IMMNTPCR screen in CJIS to enter an itemized list of all personal property, cash and clothing.

5. The inventory process will occur by using CJIS screen MAINTAIN INMATE PROPERTY/CLOTHING RECORD.

PERSONAL PROPERTY AND CLOTHING

1. The officer will enter a description of all property taken from the arrestee by entering quantity, color and condition in the appropriate field.

2. If an item is damaged in any way, the officer will describe the damage as part of the item's condition.

3. The LAR Officer will place all personal property into a clear plastic sealable bag.

4. If the officer has reason to believe that the property is contaminated, the property will be placed into a red biohazard bag.

5. The inventory process of the arrestees' clothing will be conducted at the counter, but the bagging of the clothing will take place in a dress-out room.

ALLOWABLE PROPERTY

1. Arrestees may be allowed to keep the following items in their possession should it be determined that they will be housed as inmates:

   A. Arrestee's copy of paperwork relating to their booking or arrest.

   B. Legal papers

   C. Pieces of paper with telephone numbers or miscellaneous information.

   D. Assistive devices such as prescription eye glasses, hearing aids and dentures.

   E. Items approved by Correctional Health Care:

      1) Tinted or darkened prescription eye wear
      2) Prescription Medication
      3) Crutches, canes, and wheelchairs
      4) Prosthetic appliances that are prescribed or recommended and fitted by a physician

         a) If an officer believes that the appliance posses a safety and/or a security issue, the officer will notify the Duty Sergeant.
         b) If the Duty Sergeant approves removal of the appliance, a jail incident will be generated indicating the reason for removal and medical staff will be notified.

         c) Medical Staff will arrange for the inmate to be seen by a physician within 24

hours of removal.

d) If the physician determines that removal is or will be injurious to the inmate, he or she will inform the inmate and the Facility Lieutenant.

e) If the Facility Lieutenant determines that the appliance will not be returned to the inmate, he or she will notify the physician and inmate of the reasons for the refusal and immediately provide the inmate with a form, by which the inmate may petition the Superior Court for return.

CASH

All cash of arrestees is handled through the kiosk machine in the Booking Sally port by the arresting agency.

RECEIPT OF PROPERTY

1. Once the inventory process has been completed the officer will print out three copies of the property/clothing receipt.

2. One copy will be signed and dated by both the inmate and the inventory officer.
   A. The officer will sign above the signature officer receiving/release property/clothing section.

   B. The arrestee will sign above the **inmate acknowledge property/clothing taken** section.

      1) If the arrestee refuses to sign the property/ clothing receipt, the officer will inform the arrestee that in the absence of a signature the Sheriff's Office will not assume any legal responsibility for any items that the arrestee may later claim were lost or damaged. If the arrestee still refuses to sign, the officer will write refused in the inmate signature area.

      2) If the arrestee is physically unable to sign the property/clothing receipt, the officer will note accordingly in the section intended for the arrestee signature.

3. Copies of the property/clothing receipt will be distributed as follows:

   A. The signed copy will be attached to the inmate ID armband and set on the counter for later use during the dress out process. After the inmate has been dressed out, this copy will be placed in the plastic sleeve on the front of the property box.

   B. One copy will be placed into the clear plastic bag with the personal property in a manner that allows the name and booking number to be easily seen.

C. One copy will be given to the inmate.

4. At the conclusion of the property inventory process the inventory officer will direct the arrestee back to the waiting area in booking or to a dress out room for clothing exchange.

STORAGE OF PROPERTY

1. Once the arrestee has been directed to the next stage of booking, the officer will secure the arrestee's personal property into temporary storage.

2. The clear plastic bag containing the arrestee's personal property will be secured in the locked cabinet located between the LAR counter and the dress-out area. The property will stay in this cabinet until the property clerk transfers the property to the property room.

4. All inmate property will be stored and maintained by property clerks until the time of the inmate's release.

PROPERTY FOUND DURING DRESS OUT

1. Should the officer find personal property, cash or clothing during the dress out process that was not accounted for during the inventory process, the officer will:

A. Personal property and clothing.

1) Add the property to the inmate's personal property bag and list the items in CJIS using the MAINTAIN INMATE PROPERTY/CLOTHING RECORD screen.

B. Cash

1) Access the Kiosk Machine by using the inmate's name and booking number and insert money onto the inmate' account. The inmate will be given a receipt of the transaction.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
Custody Division
Policies and Procedures

| SECTION: 4.1.0 | SUBJECT: 4.1.5 |
|---|---|
| PRE-BOOK & BOOKING | **MASS BOOKINGS** |

Date Issued: 09/01/94 Date Revised: 04/01/14 
Date Reviewed: 05/19/14

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to process mass bookings efficiently and expediently to preserve the security of the facility, safety of staff, inmates and the public, and to return the facility to normal operation as soon as possible.

**Definitions**

**Mass Booking**
A group of fifteen or more arrestees received at one time, by one agency, or resulting from one incident, requiring processing in pre-book and booking.

**Priority Booking**
Situations that require that an arrestee be processed through booking quicker than other arrestees. Arrestees who qualify as a priority booking are:

1. An arrestee who poses a threat to the safety of himself, staff, or other inmates.
2. An arrestee who poses a threat to the security of the facility.
3. An arrestee who has a medical or mental health problem that requires immediate treatment.

**General Information**

There are times in the course of law enforcement when mass arrests are inevitable. At such times, the San Joaquin County Jail must be prepared to handle the increased workload a mass booking situation creates.

When law enforcement agencies involved in a mass arrest notify the Jail Core Duty Sergeant of the pending bookings, the Duty Sergeant shall coordinate efforts to reduce possible logistical and staffing problems. In making preparations for mass booking, the Duty Sergeant shall consider the need for an increase in: Pre-Trial Services, Jail Records, security and medical personnel, inmate clothing, booking supplies, and a possible advance reduction of the inmate population in the booking area. When required, the Duty Sergeant will utilize Population Management and Classification to assist.

**MASS BOOKINGS**

The physical design and layout of the booking area is accommodating to mass booking situations. Unless an arrestee qualifies to be handled as a priority booking, pre-book, booking, and the LAR processes will be performed in the same manner as a routine booking.

During mass booking situations, all custody staff should be alert to possible security breaches in the booking area that are caused by especially busy or crowded situations.

The Fire Marshal has rated the capacity of the booking area to be eighty persons, including the common areas, the safety and holding cells and booking staff. If the count in booking exceeds the rated capacity the Duty Sergeant will be notified.

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office that diplomatic agents from foreign countries who have diplomatic immunity shall not be booked into the county jail. Additionally, arrestees booked into the jail shall be given the opportunity to declare their nationality and if desired or mandated by treaty, have their consulate notified of their arrest.

**References of Authority**

United States Constitution, Article III, Sec. 2

28 United States Code Service, Secs. 1251, 1351

Vienna Convention on Diplomatic Relations April 18, 1961

Sheriff's Office Policy Manual 422

**Definitions**

**Diplomatic Agents**
Persons serving their government as diplomatic agents are entitled: Ambassador, Minister, Minister Counselor, Counselor, Secretary, Secretary First, Second and Third, or Attache. Diplomatic agents enjoy the highest degree of privileges and immunities.

**Diplomatic Immunity**
Defined from a principle of international agreement as the freedom from local jurisdiction accorded to duly accredited diplomatic officers, their families, official staff, and servants. Diplomats cannot be arrested or detained for any offense.

**Foreign National**
Any citizen of another country residing in the United States, but owing permanent allegiance to another country.

**Consular Officials**
Persons who are Consuls-General, Deputy Consuls-General, Consuls and Vice Consuls, or official representatives of foreign governments. Consular officials are accorded certain immunities and privileges. They may not be arrested for misdemeanors, but may be arrested for grave crimes (felonies which endanger the public safety). The families, servants, and staffs of Consular Officials are not entitled to immunity from arrest. Honorary Consular Officials are not accorded this range of immunity.

**Consular Archives, Records, Documents, and Correspondences**
These are the official working papers of the consular post, including an Honorary Consulate. They are inviolable at all times and wherever they may be. The official correspondence of the Consular post, that is, all correspondence relating to the Consular post and its functions, are inviolable. The portions of an Honorary Consul's records which are entitled to inviolability must be separate from other records and must be devoted exclusively to Consular activities.

**Official Guests**
Official guests are foreign nationals present in the United States at the invitation of the United States and so designated by the U.S. Secretary of State. They normally carry letters of introduction or other documentation identifying them as official guests of the United States Government. Official guests receive no degree of diplomatic immunity.

**General Information**

**Diplomatic Agent**

The Vienna Convention and other treaties between the United States of America and foreign countries, grant immunity to some foreign Diplomatic Agents against prosecution for violations of domestic laws.

Diplomatic Agents with full diplomatic immunity will be refused for booking into the San Joaquin County Jail by the Booking Officer. The Booking Officer will immediately notify the Duty Sergeant when a Diplomatic Agent claiming immunity is presented for booking.

In accordance with Sheriff's Office Policy Manual 422, the Duty Sergeant will take the necessary steps to verify a Diplomatic Agent's diplomatic status. If a Diplomatic Agent may be legally arrested, he will be accepted for booking. Should the Duty Sergeant determine that the Diplomatic Agent has full immunity the Sergeant will not permit the Diplomat to be booked. An arrestee claiming Diplomatic Immunity shall not be allowed to enter the booking area until his diplomatic status has been verified.

If a Diplomatic Agent is discovered after he has been processed and housed, the Housing Officer will segregate the inmate and immediately notify the Duty Sergeant. The Duty Sergeant will verify the inmate's diplomatic status. If the inmate is determined to be a Diplomatic Agent with full immunity, the Duty Sergeant will notify the Facility Commander of the situation who will arrange for the Diplomatic Agent's immediate release. A Diplomatic Agent with partial immunity may remain in custody based on his diplomatic status. All Diplomatic Agents will be granted their respective privileges, rights, and immunities

under international law and federal statute.

**Identification of Accredited Diplomatic and Consular Officers**

Foreign Diplomatic Officers can be identified by credentials issued by the U.S. Department of State which bear its seal, the name of the officer, his title, his date of birth, date of expiration of the card, and the signature of a State Department official. The extent of the immunity or inviolability for each classification is stated on the reverse side of the card.

1. A blue-bordered diplomatic card indicates that the bearer has the status of a Diplomatic Agent. It is issued to diplomatic officers and their families and to U.N. and U.S. Secretariat diplomats and their families.

2. A green-bordered official card indicates that the bearer has the status of an employee of an embassy. These cards are issued to embassy administrative and technical staff employees and their families and to embassy service staff employees.

3. A red-bordered consular card indicates that the bearer has the status of a consular employee. These cards are issued to consular officers and administrative or technical staff employees. Family members of consular officers of countries with special bilateral agreements with the U.S. also receive these cards. Honorary consuls are also issued a red-bordered card.

The Department of State controls vehicle registration, driver's licenses, and license plates of those persons entitled to privileges and immunities in the United States.

**Telephonic Information/Confirmation**

The Department of State may be contacted in any case where an individual claims immunity and cannot present satisfactory identification or in any case where the officer has reason to believe invalid identification is being presented. The following telephone numbers and website are presented for this purpose and additional information:

1. During normal business hours:

   Diplomatic agents and family members, administrative and technical service staff, and families, Consular personnel and families. (202) 647-2663

2. After normal business hours:

   All inquiries should be made to the Command Center, Bureau of Diplomatic Security, Department of State (24-hours/day). (202) 647-1512

US Department of State Bureau of Consular Affairs
www.travel.state.gov – Consular Notification and Access (Bottom of page)

**Foreign Nationals**

A non-U.S. citizen who is being arrested is entitled to have their country's consular officers in the United States notified of their situation. They are also entitled to communicate with their consular officers. A consular officer may be able to assist in obtaining legal representation and contacting family members.

**Mandatory Notification Countries**

| | |
|---|---|
| Albania | Malta |
| Algeria | |
| Antigua and Barbuda | Mauritius |
| Armenia | Moldova |
| Azerbaijan | Mongolia |
| Bahamas | Nigeria |
| Barbados | Philippines |
| Belarus | Poland (non-permanent residents only) |
| Belize | Romania |
| Brunei | Russia |
| Bulgaria | Saint Kitts and Nevis |
| China[1] (Including Macao & Hong Kong) | Saint Lucia |
| Costa Rica | Saint Vincent and the Grenadines |
| Cyprus | Seychelles |
| Czech Republic | Sierra Leone |
| Dominica | Singapore |
| Fiji | Slovakia |
| Gambia | Tajikistan |
| Georgia | Tanzania |
| Ghana | Tonga |
| Grenada | Trinidad and Tobago |
| Guyana | Tunisia |
| | Turkmenistan |
| Hungary | Tuvalu |
| Jamaica | Ukraine |
| Kazakhstan | United Kingdom[3] |
| Kiribati | |
| Kuwait | Uzbekistan |
| Kyrgyzstan | Zambia |
| Malaysia | Zimbabwe |

1. Notification is not mandatory in the case of persons who carry Republic of China passports issued by Taiwan. Such persons should be informed without delay that the nearest office of the Taipei Economic and Cultural Representative Office (TECRO), the unofficial entity representing Taiwan's interests in the United States, can be notified at their request.

2. British dependencies also covered by this agreement are Anguilla, British Virgin Islands, Bermuda, Montserrat, and the Turks and Caicos Islands. Their residents carry British passports.

**Procedures**

Procedures provide specific instructions for Consular Notification. Staff will be trained in accordance with these procedures, and will read and follow the guidelines provided.

**Refer to:**

**San Joaquin County Sheriff's Office Policy Manual 422**

## CONSULAR NOTIFICATION

When an arrestee enters the pre-book area, the Pre-Book Officer will need to determine citizenship and when appropriate, verify that the arresting agency has made Consular Notification.

During the pre-book process, the Pre-Book Officer must select the **Citizenship** TAB. This is a mandatory area that must be completed at pre-book. The following are the three options the Pre-Book Officer will have when beginning this function:

1. **Solely a U.S. Citizen –** Click the button reflecting this information. Click the **'Next'** button. The Consular Notification process will then be complete.

2. **Completed by Arresting Agency** – Click the button reflecting this information. Click the '**Next'** button. The Consular Notification process will then be complete.

    A. Once you click '**Next',** you will have the option to send the CusInS pre-book information to CJIS.

3. **Add Foreign Citizenship Info** – Click this button. Click the '**Next'** button. Clicking this option will initiate the process to modify the citizenship screens and notification. (A wizard will appear with specific directions on how to continue with the procedure.)

    A. The birthplace will need to be filled in by the Pre-Book Officer

        1) Under **Country** the Pre-Book Officer will check the appropriate country of citizenship.

        2) Under the letter M, (which indicates mandatory) next to the country, it will state if it is a mandatory country for consular notification or if the arrestee has the option to request/deny notification. To proceed, click '**next'.**

    B. The following screen contains optional passport information. It is not required to make notification. To proceed, click '**next'.**

    C. The following screen will automatically fill-in the booking number. The Pre-Book Officer must type in the date of the detainment/arrest. This is a mandatory field. To proceed, click '**Save/Next'.**

D. The next screen will provide country notification statements for the arrestee.

1) If the arrestee speaks and understands English, the Pre-Book Officer will click '**Next'** to skip printing a statement.

2) For an arrestee who speaks and or reads a language other than English, a statement will be printed in the language which they speak. To print the selected notification, click '**Print'.**

E. NOTIFICATION

1) The next screen offers the option to decline notification or fax/print to the consular upon the arrestee's request. The nearest consulate and their fax number have been stored in the system to automatically send the information. Click the appropriate section to **Decline Consular Notification** or **Fax/Print Consular Notification.**

2) The next screen is for a mandatory notification country. There is no option to decline notification. Click the **Fax/Print Consular Notification** button.

F. The next screen is the finish screen. After the '**Finish'** button is clicked, you will have the option to send the pre-book to CJIS.

**Notification after an arrestee has previously declined to have notification made. (The housing officers will complete this process.)**

There will be a TAB on all of the advanced find searches conducted on inmates that is labeled **Citizenship.** This TAB will act in the same manner as the screens during the pre-book process. The following are the available options if the officer clicks that TAB:

1. This screen will have two options for the Housing Officer to select.

A. **Solely a U.S. Citizen** – Data will not need to be added and the process will be complete
B. **Add Foreign Citizenship Info** – This will initiate the notification process. The officer will need to follow the direction of the wizard. When this wizard's direction has been completed, click **Next.**

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to establish the identification of all inmates coming into the custody facilities and to report this information as prescribed by law. There are various methods of establishing identity and obtaining this information. The most common methods are fingerprints and Live I.D.

**References of Authority**

PC 13127, 13150

**Definitions**

**AFIS**
Automated Fingerprint Identification System

**DOJ Response**
A computer generated response from the Department of Justice (DOJ) as a result of fingerprints submitted electronically through a Live Scan transmission. Information received from the Department of Justice will include the subject's name, CII # and other personal data. The responses for all local transmissions are located on the **CusInS CLETS MESSAGE** screen.

**Video Imaging Inmate Information Sheet**
This sheet is generated from the Video Imaging system. This sheet has the inmate's photograph, booking data and inmate ID information on it. This information can be used to assist in the identification purposes during the booking and release process.

**LAR**
A CJIS generated number that stores personal information from an inmate's arrest. The number is specific to only one inmate. During each arrest the information is updated.

**LiveID**
Cogent two print ID system that searches AFIS A two finger print system used to search the local AFIS to

identify inmates.

**Live Scan**
Self contained workstation with a computer, keyboard, monitor, scanners used for obtaining and submitting fingerprints.

**Local AFIS (Automated Fingerprint Identification System)**
Fingerprints captured from local law enforcement agencies and stored in a countywide database.

**Palm Prints**
The upper and lower sections of the palm and the side of the hands are printed using the Cogent System. Ink will be utilized when system failures dictate usage. Palm prints are currently sent to DOJ. All arrestees that are fingerprinted are also palm printed.

**Platens**
Prism type piece of glass used to capture fingerprint images on the Live Scan. There are two plates on each Live Scan machine.

**Recordable Offenses**
Criminal offenses that the Department of Justice (DOJ), Identification System - California Criminal index deemed to be reportable for addition to an arrestees rap sheet. Currently, this includes everything except 647(f) PC.

**Mug Shot Video Imaging**
This is a system of capturing and storing color video images. The workstation consists of a computer, monitor, keyboard, mouse, barcode scanner and video camera. The data entered into this system is downloaded into the Cogent Live Scan machine.

**General Information**

Pursuant to Section 13150 of the California Penal Code, for each arrest made, the reporting agency shall report to the Department of Justice (DOJ), Bureau of Criminal Identification (BCID), concerning each arrest, the applicable identification and arrest data described in Section 13125 and fingerprints of the arrested person.

Submitting this information and fingerprint images will either establish or update an inmate State Criminal Offender Record (CII #).

The San Joaquin County Sheriff's Office Custody Division will submit finger and palm print images and arrest data, to the Department of Justice via the use of the Live Scan. Inked fingerprints will be obtained when system failures dictate usage.

The Booking/LAR Officer will fingerprint and palm print all arrestees for the Sheriff's Office, County, State and Federal agencies booked into the facility for all charges, with the exception of PC 647(f) arrestees. If the arresting agency does not print their arrestee due to the arrestee being a danger to officer's (i.e. combative), the booking/LAR Officer will fingerprint the arrestee. Print verification shall be confirmed through the WEB ID system and/or CLETS responses. The following agencies have their own Cogent Live Scan machines.

1. Stockton Police Department
2. Manteca Police Department
3. Ripon Police Department
4. Lodi Police Department
5. Tracy Police Department
6. Escalon Police Department
7. Stockton Unified Police Department
8. Delta College Police Department

**Question of Identification (QID)**

The question of identification feature on the Cogent unit will allow the user to send fingerprints to DOJ for identification (CAL-ID) purposes only. These fingerprints are not used to create a master criminal record.

**Responses from the Department of Justice (DOJ)**

CusInS receives a response from the DOJ on submitted fingerprints on both Criminal and question of identification (QID) submissions. Response times will vary. The LAR Officer will be responsible to verify every DOJ response in CusInS received during his shift.

Two types of responses will be received from CusInS

1. DOJ
2. FBI

The CJIS booking name entry will reflect the true and correct name of the arrestee.

1. The inmate record will reflect the name on the official Booking Arrest Report and the true name, if different, will be listed as an AKA.

**Palm Prints**

Palm prints will be obtained during the Live Scan process.

**Video Imaging**

The video imaging system is a system for law enforcement agencies to capture and store color video images of criminal offenders. The video gives the Sheriff's Office the ability to search for color video images under various formats.

Video images will be obtained on all inmates entering the jail facilities.

The Pre-book Officer will enter the required data and obtain the video image. From this image, the officer will print inmate information sheet.

An inmate identification is an integral part of jail security. An inmate must identify himself prior to accessing many of the programs and services provided in custody. Booking staff will use established procedures to create a photo identification for inmate use.

**Procedures**

Procedures provide specific instructions for the identification of inmates. Staff will be trained in these procedures, and will be responsible for reading and following the guidelines provided

## FINGERPRINTING

1. Utilizing Live Scan, begin by pressing ALT plus TAB. Run ~~the~~ barcode from the Booking Arrest Report below the attached Barcode Reader.

2. The Mug Shot System will show with arrestee's name highlighted.

3. Arrestee's information will be transferred to the Live Scan.

4. Select "START" for "TRANSACTION NUMBER".

5. Enter reportable data from the Booking Arrest Report (that is not already pre-filled). An asterisk will dictate the required data fields.

6. Select **SAVE**, on right side of screen.

7. Select booking type then tab forward filling in required (*) fields.

8. Select **ADD** if there are charges in addition to your first entry.

9. Select **NUMBERS** at bottom of screen

10. Enter the date for each charge (ex, ARR-SO-FS357-210-4 or WAR-SF093703b).

11. Select **OK**.

12. Select **SAVE**.

13. The platens must be cleaned of all oils and dust in order to gain the most accurate prints. Use only baby wipes, as provided, to clean the platens.

14 Call the arrestee to the Live Scan machine having the arrestee clean and dry their hands prior to beginning.

15. Follow the prompts directing which finger and type of print to capture. Save the print with either the foot petal or OK button on the machine.

16. Once the prints are obtained, select **SEND** to DOJ.

17. If necessary, the process may be **CANCELLED** and saved information may be retrieved at a later time.

FINGERPRINTING AFTER BOOKING

1. Any inmate requiring fingerprints after being housed will be sent to booking in order to submit the fingerprints to the DOJ through Live Scan.

2. An appointment will be created in CJIS between 2000 hours and 2200 hours to have the inmate transferred to booking using the BKLAR location code. All inmates must be fingerprinted prior to release with the exception of PC 647(f).

DOJ RESPONSES PRIOR TO RELEASE

1. The Release Officer will be responsible to verify every DOJ CLETS response in CusInS received prior to releasing inmates from the booking area.

   A. If the Live Scan notification identifies the subject as a different person or if the notification indicates AKA and displays a different last name or different first name, then the notification will be printed and delivered to PTS for a records check (all RAPS). The LAR for that inmate will also be updated to reflect the new information.

   B. If a records check determines that the subject has outstanding warrants/wants, then PTS will process accordingly and may cancel the impending release.

   C. The housing process will then be completed by the booking officers.

   D. The Release Officer will update the subject's LAR information in CJIS with the Discovered AKA's.

## CREATING, ISSUING, AND RE-ISSUING INMATE ID WRISTBANDS

OVERVIEW

1. All originally issued and replacement inmate photo ID will be made in the pre-trial booking area.

CREATION OF ORIGINAL/REPLACEMENT INMATE PHOTO ID

1. During the pre-book process the pre-book officer will photograph the arrestee with the video imaging equipment. This will be accomplished by doing the following:

   A. Sign in to the video imaging program using ***Capture*** as the user ID and the password

   B. Using the mouse and the monitor, select **Capture**

   C. Using the barcode scanner, scan the barcode on the Booking Arrest Report.

   D. Using the mouse and the monitor, select **Import.** This will bring up the screen with booking info. You will need to fill in the date, arresting officer, driver's license #, state of issue and wanted for

   E. Select the description tab and fill in demographic information.

   F. Capture photo using the "front view" icon on the right side of the description area.

   G. Have the arrestee sit in the chair against the gray background board

   H. Select **Acquire Image.** Select **OK**

   I. Center Picture and select **OK**

   J. Select **Preview Live Image** and click **OK** or depress the space bar

   K. When you receive the message ***overall passed,*** select **Accept,** select **Save,** select **Print,** and select **Save & Close**

      1. In the event you receive a ***failed*** message instead of ***overall passed***, select **don't accept** and retake the photo, following steps H through K.

2. If the arrestee is uncooperative, and it becomes impossible to take his photograph, the arrestee will be placed in a holding or safety cell depending on the circumstances. The photograph will be taken as soon as the inmate decides to cooperate or is no longer under the influence to the extent that his behavior is a hindrance to taking the photograph.

2. Generate an inmate information sheet that includes a color photo and the arrestee's information.

   A. This inmate information sheet will be placed into the booking file.

   B. This inmate information sheet will be used to identify the inmate during the booking process through the release process.

3. As part of the LAR process only inmates being housed in the custody facilities will have an ID created.

   A. The inmate photo ID consists of a hard plastic material with the inmate's color photo and data label encased in hard plastic.

      1) Cut the photo and data label from the inmate information sheet.

      2) Place the paper label into the plastic tubing.

      3) Run the plastic with the photo and data label inserted through the laminator.

      4) Once the armband has been laminated, punch a hole in one end of the plastic.

      5) Fit the plastic around the inmate's wrist, allowing one finger width between the inmate's wrist and the armband. Punch a hole in the other end of the plastic.

      6) Place the armband on the inmate's left wrist with the barcode facing away from the inmate.

      7) Place a grommet through both holes and apply the crimper to secure the grommet.

REPLACEMENT PROCESS

1. The only area to reproduce the replacement inmate photo ID armband is the video imaging equipment in booking.

2. The officer discovering the need for a replacement ID armband will notify a Booking Officer that a replacement I.D. is needed and give inmate's information. The I.D. armband will be sent via transportation. Appropriate discipline will be applied for the violation of IN11.

## LiveID PROCESS

### BRICK (Wired)

To capture a subject's fingerprints with the Cogent Brick capture device, follow these steps:

1. The LiveID system must be logged on to the computer prior to capturing fingerprints.

2. Click on the **CAPTURE** button to begin the LiveID process.

3. Place the index finger/thumb on the device. When the device has captured the print, the writing below the print will turn from red to green showing that it has been recorded.

4. Repeat this process for the other print.

5. When the search is complete, it will show **NO HIT,** indicating a candidate was not found or **HIT** indicating a candidate match was located.

6. Compare the names. If **NO HIT** appears, the inmate will need to be printed. Prior to their release a response will need to be returned from the Department of Justice to verify their identity. The only exception would be if the inmate was booked in on PC 647(f).

### BLUECHECK (Wireless)

To capture a subject's fingerprints with the BlueCheck capture device, follow these steps:

1. The **BlueCheck** capture device must be turned **on** and display a solid blue light.

2. Depress the **left button** to start the capture process.

3. Place the index finger/thumb on the device. When you hear a beep and the capture device reads PRINT CAPTURED, remove finger. It has now been captured and will appear on the LiveID software.

4. Place the next index finger/thumb on the device and follow the same process as above.

5. A search into the-CAFIS will begin. The search will have either a "HIT" or "NO HIT".

    A. "NO HIT" responses

        1. The offenses the arrestee has been charged with are not printable offenses and they will be accepted for pre-book.

2. The arresting agency is an agency the Sheriff's Office prints for and will be accepted for pre-book.

3. The arrestee has not been fingerprinted by the responsible agency and will not be accepted for pre-book. (The exception to this would be combative arrestees)

B. "HIT" responses

1. The pre-book will begin from the CAFIS response. Prior to beginning the pre-book, the pre-book officer will open the response and verify fingerprints were taken for the current arrest. If the Live Scan date does not reflect current with the arrest the arrestee will not accepted for pre-book. (The exception would be combative arrestees or those on a non printable offense).

2. If aliases are on the CAFIS response inquire with the arresting agency to verify the names have been checked for wants/ warrants. A copy of the response can be printed and given to the responsible agency.

## LOCAL ARREST RECORD - LAR

1. The Booking/LAR Officer will update or create the LAR in CJIS for an arrestee.

2. If a LAR number is not located in CusInS at Pre-book, prior to issuing a new LAR number, a search of CJIS will be conducted to find and update any current LAR number that exists for an arrestee.

   A. At no time shall an arrestee be issued multiple LAR numbers

   B. If duplicate LAR numbers are located, Records will need to be notified of findings.

3. The LAR will contain the following information about the arrestee:

   A. Physical description and current address
   B. Marital or divorce status and the name of current/past spouse
   C. Dates of latest jail photo and fingerprints
   D. Any aliases or AKA's
   E. Any tattoos, scars, or distinguishing marks and their descriptions
   F. Emergency contact names, addresses, and phone numbers

4. Every arrestee processed through booking will have his LAR updated or a new LAR number created.

Procedures shall be used both as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to ensure the rights of those inmates eligible for release. Release procedures will ensure a timely release, mutual return of property, and prevent unauthorized releases.

**References of Authority**

PC 823, 853.6, 1269b, 1318, 4532

Title 15 1206(n)

**Definitions**

**Active Tuberculosis Disease**
A person has active tuberculosis disease when either one of the following occur:

1. A smear or culture taken from any source has tested positive for tuberculosis and the person has not completed the appropriate prescribed course of medication for tuberculosis disease.

2. There is radiographic, current clinical, or laboratory evidence sufficient to establish a medical diagnosis of tuberculosis for which treatment is indicated.

**Bail**
The surety or sureties that procure the release of a person charged with an offense by insuring his future attendance in court and compelling him to remain within the jurisdiction of the court.

**Bail Bond**
A contract signed by the accused with sureties. The purpose of the contract is to secure the presence of the one charged in court when his presence is required to answer to the charge.

**Cash Bail**
U.S. legal tender used to procure the release of a person under arrest or in legal custody.

**Heightened Risk of Tuberculosis Exposure**
Likely exposure to persons with infectious tuberculosis disease.

**Infectious Tuberculosis Disease**
Active or suspected active tuberculosis disease in an infectious state.

**Medical/Mental Health Transports**
Transportation of an inmate to a medical or mental health facility as determined by Correctional Health Care.

**Pretrial Release**
An inmate is court ordered to be released with a condition of Pretrial Services monitoring or with the placement of a GPS device prior to their release from jail.

**Program Release**
An inmate is court ordered to be released into the custody of a program representative.

**Release Sallyport**
The release sallyport is a monitored corridor with interlocking doors connecting the release waiting area to the 24-Hour Lobby.

**Self Cash Bail**
When an arrestee has the amount of money in his possession or on his account necessary for bail.

**Temporary Release from Custody**
Two types: A day pass release allows an inmate 24 hours or less to attend a funeral, doctor appointment, etc. and applies only to sentenced inmates. The second type is a temporary release to an outside agency. This requires a court order.

**Tuberculosis Infection**
The latent phase of tuberculosis, during which the infected person cannot spread tuberculosis to others.

**General Information**

Inmates are entitled to be released as soon as practical upon the completion of their sentence, or at such time as dictated by other forms of release, such as: cash bail, bail bond, cite and release, felony O/R release, Alternative Work Program, Work Furlough, release to other agencies, court ordered release, release pursuant to Penal Code section 849b, and County Parole.

Scheduled releases will occur at 0830, 1430, and 2030 hours

The Sheriff's Office shall ensure that each individual inmate is qualified for release by verifying the inmate's identification and release documents. All personnel shall recognize the inherent potential for erroneous releases from custody.
Prior to the 0830, 1430 and 2030 scheduled releases, Records Division Personnel will notify the Jail Core and Honor Farm Duty Sergeants that releases have been audited and pre-approved for release. The Duty Sergeants will advise the Release Officer and Program Core Officer to run the approved release list. The Duty Sergeant shall then contact the Communications Center via landline to request a CAD Entry to document the pending releases. The process only applies to pre-scheduled front door releases.

When an abnormality is detected during the release process, staff will contact the Duty Sergeant and the responsible Records Division Personnel. The release will only take place after the Duty Sergeant and Records Division Personnel has reviewed the release, and agreed that the release is proper. Staff shall utilize all available resources to validate that all release criteria has been satisfied.

Release procedures shall provide for the mutual return of property. The Release Officer will have the inmate sign an inventory receipt to verify that all of the inmate's clothing and personal property has been returned. Before being released, the inmate will return all jail issued clothing. The Release Officer will personally inventory the jail issued clothing to ensure all articles have been returned. A CJIS incident will be created should the inmate's personal property be found missing or damaged.

Occasionally, an inmate being released from custody does not have any personal clothing to wear out of the facility. Generally the inmate is aware of the situation ahead of time and will make arrangements to have clothes delivered to the jail prior to his release. There are times when an inmate is unable to arrange for personal clothing to be delivered to the jail. The Release Officer will issue the inmate a set of disposable paper garments. These are available at the Transportation Office, the Jail Core Release Lobby and the Honor Farm.

In all cases when an inmate is being released to another agency and has no clothes, a set of paper garments will be issued.

Current law prohibits the release of an inmate from custody when the inmate is known to have active tuberculosis or if Correctional Health Care staff has reasonable grounds to believe the inmate has active tuberculosis. Such an inmate will be released from the San Joaquin County Jail only after completing an exit interview with Correctional Health Care Personnel. When an exit interview is required, the Release Officer will be notified by CJIS during the release process. The request print of inmate release documents screen will display exit information required - **contact medical services**. When the Release Officer sees this message, the release process for the inmate will be stopped, and the officer will notify Correctional Health Care. A representative from Correctional Health Care will respond to the release lobby to conduct an exit interview with the inmate. The Release Officer may continue the release process for the inmate in question, after the exit interview has been completed.

## Pretrial Release

A judge will order for the release of an inmate from custody with the conditions of monitoring or GPS placement prior to release from the jail facility. These releases are identified by release times that end in 31. They will be escorted to the Release Lobby for all processes except release. Prior to release they must be escorted into booking for an interview and/or placement of the GPS from Pretrial Services. Once the interview is completed the inmate is eligible for the release.

### Day Pass Release

Inmates may only be granted a day pass by a Superior Court Judge. The most common types of release would be for an inmate to see their own doctor or dentist, to attend the funeral of a family member, or to visit a gravely ill immediate family member. The person picking up the inmate and providing transportation will be listed on the court order and will be required to have a valid driver's license and proof of auto insurance.

### Temporary Release to Outside Agency

During the course of a criminal investigation, a law-enforcement agency may need to take temporary custody of an inmate and transport them away from the facility. In the case of an unsentenced inmate, a court order will be required of every agency other than the San Joaquin County Sheriffs Office. If the inmate in question is sentenced, and willing to cooperate, this release may be approved at the Lieutenant level, without a court order.

## Procedures

Procedures provide specific instructions for the release of inmates. Staff will be trained in these procedures, and will read and follow the guidelines provided.

## RELEASE OF AN INTOXICATED ARRESTEE

1. Arrestees who are not functionally sober, can not stand, walk, answer questions or follow directions from staff, will be placed in the Sobering Cell.

2. These have no charges other than Public Intoxication.

3. Intoxicated arrestees with other medical complications, such as head injury, emotional problems or suicidal tendencies should not be placed in this room.

4. Intoxicated arrestees need a minimum of six (6) hours from the arrival time to be functionally sober. Some intoxicated arrestees under the influence of substances other than alcohol, may take longer to become sober and may require an evaluation by a nurse.

5. Arrestees who cause security problems or are a threat to the safety of others will be placed in a holding cell and an Inmate Observation Log will be initiated.

6. Booking staff will check arrestees in this room every fifteen (15) minutes.

   A. The well being of the arrestee will be determined by:

      1. Audible verbal response
      2. Movement
      3. Snoring
      4. Observing the chest rise and fall to determine if the arrestee is breathing.

   B. Document observations on the Inmate Observation Log.

7. Correctional Health Care will be notified when an inmate is placed in the Sobering Cell. Medical Staff will check arrestees in the Sobering Cell once every six hours.

8. Either the nurse or a Booking Officer may remove an arrestee from the Sobering Cell for the following reasons:

   A. The arrestee is functionally sober

   B. The arrestee becomes medically/emotionally unstable, suicidal or disruptive.

9. No releases will be made between the hours of 2359 and daylight, unless the inmate has vehicle transportation awaiting their release. Records Personnel will notify booking staff that the inmate has a ride waiting in the 24 hour lobby. A CJIS Incident will be logged to the inmate booking record indicating that the inmate had transportation waiting prior to release. Those without transportation will be released at daylight.

## CASH BAIL/BAIL BOND RELEASE OF NEW BOOKINGS

1. The pretrial facility will provide two areas where an arrestee may enact a release by bail. These areas are the Records counter adjacent to the 24-Hour Lobby and the LAR counter in Booking. The self cash bail process may occur only after the arrestee has been formally booked into the CJIS system and taken through the LAR process and only if the arrestee has the total cash amount on his/hers account required to post his/hers own bail.

2. Bail releases will occur at any time throughout the 24-hour clock. A bail release will be done in a timely fashion insuring the arrestee is released without unnecessary delay.

SELF CASH BAIL

1. Should an arrestee desire to post cash for his bail release, the Booking Officer will:

   A. Check the DISPLAY INMATE RECORD screen in order to verify that the arrestee is eligible for release on all charges and/or holds.

   B. Check the total amount required for bail. If the arrestee is not eligible for release through cash bail the officer will inform him at this point.

2. At the conclusion of this process the officer will call Records Division and inform them of:

   A The cash bail request
   B The arrestees name and booking number

3. Records Personnel will verify the arrestees funds for cash bail.

4. Records Personnel will process release paperwork and deliver the approved release to Booking.

5. Cash Bail/Bail Bond releases will be processed regardless of the time or availability of vehicle transportation.

CASH BAIL AND BAIL BOND

1. Records personnel will handle all cash bail and bail bond transactions presented by an outside person at the Records counter located in the 24-Hour Lobby.

2. Once the release transaction has been completed and approved at the Records counter, Records personnel will contact booking staff and inform them of the approved release.

3. If the arrestee is in the pre-book stage, the Booking Officer will provide Records staff all needed

information from the pre-book folder. Once a cash or bail bond is confirmed by records, the arrestee will be priority processed.

## RELEASE PROCESS

NEW BOOKING RELEASE

1. The Release Officer will check the booking file to make sure all paper work is in order for release.

2. New booking releases are:
   A. Bail (Cash or Surety Bond)
   B. Cite and Release
   C. Law Enforcement Releases
   D. Court Ordered Bookings
   E. Felony Own Recognizance
   F. Time Served
   G. Court Ordered Book and Release

3. The Release Officer will direct the arrestees to the release waiting area to wait for their names to be called.

4. The Release Officer will go to the property room, open the screen to the release window and call one arrestee at a time up to the release window.

5. When the arrestee appears at the release window, the Release Officer will verify the arrestee's identity by using the Live ID inmate information sheet located in the booking file and by obtaining fingerprint scan using the LIVE ID system to compare it with the inmate.

6. The Release Officer will return any of the arrestee's property that may have been taken at pre-book and have the arrestee sign for the returned property. All funds will be picked up at the Fiduciary Clerk Window in the 24 Hour Lobby. Inmates will not receive cash upon their release. Instead they will receive a Debit Card with their money balance up to $300.00. Inmates with a balance exceeding $300.00 will receive a check for the remaining funds.

   A. The Fiduciary Clerk is on duty Mon-Fri 8 a.m. -10 p.m. Inmates having funds released during non-business hours will have to either return to the jail during regular business hours to pick their funds up or have the funds mailed to them.

7. The Release Officer will mark returned on the temporary property receipt after the property has been returned to the arrestee. The marked temporary property receipt will be routed to the property clerks by placing it in the tray on the booking counter.

8. The Release Officer will enter release information into CJIS

   A. Release the inmate's documents in **request print of inmate release docs** by selecting the no print option.

   B. Release arrestee by typing a Y in the field next to the inmate's name in the release inmate screen.

9. When the Release Officer is ready to release the arrestees, no more than six arrestees will be released through the release sallyport at a time.

10. The Release Officer will direct the arrestees to stand in front of the release sallyport door.

11. The Release Officer will notify Jail Central Control by stentofon of the number of arrestees waiting to enter the release sallyport. Jail Central Control will advise when the release sallyport is clear for release.

12. The Release Officer will open the release sallyport door by pushing the button near the release counter and turning the release knob.

13. After Jail Central Control verifies the number of arrestees waiting in the release sallyport, Jail Central Control will activate the door leading to the 24-hour lobby.

14. At the conclusion of the release process the booking file will be returned to Pretrial Services or be placed in the tray for pick-up by Jail Records Clerks.

15. No releases will be made between the hours of 2359 and daylight, unless the inmate has arranged vehicle transportation. A CJIS Incident will be logged to the inmate booking record indicating the inmate requested release, and transportation was confirmed with Records Division upon arrival. Those without transportation will be released at daylight.

MEDICAL/MENTAL HEALTH FACILITY RELEASES

Correctional Health Care will make mental health assessments of arrestees. If it determined that the arrestee, as a result of a mental disorder, is a danger to others, to himself/herself, or gravely disabled, transportation will be provided by Sheriff's Office deputies to the appropriate facility directed by Correctional Health Care.

Inmates that are being transported to the mental health facility, upon release from the jail, shall be transported with a completed application for 72 hour detention for evaluation and treatment (MH-302) form. Prior to the release taking place CHC and the release officer will consult with transportation or the Jail Core Duty Sergeant for the movement of the inmate. The MH-302 form may be completed by

CHC staff, but if needed, the deputy shall complete the form. Dispatch shall be contacteded for a DR number.

Prior to the movement taking place;

1. An appointment will be entered by the Release Officer for the transport to the Psychiatric Health Facility (PHF).

   A. The inmate appointment will be generated in CJIS, using the temporary location code PHFT.
   B. This appointment will be sent in CJIS when the inmate leaves booking.

2. The Release Officer will have the inmate sign any necessary paperwork.

3. The personal property and copies of any paperwork will be sent with the inmate to PHF.

4. The inmate will be restrained prior to outside movement. Restraints will be consistent with policy and procedure.

5. Deputies will have the following paperwork for the transport:
   A. Completed HM-302 form
   B. Crisis/Evaluation for Treatment Form completed by CHC
   (This form is only necessary if the HM-302 form is completed by Sheriff's Deputies.)
6. Transportation Deputies shall notify dispatch of their destination

7. Deputies will notify the Release Officer upon arrival to the mental Health facility.

8. The Release Officer will receive the PHFT appointment in CJIS after deputies notification.

9. The Release Officer will release the inmate from CJIS after the appointment is received.

SCHEDULED RELEASES

1. All releases take place through the Jail Core Release Lobby upon the Duty Sergeant's authorization. The Release Officer will:

   A. Use the CJIS inmate transportation calendar to access the pending releases for the scheduled time and receive the inmate's appointment in CJIS.

B. Go to the property room, open the door into the dress-out room and call one inmate at a time into the dress-out room.

1. The inmate's property is typically retrieved by the property clerks for the Release Officer. In the event that a property clerk is not available, the Release Officer will locate the property by using the first letter of the inmate's last name and the last two numbers of the inmate's booking number.

C. Prior to the inmate entering the dress-out room, the Release Officer will verify the inmate's identity by using the LIVE ID inmate information sheet located with the property/clothing and by obtaining a fingerprint scan using the LIVE ID system to compare it with the inmate. The Release Officer will return all of the inmate's clothing after this verification.

D. The Live ID will be verified at this time

1. If the ID matches, the inmate will be released.
2. If the response is a **No Hit,** it will be verified that the inmate was fingerprinted on the Cogent Live Scan. If the prints were not collected the inmate will be printed prior to their release. If the prints were collected a QID (Question of Identity), may be done to verify the inmates identity on the Live Scan machine.

E. The Release Officer will close the window door and allow the inmate to change into their street clothes.

1. After giving sufficient time for the inmate to change into their clothes, the Release Officer will knock on the door, open the door, and have the inmate pass the jail clothing to them. All jail clothing will be accounted for prior to a release.

2. The dirty clothes will be placed in a laundry cart located in the property room.

F. The officer will return personal property at the release window.

G. After the officer returns all of the property to the inmate, the inmate and officer will sign for all property returned on the CJIS property inventory form located in the property box**.** A notation will be made, and an incident generated if property is missing or damaged.

H. When the inmate is to be released, the ID armband will be removed by the Release Officer. The ID tag located in the center of the armband will be placed into the classified trash. The remaining plastic and metal grommet will be discarded in regular trash.

I. Release the inmate in CJIS by doing the following:

1. Send and receive the inmate's release appointment using the MAINTAIN INMATE TRANSPORTATION CALENDAR.

2. Release the inmate's property by using the MAINTAIN INMATE PROPERTY screen and placing a Y next to the **release all property** field. The reason for the release of the property will be the information in the comments section in the release appointment.

3. Release the inmate's documents using the request print of RELEASE OF INMATE DOCS screen and selecting the no print option.

4. Release the inmate using the release inmate screen by placing a Y next to the inmate's name.

J. When the Release Officer is ready to release the inmates, he will call no more than six inmates to the release window. The Release Officer will instruct the inmates to pick up their Debit Release Card at the records counter in the 24-hour lobby after they have been released.

1. If any cite or program paperwork is included in the release, the inmate will sign the related paperwork and be given a copy and any instructions relating to their release.

K. The Release Officer will direct the inmates to stand in front of the release sallyport door.

L. [redacted], the Release Officer will notify Jail Central Control of the number of inmates in the release waiting area. Jail Central Control will advise when the release sallyport is clear for release.

M. [redacted].

N. After Jail Central Control verifies the number of inmates waiting in the release sallyport, Jail Central Control will then activate the door leading to the 24-Hour Lobby.

2. Releases from Honor Farm - Upon Duty Sergeant's authorization the Program Core Officer will:

A. Use the CJIS inmate transportation calendar to access the pending releases for the

scheduled time and receive the inmate's appointment in CJIS.

B. The Program Core Security Officer will notify the Housing Officer of an inmate's pending release.

C. The Program Core Officer will coordinate with the Jail Core Release Officer to have the releases transported to the Jail Core Release Lobby for processing.

D. At the coordinated time the Program Core Officer will notify the Housing Officer to send the pending releases to the program core to await transportation. The Program Core Officer will confirm the identity of the pending release inmate with photo recognition from the inmate's armband and by requesting the inmates name, booking number and DOB and comparing it to the CJIS printout.

E. The Program Core Officer will notify transportation that the Honor Farm Releases are ready to be transported to the Jail Core Release Lobby.

F. Transportation will again confirm the identity of the pending release inmates by photo recognition from the inmate's armband and by requesting the inmates name and booking number and comparing it to the CJIS printout.

G. The Program Core Officer will send the inmate in CJIS upon transfer of inmate to the transportation officer.

3. PROGRAM DAYPASS OR RELEASE (pre-trial facility)

A. Prior to the release of an inmate from the pre-trial facility on a court ordered daypass or program release, the Release Officer is to determine if the inmate is to be with a program representative. This information is found in the comments section of the inmate appointment.

B. If the inmate is to be turned over to a program representative, the Release Officer will call Jail Records to confirm that the representative is present in the lobby and ready to accept the released inmate.

C. At no time will an inmate who is to be released to a program representative be released or sent on a court ordered daypass without the confirmation that the representative is present in the lobby.

D. Once the confirmation is made, the inmate will be escorted by an officer and released to the program representative as set forth in the scheduled release, with the following exceptions for a daypass:

1) A program daypass will only be sent in CJIS on the MAINTAIN INMATE TRANSPORTATION CALENDAR and their clothes will be held in the property box until their return.

2) Explain the conditions of the temporary release to the inmate as stated on the pass.

3) Have the inmate sign the temporary release pass.

4) Give the inmate a copy of the pass and instruct the inmate to keep the copy in their possession at all times during the release.

5) Instruct the inmate where to report upon their return from the daypass.

PROGRAM DAYPASS OR RELEASE (Honor Farm)

A. Prior to the release of an inmate from the Honor Farm facility on a court ordered daypass or program release, the Release Officer is to determine if the inmate is to be with a program representative. This information is found in the comments section of the inmate appointment.

B. If the inmate is to be turned over to a program representative, the Release Officer will call Jail Records to confirm that the representative is present in the lobby and ready to accept the released inmate.

C. At no time will an inmate who is to be released to a program representative be released or sent on a court ordered day pass without the confirmation that the representative is present in the lobby.

D. Once the confirmation is made, the Jail Core Release Officer will notify the Honor Farm Program Officer that the inmate will be released as set forth in scheduled releases.

E. The Program Core Officer will notify the Honor Farm Housing officer of the inmate's pending release and to have him report to the program core with all of his property.

F. The Program Core Officer will confirm the identity of the pending release inmate with photo recognition from the inmate's armband and by requesting the inmates name, booking number and DOB and comparing it to the CJIS printout.

G. Once the inmate arrives at the program core the Program Core Officer will notify Transportation for pickup.

H. Transportation will again confirm the identity of the pending release inmates by photo recognition from the inmate's armband and by requesting the inmates name and booking number and comparing it to the CJIS printout.

I. The Program Core Officer will send the inmate in CJIS upon transfer of inmate to the transportation officer.

J. Once the inmate enters the Jail Core Release Lobby, the release officer will release the inmate as set forth in scheduled releases, with the following exceptions for a day pass:

1) A program day pass will only be sent in CJIS on the MAINTAIN INMATE TRANSPORTATION CALENDAR and their clothes will be held in the property box until their return.

2) Explain the conditions of the temporary release to the inmate as stated on the pass.

3) Have the inmate sign the temporary release pass.

4) Give the inmate a copy of the pass and instruct the inmate to keep the copy in their possession at all times during the release.

5) Escort the inmate to the Program Representative and instruct the inmate where to report upon their return from the day pass.

RETURN OF TEMPORARY RELEASES

1. When an inmate returns from a temporary release he/she will check in with records personnel in the 24 hour lobby. Records personnel will contact the booking staff that the returning day pass has returned.

2. The booking staff will retrieve the inmate in the 24 hour lobby and verify that they returned at the time specified on the court order. The booking staff will conduct a thorough pat down search. The inmate will be instructed to have a seat in the booking lobby until he/she is called to be dressed out.

3. Should the inmate return with additional items other than what he/she was released with, a CJIS incident will be completed documenting items as well as the items recorded and placed on the inmate's property.

4. The booking staff will return the inmate in CJIS on the MAINTAIN INMATE TRANSPORTATION CALENDAR.

5. When time permits the booking staff will call the inmate to the dress out room and conduct a strip search. The inmate will be redressed in jail clothing and returned property that he/she left for safekeeping during the day pass release process. The booking staff will collect the inmates civilian clothing and place it in their designated property box.

6. Booking staff will notify transportation for transfer back to the inmates housing unit. If this is an Honor Farm day pass the booking staff will notify the Program Core Officer of the pending return.

LATE RETURNS/FAILURE TO RETURN

1. If an inmate is late returning from a temporary release, they will be subject to disciplinary action.

2. If an inmate is in excess of one hour late returning from a temporary release, the Duty Sergeant will be notified and the escape procedure will be initiated.

## TRANSPORTATION-BACK DOOR INMATE RELEASES

RELEASES TO THE CALIFORNIA DEPARTMENT OF CORRECTIONS RECEPTION CENTER, STATE MENTAL INSTITUTIONS AND FOREIGN AGENCIES.

1. The Transportation Coordinator will access CJIS DISPLAY INMATE TRANSPORTATION CALENDAR for a list of the inmates going to the California Department of Corrections Reception Center, foreign agencies, and state mental institutions. The San Joaquin County Sheriff's Office offsite transportation unit or another authorized agency will transport the inmates.

2. Records Division will deliver all pertinent paperwork to the Transportation Office prior to scheduled release times. The appropriate paperwork will consist of:

   A. The date and approximate time for the inmate's transportation shall be included with the document.

   B. A signed document with an official seal and/or stamp indicating that an inmate is to be transported.

   C. Envelope containing a cash withdrawal receipt and check for the money amount due to the inmate.

3. For non-calendar inmate releases, private transportation firms and foreign agencies will be directed to the Records Division.

4. For the same day notification of an inmate release, the Transportation Coordinator will notify the property clerks to have the inmates' clothing and/or property delivered and secured in the Transportation Office.

5. [redacted]

6. The Transportation Coordinator will dispatch the appropriate number of transportation officers to the necessary jail facilities to pick up the inmates.

7. Upon arrival at the Transportation office, the inmate restraints may be removed and the inmates will be directed to take a seat or be secured in a holding cell according to their classification status.

8. Inmates should have had the Live ID process completed prior to this time. If the names match during the ID, the process is complete. If a response comes back with a **No Hit,** the inmate will be returned to booking and be fingerprinted via the Live Scan machine prior to his release to the other agency.

9. The inmates will change into their own civilian clothing in the holding cells located in the Transportation office and place the jail clothing in a clear plastic bag in the property box.

10. Offsite transportation crews, private security transportation firms and foreign agencies shall gain access through the booking vehicle sallyport.

    A. The offsite transportation crews, private security transportation firms and foreign agencies will be allowed entrance by the transportation coordinator into the transportation sallyport located in the booking vehicle sallyport after securing their duty weapons in the gun lockers located near the transportation sallyport door.

11. The Transportation Coordinator will confirm that all of the necessary paperwork has been completed before releasing the specified inmates to the other agency.

    A. Positive identification of the inmates must be made prior to their release.

        1) ID to face to name to booking number

    B. The transporting officer will receive a copy of any court orders, commitments or detainers.

12. The Transportation Coordinator will release the inmate's clothing, property and/or money to the transporting officers.

13. The transporting officer and the inmate will sign the property, clothing and money receipts.

14. All released inmates will be placed in restraints prior to leaving the Transportation office.

15. The offsite transportation crews, private security transportation firms, and foreign agencies will exit the Transportation office.

16. Once the inmate has been released, the Transportation Coordinator will make the appropriate CJIS entries as in any other release. All release paperwork will be taken and placed in the appropriate tray located in the Transportation office.

MEDICAL INFORMATION

1. Per California Code of Regulations Title 15 - 1206(n), all inmates being transferred to another correctional system shall have their medical information sent with them.

   A. If a medical packet is not provided, Transportation will contact Correctional Health Care.
   B. No inmate shall be released unless accompanied by a medical packet.

## TRANSPORTATION - INMATE RELEASES

1. The Transportation Coordinator will receive notification of an unscheduled inmate release from records. The Transportation coordinator will coordinate all scheduled releases.

   A. The Transportation Coordinator will obtain the inmate's housing assignment and release appointments from CJIS display transportation calendar.

2. The Transportation Coordinator will notify the inmate's Housing Officer, South Jail Administration officer, or the Honor Farm Program Core Officer of the pending release.

   A. The Housing Officer will inform the inmate of the pending release.

   B. The South Jail Administration officer and the Housing Officer will coordinate the inmate's movement to the South Jail Administration Building.

   C. The Honor Farm Program Core Officer and the Housing Officer will coordinate the Inmate's movement to the Program Core.

3. The Transportation Officers will pick up the inmate at the South Jail Administration Building and Honor Farm Program Core using a transportation van, if necessary.

   A. All inmates will be placed in restraints according to their classification status prior to movement.

4. The inmate will be transported to the release lobby.

5. If the inmate's classification dictates, the Transportation Officers will stand by with Administrative Segregation inmates.

   A. Transportation Officers will radio the Release Officer and notify them of the incoming release and verify that the lobby is clear for the security level of the release.

6. Inmates housed in Medical, Sheltered or Intake will be escorted through the circulation Corridor to the release lobby.

7. To insure proper identification of the pending release, the ID of the inmate will be checked by the Housing Officer, South Jail Administration officer, the Program Core Officer and the Transportation Officer before being transported to the release lobby.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 4.2.0<br><br>RELEASE | SUBJECT: 4.2.2<br>**DOMESTIC VIOLENCE VICTIM NOTIFICATION** |
|---|---|

Date Issued: 09/07/95 Date Revised: 04/01/14 
Date Reviewed: 04/30/14

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to make available a notification service upon their request, to the victims of domestic violence or stalking of the scheduled release date of any inmate convicted of a specified felony, for which the requesting party was the victim.

**References of Authority**

Penal Code 646.92

**General Information**

The California State Victim Notification Service (VINE) helps victims of crime obtain information about the custody of their offender and is provided by the San Joaquin County Sheriff's Office and the California Department of Corrections and Rehabilitation (CDCR). VINE is a free service that is available 24 hours a day, 7 days a week. VINE is available in English and Spanish and all registrations are confidential.

VINE is accessible on the San Joaquin County Sheriff's Department website or www.vinelink.com to register. County Offender Registration- at the county custody level, victims, next of kin, and witnesses can call or visit online to obtain custody information and/or register with VINE to receive automatic notification of any change in custody.

**District Attorney's Office**
Upon the conviction of a person for specified crimes of domestic violence or stalking, the District Attorney's office will provide the victim of the crime with written notification of their rights and obligations, as listed in Penal Code section 646.92.

This notification will include; the right of the victim to be notified by the Sheriff's Office no less than fifteen days prior to the inmate's release from jail, at the victim's request. The victim has a right to pick someone else to receive the notification, should they choose, and that the information provided to the Sheriff's Office for notification purposes will remain confidential. The victim has an obligation to keep the Sheriff's Office informed of their current mailing address and phone number.

The victim will be provided a form by the District Attorney's Office upon which to make their request, along with instructions for mailing it to the Custody Division Administrative Lieutenant.

**Sheriff's Department**
Upon receipt of a request for notification, the Administrative Lieutenant will cause a letter to be sent by certified mail to the victim or designated person with the scheduled release date. The request will then be sent to the main jail records unit or Honor Farm for tracking and telephone notification.

The request will be filed in a suspense file so the request will be flagged for fifteen days after receipt. The file will be flagged every fifteen days, and when the flagged date arrives, the inmate record will be checked again to assure that the inmate's out date has not changed.

The victim or designated person will be notified by mail no less than fifteen days prior to the scheduled release date. For the purposes of this policy, release shall include a release because time has been served, or release to parole or probation supervision. This notification will be done by the clerical staff member assigned to review the request file on day shift, and a notation shall be made on the request slip that contact and notification was made.

When the inmate has been released from custody, the completed request for notification form, with the notation of the notification and inmate's release, will be returned to the Custody Division Administrative Lieutenant.

**Escape**
All inmate escapes from the facility will be checked against the notification forms on file. If a victim requested to be notified of the inmate's release, an immediate telephone call will be made to the victim or designated person informing them of the inmate's escape from custody.

**Inmate Programs**
Prior to any inmate convicted of a crime of domestic violence being admitted to the Alternative Work Program or Home Detention Program, the caseworker will research with jail records whether the victim has informed the Sheriff's Office they requested to be notified prior to the inmate's release.

If there is a request for notification on file, the inmate's release to a program will be delayed until the caseworker has properly notified the victim or designated person of the inmate's release to the program. The caseworker will request jail records to document this notification on the request form to assure contact and notification was made.

**Sentence Modification**
Inmates sentenced on a domestic violence charge are not eligible for court cap releases. However, an inmate can petition the court for a sentence modification. If the inmate is given a sentence modification, the inmate may become time served immediately, and be released upon return from court. In cases such, Jail Records shall immediately contact the victim or designated person by phone that the inmate has been released, and document that contact and notification was made on the request form.

# *San Joaquin County Sheriff's Office*
Custody Division
Policies and Procedures

| SECTION: 4.2.0 | SUBJECT: 4.2.3 |
|---|---|
| RELEASE | **DNA SPECIMEN COLLECTION** |

Date Issued: 01/09/01 Date Revised: 02/23/15 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department to establish guidelines for the collection of DNA samples along with palm print impressions from persons arrested or convicted of specified offenses pursuant to California Penal Code Section 296.

**References of Authority**

| | |
|---|---|
| PC | 295-300.3 |
| Title 15 | 1059 |
| Government Code | 761043.6(c), 76104.6(b)(4)(A), 76104.6(b)(4)(B), 76104.6(b)(4)(C), 76104.6(e) |

**Definitions**

**Buccal Swabs**
Cheek swabs used to collect inner cheek scrapings for identification of DNA.

**Deoxyribonucleic acid (DNA) Specimen**:
Blood and/or saliva sample provided to a Department of Justice DNA laboratory for genetic typing analysis.

**DNA Fingerprints**:
Thumb and full palm print impressions of each hand taken on forms and print cards furnished by the Department of Justice for identification of DNA specimens and creation of DOJ records.

**DNA Forensic Computer File:**
A specific file in CJIS used for tracking those inmates required to provide DNA specimens, to include qualifying charges, court cases, dates, and times scheduled to be tested or dates and times samples were taken.

**General Information**

**THE DNA AND FORENSIC IDENTIFICATION DATABASE AND DATA BANK ACT OF 1998, PC 295-300.3**

This act was enacted, effective January 1, 1999. The act placed specific legal obligations and requirements to take blood, saliva, thumb, and palm print specimens from qualifying felony offenders.

Effective November 3, 2004, voter initiative Proposition 69 amended portions of the California Penal Code and California Government Code with the DNA Fingerprint, Unsolved Crime and Innocence Protection Act. Proposition 69 expands and modifies state law related to collection and use of criminal offender DNA samples and palm print impressions.

IDENTIFICATION OF QUALIFYING OFFENDERS

The law requires that counties designate locations where specimens will be collected. The Probation Department, for those not in custody, and the Jail, for those in custody, are designated locations in San Joaquin County. The San Joaquin County Probation Department, Correctional Health Care Services, and the Sheriff's Department have allied to fulfill the requirement of the law.

When an inmate is booked on specified charges, a DNA indicator will be set in the booking file to indicate possible DNA charges. The indicator will remain on the booking record until the inmate is released or the inmate is convicted of the charges and DNA specimens are collected.

If not done previously, inmates transferring to a State Prison shall have their DNA samples, thumb and palm prints taken prior to transfer.

Upon release

1. All inmates arrested on or after November 3, 2004, for a felony 290 PC offense, 187 PC Murder, 192(a) PC Voluntary Manslaughter, or an attempt to commit one of these crimes, is required to provide a DNA sample and palm print impression unless the DNA sample and palm print impressions are already in the possession of the California Department of Justice

For inmates returning to custody on commitments or as remands on specific DNA charges, the court will verify these charges or convictions and will make appointments in CJIS for the clinic using BDDNA for the appointment code. At the appointment, the Clinic Officer will collect saliva specimens. The Clinic Officer, if appropriate, will obtain the thumb and palm prints and update the CJIS forensic file. The Clinic Officer will also verify Identification by accessing CLETS. This verification will be conducted **only** when there are no inmates present in the clinic.

The Clinic Officer will be responsible for coordinating the collection of DNA samples and arranging for the specimen kits to be mailed either individually or in groups. It is recommended that the kits be mailed no later than one week after collecting the specimens. (The Buccal DNA Collection Kits do not need to be refrigerated).

If an inmate refuses to comply with the collection of a saliva sample, the inmate will be scheduled to have blood drawn by at San Joaquin General Hospital. The Clinic Officer will coordinate the appointment with the Hospital Security Deputy.

It is a violation of Penal Code Section 298.1 (misdemeanor), to refuse to provide blood and saliva samples and palm prints, per Penal Code Section 296. The subject may be arrested and booked for this new crime. Refusal to provide these samples may result in increased jail time. In addition, pursuant to Penal Code Section 298.1, reasonable force may be employed to collect blood, saliva samples and print impressions from individuals who refuse to voluntarily provide those samples or impressions.

The use of reasonable force shall be defined as the force that an objective, trained and competent officer faced with similar facts and circumstances, would consider necessary and reasonable to gain compliance with Penal Code Section 298.1

The use of reasonable force shall be preceded by efforts to secure voluntary compliance. Efforts to secure voluntary compliance shall be documented and include an advisement of the legal obligation to provide the requisite specimen, sample or impression and the consequences of refusal.

The refusal, for reporting purposes, may be passive or aggressive and may or may not lead to the use of force. An initial refusal in which voluntary compliance is subsequently attained is not considered a refusal for reporting purposed.

The use of force shall not be used without the prior written authorization of the duty Sergeant. The authorization shall include information that reflects the fact that the inmate was asked to provide the requisite specimen, sample or impression and refused.

The use of reasonable force including a cell extraction shall be videotaped, including audio. Video shall be directed at the event. Notwithstanding the use of the video as evidence in a criminal proceeding, the tape shall be retained administratively.

Due to the conflict with the health care staff (whose purpose is to provide "treatment") becoming directly involved in a use of reasonable force incident, Correctional Health Care staff shall not be utilized in the forceful collection of requisite specimen, samples or impressions.

Within ten days of the use of reasonable force, pursuant to this regulation, the Facility Administrator shall send a report to the Board of State and Community Corrections– documenting a refusal to voluntarily submit the requisite specimen, sample or impression, the use of reasonable force to obtain the specimen, sample or impression, the type of force used, the efforts undertaken to obtain voluntary compliance, and whether medical attention was needed by the inmate or any other person as a result of reasonable force being used.

Adult Probation Department manages the out of custody DNA Program. Appointment letters are mailed each month to probationers summoning them to their office on a specified date. On the designated date, a Sheriff's Office representative obtains the thumb and palm prints. Upon completion of the specimen collection for the day, the Sheriff's Office representative transports the DNA kits to the Clinic Officer to be included with the in-custody kits transported to the DNA Laboratory.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 5.1.0<br><br>RULES AND REGULATIONS | SUBJECT: 5.1.1<br>**ORIENTATION, RULES & REGULATIONS** |
|---|---|

Date Issued: 09/01/94 Date Revised: 04/01/14 
Date Reviewed: 04/30/14

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to have an orientation program reasonably understandable to inmates.

**References of Authority**

Title 15 1069, 1080

**Definitions**

**Orientation**
To acquaint an inmate with the new environment to which he is being introduced. This involves familiarizing the inmate with the housing unit and focuses on subjects such as rules, inmate rights, work assignments, grievance and disciplinary procedures.

**Regulations**
Rules dealing with details of procedure.

**Rules**
Guides or principles of governing actions.

**General Information**

The orientation program is designed to let inmates know what is expected of them while living in a particular housing unit. The orientation program is designed to provide inmates with all the understanding necessary to function successfully in the custody environment. A proper orientation program will save time and misunderstanding and will provide further opportunity to learn about the inmate's behavior.

Effective communication by the officer during the orientation is very important. The inmates become acquainted with the rules set for them and learn what will be expected of them while they are incarcerated.

**BOOKING**

While in Booking, arrestees are orientated by a Booking Officer where they are introduced to the custody facility and are informed of the booking rules and procedures. Subjects covered will include:

1. Rules and expected conduct while in booking
2. Release possibilities
3. Telephone access
4. Booking procedure
5. Behavior will determine whether they remain in the general lobby or in a holding cell

HOUSING

With each housing change, the new Housing Officer shall ensure the inmate is orientated housing guidelines and on expected inmate conduct.

A rule book and a list of the housing guidelines outlining the general rules and procedures for each particular housing unit will be given to every inmate upon their transfer into the unit. If the inmate has lost his inmate rule book, he will be issued another one. Inmates will be encouraged to notify friends and family of their housing location to facilitate visits.

MEDICAL HOUSING

In addition to the orientation provided by the Housing Officer, Correctional Health Care Staff shall provide inmates with an orientation regarding medical/mental issues.

SHELTERED HOUSING

In addition to the orientation provided by the Housing Officer, Correctional Health Care Staff shall provide inmates with an orientation regarding medical/mental issues.

As part of each orientation, the inmates will be informed of the possible disciplinary consequences for not following facility rules or guidelines. During this orientation, the disciplinary process will be explained.

At a minimum, all orientations will include:

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/mental health services
6. Classification/housing assignments

7. Court appearances, where and when scheduled, if known
8. Availability of personal care items and opportunities for personal hygiene

The Housing Officer will allow the inmate sufficient opportunity to ask questions regarding rules and regulations. When a literacy or language problem prevents an inmate from understanding the rule book and housing guidelines, a staff member or inmate interpreter will assist the inmate in understanding the rules of the housing unit.

[redacted]

**Procedures**

**Refer to:**

**Inmate Orientation and Rule Book**

## HOUSING GUIDELINES
(PARTIAL)

1. DURING A FORMAL COUNT, YOU WILL REMAIN IN YOUR CELL UNTIL COUNT HAS BEEN COMPLETED.

2. DO NOT CHANGE YOUR ROOM OR JOB ASSIGNMENT UNLESS YOU ARE TOLD TO DO SO BY THE HOUSING OFFICER.

3. YOU MUST COMPLETE ASSIGNED DUTIES DAILY.

4. ABUSE OF EQUIPMENT SUCH AS TELEPHONES, LAUNDRY EQUIPMENT, AND/OR RECREATION EQUIPMENT IS NOT ALLOWED. DO NOT SIT ON MORE THAN ONE CHAIR AT A TIME.

5. GRAFFITI, VANDALISM AND DESTRUCTION OF COUNTY PROPERTY IS NOT ALLOWED.

6. YOU ARE RESPONSIBLE FOR KEEPING YOUR ASSIGNED LIVING AREA CLEAN, AND MAINTAINING THE CLEANLINESS OF ALL COMMON AREAS.

7. NO SMOKING ALLOWED WHILE IN CUSTODY AT THE SAN JOAQUIN COUNTY JAIL.

8. DO NOT ENTER ANY ROOM EXCEPT YOUR OWN. KNOCKING ON THE DOOR IS PERMISSIBLE FOR PURPOSES OF LOCATING OTHER INMATES.

9. THERE WILL BE NO PICTURES ON WALLS. IF PICTURES ARE TUCKED NEATLY INTO THE FRAME OF THE MIRROR THEY ARE PERMISSIBLE.

10. WHEN NOT OCCUPIED, YOUR BED WILL BE MADE. BLANKETS AND SHEETS ARE TO REMAIN IN YOUR ROOMS UNLESS BEING LAUNDERED.

11. RETURN ANY EQUIPMENT OR SUPPLIES YOU USE.

12. YOU ARE TO BE DRESSED IN SHIRT AND PANTS WHEN OUTSIDE OF YOUR CELL. SHOES OR THONGS MUST BE WORN.

13. ALL FOOD SERVED DURING MEALS MUST BE CONSUMED IN THE DINING AREA ONLY. YOU ARE NOT TO SAVE OR REMOVE FOOD FROM MEALS. YOU MAY EAT OR DRINK COMMISSARY ANYWHERE, BUT YOU ARE RESPONSIBLE TO CLEAN UP AFTER YOURSELF.

14. TOILETRY ITEMS AND PERSONAL ARTICLES CAN BE KEPT ON DESK TOPS AS LONG AS THEY ARE NEAT, ORDERLY AND DUST FREE.

15. USE OF RECREATIONAL OR EXERCISE EQUIPMENT WILL BE RESTRICTED AFTER 11:00 PM.

16. LIGHTS AND SOUND DOWN AT 11:00 P.M.

17. ALL TELEVISIONS WILL BE TURNED OFF FROM 11:00 P.M. TO 5:00 A.M.

18. DO NOT THROW ANYTHING FROM THE BALCONY.

19. PANTRY EQUIPMENT SUCH AS CUPS AND EATING UTENSILS ARE TO REMAIN IN THE PANTRY AND USED FOR MEALS ONLY.

20. DO NOT THROW ANYTHING THROUGH SCREENS OVER THE YARD.

## INMATE REQUEST FORMS

1. Inmate request forms will be available in the housing units. After inmates fill out the request forms, they will drop them in the locked request box.

   A. All locked down inmates' request forms will be picked up by the Housing Officer at different times during the shift.

2. Information that inmates may request includes, but is not limited to:

   A. The Housing Officer will answer the following:

      1) Out date
      2) Amount of money on books
      3) Holds
      4) Request to be seen by Correctional Health Care
      5) Court dates
      6) Request for in-house work assignments

   B. The Housing Officer will forward the following requests by means of inner office mail.

      1) Request to be seen by Classification
      2) Request to use the jail library service
      3) Request to see the Public Defender, Border Patrol representative, or clergy
      4) Request to speak to Duty Sergeant
      5) Sheriff's parole
      6) Request to see the Inmate Case Worker
      7) Requests for work assignments (Honor Farm)
      8) Requests for Work Furlough, Alternative Work (AWP) and Home Detention
      9) Requests for personal property

3. The Housing Officer will make a reasonable effort to answer inmate requests and/or forward them to the proper person/program.

4. The Housing Officer will take or send (via inter-office mail) the requests to the proper areas prior to going off duty.

5. The Housing Officer will answer the requests he can as soon as possible and return them to the inmates.

# *San Joaquin County Sheriff's Department*
Custody Division
Policies and Procedures

| SECTION: 5.2.0 | SUBJECT: 5.2.1 |
|---|---|
| INMATE DISCIPLINE | **INMATE DISCIPLINARY PROCESS** |

Date Issued: 09/01/94 Date Revised: 06/24/14 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department to provide a fair and impartial disciplinary process to inmates accused of violating facility rules. Discipline shall be directly related to the severity of the offense and shall be administered in a firm, fair, and consistent manner. The goal of the disciplinary process is to maximize facility security, cleanliness, order, and inmate conduct to fully support the concepts of direct supervision. Disciplinary actions will not be retaliatory, vengeful, or for the harassment of inmates.

**References of Authority**

PC. 147, 673(e), 4019, 4019.5

42 USC.1983

Title 15 1080, 1081, 1082, 1083

**Definitions**

**Administrative Segregation**
A unit housing inmates whose continued presence in general population poses a serious threat to life, property, self, staff, or other inmates. This housing unit will also house inmates who continually refuse to obey the rules and regulations and/or follow officers' directions.

**Appeal**
The process where a disciplined inmate requests administrative review of a disciplinary action. The Facility Commander handles all appeals.

**Disciplinary Board**
This board is comprised of one Sergeant designated as a Disciplinary Sergeant, who shall act on all formal charges of violations of facility rules by inmates, and who shall have investigative and punitive powers.

**Disciplinary Detention**
A housing assignment that allows for administering sanctions placed upon an inmate found guilty of rules violations.

**Disciplinary Hearing**
A non-judicial administrative procedure to determine whether or not a preponderance of evidence exists to find an inmate guilty or not guilty of a rule violation.

**Disciplinary Officer**
The Disciplinary Sergeant will be designated as the Disciplinary Hearing Officer depending on the severity of the offense committed by the inmate. The Disciplinary Hearing Officer will not be involved in any disciplinary hearing when the Disciplinary Hearing Officer was involved in the originating incident. The Disciplinary Hearing Officer will act on all formal charges of violations of facility rules and will have full investigative and punitive powers. The Disciplinary Hearing Officer has authority to approve and/or impose disciplinary sanctions in order to ensure a fair hearing.

**Disciplinary Report**
A written report, prepared by a staff member, describing an alleged violation of facility rules. This would also include listing all the pertinent facts and witnesses.

**Discipline (Formal)**
An incident which is documented and submitted to the Disciplinary Hearing Officer for action.

**Discipline (Informal)**
Information recorded on a minor rules resolution form with sanctions taken by the Housing Officer and agreed upon by the inmate.

**Discipline (Progressive)**
Using a variety of informal methods to deal with infractions before progressing to more formal and structured disciplinary measures. Progressively restrictive sanctions put a stop to the misbehavior.

**Grievance**
A written complaint, related to the conditions of confinement, filed by an inmate with a facility staff member.

**Incident Report**
A written document reporting a special event such as use of force, use of chemical agents, discharge of firearms, etc. The term is often used interchangeably with the disciplinary report.

**Pre-Hearing Segregation**
The confinement of an inmate in Administrative Segregation until an investigation is completed or a hearing is completed. However, such removal must only be for the safety of staff, inmate, or facility

safety and security is in jeopardy if the inmate remains in their present housing unit.

**Protective Custody**
A status that describes inmates requesting or requiring protection from others.

**Rulebook (Inmate)**
A collection of the facility's rules of conduct and sanctions for violations, defined in writing.

**Sanctions**
Specific actions taken against an inmate for committing or omitting prohibited acts resulting in a loss of privileges, loss of time earned (4019(b) P.C. work time or 4019(c) P.C. good time), restricted programs, removal of provided bedding and/or personal items, services, or a change in housing and security status.

**Segregation**
Physical separation or isolation of an inmate or group of inmates for the protection of an inmate or group of inmates; or disciplinary detention resulting in the loss of privileges, escape risk, assaultive or disruptive behavior and medical or psychiatric treatment.

**Special Management Inmate**
Inmates who present a risk to themselves or to others and who usually require special attention, greater security, medical/mental health treatment, and increased supervision. This category would include an inmate who demonstrates the inability to follow rules, directions, and order.

**General Information**

The process through which an officer disciplines an inmate for infractions will include the use of progressive discipline and the application of fair and consistent disciplinary measures. The infraction will be resolved by the Housing Officer unless the inmate has repeatedly violated the rules, in which case the officer will submit a disciplinary package to the Disciplinary Hearing Officer for a disciplinary hearing.

Disciplinary reports are a major component in maintaining the proper security and safety for the staff, inmate, and the facility. To assure these goals are achieved, inmates must follow the rules and regulations of the custody facility. Any inmate who violates facility rules or disrupts the operation of the facility or commits any law violations will be disciplined in accordance with correctional standards. All discipline will be progressive, fair, consistent, and proportionate to the offense. Inmates should be disciplined in private with only the offending inmate being disciplined. Mass discipline will not occur.

An inmate may be charged both criminally and administratively on the same charges without being put in double jeopardy.

Classification and housing will not be used alone as discipline. Classification will be made aware of any inmate move due to disciplinary reasons. Inmates should only be removed from housing units when the safety of the facility, officers, or other inmates is at risk or the inmate refuses to follow an officer's lawful order. Duty Sergeants will not override a Housing Officer's decision to remove an inmate from their housing unit, but may have officers notify them prior to any decision to move an inmate. Supervisors will review all cases and will counsel officers that have mishandled situations.

**Infraction Categories**

1. Severity #3

   A. Infraction violations interfere with the orderly operation of the facility. However, infractions do not threaten security and safety of staff, inmates or visitors. When an officer witnesses an infraction of facility rules, and it is deemed that an informal resolution of the incident is warranted, the officer shall resolve the issue with a minor rules resolution form.

   B. Sanctions may be imposed by the officer dealing with the violation with the agreement of the inmate and a signed MRR form.

   C. If an inmate refuses to sign the minor rules resolution form, the offense becomes a major violation and the inmate may be housed in Administrative Segregation pending a disciplinary hearing with the Disciplinary Hearing Officer.

2. Severity #2

   A. When an officer witnesses an infraction or continued infractions of facility rules and it is deemed that a formal resolution of the incident is warranted, the officer shall resolve the issue by sending the inmate to a disciplinary hearing with the Disciplinary Hearing Officer.

**Major Rules Violations**

1. Major violations include violations which could seriously threaten security or safety of staff, inmates, or visitors. Major violations may be cause for immediate removal from a housing unit and placement into pre-hearing segregation to await a disciplinary hearing, conducted by the Disciplinary Hearing Officer, who is not involved with/in the charges pending against the accused inmate. No disciplinary action is taken before the disciplinary board hears and decides on the rules violation case. Upon completion of any major incident, a copy of the investigative packet shall be hand delivered to the Captain of Custody, and/ or placed on his desk within 24 hours of the incident.

2. Severity #1

   A. Officers sending inmates to the disciplinary board for a hearing will complete a disciplinary package and submit it to the Duty Sergeant. Upon approval, the Duty Sergeant forwards the package to the Disciplinary Hearing Officer.

   B. The inmate being sent to the disciplinary hearing will sign the rules violation form and be given the goldenrod copy. This is the inmate's notification copy of the charges and the impending disciplinary hearing. The inmate is entitled to the statutory timetables.

**Disciplinary Hearing**

1. The disciplinary hearing will be conducted no sooner than 24 hours after the inmate has been served with the major rules violation form.

   A. The 24- hour limitation may be waived by the inmate by signing a waiver.

2. The disciplinary hearing will be conducted no later than 72 hours after the inmate has been served with the major rules violation form.

   A. The 72-hour time frame includes actual workdays of the disciplinary board including weekends and holidays.

   B. The disciplinary hearing may be postponed or continued for a reasonable time through a written waiver by the inmate or for good cause.

   C. In writing, the inmate may also refuse to have the hearing and not contest the charges or possible sanctions.

3. The inmate shall be permitted to appear on his own behalf at the time of hearing.

4. The inmate shall be advised of the action taken by the disciplinary officer by a copy of the record required to be kept by Penal Code 4019.5.

5. Subsequent to final disposition of disciplinary charges by the Disciplinary Hearing Officer, the charges and action taken shall be reviewed by the Facilities Lieutenant or designee. In the instance of a disciplinary isolation diet, the review shall be conducted by the Facility Commander

**Inmate Rights**

1. The inmate has a right to be given a 24 hour written notice of the impending charges.

2. The inmate has the right to be present at the hearing, unless presence is waived in writing or through poor behavior. Such exclusion and reasons for it are to be thoroughly documented on the disciplinary hearing report.

3. The inmate's refusal to testify may be inferred as an admission of guilt.

4. The inmate may be excluded during testimony of any witnesses whose testimony must be given in confidence. The Disciplinary Hearing Officer documents reasons for such exclusion.

5. The inmate may not have an attorney present at any facility disciplinary hearing.

6. Each side has the right to make a statement (oral or written) and to present any documents and to review documents introduced as evidence. This may take place unless security, order, or the safety of persons is jeopardized.

7. Each side has the right to present witnesses in its own behalf. The inmate does not have the right to cross-examine witnesses. The disciplinary board may limit the number of witnesses if security is threatened or to ensure relevancy and to prevent unduly cumulative information. If the board denies an inmate's request to present a witness, the reason will be documented on the disciplinary hearing report.

8. If the inmate is illiterate, the inmate will have the proceedings explained verbally. If the inmate is non-English speaking, then every attempt to provide an interpreter (in his native language) will be made to ensure the inmate understands the proceeding. This may include the assignment of an inmate or a staff member to assist.

9. The disciplinary board will find the inmate either guilty or not guilty of the violations. If the inmate is found guilty, the Disciplinary Hearing Officer will decide sanctions to be imposed and the specific length of time the inmate is to be on disciplinary status. The Disciplinary Hearing Officer will write the hearing results on the disciplinary hearing report and give the inmate a copy of the sanctions imposed.

10. If the inmate is found not guilty, the Disciplinary Hearing Officer will indicate so on the disciplinary report and give the inmate a copy of the dismissal.

    A. The inmate may be found guilty of some of the violations charged but not guilty of other charges. In addition, the Disciplinary Hearing Officer may add charges as deemed necessary.

    B. If the inmate is found not guilty of all charges, Classification will be notified and the inmate will be housed per Classification criteria.

C. If the inmate wishes to appeal the decision, the Disciplinary Hearing Officer will refer the inmate to the inmate rulebook for appeal directions.

D. Disciplinary sanctions will be enforced during the appeals process.

**Inmate Appeals**

1. An inmate may appeal either informal or formal disciplinary action. The inmate will have a right to appeal the disciplinary action to the Facility Commander, who is the final authority.

   A. The inmate will have a right to appeal the disciplinary isolation diet to the Facilities Lieutenant, who is the final authority.

2. The appeal request is the responsibility of the inmate, and must be submitted within five calendar days of the conclusion of each disciplinary hearing decision.

3. The Facility Commander will affirm or reverse the disciplinary decision. The Facility Commander may not delegate his authority nor increase the previous discipline imposed.

4. Three factors considered by the Facility Commander as part of the appeal process:

   A. Was policy and procedure followed?
   B. Was the decision based on substantial evidence?
   C. Was the sanction imposed appropriate to the violation?

5. The removal of bedding for flooding or other abuse of county property will be reviewed by the Facility Commander every 24 hours before being continued. If the inmate prevails on appeal, the Facility Commander will take action to eliminate the remaining punishment proposed.

6. The inmate will be notified in writing within five days of the results of the appeal.

7. A copy of the appeal and its results will be attached to all other report copies and will be filed in custody administration with the incident report.

**Administrative Review**

1. Accurate, detailed reports of disciplinary actions will be maintained. A copy of all disciplinary hearing reports/dispositions will be forwarded to the Disciplinary Hearing Officer for administrative review and to assess possible training needs. These reports will be filed in the custody administration office.

2. The Facilities Lieutenant will periodically review disciplinary hearings, reports, and dispositions to ensure compliance with set standards.

**Disciplinary Limits**

1. Informal discipline

   A. Restriction of telephone calls for 7 days
   B. Removal from special events for one event
   C. Restriction of commissary for 15 days
   D. Restriction of television privileges for 3 days
   E. Room restriction not to exceed one eight-hour period

2. Formal discipline

   A. Any informal sanction
   B. Program restriction for 15 days
   C. Loss of visiting privileges
   D. Loss of good time/work time (part or all)
   E. Disciplinary isolation up to 5 days for each violation
   F. Disciplinary diet for 3 days
   G. Full restriction for 30 days

3. Upon the recommendation of the Duty Sergeant, the Facility Commander will approve the initial placement on the disciplinary isolation diet and will ensure that medical staff is notified.

4. If an inmate is on disciplinary isolation status for 30 consecutive days, there shall be a review by the Facility Commander before disciplinary isolation status is continued. This review shall include a consultation with Correctional Health Care staff. Such reviews shall continue at least every fifteen days thereafter until the disciplinary status has ended.

5. Inmates who engage in the destruction of clothing or bedding may be deprived of such articles. The decision to deprive inmates of such articles of clothing and bedding shall be reviewed by the Facility Commander or designee during each 24-hour period.

6. Penal code 4019.5 expressly prohibits the delegation of authority to any inmate or group of inmates to exercise the right of punishment over any other inmate or group of inmates.

7. In no case shall a Safety Cell or any restraint device be used for disciplinary purposes.

8. No inmate may be deprived of the implements necessary to maintain an acceptable level of personal hygiene.

9. Food shall not be withheld as a disciplinary measure.

10. Correspondence privileges shall not be withheld except in cases where the inmate has violated correspondence regulations, in which case correspondence may be suspended for no longer than 72 hours, without the review and approval of the Facility Commander.

11. In no case shall access to courts, legal counsel, and legal material be suspended as a disciplinary measure.

**Procedures**

Procedures provide specific instructions for disciplining inmates. Staff will be trained in accordance with these procedures, and will read and follow the guidelines provided.

**Refer to:**

**Inmate Orientation and Rule Book**

Individual Unit Housing Guidelines

## DOCUMENTING VIOLATIONS

INFRACTIONS

1. [redacted].

2. [redacted].

A. Enter the date, time, and location of the occurrence.

B. Enter date the incident was reported.

C. Enter reporting and witnessing employee ID numbers.

D. Write a clear, concise, professional synopsis of the occurrence.

E. Enter a Y in the hard copy field if printing a hard copy.

1) A hard copy for the inmate to sign will be printed in all situations with the exception of information only incidents.

F. Enter Y or N in the supplemental report field.

1) A supplemental report must be completed for all major rules violations, escapes, or inmates being sent to the disciplinary board.

G. Enter Y or N in the evidence field

1) Enter a Y only if evidence is being held in the jail evidence area.

H. Enter a crime report number if patrol was called and a crime report was filed.

I. Enter the severity number.

1) A severity #3 will be used for minor rules resolutions handled at the Housing Officer level.

2) A severity level #2 will be used for informational incidents and to send an inmate to the disciplinary board for the following minor rules violations which can no longer be handled at the Housing Officer level:

a. Multiple minor rules violations.

b. Inmate signs not accepted on the resolution form.

3) A severity level #1 will be used for major rules violations only.

J. Enter the incident type.

1) Infractions will start with IN and be followed with the violation number.

2) Major rule violations will start with MV and be followed with the violation number.

3) Informational codes will coincide with the incident information.

K. Enter a character in the add involved inmates field if inmates are linked to the incident.

1) If multiple inmates are to be linked to an incident, use the PF13 key to add additional inmates.

2) Enter the inmate's booking number.

3) Enter the inmate involvement type.

a. V—victim

b. W—witness

c. S—suspect

4) Enter the disciplinary hearing date.

a. Enter the current date if the officer is handling the sanctions. If the inmate is being sent to the disciplinary board, the hearing date should be no less than 24 hours and no longer than 72 hours after the inmate is served with the goldenrod copy of the major rules violation form.

5) Enter a Y or N in the pre-hearing segregation field.

6) Enter the disciplinary action taken.

a. If the infraction resolution is accepted, place an X in the ACCEPTED MRR FIELD.

b. If the inmate has two or more violations within thirty days and the officer wants to impose the sanctions, place an X in the other field and type in accepted minor rules resolution form. The other field will also be used to indicate when an inmate has been sent to the disciplinary board.

c. Enter the number of days and the start date for the sanctions taken.

L. Print a copy of the minor rules resolution form including the add jail incident screen and the add involved inmate screen.

M. Explain the violation and the sanctions to the inmate and have the inmate sign the minor rules resolution form in either the accept or not accept field.

1) If the inmate refuses to accept the sanctions imposed by the Housing Officer and signs the not accepted field, a disciplinary packet will be completed and the inmate will be sent to the disciplinary board for a hearing.

2) If the inmate refuses to sign the form altogether, the inmate will be sent to Administrative Segregation and a complete disciplinary packet will be completed with the charge of MV01 added.

3) The Duty Sergeant must access the incident in CJIS, remove all sanctions imposed by the Housing Officer, and change the severity levels of the violations to match the current need.

N. All rules violation paperwork will be forwarded through the Duty Sergeant to the Disciplinary Hearing Officer.

MAJOR RULES VIOLATION

1. A major rules violation packet will include the following:

A. CJIS incident report
B. Supplemental report
C. Major rules violation form
D. Pre-hearing segregation form (if being sent to Administrative Segregation)

2. The supplemental report should be complete, thorough, factual, and justify any violations charged to the inmate. The officer and Duty Sergeant will sign the supplemental report. All disciplinary and major rules violation packets must include a supplemental report.

3. The major rules violation form will be reviewed with the involved inmate. After discussing the charges, the inmate will be instructed to sign the violation form to indicate they were informed of the pending disciplinary charges. If the inmate refuses to sign, the refusal will be noted in the supplemental report. The inmate will be served with the goldenrod copy of the major rules violation form. The major rules violation form will include the following:

   A. The inmate's name and booking number.
   B. The incident number and reporting officer.
   C. The time and date of the incident.
   D. All violations including the violation number and description.
   E. The officer, Duty Sergeant, and inmate's signatures.
   F. The time and date the inmate was served with the goldenrod copy of the form.

4. If the involved inmate is being sent to Administrative Segregation, a pre-hearing segregation form will be filled out. The pre-hearing segregation form will include the reason for the inmate being sent to Administrative Segregation. This form must be signed by the officer and the Duty Sergeant.

5. If multiple inmates are involved, a separate disciplinary packet will be completed for each inmate.

6. All major rules violation packets will be reviewed by the Duty Sergeant and forwarded to the Disciplinary Hearing Officer.

## FULL RESTRICTION

To establish what items an inmate is allowed to have while on full restriction.

A sanction taken against an inmate for inappropriate behavior which includes disciplinary isolation, loss of commissary privileges, loss of visiting privileges, loss of telephone privileges and loss of inmate programs.

The following is a list of the items an inmate is allowed to have while on full restriction

1. Commissary
    - A. Inmate may order only hygiene items.
    - B. Remove commissary food items from the inmate's cell.
        - 1) Place in inmate's property.
        - 2) Open items will be destroyed.
2. Library
    - A. Remove all library books.
        - 1) Inmate may keep bible and dictionary.
        - 2) Inmate may keep legal papers.
3. Mail
    - A. Inmate's mail to remain in cell.
    - B. Writing paper to remain.
4. Mattress, Bedding and Clothing
    - A. Items may be removed during daytime hours on a temporary basis based on inmate's behavior.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Department*
## Custody Division
## Policies and Procedures

| SECTION: 6.1.0 | SUBJECT: 6.1.1 |
|---|---|
| INMATE RIGHTS | **INMATE RIGHTS** |
| Date Issued: 09/01/94 | Date Revised: 02/04/10 |



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department that all sentenced and pre-trial inmates be afforded their constitutional rights regardless of their conviction or confinement in the San Joaquin County Jail.

**References of Authority**

U.S. Constitution Amendments 1, 4, 6, 8, 14

American with Disabilities Act

PC. 422.6, 2601, 6030

Title 15 1012, 1071, 1072

**Definitions**

**Civil Rights**
Rights guaranteed all citizens under the United States Constitution.

**Classification status**
The security and custody level of an inmate.

**Corporal Punishment**
Any act of inflicting bodily punishment causing pain or injury.

**Disability**
The Americans with Disability Acts defines disability as a physical or mental impairment that substantially limits a "major life activity" (e.g. caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working), has a record of such an impairment or is regarded as having such an impairment.

**Discrimination**
To make a distinction about or treat unfairly a person based on a race, gender, national origin, religion, age, political beliefs, or physical disability when such treatment may cause that person loss.

**Legal Rights**
Rights authorized by law.

**Redress**
Filing of grievances or lawsuits by an inmate to correct particular situations.

**General Information**

The Custody Facility recognizes and is aware of inmate rights, both civil and legal. These rights include:

1. Freedom from discrimination in program access, work assignments, and administrative decisions based on race, religion, national origin, sex, disability, or political beliefs.

2. Protection from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment.

3. Freedom to exercise one's religion, freedom of speech and communication.

4. Right to know charges against one, access to the courts and legal counsel, and due process.

5. Protection from unnecessary force, embarrassment, or indignity when being searched.

In addition to the listed inmate rights, the San Joaquin County Sheriff's Department recognizes the following regardless of the inmate's race, religion, color, national origin, sex, age, handicap or political belief in order to promote a humane housing environment relative to the conditions of their confinement:

1. Supervision in all aspects of institutional life will be by staff, not by other inmates.

2. Participation in an inmate classification system intended to house inmates to the least restrictive security level possible, yet consistent with the inmate's behavior.

3. Discipline is administered equally and fairly.

4. Clean and orderly surroundings with adequate toilet, showering, and laundry facilities as well as adequate lighting, heating, and ventilation.

5. A nutritionally adequate and properly prepared diet.

6. Clean and seasonable clothing.

7. Basic medical and dental services of comparable quality to those available to the general populace of the state.

8. All inmates are treated with a clear expectation that they will behave as responsible adults until the inmate demonstrates otherwise.

9. The inmate will return back into the community in equal or better condition physically and psychologically than when they entered.

10. An inmate's personal grooming choices regarding appearance are his or her own. However, the choice is limited only by requirements for:

    A. Security
    B. Safety
    C. Identification
    D. Hygiene

11. Qualified voters are allowed to vote in elections pursuant to election codes. Inmates must request an absentee ballot from the law library and allow sufficient time to mail the ballot in a timely manner as determined by the Registrar of Voters.

12. Pursuant to California Elections Code 2101, a person entitled to register to vote shall be a United States citizen, a resident of California, not in prison on parole for the conviction of a felony, and at least 18 years of age at the time of the next election

With the rights of inmates are carried certain responsibilities. The confined population will be required to perform certain duties and adhere to certain specified rules of conduct.

Even though inmates retain certain rights, it does not mean that these rights are not subject to restrictions and limitations. Lawful incarceration may bring about the necessary withdrawal or limitation of many standards and rights. A retraction of these rights or privileges may be necessary if security, order, and safety are threatened.

**Procedures**

Procedures provide specific instructions for voting. Staff will be trained in these procedures, and will read and follow the guidelines provided.

**Refer To:**

Inmate Orientation and Rule Book

## PROCEDURE FOR INMATES WHO REQUEST TO VOTE OR REQUEST TO REGISTER TO VOTE

1. Inmates requesting to register to vote or vote absentee shall send a request to the Law Clerk.

2. The Law Clerk will provide the inmate with the necessary forms from the Registrar of Voters office.

3. The inmate shall either return the completed forms to the Law Clerk and the Law Clerk will mail it as legal mail or the inmate may mail the forms themselves.

# *San Joaquin County Sheriff's Department*
## Custody Division
## Policies and Procedures

| SECTION: 6.2.0 | SUBJECT: 6.2.1 |
|---|---|
| ACCESS TO LEGAL SYSTEM | **ACCESS TO LEGAL SYSTEM** |



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department to uphold the inmate's right to unlimited access to the courts and to attorneys and their authorized representatives. The Law Library will provide the inmate with legal material upon request.

**References of Authority**

PC. 825(b)

Title 15 1064, 1068

**Definitions**

**Propria Persona (PRO PER) Inmate**
An inmate certified by the court to represent himself in a civil or criminal proceeding.

**General Information**

Inmates wishing to contact the courts, their attorney or public defender may do so through uncensored correspondence, telephone communication, and official visits limited only as necessary to maintain order and security. Official visitors are scheduled 24 hours in advance unless otherwise authorized by the Duty Sergeant. Official visits are provided a room in which confidential interviews can be conducted; yet officers can still monitor security. Officials who do not desire to have a contact visit or have not scheduled an appointment may use the regular visiting rooms.

Inmates may request legal materials by filling out a request form addressed to the Law Library Clerk. Propria Persona (Pro Per) inmates will fill out a request form and the Law Clerk will deliver the materials via inmate mail.

**ACCESS TO LEGAL SYSTEMS**

**Procedures**

Procedure manuals provide specific instructions for inmate access to the legal system. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer to:**

**Inmate Orientation and Rule Book**

**Inmate Programs Procedure Manual**
7.6.0 Library Services

Procedures shall be used, both as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Department*
## Custody Division
## Policies and Procedures

| SECTION: 6.3.0 | SUBJECT: 6.3.1 |
|---|---|
| RELIGIOUS FREEDOM | **RELIGION** |

Date Issued: 09/01/94 Date Revised: 05/16/05 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department that all confined pre-trial and sentenced inmates are afforded reasonable opportunities to exercise religious freedom.

**References of Authority**

U.S. Constitution Amendments 1, 14

PC. 4027, 4029

Title 15 1062, 1064, 1066, 1072

**General Information**

All inmates will be allowed access to the clergy, religious programs, and/or religious printed material of their choice. Freedom of religion, as stated in the First Amendment, is given to all people. The opportunity to exercise the inmates' legitimate religious practices is a right. However, in the custody setting that right may be restricted if it interferes with security, safety and order of the jail facility and/or the religious workers.

The Religious Freedom Restoration Act (RFRA) states, "the federal, state, and local governmental agencies are forbidden from imposing a substantial burden on anyone's free exercise of religion unless the burden can be justified as furthering a compelling state interest and is the least restrictive means of furthering that interest." This act applies to inmates.

The availability of religious services is explained to the inmate in the Inmate Orientation and Rule Book given to each inmate prior to being housed. Space will be made for all religious programs in each housing unit or designated area. The Custody Inmate Programs Manager oversees the religious programs that are scheduled. The Inmate Programs Manager will familiarize religious clergy and/or counselors on conduct, professionalism, rules and regulations, and security. The officer will be in control of his housing unit and is fully responsible for security.

**Procedures**

Procedures provide specific instructions for religious activities. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer to:**

**Inmate Orientation and Rule Book**

**Inmate Programs Procedure Manual**
7.7.0 Religious Programs Policy

**San Joaquin County Sheriff's Department Custody Division Policy and Procedures**
8.5.1 Religious Programs

Procedures shall be used, both as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Department*
Custody Division
Policies and Procedures

| SECTION: 6.4.0 | SUBJECT: 6.4.1 |
|---|---|
| INMATE COMMUNICATIONS | **INMATE MAIL** |



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department that all inmates, including those in Administrative Segregation, will be allowed unlimited correspondence with persons outside the facility, unless the persons are incarcerated in other County facilities, Federal or State facilities. Additionally, any correspondence that threatens facility order, safety and security will not be allowed.

**References of Authority**

PC. 2600, 2601 (a)(b)(c)

Title 15 1063, 1066, 1068

**Definitions**

**Censorship**
The entire withholding of inmate correspondence; or the editing of portions of the correspondence.

**Contraband**
Any item not provided or approved by Custody Administration; or an approved item which has been altered, changed or misused.

**Indigent Mail**
An inmate with two dollars ($2.00) or less on their account.

**Legal Mail**
Mail between inmates and attorneys, courts, legal aid services, or other agencies providing legal services to inmates; or public officials and their authorized representatives acting in their official capacities.

**Privileged Mail**
Mail to or from attorneys, judges, or clerks of any court, legal aid services, or other public officials acting in an official capacity.

**Sexually Explicit Material**
Personal photographs, drawings, magazines and pictorals that show nudity.

**General Information**

Every inmate has the right to send and receive unlimited mail while incarcerated. However, the following restrictions will be strictly adhered to:

1. Inmates will not be allowed to correspond with other inmates within the San Joaquin County Jail.
2. Inmates will not be allowed to correspond with inmates in other county facilities, state facilities or federal facilities.

Inmates may not use the United States Postal Service or any other third party to facilitate communicating with each other while incarcerated.

At the end of each shift, the officer will gather the mail from his assigned post and forward it to the mail clerk. Unacceptable mail being sent will be returned to the inmate by the officer or the mail clerk. All outgoing mail is to be sealed by the inmate. The letter must only have the destination address and jail return address on the outside of the envelope. The return address is as follows:

**INMATE NAME AND BOOKING NUMBER**
**SAN JOAQUIN COUNTY JAIL**
**999 W. MATHEWS ROAD**
**FRENCH CAMP, CA 95231**

The nightshift officers will pick up the mail from a designated area and secure it in a locked drawer until the scheduled time for inmate mail call. When distributing the mail, the officer will call out the inmate's name and verify his name by the inmate's identification card. Mail will only be given to the inmates for whom the letter is addressed. Any inmate not available for mail call will have their correspondence secured until they are available. Under no circumstances will mail be given to or be handled by an inmate other than the addressee.

Should the Housing Officer have mail for an inmate not assigned to the housing unit, or who is no longer in custody, the officer will locate the inmate's current location by running the Inmate Record screen. The officer will write the inmate's new location on the envelope or make the notation, **subject no longer in custody** and return it to the mail room via inter-office mail.

Inmates may receive paperback books and magazines sent directly from the publisher or bookstore and will be required to sign an Inmate Sign-Off Sheet form. After completion each sheet will be returned to the mail room to be filed.

Sexually explicit material will not be accepted through the mail. Inmates in the custody of the San Joaquin County Sheriff's Department shall not possess any material that is sexually explicit. This restriction is based upon the legitimate penological interests of reducing safety and security concerns, helping to rehabilitate sentenced inmates, and to reduce the potential of a hostile living and working environment for all inmates, staff and visitors in the San Joaquin County Custody Division Facilities.

Inmates claiming indigent status will have their accounts checked. If confirmed, the inmate may receive two mailing envelopes, four sheets of paper, and one pencil per week, included in a welfare pack. The mail clerk will verify the status of the inmate and will send the letter if he qualifies as indigent. If you are indigent, legal mail may also be mailed at the expense of the Sheriff's Department.

Inmates may correspond, confidentially with state and federal courts, any member of the State Bar or holder of public office, and the Corrections Standards Authority. However, jail staff may open and inspect such mail only to search for contraband, cash, checks, or money orders and in the presence of the inmate.

Inmates may correspond, confidentially with the facility manager (Captain of Custody) or the facility administrator, (Sheriff) via inter-office mail.

The Captain of Custody has given approval to officers for the purpose of reading inmate mail when there is a valid security reason.

The Housing Officer will collect all outgoing mail, check for acceptability, bundle it, and take it when he or she exits the housing unit. The Officer will place it in the mail tray located in the South Jail Administration Building.

Mail directed to staff from inmates which is offensive, harassing, or threatening will be referred to postal authorities and the District Attorney's Office, and/or the inmate will be disciplined by the Disciplinary Sergeant.

**Procedures**

Procedures provide specific instructions for inmate mail. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer to:**

**Inmate Orientation and Rule Book**

**Mail Services Procedure Manual**

## ADMINISTRATIVE SEGREGATION
## INMATE MAIL

1. OUTGOING MAIL

   A. The Housing Officer will pick up mail from all inmates locked down in their cells prior to 2300 hours.

   B. The Housing Officer will place the outgoing mail in the mail tray located in the South Jail Administration Building.

2. INCOMING MAIL

   A. The Housing Officer will pick up the incoming inmate mail from the mail tray located in the South Jail Administration Building. The officer will carry the mail to the housing unit.

   B. The mail is to be placed at the officer's station until the scheduled time for inmate mail delivery.

## GENERAL POPULATION
## INMATE MAIL

1. MAIL (Outgoing)

   A. All inmates will be required to place outgoing mail into the mailbox located near the officer's station prior to 2300 hours.

   B. Prior to going off duty, the Housing Officer will place the outgoing mail in the mail slot in the South Jail Administration Building.

2. MAIL (Incoming)

   A. The mailroom personnel will deliver incoming mail to the mail tray in the South Jail Administration Office.

   B. The Housing Officer will pick up the incoming inmate mail from the mail tray in the South Jail Administration Office. The Housing Officer will carry the mail to the housing unit.

   C. The mail is to be secured in a locked drawer at the officer's station until the scheduled time for inmate mail call.

   D. The Housing Officer will announce mail call for all inmates. The Housing Officer will have the inmates gather in a common area of the housing unit to receive their mail.

## HONOR FARM
## INMATE MAIL

1. MAIL (Incoming)

   A. All incoming inmate mail will be processed by the mail clerk.

2. DELIVERY TO INMATES

   A. Each Housing Officer will pick up the mail from the Honor Farm office and take it to their housing units for distribution on nightshift.

   B. Mail will be handed out after 1800 formal count.

3. MAIL (Outgoing)

   A. Inmates shall place all outgoing mail in the slot provided in their housing unit daily.

   B. At 2330 hours the Housing Officer will collect all outgoing mail and deliver it to the Honor Farm office, placing it in the mail bin designated for outgoing mail.

## INTAKE, MEDICAL, & SHELTERED HOUSING
## INMATE MAIL

1. MAIL (Outgoing)

   A. All inmates who are not locked down in their cells will be required to place outgoing mail into the mailbox located near the officer's station prior to 2300 hours.

   B. The Housing Officer will pick up mail from all inmates who are locked down in their cells prior to 2300 hours.

   C. Prior to the completion of nightshift duties, the Housing Officer will collect all outgoing mail, bundle it, and take it when he exits the housing unit. He will place the mail in the mail slot next to the records office in the Sheriff's Operations Center.

2. MAIL (INCOMING)

   A. The Housing Officer will pick up the incoming inmate mail in the breakroom off the circulation corridor. The officers will carry the mail to their assigned housing units.

   B. The mail is to be secured in a locked drawer at the officer's station until the scheduled time for inmate mail call.

   C. The Housing Officer will announce mail call for all inmates who are not locked down. The Housing Officer will have the inmates gather in a common area of the housing unit to receive their mail.

   D. The Housing Officer will deliver mail to the inmates who are locked down in their cells.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in the policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Department*
## Custody Division
## Policies and Procedures

| SECTION: 6.4.0 | SUBJECT: 6.4.2 |
|---|---|
| INMATE COMMUNICATIONS | **TELEPHONE** |
| Date Issued: 09/01/94 | Date Revised: 04/12/10 |



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department to allow inmates access to telephones.

**References of Authority**

| | |
|---|---|
| PC. | 851.5, 631, 632(e), 636 |
| Title 15 | 1067 |

**Definitions:**

**California Relay Service 1-800-735-2929:**
An "800" service which relays calls between a person using a TDD and any other telephone user within the state. It allows a TDD user to call a person without a TDD machine. It also allows a person without a TDD to call a TDD user. When the relay service is used the phone number from which the call is placed will be billed for any applicable long-distance calls.

**TDD Operator 1-800-855-1155:**
A specially trained Telephone Operator who is equipped with a TDD and can provide operator assistance to TDD users.

**TDD (Telecommunication Device for the Deaf and Disabled)**
A portable, typewriter like machine, which plugs into a telephone and allows a hearing impaired person to communicate, via printed text, with another TDD machine.

**General Information**

The booking area is equipped with three collect only telephones and three local only telephones. Booking is also equipped with a telephone for the hearing impaired.

**TELEPHONE**

Each housing unit provides several collect telephones for inmate use. A direct line to the public defender's office, is accessible to the inmate by dialing either 311 or 711. Inmates have access to telephones except during unauthorized hours (i.e. lights out, count, etc.) or when safety, security and order are threatened.

Medical isolation cells are furnished with disposable (collect only) telephones so the inmate does not spread contamination.

Medical/Sheltered Housing is provided with the TDD for the hearing impaired. Inmates who require a TDD machine are most likely already familiar with it's use.

Administrative Segregation has three collect only telephones available to inmates during recreation time. One in each recreation yard and one affixed to the interior wall. All of the telephones may be switched on or off by the Housing Officer. An inmate on full disciplinary restriction is not allowed use of the telephone except for calling their attorney.

Custody staff does not accept personal messages for inmates. However, if an emergency message is taken, the Duty Sergeant shall be notified and he will attempt to verify the emergency before contact is made with the inmate. If the inmate does not have access to a telephone, the Duty Sergeant will make arrangements for the inmate to use a phone if the emergency is verified.

**Recording Inmate Communications**

California Penal Code section 636 prohibits the eavesdropping or recording of conversation between an inmate and attorney, religious adviser, or physician. The inmate and attorney confidentiality will include any investigator representing the attorney. These conversations are strictly confidential, and unless all persons grant permission, they will not be monitored or recorded.

California Penal Code section 632(e) authorizes eavesdropping or recording confidential communications within a state, county, city and county, or city correctional facility. The courts have long held, that with few exceptions, there are no expectations to communication privacy within a correctional facility.

Electronic surveillance or recording of inmate communications within the confines of the San Joaquin County Jail is permitted.

**Procedures**

Procedures provide specific instructions for telephone usage. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

## TDD ACCESS FOR HEARING IMPAIRED INMATES

1. A TDD machine will be stored in Sheltered and Booking. When a hearing impaired inmate is housed in a housing unit other than Sheltered and Booking, it will be necessary to move the TDD machine with that inmate.

2. The collect-only inmate telephones cannot be used with the TDD machine. It requires voice access to make the collect connection via the operator. A TDD user can only access the operator via 1-800-855-1155. The collect-only inmate phones are blocked from calling 800 numbers.

3. When a hearing-impaired inmate requests use of the telephone, the Housing Officer will handle the request in the following manner:

   A. The officer will accommodate the inmates' request when his workload permits and at a time he deems most appropriate. However, the officer will endeavor to handle the request in a timely manner and in consideration for the time of day in question and the availability of the person being contacted.

   B. The officer will set up the TDD machine in a vacant interview room. The inmate will be provided the TDD operators' phone number, 1-800-855-1155 and the phone number for the California Relay Service, 1-800-735-2929. The Inmate will be instructed that only local or collect phone calls are authorized.

   C. A local phone call to another TDD user will not require the use of the relay service or the TDD Operator. A local call to a non-TDD user will require the Inmate to use the California Relay Service. Any long-distance call will be made collect only.

   D. A long-distance call to a TDD user will require contact with the TDD Operator, who will establish the collect connection via TDD. A long-distance call to a non-TDD user will require contact with the California Relay Service, who will make the collect connection via voice. Once established, the Relay Service will continue to relay the callers' message.

4. [redacted].

Procedures shall be used, both as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 6.4.0 | SUBJECT: 6.4.3 |
|---|---|
| INMATE COMMUNICATIONS | **INMATE VISITING** |

Date Issued: 09/01/94
Date Reviewed: 04/17/14



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to provide inmates with the ability and opportunity to visit with officials, family, friends, and associates.

**References of Authority**

| | |
|---|---|
| PC | 632(e), 636, 825(b), 2601(d), 4570, 4570.5, 4571 |
| Title 15 | 1062, 1068 |

**Definitions**

**Adult**
Persons over the age of eighteen. If accompanied by a minor who wants to visit an inmate, the adult must be the parent or the legal guardian of the minor. Proof of birth or legal guardianship will be required.

**Confidential Visit**
A contact or non-contact visit between an inmate and an attorney: designated licensed investigator for the attorney of record, Alternative Sentence Reports (ASR)-when working for the inmate's attorney), religious advisor, or licensed health care personnel. A confidential visit shall only be conducted in the Paper Pass Room or Interview Room #1 (Service Sallyport) of the housing unit. At the Honor Farm, confidential visits can be conducted in one of three interview rooms in the Program Core or the regular visiting rooms. Confidential visits are not recorded.

**Confidential/Paper Pass Room**
A visiting room where the participants are separated by security glass and communicate through a telephone handset. This room does not allow for communication to be recorded. The paper pass room contains a small controlled passage door from a secure area to a non-secure area, that, when opened, would allow acceptable items such as documents to be passed to a Housing Officer and given to an inmate.

**Health Appliance Items**
Items an arrestee could be booked in with and allowed to keep while incarcerated, such as but not limited to eyeglasses, hearing aids, dentures, prosthetic limbs.

**Honor Farm Visit**
All visits at the Honor Farm are regular contact visits. While at the Honor Farm this privilege is not restricted unless visits are suspended for a visiting violation.

**Official Visit**
A contact or a non-contact visit between an inmate and law enforcement officials, investigators, law clerks, Parole/Probation Agents, Diplomatic Consulars and court appointed program interviewers (Delancey Street, ADAP, ASR, etc.). At the pre-trial facility official visits may be conducted in a secure visiting room or in Interview Room #1 (service sallyport) of the housing unit. Confidential law enforcement visitors may be conducted in the Jail Core interview room. At the Honor Farm, official visits can be conducted in one of three interview rooms in the Program Core.

**Regular Visit (Pre-Trial)**
A non-contact visit between an inmate and family members, friends, and/or associates. A regular visit is conducted in a secure visiting room with sound control.

**Service Animal**
Any guide dog, signal dog or other animal individually trained to provide assistance to an individual with a disability. Service animals may be of any type of breed and need not be certified by any government agency or service group.

**Special Security Handling**
An inmate who is not allowed to mingle with general population inmates due to his classification status.

**Valid Identification**
Those forms of identification which require photographs and/or fingerprints and have issue dates and expiration dates

**General Information**

All inmates, whose visits are not restricted, may receive two visits per week (Monday-Sunday). Inmates at the Honor Farm may not visit during times which interfere with their work assignments.

A visitor may only visit once daily at any of the three facilities.

All housing units are provided a space where the inmates are allowed to have visits with the public and/or officials. Visiting is divided into three different categories. These categories include regular visits, official visits and confidential visits.

**Recording Inmate Communications**

California Penal Code section 636 prohibits the eavesdropping or recording of conversation between a prisoner and attorney, religious adviser, or physician. The prisoner and attorney confidentiality will include any investigator representing the attorney. These conversations are strictly confidential and will not be monitored or recorded.

California Penal Code section 632(e) authorizes eavesdropping or recording confidential communications within a state, and county, or city correctional facility. The courts have long held that with few exceptions, there are no expectations to communication privacy within a correctional facility.

Electronic surveillance or recording of inmate communication, within the confines of the San Joaquin County Jail is permitted.

**Regular Visits Honor Farm**

The Honor Farm provides contact only visits for inmates. The Visiting Senior Office Assistants (SOA) schedule visits at the Honor Farm Visitors Lobby. [redacted]

Persons under the age of eighteen years will only visit in a contact visit (Honor Farm) when accompanied by a parent or legal guardian, who will be asked to provide a birth certificate or court ordered proof of legal guardianship.

Visits are not scheduled during meal times.

**Regular Visits Pre-Trial (Main Jail) Facility**

Non-contact visits are available to the public in each of the pre-trial housing units of the jail complex. There are three visiting rooms in each housing unit. Only one inmate will be assigned per visiting room. The Visiting Senior Office Assistants (SOA) schedule visits at the 24-Hour Lobby (Intake, Medical, Sheltered) and the South Jail Visitor's Reception Center (Housing Units 1-8). Visitors must provide valid identification, to establish identity and age.

The Educational Instructor may schedule regular visiting appointments through the Visiting SOA for one on one classroom instruction of inmates housed in Administrative Segregation. This also includes Administrative Segregated inmates housed in Medical/Sheltered Housing

The paper pass room will not be used by the public for visits. If papers are to be signed, the room will be used for signatures only and the visit will take place in a regular visiting room. [redacted]. Contact visits are not provided to the public at the pre-trial facility.

As visiting appointments are made and visiting rooms assigned, the information will be entered into the CJIS system by the Visiting SOA, then relayed to the housing unit printer.

The Administrative Segregation Tower officer and Housing Officers will be required to check the CJIS printer fifteen minutes prior to each scheduled visiting time to determine if any inmates are receiving visits.

When the Tower Officer in Administrative Segregation receives the printout, he will advise each inmate listed via intercom that he will be receiving a visit in 15 minutes. The Tower Officer will also notify the Housing Officer that the inmate has been notified.

At the scheduled visiting time, The Administrative Segregation Housing Officer will go to each cell and request that the door be opened in order to properly restrain, escort and secure the inmate in the appropriate visiting room.

When the Housing Officer in the General Population units receives the print-out, the officer will advise each inmate listed that they have a visit, the time of the visit and what room the visit will be conducted in.

Visits are scheduled throughout the day including meal times at the pre-trial facility. Inmates will be allowed time before or after the visit to consume the meal.

Persons under the age of eighteen years will only visit in a non-contact visit (pre-trial facility) when accompanied by a parent or legal guardian. The adult must remain with the juvenile at all times during the visit.

Persons previously incarcerated will not be allowed to visit for a period of thirty days after they are released from custody. Prior incarceration within this time frame will automatically appear in CJIS during visiting sign-ups.

Persons on parole will not be permitted to visit without the written approval of their assigned parole agent, and the permission of the Custody Division Captain, or designee. (The respective Duty Sergeants are currently given the authority to authorize or deny such visits).

**Confidential and Official Visits (Non-Contact)**

Official visitors who do not desire to have a contact visit or do not meet the requirements for a contact visit as outlined in department policies and procedures, will be allowed to visit as a regular visitor.

Non-contact confidential visits and non-contact official visits are given priority over regular visits and will be accommodated depending upon the availability of time and staff. Confidential visits shall only take place in the designated confidential paper-pass rooms. Official visits shall take place in a secure visiting room. Inmates will be allowed official and confidential visits on a daily basis, depending upon operational conflicts. Non-contact confidential and non-contact official visits are not restricted as to visit length nor does the visit count against the inmate's weekly visit limit.

Confidential and official visitors will read and sign an Official Visitor Guidelines form. Forms will be kept on file with the Disciplinary Sergeant, and in all cases each visitor will be required to complete a new form no later than January 31 of each year.

**Confidential and Official Visits (Contact)**

[redacted]. If an official visitor wishes to have a contact visit, they must contact the Visiting SOA or the Records Division 24 hours in advance to set up the appointment.

Official and confidential visitors scheduling a contact visit must present two forms of identification such as a California Driver's License and a Bar Card or other professional ID. The Visiting SOA will notify Transportation that an official visitor needs to be escorted to a specific housing unit for a contact visit.

[redacted].

**San Joaquin County Public Defenders and Probation Officers**

[redacted]. The

Visiting SOA will then notify Jail Central Control that a confidential visitor will be going to a specific housing unit. If the confidential visitor has appointments for more than one inmate, the Housing Officer from the previous inmate visit will notify Jail Central Control that the confidential visitor will be going to another housing unit. This process will continue until the confidential visitor has completed their visits. The Housing Officer/South Jail Administration Officer will notify Jail Central Control that the confidential visitor will be exiting the facility at the conclusion of all visits.

All official visitors scheduling a contact visit will be subject to search of their person and property by security staff and/or screening through a metal detector.

Security staff will have the final authority to restrict items deemed to be detrimental to the safety and security of the facility. [redacted].

Official contact visits may be denied when preparing inmates for court, serving meals, or during lockdown or emergency situations in the facility. At no time will the security of the housing unit be compromised by an official visitor. If a situation arises where the officer feels an official contact visit needs to be cancelled, the officer has the authority to do so. Whenever a visit is cancelled, the Duty Sergeant shall be notified and the incident documented in CJIS.

All documents passed to the inmate by the visitor will be inspected for contraband in the presence of the inmate.

At no time will an official visitor be permitted anywhere but where the interview is designated to take place. If this occurs, the official visitor will be advised of his violation and escorted back to the jail lobby. The Duty Sergeant shall be notified and the incident documented in CJIS. The official visitor is subject to a search of his person and property as outlined by the jail facility procedures.

For the purpose of official visiting, persons categorized as official visitors who wish to visit immediate family will not visit as official visitors, either contact or non-contact. The justification for this is that the family relationship cannot be relinquished. These persons will use the regular visiting process.

The Visiting SOA has the authority to suspend and invoke restrictions of visiting privileges for visiting rule violations. A CJIS incident report will be created after such incidents.

If the person attempting to visit is suspected by the Visiting SOA to be a risk to the safety of staff and/or inmates, then the Visiting SOA may refuse the visit. The Visiting SOA must notify the Duty Sergeant and document the reason why the visit was refused in CJIS.

**Paper Pass**

Paper pass rooms are to be used only by confidential visitors for visiting. In exchange for the confidential visitor's ID they will be issued a key to the paper pass room. Paper pass slots are to be

used for official business only.

Official visitors and confidential visitors in the pre-trial facility may request to use the paper pass room

to have a document signed. If the paper pass room is available, the Visiting SOA will assign the visitor the paper pass room and notify the Housing Officer. At the South Jail the Visiting SOA will notify the Admin Officer of the paper pass and request a security Escort Officer to respond to unlock the door and the paper pass slot. At the Jail Core, the Visiting SOA will notify Transportation and request a Transportation Officer to respond to unlock the door and the paper pass slot. Documents needing to be signed will be inspected by, passed and received by officers only.

The Housing Officer will, during the scheduled visit, receive the document and secure the paper pass door. Once the inmate has signed the document the Housing Officer will pass it back to the visitor. The Housing Officer will only be present in the visiting room for the time needed to allow the documents to be passed from visitor to inmate.

[redacted]

**Health Appliance Items**

A visitor may leave health appliance items, such as but not limited to, prescription glasses, contact lenses, hearing aids with initial batteries, and dentures with the Visiting SOA. No eyeglass cases or cleaning material will be accepted. Any and all items may require prior approval by Correctional Health Care. The Visiting SOA will inspect the item and notify Correctional Health Care for contact lenses, hearing aids and dentures. The SOA will provide CJIS documentation with eyeglasses to the Duty Sergeant for proper dispersal.

**Inmate To Inmate Visits**

Familial inmate to inmate visits shall not be granted unless under court order or if there is a special circumstance. If there is a special circumstance, the approval must be granted by the Captain of Custody or his designee.

**Service Animals**

Under the Americans with Disabilities Act, service animals assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed.

**Visit Refusal**

If an inmate refuses a visit, the Housing Officer will go to the assigned visiting room and notify the visitor of the inmate's refusal. The Housing Officer will also notify the Visiting SOA of the refusal.

**Procedures**

Procedures provide specific instructions for visiting procedures. Staff will be trained in these procedures, and will read and follow the guidelines provided.

**Refer To:**
**Visiting Procedure Manual**

**San Joaquin County Sheriff's Office Policy Manual**
382 Service Animal Policy

**San Joaquin County Sheriff's Office Custody Division Policies and Procedures**
3.1.11 Strip Search
3.1.2 Use of Force and Restraints
3.3.1 Inmate Movement
3.1.14 Facility Access and Controls
8.2.1 Coordination and Supervision

**Inmate Orientation and Rule Book**

## ADMINISTRATIVE SEGREGATION
## OFFICIAL INMATE CONTACT VISITS

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. [redacted]

## GENERAL POPULATION
## OFFICIAL INMATE CONTACT VISITS

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]

6. [redacted].

## HONOR FARM VISITING

1. The Visiting SOA will be responsible to:

   A. Obtain information from the visitor regarding whom they wish to visit.

   B. Obtain the visitor's name and address. This information will be logged in CJIS. (IMADDVST)

   C. Advise the visitor of the assigned time of his visit and direct him to wait in the lobby. The position in the visiting room will be held for him.

2. The procedure for visiting will be as follows:

   A. When a visiting room has been cleared of all inmates and visitors, the Visiting SOA will make a contraband search of the room. The room may then be used for the staging of the next group of visitors.

   B. Approximately five minutes prior to the start of the visit, the visitor will be directed into an unoccupied visiting room. While one visiting room is being used for a visit, the opposite room will be used for staging the next visit. All visits will begin on the hour and on the half hour in the adjacent room.

3. Visits may be terminated under the following circumstances:

   A. The visitor is under the influence of drugs or alcohol.

   B. Failure to prevent children from disturbing other persons in the visiting area.

   C. Refusal or failure to produce sufficient identification or the falsifying of identification.

   D. Excessive physical contact by the visitor and inmate. With contact visits, an inmate and visitor may embrace or kiss briefly at the beginning and end of the visit. An inmate and visitor may hold hands during the remainder of the visit. These contact restrictions shall not apply to small children.

4. Prior to the termination of a visit or suspension of visiting privileges for any of the above reasons, less restrictive alternatives will be attempted. Such alternatives may include warnings, or appropriate disciplinary action against the inmate, which may lead to sanctions regarding his visiting privileges.

SCHEDULING VISITS

1. Visits will be scheduled for a forty-five minute duration. Once the visit has started, if the inmate or visitor is late, only the time remaining for that scheduled visit will be allowed.

2. Inmates may receive two visits per week.

NOTIFICATION OF VISIT TO INMATE

1. At approximately fifteen minutes prior to the regular visiting time, the Visiting SOA will generate a visiting list in CJIS for each housing unit and send it via the printer to each housing unit. The Housing Officer shall post it in a conspicuous location for all inmates to view. It is the inmate's responsibility to check the visiting list every thirty minutes during visiting hours. Inmates will not be allowed to visit during their working hours.

2. The inmates will report to the designated Honor Farm visiting area in the Program Core.

3. All inmates will remain in the visiting room until the completion of the of the 45 minute time allotment. At the conclusion of the visit, all inmates will go to the Program Core booking area where they will have a seat and wait to be searched by an officer before returning to their housing units.

4. Inmates will not give anything to or take anything from a visitor, unless it is a legal document and has been cleared by the Housing Officer and the Program Core Officer.

5. Visits are available seven days a week. Visits are scheduled in 30 minute intervals. Refer to the visiting schedule for visiting hours.

6. Violation of Honor Farm visiting rules can result in disciplinary action and loss of visits.

DOOR CONTROL

1. [redacted].

2. [redacted].

VISITING AREA DISTURBANCES

1. [redacted]:

   A. [redacted].

B. [redacted]

PUBLIC VISITING REGULATIONS

1. A visitor may only visit once daily at any of the three facilities.

2. Only three visitors per inmate. (This includes infants and children.)

3. All visitors will be required to provide current and valid photo ID. If the visitor is unable to do so, no visit will be allowed.

   A. Only the following forms of identification will be accepted:

      1) Driver's license from any state (temporary driver's licenses will be allowed)
      2) Identification card from any state (temporary state IDs will not be allowed)
      3) Military ID card
      4) Immigration & Naturalization card
      5) Passport

   (All of the above require photograph or fingerprints and have issue dates and expiration dates)

4. Any persons under the age of eighteen may visit only when accompanied by a parent or legal guardian (a court order will be required for proof of guardianship and a birth certificate may also be required).

   A. Unescorted minors will not visit under any circumstances, and they are not to remain on the Honor Farm compound.

   B. If arrangements cannot be made for their immediate removal, the visit for the person who brought them will be cancelled.

   C. If an unescorted minor is located on the compound after a visit has started, the visit will be terminated.

   D. Any questions or clarification should be through the Duty Sergeant.

5. No eating, drinking or smoking is allowed in any of the visiting rooms.

6. If a visitor leaves the visiting room once the visit has started, they will not be permitted to return.

7. Visitors with small children are responsible to prevent the children from disturbing other people in the visiting area. Visitors must keep their children at their table or their visit may be terminated.

8. Honor Farm inmates may not receive money during visiting. Possession of any amount of money will be grounds for disciplinary action and loss of funds. Visitors may utilize the Cobra Kiosk in any visiting lobby to place funds on an inmate's account.

9. All visitors, male or female, must be dressed appropriately. No suggestive or revealing attire will be acceptable. Failure to comply will result in exclusion from visiting.

10. Excessive physical contact is not allowed. An inmate and visitor may:

    A. Embrace briefly at the beginning and end of the visit.
    B. Kiss briefly at the beginning and end of the visit.
    C. Hold hands on top of the table during the visit.

11. No handbags, diaper bags, strollers, infant seats or other large containers may be taken into the visiting room. These articles must be kept outside the facility. A limited number of lockers are available to secure small personal items. A key in exchange for ID may be obtained from the visiting SOA. Honor Farm staff will not be responsible for these items. Failure to comply will result in exclusion from visiting.

12. Visitors under the influence of alcohol and or drugs will be excluded from visiting and will be subject to arrest.

13. Visitors serving probation, parole, or other conditional release from custody, may be required to provide written permission from their supervising agency in order to visit.

14. Visitors convicted of a felony, on parole or probation or who have been released from any San Joaquin County custody facility within the past thirty days will be excluded from visiting.

15. Visitors with active warrants shall not be allowed to visit and may be detained and/or arrested. Documented proof of a scheduled court date to appear on the warrant will not be sufficient. The warrant must be cleared from CJIS in order for the individual to be permitted to visit.

16. Visitors shown to be of harmful effect to the inmate, or who constitute a threat to the security of the institution shall be excluded from visiting.

17. The Facility Commander may suspend visiting privileges of an individual member of the public indefinitely.

18. An officer may suspend visiting privileges of an individual member of the public for one visit per incident only.

19. Visitors not approved for a visit or having a visit terminated, will be told the reason for the exclusion or termination of the visit.

20. Appeals of the suspension or termination will be directed to the Duty Sergeant for review and forwarded to the Facility Commander.

## HONOR FARM
## OFFICIAL INMATE CONTACT VISITS
## AND VISITORS FOR FACILTY STAFF MEMBERS

1. Official visitors will enter through the Program Core.

2. The official visitor will sign in using the official visitor book.

3. The Program Core Security Officer will identify official visitors through one of the following means:

   A. Professional recognition.
   B. Official photo identification.
   C. Authorization received directly from the Facility Commander or his designee.
   D. Presentation of ID such as a driver's license or D.M.V. ID.

4. [redacted].

5. [redacted].

   A. [redacted].

6. The Program Core Security Officer or Visiting SOA will maintain a log sheet for official visitors, which will include:

   A. A complete record of all visitors on official business entering and exiting the facility.

7. The visitor will print his name in the appropriate space and then sign in with the following information:

   A. Destination or name of person to be seen.
   B. Agency or company name.
   C. Arrival and departure times.
   D. Date of visit.

OFFICIAL VISIT FOR STAFF MEMBER

1. If the official visit is for a staff member, the Program Core Security Officer will notify the staff

member that they have a visitor.

2. Staff members are responsible for the escort of their visitors.

OFFICIAL VISITOR FOR AN INMATE

1. [redacted]

2. [redacted]

3. [redacted]

4. [redacted]

   A. [redacted]
   B. [redacted]

5. [redacted]

   A. [redacted]

   B. [redacted]

6. [redacted]

   A. [redacted]

   B. [redacted]

   C. [redacted]

**INTAKE HOUSING**
**OFFICIAL INMATE CONTACT VISITS**

1. [redacted]

2. [redacted]

3. [redacted]

4. [redacted]

5. [redacted]

## MEDICAL HOUSING
## CONTAGIOUS INMATE REGULAR VISITS

Inmates with contagious diseases will be allowed non-contact visits if approved by Correctional Health Care staff.

If approved, Correctional Health Care health staff will provide the contagious inmate with a disposable phone to use during the visit.

At the conclusion of the contagious inmate's visit, the visiting room will be secured by the Housing Officer until it can be cleaned and disinfected by the contracted housekeeper.

## MEDICAL HOUSING
## OFFICIAL INMATE CONTACT VISITS

1. [redacted]

   A. [redacted]

   B. [redacted]

2. [redacted]

3. [redacted]

4. [redacted]

5. [redacted]

6. [redacted]

   A. [redacted]

**SHELTERED HOUSING**
**OFFICIAL INMATE CONTACT VISITS**

1. [redacted]

2. [redacted]

3. [redacted]

4. [redacted]

5. [redacted]

**SHELTERED HOUSING**
**SPECIAL SECURITY HANDLING INMATE VISITS**

There is one visiting room in Sheltered Housing that has been especially designed for inmates requiring special security handling. This room is assigned on a first come first serve basis.

1. This visiting room is equipped with a locking door to safely secure an inmate, a paper pass slot, and enough room to accommodate a wheel chair.

2. Visits for inmates that require special handling due to security reasons will be handled as follows:

A. The Housing Officer will direct all non-lock down inmates to return to their cells while they move the inmate.

B. A minimum of two officers will escort the inmate from his cell to the visiting room.

C. The inmate will be properly restrained according to his security level prior to any movement.

D. The inmate will be escorted to the locking visiting room in Sheltered Housing and secured for his visit.

E. At the completion of the visit, the inmate will be escorted back to his cell using the above procedures.

**SOUTH JAIL ADMINISTRATION**
**OFFICIAL AND COURT ORDERED VISITS**

1. [redacted]

A. [redacted]

2. [redacted]

3. [redacted]

4. [redacted]

5. [redacted]

**TRANSPORTATION**
**COURT ORDERED AND OFFICIAL CONTACT VISITS**

1. [redacted]

[redacted].

2. [redacted].

3. [redacted].

4. [redacted].

   A. [redacted].

   B. [redacted].

   C. [redacted].

5. [redacted].

6. [redacted].

## Violation of Visiting Rules

1. Inmates that break visiting rules may have their visits immediately terminated. Disciplinary action may also be taken.

2. Visitors of inmates must adhere to visiting rules also. If the Housing Officer observes a visitor violate visiting rules, he will do the following:

   A. Warn the visitor that they have violated a visiting rule and that the visit will be terminated if the violation continues.

   B. If the violation continues, terminate the visit, remove the inmate from the visiting room and inform the visitor of the reason for the visit termination and instruct them to leave the facility.

      1) [redacted]:

      2) [redacted].

The Housing Officer and/or Transportation Officer will write an incident report and forward it to the Duty Sergeant by the end of the shift.

## Service Animals

In accordance with Title II of the Americans with Disabilities Act of 1990, service animals will be allowed to assist civilians with their visit. Should the Visiting SOA become aware that the animal is a service animal, the civilian should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the employee should ask the individual only the following questions before authorizing the visit:

1). Is the animal required because of a disability?
2). What task or service has the service animal been trained to perform?

If these questions were answered satisfactorily then the civilian will be allowed the visit with the service animal.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Department*
Custody Division
Policies and Procedures

| SECTION: 6.5.0 | SUBJECT: 6.5.1 |
|---|---|
| GRIEVANCE PROCEDURE | **INMATE GRIEVANCES** |
| Date Issued: 09/01/94 | Date Revised: 08/16/05 |



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department that all confined pre-trial and convicted inmates be provided with a system of redress as a means of expression, and resolution for conditions related to confinement.

**References of Authority**

U.S. Constitution Amendment 1

PC. 6030

GC. 26202

Title 15 1073

**Definitions**

**Grievance (Formal)**
A written complaint, related to the conditions of confinement, filed by an inmate with a facility staff member. Written concerns are of personal health, welfare, or the operations and services of the facility.

**Grievance (Informal)**
A verbal complaint voiced by an inmate to a staff member.

**Writ of Habeas Corpus**
A written complaint filed by an inmate with a local magistrate inquiring into the conditions of confinement and/or enforcement of a prisoner's rights while in confinement.

**General Information**

Inmates are encouraged to informally resolve grievances between themselves and staff. If this is not possible, the inmate may write a grievance on an Inmate Grievance Form. All grievances shall be handled by the Housing Officer. An inmate should never be allowed to go directly to the Duty Sergeant, or higher authority level, with a complaint prior to the Housing Officer addressing the complaint.

When the Housing Officer hears a complaint from an inmate, the officer will determine if the problem can be resolved at the officer's level of authority or if a formal grievance is needed to resolve the matter. If it is determined the officer is not able to resolve the problem, then the inmate will make a formal grievance. The officer will fill out the upper right hand corner of the grievance form. The officer will then note on the form whom the grievance is being referred to and why it cannot be solved at the officer's level. The inmate is then given his copy of the grievance form. The officer shall promptly forward the grievance to the next in command or to the appropriate division.

All grievances will be resolved at the lowest level in the chain of command.

The levels of command are as follows:

Level 1: Staff Level-

The Housing Officer has 24 hours to respond to the grievance once it is signed by the officer. The officer will in all cases try to solve a problem at this level. If the grievance concerns medical, food service, or any other issue which can't be solved by the officer, then the officer will sign the grievance and route it to the Duty Sergeant at Level 2.

Level 2: Duty Sergeant-

The Duty Sergeant has 72 hours to respond to the grievance from the moment he receives the complaint. If the grievance can't be solved, then the supervisor will check the appropriate box, write a response, and send it to Level 3.

Prior to routing the grievances to the proper person or division, the Duty Sergeant will research this inmate's record on CJIS to see if this inmate is repeating the same grievance. If so, then the Duty Sergeant will route the grievance back to the inmate notifying him that one grievance form is all that is required and all extras will not be accepted.

Level 3: Facility Commander-

The Facility Commander responsible for each facility will review any grievances initiated in their facility.

Each level will write their response and send it back to the inmate, beginning at level #1. After each response, the inmate will complete a fresh grievance, attach the blue copy to the back and send to the next level.

If this level cannot answer the complaint, then the Facility Commander will check the appropriate box, write a response, and forward it to Level 4. The Facility Commander responsible for the area being grieved has 10 working days to respond to the grievance from the moment it is received by the Facility Commander.

If the Level 2 chain of command has been passed by without seeing or responding to the grievance, then the grievance shall be sent back to Level 2 before advancing back to Level 3.

Level 4: Custody Captain-

The Captain of Custody has 15 working days to write a response and final decision from the moment he receives the grievance. The inmate has the right to appeal the decision by way of a Writ of Habeas Corpus, which is obtained through the law library.

Completed grievance forms shall be distributed to the appropriate Facility Commander for review and signature prior to being filed.

The levels of command are necessary to efficiently maintain facility operations. They allow decisions to be made at the lowest levels of authority. The grievance procedure is necessary for maintaining security, safety and order in the facility. It provides a positive means of communication between inmates, staff, and management.

The grievance procedure must be followed by each officer. The grievance procedure is a part of interpersonal communication. It allows inmates to vent frustrations in a diplomatic manner rather than through some other means, which could jeopardize or threaten the security and safety of the officers, inmates, and the facility.

**Procedures**

Procedures provide specific instructions for handling grievances. Staff will be trained in these procedures, and will read and follow the guidelines provided.

**Refer to: Procedures**

**Inmate Orientation and Rule Book**

**Officers Manual for Inmate Disciplinary Procedure**

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 7.1.0 | SUBJECT: 7.1.1 |
|---|---|
| FOOD SERVICES | **CONTRACT FOOD SERVICES** |



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department that all food service will be contracted out to Aramark. Through contractual agreement, Aramark shall comply with all Title 15 minimum jail standards and all other federal, state, and local requirements for the food service industry.

**References of Authority**

PC. 4015, 6030

Title 15 1083, 1241, 1242, 1243, 1247, 1248

California Retail Food Code (Cal Code)

**Definitions**

## General Information

### Food Service Administration

The administration of food service shall be the responsibility of the Facilities Lieutenant and the Food Service Manager.

The Facilities Lieutenant shall negotiate contract renewals, contract changes, evaluate contract compliance by the food service provider and ensure all applicable laws and regulations are followed.

Aramark shall employ a technically trained Food Service Manager with proven experience and abilities in organizing and managing a complex food service system. The Food Service Manager will have the authority and responsibility to carry out the overall program development and management aspects of food service. The Certified Dietician licensed by the State of California along with the Food Service Manager will plan menus, provide a portion control system, supervise kitchen personnel, train inmate food service staff, prepare a yearly food budget, plan a logistical support system for the food service function and provide a food cost accounting system.

A standardized twenty-eight day menu cycle will be approved and written as a part of the food service contract.

Special diets will be available to provide dietary modifications for medical/therapeutic needs, religious preferences or disciplinary purposes.

The San Joaquin County Sheriff's Office and Aramark shall comply with all provisions and amendments set forth in the food service contract.

### Food Service Management Records

Aramark shall maintain records necessary to document compliance with established daily nutritional requirements, special diet requests and composition, food consumption, daily food production and disposal, as well as monthly, semi-annual, and annual food utilization records.

Aramark shall prepare a quarterly report for the Sheriff's Office. The quarterly report shall be submitted to the Facilities Lieutenant.

**Food Service Staff**

All prospective civilian employees and volunteers shall be subjected to a background investigation and found suitable before being allowed to work in the custodial facilities.

All new food service staff who has daily contact with inmates shall receive department approved Support Staff Orientation and at least 8 hours of training, as soon as operationally practical, and, at a minimum, within the first three months of employment. The department approved Support Staff Orientation and Training will include: formal orientation to facility rules, security and operational procedures appropriate to their assignments and an introduction to direct supervision. Training will also include instruction designed to develop the employee's abilities to effectively manage inmate-related activities. These minimum training areas are:

A. Security for specific departments.
B. Law governing specific employee conduct with inmates, and staff/inmate relations.
C. Department/Custody Rank structure.
D. Inmate rules and the inmate discipline process.
E. Security/Emergency Procedures
F. Hostage Plans
G. PREA

Aramark will provide their employees with training programs such as food safety, employee safety, security, accident prevention, first aid and fire safety.

**Menu Planning**

The nutritive quantity and quality of food served to the inmate population will equal or exceed the average daily nutritional requirements as stated in Title 15 Minimum Standards for local Detention Facilities, the recommended dietary allowances by the National Academy of Sciences and generally upon the California Daily Food Guide. Meals served to inmates assigned to off-site work crews will exceed the recommended dietary allowance by 200 calories.

A standardized twenty-eight day menu cycle will be posted in the office of the Facilities Lieutenant, the office of the Food Service Manager, and the office of the Supervising Cook. Aramark will provide a pork free menu.

Changes in the planned menu will be immediately noted in writing on the meal substitution log. The meal substitution log will be kept on file and submitted as part of the quarterly report. All substituted items in the meals actually served will be of equal nutritional value as the item on the menu. The Registered Dietitian will certify the nutritional value of all substituted items.

**Food Preparation**

Aramark will not use the kitchen facility for cooking or meal assembly. Meals will be prepared at the cook-chill production in Alameda County and delivered to the facility in a refrigerated truck operated by Aramark. Trays will be offloaded and placed into refrigerated storage for dispatch by Aramark to areas agreed upon for reheating at the point of service.

Inmates may be used to perform various cleaning assignments in the kitchen, prepare food products for reheating and place cooked food on meal trays for distribution throughout the facility. Inmates shall not be allowed to mix food ingredients or cook food.

**Food Storage and Inventory Control**

Aramark shall only order food supplies from approved sources. Aramark shall inspect all orders upon receipt and is responsible for following proper storage guidelines.

1. Temperature Control
2. Protected from contamination
3. Stored off of the floor
4. Correctly labeled
5. Date control

**Emergency Feeding Plan**

Emergencies can arise which disrupt the normal operation of meal delivery to the inmate population. Aramark shall have a contingency plans in place that outline procedures for delivering inmate meals during emergency situations. Outlined in this plan is emergency food and water supplies for three days. The food is stored in the warehouse and freezers, dated and clearly marked pallets. The food supplies are rotated on a six-month basis.

1. Aramark shall keep a constant minimum inventory on site of the following supplies:

    A. Bakery……3 days/9 meals
    B. Produce…..3 days/9meals
    C. Milk…..2 days/6meals
    D. Groceries…..5/7 days, 15-21 meals
    E. Frozen Foods & Meats…..7/10 days, 21-30 meals
    F. Paper & Cleaning…..7 days, 21 meals

        1. Facility Lockdowns

            a. On call staff will be utilized to retherm and deliver regular meals.

2. Loss of Utilities and/or facilities due to flooding, earthquakes, fire, explosion, hurricane, etc.

   b. Aramark will utilize an emergency menu using the safe food in stock.

**Nutritional Composition Review**

The nutritional composition of the daily food allowances will be reviewed, certified and signed by a registered dietitian and the Facilities Lieutenant, at the time the twenty eight day menu cycle is developed.

An analysis of the total menu cycle will be performed annually to confirm that the nutrient composition of the daily food allowance has been met. A public health nutritionist or a certified registered dietitian will review the analysis and make appropriate nutrient recommendations as required. An annual report will be submitted to the Facilities Lieutenant certifying compliance with the Recommended Dietary Allowances and Title 15.

Aramark and the registered dietitian will conduct menu evaluations quarterly. The evaluations shall be submitted in writing to the Facilities Lieutenant.

**Therapeutic Diets**

A copy of the special diet manual will be made available in the medical office, the contract food service provider office, and the Facilities Lieutenant's office for reference and information. The special diet manual will be approved and signed for use by the Medical Director of Correctional Health Care Services.

The specific rationale for dietary modifications is delineated in the special diet manual. Special diets will be kept simple and will conform as closely as possible to the food served to other inmates.
Therapeutic diets will be ordered for a specific number of days but shall not exceed thirty days. The physician, dentist or designee will write diet orders, for each thirty-day period. The contract food service provider will be notified by Correctional Health Care Staff on any changes, cancellation and additions to therapeutic diets to ensure that the inmates receive their daily nutritional requirements. The diets utilized will be planned, prepared and served in consultation with the contracted registered dietician.

**Religious Diets**

Regular menu items will be utilized unless the Facilities Lieutenant specifically approves religious diets.

Menu items for religious diets will not exceed the quantity and/or quality provided to the general population.

**Disciplinary Diets**

The disciplinary isolation diet shall only be utilized for major violations. Other forms of discipline shall be attempted before progressing to the disciplinary diet. Prior to being placed on the diet, the inmate shall be given a verbal warning cautioning them that the next major violation could result in the disciplinary diet. The exception would be a major violation where staff or inmates are injured or other major property destruction occurs. In these instances, the disciplinary diet shall be administered with no prior discipline.

The menu for the disciplinary diet is outlined in Title 15 section 1247. Disciplinary diet shall only be used with the approval of the Disciplinary Sergeant, the Captain of Custody or his designee. No inmate receiving a prescribed therapeutic diet is to be placed on a disciplinary isolation diet without review by the responsible physician or pursuant to a written plan approved by the physician. The disciplinary diet shall not be continued for longer than 72 hours without the written approval of the Facility Commander.

**Waste Removal and Vermin Control**

The Central Services Manager shall be responsible for maintaining and enforcing the contract with an outside service provider for garbage removal and pest/vermin control. If the need for pest control services arises, the Central Services Manager shall be notified.

1. Aramark shall utilize the trash compactor located behind the kitchen for food waste disposal.

2. If the need for pest control services arises, the Food Services Manager shall notify the Facilities Lieutenant.

**Maintenance and Repair**

Plant Engineering shall be responsible for maintenance and repairs of food service equipment that is property of San Joaquin County. Aramark shall be responsible for maintenance and repairs of their equipment that is utilized for providing contractual services.

**Procedures**

Procedures provide specific instructions for the inmate work plan. Staff will be trained in these procedures and shall read and follow the guidelines provided.

**Refer to:**

**San Joaquin County Sheriff's Office Custody Division Policies and Procedures**

1.1.5 Civilian Personnel

# San Joaquin County Sheriff's Office
Custody Division`
Policies and Procedures

| SECTION: 7.1.0 | SUBJECT: 7.1.2 |
|---|---|
| FOOD SERVICES | **SAFETY & SANITATION REGULATIONS** |

Date Issued: 09/01/94 Date Revised: 04/20/10 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office that the contracted food service provider shall comply with all applicable federal, state, local health laws and health regulations in order to provide adequate health and safety protection for all inmates, staff, and visitors.

**References of Authority**

PC 6030

Title 15 1230, 1245, 1280

**General Information**

Food service personnel should be in good health and free from communicable disease and open wounds. All persons involved in food preparation, whether civilian or inmates, will receive a pre-assignment medical examination to ensure that they are free from infections and other illnesses transmittable by food or utensils. All food service workers will be monitored daily for health and cleanliness by the director of food services, or their designee.

The contracted food service provider shall supply the Sheriff's Office with written verification that state and local regulations regarding food service are being followed.

All areas and equipment related to food preparation require frequent inspections to ensure they are in a sanitary and operable condition. The Food Service Manager or their designee shall perform inspections of all food service areas at least once a week. Housing Officers will inspect pantry and dining areas each shift. The housing unit pantry shall maintain a high level of cleanliness through daily sanitation utilizing the assigned inmate pantry workers. The contract food service shall de-lime the housing units dishwasher as needed. Refrigerator and water temperatures in the contract food service kitchen shall be checked daily and logged by contract food service personnel.

The food service facilities and equipment shall meet all standards and requirements set by government bodies. The Department of Environmental Health shall conduct an annual inspection to verify that each area of the food service operation complies with all applicable health and safety codes. Any area that is substandard shall be corrected.

Food services supervisors on a continuous basis will conduct standardized training, demonstrations, and observations in proper sanitation, hygienic, and safety techniques. Food services personnel will be trained in accident prevention, first aid, use of safety devices, floor care, knife storage, and use of fire extinguisher. Food services personnel will attend regular training meetings to discuss accident prevention and analyze major accidents to prevent reoccurrence.

# *San Joaquin County Sheriff's Department*
## Custody Division
## Policies and Procedures

| SECTION: 7.1.0 | SUBJECT: 7.1.3 |
|---|---|
| FOOD SERVICE | **FACILITIES AND EQUIPMENT** |

Date Issued: 09/01/94 Date Revised: 05/17/05 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department that all food service equipment, food service keys, kitchen cutlery, yeast, spices, and chemicals, be controlled to maintain accountability, safeguard against loss, and ensure the safety of inmates and staff within the facility.

**References of Authority**

Title 15 1243, 1245

**Definitions**

**Kitchen Cutlery Equipment**
Sharp objects used for food preparation such as knives, meat cleavers, spatulas, and forks.

**Shadow Board**
A locked cabinet, located in the kitchen, used to secure cutlery equipment. Each item is outlined to show its proper place (i.e., knives, meat cleavers, etc.).

**General Information**

The manager of food services will be responsible for monitoring the control process of all kitchen cutlery equipment. Utensils that can cause death or serious injury shall be locked in the shadow board. These culinary tools shall be checked in and out following a rigid system to tracking and control of their use at all times.

To guard against accidental injury and promote safety in the work place, the manager of food service will ensure that all food service workers, whether inmate or civilian, are properly trained in the use of equipment and safety procedures to be followed in the food service department.

**FACILITIES AND EQUIPMENT**

Because the quality of food has a great effect on the manageability of inmates, food storage equipment will be kept in good working order so that shelf goods are maintained at 45 degrees to 80 degrees Fahrenheit, refrigerated foods at 35 degrees to 40 degrees Fahrenheit, and frozen foods at 0 degrees Fahrenheit or below.

All equipment related to food preparation requires frequent inspection to ensure their operable condition. Administrative, dietary personnel, and security staff shall perform inspection of all food service areas at least once a week. The food service contractor shall employ an outside contractor to do a monthly, quarterly, and yearly preventative maintenance on all kitchen equipment. The outside contractor shall provide written documentation of all work preformed at these times. Housing Officers will inspect pantry and dining areas each shift.

[redacted]. Yeast shall be locked in secure storage when not in use. When spices and/or yeast are used, an accounting system for tracking who dispensed the item, who received the item, date, time, and amount issued and amount returned (if any) shall strictly be adhered to.

The manager of food service will be responsible for the control of food service keys. Keys will be issued at the beginning of an employee's shift, and returned at the end of the shift. Under no circumstances will an inmate be permitted to handle any keys. In case an employee inadvertently takes a key home, the manager of food service will notify the employee, and the employee will return the key immediately. Food service personnel will avoid reference to key numbers and other identifying information in the presence of inmates. Keys will never be thrown from one food service employee to another food service employee. Keys shall be passed hand-to-hand. If a key does not operate properly or is damaged, maintenance will be notified, and the key will be repaired/replaced by authorized personnel only.

The manager of food service shall establish and follow procedures that ensure control of storage and safe use of all cleaning agents used in the food service and food preparation areas.

# *San Joaquin County Sheriff's Department*
## Custody Division
## Policies and Procedures

| SECTION: 7.1.0 | SUBJECT: 7.1.4 |
|---|---|
| FOOD SERVICE | **MEAL SERVICE** |

Date Issued: 09/01/94 Date Revised: 09/29/2010 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department that meals will be served under the supervision of staff in a manner that ensures food safety, proper handling, standard portions for inmates, and overall waste reduction.

**References of Authority**

Title 15 1240, 1246, 1247

**General Information**

Inmate meals will be served during designated time periods as defined in the facility schedule.

Inmates will be provided three meals at a minimum, one of which will be hot, served at regular meal times during each twenty-four hour period. There will be no more than fourteen hours between the evening meal and breakfast.

Supplemental food will be provided if the interval between meals exceeds fourteen hours. Disciplinary isolation diets will be provided twice each 24-hour period, no more than 14 hours between meals, and shall not be continued for longer than 72 hours without the written approval of the Facility Lieutenant.

A minimum of fifteen minutes will be allowed for actual consumption of each meal. Inmates on medical diets will be provided with a full diet meal, and when prescribed by a responsible physician, may have additional time to complete their meal.

If an inmate involuntarily misses a regularly scheduled meal, they will be provided with a sack lunch. On/off site work crews and inmates attending court may be provided a sack lunch. A sack lunch will, at a minimum, include a sandwich and a beverage.

All inmates assigned to work in the kitchen/pantry must be medically cleared for kitchen work, maintain good personal hygiene, and wear gloves and hairnets while on duty.

Inmates housed in General Population, Intake, Sheltered and Medical will eat their meals in the common areas. Inmates restricted to their cells in Intake, Sheltered and Medical Housing units will eat meals in their cells. Administrative Segregation housing unit inmates will eat meals in their cells. At the Honor Farm, inmates will be served their meals in the dining hall adjacent to the kitchen except for GH Barracks where the inmates will eat in the G barracks dining room.

Prior to each meal, the contracted food service provider will call each housing unit to determine the number of meals to deliver or prepare. At this time, any supplies provided by the contracted food service provider will be ordered.

The pantry in each housing unit is equipped with a microwave oven that is under the control of the Housing Officer and is to be used at the officer's discretion and under the officer's supervision.

Food trays will be delivered to the pre-trial facility at scheduled times. Should a problem occur with the delivery vehicle, the contracted food service provider shall take appropriate measures to procure a back up delivery vehicle.

Jail Central Control must identify contract food service employees entering the sallyports of the housing units. The employees shall wear their department issued ID card and identifying clothing with the contract food service company logo. Contract food service employees will not wear clothing that resembles inmate attire.

Housing Officers are required to heat the breakfast and dinner meals utilizing the re-therm units in the pantry area of their housing unit.

Officers are required to take and record the temperatures for all meals re-thermed in the housing units. This is a required step to maintain proper HAACP procedures, in accordance with health department regulations.

At the South Jail it will be the responsibility of a Security Officer to go to each housing unit to take and record the temperature of one of the meal trays. In the Jail Core the responsibility falls upon the Rover. The thermometer is to be kept under the control of each facility sergeant when not in use.

Thermometers shall be calibrated at least weekly, with a notation made on the Meal Temperature Log. Instructions on how to properly calibrate the thermometer is located in the Sergeant's office.

Sergeants are to ensure that each housing unit has a log to record the temperature of the meal at the beginning of each month. [redacted] This form should be printed, filled out completely, and used for the entire month. A temperature and signature are required at each meal. The Food Service Director will be responsible to collect the forms at the end of the month.

**Procedures**

Procedures provide specific instructions for safety and sanitation regulations. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer To:**

**Food Services Policy and Procedure Manual**

**San Joaquin County Sheriff's Department Custody Policies and Procedures**
7.1.1 Contract Services
7.1.2 Safety and Sanitation Regulations
7.1.3 Facilities and Equipment

## FOOD HANDLING PROCEDURE

On a daily basis, ensure that all food all pantry workers / food handlers are cleared by Correctional Health care for kitchen work, are in good health and meet personal hygiene standards.

To prevent food contamination, ensure that all pantry workers / food handlers have been properly orientated to the following safe food handling techniques.

1. Tray's that are not properly sealed should not be served.
2. Proper hand washing techniques
    - A. Utilizing the sink and hand soap located in the pantry area.
    - B. Lather then scrub for 10 to 15 seconds.
    - C. Thoroughly rinse under clean warm water.
    - D. Dry with individual disposable towels.
3. Gloves and hair nets must be worn during food preparation and service.
    - A. Do not reuse gloves.
    - B. Use only single-use gloves.
    - C. Gloves must be changed whenever an activity or work station is changed.
    - D. Replace gloves after touching hair or face and after sneezing or coughing.

## RE-THERM PROCEDURE

1. Heating of the breakfast and dinner meals will be accomplished by placing the trays to be heated into the tray holder then into the re-therm unit. Meals will be heated for a length of time designated daily by the Contract Food Service Manager.

2. Prior to checking the temperature of the food, the thermometer shall be cleaned with a disposable alcohol wipe.

3. Once the re-therm process is complete, the temperature of the food on one of the trays shall be checked. Temperature should be taken in the most dense portion of the food (potatoes, cereal, pasta, etc.), taking care to ensure that the tip of the thermometer does not touch the plastic tray. The food must reach 165 degrees in order to be edible and recordable on the Meal Temperature Log.

4. If the temperature of the food does not reach 165 degrees, the tray shall be returned to the re-therm for additional heating. The final temperature shall be the recorded temperature on the Meal Temperature log. The food tray used to determine the temperature is still edible.

## ADMINISTRATIVE SEGREGATION
## MEALS

1. The inmate pantry worker will do the following:

   A. Organize needed supplies for tray delivery.

   B. Deliver trays to the cells under the supervision of the Housing Officer.

      1) The food pass slot will be closed after the tray has been taken or refused by the inmate.

   C. Pick up trays at end of meal.

      1) Leftover food and garbage will be removed from the trays and dumped in the garbage prior to stacking the outgoing food trays.

   D. Stack outgoing trays and use provided strap to secure trays on delivery cart.

   E. Clean up in pantry

      1) General clean up of pantry area including sweeping, mopping and cleaning counters, sinks, and appliances.

      2) Clean and organize pantry supply area.

## GENERAL POPULATION AND INTAKE HOUSING
## MEALS

1. Prior to meal service, the inmate pantry workers will bring the trays in from the sallyport.

MEAL SERVICE FOR LOCKED DOWN INMATES

1. Pantry workers will place the correct number of trays on the serving cart for the locked down inmates.

2. One of the Housing Officers will escort the inmate pantry workers to each locked down cell to deliver the meal.

3. The Housing Officer will open the cell door or food pass slot and the locked down inmate will take their tray and beverages from the inmate worker.

4. The door or food pass slot will be secured.

MEAL SERVICE FOR GENERAL POPULATION INMATES

1. The serving line will be set up and made ready with the trays handed out by the pantry workers.

2. The Housing Officer will call a group of 16 inmates at a time from their cells to go through the food line The food line should be kept to a minimum, as the food line shortens to 4-5 inmates, the Housing Officer will call another 16 inmates until all inmates have gone through the food line.

3. The pantry workers will place the trays on the counter in the food line.

4. Each inmate will move through the food line. The inmates will take their food tray from the counter then sit in the designated dining area.

5. Inmates requiring special diets are to be served the appropriate special diet tray.

6. Inmate workers will eat last and separate from the general population.

7. At the completion of the meal, the pantry workers will clean as follows:

    A. After the inmate pantry workers have completed their meal they will clean all kitchen surfaces, all equipment, and the kitchen floor.

    B. All utensils and condiments will be secured in the dry storage closet.

8. Under the supervision of the Housing Officer, the pantry workers will transfer the trays from the housing unit to the sallyport along with the garbage from the meal.

## HONOR FARM
## MEALS

1. All male inmate meals will be served in the dining hall. All female inmate meals will be served in G Barracks and will follow the procedures as described for general population meals. G and H barracks will eat one housing unit at a time. They are not to be mixed.

2. Inmate meals will be served at approximately 0600, 1130, and 1630 hours.

3. All inmate meals will be supervised [redacted]

4. Officers will supervise inmate meals within the dining hall and coordinate the movement of inmate housing units to the dining hall.

5. Five minutes before the scheduled meal serving time, the Compound Security Officer will check with the kitchen staff to ensure that the meal and dining hall are ready for service.

6. The officers assigned to the dining hall will contact the housing units via radio, informing them that the meal is ready and to lock down their housing units.

7. The inmates will enter the dining hall through the southwest door.

8. After the inmates obtain a tray and beverage, the officer supervising the meal will direct them to the next open seat and table.

9. At the conclusion of the meal, the inmates will dispose of their trash, return their tray to the tray room, and return to their assigned housing unit via the southeast door of the dining hall.

10. When all inmates have exited the dining hall, the officers will secure the doors of the dining hall and return to their assigned posts.

## MEDICAL HOUSING
## MEALS

MEAL SERVICE

1. Approximately one half hour prior to the scheduled meal service, the inmate pantry worker will be sent to Medical Housing from Sheltered Housing in order to prepare for the meal service.

2. The actual meal service will be under the direct control of the Correctional Health Care and Housing Officer.

3. Correctional Health Care will verify that the proper special diets are ordered and accurately reflected on the CJIS in-custody inmate list.

4. Correctional Health Care will have the responsibility of delivering all meals to those inmates who are in isolation or otherwise receiving special diets. Special isolation trays will be delivered and issued to inmates that are not eligible to come out of their cells to eat.

    A. The Housing Officer will be required to open the cell doors of lockdown inmates, so Correctional Health Care can deliver the food tray to that inmate.

    B. High risk inmates will require two officers present when the door is opened.

    C. Correctional Health Care will retrieve trays from isolation cells after each meal.

5. The inmate pantry worker will set trays and drinks on the dining area tables for each general population inmate that is eligible to come out of their cell to eat.

6. At the end of the meal the Housing Officer and inmate worker will pick up all trays and place them back on the housing cart. Correctional Health Care will monitor food intake based on inmate's medical orders and needs.

7. Inmate workers will eat last and separate from the general population.

PANTRY CLEANUP

1. The inmate pantry workers assigned to the Medical Housing Unit will be responsible for cleaning the pantry area.

    A. Scrape food trays into a garbage can lined with garbage bags.

    B. Pantry and floor will be cleaned and made ready for the next meal.

C. Under the supervision of the Housing Officer, the inmate pantry worker will place the dirty trays onto the housing cart. The food service worker will deliver the trays back to the sallyport for pick-up.

D. After all work is complete, the inmate pantry worker will be returned to Sheltered Housing.

## SHELTERED HOUSING
## MEALS

MEAL PREPARATION

1. Under the supervision of the Housing Officer, the inmate pantry workers will transfer the trays from the tray holder to the serving racks.

2. The inmate pantry workers will separate the special diet trays to be distributed to those inmates requiring special diets.

3. Correctional Health Care will verify that the proper special diets were sent.

MEAL SERVICE FOR LOCKED DOWN INMATES

1. Pantry workers will place the correct number of trays on the serving cart for the locked down inmates.

2. The Housing Officer will direct the pantry workers to which cell will receive which special diet.

3. One of the Housing Officers will escort the inmate pantry workers to each locked down cell to deliver the meal.

4. The Housing Officer will open the cell door or food pass slot and the locked down inmate will take their tray and beverages from the inmate worker.

5. The door or food pass slot will be secured.

MEAL SERVICE FOR GENERAL POPULATION

1. Inmates eating special diets will be called first to the food line in order to properly distribute the correct special diet tray.

2. The Housing Officer will call a group of 16 inmates at a time from their cells to go through the food line. The food line should be kept to a minimum. As the food line shortens to 4-5 inmates, the Housing Officer will call another 16 inmates, until all inmates have gone through the food line.
3. Each inmate will move through the food line and take their food tray from the tray rack.

4. The inmates will sit and eat in the designated dining area.

5. The pantry workers will eat separately from the rest of the inmates after the meal service is complete.

PANTRY CLEANUP

1. Inmates returning their trays will dump and or scrape the leftover contents of their trays into a garbage can. Trays will be stacked on a cart and secured for removal from the unit.

2. Once all trays have been returned from the non-locked down inmates, the inmate pantry workers will collect the trays from the locked down inmates.

   A. The Housing Officer will open the cell door or food pass slot and the locked down inmates will set their trays outside the door.

   B The pantry workers will pick up the trays and dump the excess food or garbage into the garbage can.

3. The pantry will be cleaned and made ready for the next meal by cleaning all counters, pantry floors or other pantry items requiring cleaning.

4. Under the supervision of the Housing Officer, the pantry workers will securely strap the trays to the food cart and take the food carts containing the dirty trays and garbage to the service sallyport to be sent back to the kitchen.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department that personal hygiene articles, showers, and hair care equipment will be provided for inmates to maintain an acceptable level of personal cleanliness while confined in the custody facility.

**References of Authority**

PC 6030

H&S 459

B&P 7404

Title 15 1265, 1266, 1267

Title 16, Division 9, Article 12
- 979 Disinfecting Non-Electrical Instruments and Equipment
- 980 Disinfecting Electrical Instruments

**Definitions**

**Commissary**
A system where approved items are available for purchase by inmates.

**Hair Care Equipment**
Consist of electrical clippers, electrical trimmer, and assorted clipper heads.

**Indigent Bag**
A bag containing toiletry items, paper, pencil, and envelopes. The indigent bag can be ordered through the commissary system by inmates with less than two dollars in their account.

**Indigent Inmate**
An inmate with less than two dollars in their account.

**General Information**

When inmates are moved from booking to their initial housing unit, they will receive an indigent bag.

Additional hygiene articles can be purchased through the commissary system. An inmate with less than two dollars in his account is eligible to receive an indigent bag containing additional hygiene articles at no charge to the inmate. Indigent bags are ordered through the commissary system and contain a comb, toothbrush, toothpaste, soap, pencil, paper, and 2 envelopes.

Hair care equipment will be available to inmates upon request. Inmates may request the use of hair care equipment as long as their assigned job has been completed and it does not interfere with the daily operations of the housing unit. Hair care equipment shall be disinfected after use by the method approved by the State Board of Barbering and Cosmetology and secured by the Housing Officer when not in use. The blades should be oiled before, during and after each use. If the blades leave streaks or slow down, it is a sign that the blades need oil. A few drops should be placed on the front and side of the blades. Excess oil should be wiped from the blades with a soft, dry cloth. Excess hair can be cleaned from the blades with a small brush or toothbrush. Water should never be ran over the blades or soaked in water. Each day before "lights out" the blades should be placed in a container of Metricide solution, covering all the blades. The blades should be soaked in the solution overnight, for at least 8 hours. The blades should then be completely rinsed with water and dried with a clean, soft cloth. Damaged hair care equipment will be forwarded to the Executive Housekeeper in the distribution center for repair or replacement along with a CJIS incident stating the nature of the problem. Any officer discovering an infestation will separate the inmate, disinfect the equipment, and advise Correctional Health Care.

Shaving implements consisting of single blade disposable razors will be available daily through the Housing Officer. With the exception of the Honor Farm, no inmate is allowed to maintain possession of a disposable razor. All razors will be collected by the Housing Officer and disposed of in the unit's sharps container.

Nail clippers will be made available in each housing unit for check out and will be disinfected by the inmate after each use.

Special hygiene articles, such as special soaps or dentifrice, shall be allowed when the special articles have been provided by Correctional Health Care as part of the inmate's treatment or if the special articles have been approved for use by a Custody Lieutenant or the Captain of Custody. Sanitary napkins shall be available for female inmate use upon request.

All inmates are required to keep themselves clean. Once housed, showers are available on a daily basis for inmate use. Showers will be available for use anytime the inmates are out for recreation. Inmates

assigned to locked down housing, special medical/mental health inmates and pre-classified inmates shall have access to shower facilities on a scheduled basis. Water temperature for showers will be thermostatically controlled and set at approximate 105 degrees Fahrenheit to ensure the safety of inmates. Inmates shall have access to toilets and sinks at all times.

**Procedures**

Procedures provide specific instructions for inmate hygiene. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

## ADMINISTRATIVE SEGREGATION
## INMATE HYGIENE

1. Inmate showers

   A. The showers in Administrative Segregation are equipped with locking doors that are opened by the Administrative Segregation Tower Officer.

   B. Inmates are escorted to the showers by the Housing Officers using restraints according to security level

   C. Once the inmate is in the shower, the door is shut behind them.

      1) The door will not be opened until the Housing Officer is present and requests that the door be opened.

   D. Intercoms located inside each shower room allow the inmate to communicate with the Tower Officer to let him know if he needs assistance.

   E. Schedule:

      1) Shower time is scheduled between the hours of 0600 to 2300 hours daily.

      2) Shower days will alternate between male and female inmates except on Sundays.

      3) Showers are scheduled for the following days unless an emergency dictates differently:

         a. Males shower on Tuesday, Thursday, and Saturday.
         b. Females shower on Monday, Wednesday, and Friday.
         c. Both Males and Females on Sunday.

2. Inmate hair and nail care

   A. Each housing unit will have one pair of hair and nail clippers, and disinfectant.

   B. The process for checking out hair cutting clippers and nail clippers will be as follows:

      1) The inmate fills out an inmate request form.

2) The officer will notify the inmate of the approximate time they will be able to deliver the equipment based on the day's events.

3) The items are taken to the inmate's cell.

4) When the inmate is finished with these items:

a. The officer will collect the items at the cell.

b. The clippers shall be put into the disinfectant container by the inmate for disinfecting. The officer will then take the clippers back to the storage area.

3. Shaving Implements

A. Approved disposable razors will be issued by the Housing Officer

B. Disposable razors will be issued between 0700 and 0845 hours. Inmates requesting to shave prior to their morning court appointment will be issued a disposable razor.

C. The Housing Officer will account for all disposable razors in his housing unit. Any razor issued will be documented on the Inmate Razor Issuance sheet.

D. All issued razors must be returned to the Housing Officer by 0900 hours.

E. The Housing Officer will inspect each razor that is returned to ensure that it is intact. The Housing Officer will dispose of the returned razor in the housing unit's sharps container, once the razor has been inspected.

F. The Housing Officer will document the return of each intact razor on the Inmate Razor Issuance sheet.

G. The Housing Officer will account for the number of disposable razors in his housing unit at the beginning of each shift, and after razor issuance is completed for the day. The number of disposable razors in the unit at the beginning of the shift, and the number of razors left after shaving, will be documented on the Department Building and Security Inspection form. The Inmate Razor Issuance sheet will be turned in with the daily housing unit paperwork.

3. Hygiene equipment

A. The inmate is responsible for cutting his own hair and nails.

B. Use of hygiene equipment will take place in the inmate's cell.

C. Clippers will be disinfected and returned to the Housing Officer by the end of each shift.

D. The inmate cutting his hair will be responsible for cleaning his cell after the completion of his haircut.

## HONOR FARM
## INMATE HYGIENE

1. Personal hygiene articles

   A. All inmates booked on commitments and assigned directly to the Honor Farm will be provided with an indigent bag containing hygiene items.

   B. All inmates who are transferred from other housing units will already have been issued these items.

2. Hair care services

   A. When an inmate is willing to volunteer to give haircuts to other inmates in the housing unit and it does not interfere with other activities or responsibilities, they will check out the hair equipment through the Housing Officer.

   B. Haircutting will take place in the bathroom or outside patios of the housing unit.

   C. The inmates will be given the supplies to disinfect the equipment with each use.

   D. The inmate checking out the hair equipment will be responsible for cleaning up any mess created by using the hair cutting equipment.

   E. Officers are to ensure the equipment is appropriately cleaned and disinfected

3. Inmate showers

   A. Inmates in specials jobs, especially those involving food services, CCP, or grounds crew will be required to shower daily.

   B. All inmates will be permitted to shower as frequently as they wish, providing it does not interfere with other activities or responsibilities, such as feeding, count, cleaning, or lights out.

## GENERAL POPULATION
## INMATE HYGIENE

1. Inmate hair and nail care

   A. Each housing unit will have one pair of hair and nail cutting clippers, and disinfectant to cleanse the clippers. Hygiene equipment will be stored in a locked cabinet.

   B. The process for checking out hair cutting clippers and nail clippers will be as follows:

      1) The inmate will request use of the equipment at a time that does not interfere with any other of the day's activities.

      2) The inmate will leave their inmate ID card to identify who has the equipment.

      3) The clippers will be used in the sink areas of the unit and the area will be cleaned after each use.

      4) When the inmate is finished with these items:

         a. The officer will collect the items and check that the inmate has cleaned the clippers.

         b. The clippers will be put into the disinfectant. The officer will place the clippers back in the locked area of the officer's station.

2. Shaving Implements

   A. Approved disposable razors will be issued by the Housing Officer on a basis daily in General Population. Disposable razors will be issued to inmates requesting to shave before morning court.
   B. Disposable razors will be issued between 0700 and 0845 hours.
   C. The Housing Officer will account for all disposable razors in his housing unit. Any razor issued will be documented on the Inmate Razor Issuance sheet.
   D. All issued razors will be returned to the Housing Officer by 0900 hours.
   E. The Housing Officer will inspect each razor that is returned to ensure that it is intact. The Housing Officer will dispose of the returned razor in the housing unit's sharp container, once the razor has been inspected.
   F. The Housing Officer will document the return of each intact razor on the Inmate Razor Issuance sheet.
   G. The Housing Officer will account for the number of disposable razors in his housing unit at the beginning of each shift, and after razor issuance is completed for the day.

The number of disposable razors in the unit at the beginning of the shift, and the number of razors left after shaving, will be documented on the Department Building and Security Inspection form. The razor issuance sheet will be turned in with the daily housing unit paperwork.

## INTAKE, MEDICAL AND SHELTERED HOUSING
## INMATE HYGIENE

1. Showers

   A. General Population inmates will be allowed to shower daily anytime they are out for recreation.

   B. High risk/special security handling inmates and inmates with severe mental illness will be given the opportunity to shower every other day. The schedule remains constant depending on the security level of the inmate.

      1) Should the Medical Housing Officer need help to move an inmate, they will contact the Sheltered Housing unit and ask for officer assistance.

      2) All inmates will be moved to and from the showers in accordance with procedure, for their respective classification.

      3) All high-risk inmates will be secured in a locking security shower.

   C. Inmates who have medical restriction or who are non-ambulatory, will shower at the discretion of medical/mental staff. Correctional Health Care will be responsible for administering any medical bath.

   D. Male and female inmates will only be allowed access to shower stalls located in their housing wing.

   E. All inmates will be required to wear jail issued clothing or an approved medical type garment, whenever they are moving to or from the showers.

2. Inmate hair and nail care

   A. Each housing unit will have one pair of hair and nail cutting clippers, and disinfectant to cleanse the clippers. Hygiene equipment will be stored in a locked cabinet.

   B. The process for checking out hair cutting clippers and nail clippers will be as follows:

      1) The inmate will request use of the equipment at a time that does not interfere with any other of the day's activities.

      2) The inmate will leave their inmate ID card to identify who has the equipment.

3) The clippers will be used in the sink areas of the unit and the area will be cleaned after each use.

4) When the inmate is finished with these items:

a. The officer will collect the items and check that the inmate has cleaned the clippers.

b. The clippers will be put into the disinfectant. The officer will place the clippers back in the locked area of the officer's station.

C. Locked down inmates will use the same procedure as Administrative Segregation to check out the nail or hair clippers.

3. Shaving Implements

A. Approved disposable razors will be issued by the Housing Officer on a daily basis in general population, intake, medical, and sheltered housing units. Disposable razors will be issued to inmates requesting to shave before morning court.

B. Disposable razors will be issued during the first recreation time frame for each group of inmate daily.

C. The housing officer will account for all disposable razors in his housing unit. Any razor issued will be documented on the Inmate Razor Issuance sheet.

D. All issued razors must be returned to the housing officer by the completion of the inmate's recreation.

E. The housing officer will inspect each razor that is returned to ensure that it is intact. The housing officer will dispose of the returned razor in the housing unit's sharps container, once the razor has been inspected.

F. The housing officer will document the return of each intact razor on the Inmate Razor Issuance sheet.

G. The housing officer will account for the number of disposable razors in the housing unit at the beginning of each shift and after the completion of issuance, on the building safety/ security inspection and inventory form. The razor issuance sheet will be turned in with the daily housing unit paperwork.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Department*
## Custody Division
## Policies and Procedures

| SECTION: 7.2.0<br>SANITATION, HOUSEKEEPING, AND LAUNDRY | SUBJECT: 7.2.2<br><br>**SANITATION** |
|---|---|



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department to ensure that the Custody Division provides staff and inmates with a clean, sanitary working and living environment consistent with all applicable Federal, State and Local regulations.

**References of Authority**

PC. 6030

Title 15 1280

Title 22 64422

**General Information**

All inmates will be assigned a job within their housing unit under the direct supervision of the Housing Officer. Inmate jobs will include cleaning: common areas, the multipurpose room, showers, staff restroom, courtyard, pantry and any other areas when directed by the Housing Officer.

All inmates will be responsible for the cleanliness of their respective rooms.

Security staff will have the responsibility of supervising inmate workers to ensure that the assigned job is completed and meets the standard level of cleanliness while maintaining a high level of security.

Security staff will perform a daily housekeeping inspection to monitor the effectiveness of inmate worker performance.

The Central Services Manager will be responsible to have written procedures outlining weekly, monthly and annual cleaning, maintenance and sanitation inspections.

The Central Services Manager will be responsible for maintaining the contract and setting the standard of cleanliness with the contract janitor service in the non-secure areas of the Sheriff's Operations Center.

The Central Services Manager shall maintain housekeeping procedure manuals for the sanitation of: food service areas, medical areas, public access and restricted areas, and sallyports. The Central Services Manager will define the standard level of cleanliness for the housing units. These levels of cleanliness will be posted on the inmate bulletin boards in the housing units.

At no time will an inmate be directed to clean up bodily fluid. At any time bodily fluid needs to be cleaned, correctional housekeeping is to be called.

The facilities potable water is supplied and regularly tested by the City of Stockton and certified to be in compliance with Federal, State, and Local regulations.

**Procedures**

Procedures provide specific instructions for sanitation. Staff will be trained in these procedures, and shall read and follow these guidelines provided.

## INMATE JOB ASSIGNMENTS

1. Job assignments

   A. Every inmate in Intakes 1, 2, 3 and 4 the South Jail General Population Housing, 124 Housing Unit and GH barracks will receive a job assignment in order to maintain a complete level of cleanliness throughout the unit.

   B. Inmate workers for Sheltered, Booking, Transportation, Program Core, DEF barracks, JKL barracks, South Jail Administration, and Administrative Segregation will be assigned to maintain a high level of cleanliness for the unit.

      1) Transportation, Booking, South Jail Administration, and the Program Core will be cleaned by Honor Farm workers assigned to clean each area.

   C. When inmate workers have completed their assigned jobs, they will return to their cells if all inmates in the housing unit are locked down. There should be no jobs assigned to inmates which are more privileged than others. To do so would be to create a hierarchy within the inmate population. All inmates with job assignments are considered inmate workers. Inmate job assignments should not include tasks which are to be conducted by staff.

   D. Job assignments are made by room number in all housing units with the exception of the 124. An inmate receiving a new job assignment will receive a new room assignment. A new room assignment will also require a job change.

   E. Job assignments in the 124 will be made separately from room assignments. Due to the fact that the vast majority of the inmates assigned to the 124 have jobs that require them to be gone from the housing unit for many hours at a time (Work Furlough, CCP, kitchen, etc), the Housing Officer will need the flexibility that a separate job list will provide. During the orientation process, the Housing Officer will need to determine what hours the inmate works in order to assign him to the most appropriate job. The nightshift officer will maintain the job assignment list in order to ensure all inmates have an in-house job.

   F. Inmates will refer to the job description sheet located in the housing unit for their job description. The Housing Officer will also give inmates a description of their job duties during the orientation or after any room change.

   G. The Housing Officer will update the inmate job list on a daily basis to maintain accuracy and to reflect the need for replacement of the vacant job assignments.

G. The Housing Officer will conduct daily housekeeping inspections to ensure that an acceptable level of cleanliness is being maintained. Any areas that are found to be below the standard level of cleanliness will be immediately corrected by the inmate responsible for that area.

H. Cleaning supplies will remain in a locked janitor's closet and will be available for inmates to clean their cells anytime they are out for recreation.

2. Job descriptions

A. Descriptions of the individual job assignments will be given to the inmate by the Housing Officer during the unit orientation. Job descriptions will also be posted in every unit. Additional job assignments may be made by the Housing Officer in order to maintain a high level of cleanliness.

3. Administrative Segregation cleaning

A. Common areas

1) The showers, yards, pantry, floor, walls, stairs, staff restroom, interview rooms, and supply closets will all be kept clean by the inmate workers assigned by the Housing Officers (and cleared by Classification).

a. Inmate workers will clean the unit daily and the cleanliness will be inspected daily by the Housing Officer.

2) Both male and female inmates will be equally eligible to be inmate workers but they will not be assigned to work at the same time.

3) Inmate workers must be supervised continuously and constantly by the housing unit officers while conducting their job assignments. Inmates that have job assignments will be out of their cells only when conducting their daily work assignments, otherwise they will remain locked in their cells except for other normal out of cell activities.

B. Inmate cell cleaning

1) Every Sunday night the inmates will be given the opportunity to clean their cells. An inmate's refusal to keep their cell clean will result in disciplinary action.

2) Under the direct supervision of the Housing Officer, inmates will be given supplies to clean their cells by the inmate worker through the food pass slot.

3) Any supplies passed to an inmate will be returned immediately upon completion.

C. Cleaning supplies

1) Cleaning supplies will be kept in the janitorial closets.

2) All supplies will be issued by the Housing Officer to the inmate worker.

3) These supplies will be returned by the inmate worker at the completion of the assigned task.

4) Inmate's failure to return supplies or misuse of equipment will be subject to disciplinary action.

5) Additional cleaning supplies are supplied through the Central Services Manager.

## CONTRACTED HOUSEKEEPING SERVICE

1. The Medical Housing Unit and any bodily fluids contaminated with blood or blood products spill in the jail will be cleaned by a contracted medical housekeeper.

2. Cells and/or vestibules of bedridden inmates, contagious inmates, and inmates with severe mental illnesses, will be cleaned by the contracted housekeeper.

3. The contracted housekeeper will also be responsible for the cleaning of examination and treatment rooms, showers, tub room, soiled and clean utility rooms, storage room, safety cell, and suicide observation cells. This includes the cleaning of all windows in the housing unit.

4. Inmates that are excused from any work activity by Correctional Health Care staff will have their cells cleaned by the contracted housekeeper.

    A. When a bedridden, high risk/special security-handling inmate's cell is being cleaned by the contracted housekeeper, the Housing Officer will do the following:

        1) Announce to all inmates out of their cells to return to their cells for lock down.

        2) Contact Sheltered Housing and request officer assistance.

        3) Medical and Sheltered Housing Officers will provide security while the contracted housekeeper cleans the inmate's cell. When the housekeeper exits the cell, the officers will make sure the door is secured.

5. Request for clean up

    A. When an officer observes a spill of bodily fluids contaminated with blood or blood products, the officer will consider the spill to be contaminated. The officer will isolate the area of the spill and warn staff and inmates of the spill area.

    B. The officer will contact the contracted medical housekeeping service to clean the spill or contaminated area.

The housekeeping service can be contacted at the following numbers:

1) [redacted] Supervisor's office
2) Supervisor's office
3) Assistant Housekeeping Director
4) Housekeeping Director
5) [redacted]

C. The officer or Duty Sergeant will provide the housekeeper with the location and description of the contaminated site.

D. The housekeeper will report to the 24-Hour Lobby for the Main Jail or the Honor Farm office for the Honor Farm.

E. Security staff /transportation will escort the housekeeper to the contaminated site and provide security for the housekeeper.

F. During the hours of 4:00 PM and 12:30 PM, the housekeeping department will not have transportation available. The Duty Sergeant will have the Transportation Unit transport the housekeeper to the contaminated site.

G. The housekeeping unit will provide all cleaning supplies and respond to cleaning requests within 30 minutes of receiving the request for service.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use good judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Department*
Custody Division
Policies and Procedures

| SECTION: 7.2.0<br>SANITATION, HOUSEKEEPING & LAUNDRY | SUBJECT: 7.2.3<br>**WASTE DISPOSAL & PEST CONTROL** |
|---|---|

Date Issued: 09/01/94 Date Revised: 05/17/05 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department that the disposal of all hazardous/biohazardous liquid and solid waste shall conform to the appropriate Federal, State and Local ordinances. Flammable, toxic or caustic materials will be stored in a safe area, inaccessible to unsupervised inmates to ensure the safety of staff, inmates and the custody facility.

**References of Authority**

H&S 25115, 25117, 25020.5, 25026.5

CCR Cal OSHA, Title 8
Title 22, EPA Resource, 2520, 2540

Conservation Recovery Act, November 1984

**Definitions**

**Bio-hazardous waste**
Waste containing microbiologic specimens or cultures. Human surgery specimens or tissues removed at surgery or autopsy. Animal parts, tissues, fluids, or carcasses suspected by attending veterinarian of being contaminated with infectious agents know to be contagious to humans. Waste which contains recognizable fluid blood, fluid blood containers or equipment containing fluid blood from animals known to be infected by diseases which are highly communicable to humans. Waste containing discarded materials contaminated with excretion, exudate, or secretions from humans who are required to be isolated by the infection control staff, the attending physician and surgeon, the attending veterinarian, or the local health officer.

**Caustic Materials**
A material able to burn or corrode persons or objects by chemical action.

**Classified Trash**
Any paper waste containing confidential information. Designated classified trash receptacles will be in each housing unit and booking in order to properly dispose of confidential paperwork.

**Flammable Materials**
Any product which will ignite when contacted with flame, spark, or at below 100 degrees Fahrenheit.

**Hazardous Waste**
A waste or combination of wastes, which because of its quantity, concentration, physical, chemical, or infectious characteristics may: cause, or significantly contribute to, an increase in serious irreversible or incapacitating reversible illness; pose a substantial present or potential hazard to human health or environment when improperly treated, stored, transported, or disposed of, or otherwise managed.

**Sharps Waste**
Any device having acute rigid corners, edges or protuberances capable of cutting or piercing, including: hypodermic needles, syringes, blades, and needles with attached tubing, broken glass items, such as Pasteur pipettes and blood vial which are contaminated with other medical waste.

**Toxic Materials**
A poisonous material that can destroy the life or health of a living animal or plant.

**General Information**

The Central Services Manager will maintain a written procedures manual that defines proper procedures for the disposal of garbage, regular trash, and classified trash.

The Central Services Manager shall be responsible for maintaining and enforcing the contract with an outside service provider for garbage removal and pest/vermin control. Any officer finding the need for pest control services will contact the Central Services Manager and notify him of the type of pest control needed and the location.

Plant Engineering will maintain a written procedure manual that includes the safekeeping, storage and disposal of flammable, toxic and caustic material as required by local, state and federal agencies.

Correctional Health Care will maintain a written procedure manual that includes the safekeeping, storage and disposal of medical waste as required by local, state and federal agencies. See CHC Policy 3.1.5 Storage and Control of Hazardous Material. All sharps waste shall be place in marked BIOHAZARD or SHARPS WASTE containers located in all clinics, medical housing and pre-book. When handling medical waste always use universal blood and body fluid precautions such as use of gloves, mask, eye wear, and gowns or aprons. All waste containing hazardous or infested contents shall be secured and sealed in a biohazard infectious waste bag and placed in the medical waste can in the medical clinics. Infested clothing will be placed in an infectious linen bag and placed in the sallyport for pick-up by the Central Services Manager or his designee.

The Facilities Lieutenant is responsible for maintaining the hazardous materials management plan, which outlines a plan for action for possible spill or release of a hazardous material. This plan has emergency notification phone numbers, evacuation procedures, leak, and spill control procedures, employee hazardous material safety and training program, chemical inventory and location. This hazardous material management plan shall be located at each Duty Sergeant's office, Plant Engineering, and Distribution Warehouse Office.

At night and on weekends, the South Jail escort officers will supervise the inmate workers in collecting the garbage from the South Jail and Jail Core housing units. Food carts, garbage, and any miscellaneous debris shall not be stored in the sallyports of the housing units. Whenever possible, these items shall be placed outside the sallyports for pickup. All garbage will be disposed of in the South Jail trash compactor. During the weekdays, Central Services will collect all garbage.

All security staff as required by CAL OSHA will be trained as a first responder to hazardous material incidents.

**Procedures**

Procedures provide specific instructions for waste disposal and pest control. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer to:**

**Correctional Health Care Policy and Procedure Manual**
3.1.5 Storage and Control of Hazardous Material

**Hazardous Material Management Plan**

**Plant Engineering Policy and Procedure Manual**

PRO-27 Procedure for the Storage of Combustibles
PRO-28 Procedure for Toxic Waste Storage and Removal
PRO-29 Procedure for the Disposal for Hazardous Waste
PRO-30 Procedure for Storage of Flammable and Disposal
PRO-31 Procedure for the Storage and Disposal of Caustic Materials.

**San Joaquin County Sheriff's Department General Order Manual**

E-8 Hazardous Material Incident

**Sheriff's Central Services Procedure Manual**

Garbage Removal Contract
Pest/Vermin Control Contract

**San Joaquin County Sheriff's Department Custody Division Policies and Procedures**

3.4.1 Safety; Fire and Hazardous Waste
7.2.4 Inmate Clothing Bedding & Linen
7.3.6 Safety and Sanitation

## CLASSIFIED TRASH

1. Classified documents regarding inmates are non-public records which consist of, but are not limited to, the following:

   A. Criminal offender records and other official reports prepared by department personnel relating to offenses, arrests or warrants.

   B. Classification, disciplinary or health records.

   C. Computer print outs of facility activities and schedules.

   D. Photostatic copies of any of the above.

2. Classified documents involving the facility or department personnel are non-public records which consist of, but are not limited to, the following:

   A. Personal information or personnel records.

   B. Computer print outs, departmental correspondence, or facility procedures and schedules.

   C. Photostatic copies of any of the above.

3. Regular facility trash and non-classified documents shall not be disposed of in the classified waste receptacles.

HANDLING AND TEMPORARY STORAGE OF CLASSIFIED TRASH

General Population

1. During any given shift, the Housing Officer will store classified trash [redacted].

2. All classified trash generated by the Housing Officer [redacted].

Administrative Segregation

1. [redacted]
2. [redacted]
3. [redacted]

Intakes 1, 2, 3, 4, Clinic, Sheltered, and Medical

1. [redacted]
2. [redacted]
3. [redacted]

Honor Farm

1. [redacted]
2. [redacted]
3. [redacted]

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Policy Statement**

In order to maintain the health and general welfare of the inmate population, it shall be the policy of the San Joaquin County Sheriff's Department to provide inmates with an adequate supply of clean clothing, bedding and linen on a regularly scheduled basis, and whenever individual circumstances require. Inmate personal clothing shall be taken during the dress out process, and stored in a hygienically acceptable manner.

References of Authority

PC 4015

Title 15 1260, 1261, 1262, 1263, 1264, 1270, 1271, 1272

**Definitions**

**Bedding**
Mattresses, blankets, and pillows

**Contaminated Laundry**
Clothing and linen that has come in contact with an inmate who has been diagnosed, or is suspected of having a contagious or communicable disease, illness or infestation. This will include clothing or bedding contaminated by blood or body fluids, urine, or excrement.

**Infestation**
Various parasitic insects such as lice or scabies found on the human body.

**Dirty Laundry**
Any item of laundry which has been worn or utilized by an inmate and requires normal laundering.

**Infectious Linen Bag**
A yellow plastic bag that has "Infectious Linen" printed in red on it. The infectious linen bag is considered clean and never to be taken inside the infected cell.

**Infectious Waste Bag**
A red plastic bag that has "Infectious Waste" printed in white on it.

**Laundry**
Clothing, including outer and underclothing, bedding and towels.

**Linens**
Towels, sheets, and pillowcases

**Protective Clothing**
Additional clothing issued appropriate to inmate work assignments.

**Standard Issue Clothing**
Clothing appropriate to the climate, season and inmate classification.

**Water Soluble Bag**
A clear plastic water soluble bag.

**General Information**

To promote and preserve the health and general welfare of inmates and staff, jail administrators must assure that inmates maintain minimally acceptable standards of personal cleanliness. This is accomplished, in part, by assuring that inmates have clothing, bedding, and linens that are sanitary. To assure that clothing, bedding, and linen are sanitary includes providing a supply of fresh and sanitary items when inmates are admitted and replacing or exchanging the items frequently enough to avoid development of unsanitary conditions.

The Director of Sheriff's Central Services will be responsible to maintain a policies and procedures manual governing the operation of the Sheriff's Central Services Unit. The Director of Sheriff's Central Services shall include policy covering inmate clothing, bedding and linen in this manual.

To supply and re-supply fresh clothing, bedding, and linen, the Sheriff's Central Services Unit shall maintain an inventory of clean and useable clothing, bedding and linen equal to or exceeding the amount required by the rated capacity of the Custody Facility. Clothing, bedding and linen that is being or needs to be laundered or sanitized is not counted as clean and usable. Therefore, the supply must equal that needed to service the maximum number of inmates that can legally be held in custody at any one time, plus that amount normally in the process of being laundered and/or sanitized.

Inmates shall be given a standard issue of clothing, bedding and linen after entry to their assigned housing unit. Clothing, bedding and linen issued to inmates shall be, clean, and in good repair. Clothing should fit properly and be climactically suitable. Inmates shall be clothed in accordance with the requirements of their assigned job. When appropriate, inmates will be furnished with suitable protective clothing.

Soiled clothing, bedding, and linen shall be exchanged for clean clothing, bedding and linen throughout the custody facility on a scheduled basis. Outer clothing shall be exchanged at least once a week. Underclothing and socks shall be exchanged at least twice a week. Sheets and towels shall be exchanged at least once a week. Blankets shall be exchanged at least once a month. Damaged clothing, bedding and linen shall be exchanged on a one-for-one basis as soon as possible.

Regular room checks should be made for extra laundry. During laundry exchange, proper sizes should be issued. Laundry that is damaged or excessively soiled should always be returned to the laundry for cleaning, repair or disposal. No laundry whatsoever should be thrown away in the housing unit. Laundry services will determine the best way to deal with this type of laundry.

Soiled, contaminated and infested clothing, bedding, and linen shall be laundered in accordance with all State and Local laws, prior to redistribution to inmates.

**Inmate Personal Clothing**

Inmates who are accepted for Work Furlough may have five sets of personal work clothes in their rooms. All personal items kept by inmates are subject to approval and search. Work Furlough inmates will be responsible for keeping their work clothing clean and sanitary. Washers and dryers will be provided for inmates on Work Furlough.

Personal clothing of newly booked inmates shall be taken in booking during the dress out process and a standard issue of clothing will be given to the inmate. An itemized inventory shall be taken of the inmate's personal clothing, and a copy of the inventory shall be given to the inmate as a receipt. The inmate's personal clothing shall be stored in a manner which eradicates or stops the spread of vermin.

Inmates involved in a jury trial shall have their attorney deliver their personal clothing to Sheriff's personnel at the inmate staging area of the courthouse where the jury trial is to take place.

Inmates being released from custody shall have all personal property and clothing items returned to them. The Release Officer will have the inmate sign the inventory receipt to verify that all the inmate's clothing and personal property has been returned. Inmates being released from custody will return all issued inmate clothing. Security staff will personally inventory all clothing items to ensure that all clothing is returned. A CJIS incident will be created if the inmate's personal property is missing or damaged.

**Procedures**

Procedures, and Sheriff's Central Services Procedure Manuals provide specific instructions for the handling and storage of inmate clothing, bedding and linen. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer to:**

**Sheriff's Central Services Procedure Manual**

**San Joaquin County Sheriff's Department Custody Division Policy and Procedures Manual**

| | |
|---|---|
| 3.1.15 | Control of Inmate Property |
| 4.1.1 | Booking |
| 4.1.4 | Preparation for Housing |
| 4.2.1 | Release |

## ADMINISTRATIVE SEGREGATION
## LAUNDRY DELIVERY AND EXCHANGE

LAUNDRY ISSUANCE FOR NEWLY TRANSFERRED INMATES:

1. All new transfers into Administrative Segregation will be secured in a cell and issued the following:

   A Bedroll: (1) pillow-case, (2) sheets, (1) blanket

   B. Clothing set: (1) shirts, (1) pants, (1) pr undergarments

2. Inmates will be allowed to keep one set of outer clothing (one shirt and one pants), in addition to the clothing he or she is wearing. This will allow the inmate to have on clean clothes and turn in one set of dirty clothes.

DELIVERY AND PICK UP

1. Laundry carts entering and leaving the unit will be searched for contraband and escape attempts.

   A. The Escort Officer will deliver the clean laundry to the inner sallyport door and notify the Administrative Segregation Tower Officer of its arrival.

   B. The Tower Officer will notify the Housing Officer to have the dirty laundry taken to the sallyport for pick up by the inmate worker.

   C. The inmate worker will also take charge of the cart of clean laundry brought by the Escort Officer.

SCHEDULED LAUNDRY EXCHANGES

1. During laundry exchange each inmate will receive a one for one exchange of outer clothing and under garments.

2. All laundry exchanges will be completed through the food pass slot in the inmate's cell door.

3. The Housing Officer will escort the inmate worker to each cell to unlock the food pass slot for the exchange.

4. The dirty laundry will be handed to an inmate worker wearing protective gloves.

5. The inmate worker will hand the inmate a clean set of clothing through the food pass slot.

6. The Housing Officer will then lock the food pass slot.

7. On the upper level, the inmate worker will use the Rubbermaid cart.

8. Once all clean clothing has been passed out, the inmate worker will ensure that all of the dirty clothing has been picked up from the housing unit. All dirty laundry will be placed in clear plastic liners.

9. The plastic liner bag will be removed and taken to the laundry cart where the dirty laundry is stored. The cart will then be placed in the common area near the sallyport until an Escort Officer arrives to pick it up.

LINEN AND BLANKET EXCHANGE SCHEDULE

1. Linens and blankets will be exchanged on a one for one basis.

   A. Linen will be exchanged once a week.
   B. Blankets will be exchanged one a month.

2. Prior to the scheduled exchange, the Administrative Segregation Tower Officer will announce to all cells in the housing unit to prepare for linen or blanket exchange.

3. The Housing Officer will escort an inmate worker from cell to cell to conduct the exchange of linens or blankets.

4. The exchange of the linens and blankets will take place in the same manner as listed above.

## GENERAL POPULATION
## LAUNDRY SERVICES

LAUNDRY ISSUANCE

1. Upon their arrival all new transfers will have been issued a bedroll, which includes:

    A. 1- Pillowcase - 2- Sheets – 1 Blanket

2. All new transfers will also be issued:

    A. 1- Pair of pants - 1- Shirt – 1 Sweatshirt in inclement weather

3. Inmates will be allowed to keep one set of outer clothing (one shirt and one pants), in addition to the clothing he or she is wearing. This will allow the inmate to have on clean clothes and turn in one set of dirty clothes.

LINEN AND BLANKET EXCHANGE SCHEDULE

1. The linen will be delivered to the South Jail Administration Building.

2. Under the supervision of the Escort Officers the inmate workers will deliver the laundry to the correct housing units on the correct days.

3. Clean laundry will be delivered to the South Jail Administration Building on their scheduled days.

4. Clothing will be exchanged three times a week according to the posted schedule

5. Sheet exchange will be conducted once a week according to the posted schedule

6. Blanket exchange will be conducted once a month according to the posted schedule.

LAUNDRY EXCHANGE

1. Laundry exchange will be done in the evenings on the scheduled days

2. Prior to laundry, linen and blanket exchange, the Housing Officer will announce for all inmates to return to their cells and prepare for laundry exchange.

3. The Housing Officer will call 10-15 inmates at a time from their cells for laundry exchange.

4. Under the supervision of the Housing Officer the inmate laundry workers will exchange on a one for one laundry exchange:

5. The inmate will place their soiled laundry in the dirty laundry cart.

6. Each housing unit will have a washer and dryer to maintain and launder towels, socks and undergarments

7. The inmate may exchange socks and undergarments as often as desired. These articles of clothing will be available during normal recreation hours.

COLLECTION OF SOILED LAUNDRY

1. After the exchange of jail issued laundry, soiled laundry will be picked up by inmate workers supervised by the Escort Officers, and then taken to the South Jail Administration building into the service sallyport

UNSCHEDULED LAUNDRY EXCHANGE

1. If an inmate needs an immediate exchange of clothes the Housing Officer may get the exchange of clothes and provide the inmate with a one for one exchange. The Housing Officer will call the South Jail Administration Building and request additional clothing or bedding if needed.

## GENERAL POPULATION AND INTAKES 3 & 4
## LAUNDRY ROOM GUIDELINES

1. Only inmate laundry workers will be allowed in the laundry area.

2. The laundry hours are continuous except during count, meals, clean up and inspection hours.

3. The washers and dryers are to be used for undergarments, towels and socks.

4. Inmate laundry workers will be responsible for the immediate clean up of any water or detergent spillage.

## HONOR FARM
## LAUNDRY ISSUE & EXCHANGE

LAUNDRY ISSUE

1. All inmates housed at the Honor Farm will be issued a complete set of laundry issue.

2. Authorized issue of laundry is as follows:

   A. Blanket (1)
   B. Sheet (2)
   C. Pillowcase (1)
   D. Towel (1)
   E. Pants (2)
   F. T-shirt (2)
   G. Boxer underwear (2) (males only)
   H. Sweatshirt (1) climatic conditions warrant
   I. Jacket (1) climatic conditions warrant
   J. Nightgown (G&H barracks only) (1)
   K. Robes (G&H barracks only) (1)
   L. Panties (females only) (2)
   M. Bras (females only) (2)

3. The inmates will be allowed to keep their personal shoes, (no steel toe, red, blue). In the event inmates have no shoes, they will be issued facility shoes.

LAUNDRY EXCHANGE

1. Laundry exchange for (DEF & JKL Only) will be Monday through Sunday at specific times announced by the laundry storefront inmate work supervisors.

   A. The inmates from DEF & JKL will report to the laundry storefront (located next to the commissary storefront).

   B. The storefront laundry will then issue or exchange laundry.

2. Laundry exchange for (124 & GH) will be exchanged Monday through Sunday in the laundry rooms of the housing units.

   A. All jail issued clothing and linen items will be stored by the inmate laundry workers in the laundry room of the housing units.

B. All of the soiled laundry will be placed in bags, which will be placed in the laundry cart outside of the housing units, to await pick up by the laundry crew.

3. Laundry exchange for all units is on a one for one basis.

4. Work Furlough inmates are allowed to use the washing machines in the units for their personal work clothes, with the Housing Officer's permission.

124 HOUSING UNIT

1. The A.M. laundry workers will complete a laundry order form to be reviewed by the Housing Officer and sent to laundry.

2. The above ordered items will be delivered to the Housing Unit each day Monday through Friday by approximately 1400 hours.

A. The laundry carts will be delivered to the patio between D & E wings. At this time, the Housing Officer will make an announcement for all the wingmen to carry the laundry from the patio area to the laundry room. (Laundry carts are not to be wheeled inside of the 124)

3. All soiled laundry will be placed in plastic bags in the laundry room, for removal by laundry workers the following morning.

4. Dirty laundry will be bagged and carried out of the building through the patio doors, between D&E wings, to await pick up by the laundry crew.

## INTAKE
## LAUNDRY EXCHANGE

INTAKE 1 AND 2

Laundry in Intake 1 and Intake 2 will be handled in a manner similar to the South Jail General Housing Units. However, since intakes 1 and 2 do not have a washer and dryer, underwear and socks will be ordered from the laundry along with the regular daily laundry.

Access to the Laundry Room located in Interview Room #4, and the release of laundry should be strictly controlled by the Housing Officer.

1. Clothing will be exchanged three times a week according to the posted schedule

   A. The exchange will be conducted by Inmate Workers, supervised by the Housing Officer.

   B. The exchange will be one item for one item. The officer will ensure that no additional laundry is issued. This exchange will be completed once the inmate has received a clean set, changed and returned the dirty set.

   C. The Officer will ensure that clothing of the proper size is issued. Excessively large clothing will not be issued simply because an inmate wishes to be stylish. Allowing excessively large sizes to be issued creates a safety hazard and a shortage of large sizes.

INTAKE 3 AND 4

Laundry in Intakes 3 and 4 will be handled the same as the South Jail Housing Units. However, since Intake 3 is the coed unit, inmate laundry workers will be assigned gender specific to handle gender specific laundry. Male inmate laundry workers will be assigned to the am shift and female inmate laundry workers will be assigned to the pm shift. Male and female inmate laundry workers will not be allowed to be in the laundry room at the same time.

The inmates may exchange socks and undergarments as often as desired. These articles of clothing will be available during normal recreation hours.

Sheet and pillowcase exchanges will be conducted once a week according to the posted schedule.

Blanket exchange will be conducted once a month according to the posted schedule.

Due to the average length of stay in Intake Housing Unit 1, 3 & 4, a regular blanket exchange will not occur. The Housing Officer may exchange blankets on an individual basis depending upon circumstances.

DELIVERY AND PICKUP

1. Laundry will be picked up and delivered on a daily basis. Every morning the laundry inmate work supervisor will pick up dirty laundry and conduct an inventory of laundry on hand. In the afternoon an additional pick up of dirty laundry will be made and clean laundry will be delivered.

2. The Housing Officer is responsible to have soiled/dirty laundry in the service sallyport on the east side for pickup at the designated times.

3. The Housing Officer will conduct his own inventory after laundry is delivered and call Laundry [redacted] anytime a shortage is noted.

LAUNDRY ISSUANCE

1. Inmates arriving in the unit will already have one set of jail issued clothing and will be issued a bed roll upon arrival in the unit. Inmates will have the following items of laundry:

   A. Clothing Set Consisting of:

      1) 1 Shirt
      2) 1 Pair of Pants
      3) 1 Set of Undergarments
      4) 1 Pair Socks

   B. A bedroll consists of:

      1) One (1) blanket
      2) Two (2) bed sheets
      3) One (1) pillowcase
      4) One (1) towel

3. At the completion of laundry exchange for non-lock down inmates, the Housing Officer will supervise an inmate worker while he passes out laundry to locked down inmates at their cells.

## MEDICAL HOUSING
## LAUNDRY SERVICES

LAUNDRY ISSUE AND EXCHANGE

1. When an inmate arrives in Medical Housing they will, in most cases, already be in jail issued clothing.

2. Laundry exchange will be on Tuesdays, Thursdays and Saturdays. There will be a one for one exchange for one towel, one set of jail issued clothes (oranges and reds) and one set of underwear.

3. At the designated time, the Housing Officer will announce to all inmates that it is time to conduct laundry exchange.

4. All non-lock down inmates will bring their soiled laundry to the common area where laundry exchange is taking place.

5. A Sheltered Housing inmate workers will conduct a one for one laundry exchange for inmates with the Housing Officer supervising.

6. At the completion of laundry exchange for non-lock down inmates, the Housing Officer will supervise an inmate worker while he passes out laundry to locked down inmates at their cells.

7. Exchange of sheets and blankets will be handled exclusively by Correctional Health Care staff according to their schedule and medical needs.

8. No routine exchange of any clothing outside of laundry exchange will occur unless there is a medical need. This will be determined by Correctional Health Care and will be handled by them.

DIRTY LAUNDRY

1. All dirty laundry will be deposited in the laundry bins which are near the observation cells. The Housing Officer is responsible for placing the bins in the service sally port.

2. The Director of Sheriff's Central Services or his designee will be responsible for the removal of all medical issued clothing and linens, including contagious/infectious laundry, from the housing unit for laundering.

STORAGE OF MEDICAL CLOTHING AND LINENS

1. Medical linens are stored in the Medical Housing clean utility room.

2. Jail issue clothing for Medical Housing will be stored in the Sheltered Housing Storage Room.

3. The Medical Housing Officer will contact the Sheltered Housing Officer to request laundry when needed.

## SHELTERED HOUSING
## LAUNDRY SERVICES

LAUNDRY ISSUANCE

1. Inmates entering the housing unit will be issued two clothing sets and one bedroll.

2. Clothing sets will include:

   A. One pair of socks
   B. One pair of underwear
   C. One T-Shirt
   D. One shirt
   E. One pair of pants
   F. One sweatshirt (inclement weather only)

3. A bedroll will include:

   A. One blanket
   B. Two bed sheets
   C. One pillowcase
   D. One towel

4. Inmates will be allowed to keep one set of outer clothing (one shirt and one pants), in addition to the clothing he or she is wearing. This will allow the inmate to have on clean clothes and turn in one set of dirty clothes.

LAUNDRY EXCHANGE

1. Inmates will exchange jail issued clothing on Tuesdays, Thursdays, and Saturdays. Linen will be exchanged once weekly and blankets once monthly.

2. Laundry exchange for jail issued laundry will be conducted in the following manner:

   A. Laundry exchange will be done on the same day clean laundry is brought into the housing unit.

   B. At the designated time, the Housing Officer will announce to all inmates that it is time to conduct laundry exchange.

   C. All non-lock down inmates will bring their soiled laundry to the common area where laundry exchange is taking place.

D. Inmate workers will conduct a one for one laundry exchange for inmates with the Housing Officer supervising.

3. At the completion of laundry exchange for non-lock down inmates, the Housing Officer will supervise an inmate worker while he passes out laundry to locked down inmates at their cells.

4. At the completion of laundry exchange, the cart will be stored in the housing unit storage room until laundry pick up day. On pick up day, the cart will be placed in the service sallyport for pick up. Soiled laundry will be picked up the day following laundry exchange between 1300 and 1400 hours.

5. If an inmate needs an immediate exchange of clothes, the Housing Officer may get the change of clothes from the storage room and provide the inmate with a one for one exchange.

**SOUTH JAIL ADMINISTRATION**
**LAUNDRY**

1. The Laundry Inmate Work Supervisor will deliver clean bedrolls and clothing sets to the South Jail Administration Building Sunday through Saturday.

2. Sentenced inmate workers, under the supervision of the Laundry Inmate Work Supervisor, will roll the laundry/clothing carts into General Storage #2.

3. During nightshift, the Escort Officers will use the sentenced inmate workers to do the following:

   A. Remove clean laundry/clothing carts from the General Storage #2 in the South Jail Administration Building and deliver them to them to the housing units as scheduled.

   B. The Escort Officer will have the inmate worker place the laundry/clothing cart in the service sallyport of the receiving housing unit.

   C. The Escort Officer will find the soiled laundry/clothing cart in the service sallyport of the housing unit.

   D. The Escort Officer will return the laundry/clothing cart to the General Storage #2 in the South Jail Administration Building.

4. The soiled laundry/clothing carts will be picked up by a Laundry Inmate Work Supervisor from the South Jail Administration Building the following day.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Department*
## Custody Division
## Policies and Procedures

| SECTION: 7.3.0<br><br>HEALTH CARE | SUBJECT: 7.3.1<br>**MANAGEMENT OF MEDICAL/ MENTAL HEALTH SERVICES** |
|---|---|

Date Issued: 09/01/94 Date Revised: 05/17/05 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department to provide medical and mental health services under the Supervision of the County's Department of Health Care Services to all inmates of the county adult detention facilities.

**References of Authority**

| | |
|---|---|
| PC. | 825.5, 4011, 4011.1, 4011.5, 4011.6, 4015 |
| WI. | 5328 |
| Gov. Code. | 29603 |
| CCR | Title 15, 1200, 1202, 1203, 1205, 1216 |

**Definitions**

**Medical Director for Custody**
The responsible physical party for all clinical aspects of health care.

**General Information**

It is the responsibility of the Facilities Lieutenant, and the coordinator of health care services to oversee all administrative decisions affecting the medical/mental health and dental care in the correctional facilities. The Medical Director for custody is the responsible physician for all clinical aspects of health care. The Program Psychiatrist is a board certified psychiatrist and is responsible for the mental health services. The on-duty charge nurse is responsible for all decisions pertaining to nursing and the direction and supervision of all nursing staff during their shift.

Correctional Health Care Services shall provide services in keeping with the community standard of care in San Joaquin County. Correctional health Care Service shall be in compliance with the pertinent sections of the California Code of Regulations Title 15 covering minimum jail standards. Matters of judgements regarding health services will be the sole province of the Correctional Health Care Staff.

**Quarterly/Annual Review**

Quarterly meetings with the Captain of Custody or his designee shall be scheduled by the coordinator of health care services and shall include the Medical Director and such other members of the health care staff as may from time to time be appropriate, including a representative of the Department of Public Health. Minutes of the meetings shall be submitted to the Sheriff and Director of Health Care Services or their respective designee. The meeting minutes shall include:

1. An analysis of the effectiveness of the medical care system.

2. Delineation of any substandard conditions in the facility impacting the delivery of health care and enumeration of any environmental health hazards.

3. Changes in the delivery of services since the last meetings.

4. Recommended changes

**Annual Public Health Audit**

An audit conducted by the county's Public Health Department and presented to the Corrections Standards Authority and the Sheriff on all aspects of inmate health care in the county jail.

**Annual Internal Audit**

An annual audit of the services provided to inmates in the county jail. The audit will provide a presentation and analysis of services, overall workload of staff, and quality control of health care.

**Staff Clearance**

All prospective civilian employees and volunteers shall be subjected to a background investigation and found suitable before being allowed to work in the custodial facilities. (See Policy 1.1.5 Civilian Personnel)

All Correctional Health Care Staff will participate in a department jail orientation class instructed by Correctional Health Care Staff and Custody Training.

**Qualifications**

At the time of employment, all Correctional Health Care Staff working as patient care providers, shall present a current license valid in the State of California. Copies of licensing and/or certification credentials shall be on file in Correction Health Offices, where they are available for review.

**Medical/Mental Health Staff Access**

Correctional Health Care Staff accessing the custodial facilities will present their issued Check Point Security Card at all card-controlled doors. The staff will present the department issued identification card and identify themselves to Jail Central Control. Correctional Health Care shall wear professional attire and shall not wear any clothing that resembles inmate attire. Correctional Health Care will have access to the following areas:

Honor Farm compound

1. All barracks and housing units

2. Program Core and clinic

Pre-Trial Facilities

1. All housing units and clinics

2. Medical (Infirmary)/Sheltered Housing

3. Clinic and Medical Offices/Records

4. Pharmacy (controlled access by the Pharmacist)

5. Booking area and Clinic

6. South Jail Administration Building

7. Transportation

**Inmate Restrictions**

In-custody inmates shall not:

1. Be used for medical, pharmaceutical, or cosmetic experiments.

2. Perform direct patient care.

3. Schedule inmate health appointments.

4. Determine access of health care service to other inmates.

5. Have access to:

   A. Health clinics and offices

   B. Health records

   C. Needles/Syringes

   D. Surgical instruments

An exception to section 5, sub-section C is as follows:

One of Correctional Health Care's primary functions is education of health care management with respect to inmates with diabetes. To allow for this process, inmates with diabetes will be allowed to self-administer glucose monitoring, and insulin injections as required. In order to accomplish this objective, diabetic inmates will be able to handle lancets and syringes. Inmates will perform these tasks under the direct supervision and observation of the charge nurse assigned to Sheltered or the Medical Housing unit.

The charge nurse will work with the Housing Officer to insure the safety and security of staff and inmates is maintained during this process. If at any time the Housing Officer, or the charge nurse feels safety and security would be jeopardized if a particular inmate were allowed to handle a lancet or syringe, the charge nurse will perform the procedure. This determination will be conducted on an inmate-by-inmate basis.

The Housing Officer will work with the charge nurse to resolve any conflicts that may arise, concerning this procedure. If a conflict arises, and either the Housing Officer or the charge nurse feels the conflict cannot be resolved at their level, the Duty Sergeant shall be contacted to respond to resolve the conflict. Discussions concerning conflicts shall not take place in the presence of the inmate.

**Medical Records**

Inmate medical records exist to document medical and psychiatric services rendered to an inmate during incarceration. The record also provides legal protection to the inmate, health care staff, and the custodial staff. In addition, the record serves as a dynamic communication tool among the Correctional Health Care personnel. An active medical record will be assembled after the first Correctional Health Care intervention is made. The medical record will include all medical findings.

Medical records shall be secure, kept confidential, protected from unauthorized access by custody staff and inmates, kept current, and provide accurate details consistent with medical and professional practices based on the service provided to each inmate.

Active medical records consist of all records pertaining to inmates who are currently or have been in the pre-trial facility or Honor Farm within the last three years.

Inactive medical records are all records pertaining to inmates, after release or death, or files which have been purged because of no activity within three years.

The inmate's consent is required for transfer of health services records, unless the records are transferred directly from one health services provider to another for the express purpose of providing continued patient care. Other release of confidential information will be controlled by patient's informed consent, unless otherwise stated by law.

All pertinent medical information of inmates health services records will be sent as requested to the facility health services department to which the inmate is transferred, in a confidential manner. Correctional Health Care Services will prepare the medical information in a sealed envelope marked confidential.

**Incidents Reports**

It is the responsibility of the Correctional Health Care Staff to document all medical emergencies or medical incidents in an incident report.

**Grievances**

Inmates are encouraged to informally resolve grievances between themselves and Correctional Health Care. If this is not possible, the inmate may write a grievance on an inmate grievance form. The Housing Officer, if appropriate, will handle all grievances. All medical grievances will be forwarded to the Duty Sergeant who will route the grievances to the Facilities Lieutenant. Correctional Health Care Services or the Facilities Lieutenant will make every effort to resolve the grievance at their level.

**Security**

Correctional Health Care will follow security regulations. If a problems arises where a medical emergency conflicts with security regulations and no practical alternative exists, the problem will be resolved with Correctional Health Care, the Facilities Lieutenant, and the Facility Commander. If not available, the on-call Lieutenant or the highest-ranking on-duty officer will resolve the problem on a case-by-case basis.

**Refer to:**

**Correctional Health Care Services Policies and Procedures**
1.001 Responsibility for Health Care
1.002 Annual Audit
1.003 Licensure of Staff
13.001 Medical Records
Patient Education/Diabetes

**San Joaquin County Sheriff's Department Custody Policies and Procedures**
1.1.5 Civilian Personnel
2.1.4 Medical Emergencies
7.1.3 Facilities and Equipment
7.3.2 Inmate Medical Care Delivery
7.3.3 Inmate Mental Health Care
7.3.6 Safety and Sanitation
7.3.7 Substance Abuse Management
7.3.8 Sheriff Hospital Security

| SECTION: 7.3.0 | SUBJECT: 7.3.2 |
|---|---|
| HEALTH CARE | **INMATE MEDICAL CARE DELIVERY** |



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department to provide health care services to all inmates who are in the need of treatment and care to reduce suffering from medical problems.

**References of Authority**

| | |
|---|---|
| PC. | 4011, 4011.1, 4011.7, 4011.9, 4012, 4023, 4023.5, 4023.6, 4028 |
| H&S. | 459, 27605 |
| Gov. Code | 26605.5. |
| Title 15 | 1206, 1206.5, 1207, 1208, 1210, 1211, 1215, 1216, 1217, 1230 |

**Definitions**

**Body Cavity**
The stomach or the internal area of the rectal cavity of a person, or the vagina of a female.

**Essential Medication**
Medication which is required for the continuation of life. Essential medication includes: cardiac, hypertension and seizure medication, antibiotics, and Librium when prescribed for alcohol withdrawals.

**Intake Medical Health Assessment**
Health assessment is a complete history and brief physical exam with relevant lab work in order to evaluate the physical and mental status of the inmate.

**Kitchen Worker Clearance**
Medical Director approved guideline for Correctional Health Care to provide health appraisal on inmates prior to food preparation and distribution.

**Lab Work**
Any blood draw, urine, stool, or sputum specimen collected for diagnostic purposes.

**Legend Drugs**
Any drugs defined as dangerous drugs under Chapter 9, Division 2, Section 4211 of the California Business and Profession Code. These drugs bear the legend, " Caution Federal Law Prohibits Dispensing Without a Prescription." The Food and Drug Administration (FDA) has determined, because of toxicity or other potentially harmful effects, these drugs are not safe for use except under the supervision of a health care practitioner licensed by law to prescribe legend drugs.

**Medical Director for Custody**
The responsible physical party for all clinical aspects of health care.

**Non-Prescription Medication**
Over the counter medication which does not require a doctor's order to be obtained. These include aspirin, and non-aspirin painkillers, cold tablets and antacids.

**Physical Body Cavity Search**
Physical intrusion into a body cavity for the purpose of discovering any object concealed in a body cavity. A physical body cavity search shall not be conducted without a search warrant, and must be in strict compliance with 4030 of the California Penal Code, Section (k).

**Prescription Medication**
Medication prescribed for the treatment of a specific ailment.

**Prosthesis**
An artificial limb or other device necessary for normal ambulation.

**Psychotropic Medication**
This medication is helpful in controlling many symptoms of schizophrenia and Bipolar Disorder such as hearing voices, paranoia, grandiosity, and fantasy from reality, etc.

**Sick Call**
An examination performed by Medical Doctor, Physician Assistant, and Nurse Practitioner. The patient may be referred by the triage nurse, or re-referred by Physician Assistant/Nurse Practitioner or Medical Doctor. Sick call will take place in the examination room of the housing units.

**Sick Call/Triage**
A process of daily screening of inmates by a registered nurse trained in assessment skills.

**Treatments**
Any procedures designed to monitor, evaluate and aid in the healing of an inmate's condition.

**General Information**

Correctional Health Care Services primary responsibility is the health and welfare of the inmate population. Correctional Health Care Services will provide a variety of services outlined in Title 15 of the California Code of Regulations. All inmates in custody will be afforded a community standard of medical care. Correctional Health Care Services personnel will evaluate the health needs of inmates and provide the proper treatment necessary to prevent deterioration of health, improve the condition of injuries or illnesses present at the time of booking and treat injuries occurring during incarceration.

Correctional Health Care Services will not be used by security staff to do physical body cavity searches, strip searches and visual body cavity searches.

Correctional Health Care Services will not obtain body fluid specimens as evidence for criminal case with a court order or with the consent of the inmate. Correctional Health Care Services will not obtain body fluid specimens for civil matters. All body fluid specimens for civil matters will require arrangements to be made through a private provider.

It is the responsibility of Correctional Health Care Staff to follow all of Custody Policies and Procedures to maintain a safe and secure working environment. Correctional Health Care Services will maintain a policy and procedures manual.

Inmates will be medically screened and provided a kitchen worker clearance by Correctional Health Care Services prior to handling food items. Such clearance is according to Title 15. 1230, Health and Safety Code 270605 and California Uniform Retail Food Facilities code.

**Booking**

Correctional health care begins in booking during the pre-book process. Custody staff will evaluate every inmate entering into booking. During the pre-book process, inmates are asked questions from a medical screening questionnaire. All inmate responses and the officer's observations are marked. Correctional Health Care Staff will be notified of all positive responses to the questionnaire. If the inmate is in need of immediate medical attention, Correctional Health Care will be notified.

Correctional Health Care Staff has the right to refuse the booking of any inmate they feel has need of immediate medical attention, and may request the arresting agency to transport the inmate to San Joaquin County Hospital. Inmates brought into booking that require a prosthesis or eyeglasses for normal living or to prevent deterioration of health may have said devices. If a prosthesis is deemed a security risk by custody, the inmate with the prosthesis will be reviewed for need, or assigned to alternative housing. If the only solution is alternative housing the inmate will be allowed to keep the prosthesis.

Booking has a TDD telecommunication device that allows hearing-impaired arrestees telephone access.

**Inmates Requesting Medical Care**

It is the responsibility of custody staff to notify Correctional Health Care Staff of any inmate in need of immediate medical attention. It is the responsibility of the inmate to seek medical attention by requesting sick call through the inmate request system. The Housing Officers will pickup sick call slips once a shift and enter the inmate's complaint into CJIS before midnight. All sick calls will be entered using the maintain inmate sick call screen and the request form will be put in the medical exam room or designated medical slip tray.

Inmates requiring dental care may request a dental examination at triage or sick call through the inmate request system. Dental care will be provided under the direction and supervision of a dentist under contract with Correctional Health Care Services.

**Pre-Trial site**

Every housing unit has a medical exam room for triage, sick call and intake medical assessments to take place.

**Sheltered Housing**

The Sheltered Housing Unit provides housing for inmates that require special medical or mental health treatments and care while incarcerated in the custody facility. Inmates living in the housing unit require close monitoring by custody staff and Correctional Health Care Staff. The housing unit is designed with full lock-down cell capabilities due to the mixed classifications. Sheltered Housing beds may be assigned to inmates with minimal medical needs during periods of extreme overcrowding.

**Medical Housing**

Medical Housing provides a secure housing environment for inmates with medical or mental health problems that require constant supervision from Correctional Health Care Staff. Medical/Sheltered Housing has a TDD telecommunication device that allows deaf and disabled inmates telephone access. The housing unit consists of different types of rooms for Correctional Health Care needs. These rooms include:

1. Observation rooms: The housing unit has four observation rooms for Correctional Health Care Staff to constantly observe inmates. Each room has a bed with the capability for five point restraints.

2. Isolation rooms: The housing unit has six isolation rooms used to isolate an inmate with communicable diseases and/or a compromised immune system.

3. Multiple Occupancy Cells: The housing unit has four multiple occupancy cells. These provide housing for multiple special handling inmates that Correctional Health Care Services has determined should not be housed alone.

4. Medical Rooms: Each room is a standard medical room for inmate convalescence. Some of the rooms have the standard jail bed and some have a standard adjustable hospital bed.

5. Medical Housing Safety Cell: There is one single occupant padded cell located in Medical Housing. The criteria for confining an inmate in the medical housing safety cell and the documented visual welfare checks by security staff and Correctional Health Care staff is the same as for the booking safety cell except that the inmate is already housed in the facility.

**Booking Safety Cell**

There are three single occupant padded cells located in booking and are to be used to hold only those inmates who:

1. Appear to be a danger to themselves, others, or who appear gravely disabled. A physician's opinion shall be secured within 24 hours of such segregation, or at the next daily sick call, whichever is earliest.

2. Display bizarre behavior which results in the destruction or the potential destruction of property or reveals intent to cause self-inflicted physical harm.

When security staff confines a person in a safety cell, they must notify Correctional Health Care Services and the Duty Sergeant.

When Correctional Health Care Staff confines a person in a safety cell, an inmate observation log will be started and checked by security staff.

Continued retention in a safety cell shall be at the direction of Correctional Health Care Staff, who shall review the retention at a minimum of every eight hours.

Security staff will conduct direct visual welfare checks approximately every fifteen minutes and no less often than twice within a thirty minute period to ensure the safety and well-being of the arrestee. Each check shall be documented on the inmate observation log.

Correctional Health Care Staff will medically assess the arrestee's condition within twelve hours of placement or at the next sick call, which ever is earliest.

Correctional Health Care will medically clear the arrestee every twenty-four hours for continued retention in the safety cell. A mental health opinion of the arrestee's placement and retention in the safety cell shall be secured within twenty-four hours of placement.

There shall be no more than one inmate in a safety cell at one time.

Inmates shall be allowed to retain sufficient clothing, or be provided with a suitably designed safety garment to provide for their personal privacy unless specific identifiable risks to the inmate's safety or to the security of the facility are documented.

**Medical Clinic**

The medical clinic is a full service clinic that provides on-site, outpatient medical and dental care for the entire pre-trial and sentenced facility. The clinic provides a multitude of services that include a full service dentistry area, exam rooms, casting room, X-ray, laboratory services, access to the pharmacy, and access to inmate medical records.

**Honor Farm**

The Honor Farm Clinic provides an on site medical care facility for triage, sick call, medical examinations, treatments, medication dispensing, lab work, dressing changing and medical emergencies. Inmates at the sentenced facility with medical problems must be cleared by Correctional Health Care prior to work assignment.

**Off Site Medical Services**

[redacted]. Inmates with medical emergencies or who require medical procedures that the medical clinic cannot accommodate are to be transported [redacted] by transportation or private ambulance.

The Medical Director for custody and the Facilities Lieutenant will evaluate each request for offsite medical services on a case-by-case basis. They will look at all alternatives to meet the medical needs of the individual.

When an inmate elects to decline treatment by the jail physician and provide medical treatment at his own expense, the inmate may be removed from the custody facility to a privately owned and operated medical facility or hospital for treatment. The following conditions must be met:

1. The inmate requesting medical care outside the jail must have approval from the Medical Director for custody and Facilities Lieutenant.

2. The inmate or their attorney must obtain a court order issued by a judge of the Superior Court authorizing private treatment and specifying the facility to which the inmate is to be taken.

3. San Joaquin County has the right to charge the inmate requesting treatment for all transportation costs.

4. Inmates assigned to the Honor Farm may apply to the Honor Farm Sergeant for a day pass. A day pass entitles the inmate to attend a scheduled appointment. Inmates are given a day pass with the approval of Classification and the Honor Farm Sergeant.

**Inmate Consent/Refusal of Medical Services**

Inmates shall be informed of all medical examinations, treatments and procedures in a language understood by the inmate, except for emergency procedures. An inmate who refuses medical treatment, examination and/or procedures shall do so in writing by signing a medical refusal form with Correctional Health Care Staff.

**Medication Administration**

Correctional Health Care Services prepare and administer medication as ordered by the facility physician in a safe, accurate, and effective manner within the limits imposed by appropriate federal and state laws. The responsible physician and pharmacist shall have a written policy and procedures for dispensing legally obtained drugs and psychotropic medication to the inmate population.

All medication given to the inmate shall have the consent of the inmate, except in emergency situations which require the dispensing of the medication. An emergency is defined as a situation in which action to impose treatment over the inmate's objection is immediately necessary for the preservation of life or the prevention of serious bodily harm to the inmate or others and it is impracticable to first gain consent. It is not necessary for harm to take place or become unavoidable prior to treatment.

To receive medication, an inmate must present their inmate photo identification card. Correctional Health Care Staff will verify that the correct medication is given to the inmate by the identification card. Security staff shall not dispense or issue any prescription, essential or non-prescription medication.

**Medical Attention**

Correctional Health Care Staff shall be notified immediately whenever an inmate receives a visible or suspected injury as a result of a confrontation with an officer. Correctional Health Care will be asked to respond to evaluate the inmate and provide any necessary medical attention. If the inmate declines medical attention, Correctional Health Care staff will document the refusal by having the inmate sign a medical refusal form.

Correctional Health Care Staff will be responsible for the proper examination and treatment of any injuries to inmates.

For inmates undergoing prolonged incarceration, an age appropriate and risk factor based health maintenance visit shall take place within the inmate's second anniversary of incarceration. The specific components of the health maintenance examinations shall be determined by the responsible physician based on the age, gender, and health of the inmate. Thereafter, the health maintenance examinations shall be repeated at reasonable intervals as determined by the responsible physician.

Commented [TM1]: Tibon 05/22/17

**Procedures**

Procedures provide specific instructions for inmate medical care delivery. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer To:**

**San Joaquin County Sheriff's Department Custody Division Policies and Procedures**

2.1.4 Medical Emergencies
3.1.2 Use of Force and Restraints
3.1.5 Use of Cells
3.1.12 Body Cavity Search
7.3.1 Management of Medical/Health Services
7.3.3 Inmate Mental Health Care
7.3.4 HIV/AIDS and Communicable Diseases
7.3.6 Safety and Sanitation
7.3.7 Substance Abuse Management
7.3.8 Sheriff Hospital Security

**Inmate Orientation and Rule Book**

## INMATE MEDICAL CARE

NON-EMERGENCY MEDICAL CARE

1. An inmate requesting or requiring non-emergency medical care may be seen in:

   A. Nurse's Station in unit

   B. Medical Clinic

   C. San Joaquin County General Hospital

   D. Inmate's cell for inmates classified for lock-down

2. An inmate requesting non-emergency medical treatment will fill out a request form.

3. Requests to be seen at sick call will be handled by the Housing Officer making a CJIS entry scheduling the inmate to be seen at the next scheduled triage, by accessing MAINTAIN INMATE SICK CALL screen and entering the inmate's booking number and complaint.

4. The request will be placed in the housing unit medical exam room or designated medical sick call tray.

5. An inmate requesting medical service will be charged a $3.00 fee.

EMERGENCY MEDICAL CARE

1. The Charge Nurse will be called immediately for any immediate need for medical care.

2. Jail Central Control will be notified of any need for an ambulance or advanced medical care.

   A. Location, medical problem, age, and gender description of the inmate will be given.

   B. Transportation will be notified to meet the ambulance and escort them to the scene.

3. Security staff will provide basic first aid and/or basic life support until Correctional Health Care arrives.

4. Security staff will maintain security for Correctional Health Care.

5. When no nursing staff is on duty at the Honor Farm, the Main Jail Charge Nurse will be called for any emergency medical situations.

    A. If deemed that the inmate will go to the hospital, the Program Core officer will fill out a hospital registration form for the inmate and a removal of guard form for level one inmates.

IN-HOUSE MEDICAL CARE

1. In house, medical care consists of:

    A. Triage
    B. Inmate sick call
    C. Medication call (pill call)
    D. Health assessments
    E. Treatments
    F. Mental Health interviews
    G. In house sick calls
    H. Lab work

2. The Housing Officer will notify the inmates scheduled to be seen by the nurse and direct the inmates to wait in the common area nearest the nurse's station.

    A. Inmates housed at the Honor Farm will be directed to leave their barracks and report to the nurse's office in the Program Core.

3. It will be the responsibility of the inmates to report to sick call when called.

4. Each inmate will be required to show his inmate photo identification card to Correctional Health Care before being seen.

5. Once each inmate has completed his appointment, the inmate is to return to his cell or other previous activities.

6. Inmates on lock-down may be seen in their cells by Correctional Health Care if accompanied by the Housing Officer, or escorted by the Housing Officer to the unit nurse's station.

OUT OF HOUSING UNIT MEDICAL CARE

1. Out of housing unit medical care may take place in:

   A. Medical Clinic
   B. San Joaquin County General Hospital
   C. Private Care Provider

2. The Housing Officer will advise each inmate listed for scheduled out of housing unit medical care to prepare for transportation.

3. Each inmate will be told to wait in a waiting area as directed by the Housing Officer.

4. Inmates will not be allowed to take any items other than medical papers with them to medical appointments.

5. Inmates will be strip searched when returning from any out of housing unit medical appointments.

MEDICAL TRANSFERS

1. When Correctional Health Care deems it necessary to transfer an inmate to a new housing location due to medical reasons, Correctional Health Care will notify the Housing Officer and Classification of the needed transfer.

## MEDICATION CALL

1. Medication will be distributed to inmates on a scheduled basis.

2. When Correctional Health Care is ready to pass medication, the Housing Officer will make an announcement for the inmates to report to the nurse's station.

3. All inmates will be required to show their inmate photo identification card to Correctional Health Care prior to receiving their medication. Failure to produce their photo identification card will result in the inmate not receiving their medication and may result in disciplinary action.

4. Unless otherwise directed in specific situations, inmates are to take their medication in the presence of Correctional Health Care.

5. Security staff will not distribute any medication.

6. Medication for lock-down inmates or inmates unable to respond due to medical reasons will be dispensed by the nurse at the inmate's cell. The Housing Officer will escort the nurse to each cell and open the food pass slot (if provided) or the door in order to pass the medication.

## JAIL CLINIC

1. The Medical Clinic is located in the northwest corner of the pre-trial facility with access from the circulation corridor. It has a multitude of services with everything from dental facilities, a medical lab and pharmacy to a cast room. There are televisions in the inmate waiting areas with inmate restrooms dividing these areas.

2. The officer and nurse's workstations are centrally located to ensure efficient inmate supervision.

3. The inmates are transported to the Clinic for scheduled appointments by Transportation. After seeing the doctor and/or the dentist inmates will stay in the waiting areas until Transportation Officers return them to their assigned housing.

4. The Clinic is open during the hours [redacted].

5. Security is provided [redacted] during normal operating hours.

6. General population inmates are brought to the Clinic by Transportation Officers and are supervised by the Clinic Officer.

7. Inmates who are classified as high-risk or require special security handling will be under the supervision of Transportation Officers at all times due to the open environment in the waiting areas.

8. Medical services provided in the Clinic include but are not limited to the following:

   A. T.B., orthopedic, general (office type) surgery
   B. Dental
   C. Laboratory services
   D. Pharmacy
   E. X-rays

GENERAL POPULATION/INMATE APPOINTMENTS

1. When the Clinic Officer arrives on duty, he will use the CJIS system to generate a copy of the inmate transportation calendar to show inmates who have scheduled clinic appointments for that day.

2. When the inmates arrive for their appointments, the Clinic Officer will match each inmate's identification card to his name on the inmate appointment list.

3. Depending on the inmate's classification, the Clinic Officer will determine and direct the inmate to a proper waiting area.

4. The Clinic Officer will make frequent security and welfare checks of the clinic area to ensure the safety of inmates and staff.

5. When all inmates have been seen, the Clinic Officer will notify the Transportation Coordinator that the inmates are ready to be transported back to their housing units.

HIGH RISK AND SPECIAL SECURITY HANDLING INMATES

1. High risk inmates are brought in by at least two Transportation Officers for clinic appointments.

2. One Transportation Officer will stand by (along with the Clinic Officer) with the inmate until their appointment is finished.

3. High-risk inmates will remain in restraints during their appointment unless medical treatment dictates otherwise.

4. High risk and special handling inmates will be seen as soon as possible upon their arrival at the Clinic to alleviate unwanted security problems and to allow the Transportation Officers to return to their scheduled duties as soon as possible.

5. High risk and special handling inmates will be transported back to their housing unit as soon as they finish their clinic appointment.

6. Level 6/protective custody inmates will not be brought to the Clinic when inmates of other classifications are present. Transportation Officers need not remain with protective custody inmates unless special circumstances dictate otherwise.

7. Medical isolation inmates may be brought to the Clinic at any time during the x-ray clinic. They will be required to wear a mask at all times. A Transportation Officer will remain with them. They will sit near the entrance to the x-ray room, away from other inmates. They will be given priority and seen immediately upon arrival. As soon as their x-rays are complete, they will be returned to the infirmary.

## MEDICAL HOUSING

1. The Medical Housing Unit contains 38 beds of medical cells and mental observation cells. Medical Housing is used for inmates needing constant medical/mental monitoring and extensive medical care.

   A. Medical and Sheltered Housing will maintain a no smoking policy.

2. The officer's workstation is incorporated into the nurse's station to make one general point of supervision.

3. Direct management of the housing unit is done by the use of both custody security staff and Correctional Health Care staff.

   A. Custody security staff will make frequent welfare checks to ensure the security of the unit.

   B. Correctional Health Care staff will make frequent welfare checks to maintain the health of the inmates housed in Medical Housing.

4. An emergency call button is in each cell that enables an inmate needing assistance to get the attention of the officer or Correctional Health Care. Pushing the call button in the cell activates a light over the inmate's cell door.

5. A two-way intercom system is in the cell that establishes a communication link between the inmate and the nurse's station.

6. The Medical Housing Unit will have a nurse assigned to the unit at all times.

7. All necessary medical attention or medication will be given to the inmate by calling the inmate to the nurse's station. If the inmate is unable to come out of their cell due to their medical condition or classification level, Correctional Health Care will administer the necessary medical care in the inmate's cell. The Housing Officer will open the needed cells for Correctional Health Care and provide security.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

| SECTION: 7.3.0 | SUBJECT: 7.3.3 |
|---|---|
| HEALTH CARE | **INMATE MENTAL HEALTH CARE** |



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department to provide mental health care services to all inmates who are in need of treatment and care to reduce suffering from mental health problems.

**References of Authority**

PC. 4011.6

WI. 5008 H(h), 5150

CCR Title 15 1052, 1057, 1206, 1207, 1207.5, 1208, 1209, 1210, 1211, 1214, 1216, 1217, 1219

**Definitions**

**Developmentally disabled**
Those persons who are disabled due to mental retardation, cerebral palsy, autism or combination of these handicaps.

**Essential Medication**
Medication, which is required for the continuation of life. Essential medication includes: cardiac, hypertension and seizure medication, antibiotics, and Librium when prescribed for alcohol withdrawals.

**Gravely Disabled**
A condition in which a person, as a result of a mental disorder, is unable to provide for his basic personal needs for food, clothing, and shelter.

**Legend Drugs**
Any drugs defined as dangerous drugs under Chapter 9, Division 2, Section 4211 of the California Business and Profession Code. These drugs bear the legend, "Caution Federal Law Prohibits Dispensing Without a Prescription." The Food and Drug Administration (FDA) has determined, because of toxicity or other potentially harmful effects that these drugs are not safe for use except under the supervision of a health care practitioner licensed by law to prescribe legend drugs.

**Mental Health Interview**
The process by which designated inmates are interviewed and evaluated by the Mental Health staff.

**Mental Health Services**
Mental health services are triage counseling, treatment and referral of inmates with mental health needs by licensed psych tech under the supervision of the program psychiatrist.

**Mentally Disordered**
A person who appears to be a danger to themselves or others, or who appears gravely disabled.

**Non-Prescription Medication**
Over-the-counter medication which does not require a doctor's order to be obtained. These include aspirin, non-aspirin painkillers, cold tablets and antacids.

**Prescription Medication**
Medication prescribed for the treatment of a specific ailment.

**Psychotropic Medication**
This medication is helpful in controlling many symptoms of schizophrenia and Bipolar Disorder such as hearing voices, paranoia, grandiosity, and fantasy from reality, etc.

**Qualified Mental Health Provider**
A licensed psychiatric technician under supervision of the program psychiatrist.

**Treatments**
Any procedure designed to monitor, evaluate and aid in the healing of an inmate's condition.

**General Information**

Correctional Health Care Services will evaluate, provide care for and refer to appropriate resources all inmates needing mental health or developmental disability-related intervention. Correctional Health Care Staff will provide a variety of services outlined in Title 15 of the California Code of Regulations. All inmates will be afforded a community-standard-of-mental-health care. Correctional Health Care Services shall maintain a policy and procedures manual.

**Booking**

Mental health care begins at booking during the pre-book process. Inmates are asked questions from a medical screening questionnaire. All inmate responses and the officer's observations are marked. If custody staff has identified the inmate during the pre-book process as suspected of needing a mental health or developmentally disabled intervention, a psych tech or the charge nurse will be notified.

During these evaluations, Correctional Health Care will determine if the inmate is in need of special housing. The inmate will become a priority booking. After completing the priority booking, the inmate will be transported to the appropriate housing unit.

If Correctional Health Care Staff, has determined that the inmate is mentally disordered and appears to be a danger to themselves or others, or to be gravely disabled, Correctional Health Care Staff will make a decision on whether or not to transfer the inmate to San Joaquin County Psychiatric Health Facility for diagnosis and treatment of such apparent mental disorder pursuant to Penal Code 4011.6 and/or Welfare and Institution Code 5150. Correctional Health Care Staff will make the arrangements with inpatient services of County Mental Health.

Correctional Health Care Staff will have written policy and procedure for additional mental health screening for women who have given birth within the past year and are charged with murder or attempted murder of their infants. (Title 15 1207.5)

**Inmate Requesting Mental Health Care**

It is the responsibility of custody staff to notify Correctional Health Care Staff of any inmate in need of immediate mental health care. It is the responsibility of the inmate to seek mental health care by requesting a mental health interview through the inmate request system. The Housing Officers will pickup request slips once a shift and enter the inmate's request into CJIS

**Pre-Trial Site**

Every general population housing unit and Administrative Segregation housing unit has a mental health interview room for inmate interviews and treatments.

**Sheltered Housing**

Sheltered Housing unit provides housing for inmates that require special medical/mental health treatments and care while incarcerated in the custody facility. Inmates living in the housing unit require close monitoring by custody staff and Correctional Health Care Staff. The housing unit is designed with full lock-down cell capabilities due to the mixed classifications. Sheltered Housing beds may be assigned to inmates with minimal medical needs during periods of extreme overcrowding.

**Medical Housing**

Medical Housing provides a secure housing environment for inmates with medical or mental health problems that require constant supervision from Correctional Health Care staff. Medical/Sheltered Housing has a TDD telecommunication device that allows deaf and disabled inmates telephone access. The housing unit consists of different types of rooms for mental health staff needs.

**Suicide Prevention Plan**

The Captain of Custody and Correctional Health Care Services will maintain a written plan for a suicide prevention program designed to identify, monitor, and provide treatment to those inmates who present a suicide risk. All Correctional Health Care Staff shall be trained in the suicide prevention plan. All custody officers shall be trained in suicide prevention during their jail orientation to custody. Correctional HealthCare Services provides training to new custody officers during the academy. This training consists of asking all arrestees specific medical screening questions at the time of prebook and identifying both physical and behavioral signs of inmates that may pose as a suicide risk.

Commented [TM1]: Tibon 05/22/17

**Off Site Medical Services**

Inmate requesting off site mental health services will have to meet the same criteria outlined in Policy 7.3.2. Inmate Medical Care Delivery.

**Inmate Consent/Refusal of Medical/Mental Health Services**

Inmates will be informed of all medical examinations, treatments and procedures in a language understood by the inmate, except for emergency procedures. An inmate who refuses medical treatment, examination and/or procedures shall do so in writing by signing a medical refusal form with Correctional Health Care Staff.

**Medication Administration**

Correctional Health Care Services prepare and administer medication as ordered by the facility physician in a safe, accurate, and effective manner within the limits imposed by appropriate federal and state laws. The responsible physician, psychiatrist and pharmacist shall have a written policy and procedures for dispensing legally obtained drugs and psychotropic medication to the inmate population.

All medication given to the inmate shall have the consent of the inmate, except in emergency situations that require the dispensing of the medication. An emergency is defined as a situation in which action to impose treatment over the inmate's objection is immediately necessary for the preservation of life or the prevention of serious bodily harm to the inmate or others, and it is impracticable to first gain consent. It is not necessary for harm to take place or become unavoidable prior to treatment.

To receive medication, an inmate must present the inmate photo identification card. Correctional Health Care Services staff will verify that the correct medication is given to the inmate by the identification card. Security staff shall not dispense or issue any prescription, essential or non-prescription medication.

**Procedures**

Procedures provide specific instructions for inmate mental health care. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer to:**

**Correctional Health Care Policy and Procedure Manual**

| | |
|---|---|
| 301 | Access to Mental Health Services |
| 300 | Access to Private Health Care |
| 400 | Managing Legally Obtained Drugs |
| 601 | Suicide Prevention |
| 604 | Psychotropic Medication |

**San Joaquin County Sheriff's Department Custody Division Policies and Procedures**

| | |
|---|---|
| 2.1.4 | Medical Emergencies |
| 3.1.2 | Use of Force and Restraints |
| 7.3.1 | Management of Medical/Mental Health Services |
| 7.3.2 | Inmate Medical Care Delivery |
| 7.3.4 | HIV/AIDS and Communicable Diseases |
| 7.3.6 | Safety and Sanitation |
| 7.3.7 | Substance Abuse Management |
| 7.3.8 | Sheriff Hospital Security |

**Inmate Orientation and Rule Book**

## DELIVERY OF MENTAL HEALTH CARE

1. An inmate requesting mental health care will fill out a request slip requesting the mental health care.

   A. The Housing Officer will enter the requests nightly using the maintain inmate sick call screen in CJIS

2. If an inmate claims to be suicidal or having suicidal thoughts, mental health staff will be notified immediately.

3. Mental health staff will be notified and will respond immediately of any inmate having mental health problems that are resulting in the immediate disruption of the unit or may cause harm to themselves or others.

4. Each unit has a separate mental health interview room where mental health staff can conduct their interviews and administer their services.

   A. Lock-down inmates may receive mental health services in their cell either at the door or in the cell with the supervision of the Housing Officer.

5. All inmates placed in the mobile restraint chair, safety cell, 5-point restraints or mental observation must be at the direction of mental health staff.

   A. Removal of an inmate from any of these cells will also be at the direction of mental health staff.

   B. Mental health staff will make regular welfare checks of inmates in these cells.

6. Mental health staff will be immediately notified of any medication, behavior, claims or mental health problems immediately upon their discovery during the medical screening questionnaire in booking.

7. Mental health staff will respond to all emergency mental health needs immediately and will respond to any non-emergency requests at the next available sick call.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Department*
## Custody Division
## Policies and Procedures

| SECTION: 7.3.0<br><br>HEALTH CARE | SUBJECT: 7.3.4<br>**ATD, HIV/AIDS AND COMMUNICABLE DISEASES** |
|---|---|



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department to communicate with line staff who have or may have direct contact with any inmate and/or the body fluids from any inmate who is diagnosed as having AIDS, AIDS-related conditions or other communicable diseases. This information shall be communicated so that staff can take appropriate action to provide for the care of such an inmate, the safety of other inmates, and their own safety. Staff is encouraged to use good judgement when dealing with inmates suspected of being infected with bloodborne or airborne pathogens linked to viral transmission.

**References of Authority**

| | |
|---|---|
| PC. | 1524.1, 7510, 7511, 7512, 7512.5, 7513, 7514, 7515, 7520, 7521, 7522, 7523 |
| HS. | 120975, 120980, 121050, 121070 |
| Title 15 | 1051, 1206.5, |
| CCR | Title 8 Section 5193 |

**Definitions**

**AIDS (Acquired Immune Deficiency Syndrome)**
The most severe manifestation of infection with the Human Immunodeficiency Virus (HIV)

**Airborne**
Residues of evaporated droplets (droplet nuclei) that remain suspended in the air after activities such as coughing, sneezing, singing and talking.

ATD (Aerosol Transmissible Disease)
A disease capable of being transmitted through Residues of evaporated droplets (droplet nuclei) that remain suspended in the air after activities such as coughing, sneezing, singing and talking.

**Bloodborne**
A virus carried in blood and almost always transmitted from blood to blood.

**Exposure**
The condition of being subjected to a fluid or substance capable of transmitting an infectious agent in a manner that may have a harmful effect.

**HIV Disease**
Describes progression from initial HIV infection to AIDS.

**HIV (Human Immunodeficiency Virus)**
Virus which causes AIDS.

**Infectious**
A disease capable of being transmitted by infection; the state of being able to transmit a communicable disease.

**Particulate Filter Respirator (PFR)**
A filter media worn to minimize contamination caused by exposure to blood, body fluids, exhaled, and other airborne microorganisms and particulate matter.

**Pathogen**
A disease-causing microorganism or substance.

**PFR Fit Check**
A test performed by the wearer of a respirator prior to usage to ensure that the mask is properly in place and there is a good facial fit. A respirator must be fit checked each time it is donned.

**PFR Qualitative Fit Test**
A testing protocol that measures the facial fit of a mask according to the person's ability to taste an aerosol solution while wearing a mask. The qualitative fit testing protocol consists of two parts: a threshold check and fit test.

**Symptomatic**
Exhibiting symptoms of a particular disease or disorder.

**Universal Precautions**
Guidelines established by the Center for Disease Control that focus on the risk of exposure to body fluids rather than on a diagnosed disease.

**Virus**
A very small parasitic microorganism (pathogen) requires a host cell to complete its lifecycle (replicate).

**General Information**

Correctional Health Care Services will maintain written policies and procedures addressing the identification, treatment, control and follow-up management of communicable diseases. The plan will cover the intake screening procedures, referral for a medical evaluation, treatment responsibilities during incarceration

Custody Division will have procedures and safeguards for security staff and inmate population to protect them from the spread of a communicable disease. All custody staff will be provided with training in the proper precautions to take when having contact with and/or transporting inmates suspected of having or infected with any communicable disease. Custody staff will immediately notify Correctional Health Care once made aware either verbally or visually of any sign or symptom of a communicable disease. Signs or symptoms of a communicable disease may include, but are not limited to the following:

1. Cough producing sputum with blood
2. Chronic cough
3. Weeping rash
4. Rash with fever
5. Fever with neck stiffness and altered level of consciousness
6. Severe headache with fever
7. Red eyes with yellow drainage
8. Diarrhea/Vomiting
9. Blisters on the skin
10. Yellow skin or yellow sclera of the eyes

During the pre-book process, security staff will ask inmates questions from a medical screening questionnaire. All positive responses will be marked. If it has been determined by an inmate's own admission that they have a communicable disease or the inmate is symptomatic of an airborne or bloodborne disease, the officer will segregate the inmate, using universal precautions. Security staff will notify Correctional Health Care of the inmate's arrival. The inmate will be segregated until Correctional Health Care can complete an evaluation. The inmate will become a priority booking at the request of Correctional Health Care and transported to Medical Housing. Correctional Health Care will notify transportation of the universal precautions to use when transporting inmates from booking. During the screening process, special attention will be given to non-English speaking inmates in obtaining translation assistance.

Upon arrival at Medical Housing, the inmate will be placed in an isolation room. Correctional Health Care Staff will place a notice of what level of universal precaution is to be used on the vestibule window to the isolation room.

**Communicable Disease Control**

Upon identification, the Captain of Custody shall order the segregation of all inmates with any suspected communicable diseases until a medical evaluation can be completed.

To minimize body fluid contact, protective equipment will be made available to personnel. Protective equipment shall be used when the situation warrants and is to be used in an appropriate manner.

1. The following equipment will be provided for personnel to minimize contact with body fluids:

    A. Pocket masks with one-way valves and carrying cases shall be issued to each officer trained in the use of the pocket mask.

    B. Disposable latex or vinyl gloves shall be available throughout the custodial facilities. Disposable latex and/or nitrile gloves (purple) should be worn when a staff member comes in contact with an inmate. Contact can be defined as touching the inmate and or their personal items or items within their living space or cell. Gloves should be removed immediately after using and disposed of. Gloves should be taken off and disposed of after each use. DO NOT reuse gloves.

        1. To remove gloves grasp the glove from the band and pull them off inside out over the fingers. Throw the gloves in the trash can.

        2. Hand washing or the use of a waterless soap should always be practiced immediately after removing gloves.

    C. Disposable gowns and masks and protective eyewear will be available from Correctional Health Care for use when the situation warrants that level of protection.
    Gowns should be worn in the event a staff member comes in contact with a quarantined inmate. During a shift, one gown can be worn until contamination occurs.
    Contamination is defined as the direct contact with an individual's secretions (nasal and/or saliva) through sneezing or coughing and/or in the event a staff member were to come in contact with an inmate's vomit. Gowns should be removed prior to eating and a new one donned when returning to quarantined inmate areas.

    D. Puncture resistant containers for sharp objects shall be available in each facility.

2. In situations where an exposure does occur, the department will refer personnel for appropriate medical assessment and follow-up.

**Custodial Safety**

When Correctional Health Care Services staff receives information that an inmate has been exposed to the AIDS virus, is infected by the AIDS virus, has AIDS conditions, or any communicable disease, they shall communicate that information to the Captain of Custody.

Information subject to disclosure by Correctional Health Care to the Captain of Custody shall include the following:

1. Any laboratory test, which indicates exposure to, or infection by the AIDS virus, AIDS related condition, or any communicable disease.

2. Any statement by an inmate to Correctional Health Care Staff that he has AIDS or an AIDS related condition, has been exposed to the AIDS virus, or any communicable disease.

3. The following will occur in the event the results of any medical examination or test indicates that the inmate has tested positive for antibodies to the AIDS virus, been exposed to the AIDS virus, has an AIDS related condition, or infected with AIDS, or any communicable disease:

    A. The Captain of Custody or his designee shall provide the substance of the information to staff that provide services at the jail facilities and have, or may have direct contact with the inmate or his bodily fluids. The Captain of Custody will provide this information so that staff will take appropriate action to provide for the care of the inmate, the safety of other inmates and their own safety.

    B. All staff receiving the information will treat the information as confidential and handle it accordingly. Medical conditions or status shall not be disclosed to non-officers or non-medical personnel, except as provided by law. Willful or negligent disclosure of medical conditions or status to unauthorized persons may result in civil or criminal penalties and/or departmental disciplinary action.

**Training**

All officers will receive training in the safe handling of inmates with HIV. This training will be repeated as new information becomes available, and as necessary.

**Disclosure of Medical Information**

INMATE HOUSING

1. The Correctional Health Care Staff shall advise the Classification Unit whenever an inmate suspected of having or infected with a communicable disease needs to be segregated from the general population. Classification shall make Medical Housing assignments in accordance with recommendations from Correctional Health Care Staff.

2. When Correctional Health Care Staff identifies an inmate with a communicable disease, they shall place AB (Airborne), or BB (Bloodborne) in the Medical Housing code field on the CJIS maintain inmate medical information screen. Any notations entered on the maintain inmate

medical information screen regarding the specific type of disease involved is strictly prohibited.

3. Correctional Health Care Staff shall make the notations on the maintain inmate medical information screen as soon as possible, but no later than the end of their shift.

4. Any inmate with a suspected communicable disease requiring movement from his housing unit will be instructed by the Correctional Health Care Staff in proper medical isolation procedures. The involved inmate shall be told to comply with these instructions at all times.

5. When Correctional Health Care Staff determines that an inmate is no longer contagious, they shall be responsible for removing the AB or BB from the medical housing code field on the maintain inmate medical information screen by the end of their shift.

6. Correctional Health Care Staff will notify Classification when an inmate no longer requires special medical housing.

ROUTINE NOTIFICATIONS TO CUSTODY

1. Pursuant to Health and Safety Code Section 121070, the Correctional Health Care staff will notify the Captain of Custody of any inmate who has any communicable disease, which includes but is not limited to:

   A. Tuberculosis (TB)
   B. HIV Seropositive
   C. German Measles (Rubella)
   D. Measles (Rubeola)

   E. Infectious Hepatitis A
   F. Infectious Hepatitis B
   G. Infections Hepatitis C
   H. Meningitis
   I. Varicella (Chickenpox)
   J. Mumps
   K. Lymphogranuloma Venereum
   L. Lymphogranuloma Inguinale
   M. Chancroid
   N. Syphilis

2. A reporting form for communicable disease contact will be completed by Correctional Health Care, and forwarded to the Captain of Custody as soon as possible, but no later than the end of their shift. The communicable disease contact form shall list:

   A. Inmate Name

B. Booking Number
C. Date of Birth
D. Medical Condition

3. The Captain of Custody or designee shall provide Classification with the name, booking number, date of birth, and handling precautions of each inmate identified as having a communicable disease. Classification will verify that Correctional Health Care has entered the proper information into the maintain inmate medical information housing code.

   A. Classification will view the CJIS inmate record screen. If the information was entered correctly, an AB or BB will appear as the last two characters of the inmate's class code.

4. The Captain of Custody or designee shall maintain the communicable disease contact binder. This binder shall be kept current with the communicable disease contact reporting forms provided by Correctional Health Care.

5. When Correctional Health Care staff determines that an inmate is no longer contagious or has been released from custody, they will notify the Captain of Custody so the communicable disease contact form can be removed from the binder. The communicable disease contact form shall be forwarded to Correctional Health Care and placed in the inmate's permanent medical record.

6. Correctional Health Care staff will be responsible for removing the AB or BB housing code from the CJIS maintain inmate medical information screen when they determine that an inmate is no longer contagious.

7. When necessary, line staff may request specific disease information about AB and BB coded inmates from the Captain of Custody or designee.

8. Duty Sergeants shall instruct their staff to use the proper precautions at all times when dealing with contagious inmates.

**Particulate Filter Respirators Usage**

Except in the case of an emergency where duty dictates otherwise, security staff entering an isolation cell shall wear a particulate filter respirator and have been qualitative fit tested and trained in its usage. The mask shall be fit checked for proper protection each time it is worn and prior to entering an isolation cell.

1. PFR qualitative fit testing is mandatory for all security staff assigned to the Custody Division.

2. Custody training is responsible for qualitative fit testing all security staff assigned to the Custody Division.

3. Custody training is responsible for maintaining accurate records of each employee fit tested. The

master record will be kept in the employee's training file with a copy placed in the employee's divisional file.

4. A supply of PFR masks will be maintained in the medical housing unit, booking and transportation for security staff use.

5. N-95 respirators can be reused throughout the shift if they remain clean and dry.. If the N-95 respirator becomes contaminated or wet, it should be disposed of and replaced with a new mask. When not in use, the mask shall be stored in a clean, dry area. A new mask shall be used after 12 hours. Multiple masks shall be used for multiple inmates in isolation to ensure there is no cross contamination.

6. Normal disposal of personal protective equipment can be done in regular trash receptacles. The only time these
items need to be disposed in contaminated waste receptacles are if they are contaminated with blood.

**Searches**

Searches shall be conducted in a manner that minimizes punctures or body fluid contacts. Security staff should exercise great care when conducting searches of any kind. They should use discretion when conducting a search and evaluate each situation to ensure their own safety.

**Sharp Objects**

All sharp objects should be handled carefully and assumed to be contaminated. Sharp objects should never be handled by tips or sharp edges and should be properly secured. Needles should never be broken, bent, recapped or otherwise tampered with. Sharp objects should be secured in a puncture resistant container whenever possible.

**Housekeeping and Cleaning Precautions**

Precautions should be taken when cleaning items and areas contaminated with body fluids. Protective equipment will be provided to staff responsible for clean up. Correctional housekeeping staff will be notified to clean up any blood or semen spill.

Any discovered contaminated laundry will be sealed in a red biohazard bag and disposed of with medical biohazard waste.

**Notification**

When Correctional Health Care Services staff receives information that an inmate has been exposed to the AIDS virus, infected by the AIDS virus, AIDS conditions, or any communicable disease, they will

report this information to the Captain of Custody.

The Captain of Custody will notify the Facilities Lieutenant the substance of the information, who will disseminate the information to all employees, correctional health personnel, and volunteers providing services at the jail facilities that have, or may have direct contact with the inmate or his bodily fluids. This information will be available to all employees via CJIS

The Facilities Lieutenant will provide this information so staff will take appropriate action to provide for the care of the inmate, the safety of other inmates and their own safety. All staff receiving the information will treat it as confidential. Unlawful disclosure of this information is a misdemeanor.

**Security Staff Exposure Reporting**

When security staff comes into contact with bodily fluids of an inmate, they will complete a State Department of Health Services Form (ADM-12). Utilizing this form, security staff may request an HIV test of the inmate. Security Staff will also complete an incident report. The incident report will include names of witnesses to the incident, names of persons involved in the incident and, if feasible, a written statement from these parties. Security staff will complete the incident report prior to the end of the shift in which the incident occurred, or, if not practicable, as soon as possible, but no longer than two days after the incident.

Security staff who have provided emergency medical or rescue services, will give their name and a telephone number where they can be reached, to either a transporting party or the receiving health facility when they have been exposed to blood or other body fluids of an inmate.

**Release Information Reportable to Probation and Parole**

Upon release from custody facilities, Correctional Health Care will notify the inmate's Parole or Probation Officer, where it is the case that the inmate has tested positive for infection with HIV, or has been diagnosed as having AIDS or AIDS-related conditions.

**Training**

Security staff will be trained on bloodborne and airborne pathogens annually as required by CAL OSHA. California Code of Regulations Title 8 Section 5193 outlines the course of training.

**Procedures**

Procedures provide specific instructions for communicable diseases. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer to:**

**Correctional Health Care Services Policy and Procedure Manual**
12.001 Communicable Diseases

**San Joaquin County Sheriff's Department Custody Division Policies and Procedures**
2.1.4 Medical Emergencies
3.1.10 Security Inspections And Searches
7.2.3 Waste Disposal and Pest Control
7.2.4 Inmate Clothing, Bedding and Linen Supplies
7.3.2 Inmate Medical Care Delivery
7.3.6 Safety and Sanitation

**Procedures**

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Admonition**

Any person who knowingly and willfully discloses confidential medical information is in violation of this policy may be guilty of a crime. That person may be subject to civil action from the plaintiff, suffer punitive damages from the court and/or receive departmental disciplinary action.

# *San Joaquin County Sheriff's Department*
Custody Division
Policies and Procedures

| SECTION: 7.3.0 | SUBJECT: 7.3.6 |
|---|---|
| HEALTH CARE | **SAFETY AND SANITATION** |

Date Issued: 09/01/94 Date Revised: 05/05/10 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department to meet all safety and sanitary standards for the health care of the inmate population outlined by Federal, State and Local ordinances.

**References of Authority**

| | | |
|---|---|---|
| HS | 459, 25020.5, 250226.5, 27605 | |
| Title 15 | 1212, 1230 | |
| CCR | Title 8 Section | 5193 |
| | Title 15 Section | 1206.5 |

**Definitions**

**Head and Pubic lice**
Tiny parasitic insects that live on the hair, scalp and in the groin area. They are easily passed from one person to another through direct contact by sharing clothes, bedding or combs. Lice are approximately 1/8" long and can be seen as dark specks on the head, pubic area or underwear. White eggs 1/16" long called "nits" are deposited on the hair shaft and can be easily detected, usually at the hairline, nape of the neck or behind the ears.

**Infectious Waste Bag**
A red plastic bag imprinted in black with the words "Infectious Waste"

**Infectious Linen Bag**
A yellow plastic bag imprinted with the words "Infectious Linen"

**Infestation**
Various parasitic insects such as lice or scabies found on the human body.

**Kitchen Worker Clearance**
Medical director approved guideline for Correctional Health Care to provide health appraisal on inmates prior to food preparation and distribution.

**Biohazardous waste**
Waste containing microbiologic specimens or cultures, human surgery specimens or tissues removed at surgery or autopsy. Animal parts, tissues, fluids, or carcasses suspected by attending veterinarian of being contaminated with infectious agents know to be contagious to humans. Waste which contains recognizable fluid blood, fluid blood containers or equipment containing fluid blood from animals known to be infected by diseases which are highly communicable to humans. Waste containing discarded materials contaminated with excretion, exudates, or secretions from humans who are required to be isolated by the infection control staff, the attending physician and surgeon, the attending veterinarian, or the local health officer.

**Sharps Waste**
Any device having acute rigid corners, edges or protuberances capable of cutting or piercing, including: hypodermic needles, syringes, blades, and needles with attached tubing. Broken glass items, such as Pasteur pipettes and blood vials which are contaminated with other medical waste.

**Scabies**
Microscopic parasites which burrow under the skin and cause intense itching, especially at night. Scabies can sometimes be detected by skin lesions such as, scratch marks, boils or open areas of the skin that become infected.

**Q128**
An effective germicide for killing HIV and other bacterial and viral pathogens including HBV and TB. The Q128 solution can be used on spills of blood, body fluids, or to disinfect rooms. Q128 is supplied by the Distribution Center.

**General Information**

Correctional Health Care will manage the safekeeping, storage and disposal of all medical waste. Correctional Health Care staff will monitor the sanitary condition of all medical offices, examination rooms and clinics throughout the custody facilities. San Joaquin County Hospital has contracted with Correctional Health Care Service to provide housekeeping service to medical housing and the outpatient clinic. The housekeeping service provides a standard of cleanliness throughout medical housing and the outpatient clinic.

The Central Services Manager along with Correctional Health Care Services shall use CDC guidelines, OSHA regulations, and the California Medical Waste Management Act, to outline recommendations and specific requirements for the cleaning/disinfecting of equipment and the handling and disposal of contaminated waste.

**Medical Waste**

Correctional Health Care staff will maintain a written procedure manual that includes the safekeeping, storage, and disposal of medical waste as required by local, state and federal agencies. All Biohazard and sharps waste shall be bagged in infectious waste bags or placed in marked BIOHAZARD or SHARPS WASTE containers located in all clinics, Medical Housing and pre-book. When handling medical waste, always use universal blood and body fluid precautions such as use of gloves, mask, eye wear, and gowns or aprons. Central Service personnel will transport all medical waste to the approve storage site from the medical exam rooms and Honor Farm clinic. The contract housekeeper will transport medical housing and the outpatient clinic medical waste.

**Parasitic Infestations**

All inmates infested with parasitic insects will be examined and treated by Correctional Health Services. Once an officer becomes aware that an inmate is infested with parasitic insects, the officer must take immediate action. All parasitic infestations require immediate attention in a custody setting. They are easily passed through personal contact, and may be transmitted from contact with infested personal items such as bedding and clothing. It is extremely important to provide treatment for these parasitic conditions as soon as possible to prevent their transmission to the general inmate population. Security staff will segregate the inmate and notify Correctional Health Care Services for the treatment of the inmate. All of the inmate's clothing, bedding, and linen will disposed of as outlined in policy.

Correctional Health Care Services will have a standard protocol for the treatment of parasitic infestations.

**Inmate Food Service Worker Clearance**

All inmates, prior to working food service, will be medically cleared by Correctional Health Care Services. Correctional Health Care Service will have a written procedure for medical screening of inmate food service worker prior to working in the pantry areas and facility kitchen. Once the inmate receives a kitchen worker clearance, the inmate may work in all areas of food service. Custody administration and the contract food service provider will have written procedures for educating and monitoring the cleanliness of inmate workers in accordance with Section 27605 of the Health and Safety Code and California Uniform Retail Food Facilities Law.

**Procedures**

Procedures provide specific instructions for health care, safety and sanitation. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer to:**

**Correctional Health Care Policy and Procedures Manual**

| | |
|---|---|
| 6.001 | First Aid Kits |
| 7.001 | Clearing Kitchen Workers |
| 10.001 | Vermin Infested Inmates |
| 11.001 | Infectious Waste Disposal |

**San Joaquin County Sheriff's Department Custody Division Policies and Procedures**

| | |
|---|---|
| 3.4.1 | Safety: Fire and Hazardous Waste |
| 7.2.2 | Sanitation |
| 7.2.3 | Waste Disposal and Pest Control |
| 7.3.4 | HIV/AIDS & Communicable Diseases |

## MEDICAL HOUSING CLEANING

1. The Medical housing unit will be cleaned by a contracted housekeeper under the supervision of Correctional Health Care staff.

2. Cells and/or vestibules of bedridden inmates, contagious inmates, and inmates with severe mental illnesses will be cleaned by the contracted housekeeper.

3. The contracted housekeeper will also be responsible for the cleaning of examination and treatment rooms, showers, tub room, soiled and clean utility rooms, storage room, safety cell, and suicide observation cells. This includes the cleaning of all windows in the housing unit.

4. Inmates that are excused from any work activity by Correctional Health Care staff will have their cells cleaned by the contracted housekeeper.

    A. When a bedridden, high risk/special security handling inmate's cell is being cleaned by the contracted housekeeper, the Housing Officer will do the following:

        1) Announce to all inmates out of their cells to return to their cells for lock down.

        2) Contact Sheltered Housing and request officer assistance.

        3) Medical and Sheltered Housing Officers will provide security while the contracted housekeeper cleans the inmate's cell. When the housekeeper exits the cell, the officers will make sure the door is secured.

## BLOOD AND CONTAMINATION CLEAN UP

**Protective Materials:**
Gloves
Gowns or Aprons
Masks/Eye Protection

BLOOD, SEMEN, OR FECAL SPILLS

1. When an officer observes a spill of blood, semen, or fecal matter in an area that is not cleaned by Medical Housekeeping, the officer will consider the area to be contaminated. The officer will isolate the area of the spill and warn staff and inmates of the spilled area.

2. At no time will an inmate be used to clean blood, semen, or fecal matter spills.

3. The officer will contact the contracted medical housekeeping service to clean the spill. The housekeeping service can be contacted at the following numbers:

   A. [redacted] Supervisor's office
   B. Supervisor's office
   C. Assistant Housekeeping Director
   D. Housekeeping Director or [redacted]

4. The officer or Duty Sergeant will provide the housekeeper with the location and description of the contaminated site.

5. The housekeeper will report to the 24-hour lobby for the Main Jail or the Honor Farm office for the Honor Farm.

6. Security staff /Transportation will escort the housekeeper to the contaminated site and provide security for the housekeeper.

7. During the hours of 4:00 PM and 12:30 PM, the housekeeping department will not have transportation available. The Duty Sergeant will have the Transportation Unit transport the housekeeper to the contaminated site.

8. The housekeeping unit will provide all cleaning supplies and respond to cleaning requests within 30 minutes of receiving the request for service.

UNIVERSAL PRECAUTIONS

1. If the officer has decided to use an inmate to clean up body fluid spills (excluding blood and semen), the inmate will work under the supervision of the officer. The inmate will use universal safety precautions as outlined in CDC guidelines (gloves, gowns, masks) to provide a barrier between the inmate and contaminate.

2. The officer will instruct the inmate worker on the methods and materials to be used to clean up the spill. After cleaning the spill, the disposable equipment and any other contaminated items (excluding clothing) will be placed in a red infectious waste bag, sealed, and placed in the medical office for disposal.

CONTAMINATED CLOTHING

1. Inmates' personal clothing will be placed into a clear plastic bag, sealed, and placed in a blue property bag.

2. Contaminated jail issue clothing or bedding will be placed in a water soluble bag and then a yellow infectious linen bag and laundry will be notified to pick up the bag.

DISPOSAL OF CONTAMINATED WASTE

1. All contaminated waste shall be placed into a red infectious waste bag and placed in the Medical Clinic infectious waste container.

2. The officer will notify Correctional Health Care that the infectious waste bag is in the Medical Clinic.

3. Correctional Health Care housekeeper shall remove the infectious waste bags from the Medical Clinic and dispose of them according to Correctional Health Care policy.

## CONTAMINATED AND INFESTED LAUNDRY

**Materials:**
Gloves
Yellow Infectious Linen Bags
Water Soluble Bags

The Housing Officer will follow the procedures for removing contaminated linen from the housing unit.

1. The Housing Officer will direct the inmate to do the following:

   A. Place all extra clothing, towels, and linen in a provided water soluble plastic bag.

   B. If the linen is wet it must be wrapped in dry towels or other laundry, as wet articles will dissolve the bag.

   C. Double bag the infested clothing and linen by placing the clear plastic water soluble bag into a yellow plastic infectious linen bag.

   D. Discard any combs or hair grooming utensils by placing them into the red infectious waste hamper located in the Medical Exam Room.

2. The officer will put on disposable protective gloves and examine the inmate's mattress and pillow for cracks or tears in the plastic lining.

   A. If a crack or tear is found, the officer will instruct the inmate to double plastic bag the damaged item.

   B. If the mattress or pillow appear to be in good condition, the officer will instruct the inmate to wipe down the mattress and pillow with the disinfectant provided by Correctional Health Care.

3. The Housing Officer will escort the infested inmate to a shower where he will use the medication as directed by Correctional Health Care.

   A. Once in the shower room, the inmate will place his clothing in a plastic water soluble bag and then place that bag into a yellow infectious linen bag.

4. The Housing Officer will take the double bagged infested clothing out of the housing unit and place it with the outgoing laundry.

5. The Housing Officer will provide the inmate with a clean set of clothing and have the inmate apply the medication as directed by Correctional Health Care.

6. The shower will be cleaned and disinfected by the inmate after use.

7. The Housing Officer will provide clean linen for the inmate after the shower.

8. Correctional Health Care will tell the Housing Officer:

    A. If the inmate needs to remain in isolation.
    B. If the inmate can resume normal activities.
    C. If the inmate's condition warrants a transfer to another housing unit.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Department*
## Custody Division
## Policies and Procedures

| SECTION: 7.3.0 | SUBJECT: 7.3.7 |
|---|---|
| HEALTH CARE | **SUBSTANCE ABUSE MANAGEMENT** |
| Date Issued: 09/01/94 | Date Revised: 05/17/05 |



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department to provide medical care for inmates entering the custodial facility under the influence of alcohol and/or controlled substance.

**References of Authority**

Title 15 1056, 1213

**Definitions**

**Detoxification Cell**
Padded cells in booking, as described in the California Code of Regulation, Title 24, Section 2-1013(b)3 used for the holding of inmates who are a threat to their own safety or the safety of others due to their state of intoxication.

**Holding Cell**
A holding cell used to physically separate: uncooperative arrestees, combative arrestees, arrestees needing protective custody, or arrestees who require isolation due to a communicable disease. This separation is necessary to maintain a normalized environment in the booking area.

**Safety Cell**
Single occupant padded cells, as described in the California Code of Regulations, Title 24, Section 2-1013(b)5, located in booking and medical housing that are to be used to hold only those inmates who appear to be a danger to themselves, appear gravely disabled, or who display bizarre behavior which results in the destruction or potential destruction of property, or reveals an intent to cause self-inflicted physical harm.

**General Information**

Correctional health care services will provide written medical policies on detoxification of inmates. They will develop written protocols for detoxification treatments, which will include procedures and symptoms necessitating immediate transfer to a hospital.

**Booking**

All inmates entering the custodial facility are asked questions from the medical screening questionnaire. The inmate's responses and the officer's observations are marked. Based on the information obtained from the inmate, Correctional Health Care or the Booking Officer will assign the inmate to a detoxification cell, holding cell, safety cell or into the Booking Lobby.

**Detoxification Cell**

Padded cells located in Booking, that is used to hold only those inmates who are a threat to their own safety or the safety of others due to their state of intoxication. Cell 7 may be used as a multi-occupant detoxification cell.

Continued retention in a detoxification cell will be at the discretion of Correctional Health Care staff, who will review the retention at least every six hours.

Security staff will conduct direct visual welfare checks approximately every fifteen minutes and no less often than twice within a thirty minute period to ensure the safety and well being of the arrestee. Each check shall be documented on the inmate observation log.

If the inmate is placed into a holding cell for detoxification, security staff will follow the procedures outlined above.

**Safety Cell**

Single occupant padded cells located in Booking and Medical Housing that are to be used to hold only those inmates who:

1. Appear to be a danger to themselves or others, or who appear gravely disabled. A mental health evaluation shall be secured within 24 hours of such segregation or at the next daily sick call, whichever is earliest.

2. Displays bizarre behavior that results in the destruction or the potential destruction of property or reveals intent to cause self-inflicted physical harm.

When security staff confines a person in a safety cell, an inmate observation log will be started and Correctional Health Care staff will be notified.

Continued retention in a safety cell shall be at the discretion of Correctional Health Care staff, who will review the retention at a minimum of every eight hours.

Security staff will conduct direct visual welfare checks approximately every fifteen minutes and no less often than twice within a thirty minute period to ensure the safety and well being of the arrestee. Each check shall be documented on the inmate observation log.

Correctional Health Care will assess the inmate's condition within twelve hours of placement or at the next sick call whichever is earliest. Correctional Health Care will clear the arrestee every 24 hours for continued retention in the safety cell.

A mental health opinion of the inmate's placement and retention in the safety cell shall be secured within twenty-four hours of placement.

There shall be no more than one inmate in a safety cell at one time.

When the use of restraints become necessary, that inmate being placed into a safety cell may be secured in waist chain restraints instead of handcuffs. This applies to any inmate being placed in an observation cell in handcuffs and unattended for any amount of time.

**Intake Housing**

During the first 72 hours, inmates assigned to Intake housing that have abused alcohol and/or controlled substances may experience withdrawals from the lack of these substances. Security staff should be aware of the signs and symptoms of withdrawals. When inmates present themselves in a state of deterioration and distress due to withdrawal, security staff will immediately notify Correctional Health Care Services. Security staff will make frequent and unscheduled checks on the health and safety of inmates housed. Officers will conduct a welfare check on inmates locked down every 30 minutes.

**Alcohol and Drug Counseling Programs**

Counseling programs are under the Inmate Programs Manager with the cooperation of public and private providers. These counseling programs consist of Alcoholics Anonymous, Narcotics Anonymous, and Custody Drug & Alcohol programs. Many of the programs will be conducted within the housing unit with the schedule being posted on a weekly basis.

**Procedures**

Procedures provide specific instructions for substance abuse management. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer to:**

**San Joaquin County Sheriff's Department Custody Division Polices and Procedures**

| | |
|---|---|
| 3.1.2 | Use of Force and Restraints |
| 2.1.4 | Medical Emergencies |
| 3.1.5 | Use of Cells |
| 7.3.2 | Inmate Medical Delivery |
| 7.3.3 | Inmate Mental Health Care |
| 8.8.1 | Counseling |

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Department*
Custody Division
Policies and Procedures

| SECTION: 7.3.0 | SUBJECT: 7.3.8 |
|---|---|
| HEALTH CARE | **SHERIFF HOSPITAL SECURITY** |

Date Issued: 09/01/94 Date Revised: 11/10/10 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department that security staff assigned to Hospital Security will be responsible for all inmates transferred to the County Hospital for medical treatments. Security staff will realize that medical emergencies may take precedence over security. Cooperation between security staff and County Hospital personnel is essential to ensure that both medical care and security are maintained.

**References of Authority**

PC. 4011.7, 4011.9, 5007.7, 6030(f)

**Definitions**

**Restraints**
Department approved equipment used to restrain and limit the movement of inmates who require additional measures of control. A device used to restrict the movement of an individuals limbs or torso.

**General Information**

Sheriff Hospital Security staff will be responsible for maintaining the security of inmates transferred to the San Joaquin County Hospital, inmates admitted to the hospital, or awaiting medical treatments or clinic appointments. Hospital Security Officers will escort inmates to the various treatment or clinics using safe and secure practices. They are also responsible for the safety and well being of admitted inmates.

Hospital Security staff will work in cooperation with the County Hospital personnel to ensure the timely medical treatment of inmates.

[redacted]

Hospital Security staff will respond to medical emergencies, whether it is as a first responder or to assist medical staff. If security staff is the first to respond, they will assess the situation and notify hospital medical staff. The officer will initiate basic life support and continue rescue procedures until medical staff responds. There should be no unnecessary inmate movement during an emergency. Hospital Security will respond to fire alarms and identify emergency evacuation routes to efficiently remove inmates from the area of danger.

Hospital Security is required to be in full uniform as specified in Sheriff Department General Orders C-9 (L) and armed with department issued weapon (General Order C-5 Handguns). All Hospital Security staff will comply with General Order A-6 Use of Force and Custody Policy 3.1.2 Use of Force and Restraints.

**Hospital Transportation**

1. If time permits, the transporting officer/s (through the assistance of either the Transportation Coordinators or housing officers) will check the inmate's classification status, and print out a CUSINS photo and CJIS booking record that includes charges. This record packet and any medical paperwork will accompany the inmate to the hospital. The transporting officer/s will retain the portion of the packet not taken by medical staff in his or her possession until the inmate is either returned to the jail or released from custody.

    A. The number of officer accompanying the inmate during transportation will be determined based upon the inmate's jail classification status.

    B. At no time shall an inmate who is in labor, as deemed by Correctional Health Care staff or a physician, be shackled by the wrists, ankles or both. This applies during transport to the hospital, during delivery and while in recovery after giving birth, unless it is deemed necessary for the safety and security of the inmate, the staff, and the public.

2. Upon arrival at the hospital, the officer/s will ensure that the inmate is secured with the necessary leg irons and belly-chains or handcuffs (which ever is appropriate based on the inmate's medical condition and classification status). The officer/s will be contacted by hospital staff for the registration paperwork. For billing purposes, they are allowed to make a copy of the booking charge sheet.

3. Upon notification of the inmate's medical clearance, all pertinent medical paperwork will be collected and the inmate will be returned to Medical Unit of the Pretrial facility. All paperwork received from the medical facility will be transferred to jail medical staff at that time.

**Hospital Admission**

1. When a Transportation Unit Officer/s is notified that the inmate is being admitted to the hospital for medical treatment, the officer/s will notify the Transportation Unit Coordinators of the admission. The coordinator/s will arrange coverage by means of assigning an officer/s directly through the transportation unit or by contacting the Deputy Coordinator assigned to the hospital.

    A. After hours and/or when Transportation Coordinators and Hospital Security Officers are not available; the transporting officer/s will be responsible for inmate security.

2. For night shift and weekends the Jail Core Sergeant will be notified of the admission and the need to assign an officer/s to that inmate. If the Transportation Unit staffing level is deemed insufficient to safely meet identified demands; the Jail Core Sergeant will contact Patrol for assistance.

    A. The shift Patrol Sergeant will be given the following information:

        1. The number of Transportation officers on site and at the hospital.

        2. Name of the officer/s providing hospital security at the time.

        3. Location of the inmate.

        4. The inmate's classification level.

    B. The shift Patrol Sergeant will notify dispatch of the patrol officer/s assignment and the location to which they are to report.

    C. The assigned Patrol Officer/s will remain with the inmate until relieved by a Transportation Officer or the inmate's return to the jail facility. Relief of the Patrol Officer/s will be a priority; however, extenuating circumstances may pre-empt the relief.

3. The number of officers assigned to inmate security at the hospital will be configured in the following manner:

   A. [redacted]

      1. [redacted]

   B. **Levels 1 - 5** (un-sentenced or sentenced inmate) - 1 officer will be responsible for the security of the inmate.

   C. **Levels 6 & 7** (un-sentenced or sentenced) – 2 officers will be responsible for the security of the inmate.

      1. At theses classification levels, consideration of the inmate's charges, age, incidents and medical condition shall be factors in determining the number of officers that will remain on site with the inmate.

   D. **Level 8** (un-sentenced or sentenced inmate) – 2 officers will be responsible for the security of the inmate.

      1. The Watch Commander of Patrol has discretion in determination of a change in security coverage for a level 8. That determination shall be based upon the following considerations:

         a. Level of public interest

         b. Threat to officer safety

         c. Inmate's age, medical condition and charges

**Procedures**

Procedures provide specific instructions for Sheriff Hospital Security. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer to:**

**San Joaquin County Sheriff's Department Custody Division Policies and Procedures**

2.1.4 Medical Emergencies
3.1.2 Use of Force
3.2.3 Classification
3.3.1 Inmate Movement
3.3.2 Special Inmate Movement
3.1.12 Body Cavity Search
7.3.2 Inmate Medical Care Delivery
7.3.3 Inmate Mental Health Care
7.3.4 Communicable Disease

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 8.1.0 | SUBJECT: 8.1.1 |
|---|---|
| PROGRAM PHILOSOPHY AND COORDINATION | **PROGRAM PHILOSOPHY & GOALS** |
| Date Issued: 09/01/94 | Date Revised: 05/20/05 |
| Date Reviewed: 04/01/19 |  |

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to maintain the physical, social and emotional health of inmates by providing a variety of programs.

**References of Authority**

PC 4018.5, 4023.5, 4029

Title 15 1061, 1064, 1065, 1070

**Definitions**

**Program Provider**
Persons or groups of people such as churches, schools, Alcoholics Anonymous and Narcotics Anonymous who volunteer their time to provide services for inmates. These people or groups must obtain clearance through the Inmate Programs Manager to provide services.

**General Information**

Programs will emphasize the use of community resources and include, at a minimum, religious services, recreation and leisure time activities, library services, substance abuse and educational courses. Programs meet the basic needs of inmates and help keep inmates productively occupied while also helping the stress levels of both staff and inmates.

All inmates will have equal opportunity to participate in all facility programs regardless of their race, national origin, color, creed, sex, economic status, or political beliefs. Inmates in special housing will not be excluded from programs and services as a result of their housing classification, except those inmates who are disruptive, assaultive, disciplinary restrictive status, or who cannot be mixed with others based on classification criteria when the program requires group activity.

The establishment, coordination, scheduling, and monitoring of programs for inmates is the responsibility of the Inmate Programs Manager. Each staff member is expected to assist in the endeavor by forwarding both positive and constructive comments about existing programs, suggestions for improvement, and ideas for additional programs to the Inmate Programs Manager.

The Inmate Programs Manager is responsible for scheduling and preparing a monthly activity calendar, which will be posted in each applicable housing unit and made available to both staff and inmates. The monthly activity calendar will list the date and time of each available program for inmates.

Programs will be accomplished through the use of public and private resources existing in the community. The use of the outside agencies will help to broaden the base of support and assistance afforded the facility.

Programs will be by volunteers and be extensions of other programs already being used in the community, such as library, education, religious, substance abuse courses and vocational training.

All program materials given out at the pre-trial housing units will be cleared by the responsible Facility Commander.

**Procedures**

Procedures provide specific instructions for programs philosophy and goals. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer to:**
**San Joaquin County Sheriff's Department Custody Policies and Procedures**
1.2.1 Inmate Welfare fund
3.1.14 Facility Access And Controls
8.1.2 Citizen Involvement and Volunteer
8.2.1 Educational Programs
8.3.1 Recreation and Activities
8.4.1 Library Services
8.5.1 Religious Programs
8.8.1 Counseling
8.8.2 Inmate Marriages

Procedures shall be used, both as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
Custody Division
Policies and Procedures

| SECTION: 8.1.0 | SUBJECT: 8.1.2 |
|---|---|
| PROGRAM PHILOSOPHY AND COORDINATION | **CITIZEN INVOLVEMENT & VOLUNTEERS** |

Date Issued: 09/01/94 Date Revised: 05/20/05
Date Reviewed: 04/01/19 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to utilize volunteers within the facility, to enhance and expand the programs and services offered to inmates.

**References of Authority**

PC 4029

**General Information**

Volunteers are recognized by the Sheriff and the Board of Supervisors as a valuable resource, who supplement the level of services provided by existing programs staff, and in some cases, perform services which would not otherwise be available to inmates.

**Screening and Selection**

All prospective civilian employees and volunteers shall be subjected to a security clearance and determined to be suitable before being allowed to work in the custodial facilities.

***Exception**:

1. Organizations with individuals who are under age 18 can provide a limited service for the Inmate Programs Manager. These services are limited in nature (i.e library service, typing, sorting). All juvenile volunteers shall be under adult supervision. These services will be arranged so the volunteers will have no contact with the inmate population.

2. Individuals under the age of 18 participating in these services must have the approval of the Inmate Programs Manager and the Captain of Custody.

Ex-offenders and relatives of inmates may serve as volunteers if approved by the Inmate Programs Manager and the Captain of Custody. Volunteers will not be allowed to provide services to inmates to whom they are related.

**Staff Responsibilities**

The Inmate Programs Manager is responsible for coordination, supervision, and scheduling of organized volunteer programs. The Inmate Programs Manager is also responsible for ensuring that information on program content and the program schedules are provided to both inmates and custody staff.

The Inmate Programs Manager is responsible for processing and coordinating requests from volunteers/ volunteer organizations, which desire to conduct programs in the custody facilities.

**Volunteer Orientation**

All volunteer groups and organizations will be required to ensure that their members are trained to work in a correctional environment.

The Inmate Programs Manager will conduct a program of volunteer orientation. All volunteers will be required to complete orientation prior to being authorized access to the detention facility. The volunteer handbook will be reviewed and the volunteer agreement will be signed. Topics covered during volunteer orientation will include, but not be limited to:

1. Physical layout/ evacuation routes
2. Facility tour
3 Facility access procedures
4. Classification
5. Safety and security
6. No hostage policy

7. Procedures during emergency situations
8. Prohibited activities
9. Relationship with inmates
10. Coordination/ relationships with detention staff
11. PREA

**Volunteer Termination**

Each Duty Sergeant has the authority to immediately but temporarily suspend a volunteer or program if deemed necessary for the immediate security of the facility or safety of staff or inmates. The Duty Sergeant will notify the Facility Commander and the Inmate Programs Manager of the program suspension. The Captain of Custody and the Inmate Programs Manager have the authority to curtail, postpone or discontinue the services of a volunteer or volunteer organization, if deemed to be in the best interests of the volunteer program, the inmates, or the facility.

**Donations**

The Custody Division acknowledges the importance and value of any donations from the general public for inmate programs. The Inmate Programs Manager will be notified of any inquiries regarding donations and will determine if the items are appropriate for acceptance. Donations may be accepted from organizations and members of the general public. Donations are not accepted from inmates housed in the facility.

**Procedures**

Procedures provide specific instructions for citizen involvement and volunteers. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer to:**

**Inmate Programs Procedure Manual**

**San Joaquin County Sheriff's Department Custody Division Policy**

3.1.14 Facility Access & Controls
8.1.1 Program Philosophy and Goals

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

| SECTION: 8.2.0 | SUBJECT: 8.2.1 |
|---|---|
| EDUCATION PROGRAMS | **COORDINATION AND SUPERVISION** |

Date Issued: 09/01/92 Date Revised: 05/03/10
Date Reviewed: 04/01/19 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to provide educational programs for inmates to improve their educational levels through equitable access to educational materials and instruction in a variety of areas. Educational programs are regularly scheduled and attendance is voluntary; however, inmates are encouraged to participate.

**References of Authority**

PC 4029

California Education Code, Article 14.5 Education of Prisoners, section 1900, 1901, 1902, 1903, 1904, 1905, 1906.

Title 15 1061

**Definitions**

**Contract Education Provider**
Currently the contract education provider is The San Joaquin County Office of Education. They provide credentialed instructors, books, and printed materials to facilitate the delivery of educational services to all inmates, both sentenced and pretrial. The educational programs they provide include, but are not limited to:

1. Adult basic education / High School Diploma
2. GED courses
3. Pre-Release / Job skills
4. Life skills / Ownership
5. Read 180

**General Information**

The Inmate Programs Manager will work with a contract education provider to provide instructors that will give academic and vocational courses within the custody facilities. These programs will reflect the needs of the inmates and will include, at a minimum, basic education courses, general education development preparation courses, basic social survival courses and selected vocational courses. Academic and vocational instruction will be provided to groups or individual inmates, depending on inmate interest, class size and security considerations.

Instruction for pre-trial General Population Housing units, Medical Housing, Intake 3 and Intake 4 will be held in the multi-purpose room. Instruction for general population inmates in Intakes 1 & 2 and Sheltered housing will be in the common area. Inmates housed in Administrative Segregation may be afforded educational material. Instructors will evaluate the needs of the inmate and develop a plan accordingly.

Instruction at the Honor Farm will be held in the Program Core classrooms. The Inmate Programs Manager will provide a weekly activity calendar for inmates and staff, which lists schedules of classes of each housing unit.

**Health and Medical Programs**

Correctional Health Care will provide instruction in prenatal health classes (for the female housing units).

Public health staff will provide instruction in health education (all units)- awareness of AIDS/HIV, Sexually transmitted disease, and communicable diseases.

**Procedures**

Procedures provide specific instructions for educational programs. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer to:**

**Inmate Programs Procedure Manual**
7.0.0 Inmate Services and Programs
7.1.0 Programs Goals and Objectives
7.2.0 Volunteers
7.3.0 Background Investigation of Civilian Personnel
7.5.0 Social, Academic, and Vocational Education

**San Joaquin County Sheriff's Department Custody Division Policy**
3.1.14 Facility Access And Controls
8.1.1 Program Philosophy and Coordination
8.1.2 Citizen Involvement and Volunteers

## ADMINISTRATIVE SEGREGATION
## INMATE PROGRAMS

Programs will be made available to non-restricted inmates who have filled out an Inmate Request Form asking for a specific program. All programs are to be conducted in a professional manner that does not disrupt the operation of the housing unit.

1. The Administrative Segregation Tower Officer will notify the Housing Officer that a program provider has arrived in the unit.

2. The Tower Officer will notify the inmate requesting the program by intercom, to prepare for the program provider's arrival.

3. The Housing Officer will escort the program provider to the official visiting room, where he will conduct the program.

4. The official visiting room will be used to conduct all approved programs. Programs may be conducted one on one or with a small group of inmates who have been cleared by classification.

5. Items to be given to the inmates, including bibles, will need prior approval from the Inmate Programs Manager.

    A. Items that have been approved to be given to the inmates will be given to the officer to give to the inmate.

    B. The Housing Officer will inspect approved items for contraband prior to handing it to the inmate.

6. At the conclusion of the program, the Housing Officer will escort the program provider to the sallyport.

## PRE-TRIAL
## PROGRAMS: COUNSELING, RELIGION AND EDUCATION

1. The Housing Officer will post a current list of all scheduled programs.

2. The Housing Officer will provide intermittent supervision of inmates participating in the programs.

   A. The Housing Officer will monitor the programs consistent with direct supervision practices.

   B. Inmates attending programs are expected to stay for the entire program unless the inmate becomes ill or an emergency occurs.

3. The program provider will be responsible for supervising inmates in their program. The program provider will notify the Housing Officer immediately if a problem arises and assistance is needed.

4. Attendance by inmates that are high risk/special security handling or medical isolation, may be limited to certain programs due to their classification. This will be evaluated on an individual basis.

5. Upon the conclusion of the program, the program provider will notify the Housing Officer.

## HONOR FARM
## INMATE PROGRAMS

PROGRAMS – COUNSELING/RELIGION/EDUCATION

1. Inmates will be allowed equal access to all scheduled programs.

2. All programs will be conducted in the Program Core's designated classroom or multipurpose room.

3. Program providers will enter the Program Core through the front door entrance and contact the Honor Farm Clerk.

4. The Program Core Security Officer will verify the program provider by checking the schedule and verifying the program provider's identification. The program provider will be required to sign in using the log book.

5. After directing the program provider to the appropriate area, the Program Core Security Officer will notify all Honor Farm staff, via radio, of the type of program being held, the time, and the location of the program.

6. Inmates attending programs will be expected to stay for the full class or program, unless they become ill or an emergency occurs.

7. An inmate may be refused admittance to a program for disciplinary reasons.

8. At the conclusion of the program, the provider will:

   A. Dismiss the inmates and instruct them to return to their housing units.

   B. Immediately return to the administrative staff area, notify Program Core Security Officer that the program has concluded, and sign out.

9. The Program Core Security Officer will notify, by radio, all Honor Farm staff of the conclusion of the program.

10. The use of the interview and multipurpose rooms for security purposes will take precedence over all programs.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office that all inmates will have access to recreational opportunities, to maintain the physical, social and emotional health of the individual.

**References of Authority**

PC. 4029

Title 15 1065

**General Information**

The Inmate Programs Manager will provide inmate recreational programs that will include activities that relieve tension and stress within the inmate population. These recreational programs will promote constructive behavior within the inmate population and provide a release for aggressive and negative behaviors. Recreational programs will encourage inmates to develop a healthful lifestyle that emphasizes regular physical activity and at the same time permits the inmates to learn discipline and self-control.

The Inmate Programs Manager will ensure that the recreational programs will not affect the safety and security of the facility, staff or inmates. All recreation programs and services will be reviewed with the responsible Facility Commander.

All inmates who have been classified and oriented to the housing units will be allowed daily participation in programs and recreational activities. The exception will be for those inmates who have been classified to a security level which requires that an inmate be kept separate from other inmates. Inmates with these restrictions and Administrative Segregation inmates will be given a minimum of three hours recreation time during a seven-day period. Inmates with severe medical/mental problems will have their recreational activities monitored by Correctional Health Care.

The Housing Officers will supervise inmates during recreation and make periodic checks of all recreation areas.

The Housing Officer will take appropriate disciplinary action against inmates who abuse any equipment or who are disruptive during recreation time.

**Indoor Activities**

Television will be available in all housing units, except Administrative Segregation housing, and will include regular programming as well as videotapes. Television for medical isolation cells will be available on request to the Inmate Programs Manager.

Arts and crafts classes may be offered to all inmates housed in the general population housing units. These projects will consist of safe, security-conscious, and inexpensive craft ideas.

A variety of games will be provided and maintained by the Inmate Programs Manager and kept in applicable housing units. These games may include, but will not be limited to checkers, chess, dominoes, monopoly, and playing cards.

Custody staff will inventory all recreation equipment on a scheduled basis and report repair and replacement needs to the inmate recreational coach or assistant.

Indoor recreation will be available on a daily basis under the supervision of the Housing Officers. A monthly activity calendar, published by the Inmate Programs Manager, will provide class and tournament schedules.

**Outdoor Recreation**

Recreational equipment such as handballs will be provided in each housing unit. Honor Farm equipment consists ofbasketballs, handballs and volleyballs. At no time is outdoor recreation equipment to be used indoors. Indoor use of this equipment could compromise safety and interfere with the efficient operation of the housing unit.

Outdoor recreation will be available on a daily basis under the supervision of the Housing Offic**Procedures**

Procedures provide specific instructions for recreational programs. Staff will be trained in accordance procedures, and shall read and follow the guidelines provided.

**Refer to:**

**San Joaquin County Sheriff's Department Custody Division Policy**

| | |
|---|---|
| 3.1.14 | Facility Access & Controls |
| 8.1.1 | Program Philosophy and Goals |
| 8.1.2 | Citizen Involvement and Volunteer |

## ADMINISTRATIVE SEGREGATION
## RECREATION

GENERAL INFORMATION

1. Collect phones are available in the recreation yard for inmates to use during their recreation time, unless the inmate is on telephone restriction. The phone on/off switch is located on the wall next to the yard door.

SCHEDULING GUIDELINES

1. The recreation yards in Administrative Segregation are designed to be used by one inmate at a time per yard.

2. Scheduled recreation periods will take place during the day between the hours of 0600 hours and 1800 hours. The days will alternate between inmates assigned to floor level 1 and floor level 2. Recreation periods are sixty minutes in length.

   A. Monday, Wednesday and Friday: Floor level 1, Cells 1 - 32

   B. Tuesday, Thursday and Saturday: Floor level 2, Cells 33 - 63

2) If an inmate refuses to use his recreation period, the Housing Officer will make the necessary CJIS entries on the Add Jail Incidents screen.

## GENERAL POPULATION
## INMATE RECREATION

INDOOR RECREATION

1. Indoor recreation will be available daily form 0600 to 2300 hours, under the supervision and decision of the Housing Officer.

OUTDOOR RECREATION

1. Outdoor recreation will be available daily in the recreation yard located in the housing unit.

## HONOR FARM
## INMATE RECREATION

INDOOR RECREATION

1. Indoor recreation will be available daily, under the supervision of the Housing Officer.

OUTDOOR RECREATION

1. Outdoor recreation supplies will be kept in an unlocked storage area to provide inmates with unlimited, easy access.

2. Use of the outdoor recreation area will be at the Housing Officer's discretion. All inmates must be allowed at least one hour per day of outdoor recreation.

3. Inmates from each housing unit will be permitted to participate in unscheduled recreational activities only in the recreational areas of their own assigned housing unit.

4. Scheduled activities will be supervised by the Custody Recreation Supervisor or his assistant and will be held at a location that he will designate.

## INTAKES 1, 3, 4, MEDICAL & SHELTERED HOUSING RECREATION

GENERAL INFORMATION

1. All inmates who have been classified and orientated to the housing unit will be allowed daily participation in recreational activities. The exception will be for those inmates who have been classified to a security level, which requires an inmate be kept separate from other inmates. Males and females shall not be allowed out at the same time for recreation.

2. General population inmates will have the opportunity to use the recreation yard and recreation equipment whenever they are out of their cells.

3. Special handling inmate recreation will be scheduled between 0600 hours to 1800 hours.

    A. When special handling inmates are out for recreation, the general population inmates will be locked down.

    B. A schedule will be used to ensure that all special handling inmates receive their recreation as outlined in Title 15.

        1) Recreation periods are sixty minutes in length.

        2) If a special handling inmate refuses to use his recreation period, the Housing Officer will make the necessary CJIS entries on the Add Jail Incidents screen.

4. For security reasons, high risk/special security handling inmates will have their recreation limited to the outdoor recreation yard.

5. Inmates with severe medical problems may have their yard time monitored by medical/mental staff.

6. Inmates with contagious diseases or severe mental disorders will also have the opportunity to use the yard at the discretion of Correctional Health Care staff. Correctional Health Care staff will advise the Housing Officer who will take the appropriate action to make the yard available to these special handling inmates.

INDOOR RECREATION

1. All activities provided by program staff will take place in the multi purpose rooms or in the common area.

OUTDOOR RECREATION

1. An outdoor recreation yard is available and is adjacent to the housing unit.

## INTAKE 2
## RECREATION

GENERAL INFORMATION

Intake 2 is the Pre-Trial housing unit for male protective custody inmates. Protective custody reasons include but are not limited to: The inmate's personal safety is in jeopardy in the event they are assigned to General Population as a result of crimes charged, sexual preference, informant status, gang affiliation or if easily victimized by other inmates.

Due to the unique nature of Intake 2, this housing assignment shall have no deprivation of privileges other than those necessary to obtain the objective of protecting inmates and staff. All inmates who have been classified and orientated to this housing unit will be allowed daily participation in recreational activities.

HOUSING GROUPS

Surrenos
Morals/Protective Custody
Alternative Lifestyle
Gang Dropouts
Civil
House/Recreate/Move Alone



GROUPS OF INMATES THAT CAN RECREATE TOGETHER

Group 1
Group 2
Group 3
Group 4



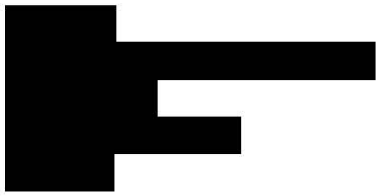
THIS GROUP MUST RECREATE INDIVIDUALLY (one at a time)

Group 5



HOUSING ASSIGNMENTS

Cells #1-16
Cells #17-19
Cells # 20-32
Cells # 33-48
Cells #49-66



## RECREATION SCHEDULE FOR INTAKE 2

GROUP [redacted]

0730 - 1030
2000 - 2130 Monday, Wednesday, Saturday

1230 - 1630
2130 – 2300 Tuesday, Thursday and Friday

GROUPS [redacted]

1230 - 1630
2130 – 2300 Monday, Wednesday, Saturday

0730 - 1030
2000 - 2130 Tuesday, Thursday and Friday

Group [redacted]

0730 – 0900 Sunday
1230 – 1430 Sunday
2000 – 2130 Sunday

Groups [redacted]

0900 – 1030 Sunday
1430 – 1630 Sunday
2130 – 2300 Sunday

- **Each Sunday the times for each group will alternate. The on duty Sergeant and/or Classification will make a new schedule for Sunday. The schedule will come out on Friday before the following Sunday.**

GROUPS D, E AND F

In the event an inmate or inmates from Groups [redacted] are housed in Intake 2, they will recreate:

1830 - 1930 Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 8.3.0 | SUBJECT: 8.3.2 |
|---|---|
| RECREATION AND ACTIVITIES | **VIDEOS** |

Date Issued: 03/10/97 Date Revised: 05/20/05
Date Reviewed: 04/02/19 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office that videos will be shown to inmates only in accordance with the Federal Copyright Act.

**References of Authority**

Federal Copyright Act, Title 17, U.S. Code

**General Information**

In compliance with the Federal Copyright Act, Recreation Staff will maintain a public performance license. The cost of the license, and the purchase and/or rental of movies, will be paid for by the inmate welfare fund. Rental movies will be obtained through commercial video stores.

Only videos that are purchased or rented by the department will be shown. Effective January 1997, only movies rated PG 13, PG, or G will be used within the facilities.

Movies will be rotated weekly by the Recreation Staff, according to their posted schedule. The South Jail Administration Officer will be responsible for playing the scheduled movie at the scheduled time. In the Jail Core, the Housing Officer will be responsible for playing the scheduled movie.

Staff is specifically prohibited from showing or bringing into the facility videos from the outside. Under no circumstances will staff view videos for personal use on duty.

**Procedures**

Procedures provide specific instructions for inmate recreation and programs. Staff will be trained in these procedures, and will read and follow the guidelines provided.

**Refer to:**

**San Joaquin County Sheriff's Department Custody Policies and Procedures**
1.2.1 Inmate Welfare Fund
8.1.1 Program Philosophy & Goals
8.3.1 Recreation and Activities

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department to provide adequate jail library services to meet all informational, education, legal and leisure reading needs for inmates.

**References of Authority**

Title 15 1064, 1068

Bounds vs. Smith (1977) 430 U.S. 817 [97 S.Ct. 1491].

**Definitions**

**Propria persona (PRO PER) Inmate**
An inmate certified by the court to represent himself in a civil or criminal proceeding.

**Satellite Library**
Located at the Honor Farm, provides a wide range of appropriate library services.

**General Information**

The Sheriff's Department recognizes that the freedom to read and improve oneself through greater self-awareness and improved vocational and educational skills is important to the inmate. Equally important is the opportunity for relief from boredom and a chance to reduce aggressiveness through recreational reading.

**Law Library**

The law library is a service, which in combination of the law library and law clerks, that assists inmates and provide them with photocopies of the pertinent law and cases. Use of the law library is for all inmates in custody. Any inmate wishing to use the law library must submit a request to the law clerk. The law clerk will photocopy requested materials and send the material to the inmate. When necessary, the law clerk will interview the inmate requesting the material.

PRO/PER inmates will have access to the law clerk. When necessary, the law clerk will interview the PRO/PER inmate and take the request for material.

**Recreational library**

The recreational library will provide a wide range of appropriate library services which can promote opportunities for education, enlightenment, self-improvement, increased self-esteem, constructive use of leisure time, preparation for release, legal research and reference, and support for institutional goals and programs. Religious material and bibles are provided through the library. All inmates will have access to the library for recreational reading material by filling out a request form for library books (Except for inmates on disciplinary detention). Honor Farm inmates will have use of the satellite library. It is the intent of this program to return the individual to the community capable of leading a productive life and having a positive impact on their family and society.

**Procedures**

Procedures provide specific instructions for library services. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer to:**

**Inmate Programs Procedure Manual**
7.0.0 Inmate Services and Programs
7.1.0 Programs Goals and Objectives
7.2.0 Volunteers
7.3.0 Background Investigation of Civilian Personnel
7.6.0 Library Services

**Inmate Orientation and Rule book**

**San Joaquin County Sheriff's Department Custody Division Policies and Procedures**
3.1.14 Facility Access And Controls
6.2.1 Access To Legal System
8.1.1 Program Philosophy and Goals
8.1.2 Citizen Involvement and Volunteers
8.2.1 Educational Programs

## HONOR FARM
## LIBRARY SERVICES

SATELLITE LIBRARY

1. The satellite library operation is to be staffed by the librarian with the assistance of an inmate worker.

2. Inmate access to the satellite library shall be via the north program core door and east corridor for the inmates assigned to Unit 1. Inmate access from the Honor Farm compound will be directly to the library.

3. Hours of service are:

   MONDAYS & THURSDAYS (MEN ONLY)
   2PM-4PM

   WEDNESDAYS (WOMEN ONLY)
   2PM-4PM

4. Inmates wishing to check out reading and reference materials shall have made their selection from a prepared list posted in each housing unit.

5. Inmates will be allowed to check out only two books at a time over a seven -day period. When appropriate additional books may be checked out.

6. The satellite library shall be organized in a standard library format as established by the librarian. All stocking and restocking of reading materials shall be performed under the guidance of the assigned librarian.

READING MATERIALS NOT READILY AVAILABLE

1. Inmates can request materials not readily available in the satellite library. Inmates should be instructed to fill out an inmate request form listing the volume name or subject area of interest. The request forms should be forwarded to the custody librarian. The custody librarian will scrutinize the requests as to availability and suitability, and those materials will be made available to inmates whenever possible.

INMATE LAW LIBRARY

1. Any inmate wishing to use the law library for legal resource material will be required to fill out an inmate request form, which will be forwarded to the law clerk.

2. Requested materials will be copied for the inmate and delivered to the inmate through the inter-office mail or directly by the law clerk.

3. Requested materials delivered to the inmates will be photocopies. Therefore, inmates will be allowed to use legal resource materials in their pod, room or bed area, if they wish.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Department*
Custody Division
Policies and Procedures

| SECTION: 8.5.0 | SUBJECT: 8.5.1 |
|---|---|
| RELIGION | **RELIGIOUS PROGRAMS** |

Date Issued: 09/01/94 Date Revised: 01/27/09 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department to provide religious programs to all confined pre-trial and convicted inmates to afford them reasonable opportunities to exercise religious freedom.

**References of Authority**

U.S. Constitution Amendments 1, 14

PC. 4027, 4029

Title 15 1062, 1064, 1066, 1072

**General Information**

All inmates will be allowed reasonable access to the clergy, religious programs, printed religious material of their choice and items essential to the practice of their particular religious faith, thereby allowing inmates the opportunity to exercise their legitimate religious practices, subject to the limitations necessary to maintain institutional order and security.

The Religious Land Use and Institutionalized Person Act (RLUIPA) states, "the federal, state, and local governmental agencies are forbidden from imposing a substantial burden on anyone's free exercise of religion unless the burden can be justified as furthering a compelling state interest and is the least restrictive means of furthering that interest." This act applies to inmates.

Religious programs and counseling offered to confined inmates will be under the general direction of the Inmate Programs Manager.

Religious programs will be available to all confined inmates. Inmates will have the opportunity to participate in those practices of their religion that are deemed essential by the governing body of that faith, subject to reasonable constraints necessary to ensure the safety of staff, religious workers, and inmates or facility's security and good order.

**Resources**

Space will be made available for religious programs. Religious services and activities may be held in a variety of places throughout the entire custody facility. Access to space will depend upon the inmate's custody and security level. Religious volunteers may use the multipurpose rooms or common areas located in the housing units of the pre-trial facility. Group programs at the sentenced facility will use the multipurpose room. Individual counseling may take place in any interview rooms of any pre-trial housing unit or at the Program Core.

Faith groups will be granted equal access to these facilities within custody for their worship activities.

Inmates assigned to the Administrative Segregation unit and on security restriction may have one on one visits with religious volunteers in the Paper Pass Room or Interview Room #1 (Service Sallyport). Based on classification requirements, inmates may be restricted from group activities.

Religious services outside of the facility such as baptism and funeral attendance will occur only through court order.

**Scheduling**

The Inmate Programs Manager will post a schedule of all religious activities in a location available to all inmates. All such activities will be intermittently supervised by security staff.

The Inmate Programs Manager will maintain ongoing communications with community religious groups to ensure that the jail's programs are appropriately managed and that when additional resources are needed, they are provided by properly credentialed representatives of that faith group.

Inmates may choose to telephone, visit with, or correspond with a minister or lay leader of a specific faith group.

Special individual religious contact visits with an inmate shall comply with contact visiting procedures following approval from the Inmate Programs Manager. The visitor will be restricted to visiting only with the intended inmate. Non-contact visiting with any inmate will follow those procedures outline for the general public.

**Volunteers**

Under the supervision and direction of the Inmate Programs Manager and approved according to Policy 8.1.2 Citizen Involvement and Volunteers.

**Religious Customs and Accommodations**

Inmates may be permitted to possess items essential to the practice of their particular religious faith. These items are subject to considerations of safety and security with verification and approval of the Inmate Programs Manager. Upon approval, religious property authorized for an inmate becomes part of an inmate's personal property and shall be documented in a CJIS incident report by an Inmate Program staff member. Consideration will be given to items on a case-by-case basis. Ultimate authority shall be maintained by the Captain of Custody.

Approved religious items shall be worn and maintained in the inmates' rooms/cells/bunks.

**Religious Diet**

Special religious diet programs shall be approved in accord with Policy 7.1.1 Contract Services.

**Publications and Other Materials**

Inmates may receive, through an approved volunteer or direct from the publisher by mail, religious publications and other materials that do not have security implications. Bibles and other religious literature are available to all inmates through the inmate library.

**Procedure References**

Procedures provide specific instructions for delivery of programs to inmates. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer to:**

**Inmate Orientation and Rule Book**

**Inmate Programs Procedure Manual**
7.0.0 Inmate Services and Programs (Overview)
7.1.0 Program Goals and Objectives
7.2.0 Volunteers
7.3.0 Background Investigation of Civilian Personnel
7.4.0 Program Providers access to the Pre-trial site
7.7.0 Religious Services

**San Joaquin County Sheriff's Department Custody Division Policies and Procedures**
3.1.14 Facility Access And Controls
6.3.1 Freedom to Religious Access
6.4.1 Written Communications
6.4.3 Visiting
7.1.1 Contract Services
8.1.1 Program Philosophy and Goals
8.1.2 Citizen Involvement and Volunteers
8.4.1 Library Services

**Procedures**

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 8.6.0 | SUBJECT: 8.6.1 |
|---|---|
| COMMISSARY SERVICES | **COMMISSARY SERVICES** |

Date Issued: 09/01/94 Date Revised: 04/12/19 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department to maintain and operate a commissary store for inmates.

**References of Authority**

PC. 4025(a)

**General Information**

Inmates are allowed to use money from their account to purchase miscellaneous approved items in order to enhance inmate morale. Approved staff may purchase items with inmate welfare funds for work, games, or information provided by the inmates. The commissary sells personal hygiene items, stamps, writing materials, snacks, etc. All commissary profits will be deposited in the inmate welfare trust fund. All purchases from the commissary shall be paid for by the inmate , or inmate welfare fund.

**Pre-Trial Facility**

Inmates may purchase up to $80.00 worth of commissary per purchase , provided they have enough funds and are not restricted due to disciplinary action. Correctional Health Care staff may monitor commissary items being purchased in Medical and Sheltered housing units. There is a limitation placed on purchases of commissary items in Administrative Segregation housing which is determined by whether or not the inmate is on commissary or full disciplinary restriction. The responsible Facility Commander will periodically review and approve items on the various commissary lists. Inmates must present their ID before they will be allowed to receive their commissary.

If the inmates have less than two dollars on their account, they are considered indigent and may receive a standard indigent bag once every seven days. These bags must be ordered by the inmate, and delivery of indigent bags will be handled in the same manner as commissary orders. Indigent bags are paid for out of the inmate welfare fund.

**Honor Farm Commissary**

Inmates at the Honor Farm are allowed to make commissary purchases with funds from their account at the storefront commissary. In order to make purchases, inmates must present their ID. Operating times for the commissary are posted at the storefront only. During regular commissary hours, inmates will be called by housing unit to make their commissary purchases. Inmates are limited to twenty dollars in commissary purchases per day. Inmates are allowed to shop at minimum one time per day and may purchase a daily maximum of $75.00 worth of items.

**Inmate Welfare Fund**

Inmates shall not be given free items from the commissary for work, games, or information provided. These items shall be charged to and paid for by the inmate welfare fund as per this policy and the inmate welfare fund policy.

Commissary may contract with the inmate welfare fund to provide large volume items at a cost below the stated retail price.

**Accounting**

A monthly and quarterly report shall be prepared showing all revenue and expenses, along with the gross and net profits. Reports shall include year to date gross and net profits.

**Procedures**

Procedures provide specific instructions for commissary services. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer to:**

**Inmate Orientation and Rulebook**

**San Joaquin County Sheriff's Office Custody Policies and Procedures**
1.2.1 Inmate Welfare Fund

## COMMISSARY
## PRE-TRIAL

(ADMINISTRATIVE SEGREGATION)

ORDERING

1. Inmates who are housed in Administrative Segregation and are not restricted from ordering commissary will be given the opportunity to order commissary.

2. The Housing Officer will make commissary order forms available to each inmate eligible to order commissary.

3. The dayshift officers will pick up the completed commissary order forms on the actual order date.

4. The dayshift officers will deliver the completed order forms to the South Jail Administration building and deposit them in the designated mail slot.

DELIVERY

1. The Housing Officer will escort the commissary vendor from cell to cell to deliver commissary items.

    A. All inmates will receive their commissary through the cuff port slots.

COMMISSARY LIMITATIONS

1. If the order exceeds available funds, the following items will be filled first:

    A. Personal hygiene items
    B. Food

COMMISSARY FOR DISCIPLINARY INMATES

1. Inmates on full restriction for disciplinary reasons are only allowed to order personal hygiene items.

2. Unless an inmate is indigent, he will be responsible for purchasing hygiene items.

(GENERAL POPULATION, INTAKES, MEDICAL, SHELTERED)

ORDERING

1. Commissary order forms will be available for inmates who have funds and are eligible to purchase commissary in Sheltered and Medical Housing. Inmates housed in General Population, and Intake Housing will use the vendor provided kiosk within the housing unit.

2. The Housing Officer will be responsible for making commissary order forms available on request to the inmate at least one day prior to the actual order date for the housing unit.

3. The inmate is responsible for turning in the completed commissary order form to the dayshift Housing Officer prior to the end of the Housing Officers shift.

4. Prior to going off duty, the dayshift Housing Officer will place the inmate's commissary order forms in the appropriate areas.

5. Inmates housed in areas with kiosks are able to order when out for recreation time.

COMMISSARY DELIVERY

1. The delivery of commissary will occur by the commissary vendor under the direct supervision of the housing officer.

1. The Housing Officer will provide intermittent supervision consistent with direct supervision practices.

**Chuck Wagon Café**

SOUTH JAIL

Weekly housing unit inspections will be conducted by Support Staff on Wednesday mornings. With the approval from the Housing Officer, units achieving a passing score of 155 points will have the opportunity to order from the Chuck Wagon menu.
Inmates on commissary restriction are not ineligible to make purchases from the Chuck Wagon.

Commissary vendor personnel shall store the Chuck Wagon cart in the storage closet in the South Jail Administration building.

ORDERING

1. After the inspections have been completed, Support Staff will notify Commissary vendor personnel of which housing units passed inspection. Commissary personnel will then issue the order forms to those units between 1100-1200 hours. Forms will be picked up by 1400 hours and the orders will be processed.
2. Inmates will have a spending limit of $35.00 and will not be allowed to order more than two items.

DELIVERING

1. Commissary personnel will bring the Chuck Wagon cart into the unit on Wednesdays and Thursdays between 1800-2200 hours as to not interfere with normal daily jail operations and existing commissary programs.
2. Any microwaved items will be heated by Commissary personnel using the microwave located on the Chuck Wagon cart.
3. All soft drinks will be emptied into a facility approved container and all plastic bottles will be collected by Commissary personnel. Staff will not provide containers to the inmates.

**My Care Package**

All MyCarePack.com deliveries are based on the recipient ID# and not on name. Any order submitted with an incorrect ID Number is the sole responsibility of the person submitting the order. MyCarePack.com cannot refund or replace orders due to an incorrect recipient ID Number.

San Joaquin County will feature an Inmate Identification tool which can be found on the store home page to assist identification.

The Products spending limit for San Joaquin County, CA is $80.00 per week. This amount includes regular commissary orders placed via the Kiosk.

The Smart Deposit limit for San Joaquin County, CA is $80.00

**ORDERING**

1. Family or friends will place the orders via the internet by logging into the website MyCarePack.com . Purchases will be made using a credit card.
2. After an order is placed, information is transmitted to the appropriate order fulfillment warehouse. Depending on when delivery is scheduled at the facility, the order will take 2 to 7 days to be delivered.
3. Customer's credit card will be credited for the amount of any out of stock item or

items that are not allowed due to facility restrictions.

4. A Trinity Representative works directly with the San Joaquin County Sheriff's Office to determine what products are allowed at the facility. If an item has been ordered that is not allowed, Trinity will attempt to find a similar product substitution. If there are no similar items available, there is no charge and a credit will be applied to the credit card.

**DELIVERING**

1. Orders will be delivered with regular commissary on Tuesdays and Fridays.
2. If an inmate is on commissary restriction, Trinity staff will remove all items except personal hygiene or stationary items.
3. If an item is damaged, the commissary vendor will apply credit to the inmate's account if the if the inmate refuses to accept the damaged item.

Procedures shall be used, both as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department to provide an inmate work force to fulfill the daily operational needs of the custody facilities.

**References of Authority**

PC. 2900.5, 4019

Title 15 1082, 1230

**Definitions**

**Inmate Locator Board**
A listing of an inmate's housing assignment, housekeeping assignment, and location when out of the housing unit.

**General Information**

The inmate work force will provide a valuable resource for the Custody Division to meet daily operational needs. These inmates will maintain the sanitation requirements of the facilities and the grounds. They will provide laundry, food, maintenance, commissary and distribution services. These work assignments will promote constructive activities, prevent idleness and reinforce positive behavior within the inmate population. This work force comes under the direction of the Central Services Manager. The Central Services Manager will maintain written procedures outlining an inmate work plan. The Central Services Manager will work with the contract food service manager to provide inmate workers to meet the food services contract.

The selection of inmate workers at the sentenced facility is done by the inmate work coordinator. The coordinator will select inmates for the various on-site and off-site work areas. The inmate work coordinator will select all inmates who have been cleared for work by classification. Inmates who have health issues will be cleared by Correctional Health Care. Assignment of inmate workers shall be made after considering the requirements of the job and the inmate worker's capabilities. Inmates who are selected for food handling duties will be cleared by Correctional Health Care staff. The selection of inmate workers at the pre-trial facility is done by the Housing Officer during inmate orientation. All food servers and kitchen workers must be cleared by Correctional Health Care staff prior to work.

Every inmate is held responsible for the cleanliness and sanitation of their cell and the housing unit. An inmate's failure to keep his cell clean or failure to complete housekeeping tasks may result in disciplinary action being taken.

The Housing Officer will be responsible for assigning jobs and making reassignments as needed. These jobs will be assigned according to room assignment. The Housing Officer will maintain the job and room assignments on the Inmate Locator Board located in the housing unit. The Housing Officer will make every effort to assign tasks that inmates are capable of completing.

Inmates with no restrictions will not be allowed to refuse work assignments. Refusal to work will result in disciplinary action being taken.

Cleaning supplies will be located in the storage closet and will be issued by a Housing Officer. Supplies will be returned by the inmate at the completion of the work assignment. Inmates failing to return supplies or abusing equipment will be subject to disciplinary action.

**Inmate In-house Job Assignment (General Population)**

When inmate workers have completed their assigned jobs, they will return to their cells if the rest of the housing unit is locked down. There should be no jobs that are more privileged than others. To do so would be to create a hierarchy within the inmate population. All inmates with job assignments are considered inmate workers. Inmate job assignments should not include tasks which are to be conducted by staff.

Job assignments are made by room number. An inmate receiving a new job assignment will receive a new room assignment. A new room assignment will also require a job change.

Inmates will refer to the Inmate Locator Board and the job description sheet located in the housing unit for their job assignment and job description.

**Inmate Workers**

It is the responsibility of all inmate workers to follow facility rules and the health and safety procedures for the various work assignments, to report to duty assignments promptly and be dressed in appropriate clothing. Appropriate protective clothing and equipment (Food service hats, gloves, aprons, boots, etc.) will be issued to inmates participating in special work assignments as prescribed by health and safety regulations. Inmate workers are to complete all assigned tasks in an orderly manner and meet established personal cleanliness standards. Refusal to work may result in disciplinary action. Documenting refusals will be done in CJIS by the Housing Officer.

**Inmate Supervision**

It is the responsibility of the inmate work coordinator, inmate work supervisors, custody staff and the contract food service supervisors to make sure that all inmate workers follow the facility rules and the health and safety procedures at the various work assignments.

**Honor Farm**

All inmates assigned to the Honor Farm will be required to perform a variety of work assignments. Inmates will not be given work assignments listed for disciplinary reasons. The work assignments for the Honor Farm include but are not limited to:

On Site:

1. Kitchen (All food servers and kitchen workers must be cleared by Correctional Health Care prior to assignment.)
2. Grounds crew
3. South Jail
4. Plant Engineering
5. Commissary
6. Library
7. Distribution warehouse
8. Vehicle maintenance
9. Laundry
10. Booking
11. Jail Core
12. AWP
13. Program Core
14. Recreation

Off Site:

1. [redacted]
2.
3.
4.
5.
6.
7.
8.

**Pre-Trial Facilities**

All general population inmates are required to perform daily housekeeping, food service and pantry functions to meet the sanitation and food service standards.

Inmates restricted by Correctional Health Care staff or Classification will not participate in work assignments.

**Inmate Compensation**

All eligible inmates shall be awarded work-time credits when committed to the San Joaquin County Jail.

Credits shall not be withheld because of unavailability of work assignments.

Credits shall not be denied due to classification restricting work assignments, i.e. security risk.

Work performance time credits awarded to an inmate may be deducted for refusal to work or for violation of conduct leading to removal from work status.

The removal of these work time credits will be done by the Disciplinary Sergeant as the result of a disciplinary hearing.

**Injury Reporting**

All staff reporting an inmate injury during a work assignment shall notify the Duty Sergeant and have the inmate seek medical attention through Correctional Health Care staff.

Staff will complete a CJIS incident report and a county liability (incident) form.

**Procedures**

Procedures provide specific instructions for the inmate work plan. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer to:**
**Inmate Orientation and Rule Book**

**San Joaquin County Sheriff's Department Custody Division Policies and Procedures**
3.1.14 Facility Access And Controls
3.2.1 Unit Management
3.2.3 Classification
3.2.4 Alternatives to Incarceration
3.3.1 Inmate Movement
7.1.1 Contract Services
7.1.2 Safety And Sanitation Regulations
7.1.3 Facilities And Equipment
7.1.4 Meal Service
7.2.1 Inmate Hygiene
7.2.2 Sanitation
7.2.4 Inmate Clothing And Bedding (South Jail Admin Laundry)
8.7.2 Community Corps Crews
8.7.3 Work Release

## ADMINISTRATIVE SEGREGATION
## INMATE WORKERS AND JOB ASSIGNMENTS

CELL CLEANING

1. Every inmate housed in Administrative Segregation will be responsible for keeping his cell clean. An inmate's failure to keep his cell clean may result in disciplinary action.

2. An officer will be present when an inmate worker passes cleaning supplies and equipment to the inmate through his open cell door.

   A. Supplies will be passed by the inmate worker to all inmates through the food pass slot opened by an officer.

   B. When the cleaning supplies are picked up, the inmate's garbage will be placed outside the cell door for the inmate worker to pick up.

INMATE WORKER CLEARANCE

1. Only level 7 inmates, who have been cleared by Classification, may be eligible to be an inmate worker.

2. Both male and female inmates will be equally eligible to be inmate workers but they will not be assigned to work at the same time.

3. Inmates assigned to handle food items and pass trays to other inmates must be medically cleared prior to being assigned.

INMATE WORKER SUPERVISION

1. Inmate workers must be supervised constantly and continuously by the Housing Officer while conducting their job assignments.

2. When job assignments have been completed, inmate workers shall be returned to their cells.

CLEANING SUPPLIES

Cleaning supplies shall be kept in the janitorial closets and issued by the Housing Officer to the inmate worker. The inmate worker will return the supplies at the completion of his job.

All jobs for the inmate worker will be assigned by the Housing Officer. Inmates failure to do job assignments, return supplies, or misuse of equipment will be subject to disciplinary action.

## BOOKING
## SENTENCED INMATE WORKERS ASSIGNED TO BOOKING

1. There will be one sentenced inmate worker assigned to Booking for an eight-hour shift around the clock. With the approval of the on Duty Sergeant, the worker may be transferred back to the Honor Farm prior to the end of the eight-hour shift.

   A. Booking staff will make the decision whether the inmate worker is needed or whether the current environment in booking allows for proper supervision. The inmate worker may be refused by booking staff if the current booking environment prohibits the proper supervision of the inmate worker.

2. The assigned sentenced inmate worker will be transported by a Transportation Officer from the Honor Farm to booking.

3. The Booking Officer will perform a patdown search on the inmate upon his arrival in booking (At the officer's discretion he may conduct a strip search).

4. The sentenced inmate worker will perform duties at the direction of custody staff. They will be instructed what they can and cannot do, and where they can go each time they report for duty. The duties include routinely cleaning all areas of booking and other duties as assigned by custody staff.

5. Whenever the sentenced inmate worker is not performing a task, he will wait in an area visible to the Booking Officers. The worker will not be allowed to walk around, talk with arrestees nor will the worker be allowed to spend their free time in the janitors closet out of sight.

6. While on duty, the sentenced inmate worker will be allowed to use restrooms accessible to arrestees.

7. Nursing staff, Pretrial Services staff, and Custody staff will be responsible for directly supervising the sentenced inmate worker while cleaning their respective areas.

8. At no time will a sentenced inmate worker be admitted to the property room. A gated door has been installed between the Booking Officers' restroom and the property room area. The sentenced inmate worker will not be allowed to clean past the gated door.

9. A search (pat down or strip) will be completed prior to the sentenced inmate worker's release to a Transportation Officer for return to the Honor Farm. The worker shall never be allowed to walk back to the Honor Farm unescorted.

10. Transportation Officers will be responsible for picking up and returning all sentenced inmate workers.

## HONOR FARM
## WORK PROGRAMS

WORK AND SCHOOL FURLOUGH

1. Work Furlough inmates will sign out and back in from the Program Core office area. The sign out/sign in sheet will be located on the counter at the booking station.

2. An updated roster of the inmates normal projected working hours and their employer's name, address, and phone number will be kept in a secured location at the Program Core officer's work station

3. The Work Furlough staff realizes that security matters take precedence and will investigate the authenticity of early or late departures or returns. They will also investigate any suspicious circumstances brought to their attention by Custody staff.

4. The Program Core Security Officer is to verify the time signed out and in on the sign out/sign in sheet. The inmate is then to be searched prior to being returned to their housing unit.

5. As employers call requesting inmates to leave early or return late from work, the Work Furlough staff will approve or deny the request. Upon approval, the Work Furlough staff will notify the Honor Farm Clerk.

6. The sign out/sign in sheet, when completed, becomes an official document. These documents are reviewed by the auditor, courts, and other agencies. It is imperative that these documents are completed neatly and accurately. Inmates must sign out and in on the sheet and space provided opposite their name.

CLOTHING FOR WORK/SCHOOL FURLOUGH INMATES

1. Work/School Furlough inmates are allowed to bring five sets of work clothing with them at the time of booking. They may also have clothing brought through a contact visit at the Honor Farm. Special arrangements can also be made to have clothing brought to the work-site, provided this is acceptable and convenient for the employer, and cleared through the Work Furlough office.

2. Alarm clocks may also be brought into the housing unit for use by the Work Furlough inmate. The only stipulation is, they may not have radio alarm clocks.

## HONOR FARM
## IN-HOUSE INMATE JOB ASSIGNMENTS

1. All in-house inmate job assignments will be made by the Housing Officer during orientation and will coincide with the inmate's bunk assignment.

2. Initial job assignments will be made during the inmate orientation by the Housing Officer. Job openings will be assigned according to the bunk assignment.

3. All job assignments will be noted next to the bunk assignment on the inmate locator board.

4. Individual daily in-house job assignments will not be necessary in DEF and JKL barracks due to these barracks using assigned barracksmen to maintain the cleanliness of the housing unit.

5. Job changes may be made by any officer as needed to maintain the cleanliness of the housing unit.

## INTAKE
## IN-HOUSE INMATE JOB ASSIGNMENTS

INMATE JOB ASSIGNMENTS

1. Prior to making job assignments, the Housing Officer will check the job assignment sheet, located at the Officers' Workstation for available jobs.

2. Due to the double bunking capability, inmates assigned to Intakes 1 & 2 will have permanent shared jobs assigned to each cell number. Inmates assigned to Intakes 3 & 4 will have permanent jobs assigned to each room. The inmates housed in Intake can locate their name, cell number and job assignment on the Locator Board.

   A. If only one bunk is occupied in Intakes 1 & 2, that inmate will be responsible for both jobs.

   B. Lockdown inmates in Intake 2 will have jobs as assigned by the Housing Officer

3. Job assignments will be made by the Housing Officer. Jobs will be assigned at random to new inmates. An inmate's talent in a specific job may be considered when making job assignments.

4. Inmates will refer to the job description sheet located below the inmate locator board for their job description.

5. Job changes may be made by the Housing Officer to maintain the cleanliness of the housing unit.

6. The Housing Officer will update the inmate job list on a daily basis to ensure accuracy, and to reflect the need for filling a vacant job assignment at the next available opportunity.

## SHELTERED
## IN-HOUSE INMATE JOB ASSIGNMENTS

Due to the nature of the Sheltered Housing Unit, it will be necessary to assign inmate workers to work in Sheltered Housing. There will be four inmate workers assigned to Sheltered Housing, one of which will be designated for Medical Housing.

Inmates who are restricted from work detail due to physical or psychiatric limitations will not be required to perform housekeeping duties, other than the cleaning of their own cell. Classification will be required to provide the Housing Officer with a list of inmates that are to be locked down and unable to complete housekeeping duties.

Inmates with no physical or psychiatric limitations can have job assignments within the housing unit. The Housing Officer will be responsible for assigning jobs and making reassignments as needed. The Housing Officer will make every effort to assign tasks that inmates are capable of completing.

Inmates with no physical or psychiatric limitations may not refuse work assignments. Refusal to work will result in disciplinary action being taken.

INMATE JOB ASSIGNMENTS

1. Prior to making job assignments, the Housing Officer will check to see if the inmate is cleared to work in the pantry.

2. Job changes may be made by the Housing Officer to maintain the cleanliness of the housing unit.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use good judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department to encourage inmates in the county jail system to develop work ethics and habits, which will enhance their ability to find and maintain employment after release from custody.

It is the further purpose of the Community Corps program to complete work which will enhance the perception of the community and improve the quality of life of our residents, as well as assisting at events which tend to promote or portray the County of San Joaquin as a safe, progressive and thriving community.

**References of Authority**

California Constitution, Article XIV, Section 5

California Penal Code Sections 4018, 4019, 4024.2 P.C.

Government Code 25359

San Joaquin County Board of Supervisors Resolution #B-96-1003

**Definitions**

**Community Revitalization**
The use of Community Corps Program crews to assist the Sheriff's Department and community development as part of the county's safe neighborhoods partnership program. This is primarily done by weed and trash abatement, graffiti removal, and other needs of the community.

**Contracts**
Contracts with agencies within San Joaquin County, where we assist local agencies with inmate labor to augment local resources. Costs vary but are intended to recoup some of the actual costs including inmate supervisor wages and equipment.

**Special Requests**
These requests are usually referred by the San Joaquin County Board of Supervisors or the Sheriff's Department, or directly from members of the general public. These requests are for weed, trash abatement, graffiti removal and other services on public land.

**General Information**

All requests for Community Corps will be reviewed for approval by the Community Corps Sergeant who will be responsible for coordinating any work assignment agreed on.

The priority of work assignments will consider the following:

1. Public safety (floods and other natural disasters)
2. Contracts (Based on commitment to customers)
3. Community revitalization (To support the Safe Neighborhoods Program)
4. Other special requests

The Community Corps Sergeant will coordinate with the Honor Farm inmate work coordinators to provide the maximum number of inmates for work on a daily basis.

Community corps work will be assigned to inmate work supervisors to provide the optimum number of inmates to serve the community's needs. Care will be taken to ensure that work assignments and their locations are appropriate for inmate work crews.

Any questions regarding the appropriateness of the work assignment should be directed to the Community Corps Sergeant, or to the Honor Farm Lieutenant.

**Documentation**

1. The Community Corps Sergeant will keep a daily record of assignments listing the inmate work supervisor's name, crew size, and work location. A copy of this report will be forwarded to the Honor Farm Lieutenant and Management Services.

2. The inmate work supervisor will complete a daily activity report listing work locations, vehicle ID, mileage, crew size, type of work completed and arrival and departure times. The daily activity report will be reviewed and approved by the Community Corps Sergeant and forwarded to management services for posting.

3. The Honor Farm inmate work coordinators will keep a daily record of Community Corps inmates working off compound. CJIS/CUSINS will be updated as to their departure and their return to the compound.

**Contracts And Fees**

1. It will be the intent of the Sheriff's Office Community Corps to enter into service contracts and agreements with cities, county agencies and other entities. The Sheriff's Community Corps will have contracts and agreements signed and posted prior to work being performed by the Community Corps. The purpose of these contracts and agreements are to offset the increasing costs of the supervision of the inmate work crews. Fees charged shall be set upon with each individual agreement and by each entity and may vary.

2. All fees received will be forwarded to Management Services for proper posting.

**Procedures**

Procedures provide specific instructions for the Community Corp inmate work plan. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

**Refer To:**

**San Joaquin County Sheriff's Department Custody Policies and Procedures**
8.1.1 Program Philosophy And Goals
8.7.1 Inmate Work Plan

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use good judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Department*
## Custody Division
## Policies and Procedures

| SECTION: 8.7.0 | SUBJECT: 8.7.3 |
|---|---|
| WORK PROGRAMS | **WORK RELEASE** |



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department to provide an inmate program for work release.

**References of Authority**

PC. 1203.016, 1208, 1208.2, 1208.5, 4024.2

CO. 2-6200, 2-6201, 2-6202, 2-6203

Title 15 1050

**General Information**

The objective of the work program unit is to provide a more productive approach to physical incarceration of low risk offenders, while at the same time providing benefits to the community, which might not have been provided, except for these programs.

With the exception of Work Furlough, these alternatives also provide relief for the overcrowded conditions at the jail and give the court an additional dimension to sentencing practices.

Release programs allow eligible low risk offenders the opportunity to continue their employment or education. The programs can also help prepare the participant for re-entry into the community as a productive citizen. Factors that contribute to the preparation for re-entry into the community are the ability for participants to continue their employment which helps keep them from being burdened with financial problems, the ability to continue their education which may prepare them for employment, and learning the responsibility of complying with the programs' rules and regulations.

These programs are voluntary and self-supporting, in that participants pay an administrative fee for the privilege of participating. If the program administrator determines the inmate does not have the ability to pay, but is otherwise eligible, the inmate may still participate and the inmate's account will be referred to the Revenue and Recovery office.

**Eligibility**

All persons sentenced to the County Jail are considered for release programs. The person must volunteer for the program, and certain criteria are necessary for acceptance.

**Criteria**

The Criteria an inmate must meet in order to be considered for a local release program is as follows:

1. Must be fully sentenced on all charges in cases for which application is requested. Clients can still be considered with open AMOS cases or open infractions. They will be reviewed on a case-by-case basis and monitored by the case manager to make sure the cases are adjudicated.

   The Program Administrator will give great weight to court recommendations when considering client eligibility for program participation. While every effort will be made to conform to the desires of the court, there may be instances where the need to properly manage jail population and work programs will necessitate clients being accepted or refused for a program contrary to the court's wishes. These decisions will be made considering the totality of the circumstances surrounding each case.

2. The inmate must be classified by Sheriff's Department custody staff allowing access to the community.

3. The applicant must have a verifiable address within San Joaquin County. Individuals living outside the county may be given consideration (Home Detention only).

4. The applicant must agree to the programs' release conditions.

5. If employed, have an employer willing to agree to the conditions of the program (Home Detention or Work Furlough only)

An individual may be expected to serve a period of time in custody prior to acceptance on a release program. The amount of time will vary depending on custody/criminal history and court recommendations.

**Reasons For Denial**

A person applying for a work program may be denied for any of the following reasons:

1. Three or more convictions for drug charges in the past year.

2. One or more violent crimes indicating subject may be a danger to others.

3. Any conviction involving sexual assault and/or child molest cases, indicating subject may be a danger to the public and/or the victim.

4. Incidents and/or rules violations, indicating the subject may not comply with program rules and regulations.

5. Previous failure on AWP, Home Detention, or Work Furlough. Depending on the circumstances, subject may be reconsidered if the failure occurred two or more years ago.

6. Warrants or open charges, other than AMOS cases and infractions, which will be reviewed on a case-by-case basis.

7. Any escape within the past year indicating subject may not comply with the conditions or restrictions of the program.

8. Violated conditions of probation or county parole, and no recommendation by a probation officer.

9. The following charges are not acceptable for work release programs unless recommended by the court and the applicant's background indicates low risk:

| | | |
|---|---|---|
| 109 | PC | Assisting escape |
| 110 | PC | Assisting escape |
| 192.1 | PC | Voluntary manslaughter |
| 192.3(A) | PC | Vehicular manslaughter |
| 211 | PC | Robbery (with weapon) |
| 220 | PC | Assault with intent to rape |
| 242 | PC | Battery |
| 243 | PC | Battery on a custodial officer or other officials |
| 243.4 | PC | Sexual battery |
| 244 | PC | Assault with chemicals |
| 245 | PC | Assault with a deadly weapon |
| 246 | PC | Shooting at an inhabited building or vehicle |
| 261 | PC | Rape |

| | | |
|---|---|---|
| 262 | PC | Rape of spouse |
| 264.1 | PC | Rape in concert with force or violence |
| 266(h) | PC | Pimping |
| 266(i) | PC | Pandering |
| 267 | PC | Abduction for prostitution |
| 273a(a) | PC | Mistreating child-likely to produce great bodily injury or death |
| 273a(b) | PC | Willfully causes child to suffer, inflicts pain or endangers health |
| 273ab | PC | Using force resulting in death of child |
| 273d | PC | Child beating |
| 273.5 | PC | Inflicting corporal injury on spouse/cohabitant |
| 273.6 | PC | Intentional violation of court order to prevent domestic violence |
| 278 | PC | Child stealing |
| 368 | PC | Elderly abuse |
| 417 | PC | Exhibiting firearm |
| 422 | PC | Terrorist threats |
| 451(a) | PC | Arson-with great bodily injury |
| 451(b) | PC | Arson-inhabited structure or property |
| 453(a) | PC | Possession of explosive or flammable matter |
| 453(b) | PC | Firebomb possession, manufacture or disposal |
| 459 | PC | Burglary |
| 646.9 | PC | Stalking |
| 653j | PC | Soliciting minor to commit certain felonies |
| 1552.1 | PC | Fugitive from another state |
| 4500-4574 | PC | Offenses by prisoners in custody |
| 12022 | PC | Enhancements for use of firearm, force, etc. |
| 12303.1 | PC | Carrying or placing explosive in common carrier |
| 12303.2 | PC | Carrying or placing explosive in public place |
| 12303.3 | PC | Destructive device or explosive, possession with intent to injure |
| 12308 | PC | Destructive device or explosive, explosion with intent to murder |
| 12309 | PC | Destructive device or explosive, causing bodily injury |
| 12310 | PC | Destructive device or explosive, causing death or mayhem |
| 12312 | PC | Possession of materials w/intent to make destructive device or explosive |

10. The following charges are unacceptable for work release programs. Court recommendations will be considered on a case-by-case basis with the approval of the Work Programs Sergeant.

| | | |
|---|---|---|
| 187 | PC | Murder |
| 203 | PC | Mayhem |
| 205 | PC | Aggravated mayhem |
| 206 | PC | Torture |
| 207 | PC | Kidnapping |

| | | |
|---|---|---|
| 209 | PC | Kidnapping for ransom |
| 243.4 | PC | Sexual Battery |
| 269 | PC | Aggravated sexual assault of a child |
| 285 | PC | Incest |
| 286 | PC | Sodomy |
| 288 | PC | Crimes against children/lewd or lascivious acts |
| 288a | PC | Oral copulation |
| 289 | PC | Penetration of genital or anal openings by foreign object |
| 290 | PC | Failure to register as a sex offender |
| 311 | PC | Obscene matter/sexual exploitation of children |
| 313 | PC | Harmful matter-exposure to minors |
| 314 | PC | Lewd or obscene conduct or indecent exposure |
| 647(a) | PC | Soliciting or engaging in lewd or dissolute conduct in public view |
| 647.6 | PC | Annoying or molesting a child under 18 |
| 3351 | HS | Failure to comply with tuberculosis orders |

11. Unable to find a suitable work site due to medical limitations. These applicants may be referred to home detention unless denied by the court.

12. Unacceptable conditions of residence and/or work environment

**Application Process**

An individual in custody may request an application for a release program by filling out an inmate request form and checking the appropriate box. When the Work Programs Office receives the request, a preliminary screening is done. If it appears the inmate would qualify for the program requested, an application is sent. If the inmate is not eligible, the request will be denied and the inmate is notified in writing that he or she is not eligible.

An individual sentenced and given a stay to report must bring his court papers to the Work Programs Office at least one week prior to their report to jail date. A preliminary screening is done and if eligible, the individual will be given an application and an appointment to be interviewed by a caseworker.

An applicant must agree to comply with jail and/or program rules. If the applicant is eligible, the caseworker will assign him to a release or work program.

A medical/psychiatric clearance by Correctional Health Care may be required based on information received during the application or evaluation period.

**Acceptance/Denial**

All participants accepted into the program are expected to abide by the facility and program rules and regulations. Anyone violating the rules and regulations or any federal, state, or local law may be removed from the program.

At anytime, without cause, the program supervisor may remove a participant from the program and return that person to the jail facility to complete their sentence.

Any recommendation of the court will be given great weight.

Anyone denied participation in a work program will be given the reason for denial in writing.

An individual who has been denied may have his application re-evaluated upon the submission of new or additional material.

**Appeal Rights**

An individual who has been denied, and/or has a grievance, may appeal in writing within five days to the Captain of Custody, who will then make the final decision.

**Inter-County Transfers**

Inter-county agreements are in effect with some counties for the transfer of inmates. Requests for inter-county transfers will be evaluated on a case-by-case basis.

San Joaquin County Sheriff's Office Policies and Procedures will apply to all transfers into our programs.

Requests from other counties will not be accepted if the inmate requires San Joaquin County Jail bed space.

**Program Participant Files**

Each participant shall have an information file located in the Work Programs office. It will contain information as to the identity of the inmate, home address, length of sentence, court and commitment number, out date, application form, inmate agreement and any other relevant information.

All information files will be maintained for a minimum of two years after the subject leaves the program.

**Program Fees**

State legislation allows the county to charge fees to cover the administrative costs and other operating costs of the programs. Fees shall be charged as authorized by the County Board of Supervisors. A non-refundable, re-scheduling fee will be charged when it is necessary to re-schedule a participant after the initial assignment to a work site has begun. An applicant's inability to pay will not be considered in the decision to accept or deny participation in a program.

**Returns To Custody**

All participants who are returned to custody will have the circumstances noted in their individual file, along with a recommendation regarding future participation.

Participants who violate the rules and are being cancelled from the program, will be handled by one of the following:

1. **Non Serious minor rules violations**. Individuals should be given a report to jail date for the following day. Commitments and days to be credited for program participation will be forwarded to the jail.

2. **Serious rules violations**. Individuals may be told to report immediately to the Work Programs office for re-booking, or if deemed necessary, may be picked up at their home or work location by patrol.

    A. If the individual reports to the Work Programs office and any resistance is sensed, or if the individual appears to be avoiding the return to custody, the Work Programs staff will contact the Honor Farm Sergeant and/or patrol for further assistance.

    B. Program participants who are returned to custody will be given credit for all satisfactory time served on the release program.

**Substance Abuse**

Individuals who are suspected of drug and/or alcohol abuse, may be required to submit to periodic checks for under the influence. Counseling or rehabilitation programs may also be a requirement for participation in the program. Abuse counselors will keep Work Programs staff informed of participants successes and failures.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 8.7.0 | SUBJECT: 8.7.4 |
|---|---|
| CAL FIRE PROGRAM | CAL FIRE CAMPS |

Date Issued: 03/18/13 Date Revised: 06/11/14 
Date Reviewed: 06/12/14

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office to encourage offenders in the county jail system to develop work ethics and a sense of teamwork which will assist them in integrating back in to the community.

It is the further purpose of the Cal Fire Program to provide the cooperative agencies with an able-bodied, trained work force for fire suppression and other emergencies such as floods and earthquakes. In addition, fire crews work on conservation projects on public lands and provide labor on local community services projects.

**References of Authority**

AB 1562 – Authorizes county inmate fire crews

PC 4017, 4018, 4019.2(a), 4019.2(b), 2780.5

PRC 4951

**Definitions**

**CAL FIRE -** means the California Department of Forestry and Fire Protection

**CDCR** – means California Department of Corrections and Rehabilitation

**FIRE CAMP** – means a dormed housing facility cooperatively managed by CDCR and Cal-Fire located in various locations throughout the state of California Offenders housed at these facilities primarily function as responders to emergency incidents and perform public work projects

**FIRE CAMP TRAINING CENTER** – means a designated dormed facility cooperatively managed by CDCR and Cal-Fire for the fire fighter training of county offenders.

**NON GRADE ELIGIBLE OFFENDER** – means a camp-eligible offender who does not meet the qualifications to be a firefighter but possesses verifiable skills for in-camp support (ie. cook, clerk, mechanic, etc)

**OFFENDER** – means any adult male/female person incarcerated pursuant to applicable California laws, and assigned to the fire camps for housing under this agreement.

**PC 667.5(C)** – means Prior prison terms, enhancement of prison terms for new offenses which include "violent felony" consisting of the following Section(c) 1 through 23.

**PC 1170(h)** - a felony punishable pursuant to this subdivision where the term is not specified in the underlying offense shall be punishable by a term of imprisonment in a county jail.

**PC 1192.7(c)** – means plea bargaining, limitations, definitions, amendment of section with "serious felony" consisting of the following sections (c) 1 through 42

**PC 1192.8** – means seriuos felony under 1192.7

**PC 290** – A sex offense requiring registration under Penal Code 290

**US ICE HOLD** – means United States immigration and customs enforcement hold.

**General Information**

All offenders that are sentenced under PC 1170(h) may requests to participate in the Cal Fire Program in conjunction with CDCR. Requests will be reviewed for approval by the Realignment Lieutenant, or designee who will be responsible for coordinating with Classification, medical staff, psychiatric staff, records staff, Disciplinary Sergeant, Inmate Case Worker, Probation Officer and CDCR for the participant screening process.

Participant will be notified within 20 days if their application for Fire Camp has been forwarded to CDCR for consideration. Offenders will be notified in writing when confirmation for approval or denial from CDCR is received.

**Documentation**

Once a request is received by the Realignment Lieutenant, the offender will fill out the County Fire Camp Offender Information Form and it will be determined if the offender meets the local prison sentencing and CDCR exclusionary criteria.

Applicants will be excluded from participation in the program if they fail to meet any of the following requirements:

A. Violent Felonies: Current OR prior 667.5(c) conviction or comparable out of state conviction(s).

B. Serious Felonies: Current OR prior 1192.7(c) and/or PC 1192.8 convictions(s) or comparable out of state convictions.

C. Sex Offenses: Current OR prior conviction(s) requiring PC 290 registration or comparable Out of state conviction(s).

D. Time to Serve: Less than one year to serve. More than five years to serve (projected at two for one credit earning).

E. Escape History: History of escape. Any "walk-away" within the past ten years.

F. Felony Holds: Active felony holds, warrants, or detainers for felony offenses.

G. Misdemeanor Holds: Not exclusionary EXCEPT where it is unclear whether a charge is a felony or a misdemeanor

H. Qualifying Active/Potential USICE Holds: Active or potential USICE Hold with prior deportation. Active USICE Hold with no prior deportation and no immediate family ties and/or no established work history of 12 months or more.

I. Prison Gang Membership: Active or inactive gang member or associate.
**NOTE: This Screening will take place at CDCR Camp Administrative Office.**

J. Disciplinary History: Any in custody misconduct in the last 12 months of incarceration resulting in a finding of guilt that could constitute a felony whether or not prosecution is undertaken.

K. SHU/PHU History: SHU/PHU term in the last 12 months
**NOTE: This Screening will take place at CDCR Camp Administrative Office.**

L. High Notoriety: Designated High Notoriety or Public Interest Cases.
**NOTE: This Screening will take place at CDCR Camp Administrative Office.**

M. Arson: Current OR prior commitment for arson of structure, forest, or property, or arson with injuries. Conviction, arrest, or detention for possession of explosive device.

BPH finding for arson related offenses. **NOTE: Screening for this exclusion will take place at CDCR Camp Administrative Office.**

Case by Case Exclusionary Criteria that should be cleared then referred to CDCR for final decision of acceptance of denial:

A. Sex Offenses: Arrests in California equivalent to PC 290 offense(s).
B. Potential Felony Holds: Potential felony hold(s) or open disposition(s) for serious Or violent offense(s).

The Realignment Unit staff will have 5 days to research the exclusionary criteria objectives for each fire camp request.

Offenders that meet the local prison sentencing under PC 1170(h) and all CDCR exclusionary criteria requirements, will be required to participate and meet the physical agility prerequisites. This physical agility must be conducted and completed within 10 days of the request for participation. The Custody Recreation Supervisor will be assigned to access the offender on his ability to be able to complete a two week Physical Fitness Test (PFT) Program that is required to pass PFT. The inmate will be tested on his ability to complete the following:

a. 35 push-ups
b. 25 sit-ups
c. 35 burpees
d. 5 pull-ups
e. 5 chin-ups
f. 1 mile run in 9 minutes or less
g. 14 minutes of Harvard steps
h. 4 mile power walk in 54 minutes or less

Offenders who successfully meet all three of the above criteria (sentencing, exclusions, physical agility) the Realignment Unit will contact the following divisions/units for the following information:

A. Classification will be assigned to provide the following documentations:

1). Current CII rap sheet
2). Documented enemies
3). Two current ID photos (front and side views)

B. The offender's Probation Officer will be assigned to provide a copy of the offenders current probation report.

C. The Discipline Sergeant will be assigned to provide copies of all disciplinary actions the offender has currently incurred while in custody.

D. The Records Division will be assigned to provide the Abstract of Judgment (Current Commitment) and release date information for the offender.

E. The Inmate Case Worker will be assigned to notarize a completed Power of Attorney Form for the offender.

F. Correctional Health Services will provide a thorough medical and dental screening per CDCR criteria with results of the offenders TB test in writing.

G. Psychiatric Staff will provide a thorough psychiatric evaluation per CDCR criteria.

Within 10 days of the request from the Realignment Unit, the above documentation will be forwarded to the Realignment Unit. The Realignment Unit will forward all qualified offender profiles to CDCR for the completion of the screening and processing.

The Realignment Unit will notify the offender in writing that his application has been forwarded to CDCR for completion of screening and processing.

Approved Fire Camp Candidates:

Offenders approved by CDCR to participate in the Fire Camp Program will be notified in writing by the Realignment Unit once they have received notice from CDCR.

The Realignment Unit will provide the following information to the inmate to prepare him for Fire Camp:

A. Allowable Property for County Fire Camp Inmates List.
B. Location and date that the family members need to provide the list of qualified items for the inmate.

Contracts and Fees and Transportation:

A. CDCR will notify the Realignment Lieutenant, or designee and Cal Fire for transportation arrangements to the program camp.

B. The Realignment Lieutenant, or designee, will coordinate with the Transportation Unit and Records Division, for the transfer, of the offender to the designated Cal Fire Camp Training Facility.

C. he Realignment Lieutenant, or designee, will coordinate with the Custody Property Division for the offender to receive personal property (not to exceed six cubic feet) from an outside source that is allowable by CDCR to take to the Fire Camp.

D. The County shall reimburse the California Department of Corrections and Rehabilitation the daily participation rate for each offender it sends to the Fire Camp.

See the Fire Camp Beds Reimbursement Contract with the California Department of Corrections and Rehabilitation for details.

**Procedures**

Procedures provide specific instructions for the Cal Fire Program plan. Staff will be trained in these procedures, and shall read and follow the guidelines provided.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures.

# *San Joaquin County Sheriff's Department*
## Custody Division
## Policies and Procedures

| SECTION: 8.8.0 | SUBJECT: 8.8.1 |
|---|---|
| SOCIAL SERVICES | **COUNSELING** |
| Date Issued: 09/01/94 | Date Revised: 05/23/05 |



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department to make every effort to provide substance abuse counseling, health education, and social services to all inmates, and to ensure that they are provided with information pertaining to substance abuse counseling, rehabilitation, health, and support services which are available within the community.

**References of Authority**

PC 4018.1, 4023.5, 4029

Title 15 1070

**Definitions**

**Social Services**
Both public and private service organizations that serve the community (i.e. Social Security, Human Services, Office of Substance Abuse, Salvation Army, Woman's Center).

**General Information**

Counseling programs are under the Inmate Programs Manager with the cooperation of public and private providers. These counseling programs consist of Alcoholics Anonymous, Narcotics Anonymous, and Custody Drug & Alcohol programs. This counseling will assist inmates in learning the decision making process in the area of substance abuse, and becoming a productive person through group counseling will encouraged the inmates to continue support through community Alcoholics Anonymous and Narcotics Anonymous counseling sessions upon their release from custody.

The Inmate Programs Manager employs an Inmate Caseworker to assist inmates with social services programs and help inmates to obtain information that is provided by public or private social service organizations.

The County Health Department provides counseling and instruction in HIV/AIDS education, sexually transmitted diseases, and other communicable diseases education.

Correctional Health Care provides individual pre-natal education to pregnant inmates in custody and provides a referral service for inmates being released.

The Inmate Programs Manager will provide a monthly activity calendar scheduling all counseling sessions and classroom instruction for each housing unit in the jail complex. Inmates desiring assistance from a social service counselor, inmate caseworker, or Correctional Health Care, are required to fill out an inmate request form.

**Procedures**

Procedures provide specific instructions for counseling services. Staff will be trained in these procedures, and shall read and follow the guidelines they provide.

**Refer to:**

**Inmate Orientation and Rule Book**
**Inmate Program Procedure Manual**

**San Joaquin County Sheriff's Department Custody Division Policies and Procedures**
3.1.14 Facility Access And Controls
8.1.1 Program Philosophy and Goals
8.1.2 Citizen Involvement and Volunteers
8.2.1 Educational Programs
8.5.1 Religious Programs

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Department*
## Custody Division
## Policies and Procedures

| SECTION: 8.8.0 | SUBJECT: 8.8.2 |
|---|---|
| SOCIAL SERVICES | **INMATE MARRIAGES** |

Date Issued: 09/01/94 Date Revised: 05/03/10 

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department that inmates in the San Joaquin County Jail will be afforded the opportunity to obtain a confidential marriage with a person who is not in custody.

**References of Authority**

PC. 2601

Family Code 400, 500, 502

**General Information**

Inmates shall initiate the request for a confidential marriage by completing a blue inmate request form and forwarding it to the Inmate Caseworker. The Inmate Caseworker will then provide the inmate with an informational bulletin outlining what the inmate and his out of custody partner must do in order to proceed with the confidential marriage.

The out of custody partner will be responsible for appearing at the County Recorder's Office to request the paperwork for a "confidential marriage". The out of custody partner will fill out their portion of the paperwork and call for an appointment with the inmate Caseworker. The inmate Caseworker will meet with the inmate to complete the paperwork and have it notarized. The out of custody partner is responsible for the cost of the notary.

Once the paperwork has been returned to the out of custody partner, it is the out of custody partner's responsibility to obtain the marriage license and to arrange for the minister or officiant to perform the confidential marriage. All necessary paperwork must be filled out in advance with the exception of the minister's or officiant's information and signature, which will be done before the license is obtained.

Once the license has been obtained, the out of custody partner shall notify the Inmate Caseworker who will arrange for the confidential marriage to take place in the paper pass room of the housing unit where the inmate is housed. Confidential marriages will take place on the last Sunday of the month. It is the responsibility of the out of custody partner or inmate to notify the minister or officiant of the scheduled appointment. Only the out of custody partner and the minister or officiant will be allowed in the paper pass room.

Once the marriage has been performed, the inmate will be provided a paper pass in order to sign the marriage license. It is the responsibility of the minister or officiant to file the marriage license at the Recorder's Office.

# *San Joaquin County Sheriff's Department*
## Custody Division
## Policies and Procedures

| SECTION: 8.8.0 | SUBJECT: 8.8.3 |
|---|---|
| SOCIAL SERVICES | **MONEY ORDER AND CHECK CASHING** |
| Date Issued: 09/24/96 | Date Revised: 05/23/05 Page 1 of 3 |

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department to retrieve from the personal property of inmates housed in the San Joaquin Jail money orders and checks, for those inmates with special circumstances only.

**Definitions**

**Special Circumstances**
Those inmates who are (1) residents of a county or state, other than San Joaquin county; (2) have no monies on their financial account; (3) have no visitors listed on their visiting record; and who have a money order and/or institutional check (other than personal check) in their personal property. Any other situations as determined by the Inmate Caseworker, may also qualify as special circumstances.

**General Information**

The Inmate Caseworker may cash a money order not to exceed fifty dollars or an institution check in any amount, for an inmate who has special circumstances. The inmate will endorse the money order or check over to the Inmate Caseworker who will then cash it at an outside financial institution or store that provides this service. The face amount of the money order or check, less any fees if applicable, will be deposited on the inmates CJIS financial record.

**Procedures**

Procedures provide specific instructions for processing money orders and check cashing. Staff will be trained in these procedures, and shall follow the guidelines provided.

**Refer To:**

**Inmate Orientation and Rule Book**

**San Joaquin County Sheriff's Department Custody Policies and Procedures**
1.2.2 Inmate Funds

## REQUESTING PROCESSING OF MONEY ORDERS AND CHECK CASHING

The inmate must obtain and complete an inmate programs request form (blue) requesting to see the Inmate Caseworker.

1. The Inmate Caseworker will visit the inmate to determine if the inmate does, indeed, have special circumstances and meets the policy criteria.

2. If circumstances are met the Inmate Caseworker will require the inmate to complete a money order cashing request form and a CJIS third party release form.

3. The Inmate Caseworker will forward both forms to the inmate property clerks. They will remove the money order or check from the inmates' property, and forward it and the forms (after being signed) to the Inmate Caseworker.

4. The Inmate Caseworker will re-contact the inmate and have them endorse the money order or check. The Inmate Caseworker will also endorse the money order or check in front of the inmate.

5. A copy of the front and back of the money order or check will be made by the Inmate Caseworker. The copy will be stamped COPY.

6. U.S. postal money orders will be taken directly to the jail records counter, cashed and deposited on the inmate's CJIS financial account. The records clerk will sign the request form.

7. All other money orders and checks will be taken directly to a private company or store to be cashed. As some stores charge a fee for this service, the fee will be deducted from the face value of the money order or check. The remaining cash is taken to the jail records counter and deposited on the inmates CJIS financial account. The jail records clerk will sign the request form.

8. Upon deposit, the Inmate Caseworker will sign the request form as transaction completed. The Inmate Caseworker will keep the original copy of the request form and forward one copy to the inmate property room and one copy to the inmate by facility mail.

Procedures shall be used, both as a training tool and an operations guideline, in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgement, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

# *San Joaquin County Sheriff's Department*
## Custody Division
## Policies and Procedures

| SECTION: 8.8.0 | SUBJECT: 8.8.4 |
|---|---|
| SOCIAL SERVICES | **NOTARY PUBLIC SERVICES** |
| Date Issued: 09/23/03 | Date Revised: Page 1 of 1 |

**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Department to make Notary Public services available to inmates in order to assist the inmates and their families in conducting necessary and urgent matters in their personal lives.

**General Information**

The Inmate Case Worker at the San Joaquin County Jail is a Notary Public and is authorized to notarize documents for inmates. All requests for notarization will be handled on an inmate request form. There will be a $10.00 fee for each signature that is notarized. All fees collected will be deposited into the Inmate Welfare Fund

Inmates may choose to use the services of an outside Notary Public. The inmate or family member will have the outside Notary Public contact the Inmate Case Worker to schedule a contact visit at the pre-trial facility or a contact visit in the visiting room during regular visiting hours at the Honor Farm. It is the responsibility of the outside Notary Public to collect payment and to be on time for the scheduled appointment.

On occasion, an outside Notary Public may request to visit an inmate to notarize documents for a client. Due to the fact that the inmate does not generate this request, the Inmate Case Worker will interview the inmate and verify that the inmate is willing to sign the documents. Once verification is made, the Inmate Case Worker will make an appointment in CJIS for the Notary Public to have a contact visit with the inmate.

This service will be provided as long as it does not affect the safety and security of the facility, staff or inmates.

# *San Joaquin County Sheriff's Office*
## Custody Division
## Policies and Procedures

| SECTION: 9.0 | SUBJECT: 9.1.1 |
|---|---|
| FACILITY MAINTENANCE | **PLANT ENGINEERING AND MAINTENANCE** |

Date Issued: 09/01/94 Date Revised: 04/11/19



**Policy Statement**

It is the policy of the San Joaquin County Sheriff's Office that an effective plant engineering and maintenance program is in place to provide the staff, public, and inmates with a safe, secure and economically efficient environment.

**References of Authority**

Title 15 1280, 1026

Title 24 1013

**General Information**

In order to maintain a safe and secure facility Custody Staff will be familiar with the procedures for requesting routine and emergency repairs, replacements and maintenance of damaged or inadequate structures, materials and supplies.

**Procedures**

Procedures provide specific instructions for routine and emergency repairs. Staff will be trained in these procedures, and will read and follow the guidelines provided. Properly applied, these procedures will promote a higher level of security and safety for all staff, public, and inmates.

**Refer to:**

**Plant Engineering Policies and Procedures Manual**

**San Joaquin County Sheriff's Office Custody Policies and Procedures**
3.1.10 Security Inspections and Searches

**PLANT ENGINEERING AND MAINTENANCE**

## BUILDING SECURITY INSPECTIONS

1. The inspection will be conducted by the Housing Officer once during their shift.

2. The Housing Officer will use the **Daily Building Security Inspection** form as a guide for checking items in the housing unit.

3. All items on the **Daily Building Security Inspection** form are required to be examined and checked off. Each item will be checked either (S)satisfactory or (U)unsatisfactory.

4. When the Housing Officer finds an item to be unsatisfactory, or needing repair, he will make a notation on the **Daily Building Security Inspection** form.

The Housing Officer will notify Plant Engineering [redacted] of any malfunctions in equipment, damage found during routine searches and inspections, and emergencies that cause the need for repairs.

Should Plant Engineering not be in their office, a telephone answering machine will answer the call. The officer will leave the information, (officer's name, housing unit's name and number, location and nature of the problem).

After notifying Plant Engineering by telephone, the officer will make an ATIMS entry of any repairs or corrections that need to be addressed by the Plant Engineering technicians.

Any items requiring immediate repair will be brought to the Sergeant's attention.

The Housing Officer will deliver the completed **Daily Building Security Inspection** form to the Duty Sergeant at the end of the shift.

The Housing Officer will be responsible for notifying the oncoming shift of the items that were found to be unsatisfactory, and of the action taken to correct them.

In the event of electrical power failure, custody staff will notify Jail Central Control and the Duty Sergeant of the loss of power. Jail Central Control will then notify Plant Engineering of the power failure.

**PLANT ENGINEERING AND MAINTENANCE**

An effective Plant Engineering and maintenance program will include: trained staff, availability of technical assistance and advice during planning and construction of new facilities; written manuals containing procedures for routine, corrective, preventative, and emergency maintenance; a centralized system to address facility modifications or service requests; and efficient system of storing and controlling consumable; maintenance of as built drawings from contractors for new construction or modifications to existing facilities; maintenance of equipment and warranty information on major equipment; maintenance of an acceptable physical appearance; a system to analyze and evaluate existing needs of improving, replacing or modifying them to insure the most efficient and dependable equipment.

Plant Engineering personnel will report to the Facilities Lieutenant to ensure open communications between Plant Engineering and security staff.

Procedures shall be used, both as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.