SAN JOAQUIN COUNTY SHERIFF - 56 HOUR SUPPLEMENTAL CORE COURSE

California Criminal Justice System Orientation
Unit 2
Unit Instructional Time - :30

MODULE: 2.1 - Roles and Responsibilities of the Corrections Officer.

INSTRUCTION TIME: :30 Minutes

LEARNING GOAL:

The trainee will understand the responsibilities of a Correctional Officer and their role within the Criminal Justice System.

PERFORMANCE OBJECTIVES:

(2.1.1) Identify the major roles and responsibilities of the corrections officer in relation to the following constituencies; State of California, County Judicial System, Community, Inmates, Other Corrections Personnel and Other Agencies in the Criminal Justice System.

(2.1.2) Identify the roles and relationships of the following components in the Adult Criminal Justice System; Legislature, Court Systems, Court Clerk, District Attorney, Defense Attorneys, Police Department and Sheriff's Department, Other Law Enforcement agencies, Probation Department, Department of Corrections, Community Agencies, Judge, Referee, Commissioner, Pro Tem, etc.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. California Penal Code.

The trainee will participate in a guided group discussion identifying the major roles and responsibilities of the corrections officer in relation to the following constituencies; State of California, County Judicial System, Community, Inmates, Other Corrections Personnel and Other Agencies in the Criminal Justice System.

The trainee will participate in a guided group discussion identifying the roles and relationships of the following components in the Adult Criminal Justice System; Legislature, Court Systems, Court Clerk, District Attorney, Defense Attorneys, Police Department and Sheriff's Department, Other Law

Enforcement agencies, Probation Department, Department of Corrections, Community Agencies, Judge, Referee, Commissioner, Pro Tem, etc.

The trainee will fill in the blanks in a student workbook with information presented through lecture material.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(2.1.1)

I. Major roles and responsibilities of the corrections officer.

A. State of California Correctional System includes;

1. This component is responsible for incarceration of pretrial and convicted offenders; an attempt is made to modify offender's behavior to a degree that will reduce repeated criminal activity upon release.

2. City jails.

3. County jails.

4. Prison.

5. Probation.

6. Parole.

B. Department of Corrections.

1. General operations.

a. Institution.

(1.) Adult – Correctional Officers (prison guards).

(a.) Prison security.

(b.) Inmate safety.

(c.) Inmate health and welfare.

(2.) Youth Authority - Counselors.

(a.) Facility security.

(b.) Ward safety.

(c.) Ward health and welfare.

b. Parole.

(1.) Parole officers.

(2.) Supervision of paroled convicts.

c. Community Service.

2. Types and locations.

a. Northern reception centers.

(1.) Vacaville Medical Center - Vacaville.

(2.) Duel Vocational Institute (DVI) - Tracy.

(3.) Wasco State Prison (WSP) - N.W. Bakersfield (near Hwy 46)

(4.) North Kern State Prison (NKSP)

(5) San Quentin - San Rafael.

b. Southern reception center.

(1.) California Correctional Institution (CCI)-Tehachapi

(2.) Correctional Training Facility (CTF)-Soledad

(3.) California Institute for Men (CMI)-Chino

(4.) High Desert State Prison (HDSP)-Standish

(5.) R.J. Donovan Correctional Facility at Rock Mountain (RJT)-San Diego

c. Adult male - 29 institutions.

(1.) Maximum.

(2.) Medium.

(3.) Minimum.

d. Adult female.

(1.) Northern California Womens Facility (NCWF)

(a.) Northern California Reception Center.

(b.) Stockton.

(2.) Central California Womans Facility (CCWF)

(a.) Central California Reception Center.

(b.) Chowchilla.

(3.) California Institute for Women (CIW)

(a.) Southern California Reception Center.

(b.) Frontera.

(4.) Valley State Prison for Women.

(a.) Chowchilla.

(b.) Built next to CCWF.

e. California Rehabilitation Center (CRC)

(a.) Norco.

(b.) Narcotic violators.

(c.) Both male and female.

f. California Correctional Center - Susanville.

g. Sierra Conservation Center - 38 conservation camps.

3. Functions.

a. Intake.

b. Custody.

c. Security.

d. Rehabilitation.

4. Minimum jail standards.

a. Established by the California Board of Corrections.

b. Title 15 - Operational guidelines.

c. Title 24 - Building design standards.

5. California Board of Prison Terms.

a. Determinant sentence.

b. <u>The Parole Process is</u> post-prison, and, therefore an extension of prison incarceration.

(1.) Can be revoked at any time for violation of conditions.

(2.) Must have a Morrissey Hearing prior to revocation.

c. Eligibility.

(1.) Statutory requirements.

(2.) Type of sentence.

(3.) Institutional recommendations.

(4.) Board of Prison Terms policy.

d. Conditions of Parole.

(1.) Agreement of inmate.

(2.) Special conditions related to offense.

C. California Adult Authority.

D. California Youth Authority.

E. County Judicial System includes:

1. County and City Jails.

a. Deputy Sheriff's, Correctional Officers, Police Officers.

(1.) Jail security.

(2.) Inmate safety.

(3.) Inmate health and welfare.

b. Officers responsibility to inmates.

(1.) Fair and impartial treatment.

(2.) Provide basic needs.

(a.) Food.

(b.) Medical care.

(c.) Clothing, etc.

c. Other Corrections Personnel - Support Service.

(1.) Provide security.

(2.) Monitor inmate activity.

(3.) Document problems.

2. Juvenile Detention Facility - Counselors.

a. Facility security.

b. Ward safety.

c. Ward health and welfare.

3. County Probation Department.

a. PC 1203a - Misdemeanor probation cannot exceed three years.

b. PC 1203.1- Felony Probation.

* Cannot exceed maximum prison term if sent to prison.
* Cannot exceed 5 years
* Conditions - Reasonable, proper and fitting so that justice may be done and rehabilitation of the offender is achieved.

(1.) Jail as a condition of probation.

(2.) Fine.

(3.) Restitution.

(4.) Bond.

(5.) Work projects.

(6.) Drug testing.

(7.) Search clause.

(8.) Report to probation officer and follow direction given.

c. Probation is not an absolute right to which a convicted person is entitled, but an act of grace and clemency on the part of the court; it exists by reason of statutes creating it.

d. It's the Judges decision to grant.

F. Responsibility to the Community.

1. Rehabilitation of criminals.

2. Confinement of criminals.

3. Supervision of parolees and probationers in the community.

G. Other Agencies in the Criminal Justice System.

1. Local Law Enforcement Agencies.

2. Social Services.

3. Grand Jury.

4. Marshal's Office.

5. Federal Agencies.

6. State Attorney General.

7. Department of Justice.

(2.1.2)

II. The Roles and Relationships of the Adult Justice System.

A. There are four components of the Criminal Justice System.

1. Each component is made up of a number of occupational positions with recognized goals.

2. To be effective it must function as a system rather than as a collection of independent organizations.

B. Components:

1. Legislature.

a. Defines and prescribes laws - law making body.

b. House and Senate.

2. Law Enforcement.

a. Agencies.

(1.) Police Department.

(2.) Sheriff's Office.

(3.) Highway Patrol.

(4.) Marshal.

(5.) State Police.

b. Responsibilities.

(1.) Protect life.

(2.) Prevent property damage.

(3.) Prevent crime.

(4.) Maintain order.

(5.) Arrest violators.

3. Judicial - Court Systems.

   a. Provide due process of law.

   b. Render fair judgement.

   c. Render just punishment.

4. Corrections.

   a. Intake.

   b. Custody.

   c. Security.

   d. Rehabilitation of criminals.

C. Components and roles of the California Judicial System.

1. Introduction - The U.S. Constitution states:

   The judicial power of the U.S. shall be vested in one Supreme Court and such inferior courts, as the congress may deem necessary. California judicial structure includes the State Supreme Court, District Court of Appeal, Superior Court, Municipal Court, and Justice Courts. **The purpose of the court system is to insure the rights of individuals, protect society and settle disputes.** The California Judicial Structure includes;

   a. Justice Courts.

   b. Municipal Courts.

   d. Superior Courts.

   e. Unified Courts.

   f. Disrict Court of Appeals.

   g. State Supreme Court.

2. Justice Courts.

   a. Exist in judicial districts of less than 40,000 population.

   b. Jurisdiction of minor civil causes low-grade misdemeanors.

   e. Judges are elected, vacancies filled by appointment by Board of Supervisors

3. Municipal Court.

   a. Each county is divided into judicial districts by Board of Supervisors.

   b. Population of 40,000 or more.

   c. Jurisdiction in certain civil cases and misdemeanors.

   d. Judges are elected, vacancies filled by appointment by the Governor.

4. Superior Court.

   a. Authorized by State Constitution.

   b. General Trial Court of unlimited jurisdiction.

      (1.) All cases tried in this court.

      (2.) Except those that the legislature says must be tried in the Municipal or Justice Courts.

   c. Acts as an Appellate Court on decisions of Municipal and Justice Courts.

   e. Jurisdiction over Juveniles.

5. Unified Courts.

   a. Combining both Superior and Municipal Courts

   b. Forming into one court – Superior Court

   c. 1989, Proposition 220

   d. Power and authority are vested in the state Constitution

   e. To provide better public service and more efficient service

   f. Combining all jurisdictions, duties and responsibilities from both Municipal and Superior courts into one court

6. District Court Appeal.

   a. Authorized by State Constitution.

   b. Designed to relieve the Supreme Court of heavy caseload of appellate litigation.

   c. Jurisdiction.

      (1.) All appeals from the Superior Court.

(2.) The exception - Cases where the death penalty has been assessed.

7. California Supreme Court.

a. Authorized by State Constitution.

b. Composition - one Chief Justice and six Associate Justices.

(1.) Vacancies filled by executive appointment subject to confirmation.

(2.) By Commission on Qualifications.

c. Duties and Jurisdiction.

(1.) Jurisdiction includes appeals in cases of equity, cases involving titles to or possession of real estate, taxation and probate matters and death penalty cases.

(2.) May transfer appeals from District Courts of Appeal to itself.

(3.) Automatically accept appeals on death sentence cases.

8. Court Clerk.

a. Responsible for making notes in each case file during court appearances.

9. District Attorney.

a. Elected official who is an attorney representing the people.

b. Charged with proving guilt of defendant.

c. Deputy District Attorneys.

(1.) County employee.

(2.) They are the trial lawyers for the majority of the cases handled by the District Attorneys Office.

10. Defense Attorney.

a. Attorney representing defendant and responsible to see that defendant receives due process of law.

b. Public Defender or Private Attorney.

11. Probation Department.

a. County function.

(1.) Serve Superior, Municipal and Justice Courts.

(2.) Make recommendations to court.

b. Referral generally made after conviction or guilty plea.

c. Most of adult probation law is found in the Penal Code, specifically section 1203 and subsections as follows.

(1.) 1203(a) Probation defined as the suspension of the imposition or execution of sentence and the order of conditional and revocable release in the community.

(2.) 1203(b) Mandatory for court to refer felony convictions to probation to determine who is eligible for probation.

(3.) 1203(c) If a defendant is not represented by an attorney, requires that the probation officer making the report discuss it with the defendant.

(4.) 1203(d) Misdemeanor referral at court's discretion.

(5.) 1203(e) Lists cases that are not eligible for probation at court's discretion.

(6.) 1203.06 Lists persons not to be granted probation or suspended sentence.

(7.) Final decision as to granting probation remains with the judge.

12. California Youth and Adult Corrections Agency (YACA)

a. Department of Corrections general operation of prison/parole/community services.

b. California Youth Authority.

c. Board of Prison Terms.

d. Youth Offender Parole Board.

e. Board of Corrections, administers local Jail Standards and local Corrections Selection and Training Standards.

C. Community Agencies.

1. Halfway house.

2. Social service.

3. Work Furlough.

4. Alcoholics Anonymous.

5. Church groups.

6. Friends outside.

D. Others (defined)

1. JUDGE:

   The chief member of a court, and charged with the control of proceedings and the decision of questions of law or discretion.

2. REFEREE:

   A person to whom a cause pending in a court is referred by the court, to take testimony, hears the parties, and report thereon to the court. He/she is an officer exercising judicial powers, and is an arm of the court for a specific purpose.

3. COMMISSIONER:

   A lawyer that is appointed by the Presiding judge that handles only minor traffic and misdemeanor offenses. Works only in Municipal Court.

4. PRO-TEM JUDGE:

   A lawyer who is appointed by the Presiding judge on an on call basis who fills in for Commissioners or referees. Only handles minor traffic and misdemeanor offenses. Both parties must agree and sign a waiver stating that they have agreed to have a Pro-Tem judge hear their case.

5. COUNTY PAROLE BOARD:

   Has a responsibility to supervise inmates that are being released early from custody back into the community. The Board also reviews applicants and makes a determination of those individuals that are eligible for an early release from custody back into the community. They set the conditions of the parole by which the individual will be monitored.

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Training aids for Unit 2

Training aids:

1. California Penal Code

Equipment:

1. None required

Overheads:

1. None required

Handouts:

1. None required

Videos:

1. None required

SAN JOAQUIN COUNTY SHERIFF - 56 SUPPLEMENTAL CORE COURSE

Codes, Statutes, and other Legal Documents
Unit 3
Instructional Time - 2:00

MODULE: 3.3 - Constitutional Rights, Civil Rights, and Case Law.

INSTRUCTIONAL TIME: 2:00

LEARNING GOAL:

The trainee will understand the importance of standards relating to the housing and treatment of prisoners within correctional facilities. The trainee will also know how to handle a crime within a detention facility.

PERFORMANCE OBJECTIVES:

(3.3.1) Identify the reasons for the importance of the Minimum Jail Standards (Title 15) to the work of the corrections officer.

(3.3.2) Given verbal or visual descriptions of situations relevant to inmate housing or care (e.g., privacy, feeding), identify instances of mistreatment using Title 15 and case law for reference.

(3.3.3) Identify legal issues inherent in the handling of a crime that has been committed inside a detention facility, including the listing of applicable penal codes and legal rights of any involved inmates.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. California Penal Code
2. Title 15
3. Overhead projector
4. Movie screen
5. Overhead (3.3.1) - COLOR OF AUTHORITY
6. Overhead (3.3.2 - #1) - INMATE HOUSING & CARE EXERCISE
7. Overhead (3.3.2 - #2) - INMATE HOUSING & CARE EXERCISE
8. Overhead (3.3.2 - #3) - INMATE HOUSING & CARE EXERCISE
9. Handout (3.3.2) - CASE LAW - INMATE HOUSING & CARE EXERCISE
10. Handout packet - TITLE 15 - WORKING HANDOUT

The trainee will participate in a guided group discussion on the reasons for the importance of the Minimum Jail Standards (Title 15) to the work of the corrections officer.

The trainee will be given a "working" handout packet of Title 15, which will require the trainee to read the entire text of Title 15 and fill in the blanks on the "working" handout packet.

The trainee will participate in a guided group exercise using an overhead projection of descriptions of situations relevant to inmate housing or care, as a group will identify instances of mistreatment using Title 15 and case law for reference.

The trainee will participate in a guided group discussion on the legal issues inherent in the handling of a crime that has been committed inside a detention facility, including the listing of applicable penal codes and legal rights of any involved inmates.

The trainee will view a video presentation on 4 components of crime scene response; approach, observations and identification, establishing perimeters and securing the scene of a crime committed in a correctional facility.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(3.3.1)

I. Minimum Jail Standards - Importance to the work of corrections officers.

A. Authority.

1. Standards are developed by the Corrections Standards Authority. (CSA)

2. Guidance and statutory authority comes from PC 6030.

3. PC 6030
Local detention facilities; establishment of standards.

(a) **The Board of Corrections shall establish minimum standards for local detention facilities** by July 1, 1972. The Board of Corrections **shall review such standards biennially and make any appropriate revisions**.

(b) **The standards shall include, but not be limited to**, the following: **health and sanitary conditions**, **fire and life safety**, **security**, **rehabilitation programs**, **recreation**, **treatment of persons confined** in local detention facilities, **and personnel training**.

(c) Such **standards shall require that at least one person on duty** at the facility **is knowledgeable in** the area of **fire and life safety procedures**.

(d) The standards **shall also include requirements relating to the acquisition, storage, labeling, packaging, and dispensing of drugs**.

B. CCR Title 15, Subchapter 4, Minimum Standards for Local Detention Facilities.

1. A set of guidelines, establishing a minimum standard requirement for operating a local detention facility covering but not limited to the following areas:

a. Article 1 - General Instructions.

b. Article 2 - Inspection and Application of Standards.

c. Article 3 - Training, Personnel, and Management.

d. Article 4 - Records and Public Information.

e. Article 5 - Classification and Segregation.

f. Article 6 - Inmate Programs and services.

g. Article 7 - Discipline.

h. Article 10 - Medical Mental Health Services.

i. Article 11 - Food.

j. Article 12 - Inmate Clothing and Personal Hygiene.

k. Article 13 - Bedding and Linen.

l. Article 14 - Facility Sanitation and Safety.

C. Student workbook exercise.

INSTRUCTORS NOTE: Pass out Handout packet - TITLE 15 - WORKING HANDOUT to each student. Tell the students they are to fill in the blanks in the handout packet using their copies of Title 15 as a reference. Tell the students they will have 15 days to complete the packet and turn it in.

D. Importance of The Minimum Jail Standards to the work of the Corrections Officer.

1. Failure to follow may result in civil litigation for the officer and the department.

2. Failure to follow may also result in individual prosecution via Title 42 USC 1983 violation of civil rights under color of authority.

INSTRUCTORS NOTE: Show Overhead (3.3.1) - COLOR OF AUTHORITY to the class and have one of the students read it aloud. Then, as a group, discuss its meaning and impact.

3. 42 USC 1983

[a]Every person who, [b]under color of any statute, ordinance, regulation, custom, or usage, of any State or Territory, [c]subjects, or causes to be subjected, [d]any citizen of the United States or other person within the jurisdiction thereof [e]to the deprivation of any rights, privileges, or immunities secured by the Constitution and laws, [f]shall be liable to the party injured [f1]in an action at law, [f2]suit in equity, or [f3]other proper proceeding for redress. (Enacted in 1871)

4. Key points.

a. Every person - anyone.

b. under color of any statute, ordinance, regulation...

(1.) Uses the law or policy or procedure as excuse.

c. subjects, or causes to be subjected,

d. any citizen of the United States or other person

(1.) Includes all persons under jurisdiction of the U.S. government.

(2.) Whether the person is a citizen or not.

(3.) Whether the person is in the country legally or not.

e. to the deprivation of any rights secured by the constitution and laws,

f. shall be liable to the party injured

(1.) in any action at law - civil or criminal.

(2.) in suit in equity - civil suit where you have to pay $$$$$ to the party out of your own pocket.

(3.) any other proper legal proceeding for redress - compensation.

(3.3.2)

II. Identify instances of mistreatment using Title 15 and case law for reference.

INSTRUCTORS NOTE: Pass out Handout (3.3.2) - CASE LAW - INMATE HOUSING & CARE EXERCISE to each student. Explain to the class that they will be viewing several scenarios. Using the California Penal Code, Title 15 and case law, they are to determine whether the prisoner was mistreated, and if so, what the violation was.

Show Overhead (3.3.2 - #1) - INMATE HOUSING & CARE EXERCISE to the class. Cover the overhead with a piece of paper showing only one scenario at a time. Ask individual students for their determination and as a group discuss their answer and the scenario.

A. Inmates are told to go back to their cells after having ten minutes to eat their lunch meal. (Title 15, Section 1240)

A minimum of fifteen minutes shall be allowed for the actual consumption of each meal.

B. Clothing exchange for all inmate clothing (both under & outer garments) is done once a week. (Title 15, Section 1262)

Outergarments, except footwear, shall be exchanged at least once each week. Undergarments and socks shall be exchanged twice each week.

C. The facility policy allows inmates to shower twice a week. (Title 15, Section 1266)

At least every other day or more often if possible.

D. Inmates in a Type III facility are not given socks because they wear thongs. (Title 15, Section 1260)

The standard issue of climatically suitable clothing to inmates.... shall include,

clean socks and footwear;

clean outergarments; and,

clean undergarments;

for males - shorts and undershirt, and

for females - bra and two pairs of panties.

E. An inmate tells an officer they have lice and the officer handles the problem based on what method the officer thinks works best. (Title 15, Section 1212)

The responsible physician/health authority shall develop a written plan for the control and treatment of vermin-infested inmates.

NOTE: Show Overhead (3.3.2 - #2) - INMATE HOUSING & CARE EXERCISE.

F. Inmate being booked into jail tells booking officer of current medical problems of which officer pays no attention and asks no questions about any past or present medical problems. (Title 15, Section 1207)

Receiving screening shall be performed on all inmates at the time of intake.

LAAMAN vs HELGEMOE 437 F. Supp. 269, 312(D.N.H. 1977)

An inmates dependency upon the prisons medical system includes, of necessity the diagnostic stage of medical treatment. ***The failure to discover and / or diagnose serious medical problems can lead to the same evils as does the lack of therapeutic attention once an illness or injury is known.***

G. An inmate is found in violation of a facilities policy and given full disciplinary restriction for 14 days. (Title 15, Section 1083)

No inmate shall be held in disciplinary isolation for a period of time longer than (30) consecutive days without a finding on a new charge of violation of the facility rules and regulations.

H. An inmate is told that they can not send out any mail because they have no money to buy stamps. (Title 15, Section 1063)

Those inmates who are without funds shall be permitted at least two postage-free letters each week to permit correspondence with family members and friends but without limitation on the number of postage-free letters to his or her attorney and to the courts.

JOHNSON vs AVERY 393 U.S. 483
Jails are under obligation to provide a reasonable amount of postage for indigent inmates on a regular basis to petition the courts for redress of grievances.

I. A female officer assists male officers doing strip searches of male inmates returning from court. PC 4030(l)

All prisoners conducting or otherwise present during a strip search or visual body cavity search shall be the same sex as the person being searched, except for physicians or licensed medical personnel.

NOTE: Show Overhead (3.3.2 - #3) - INMATE HOUSING & CARE EXERCISE.

J. An inmate is being booked for petty theft and is being obnoxious. The officer makes the inmate submit to a strip search to humble them. (PC 4030(f)

> ***No person arrested and held in custody on a misdemeanor or infraction offense, except those involving weapons, controlled substances or violence nor any minor*** *detained prior to a detention hearing on the grounds that he or she is a person described in Section 300, 601 or 602 of the Welfare and Institutions Code, except for those minors alleged to have committed felonies or offenses involving weapons, controlled substances or violence,* ***shall be subjected to a strip search or visual body cavity search prior to placement in the general jail population, unless a peace officer has determined there is reasonable suspicion based on specific and articulable facts to believe such person is concealing a weapon or contraband****, and a strip search will result in the discovery of the weapon or contraband.* ***No strip search or visual body cavity search*** *or both* ***may be conducted without the prior written authorization of the supervising officer on duty. The authorization shall include the specific and articulable facts and circumstances upon which the reasonable suspicion determination was made*** *by the supervisor.*

K. An inmate being booked into a county jail has all of their personal property taken away, inventoried and locked up. The inmate is not given a copy of the inventory. (PC 4003)

> ***Whenever any weapon or other personal property is taken from an arrested person, it shall be the duty of the*** *desk clerk or other* ***proper officer*** *of any city, county or city and county jail, to which such person is committed for detention,* ***to give a receipt to such person without delay for the property taken****.*

(3.3.3)

III. Legal issues inherent in the handling of a crime inside a detention facility.

A. Inmates that commit crimes in correctional facilities.

1. Retain the same constitutional rights as anyone (public) arrested and charged with a crime.

   a. Miranda.

   b. Right to counsel.

   c. Bail, etc..

2. Charged with the code section that applies to the crime committed.

3. If found guilty, punishment is based on the punishment prescribed by that code section.

4. PC 653.75
   Public offenses; punishment.

Any person who commits any public offense while in custody in any local detention facility, as defined in Section 6031.4, **or** any **state prison**, as defined in Section 4504, **is guilty of a crime**. **That crime shall be punished as provided in the section prescribing the punishment for that public offense**.

5. Can also be charged in-house through the facility discipline procedures.

   a. Each is a separate action.

      (1.) Court handles criminal violation.

         (a.) Rules of court apply.

      (2.) Facility handles facility rule violations.

         (a.) Title 15 rules of discipline apply.

6. Inmate could conceivably be punished by both the court and facility for the same crime.

   a. Double jeopardy does not apply.

   b. PC 654
   Offenses punishable in different ways by different provisions; double jeopardy. **An act or omission which is made punishable in different ways by different provisions** of this code **may be punished under either** of such **provisions**, **but in no case can it be punished under more than one**; an **acquittal or conviction** and sentence **under either one bars a prosecution for the same act** or omission **under any other**.

   c. Example:

      (1.) A person charged with PC 211 (robbery) is found not guilty, could not be re-charged with PC 496 (possession of stolen property).

      (2.) A person cannot be re-charged or tried with a different code section if that violation stemmed from (is part of) the original crime.
      eg;. PC 211.

   d. Double jeopardy does not apply because:

      (1.) Facility actions are based on punishment for the facility rule violation and not the criminal act.

      (2.) The courts action is based on punishment for committing a criminal act.

B. Inmate disciplinary rights.

1. Title 15 Section 1081(c)

Plan for Inmate Discipline.

(c)(1) **Charges pending against an inmate shall be acted on no sooner than 24 hours after the report has been submitted** to the disciplinary officer **and** the inmate has been informed of the charges in writing. A violation(s) shall be acted on **no later than 72 hours after an inmate has been informed of the charge(s) in writing**.

(2) **The inmate shall be permitted to appear on his own behalf at the time of hearing**.

(3.) **Subsequent to final disposition** of disciplinary charges by the disciplinary officer, **the charges and the action taken shall be reviewed by the facility manager or designee**.

(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 Section 4019.5.

2. The inmate also has the right to call witnesses in his own behalf at the hearing.

3. The inmate may also appeal the decision of the disciplinary board.

   a. Appealed to the facility administrator or designee.

   b. Administrators decision is final.

C. Handling a crime that has been committed inside a detention facility.

1. The Correctional Officers job is not the same as an investigator or police officer.

   a. Does not investigate the crime.

      (1.) Done by local police, or

      (2.) Special investigation team.

   b. Controls inmate population.

   c. Identifies all persons involved.

   d. Preserves the crime scene.

   e. Renders emergency medical care.

D. 4 basic components of crime scene response.

1. Approach.

2. Observations and identification.

3. Establish a perimeter.

4. Secure the scene.

E. Approaching a crime scene.

1. 1st responsibility is your own safety.

a. Crime in progress.

(1.) Call for back-up.

(2.) Stay at a safe distance until help arrives.

(3.) Give verbal orders and directions.

b. Crime not in progress.

(1.) Always be aware of a potential set-up.

2. 2nd responsibility is to take a good mental picture of what is going on or has happened.

a. Things often happen in seconds.
b. Keep an open mind about what you see.

c. Be sure to take everything into account.

d. Don't let your personal views distort what you see.

3. While approaching you are making mental pictures of the entire scene.

a. What is going on.

b. Who is involved.

c. The location of all persons present and what they are doing.

d. Who is a potential suspect or witness.

e. Note everything you see, hear and smell.

F. Responsibilities upon arrival at a crime scene.

1. Take control:

a. Of the situation.

b. Of the scene.

c. Of all persons present.

Start crime scene investigation.

a. The entire investigation may hinge on how well you do your job.

b. The first officer on scene is normally in charge of the scene and investigation until properly relieved.

c. At this stage of the investigation it is not your job to interview possible suspects, witnesses or victims.

(1.) Talking to victims should be limited to their need for medical care.

(2.) Your task is limited to identification.

(3.) Detailed interviews will be done later by detectives.

(4.) However, note any spontaneous statements.

3. Treat all scenes as potential crime scenes until investigation proves otherwise.

4. Make more detailed observations.

5. Two primary responsibilities at a crime scene.

a. Prevent scene contamination by yourself or others.

b. Identify and deal with all possible:

(1.) Suspects.

(2.) Victims.

(3.) Witnesses.

6. Ways of identifying prisoner involvement.

a. Take control of all persons present.

b. Collect I.D. cards from everyone present. (***this is the best method***)

c. Try to remember faces.

d. Write down names, etc.

7. Once identified,

a. Keep all suspected witness and suspects apart.2.

b. Do not let them talk to each other or among themselves.

(1.) Concoct a story.

(2.) Compare stores.

(3.) Threaten witnesses.

G. Dealing with suspects.

1. Always be aware of your own safety.

a. Suspect may be desperate.

b. Suspect may still be very emotional.

c. Suspects actions will be very unpredictable.

2. Identifying possible suspects.

a. If you arrive when the crime is in progress, it is easy, you see them.

b. If crime is not in progress.

(1.) Consider everyone present as a possible suspect or witness.

(2.) Examine hands for:

(a.) Blood.

(b). New cuts.

(c.) Clammy or sweaty.

(3.) Examine clothing.

(a.) Is it disheveled, indicating a possible scuffle.

(b.) Blood stains.

(c.) Damage.

(4.) Observe physical state.

(a.) Out of breath.

(b.) Sweating.

(c.) Anger.

(d.) Fear.

(e.) Nervousness.

c. Separate anyone displaying these signs to be interviewed.

H. Dealing with Victims.

1. Note the victims:

a. Physical positioning upon arrival.

b. Clothing.

c. Visible wounds.

2. If the victim is dead.

a. Always treat as a crime scene.

b. Protect the total scene.

3. If the victim is alive and able to move about.

a. Direct out of the scene.

b. Have them seen by medical staff.

4. If the victim is alive and needs medical attention.

a. Leave them alone.

b. Give First Aid if needed.

c. Direct medical staff in and out of the scene disturbing it as little as possible.

I. Establishing a crime scene perimeter.

1. Crime scene perimeter defined:

Your best estimate of the total scope of the scene of the crime. It is a line weather real or imagined that surrounds all the apparent evidence of a crime.

2. The perimeter will vary depending on the type of crime.

3. Define what you think the perimeter should be to include all obvious evidence plus a cushion.

4. If in doubt, it is always better to start with a perimeter that is too big and reduce it than one that is too small and try to salvage damaged evidence outside it.

5. Once perimeter is established, search outside it.

    a. Look to see if there is evidence that the crime occurred elsewhere.

        (1.) eg;. person assaulted one place and staggered and fell where you found him.

    b. Things to look for:

        (1.) Blood stains.

        (2.) Body fluids.

        (3.) Clothing.

        (4.) Footwear.

        (5.) Weapons.

        (6.) Fingerprints.

        (7.) Personal property.

        (8.) Hair.

    c. If any evidence is found, the perimeter will be expanded to include it.

J. Crime scene preservation.

1. Always enter and exit a crime scene along the same path to disturb the scene as little as possible.

2. If the scene is disturbed, remember how it was disturbed and record it in your notes.

3. Totally secure the scene.

    a. Erect barricades.

    b. Use crime scene tape.

    c. Post guards.

d. If it is an individual cell, close and lock the door and stand guard.

e. If it is a room with more than one entrance, secure all but one and stay in the room to prevent accidental entry.

4. No one should enter a crime scene unless their presence is necessary.

5. There should be only one point of entry and exit from the scene.

6. Record or designate another officer to record the following information about everyone entering and exiting the crime scene.

a. Name.

b. Time in and time out.

c. Purpose for entry.

d. Any articles removed from the scene.

K. Document the incident.

1. Take good notes.

2. Drawing a diagram is a very good way to jog the memory.

3. Record specifics when documenting inmates actions, statements, emotional state, etc..

4. Document:

a. Everything you did.

b. Everything you directed others to do.

c. Who was on scene.

OVERHEAD 3.3.1

COLOR OF AUTHORITY

42 USC 1983

Every person who, under color of any statute, ordinance, regulation, custom, or usage, of any State or Territory, subjects, or causes to be subjected, any citizen of the United States or other person within the jurisdiction thereof to the deprivation of any rights, privileges, or immunities secured by the Constitution and laws, shall be liable to the party injured in an action at law, suit in equity, or other proper proceeding for redress. (Enacted in 1871)

OVERHEAD - 3.3.2 #1

INMATE HOUSING & CARE EXERCISE

A. Inmates are told to go back to their cells after having ten minutes to eat their lunch meal. (Title 15, Section 1240)

A minimum of fifteen minutes shall be allowed for the actual consumption of each meal.

B. Clothing exchange for all inmate clothing (both inner & outer garments) is done once a week. (Title 15, Section 1262)

Outergarments, except footwear, shall be exchanged at least once each week. Undergarments and socks shall be exchanged twice each week.

C. The facility policy allows inmates to shower twice a week. (Title 15, Section 1266)

At least every other day or more often if possible.

D. Inmates in a Type III facility are not given socks because they wear thongs. (Title 15, Section 1260)

The standard issue of climatically suitable clothing to inmates.... shall include,

clean socks and footwear;

clean outergarments; and,

clean undergarments;

for males - shorts and undershirt, and

for females - bra and two pairs of panties.

E. An inmate tells an officer they have lice and the officer handles the problem based on what method the officer thinks works best. (Title 15, Section 1212)

The responsible physician/health authority shall develop a written plan for the control and treatment of vermin-infested inmates.

OVERHEAD - 3.3.2 #2

INMATE HOUSING & CARE EXERCISE

F. Inmate being booked into jail tells booking officer of current medical problems of which officer pays no attention and asks no questions about any past or present medical problems. (Title 15, Section 1207)

Receiving screening shall be performed on all inmates at the time of intake.

LAAMAN vs HELGEMOE 437 F. Supp. 269, 312(D.N.H. 1977)

An inmates dependency upon the prisons medical system includes, of necessity the diagnostic stage of medical treatment. ***The failure to discover and / or diagnose serious medical problems can lead to the same evils as does the lack of therapeutic attention once an illness or injury is known.***

G. An inmate is found in violation of a facilities policy and given full disciplinary restriction for 14 days. (Title 15, Section 1083)

No inmate shall be held in disciplinary isolation for a period of time longer than (30) consecutive days without a finding on a new charge of violation of the facility rules and regulations.

H. An inmate is told that they can not send out any mail because they have no money to buy stamps. (Title 15, Section 1063)

Those inmates who are without funds shall be permitted at least two postage-free letters each week to permit correspondence with family members and friends but without limitation on the number of postage-free letters to his or her attorney and to the courts.

JOHNSON vs AVERY 393 U.S. 483
Jails are under obligation to provide a reasonable amount of postage for indigent inmates on a regular basis to petition the courts for redress of grievances.

I. A female officer assists male officers doing strip searches of male inmates returning from court. PC 4030(l)

All prisoners conducting or otherwise present during a strip search or visual body cavity search shall be the same sex as the person being searched, except for physicians or licensed medical personnel.

OVERHEAD - 3.3.2 #3

INMATE HOUSING & CARE EXERCISE

J. An inmate is being booked for petty theft and is being obnoxious. The officer makes the inmate submit to a strip search to humble them. (PC 4030(f)

> ***No person arrested and held in custody on a misdemeanor or infraction offense, except those involving weapons, controlled substances or violence nor any minor*** *detained prior to a detention hearing on the grounds that he or she is a person described in Section 300, 601 or 602 of the Welfare and Institutions Code, except for those minors alleged to have committed felonies or offenses involving weapons, controlled substances or violence,* ***shall be subjected to a strip search or visual body cavity search prior to placement in the general jail population, unless a peace officer has determined there is reasonable suspicion based on specific and articulable facts to believe such person is concealing a weapon or contraband****, and a strip search will result in the discovery of the weapon or contraband.* ***No strip search or visual body cavity search*** *or both* ***may be conducted without the prior written authorization of the supervising officer on duty. The authorization shall include the specific and articulable facts and circumstances upon which the reasonable suspicion determination was made*** *by the supervisor.*

K. An inmate being booked into a county jail has all of their personal property taken away, inventoried and locked up. The inmate is not given a copy of the inventory. (PC 4003)

> ***Whenever any weapon or other personal property is taken from an arrested person, it shall be the duty of the*** *desk clerk or other* ***proper officer*** *of any city, county or city and county jail, to which such person is committed for detention,* ***to give a receipt to such person without delay for the property taken****.*

HANDOUT 3.3.2

CASE LAW - INMATE HOUSING & CARE EXERCISE

LAAMAN vs HELGEMOE 437 F. Supp. 269, 312(D.N.H. 1977)

An inmates dependency upon the prisons medical system includes, of necessity the diagnostic stage of medical treatment. *The failure to discover and or diagnose serious medical problems can lead to the same evils as does the lack of therapeutic attention once an illness or injury is known.*

JOHNSON vs AVERY 393 U.S. 483

Jail are under obligation to provide a reasonable amount of postage for indigent inmates on a regular basis to petition the courts for redress of grievances.

SAN JOAQUIN COUNTY SHERIFF - 56 SUPPLEMENTAL CORE COURSE

Training aids for Unit 3

Training aide:

1. California Penal Code
2. California Government Code
3. Title 15

Equipment:

1. Overhead projector
2. Movie screen

Overheads:

1. (3.3.2 - #1) - INMATE HOUSING & CARE EXERCISE
2. (3.3.2 - #2) - INMATE HOUSING & CARE EXERCISE
3. (3.3.2 - #3) - INMATE HOUSING & CARE EXERCISE

Handouts:

1. Handout packet - TITLE 15 - WORKING HANDOUT
2. (3.3.2) - CASE LAW - INMATE HOUSING & CARE EXERCISE

SAN JOAQUIN COUNTY SHERIFF – 56 HOUR SUPPLEMENTAL CORE COURSE

Classification of Inmates
Unit 5
Unit Instructional Time - 3:00

MODULE: 5.2 - Implications of Classification

INSTRUCTION TIME::05

LEARNING GOAL:

The trainee will know why it is important to properly classify a prisoner and the risks associated with each type of classification.

PERFORMANCE OBJECTIVES:

(5.2.3) Given a sample case description, classify the individual using a sample department classification policy.
(WST)

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number or students.

The trainee will participate in a guided discussion on the proper way to assess an inmate while classifying them using a risk assessment form and the proper way to complete the form.

The trainee will participate in a guided group exercise using an overhead projection listing case description information about a prisoner to be classified, and using a risk assessment form and a sample classification policy, the trainee will classify the individual.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(5.2.3)

III. Given a sample description, classify the individual using a sample department classification policy.

INSTRUCTORS NOTE: Refer to Classification Policy.

.

A. Risk / Program Assessment Form.

1. Spaces on the form that do not apply are normally marked N/A.

2. Top line.

a. Arrest date.

b. Class code.

(1.) This is the code the classification officer assigns the inmate after classifying them.

c. Program code - Identifies what programs the inmate is eligible for.

3. Personal information is located at the top portion of the form and is all fill-in.

a. Name:

b. Race:

c. Sex:

d. Date of birth:

e. Booking number:

f. AKA'S:

g. Street name or moniker:

h. Current charges:

i. Parole or Probation Officer:

j. CDC, CRC, CYA number:

k. Warrants or holds:

l. Criminal history: (CII #)

m. Enemies in custody: (Male or Female)

4. Officers' Observations Section. (Very important) (Mark "Y" or "N")

a. Passive / Easily Influenced.

b. Slight Build / Young Looking.

c. Physical Handicap.

d. Possible Emotional Problems.

e. Possible Mental Deficiency.

f. Communication Difficulties.

g. Peculiarities in Behavior.

h. Depressed / Withdrawn.

i. Aggressive / Hostile / Abusive.

j. Medical / Psych Staff Advised.

k. Assaultive / Violent at Booking.

l. Type of Employment on Streets.

m. Special Training or Skill (s)

5. Records / Inmate Information that is gathered before or after interviewing the prisoner.

a. History of Sex Offenses.

b. History of Violent Crimes.

c. History of Assaults on Peace Officer.

d. History of Escape.

e. History of program failure (escape).

f. History of State Prison / CYA.

g. Prior Local Detention.

h. Prior Special Management. (Reason for Special Management)

i. Disciplinary problems.

j. Prior criminal history. (felony / misdemeanor)

k. Extreme religious / political beliefs.

l. Racial / cultural prejudices.

m. Gang Affiliations or Vendettas.

n. Police Informer / Court Witness.

o. Prior Victim of Assault in Custody.

p. Sexual Preference. (Male, Female, Other)

q. Level of security. (min, max)

r. Special housing order. (yes, no)

6. Comments.

a. Attitude.

b. Appearance.

c. Prior classification status from prior incarcerations.

7. Protective Custody Inquiry.

a. Do you wish to be placed in a Protective Custody Cell, or any other Special Housing Unit because you feel your physical safety would be endangered if you were housed in General Population with other inmates?

b. If the response is "yes" ask the inmate to give reason and explanation.

c. Have inmate sign on the appropriate line.

(1.) Waiving Protective Custody.

(2.) Requesting Protective Custody.

8. Sign off.

a. Interviewing Classification officers name.

b. Title:

c. Date:

B. Classification scenario.

1. NAME - Eric Johnson

2. AGE - (19)

3. CHARGE - PC 487

4. LAST CUSTODY - 09-07-99

5. LAST HOUSING ASSIGNMENT - Administrative Segregation

On “Today’s date”, Johnson was booked on a walk-in commitment and is being evaluated for immediate transfer to the Honor Farm. He is young looking but not passive. He stated that he was not happy to be in jail again but has been cooperative throughout the booking and interview process.

Johnson is small in stature, weighing 112 lbs, and stands 4' 10" tall. He denies any enemies and waives Protective Custody. He tells you that he has never been in custody prior to being arrested for PC 211, which case this commitment is based on. A check of Johnson’s record verifies his statement. Johnson further tells you that he works as a sales clerk in rock music store.

You review his past custody history and find he was originally booked on PC 211 and housed in Administrative Segregation for constant rule violations. He was in custody fifteen days before being OR'D in court. The original PC 211 charge has been amended to PC 487 which Johnson is to serve 120 days.

INSTRUCTORS NOTE: Ask each student to state what they classified the prisoner as and why. As a group discuss their answers.

C. Classification of the Inmate in the Above Scenario.

1. Classification.

a. The initial classification of the inmate would be general population.

b. It could change if any problems arise while in custody.

MODULE: 5.3 - Gangs and Subcultures in Institutions

INSTRUCTION TIME: 2:30

LEARNING GOAL:

The trainee will understand about the existence of gangs within a custodial setting and know the techniques for identifying possible gang members, gang activity and how to talk to (interview) a gang member.

PERFORMANCE OBJECTIVES:

(5.3.9) Identify typical in-custody activity of gangs.

(5.3.11) Identify officer safety issues related to gang behavior in a custody setting.

(5.3.12) Identify classification issues related to gang members.

(5.3.13) Discuss strategies to monitor gang activity in a custody setting.

(5.3.14) Discuss strategies to prevent and control gang activity in a custody setting.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

None

The trainee will participate in a guided group discussion on typical in-custody activity of gangs.

The trainee will participate in a guided group discussion on officer safety issues related to gang behavior in a custody setting.

The trainee will participate in a guided group discussion on classification issues related to gang membership.

The trainee will participate in a guided group discussion on strategies to monitor gang activity in a custody setting.

The trainee will participate in a guided group discussion on strategies to prevent and control gang activity in a custody setting.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(5.3.9)

I. Typical in-custody gang activity.

[redacted]

(5.3.11)

I. Officer safety issues related to gang behavior in a custody setting.

A. Assaults on other inmates.

1. Rival gangs

2. Gang “Jump in”, joining the gang.

3. Discipline within the gang, through inmate assaults.

B. Weapons

1. Inmates arming themselves

C. Cell search

1. Inmates planting sharp object in places where officers cannot see.

D. Drug trafficking

1. Inmates under the influence.

2. Inmates not paying on time or at all.

(5.3.12)
I. Classification issues related to gang issues.

A. Proper segregation of rival gangs.

B. Proper classification and documentation per Penal Code section 186.22.

C. Determining the role or rank of an inmate in a gang.

D. Keeping track of the gang population and housing assignment.

(5.3.13)
[redacted]

(5.3.14)
[redacted]

SAN JOAQUIN COUNTY SHERIFF – 56 HOUR SUPPLEMENTAL CORE COURSE

Unit 6.0

Contraband/Evidence

(6.1.1)

I. Identifying Contraband.

A. Contraband defined:

Any item or article inside of the jail that is not issued by the facility, purchased in the commissary, purchased through approved channels, or approved by the facility commander or his designee.

1. Any item that may jeopardize the safety and security of the correctional facility.

2. Goods brought illegally into the facility in violation of the law or institutional rules.

3. Goods brought legally into the jail, but possessed by unauthorized inmates.

4. Goods in the rightful possession of inmates but in altered condition or in unauthorized amounts.

B. Sample Contraband Policy.

(*Identifying Contraband continued*)

C. Goods or items brought illegally into the facility in violation of the law or institutional rules.

1. Weapons (Penal Code section 4574)

2. Drugs or Alcohol (Penal Code section 4573, 4573.5, 4573.6, 4573.8, 4573.9)

3. Drug Paraphernalia

D. Goods or items brought legally into the facility, but possessed by unauthorized inmates.

1. Ballpoint pens

2. Razors are passed out to inmates during recreation time & Collected before recreation is over, otherwise they should not be in Possession of razors.

3. Kitchen utensils

4. Hypodermic needles (Medical Staff)

E. Goods in the rightful possession of inmates but in unauthorized amounts.

1. Food

a. Minimum Diet (Title 15 Section 1241)

b. Pruno. (Jail house liqueur)

c. Food in cell.

2. Letters

a. Correspondence/Mail (Title 15 Section 1063)

3. Books

a. Title 15 Section 1066
Book, Newspapers and Periodicals

The facility administrator/manager of Type II or Type III facility shall develop written policies and procedures which will **permit inmates to purchase, receive and read any book, newspaper or periodical accepted for distribution by the United States Post Office**. **Nothing herein shall be construed as limiting the right of a facility administrator:**

(1) exclude obscene publications or writings, and mail containing information concerning where, how, of from whom such matter may be obtained; and any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence; and any matter concerning unlawful gambling or an unlawful lottery.

(2) exclude publications or writing based on the physical composition of the material or packing, or to restrict the source from which the jail will receive such material where there is a valid security reason to justify such action;

(3) open and inspect any publication or packages received by an inmate; or

(4) restrict the number of books, newspapers or magazines the inmate may have in his cell or elsewhere in the facility at any one time.

4. Clothing/Bedding

a. Clothing (Title 15 Section 1260)

(1.) Clean socks and footwear;

(2.) Clean outer-garments; and,

(3.) Clean undergarments;

(a.) For males - shorts and undershirt,

(b.) For females - bra and two pairs of panties.

b. Bedding/Linens (Title 15 Section 1270)

(1.) One serviceable mattress.

(2.) One mattress cover or one sheet.

(3.) One towel.

(4.) One blanket.

F. Authorized items may be considered contraband when found altered from its original state.

1. Personal Care items (Title 15 Section 1265)

a. Razors

b. Toothbrush

c. Toothpaste tubes

(1.) Explosives

(2.) Match bombs

2. Items purchased from the Commissary (Penal Code section 4025)

3. Items left unsecured by staff

a. Ballpoint pens

b. Soda cans

(1.) Weapons

(2.) Ashtrays

(6.1.2)

II. Major types of contraband, and why each represents a potential hazard in a correctional facility.

A. [redacted]

[redacted]

2. Indicator of possible disturbance

a. Are large amounts of shanks turning up?

(1.) Self protection

(2.) Unsafe housing environment

b. Inmate Assault

c. Officer Assault

B. Stamps

[redacted]

C. Money

[redacted]

D. Drugs

[redacted]

E. Greeting Cards

[redacted]

(6.1.3)

III. Given a list of items, identify those that can be confiscated and those that cannot , use a sample Department Policy for reference.

A. Of the following items commonly found in the possession of an inmate, identify those that can be confiscated and those that cannot.

1. Inmate rulebook

2. Two pairs of pants

3. A razor blade detached from the razor

4. Ball point pen

5. (4) bras

6. $50.00 dollars in paper money

7. Hardbound book

8. A large stack of old newspapers and magazines (30 newspapers/20 magazines)

9. (2) shirts

10. (5) towels

11. (2) pairs of shoes

12. (4) disposable razors

13. (20) Aspirin

14. Sandwiches

15. Scissors

16. Colored pencils

(6.1.4)

IV. Common ways in which contraband is obtained by inmates.

[redacted]

[redacted]

[redacted]

(6.1.5)

V. Common hiding places for contraband.

[redacted]

[redacted]

[redacted]

[redacted]

SAN JOAQUIN COUNTY SHERIFF – 56 HOUR SUPPLEMENTAL CORE COURSE

Unit 7
Interpersonal, Tactical and Practical Communications
Unit Instructional Time –:25

MODULE 7.3: RESPONDING TO TELEPHONE CALLS

INSTRUCTION TIME: :25 Minutes

LEARNING GOAL:

The trainee will understand the correct way to respond to telephone requests for information.

PERFORMANCE OBJECTIVES:

7.3.1 State implications of privacy act of the Civil Code for answering questions about inmates.

7.3.2 Identify basic information that can be disclosed about inmates.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. California Penal Code
2. Title 15

The trainee will participate in a guided group discussion on the implications of privacy act of the Civil Code for answering questions about inmates.

The trainee will participate in a guided group discussion on the basic information that can be disclosed about inmates.

The trainee will participate in a guided group discussion on the reasons for responding courteously and professionally to incoming calls and/or questions from the public.

The trainee will complete a comprehensive written final examination.

INSTRUCTIONAL OUTLINE:

7.3.1

I. Implications of answering questions or not providing information about inmates.

A. Legal Requirements - Restrictions

1. Title 15, Section 1045
Public Information Plan

Each facility administrator shall develop written policies and procedures for the dissemination of information to the public, to other government agencies, and to the news media. The public and inmates shall have available for review the following printed material:

(a) The Board of the State and Community Corrections minimum standards for local detention facilities as found in Title 15 and Title 24 of the California Code of Regulations.

(b) Facility rules and procedures affecting inmates as specified in Sections:

(1) 1045, Public Information Plan

(2) 1061, Inmate Education Plan

(3) 1062, Visiting

(4) 1063, Correspondence

(5) 1064, Library Service

(6) 1065, Exercise and Recreation

(7) 1066, Books, Newspapers, and Periodicals

(8) 1067, Access to Telephone

(9) 1068, Access to Courts and Counsel

(10) 1069, Inmate Orientation

(11) 1070, Individual / Family Service Programs

(12) 1071, Voting

(13) 1072, Religious Observance

(14) 1073, Inmate Grievance Procedure

(15) 1080, Rules and Disciplinary Penalties

(16) 1081, Plan for Inmate Discipline

(17) 1082, Forms of Discipline

(18) 1083, Limitations on Discipline

(19) 1200, Responsibility for Health Care Services

2. San Joaquin County Sheriff's Office Policy & Procedure 1.1.6 Information - Public and Press

Employees of the San Joaquin County Sheriff's Department shall not release information concerning records of complaints or investigations conducted by this department unless specifically authorized to do so by law.

INSTRUCTORS NOTE: Refer To Custody Division Policy

SAN JOAQUIN COUNTY SHERIFF – 56 HOUR SUPPLEMENTAL CORE COURSE

Assaultive Behavior and Restraint Techniques
Unit 8.0
Unit Instructional Time –5.5 hours

MODULE 8.9: MECHANICAL RESTRAINTS AND SAFETY CELL

INSTRUCTIONAL TIME: 2.5 HOURS

INSTRUCTIONAL OBJECTIVES:

8.9.1 Demonstrate the use of at least one or more mechanical restraints and/or restraint devices commonly used in a correctional facility. For example:

- Leg irons
- Flex cuffs
- Waist chains
- Transport chair
- Restraint bed
- Restraint wraps
- Restraint chair
- Restraint board

8.9.2 Explain the principles, conditions and limitations under which restraint devices may be used pursuant to title 15, Section 1058, including:

- Purpose of restraint devises
- Definition of restraint device according to Section 1058
- Facility manager approval for use of restraint devices
- Acceptable restraint devices
- Signs or symptoms that require immediate medical/mental health referral
- Availability of CPR equipment
- Protective housing of restrained inmates
- Provision for hydration and sanitation needs
- Exercising of extremities

8.9.3 Identify the monitoring requirements of inmates who are placed in restraint devices.

- Direct observation
- Time intervals for observation and review
- Medical evaluation
- Mental health evaluation
- Documentation of observation

8.9.4 Explain the principles, conditions and limitations under which safety cells may be used pursuant to Title 15, Section 1055, including:

- Purpose of safety cell use
- Facility manager approval
- Provision of nutrition and fluids
- Clothing requirements

8.9.5 Identify the monitoring requirements of an inmate who is placed in a safety cell.

- Direct visual observation
- Time intervals for observation and review
- Medical evaluation
- Mental health evaluation
- Documentation of observation

METHOD OF LEARNING:

A. Classroom set for student note taking and use of visual aids.

B. Training aids:

1. Student handout (8.9) MECHANICAL RESTRAINTS AND SAFETY CELL
2. Title 15

Trainees will receive familiarization training in the use of special mechanical restraints and restraint devices.

Using Title 15, Section 1058, Trainees will have an understanding of the conditions and limitations under which restraint devices can be used.

Trainees will identify the monitoring requirements of inmates who are placed in restraint devices.

Using title 15, Section 1055, Trainees will have an understanding of the principles, conditions, and limitations under which safety cells may be used.

Trainee will know the monitoring requirements of an inmate who is placed in a safety cell.

OUTLINE OF MATERIAL:

(8.9.1)

I. Use of the following restraint devices will be explained and demonstrated to the Trainees who will then practice with the equipment to show proficiency:

A. Leg irons, leg shackles

B. Flex cuffs

C. Waist chains

D. Transport chair

E. Restraint bed

F. Restraint chair

(8.9.2)(8.9.3)

II. Principles, conditions and limitations under which restraint devices may be used.

A. Title 15, Section 1058 – Use of Restraint Devices

The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices and may delegate authority to place an inmate in restraints to a physician. **In addition to the areas specifically outlined in this regulation, at a minimum, the policy shall address the following areas: acceptable restraint devices; signs or symptoms which should result in immediate medical / mental health referral; availability of cardiopulmonary resuscitation equipment; protective housing of restrained persons; provision for hydration and sanitation needs; and exercising of extremities.**

Restraint devices shall only be used on inmates who display behavior, which results in the destruction of property, or reveal an intent to cause physical harm to self or others. Restraint devices include any devices which immobilize an inmate's extremities and / or prevent the inmate from being ambulatory. Physical restraints should be utilized only when it appears less restrictive alternatives would be ineffective in controlling the disordered behavior.

Inmates shall be placed in restraints only with the approval of the facility manager, the facility watch commander, or the designated physician. Continued retention in restraints shall be reviewed a minimum of every two hours. A medical opinion on placement and retention shall be secured as soon as possible, but no later than four hours from the time of placement. The inmate shall be medically cleared for continued retention at least every six hours thereafter. A mental health consultation shall be secured as soon as possible, but in no case longer than eight hours from the time of placement, to assess the need for mental health treatment.

Direct visual observation shall be conducted at least twice every thirty minutes to ensure that the restraints are properly employed, and to ensure the safety and well being of the inmate. Such observation shall be documented. While in restraint devices all inmates shall be housed alone or in a specified housing area for restrained inmates which makes provision to protect the inmate from abuse. In no case shall restraints be used for discipline, or as a substitute for treatment.

The provisions of this section do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain inmates for security reasons.

III. Principles, conditions, limitations and monitoring requirements for safety cell placement.

A. Title 15, Section 1055 – Use of Safety Cell

The safety cell described in Title 24, Section 2-470A.2.5, shall be used to hold only those inmates who display behavior, which results in the destruction of property or reveals an intent to cause physical harm to self or others. The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures governing safety cell use and may delegate authority to place an inmate in a safety cell to a physician.

In no case shall the safety cell be used for punishment or as a substitute for treatment.

An inmate shall be placed in a safety cell only with the approval of the facility manager, or the facility watch commander, or the designated physician. The facility manager may delegate authority to place an inmate in a safety cell to a physician. Continued retention in a safety cell shall be reviewed a minimum of every eight hours. A medical assessment shall be completed within a maximum of twelve hours of placement in the safety cell or at the next daily sick call, whichever is earliest. The inmate shall be medically cleared for continued retention every twenty-four hours thereafter. A mental health opinion on placement and retention shall be secured within twenty-four hours of placement. Direct visual observation shall be conducted at least twice every thirty minutes. Such observation shall be documented.

Procedures shall be established to assure administration of necessary nutrition and fluids. 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.

MODULE 8.11: CELL EXTRACTIONS

INSTRUCTIONAL TIME: 3 HOURS

INSTRUCTIONAL OBJECTIVES:

8.11.1 Describe circumstances when a cell extraction is necessary.

8.11.2 Discuss roles and responsibilities of each team member.

8.11.3 Identify potential hazards e.g., bloodbourne pathogens, chemical agents, heat exhaustion, excrement and injuries.

8.11.4 List key considerations that must be addressed in planning cell extractions.

8.11.5 Given a scenario, demonstrate cell extraction (simulation exercise).

8.11.6 Explain key elements needed to be covered in debrief and documentation.

METHOD OF LEARNING:

A. Classroom large enough to accommodate class size.

B. Extraction team equipment

C. Student handouts (8.11.4) and (8.11.6)

Trainee will understand what a cell extraction is and the circumstances that can lead to its activation and use.

Trainee will be given information on an extraction team make-up and what the responsibilities are of each team member.

Trainee will participate in a classroom exercise listing potential hazards, considerations and equipment that can be used in a cell extraction.

Trainee will participate in a simulated exercise of a cell extraction.

Trainee will participate in a guided classroom exercise listing those key elements that should be covered in a debriefing and the documentation covering a cell extraction.

Trainee will successfully pass a final written examination on information presented on cell extractions.

OUTLINE OF MATERIAL:

(8.11.1)

E. Cell extractions

A. Definition – The organized use of that amount of force necessary, to restrain and remove a hostile and uncooperative inmate from a cell or room.

B. Circumstances and procedure

[redacted] Once it has been determined that a hostile and uncooperative inmate needs to be removed, from a cell or area, the area Duty Sergeant shall respond to that location. [redacted]

[redacted] The use of force may become necessary and justifiable in situations of control, self-defense, protection of property and the prevention of escapes. The officer's actions must be in response to the inmate's actions. [redacted]

3. The use of force and restraint equipment is intended only as a control measure when necessary. The improper use and overzealous use of force is prohibited.

(8.11.2)

II. Cell extraction team makeup

A. [redacted]

[redacted]

[redacted]

[redacted]

B. [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

(8.11.3)

III. Identify potential hazards

A. Inmate classified as having blood borne pathogens.

B. Working in contaminated atmosphere of chemical agents.

C. Officers suffering heat exhaustion from being suited up in protective equipment.

D. Contact with inmate excrement, urine or other body fluids.

E. Officers getting injured during an extraction.

(8.11.4)

IV. Key considerations that must be addressed in planning a cell extraction

[redacted]

F. [redacted].

(8.11.5)

V. Simulation exercise of a cell extraction

A. With close supervision trainees will perform cell extractions.

(8.11.6)

VI. Key elements needed to be covered in debriefing and documentation

A. Observations from each officer involved pointing out what worked appropriately and what didn't so that possible corrections can be made for future extractions.

B. [redacted].

C. Documentation must cover events from beginning to end. The housing officer's initial contact is as vital to the case as each team member's supplement.

INSTRUCTOR'S NOTE: Trainees are reminded to check with their specific agencies for Use of Force Policies, Use of Restraints Policies, Use of Special Weapons Policies and Critical Incident Policies.

SAN JOAQUIN COUNTY SHERIFF - 56 HOUR SUPPLEMENTAL CORE COURSE

Booking and Receiving
Unit 9
Unit Instructional Time - 2:45

MODULE: 9.1 - Receiving Inmates

INSTRUCTION TIME: :05

LEARNING GOAL:

The trainee will know how to properly receive and screen incoming prisoners.

PERFORMANCE OBJECTIVES:

(9.1.1) List the forms that typically must be completed in the process of receiving an inmate.

(9.1.4) Identify Title 15 mandates and state law regarding the medical screening of incoming inmates.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. California Penal Code
2. Title 15
3. Overhead projector
4. Movie screen
5. Overhead (9.1.1 - #1) - BLANK BOOKING ARREST REPORT
6. Overhead (9.1.1 - #2) - BOOKING MEDICAL QUESTIONS
7. Overhead (9.1.1 - #3) - BOOKING MEDICAL OBSERVATIONS
8. Overhead (9.1.1 - #4) - BOOKING CLASSIFICATION QUESTIONS
9. Overhead (9.1.1 - #5) - INMATE PERSONAL PROPERTY RECORD
10. Overhead (9.1.1 - #6) - INMATE CLOTHING RECORD

The trainee will participate in a guided group discussion on the forms that typically must be completed in the process of receiving an inmate.

The trainee will participate in a guided group discussion on Title 15 mandates and state law regarding the medical screening of incoming inmates.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(9.1.1)

I. The forms that typically must be completed in the process of receiving an inmate are:

A. Booking / Arrest Report.

INSTRUCTORS NOTE: Show Overhead (9.1.1 - #1) - BLANK BOOKING ARREST REPORT to the class and discuss how the form is correctly filled out.

1. Case number.

a. Case number of arresting agency.

b. Is required to be fill in.

2. Identification information about the person arrested.

a. Name.

b. Aka's and nicknames.

c. Race.

d. Sex.

e. DOB.

f. Descriptive information.

g. All that apply are required to be filled in.

3. Personal information about the person arrested.

a. Address.

b. Employment.

c. Individual for emergency notification.

d. All that apply are required to be filled in.

4. Arrest information.

a. Location.

b. Date and time of arrest.

c. Arresting officer/agency.

d. Court of jurisdiction.

e. All are required to be filled in.

f. Arrestees vehicle location information. (filled in only if person was arrested while in a vehicle)

5. Charge information.

a. One line per charge or warrant.

6. Misdemeanor non-release information.

B. Medical Screening.

1. Screening is done to determine if medical attention is needed.

2. Questions asked of an arrestee when being received in booking are designed to identify both medical and/or psychological problems that may have to be dealt with. (*This information also satisfies the medical screening portion of 9.1.2*)

a. Immediate.

(1.) Medical emergencies.

(2.) Heart problems, Infectious diseases, Diabetic.

(3.) Suicidal.

b. Long range - Things that will need ongoing treatment

INSTRUCTORS NOTE: Show Overhead (9.1.1 - #2) - BOOKING MEDICAL QUESTIONS and discuss the questions with the class.

3. Observations.

   a. Rash.

   b. Ulcerations.

   c. Vermin.

   d. Sores.

INSTRUCTORS NOTE: Show Overhead (9.1.1 - #3) - BOOKING MEDICAL OBSERVATIONS and discuss what the officer is looking for.

C. Hazard Screening.

1. This hazard screening is designed to identify immediate classification problems.

2. Title 15, Section 1050
   Classification Plan.

   (a) **Each administrator** of a temporary holding, Type I, II, or III facility **shall develop and implement a written classification plan designed to properly assign inmates to housing units and activities according to the categories of sex, age, criminal sophistication, seriousness of crime charged, assaultive/non-assaultive and other criteria which will provide for the safety of the inmates and staff**. Such housing unit assignment shall be accomplished to the extent possible within the limits of the available number of distinct housing units or cells in a facility.

   The written **classification plan shall** be based on objective criteria and **include receiving screening performed at the time of intake by trained personnel, and a record of each inmate's classification level, housing restrictions, and housing assignments**.

3. Based on the facilities operation it can be handled several ways.

   a. Ask all of the necessary questions at the time of booking.

   b. Ask certain critical questions at booking.

   c. Ask the remainder prior to placement in inmate population.

4. Housing classification is not typically done at booking.

INSTRUCTORS NOTE: Show Overhead (9.1.1 - #4) - BOOKING CLASSIFICATION QUESTIONS and discuss the questions with the class.

D. Personal Property / Money Receipt / Clothing Inventory Forms.

1. Avoid lawsuits against the facility or the arresting officer.

2. Required by law.

a. PC 4003
Receipt for property taken from prisoner.

Whenever any weapon or other personal property is taken from an arrested person, it shall be the duty of the desk clerk or other **proper officer** of any city, county or city and county jail, to which such person is committed for detention, **to give a receipt to such person without delay for the property taken**.

INSTRUCTORS NOTE: Show Overhead (9.1.1 - #5) - INMATE PERSONAL PROPERTY RECORD and discuss with the class how personal property is inventoried and documented.

INSTRUCTORS NOTE: Show Overhead (9.1.1 - #6) - INMATE CLOTHING RECORD and discuss with the class how personal clothing and other property is inventoried and documented.

E. Inmate Status Card, (Live Card, Main File Card)

1. Used to monitor what happens to the inmate while in custody.

2. Usually maintained in the front office of the facility until the inmate is released.

3. Other cards made to be placed in the inmates housing unit.

F. Computer records.

1. Many agencies are completing bookings through computer input.

2. Most or all of inmate's main information will eventually be viewed through computer screens.

IV. Title 15 mandates and state law regarding the medical screening of incoming inmates.

A. Title 15, Section 1207
Medical Receiving Screening

With the exception of inmates transferred directly within a custody system with documented receiving screening, **a screening shall be completed on all inmates at the time of intake**. **This screening shall** be completed in accordance with written procedures and shall **include** but not be limited to **medical and mental health problems, developmental disabilities, and communicable diseases**, including, but not limited to, tuberculosis and other airborne diseases. **Licensed health personnel or trained facility staff shall perform the screening**.

B. Title 15, Section 1208
Access to Treatment.

The health authority, in cooperation with facility administrator, **shall develop a written plan for identifying, assessing, treating and/or referring any inmate who appears to be in need of medical, mental health or developmental disability treatment** at any time during his/her incarceration subsequent to the receiving screening. **Licensed health personnel shall perform this evaluation**.

MODULE: 9.2 - Booking Inmates

INSTRUCTION TIME: :25

LEARNING GOAL:

The trainee will know how to properly check for warrants and book an arrestee.

PERFORMANCE OBJECTIVES:

(9.2.4) List appropriate steps in the booking procedure.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. California Penal Code

The trainee will participate in a guided group discussion on the appropriate steps in the booking procedure.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(9.2.4)

IV. Appropriate steps in the booking procedure.

A. Gather required forms and documents.

B. Review all documents for accuracy and legal sufficiency.

1. Have arresting/transporting officer correct deficiencies.

2. Documentation supports having the individual in custody.

C. Complete booking forms.

1. As accurately as possible.

2. Don't cut corners and leave out what you think is non-essential information.

D. Obtain information from the inmate.

1. Medical/Hazard screening questions.

2. Contact person.

a. Next of kin.

b. Relative.

c. Friend.

E. Transfer information from the arresting officer's report to the booking sheet.

1. Pay attention for discrepancies.

2. Generate questions for further information.

F. Inventory, document, and take custody of the inmate's property.

1. PC 4003
Receipt for property taken from prisoner.

Whenever any weapon or other personal property is taken from an arrested person, it shall be the duty of the desk clerk or other **proper officer** of any city, county or city and county jail, to which such person is committed for detention, **to give a receipt to such person without delay for the property taken**.

2. Count money carefully.

G. Obtain sign-off from the inmate.

1. Liability for property inventory.

2. Used as identification upon release.

MODULE: 9.3 - Processing New Inmates Prior To Housing

INSTRUCTION TIME: 1:00

LEARNING GOAL:

The trainee will know how to properly process new inmates prior to housing.

PERFORMANCE OBJECTIVES:

(9.3.1) Identify the major steps in processing inmates prior to housing.

(9.3.2) Identify the number of calls new inmates are allowed to make in compliance with PC 851.5.

(9.3.3) Identify the prints that are required for juveniles and adults according to state regulations, using the appropriate codes for reference.

(9.3.4) Execute the rolling of acceptable fingerprints using fingerprinting equipment.

(9.3.5) Identify the reasons why it is important to obtain clear fingerprints.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. California Penal Code
2. Overhead projector
3. Movie screen
4. Overhead (9.3.4) - FBI FINGERPRINT CARD
5. Fingerprinting equipment
6. One (1) Applicant fingerprint card for each student
7. One (1) palm print card for each student

The trainee will participate in a guided group discussion on the major steps in processing inmates prior to housing.

The trainee will participate in a guided group discussion on the number of calls new inmates are allowed to make in compliance with PC 851.5.

The trainee will participate in a guided group discussion on the prints that are required for juveniles and adults according to state regulations, using the appropriate codes for reference.

The trainee will participate in a guided group discussion using an overhead projection of a fingerprint card and will discuss how fingerprint cards are correctly filled out.

The trainee will participate in a guided group discussion on the equipment that is necessary to fingerprint.

The trainee will participate in a guided group discussion on how to obtain acceptable fingerprints.

The trainee will view a video presentation on the basics of fingerprint identification and how to roll acceptable fingerprints.

The trainee will participate in a guided group exercise using the proper fingerprint equipment and fingerprint cards, where each student will execute the rolling of acceptable fingerprints by fingerprinting another student.

The trainee will participate in a guided group discussion on the reasons why it is important to obtain clear fingerprints.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(9.3.1)

I. The major steps in processing inmates prior to housing.
   A. Provide phone calls and documentation of calls.
      1. Required under Penal Code Section 851.5
      2. Protection from civil liability.
      3. Helps relieve inmates stress - makes it easier to manage the new inmate.
   B. Photograph incoming inmates.
      1. Excellent form of inmate identification.
      2. Staff does not have to know inmates by name.
   C. Fingerprint incoming inmates.
      1. Positive form of identification.
         a. Identify people that are giving false names.
         b. Inmates trying to be released as someone else.
         c. Arrest entries on criminal history.
   D. Prepare ID tag or bracelet.

1. Quick reference to who you are talking to.

2. The easiest form to alter

(9.3.2)

II. The number of calls new inmates are allowed to make in compliance with PC 851.5

A. PC 851.5

(a) Immediately upon being booked, and, except where physically impossible, **no later than three hours after arrest, an arrested person has the right to make at least three completed telephone calls**, as described in subdivision (b)

The arrested person shall be entitled to make at least three such calls at no expense if the calls are completed to telephone numbers within the local calling area.

(b) At any police facility or place where an arrestee is detained, a sign containing the following information in bold type shall be posted in a conspicuous place:

That the arrestee has the right to **free telephone calls within the local dialing area, or at his own expense if outside the local area, to three of the following**:

(1) **An attorney of his choice** or, if he has no funds, the public defender or other attorney assigned by the court to assist indigents, whose telephone number shall be posted. This phone call shall not be monitored, eavesdropped upon, or recorded.

(2) **A bail bondsman**.

(3) **A relative or other person**.

(c) These telephone calls shall be given immediately upon request, or as soon as practicable.

(d) This provision shall not abrogate a law enforcement officer's duty to advise a suspect of his right to counsel or of any other right.

(e) **Any public officer or employee who willfully deprives an arrested person of any right granted by this section is guilty of a misdemeanor**.

(9.3.3)

III. Prints that are required for juveniles and adults according to state regulations, using the appropriate codes for reference.

A. PC 13150
Arrest; data required.

For each arrest made, the reporting agency shall report to the Department of Justice, concerning each arrest, the **applicable identification and arrest data** described in Section

13125 **and fingerprints, except as otherwise provided by law or** as prescribed by **the Department of Justice**.

1. Required fingerprint cards.

   a. Local fingerprint card - sent to the agency that arrested the person / The number of these cards is dependent upon your agency policy.

   b. Department of Justice (Two cards required)

      (1.) CII card - DOJ assigns a CII number.

      (2.) FBI - DOJ sends this card to the FBI after confirming its accuracy.

B. Commonly reported crimes for juveniles to DOJ.

1. 602 W&I - Juvenile Offender (State specific crime)

2. 871 W&I - Minor attempt escape/escape from county facility.

3. 1768.7(a) W&I Attempt escape/escape: Youth authority (State with or without violence/force)

4. The reporting of crimes/submitting of fingerprints to DOJ is discretionary by each department - If submitted it must be accompanied by a disposition.

5. Juveniles are fingerprinted on a local level the same as adults

IV. Execute the rolling of acceptable fingerprints using fingerprinting equipment.

A. Fingerprinting equipment.

1. Fingerprint cardholder.

2. Fingerprint ink.

3. Rubber roller.

4. Inking plate.

5. Elbow height table.

6. Standard 8" by 8" fingerprint card.

INSTRUCTORS NOTE: Show Overhead (9.3.4) - FBI FINGERPRINT CARD and discuss with the class how the fingerprint card is properly filled out.

B. Fingerprint process.

1. Have the subject wash and thoroughly dry their hands to remove any excessive perspiration and foreign matters.

2. The subject should be directed to stand in front of the inking plate and slightly away from the operator.

3. It is very important to have the subject relax and not try to help the operator in any way.

4. Have the inking plate covered with the proper amount of fresh ink. Too much or too little ink would result in improper impressions.

5. Hold the subjects' fingers with a firm grip, using both hands, one on the tip and the other at the middle joint of the finger. The amount of pressure applied is very important. The pressure should be kept uniform from the start of the roll until the finish. In some cases more or less pressure will aid in obtaining better fingerprint impressions, depending on the subjects ridges.

6. Roll the thumbs towards the body of the subject and the fingers away. This is the natural movement of the hands and allows the fingers to roll from the awkward position to the natural position. Rolling the fingers in this manner relieves strain and leaves the fingers relaxed upon completion of the roll, so that the finger may be easily lifted from the card without slipping, which may smudge or blur the print.

7. Roll the fingers fully from nail to nail. A full role is necessary to pick up the pattern area, which includes the deltas and cores. Everything from just below the first joint or line of fisher, must be included for a proper print.

8. After all of the fingers of both hands have been rolled in their proper order, the plain impressions are next. The four fingers are linked together and pressed slightly, simultaneously, on the fingerprint card. Then the thumbs are linked and pressed straight down separately on the fingerprint card and in the correct space. DO NOT ROLL THE PLAIN IMPRESSIONS.

9. Look at the card closely, make sure all the fingers are placed in their proper sequence and that the cores, deltas, and ridges are visible and clear. The signature and other information should be included on the fingerprint card at this time. Keep your equipment covered when not in use. Do not use a paper towel to clean any of your equipment. It is very important to cover the equipment to protect it from dust and foreign matter.

C. People who are hard to print.

1. Have them wash their hands with soap and water thoroughly and dry them before fingerprinting.

2. Vary the amount of pressure being used.

3. Vary the amount ink that is used.

4. With the people who are perspiring excessively it may be necessary to dry each finger separately before each print is taken.

D. Palm Prints.

1. Separate card for each hand.

2. Roll palm prints after other fingerprints are completed.

3. Use roller to ink palm completely.

   a. Just below the heel to tips of the fingers, not necessary to ink the thumbs.

   b. If large hands the heel is more important than the finger tips.

4. Roll the palm so the thumb is off the side of the card.

5. Roll the side of the hand between palm print and the statistic portion of the card.

6. Make sure even pressure is maintained during printing.

INSTRUCTORS NOTE: Take the class to the fingerprint station at Technical Services. Demonstrate fingerprinting and palm printing to the class by printing one of the students.

Pass out a blank Applicant fingerprint card and a palm print card to each student. Have the trainee write their name in the box designated for the officer taking the fingerprints. In the box designated for the name of the person printed, have the trainee write "UNIT 9 FINGERPRINT EXERCISE".

Then have each trainee demonstrate proper fingerprint techniques and their ability to obtain acceptable fingerprints and palm prints by fingerprinting another student on a standard Applicant fingerprint card and the palm print of at least one hand on a palm print card. After the exercise, collect all fingerprint cards for placement into the students training file.

(9.3.5)

V. The reasons why it is important to obtain clear fingerprints.

A. Links persons with crimes.

1. The fingerprints can be checked against crime scene fingerprints that are on file with an agency.

2. The individual maybe released before it is determined that the fingerprints were too poor for identification.

B. Completes a criminal record.

1. Criminal History files at DOJ are updated based on submitted fingerprint cards from arrests.

2. It will show the degree of criminal activity the person is involved in.

3. Only submit the fingerprints for crimes that are reportable to DOJ.

C. Establishes that a person was in custody at a given time.

1. This would establish whether an individual was responsible for criminal activity outside of custody.

2. Would establish if an individual had been in custody using a different name

MODULE: 9.4 - Orienting New Inmates

INSTRUCTION TIME: :05 Minutes

LEARNING GOAL:

The trainee will know to properly orient new inmates into a housing unit.

PERFORMANCE OBJECTIVES:

(8.4.1) Identify the benefits of providing incoming inmates with a thorough orientation.

(8.4.2) Identify the major steps in orienting new inmates, in compliance with Title 15 Standards.

(8.4.3) Identify procedures for orienting new inmates where communication problems exist.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. Title 15

The trainee will participate in a guided group discussion on the benefits of providing incoming inmates with a thorough orientation.

The trainee will participate in a guided group discussion on the major steps in orienting new inmates, in compliance with Title 15 Standards.

The trainee will participate in a guided group discussion on the procedures for orienting new inmates where communication problems exist.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(9.4.1)

I. The benefits of providing incoming inmates with a thorough orientation.

A. Potential to establish positive communication.

1. Indicates a concern to make their stay in custody easier.

2. It will tend to make them more cooperative.

B. Provides for smooth running of jail.

1. Reduce or eliminate violations of facility rules.

2. Staff will be constantly involved in disciplinary issues.

C. Avoids confusion.

1. Inmates will not have to excuse that they did not know what the rules were.

2. They have first hand knowledge of what is expected of them.

D. Avoids time wasted in answering questions.

1. Staff will not have to stop what they are doing.

2. Reduce both staff and inmate frustrations.

E. Meets statewide standards.

Title 15, Section 1069
Inmate Orientation

(a) In Type II, III, and IV facilities, the facility administrator shall develop written policies and procedures for the implementation of a program **reasonably understandable to inmates designed to orient a newly received inmate at the time of placement in a living area**. Such a program **shall be published and include**, but not be limited to, **the following**:

(1) Correspondence, visiting, and telephone usage rules;
(2) rules and disciplinary procedures;
(3) inmate grievance procedures;
(4) programs and activities available and method op application;
(5) medical services;
(6) classification/housing assignments; and,
(7) court appearance where scheduled, if known.

(9.4.2)

II. The major steps in orienting new inmates, in compliance with title 15 Standards.

A. Give the inmate an information packet or point out posted regulations.

1. It will save you time in answering questions.

2. Many times the new inmate isn't sure what questions to even ask.

3. Rules that are printed out in a booklet allow the inmate to have the rules in writing as a continuous reference.

B. Allow the person to view orientation film where available.

1. This allows the person to be educated by other than just reading.

2. Avoids frustration for those individuals that don't read well.

3. Consistency.

4. Easily made in multiple languages.

5. Easiest way to orient.

C. Answer questions.

1. Provides clarification to avoid future misunderstandings.

2. Reinforces the positive communication line between staff and the inmate

(9.4.3)

III. Procedures for orienting new inmates where communication problems exist, e.g., non-English speaking, deaf/mute, etc.

A. Still needs to be oriented.

B. Translators.

C. Orientation videos in different languages.

D. Personnel that can speak sign language, or other languages.

E. Written material in different languages

MODULE: 9.5 - Issuing Supplies to New Inmates

INSTRUCTION TIME: :05 Minutes

LEARNING GOAL:

The trainee will know how to properly issue and dispose of contaminated supplies.

PERFORMANCE OBJECTIVES:

(9.5.1) State consequences of improper issue of supplies to new inmates.

(9.5.2) Identify minimum type of clothing and bedding required by the Title 15 Standards.

(9.5.3) Identify the universal safety precautions regarding the disposal of contaminated supplies.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. Title 15
2. Red Infectious Waist Bag

The trainee will participate in a guided group discussion on the consequences of improper issue of supplies to new inmates.

The trainee will participate in a guided group discussion on the minimum type of clothing and bedding required by the Title 15 Standards.

The trainee will participate in a guided group discussion on the universal safety precautions regarding the disposal of contaminated supplies.

Through lecture material the trainee will be given the definition of Universal Precautions.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(9.5.1)

I. Consequences of improper issue of supplies to new inmates.

A. Legal liability.

1. Title 15, Section 1265
Issue of Personal Care Items

There shall be written policies and procedures developed by the facility administrator for the issue of personal hygiene items. **Each female inmate shall be issued sanitary napkins and/or tampons as needed. Each inmate to be held over 24 hours who is unable to supply himself/herself with the following** personal care items, **because of** either **indigency or the absence of an inmate canteen, shall be issued**:

(a) Toothbrush.
(b) Dentifrice.
(c) Soap.
(d) Comb

Inmates shall **not be required to share any personal care items** listed in items "a" through "d".

Inmates **will not share disposable razors**. Double edged safety razors, electric razors, and **other shaving instruments capable of breaking the skin, when shared among inmates, must be disinfected between individual uses** by the method prescribed by the State Board of Barbering and Cosmetology in Sections 979 and 980, Chapter 9, Title 16, California Code of Regulations.

2. Don't use the supplies for your own personal use.

B. Costs.

1. It will require money to be spent that would be available for other things.

2. Inmates modify clothing.

3. Flush it down the toilet.

C. Potential for suicide or escape.

1. Inmate can hoard supplies.

2. Certain supplies can be restricted if the inmate has demonstrated that they are suicidal.

II. Minimum type of clothing and bedding required by the title 15 Standards.

A. Clothing.

1. Title 15, Section 1260
Standard Institutional Clothing

The standard issue of climatically suitable clothing to inmates held after arraignment in all but Court Holding, Temporary Holding and Type IV facilities shall include, but not be limited to:

(a) Clean socks and footwear;

(b) Clean outergarments; and,

(c) Clean undergarments;

(1) for males - shorts and undershirt, and

(2) for females - bra and two pairs of panties.

The inmates' personal undergarments and footwear may be substituted for the institutional undergarments and footwear specified in this regulation. This option notwithstanding, the facility has the primary responsibility to provide the personal undergarments and footwear.

Clothing shall be reasonably fitted, durable, easily laundered and repaired.

B. Bedding.

1. Title 15, Section 1270
Standard Bedding and Linen Issue.

The standard issue of clean suitable bedding and linens, for each inmate entering a living area who is expected to remain overnight, shall include, but not be limited to:

(a) One serviceable mattress which meets the requirements of Section 1272 of these regulations;

(b) One mattress cover or one sheet;

(c) One towel; and,

(d) One freshly laundered or dry cleaned blanket or more depending upon climatic conditions.

Temporary holding facilities who hold persons longer than 12 hours shall meet the requirements of (a), (b) and (d) above.

(9.5.3)

III. Universal safety precautions regarding the disposal of contaminated supplies.

A. Universal precautions defined:

Guidelines established by the Center for Disease Control (CDC) that focus on the use of Personal Protective Equipment to reduce the risk of exposure to body fluids.

1. Definition is geared to body fluids.

2. Using the same precautions will reduce the risk of exposure to airborne diseases, parasitic infestations and other means capable of transmitting communicable diseases.

B. Personal Protective Equipment.

1. Gloves.

2. Masks.

3. Eyewear.

4. Gowns.

5. Resuscitation equipment.

6. Specially colored and marked Infectious Waist containers.

a. Sharps.

b. Plastic trash bags.

7. Thoroughly washing hands and other surfaces.

a. Often and routinely.

b. Immediately and thoroughly after any contact or possible contact.

c. With soap and water or approved disinfectant.

8. Avoiding touching you face or other area that would allow a contaminant access inside you body.

9. Using caution when dealing with any sharp object.

C. Methods of contaminating supplies.

1. Body fluids.

a. Blood.

b. Semen.

c. Vaginal secretions.

d. Any fluid that visibly contains blood.

e. Urine.

f. Feces.

g. Nasal secretions.

h. Sputum.

i. Vomitus, etc..

2. Parasitic infestations.

D. Main parasitic skin infestations found in the jail.

1. Head and pubic lice.

a. Tiny parasitic insects.

b. Live on the hair, scalp, and in the pubic area.

c. Easily passed from one person to another through:

(1.) Direct contact.

(2.) Shared clothing, bedding, or combs.

d. Lice are approximately 1/8 inch long.

e. Seen as dark specks on the head, pubic area or underwear.

f. White eggs 1/16 inch long called "nits".

(1.) Deposited on the hair shaft

(2.) Can be easily detected, usually at the hairline, nape of the neck or behind the ears.

2. Scabies.

   a. Microscopic parasites.

   b. Burrow under the skin.

   c. Cause intense itching, especially at night.

   d. Detected by:

      (1.) Skin lesions.

      (2.) What appear to be scratch marks.

      (3.) Boils.

      (4.) Infected open sores.

E. Procedures for disposal of contaminated supplies.

1. Once identified take immediate action.

2. Assign the inmate to lockdown status until seen by Medical Staff.

3. Notify medical staff of the problem, Medical staff will:

   a. Examine inmate in their cell and confirm infestation, provide appropriate medical treatment and give necessary instructions.

   b. Instruct the Housing Officer to supply the inmate with fresh clothing and linen after treatment is completed.

4. Obtain and put on the appropriate safety equipment.

   a. Disposable gloves.

   b. Disposable face mask.

   c. Paper coveralls or plastic apron.

5. Issue the contaminated inmate:

   a. A "Solu-Safe" water soluble plastic bag, if available.

   b If not available, issue a red Infectious Waste bag.

   c. A water-soluble plastic bag with the contaminated clothing or linen is all placed in the washing machine together when laundered.
      (1.) The water-soluble bag dissolves in the washing process.

(2.) This way the laundry personnel are not exposed to infection.

6. The contaminated inmate places all their clothing, towels, and linen in the bag.

   a. If the linen is wet it must be wrapped in dry towels or other dry laundry.

   b. Wet articles will dissolve the "Solu-Safe" bag.

7. Comb and hair grooming utensils should also be disposed of in a red Infectious Waste bag other than the one containing the clothing and linen.

8. The infected inmate will seal the bag.

9. Double bags by placing or having the contaminated inmate place the contaminated supplies, clothing or linen inside a red Infectious Waste bag.

10. After all infectious material is bagged, place all protective equipment, gloves, facemask, coveralls or aprons into a red Infectious Waste bag.

11. If in a housing area, examine the mattress and pillow for cracks or tears in the plastic lining.

   a. If a crack or tear is found, have the inmate double bag the damaged item.

   b. If in good condition have the inmate will wash them with a disinfectant solution approved by medical staff.

12. Direct the inmate to shower and apply medication as directed by the medical staff.

13. Issue new supplies to the inmate.

   a. Clothing.

   b. Underclothing.

   c. Linen.

   d. Mattress and pillow if applicable.

14. Have the Infectious Waste bags removed from the area.

15. Medical staff will determine if the inmates' condition will require a change in their housing assignment.

   a. No change.

   b. Remain in lockdown status pending further medical treatment.

SAN JOAQUIN COUNTY SHERIFF - 56 HOUR SUPPLEMENTAL CORE COURSE

Releasing
Unit 10

(10.1.1)

I Possible consequences of releasing the wrong person.

A. Release Defined:

The liberation, discharge, or the setting free from restraint or confinement of a person, who has been arrested, booked, sentenced or committed to the jail by legally leaving the physical custody of the facility.

B. Inappropriate releases may endanger:

1. The community.

2. Victims or witnesses through:

a. retaliation.

b. coercion.

3. The staff by becoming violent when being brought back into custody or if he thinks he has been "found out".

C. May jeopardize prosecution by fleeing the jurisdiction of the court.

D. Legal liability.

1. From victims, witnesses or any person that is injured.

2. Any person victimized, robbed, burglarized, etc.

E. Disciplinary Action.

(10.1.2)

II Procedures for verifying the identity of an inmate prior to release.

A. Why is it important to verify the identity of an inmate prior to release?

1. Inmate may pose as someone else to escape the facility and flee the jurisdiction of the court.

B. 7 steps for verifying the identity of an inmate who is to be released.

[redacted]

(10.2.1)

I. Reasons for ensuring that an inmate understands the implications of signing off the property receipt.

A. By signing the property receipt upon release, the inmate is saying:

1. That he agrees with the inventory of property.

2. That he has received all his property back.

3. It does not mean that the inmate has given up his rights to file a claim.

B. County liability.

1. Government Code, Section 26640
Custody and disposition of property.

The sheriff shall take charge of, safely keep, and keep a correct account of, all money and valuables found on each prisoner when delivered at the County Jail. Except when otherwise ordered by a court of competent jurisdiction, **the sheriff** shall pay such money or sums therefrom and deliver such valuables or portions thereof as the prisoner directs and **shall pay and deliver all the** remainder of his **money and valuables to the prisoner** or to his order **upon his release from the jail** or to his legal representative in the case of his death or insanity.

2. Minsky v. City of Los Angeles, (1974) 113 Cal. Rptr. 102, 520 P. 2d 726, 11 C.3d 113.

The government in effect occupies the position of a bailee when it seizes from an arrestee, property that is not shown to be contraband; the arrestee retains his right to eventual specific recovery, whether he seeks to regain **tangible property or** whether he seeks to recover **a specific sum of money which**, under general constructive trust principles, **is traceable to property within the possession of the defendant**. (e.g. the agency)

3. The Sheriff (county) becomes the caretaker of the inmates property and assumes the responsibility and duty to properly maintain and retain the property for the inmate.
4. The county becomes liable through its negligence to retain or maintain the property.

5. County must pay for lost or damaged items.

(10.2.2)

II. Procedure for returning property.

A. 3 types of property.

1. Personal.

2. Clothing.

3. Bulk.

B. Steps involved.

1. Verify that you have the correct property to be released.

a. Name.

b. Booking number.

c. Identification inside property. (If needed)

2. Inventory property with inmate as you give it back.

a. Check off item by item.

b. **Count money in front of the inmate.**

3. Have inmate sign for the return of his money and property whether he has money or property or not.

4. Releasing officer signs as having released all property.

5. File money and property receipts in designated area.

C. Missing property.

1. Double check property receipt to verify the inmate came in with property.

2. Have the inmate wait in the lobby.

3. Check if property was released.

4. Check if property was taken as evidence.

5. Check property room for additional property bags.

6. If property is filed by booking number, check for transposed numbers.
a. 67 for 76, 69 for 96, etc.

b. 5 written sloppy and looks like an 8, etc.

c. Lar number or any other number that your agency may issue.

7. Thoroughly search the property room.

   a. Check all property storage containers and areas.

   b. Check the floor, tops of shelves, under and behind things.

8. If still unable to locate, advise the inmate of your departments' procedure to file a claim for lost property.

   a. **EXAMPLE:** San Joaquin County Sheriff's Departments policy.

   B. Have the inmate contact the County Board of Supervisors Office to file the claim.

      (1.) The Supervisors office has the forms and once the claim is filed, their office sends the claim to County council, (legal representation)

      (2.) County Council sends the claim to the jail where the Admin Deputy does a thorough search again.

         (a.) If the property is found, the inmate is notified to pick the property up at the jail within 30 days.

         (b.) If the property is not found, the claim is returned to County Council for payment of the claim.

9. Write an Incident Report if ANY claims are made.

   a. If the property was not located. (UTL)

   b. If the inmate claims:

      (1.) He had property not listed on the receipt.

      (2.) Property is damaged.

      (3.) Something is missing, etc.

   c. In the report describe the missing property.

      (1.) Type of property.

      (2.) Brand.

      (3.) Estimated value.

      (4.) Age.

      (5.) Identifiable marks.

(6.) Condition.

(7.) What your search involved.

(10.3.1)

I. Types and purpose of Bail.

A. Bail defined:

The release by a judicial officer of an accused person who has been taken into custody, upon the accuser's promise to pay a certain amount of money or property if he / she fails to appear in court as required; the promise may or may not be secured by the deposit of an actual sum of money or property, and may involve a bonding agent.

B. Purpose of Bail defined:

To provide every person an equal opportunity or means to be released from jail pending trial while still guaranteeing the appearance of the person in court.

C. Bail is not punitive in nature; it is solely to guarantee the appearance of the defendant in court.

D. 3 Types of Bail.

1. Cash Deposit.

a. PC 1295
Authority to make deposit in lieu of bail; discharge from custody.

The defendant, or any other person, at any time after an order admitting defendant to bail or **after the arrest and booking** of a defendant **for** having committed **a misdemeanor, instead of giving bail may deposit with the clerk of the court** in which the defendant is held to answer or notified to appear for arraignment, **the sum mentioned in the order, or if no order, in the schedule of bail** previously fixed by the judges of said court, **and upon delivering** to the officer in whose custody defendant is **a certificate of the deposit, defendant must be discharged from custody**.

b. Can be applied to the payment of a fine.

c. Refundable at completion of the case.

2. Surety Bond.

a. Commonly called a Bail Bond.

b. Surety Bond defined.

It is in fact an insurance policy executed by a defendant who has been arrested, together with other persons as sureties to procure the release of a person under arrest, by becoming responsible for the defendants appearance at the time and place designated.

c. A Bondsman will normally charge the person 10% of the total bail as a fee for posting the bond.

(1.) This fee is non-refundable.

d. **NEVER RECOMMEND A BONDSMAN TO AN INMATE!!!**

a. If the inmate has a bad experience with the bondsman, feels he got charged too much, or if the bondsman pulls the bond and the person goes back to jail, the inmate could blame you and even accuse you and the bondsman of running a racket.

b. You cannot give legal advice.

3. Equity Bond.

a. Can only be done in court.

b. PC 1298
Deposit of state or federal bonds or real estate equity in lieu of bail; determination of value of equity; allowances; sale of bonds or equity and application of proceeds; duties of county treasurer.

In lieu of a deposit of money, the defendant or any other person may deposit bonds of the United States or of the State of California of the face value of the cash deposit required, and **these bonds shall be treated in the same manner as a deposit of money** or the **defendant or any other person may give as security any equity in real property** which he or she owns, provided, that no charge is made to the defendant for the giving as security of any equity in real property. **A hearing**, at which witnesses may be called or examined, **shall be held before the magistrate to determine the value of such equity and if the magistrate finds that the value of the equity is equal to twice the amount of the cash deposit required he shall allow such bail**. The clerk shall, under order of the court, when occasion arises therefor, sell the bonds or the equity and the proceeds of the sale in the manner that a deposit of cash may be required

The county treasurer shall, keep the deposit and return it to the clerk on order of the judge.

c. This is refundable at the completion of the case.

F. Who can accept a cash deposit or surety bond?

1. The officer in charge of a jail where an arrested person is held.

a. County Jail.

b. City Jail.

2. The clerk of the court of the Judicial District in which the offense was alleged to have been committed.

3. 90% of bails are normally processed at the County Jail.

(10.3.2)

II. From the following case descriptions, determine if the inmate is eligible for bail.

A. Qualifications for bail.

1. PC 1279.1
Qualifications of bail.

Each of them **must be a resident, householder, or freeholder within the state**; but **the court** or magistrate **may refuse to accept any person as bail who is not a resident of the county where bail is offered**;

2. Must be a legal bond.

3. Check for other holds.

B. Sample cases

1. (EQUITY BOND)

An inmate has a bail set at $25,000 dollars. He has a house apprised at $160,000 dollars and still owes $120,000 dollars leaving equity of $40,000 dollars. Can he bail out?

a.

2. (CASH DEPOSIT)

A person is arrested on a local warrant for various traffic offenses. His total bail is $1,200 dollars. He has $200 dollars in his personal property. His friend shows up at the front counter with $1,000 dollars in cash. Can he bail out?

a.

3. (CASH DEPOSIT)

A person is arrested on two warrants and a "fresh charge". The bail on the fresh charge is $10,000 dollars. One warrant has a bail of $0 and the other of $1,500 dollars. His wife comes to the front counter with $11,500 dollars in cash. Can he bail out?

a.

b.

4. (SURETY BOND)

A person is arrested for two warrants, one with a bail of $100,000.00 dollars and the other $0. A bondsman arrives at the front counter with a legal bond for $100,000 dollars. Can he bail out and be released?

a.

b.

(10.3.3)

III. From the following case descriptions, use a court calendar and generate court dates.

A. Out of custody court appearance requirements.
Released on bail, C/R, O/R.

1. Each County Judicial Counsel establishes time frames for court appearances dates for persons released from custody.

2. Most County Judicial Districts follow the same standard listed below.

a. Misdemeanor / CVC - 10 court days.

b. Felony - In 3 court days.

c. Drunk Driving - No less than 14 court days and no more than 16 court days.

d. Out of County - 30 Court days, or:

(1.) Use the appearance date on the warrant.

(2.) Telephone or Teletype that county jail prior to setting an appearance date.

(3.) Telephone or teletype the warrant repository.

3. Basic guidelines.

a. When setting an out of custody appearance date count court days only and exclude weekends and Holidays.

b. Do not count the day the person is bailing out; start with the following day.

B. Sample cases.

1. Today is Tuesday 4/9. A person bails out of jail on a felony warrant from an outlying court, but within the county. What court date would you set?

a.

2. Today is Friday 5/24. A person bails out of jail on a misdemeanor charge. What court date would you set?

a.

3. Today is Monday 11/4. A person bails out of jail on a warrant out of a different county. What court date would you set?

a.

4. Today is Monday 2/25. A person is released on a charge of drunk driving. What court date would you set?

a.

(10.3.4)

IV. Points to check on a bail bond.

A Information necessary.

1. Verify bondsman is in good standing with the county.

2. Verify there are no holds on insurance company.
3. If it is an out of county bondsman, telephone the county jail in the county the bondsman is from to verify his standing and if he is authorized to issue bonds.

4. Name of bondsman is indicated.

5. Notarized.

6. Notary and bondsman signature.

    a. Can be the same person.

7. Power must be attached

    a. Some are included on the face of the bond.

    b. Do not accept if altered, erased, or if any information is written between the lines. (interlineation)

8. Power must be equal to or greater than the bail amount.

9. Number on the power and the bond must be the same.

10. Check that the date of the power has not expired and that it's expiration date is after the first appearance date.

11. Bond lists the correct court date, time and jurisdiction.

12. Must list all charges the bond covers.

13. Must list the name the person was booked under and spelled correctly.

14. Must list warrant number, case number and booking number.

15. Bondsman guarantee.

    a. Amount to be paid to the court if inmate fails to appear to be equal to or greater than the set bail.

16. Time stamp on back only after all information is verified correct.

B. If any of the information is missing of incorrectly listed, refuse the bond and return it to the bondsman for corrections.

C. If the information on the bond is incorrect; punishments for failure to appear cannot be enforced.

(10.4.1)

I. Importance of carefully processing a "Release on Own Recognizance" (O/R)

A. O/R defined:

The release by a judicial officer of an accused person who has been taken into custody, upon the accuser's promise to appear in court as required for criminal proceedings.

B. Every person arrested on a criminal charge has a right to be evaluated for his or her eligibility to be released from custody on his or her own recognizance or written promise to appear.

C. Importance of proper processing.

1. Always keep the original copy.

a. Give the inmate one of the copies.

b. Without the original signature the court cannot issue a warrant for failure to appear. (FTA)

2. Be sure all information is written clearly on the form.

a. If the information is unclear the inmate may accidentally fail to appear and a warrant would be issued.

b. The court could misinterpret the appearance date or other information.

3. Potential liability for the correctional officer for improper release.

(9.4.2)

II. Procedure for processing an own recognizance release.

A. Steps involved.

1. Determine the inmates eligibility for an O/R release.

a. Do a warrant check.

b. Check for other cases and Holds.

c. Check medical and physical status.

(1.) Sobriety.
(2.) Mental stability.

(3.) Medical condition.

2. Establish court date, time, and jurisdiction insuring the form has the correct court on it.

3. Be sure to fill the form out completely. This is a common error when it gets busy.

4. Write legibly and press firmly.

5 Verify you are releasing the correct inmate.

6. Advise the inmate of all terms and conditions of the O/R release.

7. Make sure the inmate understands:

   a. All terms and conditions of the O/R.

   b. That he is agreeing to live by those conditions.

   c. That if he fails to appear in court a warrant will be issued for his arrest.

   d. That if he violates any of the terms or conditions of the release that a warrant will be issued for his arrest.

8. Have inmate sign the O/R form and provide:

   a. Currant date.

   b. Address.

   c. Phone number.

9. Retain the original copy.

10 Give a copy to the releasee.

B. How to fill out a Cite Release.

1. The paperwork will mostly be filled out by Pre-Trial Services.

2. Releasing officer reviews the form to ensure it has been filled out completely then fills out the rest of the form.

3. Items that should be on the form from Pre-Trial Services.

   a. Inmates name.
   b. All charges.

   c. Arrest, booking, courts and bail information.

   d. Court appearance information.

4. Explain all conditions and court appearance information to the inmate.

5. The inmate:

    a. Provides correct address.

    b. Date.

    c. Signs the C/R form.

    d. Home or contact phone number.

6. Releasing officer is to calculate and record the total time the inmate has spent in custody for credit for Time Served.

7. Releasing officer signs the form.

    a. Date of release.

    b. Time of release, time stamp if available.

    c. Releasing agency.

    d. Signature of releasing officer.

    e. I.D. number.

C. Court O/R.

1. You will not have contact with the form at the jail. The form is filled out and filed at the court.

2. The inmate signs the form in court not when he is released.

(10.5.1)

I. Differences between various types of releases.

A. Ways an individual may be released from custody.

1. Set free and released into the community.

2. "In-custody Release" - being released to another agency, facility or jurisdiction.

3. Released into the community with conditions.

4. Released to programs, etc..

B. Because of the problems with overcrowding in the jails, several alternatives to jail have been developed to keep the jail population under control. In the coming years we can expect to see these programs utilized even more.

C. Types of releases.

a. Time Served, (T/S)

b. Own Recognizance, (O/R)

c. Cite Release, (C/R)

d. Bail

e. Holds Dropped

f. PC 849b.(2)

g. Population Management

h. Court Cap

i. Removal Order

j. Commitments

k. Court Releases

l. Temporary Releases

m. Alternative Work Programs

n. Home Detention

o. County Parole

p. Transfers

(10.5.2)

II. Given sample case materials and forms, complete the paperwork for an in custody release.

A. How to fill out a Detainer:

1. Inmates name.

2. Any AKA'S.

3. Booking number.

4. Date of Birth.

5. Check off appropriate instructions to receiving officer and fill in information.

a. Presently serving a sentence, fill in:

(1.) Date sentence ends, T/S.

(2.) Charge.

b. Directs agency to drop our hold if they have custody beyond his release date on our case.

c. Notifies the agency that the inmate has a case pending in our county, list:

(1.) Charges he is going to court on.

(2.) The court.

(3.) Docket number.

(4.) Bail amount.

(5.) The next court appearance date.

d. Directs agency to return inmate to us prior to his next court date.

e. Requests agency to notify us if the inmate goes to another jurisdiction and directs them to send our Detainer to that jurisdiction with the inmate.

f. If the inmate needs special handling or housing, notify classification upon his return to the facility.

6. List any additional holds the inmate may have.

a. Parole.

b. Detainer from another jurisdiction.

7. Detainer must be signed by the officer receiving / taking custody or the inmate.

a. Officers name.

b. Agency.

c. Date.

d. Agency phone number.

8. Detainer must be signed by the releasing officer.

a. Officers name and I.D. number.

b. Title.

9. Detainer distribution.

   a. Original - Outside agency.

   b. Yellow - classification.

   c. Pink - Facility / inmate records.

B. Overhead (9.5.2 - #2) - WRITTEN SKILLS TEST #5 - INMATE DATA SHEET.

1. Name: Uddercrook, Justin

2. Date of birth: 6/13/59

3. Booking #: 95-0000

4. Sentenced inmate:

   a. Charge: PC 211

   b. Release date: 11/16/95

5. Pending court:

   a. Charge: PC 459, PC 211, PC 207(a)

   b. Court: Stockton Municipal Court (SMC) on 9/28/95 @ 0830 hrs

   c. Docket #: SC55371

   d. Bail: 88,000

6. Additional holds:

   a. Agency: State parole

   b. Charges: PC 3056

7. Receiving officer:

   a. By: Deputy K. Averett #866

   b. Agency: Alameda County Sheriff's Dept

   c. Date: 2/15/95

   d. Phone: (415) 123-4567

8. Releasing officer: Students name and title.

(10.5.3)

III. Procedures for transferring inmate property.

A. Transferring the inmates property from our custody to the inmates custody.

1. Steps involved.

a. Verify that you have the correct property to be released.

(1.) Name.

(2.) Booking number.

(3.) Identification inside property, (if needed)

b. Inventory property with inmate as you give it back.

(1.) Check off item by item.

(2.) Count money in front of the inmate.

c. Have inmate sign for the return of his money and property.

(1.) Sign even if he has NO money or property.

(2.) By signing, the inmate is saying that he agrees with the inventory and that he has received all his property.

d. Releasing officer signs as having released all property.

e. File money and property receipts in designated area.

B. Transferring the inmate property from our custody to another agency.

1. Steps involved.

a. Verify that you have the correct property to be released.

(1.) Name.

(2.) Booking number.

(3.) Identification inside property, (if needed)

b. Inventory the inmates property with the receiving officer.

(1.) Check off item by item.

(2.) Count the money out loud in front of the officer.

c. Have officer sign for the money and property.

(1.) Releasing officer signs the forms.

(2.) Have the inmate sign the money and property receipts.

2. Release ALL property in the facilities possession.

(10.6.1)

I. Different types of credits used to compute Time Served releases.

A. Types of release credits.

1. Credit for Time Served, (CTS)

a. Upon sentencing an inmate gets credit for each day or part of a day he spent in custody prior to sentencing.

2. Good Time / Work Time.

a. Good Time / Work Time defined:

A system established by law whereby a convicted offender is credited a set amount of time, which is subtracted from their sentence, for specified periods of time served in an acceptable manner.

b. PC 4019 (Good Time / Work Time credits)
Application of section to certain prisoners; work performance and good behavior time credit.

(1) **When a prisoner is confined in or committed to a county jail**, industrial farm, or road camp, or any city jail, industrial farm, or road camp, including all days of custody from the date of arrest to the date on which the serving of the sentence commences, under a judgment of imprisonment, or a fine and imprisonment until the fine is paid in a criminal action or proceeding.

(b) Subject to the provisions of subdivision (d), **for each six day period** in which **a prisoner is confined** in or committed to a facility as specified in this section, **one day shall be deducted from his or her period of confinement unless** it appears by the record that **the prisoner has refused to satisfactorily perform labor as assigned by the sheriff**.

(e) **No deduction may be made** under this section **unless the person is committed for a period of six days or longer**.

3. PC 4024.1
Accelerated release; inmate count exceeding bed capacity.

(b) **Whenever**, after being authorized by a court pursuant to subdivision (a), **the actual inmate count exceeds the actual bed capacity** of a county or city jail, **such county or city jail may accelerate the release**, discharge, or expiration of sentence date **of sentenced inmates up to a maximum of five days**.

a. Requires a Superior Court Order.

b. One day for each 10 days of sentence.

c. 5 day maximum credit.

4. PC 4018.6
Early or Temporary Release.

The sheriff of the county **may authorize the temporary removal under custody or temporary release without custody of any inmate of the county jail**, honor farm, or other detention facility **for family emergencies or for purposes preparatory to his return to the community**, if the sheriff concludes that such inmate is a fit subject therefor. **Any such temporary removal shall not be for a period of more than three days**.

a. Qualifications;

(1.) To prepare to return to the community.

b. Not more than three days credit.

c. Sentence must be 10 days or more.

5. Suspended Sentence.

a. Time the person does not serve in custody.

b. Time is pending or "hanging over their head" as incentive to obey the law.

6. Fines.

a. 1 day for every $30.00 dollars of the fine or as stated on the commitment.

NOTE: The alphabetical listing before each type of release corresponds with the detailed information within in the handout.

I. Generic steps involved to facilitate a release.

1. Gather all necessary paperwork.

   a. Booking record.

   b. Property and money receipts.

   c. Appropriate release documents.

      (1.) C/R form.

      (2.) Bail receipt.

      (3.) O/R form, etc.

2. Gather all property and money.

3. Verify the identity of releasee.

4. Ensure inmate understands all terms or conditions of his release.

5. Have inmate sign appropriate releasing documents, if required. (C/R, O/R)

   a. Keep the original.

   b. Give inmate his copy.

   c. Tell the inmate that his copy is the only notice he will be given and that he will NOT be contacted by the court to remind him of his court date.

6. Inventory and return property and money to inmate.

7. Remove inmates armband or Identification Card.

9. Release the inmate.

   PC 4024
   Discharge of prisoners; Time of Day.

   The Sheriff may discharge any prisoner from the county jail at such time on the last day such prisoner may be confined as the sheriff shall consider to be in the best interests of the prisoner.

II. Types of releases.

A. Time Served, (T/S)

1. When an inmate has completed the sentence given by the court.

2. Done no actions pending.

B. Own Recognizance, (O/R)

1. O/R defined:

The release by a judicial officer of an accused person who has been taken into custody, upon the accused's promise to appear in court as required for criminal proceedings.

2. Two types of O/R.

a. Pre-trial O/R through the jail for misdemeanor offenses and some felony offenses if approved by the on call judge and done by a division of the court that has offices within the jail. This division is called Pre-Trial Services. (PTS)

b. Court O/R for felony and misdemeanor offenses. Done in court by the judge.

3. Misdemeanor O/R.

a. PC 1270
Release on recognizance; non-capital offense; misdemeanor; considerations for specified cased; procedure.

(a) **Any person**, who has been **arrested for, or charged with, an offense other than an capital offense may be released on his or her own recognizance** by a court or magistrate who could release a defendant from custody upon the defendant giving bail, **including a defendant arrested upon an out of county warrant, provided that** a defendant who is in custody and is arraigned on a complaint alleging an **offense** which **is a misdemeanor**, and a defendant who appears before a court or magistrate upon an out of county warrant arising out of a case involving only misdemeanors, shall be entitled to an own recognizance release **unless the court makes a finding upon the record that an own recognizance release will not reasonably assure the appearance of the defendant as required. In this event the court shall then set bail and specify the conditions, if any, thereunder the defendant shall be released**. If the complaint of the out of county warrant arises out of a case alleging a misdemeanor offense in which the commission, attempted commission, or conspiracy to commit the offense involves the possession or use of a firearm, willful disobedience of any process or order lawfully issued by any court, shall apply in considering whether to grant or deny a release under this section.

4. Felony O/R.

a. PC 1319
Persons arrested for violent felony; hearing; statement of reasons for decisions; violent felony defined.

Before any person arrested for a violent felony is released on his or her own recognizance, a hearing shall be held in open court before the magistrate or judge, and the prosecuting attorney shall be given notice and a reasonable opportunity to be heard on the matter. **A defendant charged with a violent felony shall not be released on his or her own recognizance where it appears** by clear and convincing evidence **that he or she previously has** been charged with a felony offense and has **willfully** and without excuse from the court **failed to appear in court as required** while that charge was pending.

The judge or magistrate who, pursuant to this section, grants or denies release on a person's own recognizance shall, within the time prescribed in Section 825, state the reasons for that decision in the record. This statement shall be included in the court's minutes.

5. Release agreement.

a. When a person is released in court on an O/R, the court establishes, and the inmate agrees to live by various terms and conditions in lieu of staying in jail. By signing the form the inmate is giving his written promise to obey the courts conditions and to appear at all times and places ordered by the court.

b. PC 1318
Release agreement; necessity; filling; signature; contents.

(a) **The defendant shall not be released from custody under an own recognizance until the defendant files with** the clerk of **the court or other person authorized to accept bail a signed release agreement which includes**:

(1) **The defendant's promise to appear at all times and places, as ordered by the court** or magistrate and as ordered by any court in which, or any magistrate before whom the charge is subsequently pending.

(2) **The defendant's promise to obey all reasonable conditions imposed by the court** or magistrate.

(3) **The defendant's promise not to depart this state** without leave of the court.

(4) **Agreement by the defendant to waive extradition if** the defendant fails to appear as required and is **apprehended outside of the State of California**.
(5) The **acknowledgment of the defendant that he or she has been informed of the consequences and penalties applicable to violation of the conditions of release**.

6. Standard terms and conditions established by the court include:

   a. Obey all laws.

   b. Be of good conduct.

   c. Appear at all times and places as ordered by the court.

   d. Not leave the State.

   e. Waive extradition if apprehended outside the State.

   f. Obey all reasonable conditions imposed by the court.

   g. Do not consume alcoholic beverages and narcotics.

7. Consequences and penalties for violation of conditions or Failure to Appear.

   a. PC 1320
   Failure to appear after release on own recognizance, penalties, presumptions.

   (a) **Every person who is charged with the commission of a misdemeanor who is released from custody on his or her own recognizance and who in order to evade the process of the court willfully fails to appear as required, is guilty of a misdemeanor**. It shall be presumed that a defendant who willfully fails to appear within 14 days of the date assigned for his or her appearance intended to evade the process of the court.

   (b) **Every person who is charged with the commission of a felony who is released from custody on his or her own recognizance who in order to evade the process of the court willfully fails to appear as requires, is guilty of a felony**, and upon conviction shall be punished by a fine not exceeding five thousand dollars ($5,000) or by imprisonment in the state prison, or in the county jail for not more than one year, or by both such fine and imprisonment.

8. The person is released without posting bail or money.

9. Court case still pending, released in lieu of jail.

C. Cite Release, (C/R) (Misdemeanor)

1. Also known as a Pre-Trial Release.

2. Cite Release defined:

   A procedure whereby an accused person who has been taken into custody is allowed to be unconfined before and during his / her trial.

3. A person can only be Cite Released on misdemeanor charges.

4. The arresting officer on the street for traffic and misdemeanor offenses can do this.

5. Can be done at the jail, after booking, through a system established by the court, known as Pre-Trial Services, (PTS) (see PC 1381.1)

6. PTS is an agent of the court who evaluates a person's eligibility prior to their court appearance. If the person is eligible and approved, PTS completes all required paperwork; assigns court appearance date and times and file the paperwork with the court.

7. PC 853.6
Notice to appear...

(i) **Whenever any person is arrested by a peace officer for a misdemeanor, that person shall be released according to the procedures set forth by this chapter unless one of the following is a reason for non release, in which case the arresting officer** may release the person, or the arresting officer **shall indicate, on a form** to be established by his or her employing law enforcement agency, **which of the following was a reason for non release**:

(1) **The person arrested was so intoxicated that he or she could have been a danger to himself or herself or to others**.

(2) **The person arrested required medical examination or medical care or was otherwise unable to care for his or her own safety**.

(3) The person was arrested under one or more of the circumstances listed in Sections 40302 and 40303 of the Vehicle Code.

(*40302: person cannot present satisfactory ID, person refuses to sign cite, person demands to see judge. 40303: you need to look-up, covers 16 different circumstances.*)

(4) There were **one or more outstanding arrest warrants** for the person.

(5) The person **could not provide satisfactory evidence of personal identification**.

(6) The **prosecution** of the offense or offenses for which the person was arrested, or the prosecution of any other offense or offenses, **would be jeopardized by immediate release** of the person arrested.

(7) There was **a reasonable likelihood that the offense or offenses would continue** or resume, **or that the safety of persons or property would be imminently endangered by release** of the person arrested.

(8) **The person** arrested **demanded to be taken before a magistrate or refused to sign the notice to appear**.

(9) **There is reason to believe that the person would not appear** at the time and place specified in the notice. The basis for this determination shall be specifically stated.

8. Like the O/R, on a Cite Release, the inmate agrees to certain terms and conditions.
   a. To appear at all times and places ordered by the court.

   b. Not to leave the State.

   c. To waive extradition if apprehended outside of the State.

9. Failure to appear penalties.

   a. 6 months jail, and or.

   b. $500 dollars fine.

10. Inmate is released without posting bail or money.

11. Court case is still pending; inmate is released in lieu of jail.

D. Bail.

1. PC 1269b
Acceptance of bail; notice of appearance of prisoner; schedule of bail; discharge of prisoner; disposition of bail; forfeiture.

(a) **The officer in charge of a jail where an arrested person is held in custody**, an officer of a sheriffs department or police department of a city who is in charge of a jail or employed at a fixed police of sheriffs facility and is acting under an agreement with the agency which keeps the jail wherein an arrested person is held in custody, **an employee of a sheriffs department or police department** of a city **who is assigned by such department to collect bail, the clerk** of the justice or municipal court **of the judicial district in which the offense was alleged to have been committed**, and the clerk of the superior court in which the case against the defendant is pending **may approve and accept bail in the amount fixed by the warrant** of arrest, **schedule of bail, or order admitting to bail in cash or surety bond** executed by a certified, admitted surety insurer as provided in the Insurance Code, to issue and sign an order for the release of the arrested person, **and to set a time and place for the appearance** of the arrested person **before the appropriate court** and give notice thereof.

(b) **If a defendant has appeared before a judge** of the court on the charge contained in the complaint, indictment, or information, **the bail shall be in the amount fixed by the judge at the time of the appearance; if that appearance has not been made, the bail shall be in the amount fixed in the warrant** of arrest **or if no warrant** of arrest has been issued, the amount of **bail shall be pursuant to the uniform countywide schedule of bail** for the county in which the defendant is required to appear, previously fixed and approved as provided in subdivisions (c) and (d)

2. Setting bail schedules.
PC 1269b (continued)

(c) **It is the duty of the superior, municipal and justice court judges in each county to prepare, adopt, and annually revise**, by a majority vote, at a meeting called by the presiding judge of the superior court of the county, **a uniform countywide schedule of bail for all bailable felony offenses**.

In adopting a uniform countywide schedule of bail for all bailable offenses the judges shall consider the seriousness of the offense charged. In considering the seriousness of the offense charged **the judges shall assign an additional amount of required bail for each aggravating or enhancing factor** chargeable in the complaint.

In considering offenses wherein a violation of Chapter 6 (commencing with Section 11350) of Division 10 of the Health and Safety Code is alleged, the judge shall assign an additional amount of required bail for offenses involving large quantities of controlled substances.

PC 1269b continued

(d) **The municipal and justice court judges in each county shall prepare, adopt, and annually revise**, by a majority vote. At a meeting called by the presiding judge of the municipal court or the senior judge of the justice court at each county seat, **a uniform, countywide schedule of bail for all misdemeanor and infraction offenses except Vehicle Code infractions**. The Judicial Council in accordance with Section 40310 of the Vehicle Code shall establish the penalty schedule for infraction violations of the Vehicle Code.

(e) **Each countywide bail schedule shall contain a list of the offenses and the amounts of bail applicable thereto** as the judges determine to be appropriate. If the schedules do not lists all offenses specifically, they shall contain a general clause for designated amounts of bail as the judges of the county determine to be appropriate for all the offenses not specifically listed in the schedules. **A copy of the countywide bail schedule shall be sent to the officer in charge of the county jail**, to the officer in charge of **each city jail within the county**, to each superior, municipal and justice court judge and commissioner in the county, and to the Judicial Council.

(f) **Upon posting bail the defendant** or arrested person **shall be discharged from custody as to the offense** on which the **bail is posted**.

(g) If a defendant or arrested person so releases fails to appear at the time and in the court so ordered upon his or her release from custody, Sections 1305 and 1306 apply.

3. PC 1275
Setting, reducing, or denying bail; considerations; acceptance of bail bond by judge or magistrate.

In setting, reducing, or denying bail, the judge or magistrate **shall take into consideration the protection of the public, the seriousness of the offence** charged, the **previous criminal record** of the defendant, **and the probability of his or her appearing at trial** or hearing of the case. **The public safety shall be the primary consideration**. No bail shall be accepted unless the judge or magistrate be convinced that no portion of the consideration, pledge, security, deposit, to or indemnification paid, given, made, or promised for its execution was feloniously obtained.

In considering the seriousness of the offense charged, the judge or magistrate shall include consideration of the alleged injury to the victim, and alleged threats to the victim or a witness to the crime charged, the alleged use of a firearm or other deadly weapon in the commission of the crime charged, and the alleged use or possession of controlled substances by the defendant.

4. A Bail Release has no terms or conditions other than appearance in court.

5. Failure to appear penalties.

   a. PC 1320.5
   Release on bail; willful failure to appear.

   Every person who is charged with the commission of a felony, who is released from custody on bail, and who in order to evade the process of the court willfully **fails to appear** as required, **is guilty of a felony**. Upon a conviction under this section, the person shall be punished by a fine not exceeding ten thousand dollars ($10,000) or by imprisonment in the state prison, or in the county jail for not more than one year or by both the fine and imprisonment. Willful failure to appear within 14 days of the date assigned for appearance may be found to have been for the purpose of evading the process of the court.

   b. Bail is forfeited.

6. Court case still pending, released in lieu of jail.

E. Holds Dropped.

1. Hold defined:

   A written or teletype notice placed against a person in a Federal, State or Local Correctional facility that notifies the holding authority of the intention of another jurisdiction to take custody of that individual when he or she is released.

2. Types of holds.

   a. Warrant.

   b. Court order.

c. Probation violation.

d. Parole violation.

e. U.S. Border Patrol Hold.

f. Commitments.

g. Detainer.

F. PC 849b. (2)
Release from custody.

b. Any peace officer may release from custody, instead of taking such person before a magistrate, any person arrested without a warrant whenever:

(2) The person was arrested for intoxication only, and no further proceedings are desirable.

1. When the person is sober enough to care for him or herself, they are released with no court date or criminal action pending against them.

G. Population Management.

1. PC 4024.1
Accelerated release; inmate count exceeding bed capacity.

(a) The sheriff, chief of police, or any other person responsible for a county or city jail may apply to the presiding judge of the justice, municipal, or superior court to receive general authorization for a period of 30 days to release inmates pursuant to the provisions of this section.

(b) **Whenever**, after being authorized by a court pursuant to subdivision (a), **the actual inmate count exceeds the actual bed capacity** of a county or city jail, **such** county or city **jail may accelerate the release**, discharge, or expiration of sentence date **of sentenced inmates up to a maximum of five days**.

(c) **The total number of inmates released** pursuant to this section **shall not exceed a number necessary to balance the inmate count** and actual bed capacity.

(d) **Inmates closest to their normal release**, discharge, or expiration of sentence **date shall be given accelerated release priority**.

(e) **The number of days that release**, discharge, or expiration of sentence **is accelerated shall in no case exceed 10 percent of the** particular inmates's **original sentence**, prior to the application thereto of any other credits or benefits authorized by law.

2. Only sentenced inmates are eligible for a PC 4024.1 Accelerated Release.

3. When released via Population Management it is considered being Time Served.

H. Court Cap.

1. Many facilities are operating under a "blanket" Superior Court Order establishing a total facility total occupancy. Any time the total facility count goes above that established number or "CAP", the facility must release the excess number of inmates.

2. Both sentenced and unsentenced inmates are eligible.

a. However, sentenced inmates get priority.

b. Eligible unsentenced inmates are normally low bail misdemeanor inmates.

3. If sentenced, when released it is considered as being Time Served.

4. In unsentenced, the inmate is released having only to sign a promise to appear in court, and the case is still pending.

I. Removal Orders.

1. Removal order defined:

An order of the court directing the removal of a person from the district upon which he has become a charge to the district in which he has a settlement.

2. When another agency (county or court district) wants an inmate that is committed to our jail, for a hearing or any other matter, that agency obtains a superior court order issued by the court wanting the inmate and has jurisdiction over the pending case.

3. That order is known as a "Order of Removal" and it orders the facility to release the inmate into the custody of that other agency.

4. When we release an inmate via a Removal Order, and that inmate has not completed his sentence, we place a "Detainer" on that inmate and it is filed with the agency who has custody of the inmate.

5. When they are finished with the inmate, he is returned to our facility on our detainer to complete his sentence.

6. A Removal order is a temporary custody order.

REMOVAL ORDER

J. Commitments.

1. Commitment defined:

The warrant or "mittimus" by which a court or magistrate directs an officer to take a person to prison or jail; authority for holding in confinement one convicted of a crime.

2. PC 4004
Commitment upon conviction.

A prisoner committed to the county jail for examination, or upon conviction for a public offense, must be actually confined in the jail until he is legally discharged; and if he is permitted to go at large out of the jail, except by virtue of a legal order or process, it is an escape;

3. A person is released from a commitment when they legally leave actual confinement.

   a. Sentence is complete, T/S.

   b. To alternative Work Programs.

      (1.) Commitment is suspended.

      (2.) The inmate is still under the commitment while in the program even thou he is not in custody.

   c. Court modifies their sentence.

4. A commitment is a permanent order sentencing a person to:

   a. Prison.

   b. County Jail.

   c. State Mental Institutions.

5. A commitment can also be to pay a fine or to serve time in lieu of the fine. The standard is one day of custody for every $30.00 dollars of the fine.

6. A commitment is a release when an inmate is released from your facility to serve a commitment or sentence in prison, etc.

   a. The inmate is ONLY released to a transporting officer.

COMMITMENT - SERVING TIME

COMMITMENT - TO PAY FINE

K. Court Releases.

1. This is when the court takes an action on a case that results in the inmates permanent or temporary release.

2. Types of court releases.

a. Releases to Probation.

(1.) Probation defined:

A system allowing a person convicted of a public offense, a deduction from his sentence or to go at large under the suspension of sentence, during good behavior, and generally under the supervision of a probation officer.

b. Case dismissed.

(1.) Not enough evidence.

(2.) Wrong person, etc.

c. Charge dropped.

(1.) Not enough evidence.

(2.) Part of plea bargain.

d. No complaint.

(1.) D.A. doesn't file (charge)

(2.) Victim refuses to sign the complaint.

e. Court ordered temporary release.

L. Temporary Release.

1. Temporary Release defined:

A period of time during which an inmate is allowed to leave the program or institution and go into the community unsupervised for various purposes consistent with the public interest.

2. Normally only done by Superior Court Order.

3. Types of Temporary Releases.

a. Family Emergencies.

b. To prepare to reenter the community.

c. PC 4018.6
Temporary removal for family emergencies or for preparation for return to community;

The sheriff of the county **may authorize the temporary removal under custody or temporary release without custody of any inmate of the county jail**, honor farm, or other detention facility **for family emergencies or for purposes preparatory to his return to the community**, if the sheriff concludes that such inmate is a fit subject therefor. **Any such temporary removal shall not be for a period of more than three days**.

d. Work Furlough Release, (PC 1208)

(1.) Work Furlough Release defined:

A formal arrangement, sanctioned by law, whereby an inmate is permitted to leave actual confinement to maintain approved and regular employment in the community, returning to custody during non-working hours.

e. Educational Release.

(1.) Same definition as a Work Furlough Release except, the inmate returns to custody when not in school.

M. Alternative Work Programs, (AWP), (PC 4024.2)

1. Work programs which allow an inmate to be released into the community prior to completing their sentence.

2. The inmate completes his sentence from home and works for the county in lieu of jail.

3. A voluntary work program.

4. Inmate can be made to pay the county for the privilege to be part of the program.

5. One 8-hour workday will be in lieu of, or equal, to one day of confinement.

6. Programs shall consist of manual labor to improve public facilities.

7. Uncompleted jail sentence remains pending until satisfactory completion of the program.

N. Home Detention.

1. A program where an inmate is released from custody to serve their sentence at home in lieu of jail.

a. The inmate must be at home or at work ONLY.

b. Telephone checkups with camera hookup.

2. Not all counties have a Home Detention Program.

3. Uncompleted jail sentence remains pending until satisfactory completion of the program.

O. County Parole.

1. Also known as Sheriff's Parole.

2. County Parole defined:

The status of a county jail inmate, who, convicted of a public offense is conditionally released from a confinement facility prior to the expiration of his sentence, has been placed under supervision in the community for a period of time.

3. Same basic principles as parole form prison.

4. Inmate is released with various terms and conditions.

5. Inmate agrees to live by those conditions.

6. Uncompleted jail sentence remains pending until satisfactory completion of parole.

P. Transfers.

1. Types:

a. Commitment to State Prison.

b. U.S. Immigration.

c. State Mental Institutions.

(1.) The court must commit the inmate.

(2.) The facility looses custody of the inmate.

d. To the County Hospital.

(1.) PC 4011(a)
Removal of prisoners for hospitalization; guards; cost

(a) **When it is made to appear to any judge by affidavit** of the sheriff **or** other official in charge of county correctional facilities or district attorney and **oral testimony that a prisoner** confined in any city or county jail within the jurisdiction of the court **requires medical**

or surgical treatment necessitating hospitalization, **which** treatment **cannot be furnished at such city or county jail, the court**, in its discretion **may order the removal of such person** or persons from such city or county jail **to the county hospital** in such county; then to any hospital designated by such court; and it shall be the duty of the sheriff or other official in charge of county correctional facilities to maintain the necessary guards, who may be private security guards, for the safe keeping of such prisoner, **the expense of which shall be a charge against the county**.

(2.) This section differs from Section 4011 by omitting the court order for an inmate's hospitalization and authorizes a sheriff or jailer to make an immediate transport of such inmate to the county hospital in a medical emergency situation.

PC 4011.5
Removal of prisoners; hospitalization; emergencies

Whenever it appears to a sheriff or jailer that a prisoner in a county jail or a city jail under his charge **is in need of immediate medical or hospital care**, and that the health and welfare of the prisoner will be injuriously affected unless he is forthwith removed to a hospital, **the sheriff or jailer may authorize the immediate removal of the prisoner under guard to a hospital, without first obtaining a court order** as provided in Section 4011. In any such case, however, if the condition of the prisoner prevents his return to the jail within 48 hours from the time of his removal, the sheriff or jailer shall apply to a judge of the superior court for an order authorizing the continued absence of the prisoner from the jail in the manner provided in Section 4011. **The provisions of Section 4011 governing the cost of medical and hospital care of prisoners and the liability therefor, shall apply** to the cost of, and the liability for, medical or hospital care of prisoners removed from jail pursuant **to this section**.

(3.) The facility retains custody pending the inmates return.

e. To County Mental Health.

(1.) PC 4011.6
Treatment and evaluation of prisoner; notice; confidential reports; remand to facility; effect on sentence

In any case in which it appears to the person in charge of a county **jail**, city jail, or juvenile detention facility, **or to any judge** of a court in the county in which the jail or juvenile detention facility is located, **that a person in custody** in that jail or juvenile detention facility **may be mentally disordered, he or**

she may cause the prisoner to be taken to a facility for 72-hour treatment and evaluation pursuant to section 5150 of Welfare and Institutions Code and he or she shall inform the facility in writing, which shall be confidential, of the reasons that the person is being taken to the facility. **The local mental health director or his or her designee may examine the prisoner prior to transfer** to a facility for treatment and evaluation.

(2.) The facility retains custody pending the inmates return.

f. Removal of guard, Misdemeanor.

PC 4011.7
Removal of guard from hospitalized prisoner; escape

Notwithstanding the provisions of Sections 4011 and 4011.5, **when it appears that the prisoner is in need of medical or surgical treatment necessitating hospitalization** or in need of medical or hospital care **was arrested for, charged with, or convicted of** an offense constituting **a misdemeanor, the court** in proceedings under Section 4011 **or the sheriff or jailer** in action taken under Section 4011.5 **may direct that the guard be removed from the prisoner while he is in the hospital**. If such direction is given, **any such prisoner who knowingly escapes or attempts to escape from such hospital** upon conviction thereof by **guilty of a misdemeanor** and punishable by imprisonment for not to exceed one year in the county jail if such escape or attempt to escape was not by force or violence. **However, if such escape is by force or violence such prisoner shall be guilty of a felony** and **punishable by imprisonment in the state prison, or in the county jail** for not exceeding one year; provided, that **when such second term of imprisonment is to be served in the county jail it shall commence from the time such prisoner would otherwise be discharged from such jail**.

g. Removal of guard, Felony.

PC 4011.9
Hospitalized prisoner; felony arrest, charge or conviction; removal of guard

Notwithstanding the provisions of Section 4011 and 4011.5, **when it appears that the prisoner in need of medical or surgical treatment necessitating hospitalization** or in need of medical or hospital care **was arrested for, charged with, or convicted of** an offense constituting **a felony, the court** in proceedings under Section 4011 **or the sheriff or jailer** in action taken under Section 4011.5 **may direct that the guard be removed from the prisoner while he is in the hospital, if it reasonably appears that the prisoner is physically unable to effectuate and escape or the prisoner does not constitute a danger to life or property**.

SAN JOAQUIN COUNTY SHERIFF – 56 HOUR SUPPLEMENTAL CORE COURSE

Maintaining Security
Unit 11
Unit Instructional Time - 4:5 hours

MODULE: 11.1 - Basic Precautions

INSTRUCTIONAL TIME: .5

LEARNING GOAL:

The trainee will know how to properly handle and use keys.

PERFORMANCE OBJECTIVES:

(11.1.1) State why the following errors in key handling might pose threats to security.

(11.1.2) Identify the purpose of a Sallyport, and describe the procedure for entering or leaving.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will view a video presentation on the basics of security in a correctional facility.

The trainee will participate in a guided group discussion on the proper use of facility keys.

The trainee will participate in a guided group discussion on why mishandling facility keys might pose threats to security.

The trainee will participate in a guided group discussion on the purpose of a Sallyport, and the procedure for entering or leaving.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

INSTRUCTORS NOTE: Discuss basic security in a correctional facility. (11.1.1)

I. Errors in key handling that may pose a threat to security.

A. [redacted]

1. Escape.

a. [redacted]

2. Assaults on other inmates.

a. [redacted]

B. Giving security keys to unauthorized personnel.

1. [redacted]

2. Officer liability.

3. What kind of key security practices do they have?

4. [redacted].

C. Putting keys down.

1. They could be stolen or used by an unauthorized person.

a. Anyone walking by could pick them up.

b. [redacted]

2. They could be lost or misplaced.

a. [redacted].

b. [redacted].

[redacted]

3. Loss of control.

a. [redacted]

b. [redacted].

D. Using keys as tools.

1. Wear down or break the key.

2. Keyset out of service until repaired.

3. Documentation on how keys were broken.

E. Keeping old or worn keys.

1. They are not the officers property.

2. May require the locks to be changed.

a. Security concerns.

b. Break key off in lock making lock unusable and requiring maintenance.

3. Will the officer tell anyone if they lose it?

F. [redacted].

1. [redacted]

[redacted]

2. Officer assault.

a. [redacted]

[redacted]

G. [redacted]

[redacted]

H. [redacted]

[redacted]

2. Inmate escape.

a. [redacted]

b. [redacted]

[redacted]

I. Tossing keys to another officer.

1. It is not unusual for inmates to know your behavior patterns and place themselves in positions to take advantage of security lapses when they occur.

2. Will someone else end up catching the keys.

3. Keys could be broken - If a key is broken it must be reported immediately.

4. Officer injury.

a. When trying to catch the keys.

b. Keys may be intercepted by an inmate rushing the officer to get the keys first.

5. To prevent these types of incidents, keys should be passed <u>hand to hand</u>.

J. [redacted]

[redacted]

[redacted]

(11.1.2)

II. Identify the purpose of a Sallyport, and describe the procedure for entering or leaving.

A. Definition

A security control point which controls the flow of people and materials into or out of the security perimeter. It is characterized by two or more doors of which may only be opened one at a time.

B. Corrections.

1. [redacted]

[redacted]

3. Movement.

a. [redacted]

[redacted]

4. Make sure that all doors are secure when leaving

MODULE: 11.2 - Securing The Facility

INSTRUCTION TIME: 2:00

LEARNING GOAL:

The trainee will know how to properly and safely conduct searches of the facility.

PERFORMANCE OBJECTIVES:

(11.2.1) Identify things to look for when searching the facility.

(11.2.2) List, sequentially, the steps and safety precautions to be observed when searching the facility.

(11.2.3) List potential hiding places to be checked carefully during a search of the facility.

(11.2.4) Describe the procedure for limiting and controlling movement of inmate workers during a search of facility.

(11.2.5) Identify tools or materials that might be useful during a search of the facility and describe potential uses of each.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. Search kit

The trainee will participate in a guided group discussion on things to look for when searching the facility.

The trainee will participate in a guided group discussion on sequential steps and safety precautions to be observed when searching the facility.

The trainee will participate in a guided group discussion on the potential hiding places to be checked carefully during a search of the facility.

The trainee will view a video presentation on the basics of how to conduct cell searches.

The trainee will participate in a guided group discussion on procedures for limiting and controlling movement of inmate workers during a search of the facility.

The trainee will participate in a guided group discussion on the tools or materials that might be useful during a search of the facility.

The trainee will participate in a guided group discussion on the potential uses of each tool or material available to assist the correctional officer to safely and effectively conduct searches of the facility.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(11.2.1)

I. Things to look for when searching the facility.

A. Contraband.

1. Contraband defined:

Any item or article inside of the jail which is not issued by the facility, purchased in the commissary, purchased through approved channels, or approved by the facility commander or his designee.

2. Any item that may jeopardize the safety and good order of the correctional institution.

a. Goods brought illegally into the correctional facility in violation of the law or institutional rules, e.g., knives, narcotics, hype-kits.

b. Goods brought legally into the jail, but possessed by unauthorized inmates, e.g., ball-point pens, kitchen utensils.

c. Goods in the rightful possession of inmates but in unauthorized amounts, e.g., food, letters, books.

3. Items prohibited by the rules of the institution or applicable law.

4. Weapons.

a. Large quantities - Inmates arming themselves for a major disturbance.

b. Isolated items - For protection or single assault.

c. [redacted]

5. Examples of contraband:

a. Jailhouse Knife. (*shank*)

b. Razor keys

c. Excess supplies.

d. Tattoo Kit.

1. Needles can be straightened paper clips, staples, wire or anything thin and that can be sharpened.

2. Look for items that have been used to make the ink.

(a.) Ball point pen ink fillers.

(b.) Items that are not colorfast.

(c.) Paper bag with soot.

(d.) Burned plastic playing pieces.

3. Potential health hazard.

(a.) To user.

(b.) To officer confiscating.

(c.) Disease control.

(d.) Contaminated needles.

(e.) If possible wear rubber gloves

B. Excess Medication.

a. Contemplation of suicide.

b. Barter or sell for other items.

c. Can the medication be identified as belonging to another inmate.

C. Damage to building.

a. Officer/Inmate safety.

b. Damage caused by removal of item to make a weapon.

c. Can hinder facility operation.

(11.2.2)

II. Sequential steps and safety precautions to be observed when searching the facility.

A. Get tools for search.

[redacted]

INSTRUCTORS NOTE: [redacted]

[redacted]

B. Plan where to relocate inmates.

1. [redacted]

[redacted]

C. [redacted]

[redacted]

4. [redacted]

[redacted]

F. Remove contraband.

1. [redacted]

[redacted]

2. [redacted]

G. Remove excess supplies.

H. Determine to whom the contraband belonged.

1. [redacted]

[redacted]

3. Evidence.

a. Disciplinary action.

b. Criminal complaint.

I. [redacted].

J. Take pictures of evidence.

1. To be used for criminal prosecution.

2. Training aid.

K. [redacted]

[redacted]

a. Inmate grievance.

b. Writ of Habeas Corpus.

c. Internal Affairs.

2. Disciplinary action.

3. Criminal charges.

(11.2.3)

III. Potential hiding places to be checked carefully during a search of the facility.

[redacted]



[redacted]

(11.2.4)

IV. Procedures for limiting and controlling movement of inmate workers during search of the facility.

[redacted]

(11.2.5)

V. Tools or materials that might be useful during a search of the facility and describe potential uses of each.

[redacted]

[redacted]

E. Checklists.

1. Allows you to systematically define those areas that have been searched.

2. Allows you to check off the inmates' proper allocation of supplies.

3. Allows you thorough documentation to accurately verify how the search was conducted.

[redacted].

1. [redacted]

[redacted]

2. Depending on the item being sought and the area being searched could help to reduce the search time.

3. [redacted]

[redacted]

G. Baskets, buckets.

1. To consolidate recovered items.

3. To remove items from area.

H. Property bags.

1. For storage of inmate property that is removed during a search.

2. For storage of contraband pursuant to further investigation.

MODULE: 11.3 - Security Rounds

INSTRUCTION TIME: 1.5 hours

LEARNING GOAL:

The trainee will know how to make security checks of the interior and exterior of a correctional facility.

PERFORMANCE OBJECTIVES:

(11.3.1) Identify principles governing security rounds.

(11.3.2) Identify things to watch out for on security rounds.

(11.3.3) Identify reasons for surveying the physical plant and outer fence as well as assigned areas on security rounds.

(11.3.4) Identify steps in conducting outside perimeter checks.

(11.3.5) List potential warning signs to be observed in outside perimeter checks.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. None required

The trainee will participate in a guided group discussion on principles governing security rounds.

The trainee will participate in a guided group discussion on things to watch out for on security rounds.

The trainee will participate in a guided group discussion on the reasons for surveying the physical plant and outer fence as well as assigned areas on security rounds.

The trainee will participate in a guided group discussion on the steps for conducting outside perimeter checks.

The trainee will participate in a guided group discussion on potential warning signs to be observed in outside perimeter checks.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(11.3.1)

I. Principles governing security rounds.

4. Disadvantages:

B.

[redacted]

G. Document anything out of the ordinary.

1. May lead to identification of pending problem.

a. It may not mean anything at the time.

b. It may be the missing piece to the puzzle.

2. Gives other staff members valuable information.

H. Conduct safety checks of inmates through direct visual observation per Title 15 Section 1027.

(11.3.2)

II. Things to watch out for on security rounds.

[redacted]

[redacted]

(11.3.3)

III. Reasons for surveying the physical plant and outer fence as well as assigned areas on security rounds.

[redacted]

[redacted]

(11.3.4)

IV. Steps in conducting outside perimeter checks.

A. Get equipment together.

1. [redacted]

[redacted]

2. [redacted]

[redacted]

3. [redacted]

4. [redacted]

B. Notify all posts.

1. [redacted]

2. Could prevent misunderstandings.

C. [redacted]

[redacted]

D. [redacted]

[redacted]

2[redacted]

[redacted]

[redacted]

E. Notify officers when you return.

1. To inform them that everything is OK or if any problems existed that may directly affect them.

2. So that they won't think what they see or hear is the officer making perimeter checks.

F. Notify watch commander if anything is wrong.

1. Will make it easier to handle should additional problems develop.

2. Watch commander may have additional information to add to it.

G. Log security check and any problems.

1. Documentation may be needed later if something is discovered.

2. Log the actual time of the check.

H. Notify superior to fill out maintenance request when appropriate.

1. Officer/Inmate safety.

2. Facility security.

(11.3.5)

V. Potential warning signs to be observed in outside perimeter checks.

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

MODULE: 11.4 - Counting and Locating Inmates

INSTRUCTIONAL TIME: .5

LEARNING GOAL:

The trainee will know how to perform and clear facility counts.

PERFORMANCE OBJECTIVES:

(11.4.1) Identify procedures for doing different kinds of counts.

(11.4.2) Identify why the following principles are important to the effective counting of inmates.

(11.4.3) Describe the procedure for responding to the absence of an inmate.

(11.4.4) List principles of searching for a missing or escaped inmate.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. None required

The trainee will participate in a guided group discussion on the procedures for doing different kinds of counts.

The trainee will participate in a guided group discussion on why following established basic principles are important to the effective counting of inmates.

The trainee will participate in a guided group discussion on procedures for responding to the absence of an inmate.

The trainee will participate in a guided group discussion on the principles of searching for a missing or escaped inmate.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(11.4.1)

I. Procedures for doing different kinds of counts.

A. [redacted]

[redacted]

B. [redacted]

[redacted]

C. [redacted]

[redacted]

(11.4.2)

II. Identify why the following principles are important to the effective counting of inmates.

A. [redacted]

[redacted]

1. Officer responsibility to identify problem areas and see that inmates receive the appropriate attention.

    a. Shows that the officer cares about their well-being.

    b. It will insure the safety of other inmates in the housing unit.

2. May be an officer safety issue.

    a. Inmate with mental problems becomes assaultive.

    b. The other inmates may try to handle the problem themselves.

3. Identify inmate that has been assaulted.

D. Never let inmates take count.

1. The counting and verification of inmate presence is a responsibility of the staff.

2. If an inmate takes count it gives him / her information about other inmates.

3. All inmates should be secure during count.

4. Can breed dissention by showing favoritism.

E. [redacted]

F. [redacted]

3. Allows officer direct contact with every inmate in their assigned unit.

(11.4.3)

III. Procedures for responding to the absence of an inmate.

A. Verify someone is missing.

1. [redacted]

C. Contact supervisor.

1. Advise shift supervisor of the possible escape.

2. May need to request additional back-up.

(11.4.4)

IV. Principles of searching for a missing or escaped inmate.

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

SAN JOAQUIN COUNTY SHERIFF - CORRECTIONS OFFICER CORE COURSE

Supervising Inmates
Unit 13
Unit Instructional Time – 9.5 Hours

MODULE: 13.1 - Movement within the facility

INSTRUCTION TIME: 1:00

LEARNING GOAL:

The trainee will know how to safely move inmates within a correctional facility.

PERFORMANCE OBJECTIVES:

(13.1.1) State why knowledge of classification system and housing layout is essential to escorting inmates within the facility.

(13.1.2) Identify the procedure for within facility movement.

(13.1.3) Given information regarding an impending inmate movement (*number of inmates, classifications, purpose of movement, number of officers available*), decide whether group or individual movement is appropriate.

(13.1.4) Identify safety and security concerns for escorting inmates to and from locations within the facility.

(13.1.5) State the potential consequences of improper supervision during in-house movement of inmates.

(13.1.6) Identify steps in supervising roll-up.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on why knowledge of classification system and housing layout is essential to escorting inmates within the facility.

The trainee will participate in a guided group discussion on the procedure for within facility movement of inmates.

The trainee will participate in a guided group exercise using an overhead projection of several inmate movement scenarios listing the number of inmates, classifications, purpose of movement, and number of officers available, as a group the trainees will decide whether group or individual movement is appropriate.

The trainee will participate in a guided group discussion on safety and security concerns for escorting inmates to and from locations within the facility.

The trainee will participate in a guided group discussion on the potential consequences of improper supervision during in-house movement of inmates.

The trainee will participate in a guided group discussion on the steps in supervising a roll-up.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(13.1.1)

I. Knowledge of classification system and housing layout is essential to escorting inmates within the facility.

   A. Inmate safety.

   B. Officer safety.

   C. Facility security.

   D. Efficiency.

   E. Classification systems affect on inmate movement.

INSTRUCTORS NOTE: Refer to Custody Movement Policy

(13.1.2)

II. Procedure for facility movement of inmates.

A. Determine destination.

1. Shortest and safest route.

2. Define route to take prior to escorting inmate.

B. Security risks.

1. Classification.

a. Inmates that must be separated during movement.

b. Special handling requirements.

2. Physical layout of building.

a. Areas under repair.

b. Poor lighting.

c. Possible weapons available.

d. Escape potential.

C. Determine if individual or mass movement is appropriate.

1. Knowledge of facility classification plan.

2. The one consideration that NEVER plays a part in deciding whether a movement should be individual or in mass is what the easiest way to do it is.

D. Secure area.

1. Individuals that have access to movement route.

2. Degree of lockdown for inmate movement.

3. Unsecured cleaning items.

E. Instructions to inmates.

1. Make directions clear and understandable.

2. Tailor instructions to individual inmate.

3. Tell inmate of special requirements.

F. Escort inmates.

1. Be alert.

2. Look for the unusual.

G. Count before, during and after the move.

(13.1.3)

III. Given information regarding an impending inmate movement, decide whether group or individual movement is appropriate.

A. Things to consider when deciding whether to move inmates in mass or as individuals.

1. Purpose of the movement.

2. Number of inmates.

3. Number of available officers.

4. Route of travel.

5. What is going on around you.

6. Classification of inmate's to be moved.

7. Housing assignment of inmates to be moved.

8. Department Policy and Procedure.

9. The easiest way to do it is NEVER considered.

INSTRUCTORS NOTE: Based on their notes, common sense and the sample inmate movement policy, have the students decide how the inmate should be moved, eg;. number of officers, restraints, in mass or individual, etc...

Call on different students to verbally respond with their movement plan, as a group discuss their answer and the correct movement procedures.

1. Five General Population inmates going to visiting with single officer escort.

[redacted]

2. Two officers moving three Protective Custody inmates through dining room during inmate feeding.

[redacted]

3. Five General Population inmates, one Ad-Seg inmate, two Protective Custody inmates and one General Population inmate with a "KSF" from one of the other five G/P inmates all need to be moved to the jail clinic.

[redacted]

4. Two inmates that have threatened suicide moved to psychiatric evaluation with one officer.

[redacted]

5. Two General Population inmates housed in medical isolation cells need to be taken to the jail clinic.

[redacted]

6. Six General Population inmates need to be moved from Booking to Intake Housing. It is five minutes after shift change.

[redacted]

7. Two inmate workers moved separately to sick-call by one officer.

[redacted]

8. There has been a power failure in the facility, it is 1300 hours and fourteen General Population inmates need to be moved to the court bus.

[redacted]

(13.1.4)

IV. Safety and security concerns for escorting inmates to and from locations within the facility.

A. Housing assignment's is valuable in telling you an inmate's security risk.

B. [redacted].

C. [redacted]

[redacted]

[redacted]

[redacted]

E. Decide between group and individual movement on the basis of the following:

[redacted]

(13.1.5)

V. Potential consequences of improper supervision during in-house movement of inmates.

A. [redacted]

F. [redacted]

[redacted]

[redacted]

(13.1.6)

VI. Steps in removing a disruptive inmate.

A. [redacted]

[redacted]

MODULE: 13.2 - Supervising Meals

INSTRUCTION TIME: :30 Minutes

LEARNING GOAL:

The trainee will know how to properly supervise and manage inmate meals.

PERFORMANCE OBJECTIVES:

(13.2.1) Identify steps for maintaining control when inmates are released for meals.

(13.2.2) Identify duties of the corrections officer in supervising meals for inmates in the dining hall.

(13.2.3) Identify inmate behaviors that may signal trouble in the dining hall.

(13.2.4) Identify potential problems likely to occur during the meals with inmates in a dining hall.

(13.2.5) Given a description of a problem situation occurring in the dining hall, generate a plan for enforcing discipline and/or reestablishing order.

(13.2.6) Identify responsibilities of corrections officers in supervising the feeding of inmates in their cells.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. Title 15

The trainee will participate in a guided group discussion on the principles for maintaining control when inmates are released for meals.

The trainee will participate in a guided group discussion on the duties of the correction officer in supervising meals for inmates in the dining hall.

The trainee will participate in a guided group discussion on behaviors that may signal trouble in the dining hall.

The trainee will participate in a guided group discussion on potential problems likely to occur during the meals with inmates in a dining hall.

The trainee will view a video presentation on dining hall conduct.

The trainee will participate in a guided group exercise using an overhead projection listing problem situations that occur in the dining hall, as a group the trainee will generate a plan for enforcing discipline and/or reestablishing order.

The trainee will participate in a guided group discussion on the responsibilities of corrections officers in supervising the feeding of inmates in their cells.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(13.2.1)

I. Principles for maintaining control when inmates are released for meals.

A. Time release of small groups.

1. Easier to control.

2. Smooth flow.

B. Ensure all assigned inmates from each module are accounted for during meals.

1. Inmate contemplates suicide.

2. Inmate assault.

3. Sick or injured

(13.2.2)

II. Duties of the corrections officer in supervising meals for inmates in the dining hall.

A. Ensure appropriate seating.

1. Take next available seat.

2. No saving of seats.

B. Quick control of problems.

[redacted]

3. Minor rules violations.

a[redacted].

4. Immediate action.

[redacted]

C. Make sure food trays, utensils and food are accounted for and are left in the dining hall.

1. [redacted]

2. Sanitation standards.

3. Jailhouse liquor.

D. Ensure that all inmates have a chance to eat.

Title 15 Section 1240
Frequency of Serving.

In Temporary Holding, Type I, II, and III facilities, and those Type IV facilities where food is served, **food shall be served three times in any 24-hour period**. **At least one of these meals shall include hot food**. If more than 14 hours pass between these meals, supplemental food must be served. Additionally, supplemental food must be served in less than 14-hour period for inmates on medical diets requiring more than three meals.

A minimum of fifteen minutes shall be allowed for the actual consumption of each meal except for those inmates on medical diets where the responsible physician has prescribed additional time.

If the inmate misses a regularly scheduled facility meal, he or she shall be provided with a sandwich and beverage in lieu of that meal. Inmates on medical diets shall be provided with a full diet meal.

(13.2.3)

III. Inmate behaviors that may signal trouble in the dining hall.

A. Anger.

[redacted]

B. Arguments.

[redacted]

C. Quick movements.

[redacted]

D. Passing.

1. Does facility policy allow passing of food.

a. Does passing require inmate movement.

b. Monitor the activity.

E. [redacted]

[redacted]

F. [redacted]

[redacted]

(13.2.4)

IV. Potential problems likely to occur during the meals with inmates in a dining hall.

A. Fights.

[redacted]

2. [redacted]

[redacted]

B. Inmates preventing others from eating.

1. Intimidation.

2. Extortion.

3. Threats of sexual assault.

C. Passing or obtaining contraband.

[redacted]

(13.2.5)

V. Given a description of a problem situation occurring in the dining hall, generate a plan for enforcing discipline and/or reestablishing order.

A. - Situations occurring in the dining hall.

1. Two inmates seated across from each other begin talking loudly and one throws food at the other.

[redacted]

2. You see an inmate hide an apple in his sock while eating.

[redacted]

3. One table of inmates refuse to return to their cell.

[redacted]

(13.2.6)

VI. Responsibilities of corrections officers in supervising the feeding of inmates in their cells.

A. Make sure all utensils and trays are returned.

[redacted]

B. Prevent inequitable food distribution.

1. Bulk feeding.

a. Make sure of equal portions.

b. Intimidation of food server by inmate.

2. Make sure that each inmate that wants to eat gets their own tray.

C. Ensure that all inmates have the opportunity to eat.

1. Title 15 Section 1240 - Identifies Frequency of Serving.

2. Document refusals to eat.

MODULE: 13.3 - Supervising cleaning of cells

INSTRUCTION TIME: :30

LEARNING GOAL:

The trainee will know the level of cleanliness expected for inmate cells, the principles of conducting inspections and the dangers that come to staff from inmates being issued cleaning supplies.

PERFORMANCE OBJECTIVES:

(13.3.1) Identify principles relating to the cleanliness of cells using Title 15 for reference.

(13.3.2) Identify responsibilities of corrections officers in supervising the cleaning of cells or dorms by inmates.

(13.3.3) Identify potential dangers to staff and inmates from cleaning supplies.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. Title 15

The trainee will participate in a guided group discussion on the principles relating to the cleanliness of cells using Title 15 for reference.

The trainee will participate in a guided group discussion on the responsibilities of corrections officers in supervising the cleaning of cells or dorms by inmates.

The trainee will participate in a guided group discussion on potential dangers to staff and inmates from cleaning supplies.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(13.3.1)

I. Principles relating to cleanliness of cells.

A. Title 15 Section 1280
Facility Sanitation, Safety, and Maintenance.

The facility administrator **shall develop written policies and procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility**. Such a plan **shall provide** for a **regular** schedule of **housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions** or work practices which may be found.

Medical care housing as described in Title 24, Section 2-470A.2.14, **shall be cleaned** and sanitized **according to** policies and **procedures established by the health authority**.

B. Housing area inspections should be conducted continuously.

C. Will help identify maintenance problems.

1. Should be taken care of immediately.

2. Documentation.

D. Control of vermin.

1. Health hazard.

2. Facility liability

(13.3.2)

II. Responsibilities of corrections officers in supervising the cleaning of cells or dorms by inmates.

A. Ensure equitable distribution of work.

1. Avoid favoritism.

a. Could give the inmate a label.

b. May result in unwarranted requests.

2. Know the inmate's capabilities and limitations.

B. Maintain control over supplies.

1. Used to make weapons.

2. Waste.

3. Money to purchase additional supplies could be used for something else.

C. Ensure that property is not stolen.

1. To be used as weapons.

2. Escape attempt.

3. Recover missing supplies.

a. Documentation of incident.

b. Take necessary disciplinary and/or criminal action.

D. Prevent passing of contraband.

1. Notes (jailhouse kites)

a. Pending disturbance.

b. Information on other inmates or staff

(1.) Housing assignments.

(2.) Assaults.

(3.) Items coming into the facility.

2. Weapons.

3. Drugs.

E. Prevent suicidal persons from obtaining cleaning supplies.

1. Liability.

2. Officer safety.

a. Monitor and control who obtains cleaning supplies.

b. Prevention

(13.3.3)

III. Potential dangers to staff and inmates from cleaning supplies.

A. Fumes.

1. Allow adequate ventilation.

2. Secure containers when not in use.

B. Fire.

1. No smoking around flammable liquids.

2. Know the location of fire-fighting equipment.

C. Weapons.

1. Anything is a potential weapon.

2. Maintain accountability of supplies.

D. Injuries.

1. Make sure all parties receive adequate medical attention.

2. Written documentation.

a. Complete appropriate facility reports.

b. Criminal charges filed.

3. Notify shift supervisor.

E. Death.

1. Coroner's Inquest.

2. Detective Investigation

MODULE: 13.4 - Supervising Recreation

INSTRUCTION TIME: :30 Minutes

LEARNING GOAL:

The trainee will know how to operate and supervise inmate recreation.

PERFORMANCE OBJECTIVES:

(13.4.1) Identify Title 15 directives and case law relevant to inmate exercise, recreation, fresh air, and natural light exposure.

(13.4.2) Identify the problems and issues of classifications for exercise and recreation.

(13.4.3) Identify potential safety and security hazards that can occur during recreation time.

(13.4.4) Identify practices that will help to prevent problems during recreation.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. Title 15

The trainee will participate in a guided group discussion on Title 15 directives and case law relevant to inmate exercise, recreation, fresh air, and natural light exposure.

The trainee will participate in a guided group discussion on the problems and issues of classifications for exercise and recreation.

The trainee will participate in a guided group discussion on potential safety and security hazards that can occur during recreation time.

The trainee will participate in a guided group discussion on practices that will help to prevent problems during recreation.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(13.4.1)

I. Title 15 directives and case law relevant to inmate exercise, recreation, fresh air, and natural light exposure.

A. Title 15 - Section 1065
Exercise and Recreation.

(a) The facility administrator of a Type II or III facility **shall develop** written policies and procedures for **an exercise and recreation program**, in an area designed for recreation, **which will allow a minimum of three hours of such activity distributed over a period of seven days**. Such regulations as are reasonable and necessary to protect the facility's security and the inmates' welfare shall be included in such a program. In Type IV facilities, such a program can be either in-house or provided through access to the community.

(b) The facility administrator of a Type I facility shall make table games and/or television available to inmates.

B. Case law pertaining to recreation.

1. DOMINGUEZ vs FIGEL, 626 F.Supp. (N.D. Ind. 1986)

Jail inmate brought civil rights action alleging violations of freedom of religion and cruel and unusual punishment in five day lockdown period which allegedly prevented him from exercising and violated his freedom of religion. The District Court, William C. Lee, J., **held that: (1) confinement** in cell **for one Sunday was constitutionally justified**, even if it had prevented inmate from exercising religion; **(2) confinement in jail for five days did not prevent inmate from exercising**; and **(3) inmate was required to pay reasonable attorneys fees and costs**, as well as other rule 11 sanctions **for bringing of frivolous action**. Requiring the inmate to remain in his cell during five day "lockdown" period did not constitute cruel and unusual punishment in preventing him from exercising outside his cell absent showing that inmate's mental or physical health deteriorated or was threatened as a result and especially in light of his testimony that he would not have exercised in dayroom area, to which he would have access if he had been released for exercise.

2. McCLUNG vs CAMP COUNTY, Tex., 627 F.Supp. (E.D. Tex. 1986)

Inmate who had been incarcerated in county jail brought action against county and various county officials alleging that conditions in jail violated his constitutional rights. The District Court, Hall, J., held that: (1) evidence supported finding that conditions placed on inmate's physical exercise at jail did not constitute a violation of inmate's constitutional rights; (2) evidence supported finding that inmate's constitutional rights were not violated by alleged failure to provide clean bedding, clothing and toiletries; and (3) evidence was sufficient to support finding that jail fire safety conditions did not violate inmate's constitutional rights.

Evidence that county jail cells had enough room for inmates to exercise and that inmates health had not suffered during short periods he was confined in the jail supported findings that conditions placed on inmate's physical exercise at jail did not constitute a violation of inmate's constitutional rights.

3. POWLOSKI vs WULLICH, 479 N.Y.S.2d 89 (app. 1984)

Former pretrial detainees in county jail brought class action complaining that their civil rights as well as the rights of all other detainees were violated by defendants by their administration of jail. After a formal stipulation granting detainees certain relief, unresolved claims were referred to trial. The Supreme Court, Genesee County, Cicoria, J., dismissed the complaint in so far as it alleged that absence of facilities and arrangements for recreation and exercise and inadequate medical care and services deprived detainees of their rights, and detainees appealed. The Supreme Court, Appellate Division, Hancock, J.P., held that: (1) Court properly dismissed detainees' request for order compelling compliance with Commission of Correction's Minimum Standards pertaining to medical care and recreation; (2) Scrutiny under constitutional prohibition of cruel and unusual punishment was inappropriate, since detainees were not convicted prisoners; (3) Almost total deprivation of exercise and recreation opportunities care and services was properly dismissed; and (5) detainees were entitled to attorney's fees under civil rights attorney fee statute.

Almost total deprivation of exercise and recreation opportunities for pretrial detainees in county jail constituted violation of detainees' rights under both federal and state due process clauses, since defendants failed to come forward with evidence of any legitimate governmental objective justifying deprivation.

(13.4.2)

II. Problems and issues of classifications for exercise and recreation.

A. General Population.

1. Little or no movement restrictions.

2. Can be mixed together based on housing assignment.

B. Administrative Segregation.

1. [redacted]

[redacted]

2. Use of restraints will be based on facility policy for this inmate classification.

3. Disciplinary and management problems.

a. [redacted]

[redacted]

d. Officer will have to identify inmates that they can be mixed with and any movement restrictions.

(1.) Check inmates housing card.

(2.) If in doubt verify with Classification.

4. High risk.

a. [redacted]

[redacted]

b. Adequate restraints as identified in facility policy.

[redacted]

5. Medical/Psychiatric.

a. Verify restrictions imposed by Medical/Psychiatric staff.

b. Officer safety/Officer awareness is number one priority.

c. Be alert, as psych patients behavior may be very unpredictable.

(13.4.3)

III. Potential safety and security hazards that can occur during recreation time.

[redacted]

C. Rough housing developing into fights.

1. Put a stop to it before it escalates.

2. May have to separate participants for a cool down period.

D. Assaults.

[redacted]

(13.4.4)

IV. Practices that will help to prevent problems during recreation.

A. Close control over level of activity.

1. Pay attention to what the inmates are doing.

a. Stay awake.

b. Do not have attention diverted by reading material.

2. Be aware of inmate's level of physical contact.

B. Strict enforcement of time schedule.

1. Insufficient time.

a. May lead to violation of inmate's rights.

(1.) Grievance.

(2.) Internal Affairs investigation.

(3.) Writ of Habeas Corpus.

b. Accusation of officer being unfair.

2. Excessive time.

    a. May show favoritism.

    b. Insufficient time for other inmates.

3. Inmates deal better with consistency.

    a. Equal enforcement of facility policy and procedures.

    b. Fair and impartial treatment.

C. Breaking up unusual groupings.

1. Indicator of possible major disturbance.

2. Pending inmate assault.

3. Exchanging information for escape attempt.

4. Officer safety.

    a. May require additional staff.

    b. Be alert to the surroundings.

D. Searching and securing area before and after use.

1. Contraband.

    a. Items thrown into recreation area.

    b. Left by previous inmates.

2. Weapons.

3. Officer safety.

4. Escape.

    a. Damage in recreation area walls or fence.

    b. Items to be used in escape.

5. Look for the unusual

MODULE: 13.5 - Supervising use of the telephone

INSTRUCTION TIME: :30 Minutes

LEARNING GOAL:

The trainee will know the laws related to the use of telephones by inmates and how to properly supervise their use.

PERFORMANCE OBJECTIVES:

(13.5.1) Identify Title 15 mandates and other state laws that apply to inmate phone privileges.

(13.5.2) Identify potential problems that may occur during inmate use of phone and appropriate staff response.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. Title 15
2. California Penal Code

The trainee will participate in a guided group discussion on Title 15 mandates and other state laws that apply to inmate phone privileges.

The trainee will participate in a guided group discussion on potential problems that may occur during inmate use of phone.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(13.5.1)

I. Title 15 mandates and other state laws that apply to inmate phone privileges.

A. Title 15 - Section 1067
Access to Telephone.

The facility administrator **shall** develop written policies and procedures which **allow reasonable access to a telephone beyond those telephone calls** which are **required by Section 851.5 of the Penal Code**.

1. This is accomplished by having "collect call only" pay type telephones in every housing area.

2. Anytime inmates are not in lockdown status, they have access to the phone.

3. If the inmates are in lockdown status, they must have access:

a. During their recreation period.

b. By the Housing or Tier officer bringing a phone to them in their cell.

B. 851.5 Penal Code
Right Of Arrested Person To Make Telephone Calls; posting of sign

(a) Immediately upon being booked, and, except where physically impossible, **no later than three hours after arrest, an arrested person has the right to make at least three completed telephone calls**, as described in subdivision (b)

The arrested person shall be entitled to make at least three such calls at no expense if the calls are completed to telephone numbers within the local calling area.

(b) At any police facility or place where an arrestee is detained, a sign containing the following information in bold block type shall be posted in a conspicuous place:

That the arrestee has the right to **free telephone calls within the local dialing area, or at his own expense if outside the local area, to three of the following**:

(1) **An attorney of his choice** or, if he has no funds, the public defender or other attorney assigned by the court to assist indigents, whose telephone number shall be posted. This phone call shall not be monitored, eavesdropped upon, or recorded.

(2) **A bail bondsman**.

(3) **A relative or other person**.

(c) These telephone calls shall be given immediately upon request, or as soon as practicable.

(d) This provision shall not abrogate a law enforcement officer's duty to advise a suspect of his right to counsel or of any other right.

(e) **Any public officer or employee who willfully deprives an arrested person of any right granted by this section is guilty of a misdemeanor**.

(13.5.2)

II. Potential problems that may occur during inmate use of phone and appropriate staff response.

A. Making obscene or threatening calls.

1. Facility liability if inmate allowed to continue.

2. PC 653m
Telephone Calls With Intent To Annoy.

(a) **Every person who, with intent to annoy, telephones or makes contact by means of an electronic communication device with another and addresses to or about the other person any obscene language** or addresses to the other person **any threat to inflict injury to the person or property of the person** addressed **or any member of his or her family, is guilty of a misdemeanor**. Nothing in this subdivision shall apply to telephone calls or electronic contacts made in good faith.

3. This type of phone call is normally discovered one of two ways.

a. The Officer overhears the conversation.

b. The victim calls the jail to report it.

B. The appropriate procedure for responding to an inmate making obscene or threatening calls.

1. Person receiving calls makes a complaint.

2. Conversation overheard by facility staff.

3. Removal from telephone access.

4. Notify shift supervisor.

5. Document incident.

   a. Possible disciplinary action.

   b. Possible criminal charges (653m P.C.)

C. Property damage to phone.

1. Pieces used as a weapon.

   a. Officer assault.

   b. Inmate assault.

   c. Inmate suicide.

2. Loss of telephone use for inmate.

   a. Make notification for repair.

   b. Document why loss of telephone for inmate.

3. Violation of 4600 P.C.
   Demolishing Prisons and Jails (Punishment; restitution)

   (a) **Every person who willfully and intentionally** breaks down, pulls down, or otherwise **destroys or injures any** jail, prison, or any public **property in any jail or prison, is punishable by a fine** not exceeding ten thousand dollars ($10,000), **and by imprisonment in the state prison, except** that **where the damage or injury** to any city, city and county or county jail property or prison property **is determined to be four hundred dollars ($400) or less, that person is guilty of a misdemeanor**.

4. The appropriate procedure for responding to an inmate damaging a telephone.

   A. Stop inmate from committing any further damage.

      1. Use only the level of force that is necessary.

      2. Remove inmate to a secure area.

   B. Identify possible injuries sustained.

      1. Appropriate medical treatment.

      2. Documentation.

   C. Notify shift supervisor.

D. Document amount of damage .

1. Possible disciplinary action.

2. Possible criminal charges (4600 P.C.)

3. Photographs of damage if applicable.

E. Repair of damaged equipment

5. A few persons monopolizing the phone.

1. Inmate fights.

2. Increase in tension levels.

3. Officer resolution.

a. Solicit inmate cooperation.

b. Feedback from inmates on how to resolve the problem

MODULE: 13.6 - Disturbances and disputes

INSTRUCTION TIME: 4:00

LEARNING GOAL:

The trainee will know how to handle disturbances and disputes in a correctional facility.

PERFORMANCE OBJECTIVES:

(13.6.1) Given sample descriptions of inmate disputes, classify according to whether or not back-up should be called.

(13.6.2) Identify reasons for breaking up all horseplay.

(13.6.3) State principles for maintaining safety and security while investigating disturbances.

(13.6.4) Identify possible consequences of failing to promptly investigate disturbances.

(13.6.5) Identify the advantages and disadvantages of using informants in the institution.

(13.6.6) Identify signs of potential disturbances.

(13.6.7) Identify precautions that may prevent a dispute from leading to physical injury or property damage.

(13.6.8) Identify order of escalating interventions in inmate disputes.

(13.6.9) Given a description of an incident, identify whether the situation warrants investigation.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on the criteria to use to determine whether or not back-up should be called.

The trainee will participate in a guided group exercise using an overhead projection of several inmate disputes, as a group the trainees will classify them according to whether or not back-up should be called.

The trainee will participate in a guided group discussion on the reasons for breaking up all horseplay.

The trainee will participate in a guided group discussion on principles for maintaining safety and security while investigating disturbances.

The trainee will participate in a guided group discussion identifying possible consequences of failing to promptly investigate disturbances.

The trainee will participate in a guided group discussion identifying the advantages and disadvantages of using informants in the institution.

The trainee will participate in a guided group discussion on signs that indicate potential disturbances.

The trainee will participate in a guided group discussion on precautions that may prevent a dispute from leading to physical injury or property damage.

The trainee will participate in a guided group discussion on the order of escalating interventions in inmate disputes.

The trainee will participate in a guided group discussion on the criteria used to determine if a situation warrants investigation.

The trainee will participate in a guide group exercise using an overhead projection of an conversation between an officer and an inmate, based on what information the inmate gives the officer, the trainees will determine whether the situation warrants investigation.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(13.6.1)

I. Given sample descriptions of inmate disputes, classify according to whether or not back-up should be called.

A. Criteria to use when determining whether back-up is required or not.

1. Type of incident.

2. Number of people involved.

3. Location of the incident.

4. Officer safety.

B. Should back-up be called?

1. Two inmates arguing over the football game on television.

[redacted]

2. Two inmates in a cell fighting while other cellmates stand around and watch.

[redacted]

3. Inmate becomes argumentative while being served a minor rules violation.

[redacted]

4. Inmate refuses to terminate their visit when the allotted time is up.

[redacted]

5. Unknown number of inmates in the shower arguing.

[redacted]

(13.6.2)

II. Reasons for breaking up all horseplay.

A. [redacted]

[redacted]

(13.6.3)

III. Principles for maintaining safety and security while investigating disturbances.

[redacted]

(13.6.4)

IV. Possible consequences of failing to promptly investigate disturbances.

A. Damage to the facility.

B. Physical harm to inmates or staff.

C. Escape.

D. Legal liability.

(13.6.5)

V. Advantages and disadvantages of using [redacted].

A. Advantages.

[redacted]

B. Disadvantages.

[redacted]

(13.6.6)

VI. Signs of potential disturbances.

A. [redacted]

[redacted]

B. [redacted]

[redacted]

C. [redacted]

[redacted]

D. [redacted]

[redacted]

E. [redacted]

F. [redacted]

H. [redacted]

K. [redacted]

(13.6.7)

VII. Precautions that may prevent a dispute from leading to physical injury or property damage.

[redacted]

2. [redacted]

[redacted]

(13.6.8)

VIII. Order of escalating interventions in inmate disputes.

[redacted]

[redacted]

VIIII. Given a description of an incident, identify whether the situation warrants investigation.

A. Criteria to use in your investigation.

1. What is the problem?
(*First thing to do so that you will know what you are dealing with*)

2. Who are the players involved?

3. Can the inmate go back to the housing unit?

4. Will classification have to get involved?

5. Talk to the inmates housing officer for possible input.

6. Is there really a problem?

B. Scenario:

Inmate Smith approaches you while coming back from the exercise yard and indicates that they are having a problem with someone in their housing area. There are other inmates in the area and Inmate Smith is reluctant to say anything else.

MODULE: 13.7 - Progressive Discipline

INSTRUCTION TIME: 1:00

LEARNING GOAL:

The trainee will know how to discipline inmates using progressive discipline.

PERFORMANCE OBJECTIVES:

(13.7.1) Identify the legal issues and Title 15 issues concerning the discipline of inmates.

(13.7.2) Define the steps of Progressive Discipline.

(13.7.3) Define the principles (*rules and concepts*) to be considered in the administration of progressive discipline.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. Title 15

The trainee will participate in a guided group discussion on the legal issues and concerns relative to the discipline of inmates.

The trainee will participate in a guided group discussion on the hierarchical steps of administration.

The trainee will participate in a guided group discussion on the principles (*rules and concepts*) to be considered in the administration of progressive discipline.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(13.7.1)

I. Legal issues and concerns relative to the discipline of inmates.

A. Title 15 Section 1080
Rules and Disciplinary Penalties.

Whenever discipline is administered, each facility administrator **shall establish written rules and disciplinary penalties to guide inmate conduct**. **Such rules and disciplinary penalties shall be stated simply and affirmatively, and posted conspicuously in housing units** and the booking area **or issued to each inmate upon booking**. **For those inmates who are illiterate or unable to read English, provision shall be made for the jail staff to verbally instruct them or provide them with material in an understandable form** regarding jail rules and disciplinary procedures and penalties.

B. Title 15 Section 1081
Plan for Inmate Discipline.

Each facility administrator shall develop written **policies and procedures for inmate discipline** which **shall include**, but not be limited to, **the following elements**.

(a) Designation of **one or more subordinates who will act on all formal charges of violation of facility rules by inmates, and who shall have investigative and punitive powers**. **Staff so designated shall not participate in disciplinary review if they are involved in the charges**.

(b) Minor acts of non-conformance or minor violations of institution rules may be handled informally by any staff member by counseling or advising the inmate of expected conduct, assignment to an extra work detail or removal from a work assignment without loss of work time credit. In addition, temporary loss of privileges such as, but not limited to, access to television, telephones, or commissary, may be considered minor discipline if such acts are accompanied by written documentation, and a policy of review and appeal to a supervisor.

(c) Major violations or repetitive minor acts of non-conformance or repetitive minor violations of institutional rules shall be reported in writing by the staff member observing the act and submitted to the disciplinary officer. The inmate shall be informed of the charge(s) in writing. The consequences of a major violation may include, but are not limited to, loss of good time/work time, placement in disciplinary isolation, disciplinary isolation diet, or loss of privileges mandated by regulations, **In addition**:

(1) **Charges pending against an inmate shall be acted on no sooner than 24 hours after the report has been submitted to the disciplinary officer and** the inmate has been informed of the charges in writing. A violation(s) shall be acted on **no later than 72 hours after an inmate has been informed of the charge(s) in writing**. The inmate may waive the 24-hour limitation. The hearing may be postponed or continued for a reasonable time through a written waiver by the inmate or for good cause.

NOTE: IF NOT ACTED ON WITHIN THE TIME FRAME, THE CHARGES AGAINST THE INMATE MUST BE DROPPED.

(2) **The inmate shall be permitted to appear on his own behalf at the time of hearing**.

(3.) **Subsequent to final disposition** of disciplinary charges by the disciplinary officer, **the charges and the action taken shall be reviewed by the facility manager or designee**.

(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 Section 4019.5.

(d) **Nothing in this section precludes** a facility administrator from administratively **removing any inmate from the general population** or program for reasons of personal, mental, or physical health, or **under any circumstance in which the safety of the inmates, staff, program, or community is endangered, pending a disciplinary action or a review** as required by Section 1054 of these regulations.

C. Title 15 Section 1082
Forms of Discipline.

The degree of punitive actions taken by the disciplinary officer **shall be directly related to the severity of the rule infraction**. **Acceptable forms of discipline shall consist of, but not be limited to, the following**.

(a) **Loss of privileges**.
(b) **Extra work detail**.
(c) **Removal from work details**.
(d) **Forfeiture of "good time" credits** earned under Penal Code Section 4019.
(e) **Forfeiture of "work time" credits** earned under Penal Code Section 4019.
(f) **Disciplinary isolation**.
(g) **Disciplinary isolation diet**.

D. Title 15 Section 1083
Limitations on Disciplinary Actions.

The Penal Code and the State **Constitution expressly prohibit all cruel or unusual punishment**. **Additionally, there shall be the following limitations**.

(a) **If** an inmate is **on disciplinary isolation status for 30 consecutive days there shall be a review by the facility manager before the disciplinary isolation status is continued**. **This review shall include a consultation with health care staff**. Such **reviews shall continue** at least **every fifteen days thereafter until** the **disciplinary status has ended**.

(b) The **disciplinary isolation** cells or **cell** shall have the minimum furnishings and space specified in Title 24, Section 2-470A.2.5, .6 and .7. **Occupants shall be issued clothing and bedding** as specified in Articles 12 and 13 of these regulations **and shall not be deprived of them through any portion of the day except** that **those inmates who engage in the destruction of bedding or clothing** may be deprived of such articles. **The decision to deprive** inmates of **such articles** of clothing and bedding **shall be reviewed during each 24 hour period**.

(c) **Penal Code** Section 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.

(d) **In no case shall a safety cell**, as specified in title 24, section 2-470A.2, **be used for disciplinary purposes**.

(e) **No inmate may be deprived of the implements necessary to maintain** an acceptable level of **personal hygiene** as specified in Section 1265 of these regulations.

(f) **Food shall not be withheld as a disciplinary measure**.

(g) **The disciplinary isolation diet** described in Section 1247 of these regulations **shall only be utilized for major violations of institutional rules.**

(h) **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 a review and approval of the facility manager**.

(i) **In no case shall access to counsel be suspended** as a disciplinary measure.

E. Title 15 Section 1084
Disciplinary Records.

Penal Code Section 4019.5 **requires the keeping of a record of all disciplinary infractions and punishment administered** therefore. This requirement may be satisfied by retaining copies of rule violation reports and report of the disposition of each.

F. PC 4019.5
"Kangaroo court" and "sanitary committee"; definition; prohibition; delegation of authority of punishment; discipline record; inmates as instructors.

(a) **"Kangaroo court"** as used in this section **means a mock court conducted by any prisoner or group of prisoners for the purpose of inflicting punishment upon any fellow prisoner** in any prison, jail, jail camp, or other place of detention.

(b) "Sanitary committee" means a committee of prisoners formed ostensibly for the purpose of enforcing institutional sanitation but actually used for the purpose of inflicting punishment on any fellow prisoner, or group of prisoners in any prison, jail, jail camp, or other place of detention.

(c) **It is unlawful** for any sheriff, deputy sheriff, police officer, warden or keeper of a jail **to delegate to any prisoner** or group of prisoners, **authority to exercise the right of punishment over any other prisoner** or group of prisoners in any county or city prison, jail, jail camp, or other place of detention at which any person charged with or convicted of crime is detained.

(d) **It is unlawful** for any such sheriff, deputy sheriff, police officer, warden or keeper of a jail **to knowingly permit** any prisoner or group of **prisoners to assume authority over any other prisoner** or group of prisoners **by the operation of "kangaroo courts" or "sanitary committees**."

(e) Every public **official in charge of a** prison, jail or other **place of detention shall keep a record of all disciplinary infractions and punishment administered therefor**.

(f) This section shall not prevent the use of skilled inmates, under adequate and proper supervision and guidance of jailers or other employed personnel, as instructors of other inmates in the performance of assigned work, if that relationship does not include the exercise of disciplinary authority.

(13.7.2)

II. Administrative steps of progressive discipline.

A. Progressive discipline defined.

Progressive discipline is a process through which an officer uses a variety of informal methods to deal with infractions before progressing to more formal and structured disciplinary measures.

B. Purpose and use of discipline.

1. Designed to achieve the goal of an orderly unit and compliment inmate behavior.

2. To put a stop to the misbehavior rather than punish the inmate.

3. Discipline does not change the inmate. It is geared to change the inmates behavior while in custody.

4. To be affective, officers must follow through on warning (*or promises*) to punish continued misbehavior.

C. Steps of progressive discipline.

1. The steps will vary based on the inmate and the rule violation.

   a. For minor violations, the officer will use the lower steps.

   b. For a serious or violent act, the officer will skip the lower steps and go straight to removal from the unit and formal discipline.

2. Title 15 Section 1081
   Plan for Inmate Discipline.

   Each facility administrator shall develop written **policies and procedures for inmate discipline** which **shall include**, but not be limited to, **the following elements**.

   (a) Designation of **one or more subordinates who will act on all formal charges of violation of facility rules by inmates, and who shall have investigative and punitive powers**. **Staff so designated shall not participate in disciplinary review if they are involved in the charges**.

   (b) Minor acts of non-conformance or minor violations of institution rules may be handled informally by any staff member by counseling or advising the inmate of expected conduct, assignment to an extra work detail or removal from a work assignment without loss of work time credit. In addition, temporary loss of privileges such as, but not limited to, access to television, telephones, or commissary, may be considered minor discipline if such acts are accompanied by written documentation, and a policy of review and appeal to a supervisor.

   (c) Major violations or repetitive minor acts of non-conformance or repetitive minor violations of institutional rules shall be reported in writing by the staff member observing the act and submitted to the disciplinary officer. The inmate shall be informed of the charge(s) in writing. The consequences of a major violation may include, but are not limited to, loss of good time/work time, placement in disciplinary isolation, disciplinary isolation diet, or loss of privileges mandated by regulations, **In addition**:

(1) **Charges pending against an inmate shall be acted on no sooner than 24 hours after the report has been submitted to the disciplinary officer and** the inmate has been informed of the charges in writing. A violation(s) shall be acted on **no later than 72 hours after an inmate has been informed of the charge(s) in writing**. The inmate may waive the 24-hour limitation. The hearing may be postponed or continued for a reasonable time through a written waiver by the inmate or for good cause.

NOTE: IF NOT ACTED ON WITHIN THE TIME FRAME, THE CHARGES AGAINST THE INMATE MUST BE DROPPED.

(2) **The inmate shall be permitted to appear on his own behalf at the time of hearing**.

(3.) **Subsequent to final disposition** of disciplinary charges by the disciplinary officer, **the charges and the action taken shall be reviewed by the facility manager or designee**.

(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 Section 4019.5.

(d) **Nothing in this section precludes** a facility administrator from administratively **removing any inmate from the general population** or program for reasons of personal, mental, or physical health, or **under any circumstance in which the safety of the inmates, staff, program, or community is endangered, pending a disciplinary action or a review** as required by Section 1054 of these regulations.

3. Steps listed it this section are all informal progressive steps administered by the housing officer to change an inmates behavior.

   a. Verbal warnings.

      (1.) Counseling the inmate as to expected behavior.

      (2.) Warnings of loss of privileges if behavior continues.

   b. Written warnings.

   c. In-house sanctions.

      (1.) Assignment to extra work in the unit.

      (2.) Removal from work assignment.

(3.) Loss of privileges for a specific period of time.

(a.) Telephone.

(b.) Television.

(c.) Commissary.

(d.) Recreation.

(4.) Placed in lockdown status. (*room restriction*)

(5.) Any other sanction that the officer can think of.

d. Formal discipline by the disciplinary board.

(1.) Re-classification.

(2.) Transfer to disciplinary isolation.

(3.) Loss of time credits.

(a.) Good time credits for behavior.

(b.) Work time credits for refusal to work.

(4.) Criminal proceedings.

D. Staff needs the support of administration.

1. From the Disciplinary Board.

2. The shift supervisor.

a. Supervisor should review all cases and counsel officers that have mishandled situations.

b. Shift supervisors should not override an officers decision.

(1.) Disciplinary decision.

(2.) Decision to remove an inmate from the housing unit.

(13.7.3)

III. Rules and concepts to be considered in the administration of progressive discipline.

A. Discipline must be applied with firmness, fairness and consistency.

1. Discipline only the offending inmate rather than all inmates.

2. Discipline the inmate in private.

3. Explain the reason for the disciplinary action.

4. Explain the rule violation and how it was violated, if necessary.

5. Allow the inmate the opportunity to explain the circumstances of their misbehavior.

a. Keep an open mind. There are times that the officer is not always right.

b. If the inmate refused to accept your decision, send the matter to the Disciplinary Board.

6. Apply the appropriate discipline.

a. Must be appropriate to the violation.

b. May be more severe for continued violations of the same minor rule.

B. Handling inmate discipline.

1. There needs to be a clear expectation of behavior.

2. The inmates need to know that they **WILL** be disciplined for not maintaining that expectation of behavior.

3. Respond immediately to rule violations.

4. Follow through on warnings and discipline continued misbehavior.

MODULE : 13.8-Inmate Grievances

INSTRUCTION TIME: :30 minutes

LEARNING GOAL:

The trainee will know how to process inmate grievances.

PERFORMANCE OBJECTIVES:

(13.8.1) Identify the legal issues and Title 15 issues concerning inmate grievances.

(13.8.2) Identify the roles and steps in the appeals process of inmate “grievance procedures.”

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B Training aids:

1. Title 15

The trainee will participate in a guided group discussion identifying the legal issues and Title 15 issues concerning inmate grievances.

The trainee will participate in a guided group discussion identifying the roles and steps in the appeals process of inmate “grievance procedures”.

OUTLINE OF MATERIAL:

(13.8.1)

IV. Legal issues and Title 15 issues concerning inmate grievances.

A. Grievance is an avenue for the inmate to express their concerns and complaints to the facility administration.

B. Basis for grievances.

1. Grievance procedures apply to questions concerning personal health and welfare or the operations of the facility, such as:

a. Any administrative procedure.

b. Medical care.

c. Conditions of confinement.

d. General classification procedures.

(1.) Cannot grieve their classification status.

(2.) Can grieve the process that determined their classification status.

e. General discipline procedures.

(1.) Cannot grieve discipline received.

(2.) Can grieve the procedures and discipline policies that determined the discipline received.

f. Inmate program participation.

g. Telephone, mail and visiting procedures.

h. Food, clothing and bedding.

i. Religious preference.

2. Grievance procedures do not apply to legal questions, such as:

a. Questions of an inmate's guilt or innocence for crimes charged.

b. Questions concerning the court's jurisdiction.

c. Questions regarding sentences imposed by the court.

C. Inmate rights related to grievances.

1. To receive a written response to every submitted grievance.

a. Including the reasons for the decisions.

b. Within (5) five calendar days.

2. To seek judicial or administrative redress without fear of reprisals as a consequence.

3. To submit grievances without fear of reprisal or punitive segregation.

4. To receive immediate response to grievances concerning emergency situations.

5. To have the grievance decision progressively reviewed by a higher authority level, up to the Facility Administrator.

D. Filing a grievance.

1. Inmate may obtain a grievance form from any officer.

2. Staff must provide:

a. The paper,

b. Pencil,

c. Instructions on how to fill out the form if the inmate requests.

3. Grievances may only be filed on issues that apply directly to the inmate filing the grievance.

4. Must be filed within (15) fifteen days of the grievable matter.

5. May withdraw a previously filed grievance at any time.

E. Grievance form.

1. Inmates name and booking number.

2. Inmate writes their complaint or concern.

3. Receiving officer fills in the information in the upper right corner.

a. Date received.

b. Time received.

c. Unit inmate assigned to.

d. Cell inmate assigned to.

e. Receiving officers name.

f. Receiving officers ID number.

4. Receiving officer then gives the inmate the back (*canary*) copy.

a. Serves as a temporary record.

b. Inmate will get the "Inmate Dispo Copy" (*blue*) once the issue has gone through whatever level necessary to resolve it.

c. The disposition copy will have written notice as to the decision or resolution.

F. Grievance resolution.

1. Normally (4) four levels of resolution.

a. Level 1 - Line staff.

(1.) Housing Officer, or

(2.) Person providing the program or service.

b. Level 2 - Area supervisor.

(1.) Shift sergeant.

(2.) Supervisor of the program or support service personnel.

c. Level 3 - Facility Manager (LT.).

(c.) Level 4 - Facility Administrator (CPTN).

(c.) Level 1 – Line staff.

(c.) Will attempt to resolve the grievance during the shift on which the grievance occurred.

(c.) Must be responded to not later than 24 hours after receipt of the grievance.

(c.) If applies to a program or service.

(c.) Housing officer will note that he cannot handle it and forward it to the responsible program or service provider.

(c.) The above time frames apply.

(c.) If the matter cannot be resolved at the staff level:

(c.) Note on the grievance the reason it cannot be resolved.

(c.) Forward it to Level – 2.

(c.) Level 2 – Area Supervisor.

(c.) Will attempt to settle the matter on the shift which the grievance was received.

(c.) Must respond within 72 hours from the time the grievance was originally submitted.

(c.) Resolution method:

(c.) If able to resolve, give a written response to the inmate regarding the decision made.

(c.) If necessary contact the inmate.

(c.) In unable to resolve, write the reason it cannot be resolved.

(c.) Forward it to Level – 3.

(c.) If it is an emergency,

(c.) Threatens inmate's immediate health or welfare.

(c.) The supervisor must assume the responsibility for resolving the emergency.

(c.) Level 3 – Facility Manager.

a. Must make a decision within (10) ten days from the time the grievance was originally submitted.

b. Give the inmate written notice.

(1.) Of the decision or resolution made.

(2.) The reasons for the decision, or why it cannot be resolved.

c. If unable to resolve, forward it to Level 4.

5. Level 4 - Facility Administrator.

a. Must make a decision within (15) fifteen days from the time the grievance was originally submitted.

b. Give the inmate written notice.

(1.) Of the decision or solution made.

(2.) The reason for the decision.

(3.) The reason why it cannot be resolved.

(4.) Inform the inmate of his rights.

(a.) To appeal to decision via a Writ of Habeas Corpus.

(b.) To file a Writ of Habeas Corpus for the inability to resolve.

(13.8.2)

II. Roles and steps in the appeals process of inmate grievance procedures.

A. May file a Writ of Habeas Corpus or initiate a lawsuit.

Must exhaust all administrative grievance and appeals processes before applying to the courts for relief.

MODULE : 13.9-Manipulation of staff by inmates

INSTRUCTION TIME: 1:00

LEARNING GOAL:

The trainee will become familiar with techniques and strategies that inmates use to manipulate staff and will be able to identify the appropriate response when he/she realizes they are the victim of a set-up.

PERFORMANCE OBJECTIVES:

(13.9.2) Describe the techniques and strategies of an inmate manipulator.

(13.9.6) Identify the appropriate response when a corrections officer realizes he or she is the victim of a set-up.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. None required.

The trainee will participate in a guided group discussion on the techniques and strategies of an inmate manipulator.

The trainee will participate in a guided group discussion on identifying the appropriate response when a corrections officer realizes he or she is the victim of a set-up.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(13.9.2)

I. Techniques and strategies of an inmate manipulator.

[redacted]

B. [redacted]

(13.9.6)

[redacted]

Given a scenario of manipulation, demonstrate appropriate responses.

1. *Hey, Officer Smith, I'm short of funds so I may snatch a cigarette out of the pack on your desk but one smoke ain't no big deal, right?*

2. *An inmate overhears an officer discussing a long overdue debt with someone over the telephone. The conversation revealed that a sum of $300.00 was owed and the officer's wages would be attached if it wasn't paid right away. When he arrived home later that week he found an envelope in his jacket pocket with three one hundred dollar bills in it. The officer is certain that an inmate put it there.*

SAN JOAQUIN COUNTY SHERIFF – 56 SUPPLEMENTAL CORE COURSE

Distribution of Supplies and Commissary
Unit 14
Unit Instructional Time - 1:00

MODULE: 14.1 - Legal issues

INSTRUCTION TIME::5 Minutes

LEARNING GOAL:

The trainee will understand the legal mandates relating to the distribution of supplies, clothing and bedding.

PERFORMANCE OBJECTIVES:

(14.1.1) Identify Title 15 mandates and other Code sections relevant to the distribution of supplies, clothing and bedding.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. Title 15

2. California Penal Code

The trainee will use the California Code of Regulations, Title 15 and the California Penal Code as a reference to read the legal mandates relevant to the distribution of supplies, clothing and bedding.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(14.1.1)

I. Code sections relevant to the distribution of supplies, clothing and bedding.

A. Title 15 Section 1262
Clothing Exchange.

There shall be written policies and procedures developed by the facility administrator for the scheduled exchange of clean clothing. **Unless work, climatic conditions, or illness necessitates more frequent exchange, outergarments, excepting footwear, shall be exchanged at least once each week. Undergarments and socks shall be exchanged twice each week**.

B. Title 15 Section 1260
Standard Institutional Clothing.

The standard issue of climatically suitable clothing to inmates held after arraignment in all but Court Holding, Temporary Holding and Type IV facilities **shall include, but not be limited to:**

(a) clean socks and footwear;

(b) clean outergarments; and,

(c) clean undergarments;

(1) for males - shorts and undershirt, and

(2) for females - bra and two pairs of panties.

The inmates' personal undergarments and footwear may be substituted for the institutional undergarments and footwear specified in this regulation. This option notwithstanding, the facility has the primary responsibility to provide the personal undergarments and footwear.

Clothing shall be reasonably fitted, durable, easily laundered and repaired.

C. Title 15 Section 1265
Issue of Personal care Items.

There shall be written policies and procedures developed by the facility administrator for the issue of personal hygiene items. **Each female inmate shall be issued sanitary napkins and/or tampons as needed**. **Each inmate** to be held over 24 hours who is **unable to supply himself/herself** with the following personal care

items, **because of either indigency or the absence of an inmate canteen, shall be issued:**

(a) toothbrush,

(b) dentrifice,

(c) soap,

(d) comb, and

(e) shaving implements.

Inmates shall not be required to share any personal care items listed in items "a" through "d".

Inmates will not share disposable razors. Double edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among inmates, must be disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in Sections 979 and 980, Chapter 9, Title 16, California Code of Regulations.

D. Title 15 Section 1270
Standard Bedding and Linen Issue.

The standard issue of clean, suitable bedding and linens, for each inmate entering a living area who is expected to remain overnight, **shall include, but not be limited to**:

(a) **one serviceable mattress** which meets the requirements of Section 1272 of these regulations;

(b) **one mattress cover or one sheet**;

(c) **one towel**; and,

(d) **one freshly laundered** or dry cleaned **blanket** or more depending upon climatic conditions.

E. Title 15 Section 1271
Bedding and Linen Exchange.

There shall be written policies and procedures developed by the facility administrator for the scheduled exchange of freshly laundered and/or sanitized bedding and linen issued to each inmate housed. **Washable items such as sheets, mattress covers, and towels shall be exchanged for clean replacement at least once each week. If a top sheet is not issued, blankets shall be laundered** or dry cleaned **at least once a month** or more often if necessary. **If a top sheet is issued, blankets shall be laundered** or dry cleaned **at least every three months**.

F. Title 15 Section 1272
Mattress

Any mattress issued to an inmate in any facility shall be enclosed in an easily cleaned, non-absorbent ticking. Any mattress purchased for issue to an inmate in a facility which is locked to prevent unimpeded access to the outdoors **shall be certified by the manufacturer as meeting all requirements of the state fire marshal** and the bureau of home furnishings' test standards for penal mattresses, Technical Information Bulletin Number 121 dated April 1980.

G. PC 2084
Bedding, clothing, and food furnished to inmates.

The department **shall provide each prisoner with a bed, sufficient covering of blankets, and with garments of substantial material and of distinctive manufacture, and with sufficient plain and wholesome food of such variety as may be most conducive to good health**.

MODULE: 14.2 - Principles and Problems

INSTRUCTION TIME: :40 Minutes

LEARNING GOAL:

The trainee will be able to properly exchange and distribute supplies and know who should and who should not possess certain supplies.

PERFORMANCE OBJECTIVES:

(14.2.1) Given a list of inmate classification and standard supplies. Identify potential incompatibilities.

(14.2.2) Identify things to watch out for during clothing or bedding exchange and distribution of supplies.

(14.2.3) Identify potential consequences of inadequate supervision of clothing or bedding exchange and distribution of supplies.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. Title 15.
2. California Penal Code.

The trainee will participate in a guided group exercise using an overhead projection of a list of inmate classifications and standard supplies. As a group the trainees will identify potential incompatibilities for each classification.

The trainee will participate in a guided group discussion on things to watch out for during clothing or bedding exchange and distribution of supplies.

The trainee will participate in a guided group discussion on the potential consequences of inadequate supervision of clothing or bedding exchange and distribution of supplies.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(14.2.1)

I. Identify potential incompatibilities with inmates classification and standard supplies.

A. Inmate classifications

1. suicidal
2. Medical Isolation
3. Pyromaniac
4. Mentally ill
5. Assaultive
6. Escape risk

B. Potential standard supplies

1. Shorts, Panties, Bra
2. Socks
3. T-shirt
4. Pants/Dress
5. Sheets
6. Blanket
7. Mattress
8. Towel
9. Shoes
10. Pencil
11. paper
12. Soap
13. Razor Blade

14. Comb

15. Matches

16. Tobacco

17. Food Tray

18. Toilet Paper

19. Tooth Brush / Tooth Paste

20. Sanitary napkins or Tampons

C. Incompatibilities.

1. Suicidal inmate with

   (a.) Razor Blade

   (b.) Pencil

   (c.) Sheets

   (d.) Towel

   (e.) Comb

2. An inmate with a Communicable Disease using standard food trays and utensils.

3. Pyromaniac inmate with

   (a.) Matches

   (b.) Paper

4. An inmate who is mentally ill and a danger to himself or others with

   (a.) Razor Blade

   (b.) Pencil

   (c.) Comb

5. Highly Assaultive inmate with

(a.) Razor Blade

(b.) Matches

(c.) Toothpaste tubes

(d.) Comb

(e.) Pencil

(f.) Toothbrush

6. Escape risk inmate with an overabundance of

(a.) Blankets

(b.) Sheets

(c.) Towels

(14.2.2)

II. Things to watch out for during clothing or bedding exchange and distribution of supplies.

A. Destroyed or damaged items.

1. Inmate con games. Inmates saying they never received supplies.

2. Check that clothing or bedding has not been destroyed or damaged.

3. Destruction of clothing can occur and pieces can be used to make various things.

(a.) Nooses

(b.) Necklaces

(c.) Rings

(d.) Earrings

(e.) Bracelets

(f.) Curtains

(1.) For privacy in cell

(2.) To cover lights

(g.) Altered clothing

(1.) Boxers into panties and bra

(2.) Boxers or panties into G-strings

(3.) Bandannas

B. Watch for deals between trustees and inmates.

1. Inmates will trade with trustee to receive extra clothing, sheets or towels.

2. Watch trustee, he/she could be acquiring or passing contraband.

3. Be aware and watch that the trustee is exchanging articles one-for-one.

(a.) A trustee could hide extra clothing under or in a towel.

(b.) A trustee can position laundry or supply cart so inmates can take extra out of the cart themselves.

C. Potential hoarding of supplies.

1. Inmates tend to hold on to anything extra they can get.

2. They can use extra supplies to trade or sell.

3. Be aware of how many supplies were passed out to which inmates lately.

4. Document any inmate who hoards supplies.

1. Incident report

2. Rules violation

(14.2.3)

III. Potential consequences of inadequate supervision of clothing or bedding exchange and distribution of supplies.

A. Legal liability for inadequate provisions.

1. PC. 4015(a)
Receipt of persons committed; food, clothing and bedding; standards; expense.

(a) **The sheriff shall receive all persons committed to jail by competent authority. The board of supervisors shall provide the sheriff with necessary food, clothing and bedding, for those prisoners, which shall be of a quality and quantity at least equal to the minimum standards and requirements prescribed by the Board of Corrections** for the feeding, clothing, and care of prisoners in all county, city and other local jails and detention facilities. Except as provided in Section 4016, the expenses thereof shall be paid out of the county treasury.

2. Haigh V. Snidow, 231 F.Supp. 324. United States District Court 1964. 42 U.S.C.A. 1983

Sheriff and Deputies **may be held liable for** deprivation of prisoners civil rights in respect to **depriving prisoner of clothing and medical care during incarceration**.

B. Health of inmates depends on supplies.

1. Lack of toothbrush or toothpaste can result in tooth decay and/or gum disease.

2. Lack of sheets and blankets can result in inmates becoming ill.

3. Lack of sanitary napkins, soap, clean clothes and toilet paper can become a health or sanitation problem.

4. Lack of razors may cause hygienic problems, among inmates, such as infestation of vermin.

C. Extra clothing/bedding may be used for

1. Suicide

2. Bartering

3. Making various items

4. Extra warmth

5. Protection

D. Increased costs from distribution of excess.

1. Inmates tend to hoard or destroy a large quantity of clothing, bedding and supplies causing a shortage. These items shall be replaced even if the funds must come from elsewhere in the budget.

2. Results in a constant buying and restocking of destroyed or missing items.

E. Proper procedures reduce potential for passing on contagious diseases. (Check departmental policies).

1. Exchange of clothing or bedding. Have inmate put soiled clothing and linen in a sealed container.

2. Title 15 Section 1264
Control of Vermin in Inmates Personal Clothing.

There shall be written policies and procedures developed by the facility administrator to control the contamination and /or spread of vermin in all inmates personal clothing. **Infested clothing shall be cleaned, disinfected, or stored in a closed container so as to eradicate or stop the spread of vermin**.

MODULE: 14.3 - Distribution of Commissary Goods.

INSTRUCTION TIME: :15 Minutes

LEARNING GOAL:

The trainee will be able to properly process and distribute commissary.

PERFORMANCE OBJECTIVES:

(14.3.1) Identify rules governing the distribution of commissary goods.

(14.3.2) Identify procedure for distributing commissary goods to inmate who is not present at regular distribution time.

(14.3.3) Identify the value of properly operated commissary.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. None required.

The trainee will participate in a guided group discussion on the rules governing the distribution of commissary goods.

The trainee will participate in a guided group discussion on the procedures for distributing commissary goods to inmates who are not present at regular distribution time.

The trainee will participate in a guided group discussion on the value of a properly operated commissary.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:
(14.3.1)

I. Rules governing the distribution of commissary goods.

A. Always identify inmate before giving commissary.

1. Check inmates name and booking number on armband or identification card.

2. Be cautious, some inmates have the same or similar names.

B. Have inmate check contents in front of you.

1. Compare contents against actual order to ensure that contents are no more or less than that which was ordered.

2. Have inmate acknowledge receipt of order in full.

3. Don't be intimidated by inmates, they will try to tell you they were shorted.

C. Maintain proper inventory controls.

1. Theft among people running or working the commissary.

2. Overcharging of orders by people running or working the commissary.

3. Using proper inventory controls minimize, but do not stop theft.

(14.3.2)

II. Procedure for distributing commissary goods to inmate who is not present at regular distribution time.

A. Don't give commissary goods to anyone other than the inmate for whom they are intended.

B. Hold items at commissary for inmate to claim.

(14.3.3)

III. Values of properly operated commissary.

A. Boosts inmate moral.

B. Provides additional sanitary and personal supplies.

C. Provides the means for some forms of recreation.

1. Board-games

2. Cards, etc..

D. Supports the Inmate Welfare Fund.

SAN JOAQUIN COUNTY SHERIFF – 56 HOUR SUPPLEMENTAL CORE COURSE

Monitoring Psychological and Physical Health
Unit 15
Unit Instructional Time - 9:00

MODULE: 15.3 Suicide Issues

INSTRUCTION TIME: 4:00

LEARNING GOAL:

The trainee will know how to recognize signs that indicate potential suicide issues.

PERFORMANCE OBJECTIVES:

(15.3.1) Discuss potential liabilities resulting from a suicide.

(15.3.2) Describe signs and symptoms of inmates who pose suicide risk.

(15.3.3) Identify officers' responsibilities when dealing with suicide risk inmates.

(15.3.4) Given a simulated conversation or interaction with a potentially suicidal inmate, demonstrate at least three verbal comments a corrections officer could make to intervene.

(15.3.5) Identify suicide risk factors from an inmates perspective.

(15.3.6) Identifying suicide risk factors Predisposing factors.

(15.3.7) Identifying suicide Factors-High risk suicide periods.

(15.3.8) Presented with a scenario of inmate behavior, generate a written report of the inmates behavior and appearance.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion about the potential liabilities that may result from a suicide.

The trainee will participate in a guided group discussion identifying signs and symptoms of inmates who pose suicide risk.

The trainee will participate in a guided group discussion identifying officers' responsibilities when dealing with suicide risk inmates.

The trainee will participate in a simulated conversation or interaction with a potentially suicidal inmate and demonstrate at least three verbal comments a Corrections officer could make to intervene.

The trainee will participate in a guided group discussion on identifying suicide risk factors from an inmate perspective.

The trainee will participate in a guided group discussion on identifying predisposing suicide risk factors.

The trainee will participate in a guided group discussion on identifying high-risk suicide periods.

Given a scenario of inmate behavior, the trainee will generate a written report of the inmates behavior and appearance.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(15.3.1)

I. Potential liabilities resulting from a suicide.

A. Agency

1. Possible law suit from surviving relative.

2. Lack of public trust for inmate welfare.

B. Individual

1. Possible civil law suit

2. Interview from internal affairs

3. Interview from Homicide investigators.

4. Possible interview from outside agency and or the District Attorney office "Protocol team"

5. Possible termination

C. Deliberate indifference

1. Failure to act

(15.3.2)

II. Signs and symptoms of inmates who pose a suicide risk.

A. Persons potentially at risk

1. Law enforcement officers.

2. Celebrities.

3. Politicians.

4. Depressed individuals.

a. Signs

1a. Feeling of inability to go on.

2a. Extreme sadness and crying

3a. Silent

4a. Loss of appetite

5a. Insomnia or excessive sleeping. Etc.

5. Withdrawn individuals.

B. Initial period of incarceration.

1. First 24 hours of initial incarceration are the most crucial.

C. Isolation.

1. Fact: 33% were in isolation.

D. State of intoxication.

1. Fact: 82% of the victims were intoxicated at the time of incarceration.

(15.3.3)

III. Identify officers' responsibilities when dealing with suicide risk inmates.

[redacted]

[redacted]

(15.3.4)

IV. Given a simulated conversation or interaction with a potentially suicidal inmate, demonstrate at least three verbal comments a Corrections officer could make to intervene.

A. Officer can make a comment on inmate's behavior.

1. Quiet when normally talkative.

2. Not eating.

3. Talking about "going home" when release date is not in the near future.

4. Giving away personal possessions.

B. Officer can ask the inmate if everything is all right.

1. Do you want to talk about it?

2. If he talks to you, use paraphrasing-it lets him know you're listening.

C. Ask direct questions, and listen;

1. Are you going to hurt yourself?

2. How does the inmate plan to kill himself?

a. The more detailed the plan, the more serious the inmate is about killing him/herself.

(15.3.5)

V. Identify suicide risk factors from the inmates perspective.

A. Fear of the unknown.

B. Authoritarian environment.

C. No apparent control of the future.

D. Isolation from family and significant others.

E. Shame of incarceration.

F. Dehumanizing aspects of incarceration.

(15.3.6)

VI. Identifying predisposing suicide risk factors.

A. Recent excessive drinking or use of drugs.

B. Recent loss of stabilizing resources.

1. Job / expulsion from school

2. Family

3. Home

C. Severe guilt or shame over the offense.

D. Same sex rape or threat of rape.

E. Current mental illness.

F. Approaching an emotional breaking point.

(15.3.7)

VII. Identifying high risk suicide periods

A. First 24 hours of confinement.

1. Fact: 29% within the first 3 hours.

2. Fact: 51% within the first 24 hours.

3. Fact: 30% occurred during a six-hour period between midnight and six A.M.

B. Intoxication/withdrawal

1. Fact; 60% were under the influence of drugs or alcohol at the time of incarceration.

C. Trial sentencing hearings.

D. Impending release.

E. Decreased staff supervision.

F. Weekends and holidays.

G. Bad news from home.

(15.3.8)

VIII. Presented with a scenario of inmate behavior, generate a written report of the inmates behavior and appearance. Include the following:

INSTRUCTORS NOTE: Create a scenario in which an inmate is displaying suicidal behaviors and tell the students they will generate a written report of the inmates behavior and appearance including the factors that indicate risk, statements made by the inmate and the Corrections Officers actions. Discuss the scenario as a class.

A. Factors that indicate risk.

B. Statements made by the inmate.

C. Corrections officer actions.

MODULE: 15.4 - Indicators of Substance Abuse

INSTRUCTION TIME: 2:30

LEARNING GOAL:

The trainee will be able to recognize the indicators of substance abuse.

PERFORMANCE OBJECTIVES:

(15.4.1) Identify the potential indicators of substance abuse among inmates.

(15.4.2) Given recent drug history of an inmate, describe behavior problems that the inmate might exhibit in the jail.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on the potential indicators of substance abuse among inmates.

The trainee will complete a fill-in handout worksheet on the potential indicators of substance abuse among inmates.

Given recent drug history of an inmate, the trainee will participate in a guided group discussion describing behavior problems the inmate might exhibit in the jail.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(15.4.1)

I. Potential indicators of substance abuse among inmates.

A. Stealing sugar.

1. Drug usage increases metabolism to the point where the body needs to replace carbohydrates. Sugar is a carbohydrate therefore users crave sugar.

2. A main ingredient in making "pruno" (Jail house liquor).

B. Dilation of pupils.

1. Pupil - Center (black part) of the eye.

2. Dilated - Pupil is larger than normal.

3. Constricted - Pupil is smaller than normal.

4. Nystagmus - An involuntary rapid movement of the eyeball, which may be horizontal, vertical, rotatory, or mixed.

5. Strabismus - Inability of the eyes (pupils) to focus on a common object. (Cross eyed).

6. Fixed - Stationary, not moving.

7. Pupil size under normal lighting conditions.

a. Normal - 3.0 mm. to 5.0 mm.

b. Constricted - 2.5 mm. or less.

c. Dilated - 5.5 mm. or more.

8. Full range of pupil size under different light exposure does not go beyond a normal range of 2.9 mm. and 6.5 mm.

9. General information regarding pupils.

a. Dark eyes have smaller pupils than light eyes.

b. Woman have bigger pupils than men.

c. Pupils constrict when focusing on close objects.

d. Head injuries affect pupils, usually only one pupil.

e. Glaucoma medication constricts pupils.

f. Always compare to another officer in same light.

10. Pupilometer - A tool used to measure the pupils diameter.

C. Speech patterns.

a. Each drug will cause different affects on the persons speech.

b. Specific effects for each type of drug will be discussed in detail later.

c. Speech patterns include:

(1.) Soft, low or very quiet tone.

(2.) Deep voice.

(3.) Rapid speech.

(4.) Compulsive speech.

(5.) Thick or slurred speech.

(6.) Incoherent speech.

D. Behavior changes.

a. Each drug will cause different effects on the persons behavior.

b. Specific effects for each type of drug will be discussed in detail later.

c. Mellow attitude.

d. Feeling of euphoria.

e. An "I don't care" attitude.

f. Paranoid.

g. Irritable.

h. Increased energy level.

i. Grinding of teeth.

j. Picking at skin.

k. Nervous or constant movement.

l. Sleeplessness.

m. Restlessness.

n. Poor concentration.

o. Always hungry or craving sweets.

p. Violent.

q. Bizarre.

r. Irrational.

E. Odors.

a. Most drugs do not cause a detectable odor.

b. Types of drugs that do have a detectable odor.

(1.) Methamphetamines.

(a.) Chemical reaction causing very bad body odor and bad breath.

(2.) Consumed drugs.

(a.) There will be an odor of alcohol consumed.

(b.) Odor of substance inhaled.

F. Unusual movement.

1. Inmates gathering around a specific cell or room.

2. Constant traffic in and out of a specific cell or room.

3. Watch for inmates standing guard or lookout at a room or doorway.

G. Signs of intravenous drug use.

1. Paraphernalia.

a. Syringes.

b. Tie rag or similar device.

c. Cooker - bent spoon, metal bottle cap.

d. Cotton balls, cigarette filters.

e. Toy balloons, plastic or cellophane.

2. Injection wound sites / tracks.

a. Most addicts inject in the inner folds of the arm and back of the hand. (main vein).

b. Fifty injections will create one inch of scar tissue (tracks).

3. Needle marks.

a. 0 - 12 hours after injection, appearance - red dot with some oozing.

b. 12 - 96 hours after injection, appearance - light scab, light bruise and reddened border.

c. 5 - 14 days after injection, appearance - dark scab and dark bruise.

d. 14 days or older, appearance - scar/fiber formation ("silver streaks") and indentation.

H. Signs of intoxication.

1. OPIATES:

a. A derivative of the opium poppy natural or synthetic.

b. Includes:

(1.) Opium,

(2.) Heroin,

(3.) Dilaudid,

(4.) Demerol,

(5.) Morphine,

(6.) Percodan,

(7.) Codeine,

(8.) Methadone, and

(9.) Fentanyl.

c. Pupil constricted below 2.9 mm.

d. Droopy eyelids.

e. Movements slow, deliberate and relaxed.

f. Nodding of head.

g. Possible scratching of facial area.

h. Injection wound sites.

i. Speech patterns.

(1.) Soft, low and deliberate.

(2.) Pylorospasm - Deepening of the voice.

j. Behavior changes.

(1.) Mellow personality.

(2.) Noted reduction in tension.

(3.) May be in a state of euphoria.

(4.) Displays an "I don't care" attitude.

2. STIMULANTS:

a. Drugs that stimulate or excite the central nervous system.

b. Includes:

(1.) Amphetamines,

(2.) Methamphetamine, and

(3.) Cocaine.

c. Dilated pupils over 6.5 mm.

d. Dry mouth, may be licking lips.

e. Runny nose - repetitive sniffing or "sniffles".

f. Loss of perception (time and distance).

g. Impaired coordination.

h. Hallucinating or having delusions, e.g. worms or bugs on body.

i. Speech patterns - Rapid and compulsive speech. (Say a lot of nothing).

j. Behavior changes.

(1.) Paranoid.

(2.) Decreased sense of fatigue.

(3.) At times irritable and argumentative.

(4.) Grinding of teeth.

(5.) Scratching or picking at skin.

(6.) Difficulty standing still.

(7.) Will appear nervous.

k. Odors

(1.) Methamphetamine usually cause bad body odor and bad breath.

(2.) Caused by chemicals used in synthesis of drug.

(3.) Coupled with poor hygiene, body odors mix with chemical odors.

3. DEPRESSANTS:

a. Drugs that cause a depressant, or slowing down, effect on the central nervous system.

b. Includes:

(1.) Barbiturates:

(a.) Amytal - "blues"

(b.) Seconal - "reds"

(c.) Tuinal - "rainbows"

(d.) Nembutal - "yellow jackets"

(2.) Alcohol.

c. Nystagmus: Involuntary rapid movement of the eyeball, may be horizontal, vertical, rotatory or mixed.

d. Strabismus: Inability of the pupils to focus on a common object. (cross eyed)

e. Droopy eyelids.

f. Uncoordinated.

g. Drunk appearance.

h. Speech patterns.

(1.) Thick, slurred and incoherent speech.

(2.) Difficulty in speaking at times.

i. Behavior changes.

(1.) Antagonistic and irritable.

(2.) Emotionally erratic.

j. Odors - If alcohol, odor of alcoholic beverage consumed.

4. HALLUCINOGENS:

a. Drugs that cause distortion of reality, particularly with sight, smell and touch.

b. Includes:

(1.) Psilocybin - Mushrooms.

(2.) Peyote - A spineless cactus.

(3.) Mescaline, a derivative of peyote - Buttons.

(4.) LSD - Lysergic acid diethylamide.

c. Dilated pupil 5.5 mm. or more.

d. Piloerection (goose flesh) Standing up of hairs on arm.

e. Muscle twitching.

f. Hallucinating.

g. Sweating.

h. Tearing.

i. Yawning.

j. Shivering.

k. Speech patterns.

(1.) Difficulty with speech.

(2.) Synesthesia - May speak of "seeing" sounds, “Tasting or hearing” colors, and "hearing" motion.

l. Behavior changes.

(1.) Restlessness.

(2.) Sleeplessness.

(3.) Produces effects similar to those observed during the fight-flight-fright syndrome. (bad trip)

5. INHALANTS:

a. Anything that emits fumes or that is in aerosol form.

b. Includes:

(1.) Paint,

(2.) Glue,

(3.) Cleaning solvents,

(4.) Tuolene,

(5.) Gasoline,

(6.) Paint thinner.

c. Nystagmus: Involuntary rapid movement of the eyeball, may be horizontal, vertical, rotatory or mixed.

d. Impaired coordination.

e. Disorientation or confusion.

f. Paint about nose area.

g. Speech patterns - Slurred speech.

h. Behavior changes.

(1.) Experience a feeling of euphoria.

(2.) Display an image of well-being, vigor and high spirits.

(3.) Disordered perception and drowsiness.

i. Odor - of substance being used.

6. CANNABIS: (marijuana)

a. Bloodshot eyes.

b. Increased appetite.

c. Impaired coordination.

d. High stepping-floating stagger.

e. Impaired time and depth perception.

f. Speech patterns - slowed speech.

g. Behavior changes.

(1.) Sleepy appearance.

(2.) Mood elevation.

(3.) Craving for sweets.

(4.) Decreased attention span.

(5.) Poor concentration.

(6.) Giggly or giddy.

h. Odor - of marijuana (if smoked).

7. PHENCYCLIDINE:

a. PCP, Because PCP causes hallucinogenic among a variety of other effects, it is in a separate class all its own.

b. Nystagmus: Involuntary rapid movement of the eyeball, may be either horizontal or vertical.

c. Pupils have the tendency to be fixed based on the lighting conditions when used.

d. Blank stare.

e. Muscle incoordination.

(1.) Rigidity

(2.) Mechanical or robotic like movements;

f. Impaired coordination.

g. Drooling.

h. Profuse sweating.

i. Flushing of the face.

j. Face grimacing - trying to find their face.

(1.) Contorting facial features.

(2.) Making faces.

k. Speech patterns.

(1.) Slow repetitive and slurred, intermittently unable to articulate.

(2.) May understand but unable to do anything but grunt.

l. Behavior changes.

(1.) Irrational.

(2.) Bizarre - walking or running naked - users tend to like the feeling of water or cool air.

(3.) Violent - Super human strength.

(4.) Belligerent.

(5.) Any of the above may be present or none.

(15.4.2)

II Given recent drug history of an inmate, describe behavior problems the inmate might exhibit in the jail.

A. Inmate Jones is 23 years old and is a regular user of Marijuana and frequently smokes PCP.

1. PCP flashbacks.

a. Hallucinations.

b. Absent rational thought

c. Violent

B. Inmate Daniels is 54 years old and consumes alcohol on a daily basis. He says “it’s not always the hard stuff, sometimes it’s just beer” but it helps him get through the day.

1. Alcohol DT's, "Delirium Tremors"

    a. Deliriousness

    b. Violent trembling

    c. Hallucinations

    d. Seizures

C. Inmate Cook is 32 years old and uses Heroin a couple of times a day and has had this habit for a couple of years.

1. Opiate withdrawal

    a. Insomnia

    b. Vomiting

    c. Diarrhea

    d. Weakness

    e. Depression

    f. Hot/cold flashes

    g. Chills

    h. Loss of appetite

MODULE: 15.5 - Indicators of physical/medical problems.

INSTRUCTION TIME: 2:00

LEARNING GOAL:

The trainee will be able to recognize indicators of physical or medical problems and obtain the proper care for the prisoner.

PERFORMANCE OBJECTIVES:

(15.5.1) Identify potential indicators of physical problems requiring medical attention.

(15.5.2) Given a list of inmate classifications, identify those that may indicate physical problems requiring medical treatment and /or special treatment conditions.

(15.5.3) Identify potential benefits of listening to what other inmates are saying about a fellow inmate.

(15.5.4) Define the infectious diseases most likely to show up in a jail.

(15.5.5) Identify symptoms and treatment conditions related to those diseases most likely to show up in jail.

(15.5.6) Identify the modes of transmission of infectious diseases.

(15.5.7) Identify the "Universal Safety Precautions" and their application to jail environments.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on potential indicators of physical problems requiring medical attention.

The trainee will participate in a guided group discussion on physical problems that require medical treatment and /or special treatment conditions.

The trainee will participate in a guided group exercise using an overhead projection listing examples of inmate classifications, as a group the trainee will identify those that may indicate physical problems requiring medical treatment and /or special treatment conditions.

The trainee will participate in a guided group discussion on the potential benefits of listening to what other inmates are saying about a fellow inmate.

The trainee will participate in a guided group discussion on the infectious diseases most likely to show up in a jail.

The trainee will participate in a guided group discussion on the symptoms and treatment conditions related to those diseases most likely to show up in jail.

The trainee will participate in a guided group discussion on the modes of transmission of infectious diseases.

The trainee will participate in a guided group discussion on "Universal Safety Precautions" and their application to jail environments.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(15.5.1)

I. Potential indicators of physical problems requiring Medical attention;

A. Signs and symptoms of ill health.

1. A sign is something that can be seen by the person doing the examination.

a. **Example:** Sweating, Pale skin, Bleeding, Deformity, etc.

2. A symptom is something expressed by the inmate.

a. **Example:** Inmate tells you that he/she feels weak, in pain, feels like throwing up, seeing things , etc.

B. Indicators of medical or potential medical problems.

1. Odors.

a. Alcohol.

b. Infection.

c. Any unusual smell not usually related to poor hygiene.

2. Unusual verbal responses.

a. Talking in half sentences.

b. Cannot concentrate.

c. Slurred speech.

d. Talks too slow or fast.

e. Does he make sense.

3. Physical injury.

    a. Blood on clothing.

    b. Visible cuts.

    c. Broken bones.

    d. Rashes.

    e. Abscesses.

    f. Open sores.

    g. Bleeding.

4. Unusual requests to medical staff.

5. Medical alert bracelets.

6. Track marks.

7. Unusual motor behavior.

    a. Stumbles or limps while walking.

    b. Standing rigid or daydreaming.

    c. Nodding.

    d. Seizures.

    e. Tremors.

7. Unusual reaction to medication.

9. Loss of appetite.

10. Skin color.

    a. Yellowish.

    b. red.

    c. Pale.

11. Gait.

    a. Are any limbs partially or entirely non-functional.

    b. Does the inmate grimace as he walks.

c. Does the inmate hold his side as he walks.

d. Does he get short of breath as he walks.

12. Profuse sweating.

13. Change in established behavior.

14. Speech patterns.

15. Vomiting.

16. Eyes.

a. Yellowish.

b. Blood shot.

c. Pupils small or dilated.

17. Deformity.

18. Restlessness.

19. The inmate tells you he is sick.

20. Sleeps all the time

(15.5.2)

II. Physical problems requiring medical treatment, special handling and /or special treatment conditions.

A. Conditions requiring medical treatment.

1. Flu.

2. Minor injuries.

a. Smashed finger.

b. Twisted ankle, etc.

3. Lice.

4. Crabs.

5. Ulcers.

6. Alcohol or drug withdrawal.

7. Epilepsy.

8. Allergies.

9. Chicken pox, measles, mumps.

10. Diabetes.

11. Heart attack.

12. ANY medical condition you would find in the general public.

B. Conditions' requiring special handling, special housing and/ or special treatment conditions include but are not limited to the following:

1. Paraplegic

2. Colostomy bag.

3. Advanced pregnancy.(Third trimester)

4. Severe back problems.

5. Surgical recovery.

6. Wheelchair.

7. Missing limbs.

8. Active infectious communicable diseases requiring segregation from others. (Medical Isolation)

a. AIDS.

(1.) Just because a person is HIV positive does not require segregation until it reaches its advanced stages.

(2.) Segregation is required when the person reaches stage 4 of the HIV disease and is diagnosed as having AIDS.

(3.) There are a lot of IV drug users, etc. in the jail that are HIV positive... be careful.

(4.) Observe Universal Safety Precautions to avoid transmission of diseases when dealing with everyone.

b. Active Hepatitis A and B.

c. Active Tuberculosis.

1. An inmate twisted his ankle while playing handball in the recreation yard. He has a slight limp but tells you that he is OK.

   a. Does this require medical treatment?

      (1.) **Yes, the officer should have the inmate seen at the next scheduled sick call.**

   b. Does this require special housing or treatment conditions?

      (1.) **No.**

2. Through a blood test it was determined that an inmate in your housing unit is HIV positive.

   a. Does this require medical treatment?

      (1.) **No.**

   b. Does this require special housing or treatment conditions?

      (1.) **No.**

3. You are processing a 26 year old female arrestee in booking, it is obvious to you that she is pregnant, when you ask, she tells you that she is 8 months along and it is her second child.

   a. Does this require medical treatment?

      (1.) **Yes, normally limited to examinations and pre-natal vitamins.**

   b. Does this require special housing or treatment conditions?

      (1.) **No, unless there are complications.**

4. You are processing 52 year old male arrestee in booking, during the medical screening he tells you that he has a colostomy bag.

   a. Does this require medical treatment?

      (1.) **Yes.**

b. Does this require special housing or treatment conditions?

(1.) **Yes.**

5. As you are doing an inspection of your housing unit, an inmate stops you and tells you that he thinks he has lice.

a. Does this require medical treatment?

(1.) **Yes.**

b. Does this require special housing or treatment conditions?

(1.) **Yes, until the infestation is eradicated.**

(15.5.3)

III. Potential benefits of listening to what other inmates are saying about a fellow inmate.

A. Pay attention to what other inmates are saying about an inmate.

1. No one wants to be confined in the same room with someone who is sick. They will tell you because they want him out.

2. Sometimes the sick inmate will not tell anyone until he gets "real" sick.

a. Because of fear.

b. Pride.

c. Embarrassment

d. Apathy.

3. Some inmates lie and are not really sick.

4. If told about an inmate who is sick, talk to the inmate to determine if there is a need before taking any action.

5. If told about, or if you hear about an inmate who has been lying about being sick, notify the medical staff and write an Incident Report.

(15.5.4)

IV. Infectious communicable diseases most likely to show up in jail.

A. An infectious disease is commonly referred to as a disease that is serious to life threatening and can be passed from one person to another by air, physical contact, sexual contact, bodily fluids, blood or blood products, and body secretions.

B. Most infectious communicable diseases are either short in duration or can be treated with medication. Viral diseases are usually of no more than three weeks duration. However, AIDS and Hepatitis B are serious and life endangering.

C. Main infectious diseases found in the jail.

1. Hepatitis.

2. Tuberculosis.

3. HIV - AIDS.

D. Hepatitis.

1. Hepatitis is a viral infection of the liver that is characterized by jaundice, a yellowing of the skin and whites of the eyes. Common strains of Hepatitis are Hepatitis A, or Infectious Hepatitis, and Hepatitis B, or Serum Hepatitis.

2. Hepatitis A passes through the digestive tract and is transmitted from one person to another by food or water that has been contaminated by the feces of an infected person or sewage.

3. Hepatitis B enters the blood stream from contact with contaminated blood or needles. The virus can live in almost all body fluids, including saliva, semen, urine, and tears, allowing Hepatitis B to be transmitted by sexual contact and more casual contact such as sharing toothbrushes or razors.

4. Early signs of Hepatitis are general fatigue, joint and muscle pain, loss of appetite, nausea, vomiting, diarrhea or constipation and a low grade fever.

5. As the disease develops, the liver enlarges then chills, weight loss and distaste for smoking appear along with the characteristic jaundice.

6. In Hepatitis A, the disappearance of jaundice generally indicates recovery. However, in Hepatitis B, the virus may persist for years or a life time.

E. Tuberculosis.

1. Tuberculosis usually affects the lungs, but it can travel to other parts of the body, such as the spine, kidneys, digestive tract, and lining of the heart.

2. 80 % of all people who contract Tuberculosis will never experience its symptoms. This happens because the Tuberculosis bacteria usually lie dormant in the body. The body surrounds the offending bacteria to contain and prevent the spread of infection. However, the body cannot kill the bacteria, only contain them. That is why it is important to have regular TB tests.

3. The Tuberculosis bacteria can live outside of the body for several hours.

4. Tuberculosis is contracted when a person breathes in bacteria that have been coughed or sneezed into the air by an infected person. Tuberculosis can be

contagious, especially for people living in crowed conditions. Also highly susceptible to this disease are those who are in poor health, the very young and very old, and healthy people in the medical and corrections professions.

5. The symptoms of Tuberculosis do not appear until the disease is in its advanced stages. Early signs include fever, particularly in the afternoon, as well as fatigue, loss of appetite, and weight loss. Its later signs include coughing up of a blood tinged discharge, chest pain, and shortness of breath.

6. Patients can be treated for Tuberculosis with a Tuberculin skin test, Chest X-Rays or an analysis of the patient's sputum. After two weeks of starting treatment and medication, the patient is no longer contagious and can resume normal activities.

F. HIV - AIDS.

1. Human Immunodeficiency Virus (HIV) is a condition in which the body's immunity is severely jeopardized thus enabling organisms that are normally fought off by the body to become deadly. Homosexuals, drug addicts who inject drugs, and hemophiliacs who have received transfusions are high risk groups.

2. For years there have been a multitude of theories of how HIV can be contracted, from kissing, hugging, etc. Research and time are showing that the ONLY way a person contracts HIV is by blood to blood contact. That is to say, your blood, via a open cut, sexual contact, needle sharing or needle sticks, or any other means that your blood comes into contact with infected blood.

3. HIV disease has several stages, once a person reaches stage 4, he is diagnosed as having AIDS (Acquired Immune Deficiency Syndrome). Symptoms include low grade fever, swollen lymph glands, weight loss, fatigue, night sweats, long standing diarrhea, and a general sick feeling. Up to one third of the victims develop a previously rare cancer known as Kaposi's Sarcoma, which can appear as purplish bumps on the skin. Many come down with a severe form of pneumonia. The main problem however, is the inability of the body to fight the diseases that come along because the immune system has been destroyed.

V. Symptoms and treatment conditions related to those diseases most likely to show up in a jail.

A. You may encounter any illness you would find in any populated area.

1. You are not a medical technician and are not to provide any non-emergency medical aid, diagnosis or give advice. Your job is to be able to recognize basic signs and symptoms of potential medical problems and notify medical staff of the problem.

2. It would be impossible to cover all medical problems you could encounter in the jail. However, we will cover some of the most common medical problems that you can "count on" encountering on a regular basis.

B. Diseases most likely to show up in a jail.

1. Abdominal pain.

2. Chest pain.

a. Angina.

b. Heart attack.

3. Seizures.

a. Epilepsy.

b. Alcoholic.

4. Communicable diseases.

a. Flu.

b. Lice.

c. Crabs.

d. Scabies.

e. Measles.

e. Chicken pox.

g. Sexually transmitted (venereal diseases).

(1.) Herpes.

(2.) Gonorrhea.

(3.) Syphilis.

(4.) Warts, fungus, etc.

5. Infectious communicable diseases.

a. Hepatitis A and B.

b. Tuberculosis.

c. HIV - AIDS.

6. Female disorders.

   a. Pregnancy

      (1.) Pregnancy in and of its self is not a problem, women have been having babies for thousands of years.

      (2.) Advanced pregnancy (8 or more months) is closely observed by medical staff.

      (3.) Complications, spotting etc... are problems closely monitored by medical staff.

   b. Bleeding.

   c. Vaginal discharges.

7. Hyperventilation / Anxiety attack.

8. Diabetes.

9. Alcohol or drug withdrawal.

10. Abscesses.

11. Respiratory problems (Asthma).

12. Back problems.

C. Symptoms and treatments of diseases most likely to show up in jail.

1. Abdominal pain.

   a. Abdominal pain is a symptom that can be caused by a number of problems. Some causes for abdominal pain are that they might have an inflamed appendix, or have internal bleeding from trauma; there might be a bowel obstruction; or in females, it might be an infection of the fallopian tubes. If the person has an infection the body reacts and causes the body temperature to rise.

   b. You might observe that the person is vomiting or he may tell you that he feels like vomiting. The person might tell you that they are experiencing cramps or you might observe the person doubling up in pain.

   c. Someone who has abdominal pain can have a very difficult time breathing. The person will not want to breathe deeply because that increases the pain.

   d. Abdominal pain, as with any severe pain, may cause the person to appear to be in shock. The person may look pale, be sweating, have

cold, clammy skin, become very anxious, and be nauseated. There may be bleeding which might show up in any of the secretions of the body.

e. With anyone who has abdominal pain, the officer should call jail medical staff. The inmate should have nothing to eat or drink. Allow the person to get into the most comfortable position, which is usually with the legs drawn up toward the chest; treat for shock if necessary.

2. Chest pain.

a. Many people have been diagnosed as having Angina. If symptoms appear they will need their medication (normally Nitroglycerine). If the inmate knows he has Angina, he will know when an attack is coming on and what to do. If the inmate does not know he has it, he will think that he is having a Heart attack. Whether Angina or Heart attack, the inmate is treated as if he is having a Heart attack.

b. Heart attack is a term used to describe a condition in which a coronary artery is blocked so that a part of the heart muscle dies. The most common symptom of a heart attack (and Angina) is pain in the chest, which can be described as pressure or crushing. The pain may radiate to the arms, jaw or neck. It may be long lasting.

c. A person suffering from a heart attack may have shortness of breath, shock, nausea, sweating, a bluish color to the lips, skin or fingernails. The person can be very anxious and show signs of shock. He may become unconscious.

b. Notify jail medical staff immediately. Be prepared to begin CPR if the person is not breathing and has no pulse. If he is conscious, get him in a comfortable position, reassure him, loosen clothing and let him rest.

3. Seizures.

a. You can count on encountering inmates having seizures on a regular basis. Inmates will have seizures for many reasons, some real, some not. The most common types of seizures are from epilepsy and Alcoholic seizures.

b. Epilepsy is a brain disorder and is very common in the jail population. It's caused by an injury to the brain, a brain tumor, or some other blockage of blood flow to the brain. Seizures may also occur during withdrawal from alcohol or drugs.

c. The epileptic attack may vary from an appearance of daydreaming, blank stare or a brief unconsciousness to a violent convulsion. The Usual signs and symptoms of a seizure follow a sequence.

(1.) Sometimes the person may have a warning before the seizure, a warning sign could be a feeling, or smell, a taste, a sound or

visual sensation. The person will have just a little time to prepare.

(2.) If no warning sign, the person may give a hoarse cry and fall down.

(3.) The body muscles will tense for 5 to 30 seconds.

(4.) Then the legs, arms, head and body will jerk uncontrollably.

(5.) Breathing usually stops during the muscle tensing, the face turns blue to black, then the breathing returns and is labored as if something is caught in the airway.

(6.) The person may bite his tongue and foam at the mouth.

(7.) The person may urinate or have a bowel movement.

(8.) After the seizure, the person will fall into a deep sleep.

d. Your primary concern should be to protect the person having a seizure from injuring himself. Move chairs, tables, or other objects that he may strike his body against. DO NOT try to control or hold the person during the seizure. There is no way you can restrain this type of person without fear of injury.

c. The person can literally break his bones as well as yours from the convulsions. DO NOT try to put anything in the mouth, even though you fear he will bite his tongue. It is too dangerous for him as well as for you. After the seizure DO NOT give the inmate anything by mouth as it can block the airway. Allow the person to rest. Upon their arrival, notify jail medical staff of all seizure activity. (Date, time, length of seizure, any injuries known to have been sustained during seizure).

4. Communicable diseases.

a. Communicable disease defined:

A disease that can be spread or transmitted from one person to another by air, physical contact, sexual contact, body fluids, clothing or bedding.

b. There are many types of communicable diseases. These diseases can range from being only annoying in severity to being serious and life threatening.

c. Communicable diseases can range from the flu and cold type diseases, to lice, crabs, and scabies type skin infestations. There are sexually

transmitted infections such as Herpes, Gonorrhea, and Syphilis and more serious infectious diseases.

d. Flu and the common cold are not serious, simply have the inmate sign up for sick call.

e. Head lice, scabies and crabs.

(1.) This is probably the most common condition that you will come across.

(2.) Depending on the type of facility you have and the inmates access to showers, inmates will use crabs as an attempt to get an extra shower.

(a.) If you work in a tier jail where inmates have limited access to the showers it is a good policy to have the inmate produce one or more live crabs to show you to get a crab shower.

(b.) If you don't, everyone will be telling you that they need a shower.

(c.) If you work in a Direct Supervision jail where the inmates have unlimited access to the showers, the inmate is probably not lying and does have crabs.

(3.) Crabs are characterized by itching and scratching any place hair grows. They like dark, warm places so the area around the genitals is where most inmates will be scratching.

(4.) If a cell is infected with lice, scabies or crabs, every inmate in that cell needs to be treated. Also, all mattresses, bedding and clothing must be replaced with new, clean items.

(5.) Issue large plastic garbage bags to each inmate. Have each inmate place all clothing, bedding and mattresses into the garbage bags.

(6.) Treatment consists of the person lathering up with a medicated shampoo that you get from the clinic. Have the inmate lather his entire body, paying particular attention to every place hair grows. After lathering up, the medication is to remain on the body for at least 10 minutes. After 10 minutes the inmate showers normally.

(7) The medication will kill all living critters but not the eggs. Re-treatment is required after the eggs' hatch in about 10 days.

f. Sexually transmitted (venereal diseases).

(1.) You are not interested in looking to see if an inmate really has a venereal disease or not.

(2.) If an inmate tells you he has a sexually transmitted disease, refer him to medical staff and place him on sick call.

(3.) Most people will not know they have a venereal disease and may or may not show any symptoms. The only true way to know if a person has a venereal disease is by a blood test or culture of any discharges.

(4.) If any symptoms appear, the disease is in advanced stages. Some symptoms include pain when urinating, a yellowish discharge, sores on the penis, under the foreskin, in the vaginal area or urinary tract.

5. Infectious diseases.

   a. Infectious diseases are more serious and life threatening.

   b. Hepatitis, tuberculosis and AIDS will be discussed in more detail later.

6. Female disorders.

   a. Female inmates may experience pain or discomfort from a number of potentially serious problems. A Pregnant inmate might have difficulties that could pose a serious health or medical problem at any time during pregnancy.

   b. Signs and symptoms include unusual or heavy vaginal bleeding, abnormal vaginal discharges, pain or tenderness in the lower abdomen, pain or tenderness or swelling around the external genitalia.

   c. If a female problem exists and you have noticed or have been told of these signs and symptoms, it is important for you to call jail medical staff and to control or cover any bleeding with a sanitary napkin. Be prepared to treat for shock.

   d. Remember that any gynecological or obstetrical emergency can cause anxiety and be embarrassing. In addition to getting appropriate medical assistance and providing first aid, you should be sensitive to the inmates emotions and act accordingly.

7. Hyperventilation / Anxiety attack.

   a. A common condition that can occur to anyone who is experiencing a great deal of emotional stress.

   b. Simply, it is breathing out more air than is breathed in. A person experiencing a great deal of anxiety, may become dizzy, single minded,

frustrated, angry, irrational, have numbness or tingling in the hands or feet, have sharp chest pains and rapid breathing with a high pulse rate.

C. The person needs to be calmed down and asked to breathe into a paper bag that covers both the nose and mouth in order to re-breathe the same air. This will cause less oxygenated air to enter the lungs and balance the oxygen and carbon dioxide in the lungs.

8. Diabetes.

a. Diabetes is usually an inherited disease. It is a condition in which the body is unable to use sugar normally. The body produces insulin which enables sugar to pass from the blood stream to the cells. If there is not enough insulin, the cells will not receive enough sugar and the sugar will stay in the blood stream. The person will have an overwhelming thirst and need to urinate. He may also indicate he is hungry.

b. Most persons suffering diabetes control the condition with insulin injections or oral medication and a regulated diet. When the balance is upset, the person can have a diabetic emergency from either too much insulin or too much sugar. A person in a diabetic emergency may be restless, sweaty, pale or warm and dry. The person may tell you he is very thirsty and show signs of shock.

c. If the person is conscious, give the person candy, juice, soda or anything that has sugar in it. If he is unconscious, place a tablespoon of sugar under the tongue. Don't pour anything into the mouth directly because he may choke.

d. NOTE: The person with too much insulin really does need the sugar and the person with inadequate insulin will not be much affected by this amount of additional sugar.

9. Alcohol and Drug withdraw.

a. A common condition you encounter is an inmate "kicking" or withdrawing from drugs or alcohol. The inmate will tell you he is "kicking" and must see the nurse.

b. When an inmate is "kicking" or withdrawing from drugs or alcohol he will experience nausea, vomiting, and severe abdominal cramps. The inmate will tell you that he feels as though he is going to die and may actually believe he is dying.

c. Even though withdraws from drugs are not normally life threatening, they can be.

d. For drug withdrawals, notify medical staff and place the inmate on sick call.

e. The inmate is treated with medication and drinks plenty of fluids.

f. Withdrawal from alcohol can be very serious and potentially life threatening. The inmate will experience the same symptoms as a drug withdrawal plus he may have "Alcoholic Seizures". This is commonly known as "DT'S".

f. For alcohol withdrawals, immediately contact medical staff or take the inmate to the medical clinic.

10. Respiratory problems.

a. You will encounter inmates with various respiratory or breathing problems, high among them is Asthma. This is caused by the respiratory tubes (Bronchiole) becoming clogged with mucus or become swollen. It is rarely fatal and cannot be cured, but can be treated with medication.

b. Common symptoms of an Asthma attack include tightness in the chest, difficulty breathing, coughing, and the characteristic wheezing caused by the pushing of air through the narrow bronchiole. As the attack progresses, muscles surrounding the bronchiole constricts further and breathing becomes even more difficult.

c. Asthma is normally treated with Epinephrine, by pills, injection or aerosol inhaler.

11. As you encounter other medical problems use your best judgement. Remember you are not medically trained, do not treat, diagnose an illness or give advice. When in doubt about how serious an illness is, take the inmate to the medical clinic.

(15.5.6)

VI. Modes of transmission of infectious or communicable disease.

A. It is important to recognize that each disease can be spread only in a certain manner.

1. Colds, the flu, chicken pox, mumps, measles and Tuberculosis are transmitted through the air when people are in close quarters from coughing or sneezing.

2. Lice, scabies and skin infections are usually passed from one person to another through physical contact, bedding, clothing and mattresses.

3. Sexually transmitted diseases are passed from one person to another through any form of sexual contact. (vaginal, anal, oral)

4. Diarrhea diseases and Hepatitis A are transmitted through drinking water contaminated with feces or in a situation in which hand washing after bowel movements is not done. This mode of transmission is called "fecal-oral".

5. Hepatitis B is transmitted through exposure to blood, saliva, semen, urine and vaginal secretions.

6. HIV - AIDS is transmitted through exposure to blood or blood products.

(15.5.7)

VII. "Universal Safety Precautions" and their application in the jail.

A. "Universal Safety Precautions" is the use of protection materials designed to protect you from contracting diseases from others. This includes the use of: masks, gloves, disposable eating trays and utensils, etc.

1. When dealing with an inmate suspected of having a disease communicable through respiratory means, always wear a nose and mouth mask. Have the inmate wear a mask anytime he has contact with other people until such time the medical staff determines that the inmates condition is not contagious.

2. Anytime you are searching inmates personal property or have any contact with an inmate who is injured, cut or bleeding, always wear gloves during contact and thoroughly wash your hands after contact.

3. Serve meals to the inmate using disposable eating trays and utensils.

4. Needles should be disposed of in special "sharp containers" to avoid any accidental puncture injuries.

5. All infectious waste should be disposed of in special red trash bags marked "Infectious waste". Special arrangements should be used in the removing and disposal (burning) of full infectious waist trash bags.

6. Using these safety precautions protects you, other staff, and other inmates from injury or illness.

7. Follow universal precautions with all inmate contacts. Assume that every inmate has a disease that can eventually kill you.

MODULE: 15.6 - Assisting medical personnel in the distribution of medication.

INSTRUCTION TIME: :30

LEARNING GOAL:

The trainee will know the correct procedures relating to the dispensing, control and use of medications.

PERFORMANCE OBJECTIVES:

(15.6.1) Identify the procedure for distributing medication.

(15.6.2) Identify the reasons that doctors and nurses are to be informed of the classification of all persons they visit, informed that security takes precedence over treatment, and are to be accompanied at all times.

(15.6.3) Identify the consequences of improper control over medications and their distribution.

(15.6.4) Differentiate among terms related to medication.

(15.6.5) Identify prisoners rights to refuse medication and conditions under which forced medication is acceptable.

(15.6.6) Discuss possible communication issues between medical staff and corrections officers.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. Title 15

The trainee will participate in a guided group discussion on the procedure for distributing medication.

The trainee will participate in a guided group discussion identifying the reasons that doctors and nurses are to be informed of the classification of all persons they visit, informed that security takes precedence over treatment, and are to be accompanied at all times.

The trainee will participate in a guided group discussion on the consequences of improper control over medications and their distribution.

The trainee will participate in a guided group discussion in differentiating among terms related to medication.

The trainee will participate in a guided group discussion on Prisoners rights to refuse medication and conditions under which forced medication is acceptable.

The trainee will use Title 15 as a reference to identify prisoners rights to refuse medication and conditions under which forced medication is acceptable.

The trainee will participate in a guided group discussion on possible communication issues between medical staff and corrections officers.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(15.6.1)

I. The role of the Correctional Officer when assisting medical staff in passing of medication.

A. Dispensing of medication is to only be done by a physician, dentist, or pharmacist, or other person authorized by law and not by custody staff.

B. Title 15 Section 1216(b)(5)

(b) **The following is a list of medication handling functions and** the classifications of **personnel that are allowed to perform them** pursuant to written protocol established by the health authority:

(5) **Dispensing** - **Physician, Dentist or Pharmacist, or** of the **persons authorized by law**.

C. There are five ways that medications may be administered.

1. Ingestion - By mouth.

2. Inhalation - Those medications inhaled.

3. Injection - by needle or syringe.

4. Insertion - Placing medication into a body cavity.

5. Application - Spreading a cream, lotion or ointment on the skin.

D. Medications must be dispensed at the proper time of day.

1. When inmates are in their housing unit.

2. When the next dose is due.

3. Time of day for medication to work best.

a. Before a meal.

b. Before bed, etc.

4. When inmates are not in court, etc.

E. Remember that doctors and nurses are not very security conscious.

1. Security is the highest priority, not medical treatment.

2. Must keep medical staff within facility regulations.

3. It is not best to have an inexperienced nurse and an inexperienced C.O. do rounds together because they can be easily conned.

4. Make medical staff aware of when they are being conned.

5. Inform medical staff of the classification of the inmates they are treating.

F. Complete rounds within existing time constraints, stay on schedule.

G. Steps to follow when dispensing medications.

1. Verify identity of the inmate before giving medication.

a. Full name.

b. Booking number.

c. Wristband.

d. Photograph.

2. Verify the inmate swallowed the medication.

a. Have the inmate open his mouth and swish his tongue around.

b. Have him pull his lips away from his teeth.

3. Control inmates in line.

a. Single file.

b. No pushing and horseplay.

c. No group around medication cart.

4. Use disposable needles for diabetics.

5. In the event that an inmate refuses his medication, log it.

(15.6.2)

II. Identify the reasons that doctors and nurses are to be informed of the classification of all persons they visit, informed that security takes precedence over treatment, and are to be accompanied at all times.

A. Classification

1. Must know whom they're dealing with.

a. Own safety

b. Officer safety.

B. Security takes precedence over treatment.

1. Routine treatment may be delayed if inmate is displaying agitated/violent behavior at time of treatment.

C. Must be accompanied at all times.

1. Inmates will attempt to "con" medical staff.

2. Safety of medical staff.

(15.6.3)

III. Consequences for improper control over medications and their distribution.

A. Legally mandated controls.

Title 15, Section 1216(a)
Managing Legally Obtained Drugs.

(a) The health authority in consultation with a pharmacist and the facility administrator, **shall** develop written plans, **establish procedures**, and **provide space and** accessories for the **secure storage, the controlled administration, and disposal of all legally obtained drugs**. **Such plans**, procedures, space and accessories **shall include**, but not be limited to, **the following**:

(1) Securely **lockable cabinets**, closets, and refrigeration units.

(2) Means for the **positive identification of the recipient** of the prescribed medication.

(3) **Procedures for administration**/delivery **of medicines** to inmates as prescribed.

(4) Procedures for **confirming** the fact that **the recipient has ingested the medication** or accounting for medication under self-administration procedures outlined in section 1216(d).

(5) A procedure for **recording** the fact that prescribed **medications have or have not been administered, by whom, and if not, for what reason**.

(6) A policy which **prohibits the administration or delivery of drugs by inmates**.

(7) A policy which **limits the length of time medication may be administered without further medical evaluation**.

(8) A policy which describes the **length of time required for a physician's signature on verbal orders**.

(9) A written report shall be prepared by a pharmacist, no less than annually, on the status of pharmacy services in the institution. The pharmacist shall provide the report to the health authority and the facility administrator.

B. Improper controls.

1. Any violation of the controls established by Title 15.

2. Other improper controls.

a. Medications left unsupervised around inmates.

c. Inmates having access to the clinic unsupervised.

d. Medication cart left unattended during medication distribution.

C. Consequences.

1. Hoarding of medication.

a. If inmates are allowed to store, instead of take their medication it could be used by them or others to:

(1.) Commit suicide.

(2.) Become intoxicated.

(3.) Sell to others.

(4.) Give to a friend, etc.

2. Provides security risk to staff and other inmates.

a. Inmate takes the wrong medication and suffers side effects.

b. Verbal or physical confrontations by not receiving medication.

3. Can create control problems.

a. Control of inmates.

b. Control of medication.

4. Legal liability.

a. Failure to dispense medications.

b. Dispensing wrong medications.

c. Dispensing medications to the wrong inmate.

d. Not providing proper medical care.

5. Disciplinary action

(15.6.4)

IV. Differentiate among the following terms related to medication.

1. Administer.

a. Defined: To make application of; give.

2. Dispense.

a. Defined: To deal out; distribute.

3. Deliver.

a. To carry and turn over to the intended recipient.

(15.6.5)

V. Prisoners right to refuse medication and conditions under which forced medication is acceptable.

A. Consent for medical treatment.

1. Informed consent.

a. The standards of informed consent in the community also prevail in detention facilities.

b. Inmates may refuse medical and psychiatric treatment and medication in both emergency and non-emergencies.

c. Title 15, Section 1214
Informed consent.

The health authority shall set forth in writing a plan for informed consent of inmates in a language understood by the inmate. Except for emergency treatment, as defined in Business and Professions code Section 2397 and Title 15, Section 1217, all examinations, treatments and procedures affected by informed consent standards in the community are likewise observed for inmate care. In the case of minors, or conservatives, the informed consent of parent, or guardian or legal custodian applies where required by law. Any inmate who has not been adjudicated to be incompetent may refuse non-emergency medical and mental health care. Absent informed consent in non-emergency situations, a court order is required before involuntary medical treatment can be administered to an inmate.

2. Implied consent.

a. If a person is unconscious or unable to give you verbal or written permission to treat them, you may treat them. The implication is that they would consent if conscious.

b. If an inmate attempts suicide by cutting his wrist and refuses medical treatment, you cannot treat him. Once the inmate becomes unconscious then you may treat him.

B. Forced medication.

1. The only medications that can be forced are psychotropic drugs, and then only under strict guidelines.

Title 15, Section 1217
Psychotropic Medications.

The responsible physician, in cooperation with the facility administrator, shall develop written policies and procedures governing the use of psychotropic medications. **An inmate found by a physician to be a danger to him/herself or others by reason of mental disorders may be involuntarily given psychotropic medication** appropriate to the illness **on an emergency basis**. **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. The medication shall be prescribed by a physician in written form in the inmate's record or by verbal order in dosage appropriate to the inmate's need. Verbal orders shall be entered in the inmate's record and signed by a physician within 72 hours. The responsible

physician shall develop a protocol for the supervision and monitoring of inmates involuntarily receiving psychotropic medication.

Psychotropic medication shall not be administered to an inmate absent an emergency unless the inmate has given his or her informed consent, or has been found to lack the capacity to give informed consent consistent with the county's hearing procedures for handling Lanterman-Petris-Short Act petitions.

There shall be a policy which limits the length of time both voluntary and involuntary psychotropic medications may be administered and a plan of monitoring and re-evaluating all inmates receiving psychotropic medications, including a review of all emergency situations.

The administration of psychotropic medication is not allowed for disciplinary reasons.

2. Medical care or medications cannot be forced.

3. Under special conditions, a facility can obtain a court order allowing the facility to provide basic prenatal care to pregnant inmates.

   a. Must be by court order.

   b. Cannot force inmate to take medications, only give basic prenatal care.

4. Public Health authorities can incarcerate persons with contagious diseases who refuse to be treated.

(15.6.6)

VI. Discuss possible communication issues between medical staff and corrections officers.

1. Medical staff may wish to distribute medication at an inappropriate time.

2. Medication cart left unattended.

3. Wrong medication given to inmate.

4. Inmate acting out due to not getting his medication.

MEDICAL/PSYCHOLOGICAL TREATMENT MANDATES

I. Mandates regarding the medical and psychological treatment of prisoners.

1. Title 15 Section 1200
Responsibility for Health Care Services.

(a) In Type I, II, III and IV facilities, **the facility administrator shall** have the responsibility to **ensure** provision of **emergency and basic health care services to all inmates**. Medical, dental, and mental health matters involving clinical judgments are the sole province of the responsible physician, dentist, and psychiatrist or psychologist respectively; however, **security regulations applicable to facility personnel also apply to health personnel**.

Each facility shall have at least one physician available to treat physical disorders. In Type IV facilities, compliance may be attained by providing access into the community; however, in such cases, there shall be a written plan for the treatment, transfer, or referral in the event of an emergency.

(b) In **court** holding **and temporary holding facilities**, the facility administrator **shall** have the responsibility to develop written policies and procedures which **ensure** provision of **emergency health care services to all inmates**.

2. Title 15 Section 1203
Health Care Staff Qualifications.

State and/or local licensure and/or certifications requirements and restrictions apply to health care personnel working in the facility the same as to those working in the community. Copies of licensing and/or certification credentials shall be on file in the facility or at a central location where they are available for review.

3. Title 15 Section 1205
Medical/Mental Health Records.

(a) **The health authority shall maintain individual, complete and dated health records which shall include**, but not be limited to:

(1) **receiving screening** form/history;
(2) medical/mental health **evaluation reports**;
(3) **complaints of illness or injury**;
(4) **names of personnel who treat, prescribe**, and/**or administer**/deliver prescription **medication**;
(5) **location where treated**; and,
(6) **medication records** in conformance with Section 1216.

(b) **The physician/patient confidentiality privilege applies to the medical/mental health record**. Access to the medical/mental health record shall be controlled by the health authority or designee.

The health authority shall ensure the confidentiality of each inmate's medical/mental health record file and **such files shall be maintained separately from and in no way part of the inmate's other jail records**. The responsible physician or designee shall communicate information obtained in the course of medical/mental health screening and care to jail authorities when necessary for the protection of the welfare of the inmate or others, management of the jail, or maintenance of jail security and order.

4. Title 15 Section 1206.5
Management of Communicable Diseases in a Custody Setting.

(a) **The responsible physician, in conjunction with the facility administrator and the county health officer, shall develop a written plan to address the identification, treatment, control and follow-up management of communicable diseases** including, but not limited to, tuberculosis and other airborne diseases. **The plan shall cover the intake screening** procedures, **identification of relevant symptoms, referral for a medical evaluation, treatment** responsibilities **during incarceration** and coordination with public health officials for follow-up treatment in the community. The plan shall reflect the current local incidence of communicable diseases which threaten the health of inmates and staff.

(b) Consistent with the above plan, **the health authority shall, in cooperation with the facility administrator and the county health officer, set forth** in writing, **policies and procedures** in conformance with applicable state and federal law, **which include**, but are not limited to:

(1) the **types of communicable diseases to be reported**;
(2) the persons who shall receive the medical reports;
(3) **sharing of medical information with inmates and custody staff**;
(4) **medical procedures required to identify** the presence of disease(s) **and lessen the risk of exposure to others**;
(5) **medical confidentiality** requirements;
(6) **housing considerations** based upon behavior, medical needs, and safety of the affected inmates;
(7) **provisions for inmate consent** that address the limits of confidentiality; and,
(8) **reporting and appropriate action upon the possible exposure of custody staff to a communicable disease**.

5. Title 15 Section 1051
Communicable Diseases.

Upon identification, the facility manager shall segregate all inmates with any suspected communicable diseases until a medical evaluation can be completed. To determine if such segregation shall be made in the absence of medically trained personnel at the time of intake into the facility, an inquiry shall be made of the person

being booked as to whether or not he/she has or has had any communicable diseases, or has observable symptoms of communicable diseases, including but not limited to, tuberculosis, hepatitis, STD's , AIDS, or other special medical problem identified by the health authority. The response shall be noted on the booking form and/or screening device.

6. Title 15 Section 1207
Medical Receiving Screening.

With the exception of inmates transferred directly within a custody system with documented receiving screening, **a screening shall be completed on all inmates at the time of intake**. **This screening** shall be completed in accordance with written procedures and **shall include** but not be limited to **medical and mental health problems, developmental disabilities, and communicable diseases**, including, but not limited to, tuberculosis and other airborne diseases. **the screening shall be performed by licensed health personnel or trained facility staff**.

The facility administrator and responsible physician shall develop a written plan for complying with Penal Code Section 2656 (orthopedic or prosthetic appliance used by inmate).

There shall be a written plan to provide care for any inmate who appears at this screening **to be in need of or who requests medical, mental health, or developmental disability treatment**. Written procedures and screening protocol shall be established by the responsible physician in cooperation with the facility administrator.

7. PC 2656
Orthopedic or prosthetic appliance used by prisoners; petition for return; form for request.

(a) **A person sentenced to** incarceration **or who is being held pursuant to a pending criminal matter in a county or city jail**,or other county or city custodial correctional facility **shall not be deprived of the possession or use of any orthopedic or prosthetic appliance, if such appliance has been prescribed or recommended and fitted by a physician**.

(b) **If, however, the** person in charge of the county or city custodial or correctional **facility has probable cause to believe possession** of such orthopedic or prosthetic appliance **constitutes an immediate risk of bodily harm to any person in the facility or threatens the security of the facility, such appliance may be removed**.

If such appliance is removed, **the prisoner shall be deprived** of such appliance **only during such time as the** facts which constitute **probable cause for its removal continue to exist; if such facts cease to exist**, then the person in charge of **the facility shall return such appliance to the prisoner**.

When such appliance is removed, the prisoner shall be examined by a physician within 24 hours after such removal.

8. Title 15 Section 1207.5
Special Mental Disorder Assessment.

An additional mental health screening will be performed, according to written procedures, **on women who have given birth within the past year and are charged with murder or attempted murder of their infants**. Such screening will be performed at intake and, if the assessment indicates postpartum psychosis, a referral for further evaluation will be made.

9. Title 15 Section 1208
Access to Treatment.

The health authority, in cooperation with the facility administrator, **shall develop a written plan for identifying, assessing, treating and/or referring any inmate who appears to be in need of medical, mental health or developmental disability treatment at any time during his/her incarceration** subsequent to the receiving screening. **This evaluation shall be performed by licensed health personnel**.

10. Title 15 Section 1052
Mentally Disordered Inmate.

The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures which **provide for the identification and evaluation of all mentally disordered inmates with segregation, if necessary to protect the safety of the inmate or others.** If a physician's opinion is not readily available, **an inmate shall be considered mentally disordered** for the purpose of this section **if he or she appears to be a danger to himself/herself or others or if he/she appears gravely disabled**. **A physician's opinion shall be secured within 24 hours of identification or at the next daily sick call, whichever is earliest**.

11. PC 4011.6
Treatment and evaluation of prisoner; notice; confidential reports; remand to facility; effect on sentence

In any case in which it appears to the person in charge of a county **jail**, city jail, or juvenile detention facility, **or to any judge** of a court in the county in which the jail or juvenile detention facility is located, **that a person in custody** in that jail or juvenile detention facility **may be mentally disordered, he or she may cause the prisoner to be taken to a facility for 72-hour treatment and evaluation** pursuant to section 5150 of Welfare and Institutions Code and he or she shall inform the facility in writing, which shall be confidential, of the reasons that the person is being taken to the facility. **The local mental health director or his or her designee may examine the prisoner prior to transfer** to a facility for treatment and evaluation.

12. Title 15 Section 1209
Transfer to Treatment Facility.

A mentally disordered inmate who appears to be a danger to himself or others, or to be gravely disabled, shall be transferred to a treatment facility designated by the county and **approved by the State Department of Mental Health for**

diagnosis and treatment of such apparent mental disorder pursuant to Penal Code Section 4011.6 or 4011.8 unless the jail contains a designated treatment facility **unless appropriate facilities and personnel**, as determined by the local mental health director, **are present in the jail for this purpose**. Inmates found unable to be cared for adequately within any jail shall be transferred to a designated treatment facility as soon as possible.

13. Title 15 Section 1057
Developmentally Disabled Inmates.

The facility administrator, in cooperation with the responsible physician, **shall develop written policies and procedures for the identification and evaluation of all developmentally disabled inmates.**

The health authority or designee shall contact the regional center on any inmate suspected or confirmed to be developmentally disabled for the purposes of diagnosis and/or treatment within 24 hours of such determination, excluding holidays and weekends.

14. Title 15 Section 1210
Individualized Treatment Plans.

(a) For **each inmate treated by a mental health service in a jail**, the treatment **staff shall develop a written treatment plan**. The **custody staff shall be informed of the treatment plan when necessary**, to ensure coordination and cooperation in the ongoing care of the inmate. This treatment plan shall include referral to treatment after release from the facility when recommended by treatment staff.

(b) For **each inmate treated for a major medical problem in a jail**, the treatment **staff shall develop a written treatment plan**. The **custody staff shall be informed of the treatment plan when necessary**, to ensure coordination and cooperation in the ongoing care of the inmate. This treatment plan shall include referral to treatment after release from the facility when recommended by treatment staff.

15. Title 15 Section 1211
Sick Call.

There shall be written policies and procedures developed by the facility administrator, in cooperation with the health authority, which provides **for a daily sick call conducted for all inmates** or provision made that any inmate requesting medical/mental health attention be given such attention.

16. Title 15 Section 1212
Vermin Control.

The responsible physician shall develop a written plan for the control and treatment of vermin-infested inmates. There shall be written, medical protocols, signed by the responsible physician, for the treatment of **persons suspected of being infested or having contact with a vermin-infested inmate**.

17. Title 15 Section 1213
Detoxification Treatment.

The responsible physician shall develop **written medical policies on detoxification** which **shall include** a statement **as to whether detoxification will be provided within the facility or require transfer to a licensed medical facility**. The facility detoxification protocol shall include procedures and symptoms necessitating immediate transfer to a hospital or other medical facility.

Facilities without medically licensed personnel in attendance shall not retain inmates undergoing withdrawal reactions judged or defined in policy, by the responsible physician, as not being readily controllable with available medical treatment. Such facilities shall arrange for immediate transfer to an appropriate medical facility.

18. Title 15 Section 1056
Use of Detoxification Cell.

The detoxification cell described in Title 24, Section 2-470A.2.4, **shall be 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** and pursuant to written policies and procedures developed by the facility administrator. **Such inmate shall be removed from the detoxification cell as they are able to continue in the processing. In no case shall an inmate remain in a detoxification cell over six hours without an evaluation by** a **medical staff** person **or** an evaluation **by custody staff**, pursuant to written medical procedures in accordance with Section 1213 of these regulations, **to determine whether the prisoner has an urgent medical problem**. **Intermittent direct visual observation of inmates** held in the detoxification cell **shall be conducted no less than every half hour**.

19. Title 24 Section 2-470A.2.4
Detoxification cell.

A detoxification cell shall:

* Contain a minimum of 20 square feet of floor area per inmate;
* Be limited to 8 inmates;
* Be no smaller than 60 square feet and have a clear ceiling height of 8 or more feet;
* Contain a toilet, wash basin and drinking fountain as specified in Section 470A.3;
* Have padded partitions located next to toilet fixture in such a manner that they support the user;
* Maximize visual supervision of inmates by staff; and
* Be padded on the floor as specified in Section 470A.3

20. Title 15 Section 1215
Dental Care.

The facility administrator **shall develop written policies and procedures to ensure emergency and medically required dental care is provided to each inmate**, upon request, under the direction and supervision of a dentist licensed in the state.

21. Title 15 Section 1218
Inmate Deaths.

The health authority, in cooperation with the facility administrator, shall establish written procedures to ensure that **there shall be a medical review of every in-custody inmate death**.

22. Title 15 Section 1219
Suicide Prevention Program.

The facility administrator and the health authority **shall develop** a written plan for **a suicide prevention program designed to identify, monitor, and provide treatment to those inmate who present a suicide risk**.

23. Title 15 Section 1220
First Aid Kit(s).

First aid kit(s) shall be available in all facilities. The responsible physician shall approve the contents, number, location and procedure for periodic inspection of the kit(s).

In court and temporary holding facilities, the facility administrator shall have the above approval authority pursuant to section 1200 of these regulations.

II. Potential Liability for non-compliance.

1. Estelle vs. Gamble (1976)

U.S Supreme Court ruled that lack of adequate medical care constituted "cruel and unusual punishment" proscribed by the Eighth Amendment of the U.S. Constitution.

2. PC 673
Cruel, corporal or unusual punishments; treatment impairing health.

It shall be unlawful to use in the reformatories, institutions, jails, state hospitals or any other state, county, or city institution **any cruel, corporal or unusual punishment or to inflict any treatment or allow any lack of care** whatever **which would injure or impair the health of the prisoner**, inmate, or person confined; and punishment by the use of strait jacket, gag, thumbscrew, shower bath or the tricing up of a prisoner, inmate or person confined is hereby prohibited. **Any person who violates** the provisions of **this section** or who aids, abets, or attempts in any way to contribute to the violation of this section **shall be guilty of a misdemeanor**.

3. PC 147
Officer inhumanely or oppressively treating prisoners; punishment.

Every officer who is guilty of willful inhumanity or oppression toward any prisoner under his care or in his custody, **is punishable by fine** not exceeding four thousand dollars (4,000) **and by removal from office**.

4. Disciplinary action.
5. Loss of employment.
6. Civil suit.
7. Criminal negligence charges.

SAN JOAQUIN COUNTY SHERIFF – 56 HOUR SUPPLEMENTAL CORE COURSE

Management of Inmate Workers
Unit 16
Unit Instructional Time - 1:00

MODULE: 16.1 - Selection of Inmate Workers

INSTRUCTION TIME: :30 Minutes

LEARNING GOAL:

The trainee will be able to appropriately select inmates for work assignments.

PERFORMANCE OBJECTIVES:

(16.1.1) Identify criteria for selection of inmates as workers.

(16.1.2) Given a description of an inmate (including classification, physical ability, etc.), classify the person as appropriate or inappropriate for the position of inmate worker.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on what criteria to use when selecting inmates as workers.

The trainee will participate in a guided group exercise using an overhead projection of a list describing various inmates, and as a group will classify each person to determine whether it would be appropriate or inappropriate for them to be assigned to the position of inmate worker.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(16.1.1)

I. Identify criteria for selection of inmates as workers.

A. Classification of crime.

1. Types of crimes that could disqualify an inmate for the position of inmate worker.

a. Violent crimes.

(1.) Homicide

(2.) Assault with a deadly weapon

(3.) Armed robbery

(4.) Mayhem

b. Sexual crimes

(1.) Rape

(2.) Child molestation

(3.) Prostitution (Male or Female)

c. The inmate's crime, in itself, is not necessarily enough to disqualify the inmate from the position of inmate worker.

B. Demonstrated deportment (behavior).

1. Types of behavior that could disqualify from becoming an inmate worker.

a. Combative towards staff or inmates.

b. Use of abusive or racial language towards staff or inmates.

c. Disobeying written or verbal orders from staff.

(1.) Demonstrates contempt for facility rules.

(2.) Displaying a lack of respect for staff.

d. Dominates other inmates.

(1.) Threats

(a.) Intimidation

(b.) Extortion

(2.) Bribery

e. Belongs to or affiliates with gangs.

(1.) Street gangs

(2.) Prison gangs

2. Types of behavior that should be exhibited for the position of inmate worker.

a. Willingness to work.

b. Follows written or verbal orders from staff without reluctance.

c. Not argumentative or combative towards staff or inmates.

d. Completes all tasks in their entirety as assigned by staff.

e. Demonstrates ability to get along with other inmates.

C. Physical ability.

1. Assign inmate jobs in accordance to their physical ability.

a. Consider the inmate's muscular build when lifting objects of weight.

b. Consider the inmate's height.

(1.) For reaching high places

(2.) For working in areas with a low ceiling

c. Consider the inmate's health

(1.) Sick or weak

(2.) Infectious/social diseases

(3.) Injured or nonfunctional limbs

(4.) Mental capability to complete assigned task

(5.) Stamina

D. Disciplinary record.

1. Inmate should have a clean disciplinary record.

2. Locate and verify past inmate problems.

a. Loss of privileges

b. Loss of Good Time/Work Time

c. Added charges while in custody

d. Combative towards staff or inmates

e. Under the influence/possession of drugs

(16.1.2)

II. Given a description of an inmate (including classification, physical ability, etc.), classify the person as appropriate or inappropriate for the position of inmate worker.

A. Male of 40 years, 180 lbs., 5'10", in good general health, housed in general population, charged with petty theft. - 1st offense.

1. Appropriate

B. Female of 35 years, 110 lbs., 5'08", in good general health, housed in administrative segregation, charged with murder and claims to belong to a street gang.

1. Inappropriate

C. Male of 21 years, 170 lbs., 5'09", an amputee (missing one leg) requires crutches to walk, housed in general population, charged with possession of a controlled substance. - 1st offense.

1. Inappropriate

D. Female of 26 years, 100 lbs.,5'00", diagnosed by jail medical staff as tuberculosis ("TB") positive, housed in a medical isolation cell, charged with driving under the influence. - 1st offense.

1. Inappropriate

MODULE: 16.2 - Assignment of Responsibilities to Inmate Workers

INSTRUCTION TIME: :30 Minutes

LEARNING GOAL:

The trainee will be able to appropriately staff inmate work crews and assign appropriate tasks.

PERFORMANCE OBJECTIVES:

(16.2.1) Identify reasons that inmates should be assigned to work details rather than selecting their own.

(16.2.2) Identify reasons that friends/relatives should not be put together as inmate workers.

(16.2.3) Given a list of tasks and responsibilities, classify them as appropriate or inappropriate for assignment to inmate workers.

(16.2.4) Identify ability requirements and restrictions related to specific duty assignments (e.g., no one with an infectious disease should work in the kitchen).

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on the reasons that inmates should be assigned to work details rather than selecting their own.

The trainee will participate in a guided group discussion on the reasons that friends/relatives should not be put together as inmate workers.

The trainee will participate in a guided group exercise using an overhead projection of a list of inmate job tasks and responsibilities, as a group classify each task and responsibility, and determine which is appropriate or inappropriate for assignment to inmate workers.

The trainee will participate in a guided group discussion on ability requirements and restrictions related to specific duty assignments (e.g., no one with an infectious disease should work in the kitchen).

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(16.2.1)

I. Identify reasons that inmates should be assigned to work details rather than selecting their own.

A. Used for communication, breaches of security

1. How inmates, if given the opportunity to choose their work details, could use communication as breaches of security.

a. [redacted]

[redacted]

B. [redacted]

[redacted]

2. [redacted]

[redacted]

(16.2.2)

II. Identify reasons [redacted]

A. [redacted]

[redacted]

B. Security/Safety hazard.

1. [redacted]

[redacted]

(16.2.3)

III. Given a list of tasks and responsibilities, classify them as appropriate or inappropriate for assignment to inmate workers.

A. Remove paint from walls using caustic chemicals

(*inappropriate*)

B. Rake leaves in the recreation yard

(*appropriate*)

C. Wash and vacuum staff's personal vehicles

(*inappropriate*)

D. Update data on another inmate's record file

(*inappropriate*)

E. Sweep and mop dining hall floor after feeding is complete

(*appropriate*)

F. Scold another inmate for not completing a staff assigned task

(*inappropriate*)

G. Repair a facility television or radio

(*inappropriate*)

H. Mopping up vomit or other human waste matter in pre book, wearing gloves

(*appropriate*)

(16.2.4)

IV. Identify ability requirements and restrictions related to specific duty assignments.

A. No one with an infectious disease should be assigned certain specific tasks.

1. Tasks involving the handling of food.

a. Kitchen duty.

b. Commissary.

2. Assignments involving other inmates.

a. Possible infection of other inmates.

B. No one should be assigned to work with an inmate of a separate classification.

1. Administrative segregation.

a. Should not work with general population inmates.

(1.) Poses a threat to the routine operation of the facility.

(2.) Threatens the safety of the inmate.

b. Some inmates classified as administrative segregation can work together.

2. Protective custody.

a. Should not work with any other inmates.

b. Poses a serious threat to:

(1.) Life

(2.) Property

(3.) Himself/herself

(4.) Other inmates

(5.) Staff members

(6.) Security of the facility

c. Some inmates placed in protective custody can work together depending on the circumstances of the inmate's classification.

3. General population.

a. Can work together.

(1.) In general population housing areas.

(2.) In Administrative Segregation housing areas under special circumstances.

b. General population inmate workers should not work with or around those inmates in protective custody or in protective custody housing areas.

C. Those inmates that are considered escape risks should not be assigned certain tasks.

1. Working outside of the facility

2. Working in unsecured areas that have access to the outside of the facility

3. Tasks that require minimum security

4. Tasks that would give the inmate access to facility time schedules

D. Inmates that do not have the physical or mental capacity to complete certain assignments should not be considered for those assignments.

1. Do not assign an inmate to lift an object of weight that is too heavy for them to lift.

2. Do not assign an inmate, with health problems, any strenuous tasks.

3. Consider the complexity of the task.

   a. Do not assign an inmate to a task that they cannot comprehend.

   b. Consider language barriers.

SAN JOAQUIN COUNTY SHERIFF – 56 HOUR SUPPLEMENTAL CORE COURSE

Screening and Monitoring of Visitors
Unit 17
Unit Instructional Time - 1:00

MODULE: 17.1 - Legal Issues

INSTRUCTION TIME: :30 Minutes

LEARNING GOAL:

The trainee will understand privileged communications and know the inmates rights and visitation privileges of attorneys and other visitors.

PERFORMANCE OBJECTIVES:

(17.1.1) Define privileged communication using appropriate references.

(17.1.2) Given a list of potential visitors, identify those who would have the right to privileged communication.

(17.1.3) Identify the rights and visitation privileges of attorneys and other visitors using appropriate code sections, minimum jail standards, and case law for reference.

(17.1.4) Identify potential consequences of violating statutes concerning privileged communication.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. Title 15
2. California Penal Code

Through lecture material the trainee will be given the definition of "Privileged Communication".

The trainee will participate in a guided group exercise using an overhead projection of a list of potential visitors, and as a group will determine which would have the right to privileged communication.

The trainee will use the California Penal Code to look up the legal statutes relating to the rights and visitation privileges an inmate has with their attorney and other visitors.

The trainee will use Title 15 to look up and identify the minimum standard visitation privileges of attorneys and other visitors.

The trainee will participate in a guided group discussion on case laws that relate to the rights and visitation privileges of attorneys and other visitors.

The trainee will participate in a guided group discussion on the potential consequences of violating statutes concerning privileged communication.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(17.1.1)

I. Privileged Communication Defined.

A. Blacks Law Dictionary.
(Privileged Communication)

"**A communication that is protected by law from forced disclosure."**

B. California Peace Officers Legal Sourcebook.
(Communication Privilege)

"Communications in certain types of personal relationships (attorney-client, doctor-patient, clergyman-penitent, husband-wife) are recognized by statute as confidential and cannot be related in court except under very limited circumstances".

Note: If a third party is present during the communication, the communication "privilege" may not apply.

(17.1.2)

II. Of the following potential visitors, identify those who would have the right to privileged communication.

A. Potential visitors.

1. Mother - no
2. Brother – no
3. Uncle - no
4. Friend - no
5. Girlfriend/boyfriend - no
6. Spouse - yes
7. Father – no
8. Grandparent - no
9. Son/daughter - no
10. Attorney - yes

11. Pastor - yes

12. Cousin - no

13. Psychiatrist - yes

14. Nurse - no, unless it deals with their medical condition

15. Officer - no

16. Doctor - yes

17. Priest - yes

18. Clergyman - yes

19. Best friend - no

20. Bail Bondsman - no

B. Visitors who have the right to privileged communication.

1. Attorney - Client

2. Doctor - Patient

3. Clergyman - Penitent

4. Husband - Wife

(17.1.3)

III. Rights and visitation privileges of attorneys and other visitors.

A. PC 825(b)

After the arrest, any attorney at law entitled to practice in the courts of record of California, **may**, at the request of the prisoner or any relative of the prisoner, **visit the prisoner**. Any officer having charge of the prisoner who willfully refuses or neglects to allow that attorney to visit a prisoner is guilty of a misdemeanor. Any officer having a prisoner in charge, who refuses to allow the attorney to visit the prisoner when proper application is made, shall forfeit and pay to the party aggrieved the sum of five hundred dollars ($500), to be recovered by action in any court of competent jurisdiction.

B. Title 15 Section 1068
Access to courts and counsel

The facility administrator shall develop written policies and procedures to **insure the right of inmates to have access to the court and to legal counsel**. Such **access shall consist of**:

(a) **Unlimited mail** as provided in section 1063 of these regulations, and

(b) **Confidential consultation with attorneys**.

C. Title 15 Section 1062
Visiting

(a) The facility administrator shall develop written policies and procedures for **inmate visiting** which **shall provide for as many visits and visitors as facility schedules, space, and number of personnel will allow**. For sentenced inmates in Type I facilities and all inmates in **Type II facilities** there **shall be** allowed **no fewer than two visits totaling at least one hour per inmate each week**. In **Type III and Type IV facilities there shall be allowed one or more visits, totaling at least one hour, per week**.

(b) In Type I facilities, the facility administrator shall develop and implement written policies and procedures to allow visitation for pretrial detainees, The policies and procedures will include a schedule to assure that pretrial detainees will be afforded a visit no later than the calendar day following arrest.

(c) **The visitation policies** developed pursuant to this section **shall include provision for visitation by minor children of the inmate**.

D. Johnson V. Galli, 596 F. Supp. 135 (D. NEV. 1984); No. 21, P. 11

Federal court rules that **county jails must give "reasonable access" to telephones and to law library or legal assistance**.

E. Attorneys may visit an inmate anytime that it does not pose a threat to the security of the facility.

(17.1.4)

IV. Potential consequences of violating statutes concerning privileged communication.

A. Legal liability

1. PC 825(b)

After the arrest, any attorney at law entitled to practice in the courts of record of California, **may**, at the request of the prisoner or any relative of the prisoner, **visit the prisoner**. **Any officer** having charge of the prisoner **who willfully refuses or neglects to allow that attorney to visit a prisoner is guilty of a misdemeanor**. Any officer having a prisoner in charge, who refuses to allow the attorney to visit the prisoner when proper application is made, **shall forfeit and pay to the party aggrieved the sum of five hundred dollars ($500)**, to be recovered by action in any court of competent jurisdiction.

2. PC 636
Eavesdropping or recording conversation between prisoner and attorney, religious advisor or physician; offenses; exceptions.

(a) Every person who, without permission from all parties to the conversation, eavesdrops on or records by means of an electronic device, **a conversation, or any portion thereof, between a person who is in the physical custody of a law enforcement officer** or other public officer, **or who is on the property of a law enforcement agency** or other public agency **and that person's attorney, religious advisor, or licensed physician, is guilty of a felony.**

(b) This section shall not apply to any employee of a public utility engaged in the business of providing service and facilities for telephone or telegraph communications while engaged in the construction, maintenance, conduct or operation of the service or facilities of that public utility who listens in to conversations for the limited purpose of testing or servicing equipment.

3. Rowe V. Tesch U.S. District Court, D. NEB. CV82-L-84; No.7, P.1

Sheriff to pay $18,408 in statutory and punitive damages for listening to conversation between inmate and his attorney.

B. Dismissal of case

Violating statutes concerning privileged communication could be used by the inmate to petition the court to dismiss their case, based on their right to privileged communication.

MODULE: 17.2 - General Visitation

INSTRUCTION TIME: :15 Minutes

LEARNING GOAL:

The trainee will know how to identify and admit visitors and how to monitor visits.

PERFORMANCE OBJECTIVES:

(17.2.1) Identify appropriate steps to be taken in admitting visitors.

(17.2.2) Given inmate classification and other relevant information, identify procedure for monitoring a non-contact visit.

(17.2.3) Identify problems most commonly associated with visits from family or friends.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. Title 15
2. California Penal Code

The trainee will participate in a guided group discussion on the appropriate steps to be taken in admitting visitors.

The trainee will participate in a guided group discussion on the procedures for monitoring a non-contact visit.

The trainee will participate in a guided group discussion on the problems most commonly associated with visits from family or friends.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(17.2.1)

I. Steps to be taken when admitting visitors

A. Screen and check visitation slips

1. Definition: (Visitation slips)

A pass indicating the visitors name, address, inmate to visit, time of visit and location of inmate.

2. Check to see if visitation slip has been altered.

3. Check to see if inmate is in custody.

4. Check to see if the person(s) listed on the visitation slip is actually the visitor.

5. Verify correct visiting area

B. Check Identification of the visitor.

1. Acceptable identification.

a. Varies from facility to facility.

b. Follow your agencies policy as to what they will accept as proper identification.

2. The best form of I.D. is a picture I.D.

a. Current drivers license (From any state)

b. DMV I.D. card (From any state)

c. Military I.D. card (Current with photograph)

3. Other forms of identification may include:

a. Birth, marriage, or baptismal certificate

b. Drivers permit (Current)

c. Employment and union I.D. cards

d. Medical program I.D. cards (Kaiser, county hospital)

e. Student body cards (Current)

f. Credit cards

g. Welfare and food stamp program I.D.

h. Current utility bills

i. Vehicle registration slips and recent traffic citations

C. Determine if person is eligible to visit

1. Age

a. Any person under 18 years of age (unless married to the inmate) must be accompanied by a parent or legal guardian.

(1.) It is the responsibility of the visitor to provide proof of their relationship.

b. Emancipated juveniles may visit if they provide proof of emancipation.

2. Criminal history

PC 4571
Ex-convict coming upon prison or camp grounds or adjacent lands.

Every person who, having been previously convicted of a felony and confined in any state prison in this state, without the consent of the warden or other officer in charge of any state prison or prison road camp, or prison forestry camp, or other prison camp or prison farm or any other place where prisoners of the state prison are located under the custody of prison officials, officers or employees, or any jail or any county road camp in this state, **comes upon the grounds of any** such **institution**, or lands belonging **or adjacent thereto, is guilty of a felony**.

3. Visits may be denied

a. If the inmate refuses to visit

(1.) Visiting is the inmates right

(2.) Visiting is the visitors privilege

D. [redacted]

[redacted]

a. Mathis V. The appellate department of the superior court of Sacramento county, 28 Cal App.3d 1038 Nov. 14, 1972

Smuggling of contraband into custodial institutions is a crime and **custodial officers are** well **justified in taking reasonable precautions to prevent such traffic**.

A person seeking to visit an inmate of a correctional institution is exercising a privilege, not a right and **the** county **sheriff**, as the party **who has** official **charge** for maintenance **of the security of the facility, may reasonably regulate its operation in carrying out his obligation**.

b. Because it is a crime to bring contraband into or onto a custodial facility, the sheriff can establish a policy to allow searches.

c. [redacted]

[redacted]

E. Issuance of passes or badges

1. Any visitor who is admitted to any area of the facility other than the regular designated inmate visiting areas will be required to wear a visitors pass or badge.

F. Admit and release

1. Each visiting area has only one access and egress for visitors, controlled by a visitor control officer.

2. The visitors shall enter and/ or exit the visiting area in a timely matter.

3. There will be no loitering around the visiting area.

G. Maintain visitor log

1. Each visitor is required to register on a visitor registration log. It requires;

a. Name and address of the visitor

b. Date and time of visit

c. Name of inmate they are visiting

d. Time visit is completed

2. Official visits are on a separate sign up log and require;

a. Valid I.D.

b. Date and time in

c. Name of inmate they are visiting

d. Name of official and what agency they are with

e. Time out

(17.2.2)

II. Monitoring non-contact visits.

A. Inmates that require non-contact visits

1. Inmates in Type I and Type II facilities

2. High risk

3. Administrative segregation (problem inmates)

4. An inmate who presents a substantial security risk may be denied contact visiting. (Refer to ACA Section 2-5339).

B. Non-contact visits

1. Definition: Non-contact visit
Visits conducted through a physical barrier between inmates and visitors.

2. Check the strength of the barrier

3. Watch visitors most carefully, they are usually the source of problems.

4. Keep moving and visible, don't get into a predictable pattern.

5. Be consistent and firm in maintaining time limits.

6. Do not listen to conversations.

(17.2.3)

III. Common problems from family or friends

A. Contact and non-contact visits

1. Misrepresentation by visitors

a. False I.D.

b. Portraying a parent or guardian to get a minor into a visit.

c. Signing up for a visit, for someone else to actually use.

d. Two people trying to gain access into a visit when only one signed up.

2. Visitor upset because of wait

3. Visitor upset because visiting is full

4. Visitors bringing cameras into visiting

a. Court rules that prisoner must consent before he may be filmed in his cell. Smith V. Fairman, 587F. Supp. 913 (CD 111. 1982); No. 5, P.2

5. Visitors wanting to enter and exit the visiting room while visiting is still in progress.

6. Bearer of bad news

a. Death in family

b. Family or friend hospitalized

c. Divorce

d. Financial problems

7. Wife and girlfriend wanting to visit at same time

B. Problems with contact visits.

1. Excessive physical contact

2. Contraband

3. Contact visits " Open the institution to the introduction of drugs, weapons and other contraband. Visitors can easily conceal guns, knifes, drugs or other contraband in countless ways and pass them to an inmate unnoticed by even the most vigilant observers. These items can readily be slipped from the clothing of an innocent child or transferred by other visitors permitted close contact".

MODULE: 17.3 - Professional visitation

INSTRUCTION TIME: :15 Minutes

LEARNING GOAL:

The trainee will know how security takes priority over professional visitation and what information should be provided to professional visitors.

PERFORMANCE OBJECTIVES:

(17.3.1) Identify the reasons why security takes priority over professional visitation.

(17.3.2) Identify problems most commonly associated with visits from lawyers, medical personnel and clergy.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. None required

The trainee will participate in a guided group discussion on the reasons why security takes priority over professional visitation.

The trainee will participate in a guided group discussion on the problems most commonly associated with visits from lawyers, medical personnel and clergy.

OUTLINE OF MATERIAL:

(17.3.1)

I. Why does security take priority over medical/professional visitation.

A. Security of the facility is always the highest priority.

B. We are responsible for the security of staff and inmates.

C. Keeping a high level of security will reduce the chances of:

1. professional visitors getting injured

2. Inmate conning medical staff

3. Inmate taking medical equipment, therefore having contraband within the facility

4. Inmate taking visitor hostage

5. Inmate posing as another to get medication

(17.3.2)

II. Problems most commonly associated with visits from lawyers, medical personnel and clergy.

A. A lawyer allowing inmates spouse to pose as his/her assistant for a non-authorized contact visit.

B. Wanting to see or treat more than one inmate at a time.

C. Wanting restraints removed for easier medical treatment.

D. Contraband

1. Lawyers

a. Pens

b. Paper clips

c. Staples

d. Stapler

e. Rubber bands

f. Lighters

g. Tape

h. Books

i. Drugs

j. Gum/candy

k. Combs

l. Sodas (cans)

2. Clergy

a. Religious ornaments (i.e. Necklaces)

b. Pamphlets with staples

3. Medical

a. Syringes

b. Nail clippers

c. Scissors

d. Q-Tips

e. Cups

f. Tongue depressors

g. Pens

E. Wanting to conduct visits at high security risk times.

1. Feeding

2. Movement

a. Court

b. Showers

c. High risk inmates

F. Not wanting to wait

G. Favors

1. Passing notes

2. Mailing letters

3. Phone calls

H. Empathizing

1. Stockholm Syndrome

a. A mental bonding between two people

b. When someone spends a lot of time with an inmate and begins to take the inmates' side, feeling that the officials are all wrong.

c. Giving an inmate cards for birthday or Christmas.

d. Getting personally involved with an inmate.

e. Having a personal relationship with an inmate.

f. Favors

(1.) Passing notes

(2.) Mailing letters on the outside

(3.) Special phone calls

(4.) Bringing in coffee and sugar for an inmate

3. Transference and Countertransference.

a. Transference:

Over identify and overly concerned of the inmates situation (putting yourself in his situation). Compromising your professionalism.

b. Countertransference:

When an inmate acts overly concerned, trying to gain information regarding the individual's personal life and or work as to sympathize with the individual.

SAN JOAQUIN COUNTY SHERIFF – 56 HOUR SUPPLEMENTAL CORE COURSE

Screening and Distribution of Mail
Unit 18
Unit Instructional Time - 1:00

MODULE: 18.1 - Legal Issues

INSTRUCTION TIME: 10 minutes

LEARNING GOAL:

The trainee will know and understand the laws relating to the opening, reading or censoring of legal and non-legal mail.

PERFORMANCE OBJECTIVES:

(18.1.1) Identify Title 15 mandates and U.S. Postal regulations relevant to the opening and reading of Legal and Non-Legal Mail.

(18.1.2) Define "Legal Mail" using Title 15 for reference.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. Title 15

2. California Penal Code

The trainee will participate in a guided group discussion identifying Title 15 mandates and U.S. Postal regulations relevant to the opening and reading of legal and non-legal mail.

The trainee will use the California Code of Regulations, Title 15 as a reference to look up and review mandates relevant to the opening and reading of legal and non-legal mail.

The trainee will use the California Penal Code as a reference to look up and review laws relevant to the opening and reading of legal and non-legal mail.

Through lecture material the trainee will be given the United Stated Federal Laws relevant to the opening, reading and censoring of personal mail.

The trainee will refer to the California Code of Regulations, Title 15, Section 1063, to obtain the definition of "Legal Mail".

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(18.1.1)

I. Legal mandates and regulations relevant to the opening, reading and censoring of Legal and Non-Legal Mail.

INSTRUCTORS NOTE: The entire code section has been included in the outline as a reference. The underlined portion is the part that should be covered in the lecture.

A. California Code of Regulations, Title-15 mandates.

1. Title-15 Section 1063
Correspondence

The facility administrator shall develop written policies and procedures for inmate correspondence which provide that:

(a) there is no limitation on the volume of mail that an inmate may send or receive;

(b) **inmate mail may be read when there is a valid security reason** and the facility manager approves;

(c) inmates may correspond, confidentially, with state and federal courts, any member of the State Bar or holder of public office, and the State Board of Corrections; however, jail authorities may open and inspect such mail only to search for contraband, cash, checks, or money orders and in the presence of the inmate;

(d) inmates may correspond, confidentially, with the facility manager or the facility administrator; and,

(e) those inmates who are without funds shall be permitted at least two postage-free letters each week to permit correspondence with family members and friends but without limitation on the number of postage-free letters to his or her attorney and to the courts.

2. Title-15 Section 1066
Books, Newspapers and Periodicals.

(a) **The facility administrator** of a Type II or III facility **shall** develop written policies and procedures which will **permit inmates to purchase, receive and read any book, newspaper or periodical accepted for distribution by the United States Post Office. Nothing herein shall be construed as limiting the right of a facility administrator to**:

(1) exclude obscene publications or writings, and mail containing information concerning where, how, or from whom such matter may be obtained; and any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence; and any matter concerning unlawful gambling or an unlawful lottery;

(2) exclude publications or writings based on the physical composition of the material or packaging, or to restrict the sources from which the jail will receive such materials where there is a valid security reason to justify such action;

(3) **open and inspect any publications or packages received by an inmate**; or,

(4) restrict the number of books, newspapers or magazines the inmate may have in his cell or elsewhere in the facility at one time.

(b) The facility administrator of a Type I facility shall develop and implement a written plan to make available a daily newspaper in general circulation, including a non-English language publication, to assure reasonable access to interested inmates.

B. U.S. Postal regulations;
Domestic Mail Manual, 115.97 (Mail addressed to prisoners)

Authorized personnel of prisons, jails, or other correctional institutions, in accordance with lawful rules and regulations, may open, examine, and censor mail addressed to an inmate of the institution, if the inmate addressee consents to receive his mail at the institution through the institutional authorities. If the inmate does not consent, the personnel may either deliver the inmates mail unopened, or return it to the post office unopened marked, "REFUSED". An inmate may designate in writing an agent outside the institution to receive his mail, either through an authorized address of the agent, if the mail is so addressed, or at the delivery post office serving the institution, if the mail is addressed to the inmate at the institution.

C. California Penal Code 2601
Prisoner rights.

Subject only to the provisions of that section, **each person** described in section 2600 **shall have the following Civil Rights:**

(a) Except as provided in Section 2225 of the Civil Code, to inherit, own, sell, or convey real or personal property, including all written and artistic material produced or created by the person during the period of imprisonment. However, to the extent authorized in Section 2600, the Department of Corrections may restrict or prohibit sales or conveyances that are made for business purposes.

(b) **To correspond confidentially,** with any member of the State Bar or holder of public office, **provided that the prison authorities may open and inspect incoming mail to search for contraband**.

(c)(1) To purchase, receive, and read any and all newspapers, periodicals, and books accepted for distribution by the United States Post Office. Pursuant to this section, prison authorities may exclude any of the following matter:

(A) Obscene publications or writings, and mail containing information concerning where, how, or from whom this matter may be obtained.

(B) Any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence.

(C) Any matter concerning gambling or a lottery.

(2) Nothing in this section shall be construed as limiting the right of prison authorities to do the following:

(A) **Open and inspect any and all packages received by an inmate**.

(B) Establish reasonable restrictions as to the number of newspapers, magazines, and books that the inmate may have in his or her cell or elsewhere in the prison at one time.

(d) To initiate civil actions, subject to a three dollar ($3) filing fee to be collected by the Department of Corrections, in addition to any other filing fee authorized by law and subject to Title 3a (commencing with Section 391) of the Code of Civil Procedure.

(e) To marry.

(f) To create a power of appointment.

(g) To make a will.

(h) To receive all benefits provided for in Sections 3370 and 3371 of the Labor Code and in Section 5069.

D. Opening and Inspecting Personal Mail.

1. **Personal mail may be opened, inspected and read coming into or leaving the facility**. The manner in which **this process** occurs **must minimize the intrusion to the level necessary to carry out legitimate institutional interests**.
Procunier v. Martinez, 416 U.S. 395 (1974)
Shimp v. Smith, 562 F 2d 423,426 (CA7 1977)
Guajardo v. Estelle, 580 F.2d 748 (CA5 1978)
U.S. v. Dawson, 516 F.2d 796 (CA9 1975)

2. Mail can be "perused" (read, examined). Freedom from censorship not equivalent to freedom from inspection or perusal.
Wolff v. Mc Donnell, 418 U.S. 539 (1974)

(1.) "Perusal", defined: 1. To examine in detail; scrutinize; 2. To read carefully to thoroughly; study; 3. To read; now often connoting a casual or leisurely reading.

(Webster's New World Dictionary of American Language, 2nd College Edition, 1974).

E. Opening and inspecting privileged or legal mail.

1. Incoming mail.

(a.) Title 15, Section 1063(c)

(c) **inmates may correspond, confidentially**, with state and federal courts, any member of the State Bar or holder of public office, and the State Board of Corrections; **however, jail authorities may open and inspect such mail only** to search for contraband, cash, checks, or money orders **in the presence of the inmate**;

2. Outgoing Mail.

a. The courts have not been entirely clear or united on the matter of opening outgoing privileged mail. It would be safe to follow these guidelines.

(1.) Barlow v. Amiss, 477 F.2d 896 (CA5 1973)

A blanket procedure of opening all mail to the courts would not be upheld. In fact, some recent cases would seem to forbid any opening of this mail.

(2.) Wycoff v. Brewer, 572 F.2d 1260, 1266 (CA8 1978)
Jones v. Diamond, 594 F.2d 997 (CA5 1974)

The 8th Circuit noted that opening outgoing mail marked "Court-Client" was "unconstitutional and unjustified."

(3.) Collins v. Schoonfield, 344 F.Supp. 257 (D.Md. 1972)

Court ruled that the only justification for opening mail to the courts would be the reasonable belief that the letter contained something which presented a physical danger to persons who might handle the letter.

b. Current case law would indicate that outgoing privileged mail is not to be opened.

F. Censoring of mail, Personal

1. U.S. Postal regulations;
Domestic Mail Manual, 115.97 (Mail addressed to prisoners).

Authorized personnel of prisons, jails, or other correctional institutions, in accordance with lawful rules and regulations, may open, examine, and censor mail addressed to an inmate of the institution, if the inmate addressee consents to receive his mail at the institution through the institutional authorities. If the inmate does not consent, the personnel may either deliver the inmates mail unopened, or return it to the post office unopened marked, "REFUSED".

2. Requirements of censoring mail.

a. Procunier v. Martinez, 416 U.S. 395, (1974)

Censorship of prisoner mail is justified only if certain criteria are met. First, prison officials **may not censor** inmate correspondence **simply to eliminate unflattering or unwelcome opinions or factually inaccurate statements. Rather, they must show that a regulation authorizing mail censorship furthers one or more of the substantial governmental interests of security, order and rehabilitation**. Second, The limitation of First Amendment freedoms must be no greater than is necessary or essential to the protection of particular governmental interest involved.

b. Martinez also says **"Censorship of prisoner mail is justified if** the regulation or practice in question **furthers an important or substantial governmental interest unrelated to the suppression of freedom of expression** and limitation of First Amendment freedoms."

3. The only censoring of mail currently allowed by law is the censoring by refusal to deliver.

a. Procunier v. Martinez, 94 C.Ct. 1800 (1984); 416 U.S. 396 (1974)

The **legitimate governmental interest** for order and security of penal institutions **justifies the imposition of certain restraints on inmate correspondence**; among such **permissible restraints are the refusal to send or deliver letters concerning escape plans or containing other information concerning proposed criminal activity, whether within or without the prison, and encoded messages**.

4. If mail is refused, the sender of the correspondence is entitled to an opportunity to challenge the action.

a. The sender shall be notified that the item of mail was not delivered and provided the reason;

b. The sender shall be notified of the right to an informal hearing within 24 hours before someone of greater authority than the person who rejected the letter;

c. The sender shall be given a final written decision on the matter, if a hearing was held.

G. Confidentiality.

1. Always maintain the confidentiality of information discovered in inmate mail.

(18.1.2)

II. Types of mail.

A. Confidential Correspondence:

1. Commonly referred to as "Legal Mail".

2. Legal Mail defined:

Any correspondence between an inmate and State or Federal Courts, any member of the State Bar, holder of Public Office, the State Board of Corrections and the Facility Manager or Facility Administrator.
(Ref: Title 15, Section 1063)

B. Personal Mail:

Any correspondence to or from an inmate through letters, post cards, greeting cards or parcels, between family, friends and businesses.

MODULE: 18.2 - Processing Non-Legal Mail

INSTRUCTION TIME: :20 minutes

LEARNING GOAL:

The trainee will know what communications can and cannot be given to an inmate and be able to gather jail intelligence while processing non-legal mail.

PERFORMANCE OBJECTIVES:

(18.2.1) Identify types of information or communications that should not be transmitted to inmates and indicate why each is inappropriate.

(18.2.2) Identify signs or symbols that may appear on envelopes or letters indicating gang affiliation (jail intelligence).

(18.2.3) Identify types of contraband most commonly found in the mail.

(18.2.4) Given sample portions of letters containing various types of information indicate why the information can pose a threat to the safety and security of the institution.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

2. Classroom equipped with a movie screen.

B. Training aids:

1. Title 15
2. Overhead projector
3. Handout (18.2.2) - Signs and symbols that appear on envelopes
3. Handout (18.2.4 #1) - Sample letter #1
4. Handout (18.2.4 #2) - Sample letter #2
5. Handout (18.2.4 #3) - Sample letter #3
6. Handout (18.2.4 #4) - Sample letter #4
7. Handout (18.2.4 #5) - Sample letter #5
8. Overhead (18.2.2 #1) - Signs and symbols that appear on envelopes
9. Overhead (18.2.2 #2) - Gang logos
10. Overhead (18.2.2 #3) - Sample envelope
11. Overhead (18.2.2 #4) - Envelope / Satanism
12. Overhead (18.2.4 #1) - Sample letter #4
13. Overhead (18.2.4 #2) - Sample letter #5

The trainee will participate in a guided group discussion on the types of information or communications that should not be transmitted to inmates and indicate why each is inappropriate.

The trainee will participate in a guided group discussion on the signs or symbols that may appear on envelopes or letters indicating gang affiliation (jail intelligence).

The trainee will participate in a guided group exercise using a handout and an overhead projection of signs and symbols that appear on envelopes or letters that indicate gang affiliation.

The trainee will participate in a guided group discussion on the types of contraband most commonly found in the mail.

The trainee will participate in a guided group exercise using a handout and an overhead projection of letters containing various types of information and as a group will determine why the information can pose a threat to the safety and security of the institution.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(18.2.1)

I. Types of information/communications that should not be given to inmates:

A. Title 15 section 1066
Books, Newspapers and Periodicals

(a) The facility administrator of a Type II or III facility shall develop written policies and procedures which will permit inmates to purchase, receive and read any book, newspaper or periodical accepted for distribution by the United States Post Office. Nothing herein shall be construed as limiting the right of a facility administrator to:

(1) **exclude obscene publications or writing, and mail containing information concerning where, how, or from whom such matter may be obtained; and any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence; and any matter concerning unlawful gambling or an unlawful lottery**;

(2) exclude publications or writing based on the physical composition of the material or packaging, or to restrict the sources from which the jail will receive such materials where there is a valid security reason to justify such action;

(3) open and inspect any publications or packages received by an inmate; or,

(4) restrict the number of books, newspapers or magazines the inmate may have in his cell or elsewhere in the facility at one time.

(b) The facility administrator of a Type I facility shall develop and implement a written plan to make available a daily newspaper in general circulation, including a non-english language publication, to assure reasonable access to interested inmates.

B. California Penal Code 2601
Prisoner rights.

Subject only to the provisions on that section, **each person** described in section 2600 **shall have the following Civil Rights:**

(a) Except as provided in Section 2225 of the Civil Code, to inherit, own, sell, or convey real or personal property, including all written and artistic material produced or created by the person during the period of imprisonment. However, to the extent authorized in Section 2600, the Department of Corrections may restrict or prohibit sales or conveyances that are made for business purposes.

(b) To correspond confidentially, with any member of the State Bar or holder of public office, provided that the prison authorities may open and inspect incoming mail to search for contraband.

(c)(1) **To purchase, receive, and read any and all newspapers, periodicals, and books accepted for distribution by the United States Post Office. Pursuant to this section, prison authorities may exclude any of the following matter:**

(A) Obscene publications or writings, and mail containing information concerning where, how, or from whom this matter may be obtained.

(B) Any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence.

(C) Any matter concerning gambling or a lottery.

(2) Nothing in this section shall be construed as limiting the right of prison authorities to do the following:

(A) Open and inspect any and all packages received by an inmate.

(B) Establish reasonable restrictions as to the number of newspapers, magazines, and books that the inmate may have in his or her cell or elsewhere in the prison at one time.

(d) To initiate civil actions, subject to a three dollar ($3) filing fee to be collected by the Department of Corrections, in addition to any other filing fee authorized by law and subject to Title 3a (commencing with Section 391) of the Code of Civil Procedure.

(e) To marry.

(f) To create a power of appointment.

(g) To make a will.

(h) To receive all benefits provided for in Sections 3370 and 3371 of the Labor Code and in section 5069.

C. Why certain types of information should not be given to an inmate.

1. Graphic pornography, particularly acts depicting violence or homosexuality.

a. Can incite assaults against other inmates or staff.

2. Escape related material.

a. Descriptions of facilities or routes of travel could aid in an escape by the inmate knowing his way around.

b. Conspiracies aid in an escape by their having helped.

(1.) From within or out of the facility.

(2.) Supplying equipment.

(3.) Maps.

(4.) Rides, etc..

c. Material containing plans or methods give the inmate ideas.

3. Any material describing the making of any weapon, explosive, poison, or destructive device threatens:

a. The facility security.

b. The safety of staff and other inmates.

4. Information about contraband drops.

a. Threatens the facility security.

b. Jeopardizes staff and other inmates safety.

c. Knowingly allowing the inmate to have this information could result in:

(1.) Department actions.

(a.) Internal Affairs Investigations.

(b.) Disciplinary actions.

(2.) Criminal charges.

(a.) Aiding in a felony.

(b.) Bringing or allowing contraband to be brought into the facility.

5. Any material that constitutes hate literature.

a. Threatens the smooth operation of the facility.

b. Jeopardizes the safety of staff or other inmates.

c. Jeopardizes security.

d. Incites:

(1.) Murder.

(2.) Arson.

(3.) Riot.

(4.) Racism.

(5.) Any form of violence.

(6.) Attacks on homosexuals.

(7.) Homosexual attacks.

(18.2.2)

II. Signs and symbols that may appear on envelopes or letters that indicate gang affiliation.

A. There is many pictures, letter groups and symbols used by inmates to indicate their affiliation to the person they are writing.

B. An observant officer can develop a great deal of valuable intelligence by knowing what to look for.

C. The following is a basic sampling.

D. If you come across something suspicious or interesting, bring it to the attention of classification or the gang officer.

INSTRUCTORS NOTE: Show Overhead: (18.2.2 #1) - Signs and symbols that appear on envelopes. And discuss them with the class.

1. [redacted]

[redacted]

INSTRUCTORS NOTE: Show Overhead (18.2.2 #2) - Gang logos. Discuss with class.
Show Overhead (18.2.2 #3) - Sample envelope. Discuss with class.
Show Overhead (18.2.2 #4) - Envelope / satanism. Discuss with class.

(18.2.3)

III. Types of contraband commonly found in the mail.

A. Mail Contraband defined:

Any article, substance or information that jeopardizes the smooth, safe operation of the facility or is illegal to possess.

B. Contraband found in incoming mail:

1. Cash, checks or money orders.

   a. A receipt will be issued to the inmate.

2. [redacted]

3. [redacted]

4. Polaroid or other instant photographs.

5. Photographs depicting gang signs, colors, or graffiti.

6. Nude pictures

7. Obscene pictures that depict:

   a. Sexual intercourse

   b. Any sexual behavior outlawed in the state of California

[redacted]

10. [redacted]

11. Stickers or stamps.

12. Metal or glass.

[redacted]

14. Hair.

15. Hard cover books.

16. News clippings.

17. Religious ornaments.

18. Any newspapers or books unless direct from the publisher.

19. Gift cards:

    a. Larger than 8.5" x 11".

    b. With musical chimes.

    c. Thick enough to take apart and re-glue with contraband inside.

20. Descriptions of:

[redacted]

21. Any item that can be purchased through commissary.

22. Any material that tends to incite:

    a. Murder.

    b. Arson.

    c. Riot.

    d. Racism.

    e. Any form of violence.

    f. Attacks on homosexuals.

    g. Homosexual attacks

    h. Gambling/Lottery.

23. Any material that would constitute hate literature.

C. Contraband found in outgoing mail:

1. Scan for information that indicates a possible security problem.

2. Descriptions of:

[redacted]

7. One letter inside of another for mailing to a third party.

8. Sealed outgoing (non-legal) mail.

9. Incorrectly addressed envelopes.

a. No return address.

b. Return address and destination address is the same.

c. Return address and destination address is not the same and the return address is not the jail address.

(1.) Inmates will mail a letter to a known "bad" address so the letter will be sent to a third party at the "return" address.

(2.) This is to try to fool the facility as to the true destination of the letter.

d. Return letter to the inmate after reading it for potential security concerns.

(18.2.4)

IV. Given sample portions of letters containing various types of information, discuss why the information can pose a threat to the safety and security of the institution.

A. After going through sample letters, decide how each should be handled.

1. Keep in mind facility security, as well as the inmates right to privacy.

2. Maintain confidentiality.

INSTRUCTORS NOTE: Pass out Handout (18.2.4 #1) - Sample letter #1. Read or have the students read the letter then discuss how the letter should be handled.

SAMPLE LETTER 1

Martha,

Hay babe what's up? Not much here as usual. I went to court today for the last time. I got 8 years -big wow- well just thought I'd let ya know. Catch ya on the flip side.

Frank

B. Suggested handling.

[redacted]

INSTRUCTORS NOTE: Pass out Handout (18.2.4 #2) - Sample letter #2. Read or have the students read the letter then discuss how the letter should be handled.

SAMPLE LETTER 2

Dear Mom,

I am very sorry about embarrassing you and the family like this. You have always been so good to me and I have failed you and dad. By the time you get this letter I will be dead so you won't be embarrassed by me again. I love you and I'm sorry.

Frank

C. Suggested handling.

1[redacted]

INSTRUCTORS NOTE: Pass out Handout (18.2.4 #3) - Sample letter #3. Read or have the students read the letter then discuss how the letter should be handled.

SAMPLE LETTER 3

Martha,

This place really sucks, there are roaches all over, it stinks and the guards are all assholes. Last night one punk named Hudson wouldn't let me use the phone to call you, what an asshole! I'd like to see something happen to him, it would teach him a lesson.

I don't go to court again till the 15th of next month. My lawyer told me that I should be able to make a deal and stay out of the joint. He said that because the guy didn't die that the case is weak and they don't have enough to send me to prison.

Thanks for the money, I really love you! It's been so long since we fucked that my balls ache! Next time you visit be sure to not wear a bra so I can get a good view.

Tell Bob that I would like to find out where that punk Hudson lives. He works swing shift. Tell him to visit me and I'll try to point him out. Tell mom hi and that I love her. See ya Tuesday.

Love Ya, Frank

D. Suggested handling.

[redacted]

INSTRUCTORS NOTE: Pass out Handout (18.2.4 #4) - Sample letter #4. Read or have the students read the letter then discuss how the letter should be handled.

Show Overhead (18.2.4 #1) - Sample letter #4
Show the students the encoded message.

SAMPLE LETTER 4

This is an actual letter [redacted]

[redacted]

E. Suggested handling.

[redacted]

INSTRUCTORS NOTE: Pass out Handout (18.2.4 #5) - Sample letter #5. Read or have the students read the letter then discuss how the letter should be handled.

Show Overhead (18.2.4 #2) - Sample letter #5
Show the students the encoded message.

SAMPLE LETTER 5

Dear Martha,

The third time I spoke with you I knew we were meant for each other. Like they say, the third time is a charm.

It is, I guess, your kindness that keeps me going; a kindness that I want to believe is real; have to believe is real. You, we are two people who believe in life. Even if our cups had but a few ounces of hope, we still would have each other. Always! Each other, of course, is our greatest strength. An addiction or dependence on heroin would not be as strong as we. As life goes on and on, we grow stronger, Together. This is our life, and this is our chance to beat life, to be happy. No longer can we await our next chance, it must be now. Now and always. I long for our visit this week. I miss seeing you, being with you. I need to wrap myself in your love.

How can it be so lonely without you? So very lonely. With you I am in heaven. Without you I am in a void. Without you it is as if a well erupted inside my stomach. The well is filled with just a couple of moments with you.

A word of sorrow about missing the baby's birthday. I guess a lot of balloons were filling the air. Festive and happy. Right? Yes, and I am sorry I missed it. Next time I promise I will insert a few gifts and laughs of my own. Gifts, gifts, gifts. If it is the last thing I do, I will be a part of the baby's life. In a party or in school, I will be there. Okay?

This is your lover speaking, so don't blush. I miss you.... Arms, legs, pussy, butt, all of you. I need to see you and hold you because I do miss you, and love you.

In case you don't know it, our upcoming family visit can, or at least might be a bit embarrassing...but fun. Fun, fun! When I get you alone, when it is just you and I, this guy is going to strip you naked, slowly, lovingly. You will know you have been searched for all your loveliness. I promise.

I love you, Frank

F. Suggested handling.

[redacted]

MODULE: 18.3 - Processing Legal Mail

INSTRUCTION TIME: :15 minutes.

LEARNING GOAL:

The trainee will be able to properly identify and handle confidential correspondence.

PERFORMANCE OBJECTIVES:

(18.3.1) Identify the appropriate procedure for handling legal mail.

(18.3.2) Identify possible consequences of processing legal mail inappropriately.

(18.3.3) Identify signs indicating that mail marked "LEGAL" is in fact not legal mail.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. None are required.

The trainee will participate in a guided group discussion on the appropriate procedure for handling legal mail.

The trainee will participate in a guided group discussion on the possible consequences of processing legal mail inappropriately.

The trainee will participate in a guided group discussion on signs indicating that mail marked "LEGAL" is in fact not legal mail.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(18.3.1)

I. Appropriate procedures for handling privileged or legal mail.

A. Incoming mail may be opened and inspected for contraband only in the presence of the inmate to whom it is addressed.

B. Look for contraband.

C. Outgoing mail, as a general rule, should not be opened.

D. Obtain permission from the inmate prior to opening.

1. Tell him/her what you are doing and why you are opening it.

2. If permission is denied refer to U.S. Postal regulations.

a. Domestic Mail Manual, 115.97

Authorized personnel of prisons, jails, or other correctional institutions, in accordance with lawful rules and regulations, may open, examine, and censor mail addressed to an inmate of the institution, if the inmate addressee consents to receive his mail at the institution through the institutional authorities. **If the inmate does not consent, the personnel may either deliver the inmates mail unopened, or return it to the post office unopened marked, "REFUSED"**.

[redacted]

F. Maintain confidentiality.

(18.3.2)

II. Possible consequences of mishandling legal mail.

A. By reading legal mail or if the contents of legal mail became known, it could:

1. Damage the court case.

2. Cause verbal or physical confrontations.

3. Civil action.

4. Criminal action.

1. PC 618

Mail tampering

Every person who willfully opens or reads, or causes to be read, **Any sealed letter not addressed to himself, without being authorized to do so, either by the writer of such letter or by the person to whom it is addressed**, and every person who, without like authority, publishes any of the contents of such letter, knowing the same to have been unlawfully opened, **is guilty of a misdemeanor**.

B. These things could happen just from your knowing the information. It wouldn't matter if you told anyone else or not.

(18.3.3)

III. [redacted]

[redacted]

B. Identify legal mail.

1. Incoming mail.

a. Wolff v. Mc Donnell, 418 U.S. 439 (1974)
It is proper to require that any letters be specially marked as originating from an attorney with his name and address being given, **preferably with letterhead envelopes**.

b. **Wolff also permits officials to require attorneys to stamp or write "PRIVILEGED"** or a similar designation **on envelopes they want treated as privileged**.

c. Nordgren v. Hayward, 638 F.2d 224 (CA10 1981) **Attorney mail is privileged even without the attorney labeling the envelope as such**.

d. If opened and determined to be privileged mail, do not read. Replace in envelope and deliver to the inmate.

2. Outgoing mail.

a. Outgoing inmate legal mail should be marked as "LEGAL MAIL" or "PRIVILEGED".

b. Addressed to a verifiable attorney.

c. Sent to a verifiable address belonging to the attorney the letter is mailed to.

d. The letter may be sealed.

3. Identify what is not legal mail.

a. [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

MODULE: 18.4 - Distribution of mail

INSTRUCTION TIME: :15 minutes

LEARNING GOAL:

The trainee will be able to properly handle and deliver inmate mail.

PERFORMANCE OBJECTIVES:

(18.4.1) Identify the persons to whom an inmates mail can be delivered.

(18.4.2) Identify possible consequences of improper mail distribution.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. None are required.

The trainee will participate in a guided group discussion on the persons to whom an inmates mail can be delivered.

The trainee will participate in a guided group discussion covering the possible consequences of improper mail distribution.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(18.4.1)

I. Persons to whom an inmates mail can be delivered.

A. ONLY to the inmate to whom the letter is addressed.

B. NEVER use inmates/trustees in the picking up or delivery of mail.

(18.4.2)

II. Possible consequences of improper mail distribution.

A. Mail can be a very emotional issue to inmates and can cause serious problems if not distributed properly.

1. Legal liability.

2. Resentment from inmates.

3. Disturbances/physical confrontations.

B. Be sure that each inmate gets only his/her mail.

C. Hand deliver mail directly to addressee.

1. Do not leave on bars or with "cellie".

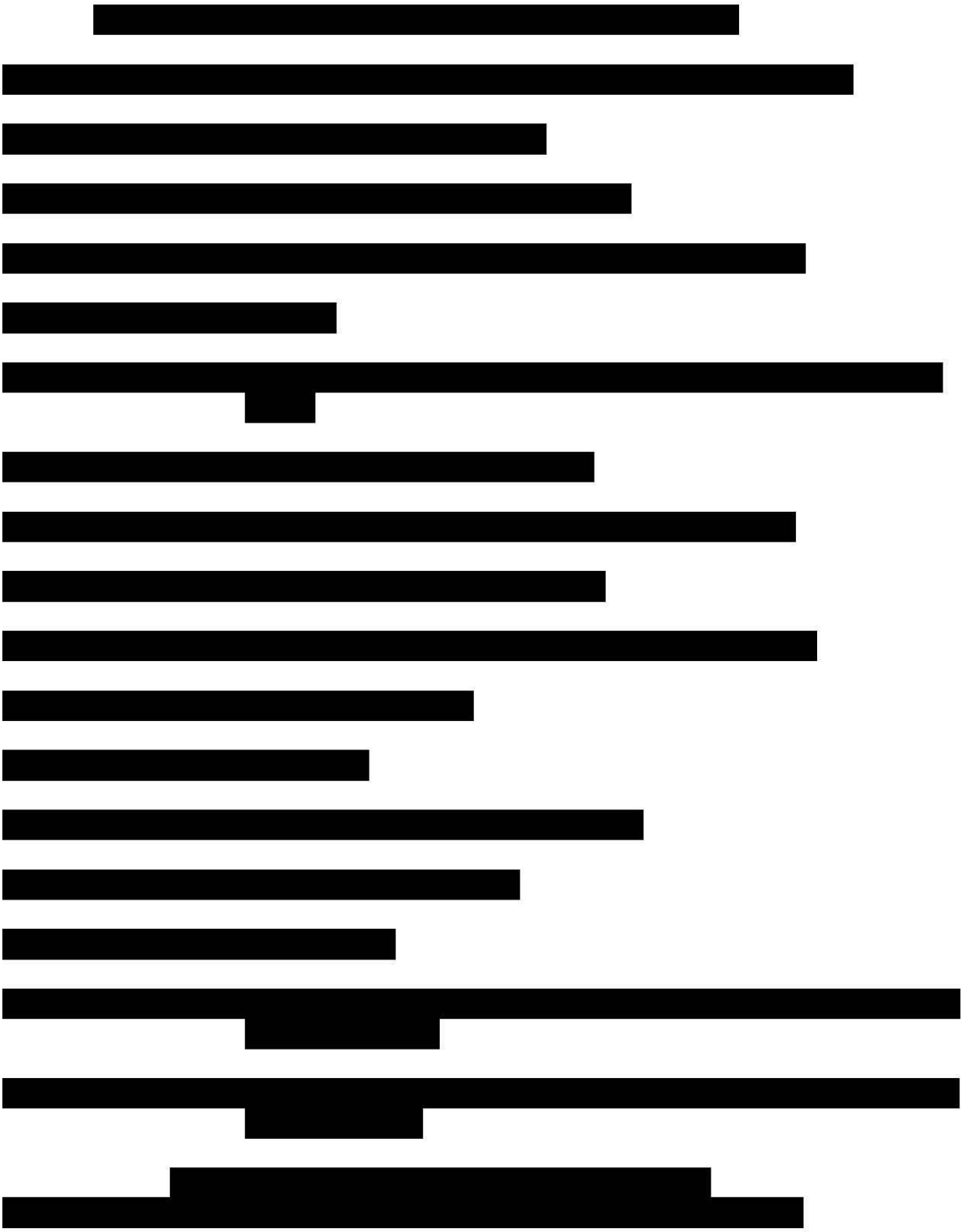
D. Inmate should identify himself by armband

E. Distribute and send mail on a timely basis.

1. Established by department policy.

2. Normally within 24 hours.

OVERHEAD 18.2.2 #1
(1 of 4)



SAN JOAQUIN COUNTY SHERIFF – 56 HOUR SUPPLEMENTAL CORE COURSE

Emergency Procedures
Unit 20
Unit Instructional Time - 10:00

MODULE: 20.1 – Emergency Planning

INSTRUCTION TIME: 2 hours

LEARNING GOAL:

The trainee will know how to identify, evacuate and communicate with fellow staff members and inmates in emergency situations.

PERFORMANCE OBJECTIVES:

(20.1.1) Identify emergency situations faced in a correctional facility.

(20.1.2) Discuss priorities and responsibilities of correctional officers during emergency situations.

(20.1.3) Identify principles for the evacuation of inmates for such emergencies as a fire, hazardous-material spills, earthquake, etc.

(20.1.4) Demonstrate procedures for communicating with staff and inmates during emergencies.

(20.1.5) Give a description of an emergency situation, explain what steps need to be taken to successfully resolve the incident.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. Overhead projector
2. Movie screen
3. Overhead (20.1.1) - CLASSIFICATIONS OF EMERGENCIES

The trainees will participate in a guided group discussion on how to identify emergency situations in a correctional setting.

The trainees will participate in a guided group discussion, discuss priorities and responsibilities of corrections officers during an emergency situation.

The trainees will participate in a guided group discussion on how to evacuate inmates in emergencies such as, a fire, hazardous material spill, earthquake, etc.

The trainees will participate in a guided group discussion on communicating with staff and inmates during emergencies.

The trainees will participate in a guided group exercise on what steps to take and how to resolve an emergency.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(20.1.1)

I. Emergency situations faced in a correctional setting.

[redacted]

(20.1.2)

II. The priorities and responsibilities of correctional officers during an emergency situation.

[redacted]

[redacted]

C. Safeguarding of personnel to prevent injuries or the loss of life.

[redacted]

D. Isolation and protection of those inmates not directly involved in the emergency.

[redacted]

E. Maintaining the security of the facility

[redacted]

F. Protection of county/city property

(20.1.3)

III. Principals for the evacuation of inmates for such emergencies as a fire, Hazardous material spill, earthquakes, etc...

[redacted]

[redacted]

(20.1.4)

IV. Procedures for communicating with staff and inmates during emergencies.

[redacted]

[redacted]

F. Document the emergency as soon as practical.

(20.1.5)

V. Give a description of an emergency situation, explain what steps need to be taken to successfully resolve the situation.

INSTRUCTORS NOTE: Give the trainees10 minutes to generate an action plan to successfully resolve the incident.

A. There is a fire in the housing area that requires the immediate evacuation of all inmates.

Answers will vary, discuss each to determine appropriateness.

B. There has been a bomb threat initiated via a telephone call to central control.

[redacted]

C. There is a small fire in the officer's break room that appears that it can be easily contained.

MODULE: 20.2 - Fire and Life Safety

INSTRUCTION TIME: 8:00

LEARNING GOAL:

The trainee will know how to respond to a fire emergency within their area and how to evacuate if necessary.

PERFORMANCE OBJECTIVES:

(20.2.1) Describe the elements of inspecting for and maintaining for safety in a correctional facility taking into account such aspects as the following:

(20.2.2) Identify steps in responding to a fire or other emergency in the correctional facility.

(20.2.3) Match different types of fires with extinguishing equipment appropriate for each.

(20.2.4) Explain how an automatic sprinkler system operates.

(20.2.5) Identify possible dangers from the spread of smoke in the facility.

(20.2.6) Explain the concept of and the procedures for, Isolating and Confining to the area of origin, fire, smoke and gases in a correctional facility.

(20.2.7) Using actual or sample hose lengths (2-3 feet) describe two types of fire hose and explain how they are turned on and used in a correctional setting.

(20.2.8) Using actual or sample fire hose nozzles most commonly found in a Correctional setting. Demonstrate how the three types are turned on and used.

(20.2.9) Explain the major mistakes involved in the use of self-contained breathing apparatus.

(20.2.10) Demonstrate the use of a fire extinguishing equipment on a simulated or demonstration fire.

(20.2.11) Demonstrate the use of self-contained breathing apparatus.

METHOD OF LEARNING:

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

2. One open, outdoor area with enough room and ventilation to discharge fire extinguishers.

B. Training aids:

1. Three (3) charged MSA Airpacks
2. One (1) charged ABC fire extinguisher

The trainee will participate in a guided group discussion on all the elements of inspecting and maintaining fire safety in a correctional facility.

The trainee will participate in a guided group discussion on the steps for responding to a fire in a correctional facility.

The trainee will view a video presentation on how to handle a fire in a jail facility.

The trainee will participate in a guided group discussion on what type of fire equipment is appropriate to use for each type of fire.

The trainee will participate in a guided group discussion on how an automatic fire sprinkler system operates.

The trainee will participate in a guided group discussion on the potential dangers with the spread of smoke and gases in the facility.

The trainee will participate in a guided group discussion on the concept of and procedures for isolating and confining to the area of origin fire, smoke and gases in a correctional facility.

The trainee will see actual samples of linen and jacketed fire hoses, and as a group will be told how they are turned on.

The trainee will see three types of sample fire nozzles and will demonstrate how they are turned on and used. (BST# 31)

Through lecture material and demonstration, the trainee will see the proper use of fire extinguishing equipment.

The trainee will view a video presentation on how to operate different types of fire extinguishers.

The trainee will participate in a guided group exercise using charged fire extinguishers, and will demonstrate their ability to correctly use fire-extinguishing equipment. (BST#32)

The trainee will view a video presentation on how to properly care for and use the Ultralite II Airpack.

Through lecture material and demonstration, the trainee will see the proper use of the MSA Airpack.

The trainee will participate in a guided group exercise using a MSA Airpack, the trainee will demonstrate their ability to properly put on, connect, activate, breath with, and then remove the breathing equipment. (BST#33)

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

(20.2.1)

I. Elements of inspecting for and maintaining fire safety.

A. Construction

1. Integrity

a. Look for cracks in walls and rust on bars, door jams, windowsills, etc.

B. Exits

1. Exit lamps are working

2. Exit doors are working properly.

a. No rust on hinges.

b. Alarm activates when opened.

3. Keep all exit avenues clear of furniture, etc.

C. Mechanical and electrical devices and wiring

1. Mechanical devices

a. Locks

b. Door knobs

c. Hinges on doors work properly. I.e. (Not rusted or extremely hard to open)

2. Wiring and electrical devices

a. Outlet covers secured properly

b. Telephones secured to the wall properly

c. Television cords not pulled from the television housing.

d. Vacuum cord not pulled from vacuum housing.

D. Housekeeping

1. Keep flammable material away from heat sources and vents.

E. Fire extinguishers and alarm equipment

1. Fire extinguishers

a. Check daily for proper pressure and that no one has tampered with it.
b. Seal should be in place on safety pin.

2. Fire hose

a. Check daily to ensure that hose is in good condition and has not been tampered with.

3. Alarm Equipment

a. Follow your department policy and procedures for testing.

F. Training and planning

A. Training

1. Know how to use the fire safety equipment in your facility

B. Planning

1. Know where your fire safety equipment is located.

2. Know the evacuation routes for all housing units in your facility.

.
(20.2.2)
II. Identify steps in responding to a fire in the correctional facility.

A. Determine severity, scope, type and cause.

1. Severity.

a. Size of the fire

b. Area already consumed and/or that area involved

c. Heat generated by the fire

2. Scope

a. Is the fire fully involved with an object/structure?

b. Which direction is the fire spreading/anticipating?

c. Is the fire headed for a housing area?

3. Type

a. Class "A" - Ordinary combustible materials. (such as; Wood, paper, grass, litter, bedding, etc.)

b. Class "B" - Combustible liquids.(such as; gasoline, kerosene, grease and similar materials)

c. Class "C" - Energized electrical equipment such as (motors, switchboards, wiring, etc.)

d. Class "D" - Combustible metals such as (magnesium & sodium)

4. Cause

a. Accidental

b. Negligence (gross)

b. Intentional (arson)

B. [redacted]

[redacted]

[redacted]

[redacted]

4. [redacted].

5. [redacted]

C. Extinguish if possible

a. Attempt to extinguish the fire using the proper fire extinguishing equipment.

b. Officer safety

D. [redacted]

E. Exhaust smoke with fans

a. As soon as possible, to solve any smoke related problems.

b. Return to normal operation

(20.2.3)

III. Match different types of fires with extinguishing equipment appropriate for each.

A. Class "A" fires, (combustible materials, such as; wood, paper, grass, litter or bedding) can be extinguished with:

1. Stored pressure extinguishers (water or gas)

2. Water pump tanks

3. Foam (specific to class "A" fires)

4. Dry chemical

5. Soda acid

6. Cartridge operated (water and carbon dioxide)

7. C02

8. ABC extinguisher

9. Fire hose

B. Class "B" fires such as; gasoline, kerosene, grease or other similar material can be extinguished with any of the following:

1. Foam (specific to class "B" fires)

2. Dry chemical

3. C02

4. ABC extinguisher

C. Class "C" fires, such as energized electrical equipment (i.e.: motors, switchboards or wiring) can be extinguished with any of the following:

1. C02

2. ABC extinguisher

D. Class "D" fire extinguishers are utilized when extinguishing combustible metals, such as; magnesium, sodium and others.

(Class "D" fires require a specialized agent such as graphite or sodium chloride)

E. Halon fire extinguishers

1. Used on computers - Decreases the possibility of damage

2. Displaces oxygen

(20.2.4)

IV. How automatic sprinkler system operates:



C. Henry S. Parmalee invented sprinklers in1874 to protect his piano factory.

(20.2.5)

V. Identify possible dangers from the spread of smoke and gases in the facility

A. Smoke/gas inhalation

1. Could cause short and long term respiratory problems.

B. Visibility problems

C. Mass confusion/panic among the inmates

D. Seeing smoke or smelling gas fumes could notify the inmates that an emergency situation is taking place in the facility and give them time to capitalize on the situation.

(20.2.6)
VI. Procedures for isolating and confining to the area of origin fire, smoke and gases in a correctional facility.

A. Fire walls and doors.

1. Close doors near fire origin to prevent the spreading of fire, smoke and gases.

2. The wood doors in most facilities have a fire rating of 20 minutes.

3. The walls have a fire rating of 60 minutes.

B. Proper maintenance of fire door latches and hardware.

1. Follow your policy and procedures for proper inspection of the fire door latches and hardware.

C. Prevent obstacles from being stored or left near fire doors, stairways and shafts.

1. Keep areas near fire escape doors, stairways and shafts clear at all times.

2. Perform frequent checks of fire escape doors, stairways and shafts during shift.

(20.2.7)
VII. Types of fire hoses and how to use them.

INSTRUCTOR NOTE: Show the different types of hoses as you cover them in the lecture.

A. Linen

1. Linen hose does not have a rubber liner on the inside.

2. Linen hose are made of cotton.

B. Jacketed

1. Jacketed hose has a rubber lining on the inside.

2. Made either from cotton or a synthetic fiber.

C. How to turn on, or "Charge" a fire hose

1. You must un-reel the entire hose before turning on the water.

2. Make sure the nozzle is in the "Off" position.

3. Turn water on slowly; filling the hose, so that the hose does not whip in the air.

4. Once the fire hose is filled, you may then fully charge the hose.

(20.2.8)
VIII. How to operate Fire hose nozzles found in correctional facilities.

INSTRUCTOR NOTE: Show each nozzle to the class as you discuss each.

A. Straight nozzle without shut-off valve (**visual aid**)

1. Uses mainly for washing down large areas.

2. Recommended that two people operate this style, one on the nozzle end and one on the water main end.

B. Polycarbonate nozzle with shut-off valve (**Visual aid**)

1. Recommended that two people operate this style, one on the nozzle end and one on the water main end.

2. Before charging hose with water, be sure the nozzle is in the closed position, (clockwise when behind nozzle).

3. Charge hose, turn valve on nozzle open, (Counter clockwise when behind nozzle). The nozzle will spray in a fog manner, continue to turn and the fog spray will change to a stream.

C. Spray nozzle with controls (**Visual aid**)

1. Known as a "Select a flow" nozzle

a. Recommended that two people operate this style, one on the nozzle end and one on the water main end.

b. Before charging hose be sure that the nozzle shut-off lever is in the "Closed", (Forward position).

c. Be sure to select the proper stream or fog position that you want before you “Open” the nozzle.

(20.2.10)
IX. Demonstrate the use of fire extinguishing equipment

INSTRUCTORS NOTE: Using a fire extinguisher as a training aid, discuss the nomenclature and the proper use of a fire extinguisher.

A. Most extinguishers have a pull - pin safety.

B. When using C02 Extinguishers properly hold handle on bell shaped end due to the freezing affect of the extinguisher.

C. Always approach a fire with the wind at your back or better known as the (windward) side.

D. Sweeping motion at the base of the fire.

(20.2.9)
X. Common mistakes made when using a self-contained breathing apparatus. (SCBA)

A. Not recognizing the need for safety of person using the SCBA.

B. Putting on the mask before turning on the oxygen.

C. Failure to heed warning alarm indicating oxygen is running out.

D. Failure to properly store the SCBA when not in use.

1. Not filling the tank or checking to ensure tank is full.

E. Failure to practice donning equipment.

(20.2.11)
XI. Demonstrate the use of breathing equipment.

A. Components

1. Harness assembly

a. Flame and heat resistant

b. Chest strap

d. Seatbelt type waist buckle (push button)

2. Cylinder (2216 PSI full) (30 min)

a. Low pressure

b. Aluminum casing

c. Double fiberglass wrapped

3. Hose

a. Reinforced, high-pressure

b. Replaceable nylon cover

c. 45 degree elbow fitting (keeps hose close to the body)

4. Audible-alarm (Warning device)

a. Bell sounds, (low pressure, approximately 540 psi,4 - 6 minutes of air remaining).

5. Gauges

a. Analog type (regulator/cylinder)

6. Regulator

a. Two-stage pressure demand

b. Main line valve - Newer models have built in safety lock.

c. By-pass valve

7. Ultraview face piece

   a. Five adjustable straps on harness.

   b. Single, wide vision lens

      (1.) Polycarbonate

      (2.) Coated

      (3.) Speaking diaphragm allows use of radio

   c. Breathing tube (Accordion style)

B. Operation.

INSTRUCTORS NOTE: While using an MSA Airpack as a training aid, discuss while demonstrating the proper way to put on, connect, activate, breath with and the remove the breathing equipment.

1. Cylinder gauge (2216 PSI full)

2. Put on “DON” apparatus

   a. Grasp center of tank inside shoulder straps

   b. Lift over head, let tank rest on back and shoulders.

   c. "U" shaped wall mount

      (1.) Back up to unit

      (2.) Grab harness and jerk free

   d. Fasten chest strap

   e. Shoulder strap tabs

      (1.) Bend over

      (2.) Pull down towards hips

   f. Fasten waist belt

      (1.) Pull tight

      (2.) Regulator in front

3. Regulator:

   a. Mainline and by-pass valves closed (cover regulator outlet)

   b. Open cylinder valve fully (Audio-alarm rings briefly)

   c. Open main-line valve fully

   d. Check regulator gauge (2216 PSI within 100 PSI)

   e. Close cylinder valve (Regulator gauge must not drop more than 100 PSI in 30 seconds.)

   f. Uncover regulator outlet (Approximately 540 PSI audio-alarm should ring meaning that there is 4 - 6 minutes left)

   g. Close Main-line valve

4. Face piece

   a. Safety strap around neck

   b. Insert chin

   c. Pull harness over head (Pull bottom, middle and top straps straight back)

   d. Block breathing tube

      (1.) Inhale gently, (test for mask seal)

      (2.) Exhale (Test exhalation valve)

5. Operation

   a. Open cylinder valve

   b. Connect breathing tube

   c. By-pass valve (Open and close quickly)

C. Malfunction

   1. Disconnect the breathing tube

   2. Place the breathing tube inside the shirt

D. Cylinder change (**Demonstrate**)

E. Removal

1. Close cylinder valve
2. Disconnect breathing tube
3. Audio-alarm (After stops ringing - close main-line valve)
4. Face piece
    a. Thumb under buckles (Loosen headbands)
    b. Speaking diaphragm (Pull up and away from face)

F. Don'ts

1. Do not use with eyeglasses.
2. Do not use with contact lenses.
3. Do not use if had consumed alcohol.
4. Do not use if faulty.
5. Do not use if cylinder is not full.
6. Do not use without a buddy.
7. Do not use without a radio.

INSTRUCTORS NOTE: Take the class outside to the training site and have each trainee satisfactorily demonstrate their ability to properly put on, connect, activate and breath with for approximately 5 minutes, and then remove the breathing equipment.

Demonstrate the proper use of an ABC and C02 fire extinguisher. Have each student satisfactorily demonstrate the proper use of each fire extinguisher.

Demonstrate how to charge a fire hose and use a fire nozzle.

SECURITY OFFICER
ARMORY ACCESS AND MAINTENANCE

LEARNING GOAL:

The trainee will know the location of security equipment for use in emergency situations and the authorization for use and shall have knowledge of maintaining records of inventory and inspection.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify security equipment.

The trainee will be able to identify the location and how to gain access into the armory

The trainee will be able to identify the chain of authorization that will be used dependent upon the type of situation.

The trainee will be able to identify how to take inventory of the security equipment in the armory.

The trainee will be able to identify how to make a log notation noting the replacement or inspection of any security equipment.

The trainee will be able to identify who is authorized to have access into the armory.

METHOD OF LEARNING:

Time allocation: 20 minutes

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

B. Training Aids:

1. Program Core Armory Inventory Sheet

2. Dry erase board, eraser and dry erase pens.

The trainee will participate in a guided group discussion on security equipment located in the Armory.

The trainee will participate in a guided group discussion on the location and how to gain access into the armory.

The trainee will participate in a guided group discussion on the chain of authorization that will be used dependent upon the type of situation.

The trainee will participate in a guided group discussion on how to take inventory of the security equipment in the armory.

The trainee will participate in a guided group discussion on how to make a log notation noting the replacement or inspection of any security equipment.

The trainee will participate in a guided group discussion on who is authorized to have access into the armory.

Upon completion of guided group discussion the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. Security equipment.

[redacted]

II. [redacted]

[redacted]

III. Types of situations and the chain of authorization that is required.

A. Situations and Authorization:

1. The type of situations.

[redacted]

2. The authorization to use the security equipment at the [redacted]:

[redacted]

IV. Inventory of the security equipment in the armory.

A. Inventory:

[redacted]

2. The inventory form will be on a clipboard inside the armory.

3. The inventory will be conducted as follows:

a. All items will be counted.

b. All dates will be checked for expiration.

[redacted]

4. If it is determined that any of the items do not match by quantity or any items are found to be missing or leaking, the Security Officer will note this in the remarks section of the inventory sheet and immediately bring it to the Shift Supervisor's attention.

5. Upon completion of the inventory, the Security Officer will sign the sheet and route it to the Shift Supervisor.

6. The Shift Supervisor will review, sign and forward the inspection sheet to the facilities Lieutenant.

7. [redacted]

8. [redacted]

V. Make a log notation noting the replacement or inspection of any security equipment.

A. Replacement/Inspection:

1. In the event any safety equipment is removed from the Armory, the following log notations will be made:

a. Name and date.

b. Item(s) removed or replaced with serial number, if applicable.

c. Quantity removed or replaced

d. Reason removed or replaced

B. The Shift Supervisor is the only person authorized to remove item(s) for replacement or inspection.

C. The use of armory equipment will require an incident.

VI. Authorized personnel to have access into the armory

[redacted]

Course Title- ATIMS Introduction and Pre-Book, Intake, Release, Housing Officer

Training Course

Course Summary- This course is designed for jail staff who will be using Jail Management Systems, Pre-book and Probable Cause. This course will introduce officers and staff who are responsible for creating and managing pre-book and overall intake procedures regarding Jail Management Systems. Officers will get an overall understanding of how to move inmates to appointments, different cells, alternative housing, court, including how to release an inmate. Officers training will include how to forward information to send the inmate to the Disciplinary Sergeant, create an inmate and location note. Users will be given the opportunity for hands on learning by inputting booking arrest information, facility movement, batch tracking, appointment tracking, property and inmate visitation .This course is designed to be instructor led in a classroom onsite at the jail facility.

Performance Objective-

The students will able to navigate the Pre-book and Probable Cause system.

The students will able to fill out a booking arrest form and medical screening form.

The students will be able to send information to the Jail Management System.

The students will be able to validate the information sent from the Pre-book and Probable Cause system, in the Jail Management Systems.

The students will be able to identify the different types of bookings.

The students will be able to complete the intake process, including LAR and property.

The students will be able to navigate through Facility Operations, Console and Viewer screen.

The students will be able to track inmates to and from appointments, court and housing.

The students will identify the difference between “move” and “check in/out”.

The students will be able to identify and navigate through the Release process.

The students will be able to add inmate and location notes.

The students will be able to add notes for a Medical or Psych. referral.

The student will be able to write and do inmate discipline at their level.

The students will be able to complete and forward information to the Disciplinary Sergeant.

The students will be able to use and identify the “search” feature, to locate any inmate.

The students will be able to print several different inmate rosters.

The students will be able to view an inmates' previous incarcerations, behavior history and other pertinent information in the Inmate file.

The student will be able to navigate through court minutes, if needed.

Day 1

0800-1200- Introduction to ATIMS.

1. Introduce each individual tab and there function.
2. Introduce the Pre-Book and Probable Cause.
3. Introduce Jail Management Systems

1200-1300- **Lunch**

1300-1700- Pre-Book and Probable Cause, Practical Application

Day 2

ATIMS Training

0800-1000- Review booking types, Practical Application - Students will be able to input several types of bookings

1. Open Bookings
2. Warrants
3. Parole and Probation violations
4. Out of County Warrants
5. Book and Releases
6. Medical screening questionnaire(6 questions)
7. Property inventory
8. Commitments
9. Report to Jail

1000-1200- Inmate Release

1200-1300- **Lunch**

1300-1700- Intake Process, Verify ID, Booking In-Process, LAR process, Long Medical questionnaire (25 questions)

Day 3

ATIMS Training

0800-1100- Intake Process continued, Longer Property Inventory, Housing

1100-1200- TEST Pre-Book and Probable Cause and Intake Process

1200-1300- Lunch

1300-1700- Facility Operations, Inmate Tracking, Court Movement, Inmate Appointments

Day 4

ATIMS Training

0800-1100-Continued Facility Operations, Inmate Rosters, Inmate Formal Count, Inmate Visitation

1100-1200- TEST Facility Operations

1200-1300- Lunch

1300-1700- Informal Inmate Discipline, Formal Inmate discipline, Inmate Sanctions, Practical Application of Inmate Discipline

Day 5

ATIMS Training

0800-1100- Continued practical application, Inmate Notes, Location Notes, General Notes, Medical/Psych Referrals

1100-1200- TEST Inmate Discipline and Notes

1200-1300-Lunch

1300-1700- Continued Practical Application of Inmate Notes and Discipline

Day 6

ATIMS Training

0800-1200- Overview of Entire ATIMS system. Practical Application, Walk through entire process, PBPC, Intake, LAR, Property, Housing, Appointments, Release, Inmate Notes, Inmate discipline

1200-1300- Lunch

1300-1700- Trouble shooting, How to find your inmate (Search), Inmate File, Alerts, Inmate Summary, Court Minutes(Booking-Attached)

Cellsense Metal Detector

[redacted]

Cert. Number: 05987135

Course Summary:
The course is designed to teach officers the proper use of the Cellsense metal detector device.
[redacted]

Provider Information
Provider Name: San Joaquin County Sheriff's Office

Performance Objectives
1. The students will identify the different types contraband that the Cellsense metal detector detects.

2.The students will identify the proper use of the Cellsense metal detector.

3.The students will identify the proper placement to deploy the Cellsense metal detector.

4. The students will determine the two principles that associate with the Cellsense metal detector.

Refer to attachment - https://www.metrasens.com/cellsense-plus/

CHEMICAL AGENTS COURSE

MODULE: CHEMICAL AGENTS COURSE

INSTRUCTION TIME: 6:00

LEARNING GOALS:

Officers will gain an understanding of the effects of chemical agents and there uses within the correctional environment.

PERFORMANCE OBJECTIVES:

Identify the various agents used within the correctional environment,

Discuss the history of chemical agents,

Articulate laws governing possession and use of chemical agents,

Identify department policy that pertains to the use of chemical agents,

Describe the various deployment methods,

Articulate the effects of chemical agents on the body.

METHOD OF LEARNING:

Time Allocation: 6 hours

A. Classroom area requirements

1. One classroom with enough table and chairs to accommodate the number of students.

Officers will participate in a guided group discussion on the Department Policy on chemical agents.

Officers will participate in a guided group discussion on the history of chemical agents.

Officers will participate in a guided group discussion on the laws that govern the possession of chemical agents.

Officers will participate in a guided group discussion on the identification and nomenclature of the chemical agents used within our facility.

Officers will participate in a guided group discussion on the methods of deploying chemical agents.

Officers will participate in a practical exercise requiring a chemical agent exposure.

OUTLINE OF MATERIAL:

I. Foreword

A. "Peace Officers have a moral, legal and ethical responsibility to exercise their authority to enforce the law in the most effective and reasonable way possible".

II. Goals

A. An understanding of the legal aspects of using non-lethal chemical agents.

B. Understand the physiological and psychological effects of non-lethal chemical agents.

C. To have the ability to use hand-held aerosol chemical agents safely and effectively.

D. To have the ability to use a gas mask safely and effectively.

E. An understanding of the effectiveness of non-lethal chemical agents.

III. Requirements

A. An exercise test that requires the students to safely and effectively don a gas mask.

B. The student shall be exposed to non-lethal, riot-control chemical agents.

C. The student shall take part in a scenario where they will be exposed to a non-lethal, aerosol chemical agent. Once exposed, the student shall utilize the skills necessary to contain the situation at hand (verbal commands, handcuffing, and above all else…survival).

IV. Introduction

A. Department Policy 3.1.2 Use of Force and Restraints

1. Department issued mace, tear gas, pepper spray or other airborne chemicals used by trained and certified department personnel only as a defensive or control weapon in instances that threaten the safety of an officer or other person.

2. 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.

3. The indiscriminate use of chemical agents against non-combative inmates is prohibited.

4. The officer using the chemical agents is responsible for each individual the agent is deployed against.

5. Correctional Health Services will be immediately notified whenever chemical agents are deployed on an inmate.

6. 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:

    1. Flush contaminated area with copious amount of cool/cold water and expose to fresh air as soon as possible after the exposure.

    2. Carefully monitor the subject and verbally calm the individual. Watch for signs of breathing or respiratory distress. This monitoring will be required for at least thirty minutes.

    3. If signs of respiratory distress are present, emergency medical response will be necessary.

    4. Do not keep the subject face down once the handcuffs have been placed on the subject. Have the subject sit up or stand. This will aid the officer in monitoring the subject's breathing.

    5. 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.

V. History of Chemical Agents

A. Chinese 4th Century BC

1. Used "Stink Pots", an irritating mixture of red pepper and burning oil. Caused an irritating smoke, much like CN.

2. Used bellows to pump smoke from burning mustard and other toxic vegetables into tunnels being dug by a besieging army.
3. Chinese also used finely ground pepper rapped in rice paper to throw in the face of their enemies.

B. Spartans 5th Century BC

1. 431-404 BC, Athenians and Spartans used wood saturated with sulfur and pitch in order to produce chocking fumes.

C. World War I

1. The Germans conducted the first Chlorine gas attack on April 22, 1915 against French and Algerian armies in Belgium. Shortly thereafter, mustard gas, or phosgene was introduced which had an even bigger impact on the casualties of war.

2. In October 1918 a young German corporal named Adolf Hitler was injured by the effects of mustard gas… blinded, it took six months for him to recover. This experience would later prove to have a profound effect on world history.

3. Gas was estimated to have killed 100,000 men and injured over a million in WWI.

D. World War II

1. Chemical warfare was revolutionized by Nazi Germany's accidental discovery of the nerve agents tabun and sarin by chemist Gerhard Schrader.

2. The Nazi's developed and manufactured large quantities of several agents, but chemical warfare was not extensively used by either side.

3. Germany ultimately decided not to use the new nerve agents, fearing a potentially devastating Allied retaliatory nerve agent deployment.

E. Vietnam

1. During the Vietnam War there were more chemical agents used by the United States than ever before in history.

2. However, during the same time the war was taking place overseas, even more chemical agents were used stateside against U.S. citizens for race riots and war protests.

F. Early forms of chemical weapons

1. Early forms of chemical weapons were made of all natural ingredients. More modern types of chemical agents, like some of those used by law enforcement and citizens today, are man-made synthetic chemicals.
2. Traditional "tear gasses" are not chemical gases at all. They are micro-pulverized chemical particles that are deployed in a variety of methods including aerosol sprays, incendiary devices, and expulsion devices.
3. They produce various types of irritation including causing the eyes to water extensively and close involuntarily. Thus the term, "tear gas".

G. Recent Uses

1. 1980-1988 Iran-Iraq War

a. Early in the conflict, Iraq began to employ mustard gas and tabun delivered by bombs dropped from airplanes; approx. 5% of all Iranian casualties are directly attributable to the use of these agents.

2. 1995 Tokyo, Japan

a. An apocalyptic group based in Japan released sarin into the Tokyo subway system killing 12 and injuring over 5,000.

3. Syria

a. Syrian rebels used chemical weapons in their conflict with the regime of President Bashar al-Assad.

H. First time

1. It is important to experience chemical agents for the first time in the classroom (a controlled setting)- not in the housing unit.

VI. Chemical Agents and the Law

A. California Penal Code

1. 22820 PC

a. Requires all peace officers and custodial officers defined in commencing Section 830 PC, complete a course of instruction approved by the Commission on POST prior to purchasing, possessing, transporting or using any tear gas or tear gas weapon.

2. Peace Officers use of chemical agents may include:
   a. Crowd and riot control
   b. Overcoming resistance
   c. Making an arrest
   d. Prevent escapes

3. 4574 (a) PC

a. It is a *felony* to knowingly bring a tear gas weapon into a jail or prison without the permission of the facility commander.

4. 22810 (g)(1)PC

a. Tear gas weapons may be used for self-defense purposes only.
b. Can be charged with misdemeanor or felony if tear gas weapon is used offensively. (Wobbler)

5. 22825 PC

    a. A Custodial Officers of a county may carry a tear gas weapon pursuant to Section 22820 only while on duty. A custodial officer of a county may carry a tear gas weapon while off duty only in accordance with all other laws.

B. Civilian Use of Chemical Agents

1. 22835 PC requires that all persons holding a license as a private investigator or security guard, issued pursuant to the Business and Profession code complete a course of instruction approved by the Department of Consumer Affairs in the use of tear gas.

2. Citizens are *not required* to complete a training course prior to possessing, transporting or using an approved tear gas weapon.
    a. Civilians may only use a tear gas weapon for self defense purposes. Civilians are not required to provide aid to someone sprayed with a tear gas weapon.

3. Citizen are not authorized to purchase, possess, or use ay tear gas weapon that expels a projectile, or that expels the tear gas by any method other than an aerosol spray, or that contains more than 2.5 oz net weight of aerosol spray.

4. Minors between 16 and 18 may purchase and possess tear gas if they have written permission from *their parents or guardian.*

5. Carrying or placing a tear gas device on an aircraft is a violation of Federal Law and is considered a *FELONY.*

C. Who cannot possess tear gas

1. Convicted felons

2. Persons convicted of crimes of assault

3. Persons convicted of misusing tear gas

4. Persons addicted to narcotics

IV. Use of Force

A. Less than Lethal

1. Chemical Agents are considered *Less-than-Lethal* devices.

2. Penal Code Section **835a** gives a peace officer the authority to use force.

    a. Any Peace Officer who has reasonable cause to believe that the person being arrested has committed a public offense may use *reasonable force* to effect the arrest, to prevent escape or to overcome resistance.

3. Penal Code Section **831.5(f)** applies to Correctional Officers.

B. Use of Force Options

[redacted]

VII. Chemical Agent Identification

A. CHLOROACETOPHENONE CN

1. CN was first developed in 1870 by a German scientist named GRAEBE. This was the first patented form of "Tear Gas". Used during WWI to test gas masks, by the 1930's CN was used all over the world by law enforcement.

2. Color code: Red

3. Classification: Lachrymator, Irritant

4. Odor: Similar to apple blossoms/sweet

5. CN is a *white crystalline solid* resembling ordinary granulated sugar/salt.

6. Physical Effects:

    a. Tearing of the eyes

b. Burning sensation to the skin

7. Target Area: Eyes and face

8. Time to take effect: 5 to 10 seconds

9. CN is not effective on animals because of the under developed tear-ducts and thick fur. It has also proven less effective on people intoxicated on alcohol or drugs because of a reduced sensitivity to pain.

10. CN is the most common type of chemical agent used in aerosol canisters by law enforcement and civilian next to pepper spray.

B. ORTHOCHLOROBENZALMALONONITRILE CS

1. CS was first developed in 1928 by Ben Corson and Roger Stoughton. The United States Army officially began using CS in 1960 for riots.

2. Color code: Blue

3. Classification: Lachrymator, irritant, sternutator.

4. Odor: Pepper

5. CS is a *white crystalline powder* resembling talcum powder.

6. Physical effects:

   a. Tearing of the eyes.

   b. Irritation of the skin.

   c. Irritation of the respiratory system.

7. Target Area: Eyes and face

8. Time to take affect: 3 to 10 seconds

9. CS and CN have the same effects on animals.

10. CS is most irritating in humid weather on a moist skin surface. However, like CN, people intoxicated on alcohol or drugs will not be readily affected because of a reduced sensitivity to pain.
11. CS is most commonly used by Law Enforcement in a fog or incendiary device in riot and crowd control. CS can create a greater degree of panic in someone exposed to the agent because of its affect on the respiratory system.

C. OLEORESIN CAPSICUM OC

1. Color code: Black or Orange
2. Classification: Inflammatory agent
3. Odor: Sweet pepper
4. Physical effects:
    a. Involuntary closing of the eyes
    b. Tearing of the eyes
    c. Irritation of respiratory system
    d. Swelling of mucus membranes
    e. Intense PAIN
5. It is important to know about the contents of an aerosol chemical agent product as some are known to be FLAMMABLE.
6. Target area: Eyes, nose and mouth
7. Time to take effect: IMMEDIATELY
8. OC, also known as pepper spray, is similar to CN and CS in that OC too is a particulate, however, one of the major distinguishing characteristics of OC is that it is derived from a plant and not a synthetic chemical. OC is a lacrymator as well as inflammatory agent.
9. Mixing CN, CS and OC does not enhance the effectiveness of the spray

INSTRUCTORS NOTE: Read Oleoresin Capsicum HANDOUT

D. HEXACHLORETHANE HC

1. Color code: Yellow
2. Classification: Non-irritating/training/concealment
3. Odor: None
4. Common uses:

a. Screening/obscuring

b. Deceiving

c. Signaling and Identifying a position

d. Training

e. Wind Direction

VIII. Methods of Chemical Agent Deployment

A. Pyrotechnic

1. It is the burning of granulated chemical agents and a pyrotechnic mix Which vaporize the agent and release it as a sub-micron aerosol cloud. These are most commonly used in outdoor riot crowd control situations. The canisters burn very hot and will easily cause a fire if used inside a structure or in an open field area.

B. Blast Dispersion

1. Is the use of explosives or other force, such as compressed air. These devices are very common for use inside a structure.

C. Fogging

1. Is the use of hot gases to vaporize a liquid chemical agent formulation which is Subsequently released as a fog. These devices are commonly referred to as "Pepper Foggers".

D. Liquid/Aerosol

1. The use of an expelling force to project a liquid/aerosol chemical agent formulation to a desired target. These devices are the most commonly used by law enforcement and citizens and include all aerosol canisters.

a. Two types of aerosol sprays.

1. Stream
2. Spray

b. Most aerosol canisters are pressurized at *140 psi*. They should not be used within a distance of *3 feet* or less unless an imminent threat exists. Stream type sprays have a maximum effective range of *10 feet.*

E. Users of aerosol sprays should be aware of the manufacturers recommended shelf-life. They should not be stored in an area with a temperature above 120 degrees.

F. FACTORS TO CONSIDER BEFORE USING AN AEROSOL SPRAY.

1. *WEATHER CONDITIONS I.E RAIN AND WIND.*

2. *CROSS CONTAMINATAION*

G. Aerosol canisters may be held in either hand. Hold the canister straight up using a fist-type grip. Press the actuator with your thumb and aim for the target area.

H. Spray in a left to right direction.

I. After spraying a suspect, officers should assess the threat and either spray again or use another force option if the spray is not effective.

J. OC only works on approximately 80% of the population…it does NOT work on everyone!!!

K. Once the spray is effective, officers should immediately HANDCUFF THE SUSPECT and then RENDER FIRST AID/ DECONTAMINATE.

IX. First Aid and Decontamination

A. Responsibility and Procedures

1. First aid and decontamination is the responsibility of the ***peace/correctional officer*** using the chemical agent.

2. Decontamination Procedures

a. Expose the suspect to fresh air or wind.

b. Flush the eyes and face with cool water.

c. Advise medical staff immediately.

3. If the suspect continues to experience the symptoms of the chemical agent beyond ***30 minutes*** or at any time has extreme difficulty breathing ***CALL FOR EMERGENCY MEDICAL SERVICES.***

3. ***NEVER LEAVE A SUSPECT SPRAYED WITH A CHEMICAL AGENT UNATTENDED.***

X. Gas Mask

A. Qualities of a good gas mask

1. Has a lens that allows a good field of vision.

2. Completely covers mouth, nose and eyes with a good seal.

3. Has a filtering device with chemical agents.

B. The M17 and Scott gas masks will *not* filter out true gases such as carbon monoxide, carbon dioxide, methane or chemical gases.

C. These masks do not provide a source of oxygen and are ineffective when the oxygen level in the environment is below the amount necessary to sustain life.

D. The M17 gas mask will filter CN, CS and OC chemical agents, but will not filter chemical gases

E. Before using a gas mask check the following:

1. *Check the entire mask for any damage.*

2. *Check for missing, cracked or scratched lenses.*

3. *Check the condition of the intake and exhaust covers.*

4. *Check for worn / broken head straps*

5. *Check for appropriate filters.*

6. *Check if the mask is the appropriate size.*

F. Gas masks should be cleaned at least twice per year if handled on a regular basis and after each exposure.

G. Always follow the gas mask manufactures recommendations for maintenance and use. Your gas mask should be stored with care to insure that it will be ready for use when needed.

XI. Recognized High Risk Suspects

A. It is imperative that peace officers be ever aware of the signs and symptoms exhibited by a suspect who may become a high risk to manage after being taken into custody. Proper

care provided and decontamination procedures must be followed after every use of chemical agents.

B. Particular attention should be provided to suspects who:
    1. ***Display bizarre and/ or aggressive behavior.***
    2. ***Shouting, panic, paranoia.***
    3. ***Erratic or rapidly changing moods.***
    4. ***Drug or alcohol involvement.***
    5. ***Violence toward others***
    6. ***Unexpected or "super human" strength***
    7. ***Sudden tranquility***

C. Positional Asphyxia occurs when body position interferes with respiration, such as when a suspect is restrained and placed face down causing pressure on the diaphragm from the stomach.

D. If a suspect does not recover from exposure to a chemical agent within a reasonable period of time or appears to be having any other kind of medical problem, ***call for emergency medical services immediately.***

E. The combination of one or more of the symptoms above and a confrontation with police involving a use of force, such as chemical agent can result in a ***sudden death***. **NEVER** ***LEAVE A SUSPECT UNATTENDED UNDER THESE CIRCUMSTANCES.***

Cultural Diversity

LEARNING GOAL:

The trainee will be able to identify and have an understanding of the cultural diversity of California both within law enforcement organization and within the community it serves.

PERFORMANCE OBJECTIVES:

The trainee will be able to recall the California laws which define cultural groups.

The trainee will be able to explain how the cultural composition of California is changing and how this change is impacting the delivery of law enforcement.

The trainee will be able to state the professional benefits of valuing diversity both with enforcement organization and within the community is serves.

The trainee will be able to examine the evolution of human rights and how understanding this issue can contribute to more effective cultural contacts.

The trainee will be able to relate the nature and origins of prejudice and how understanding this issue can contribute to more effective cultural contacts.

The trainee will be able to relate the nature and origins of discrimination and how understanding this issue can contribute to more effective cultural contacts.

The trainee will be able to discuss how current events or recent experiences can shape the attitude of cultural groups towards law enforcement and other cultural groups.

The trainee will be able to express the principles associated with professional community contacts and techniques for effective interaction with cultural groups.

The trainee will be able to assess an opportunity for individual self-discovery concerning cultural contact experience and personal prejudice.

The trainee will be able to complete and pass a comprehensive examination.

16Apr14

METHOD OF LEARNING:

A. Class area requirements.

1. One classroom with enough tables and chairs to accommodate the number of students

The trainee will participate in a guided group discussion on the California laws which define cultural groups.

The trainee will participate in a guided group discussion on how the cultural composition of California is changing and how this change is impacting the delivery of law enforcement.

The trainee will participate in a guided group discussion on the professional benefits of valuing diversity both with enforcement organization and within the community is serves.

The trainee will participate in a guided group discussion on information concerning the evolution of human rights and how understanding this issue can contribute to more effective cultural contacts.

The trainee will participate in a guided group discussion on the nature and origins of prejudice and how understanding this issue can contribute to more effective cultural contacts.

The trainee will participate in a guided group discussion on the nature and origins of discrimination and how understanding this issue can contribute to more effective cultural contacts.

The trainee will participate in a guided group discussion on how current events or recent experiences can shape the attitude of cultural groups towards law enforcement and other cultural groups.

The trainee will participate in a guided group discussion on the principles associated with professional community contacts and techniques for effective interaction with cultural groups.

INSTRUCTORS NOTE:
In the outline below, items in **bold print** are notes, details, or facts for the instructor to share with the course. They are additional details or notes to stimulate conversation.

OUTLINE OF MATERIAL:

I. Introduction

A. **The instructor should introduce him/herself to the class and give a brief statement about their position with the department and their background in teaching Cultural Diversity.**
   a. PC 13519.4(a) is the section that mandates the Cultural Diversity course and describes the basic goal of the course.
   b. PC 13519.4(b) further describes the basic goal of the course.

B. Definitions
   a. PC 13519.4(c)(2) says "culturally diverse" and "cultural diversity" include, but are not limited to, disability, gender, nationality, religion, and sexual orientation issues.
   b. Culture is the customary beliefs, social forms, and materiel traits of a racial, religious, or social group. A set of shared attitudes, values, goals, and practices.
   c. Diverse means differing from one another, being composed of distinct or unlike elements or qualities.

C. Cultural Groups **List six different types of cultural groups. The instructor should ask the class at this point to give a few examples of each one. Some of the acceptable answers are listed below but are not limited to just the listed answers.**
   a. National: American, Canadian, Japanese, ect.
   b. Racial: Asian, Caucasian, Hispanic, ect.
   c. Gender: Male or Female
   d. Religious: Christian, Muslim, Hindu, Buddhist, ect.
   e. Sexual Orientation: Straight, Gay, ect.
   f. Social: Star Wars fans, Boy Scouts, fans of a particular sports team, street gangs, biker gangs, ect.

II. Benefits of valuing Diversity
   A. Professional Benefits
      a. Enhanced community support and improved public trust as a result of a positive relationship with the community.
      b. Improved quality of service provided.
      c. Reduced tension between law enforcement and specific cultural groups.
      d. Increased access to cultural communities.
      e. Ensure compliance with letter and spirit of the law.
   B. Organizational Benefits
      a. Reduces personal and agency exposure to claims and litigation.
      b. Improves moral, effectiveness, and professionalism within the department.
      c. Positive impact on law enforcement's image.
      d. Reduces the number of grievances or "discourtesy complaints."
   C. Personal Benefits
      a. Positive impact on officer safety.
      b. Career survival.
      c. Ethical satisfaction.

III. Perceptions & Perspectives
   A. Perceptions of Cultural Groups
      a. Past experience of cultural group members shapes their attitudes and expectations regarding governmental authority including the role of law enforcement.
      b. Recent events can shape the perceptions of cultural groups regarding government and regarding law enforcement in particular.
         i. Local, Regional, or National events. **The instructor should mention examples here from current events if available and relevant. Some past examples are the Rodney King video and riots, the Waco Texas siege, the Sacramento Sheriff's deputies fired for sexual misconduct in the jail.**
         ii. International events. **The instructor can use relevant and available current events as examples.**
      c. Cultural groups may have experienced a variety of problems, controls, or denial of rights in their native countries.
      d. Examples of these include:
         i. War conditions. **Examples include Iraq, Afghanistan, Croatia.**
         ii. Martial Law. **Examples include Palestine, Philippines.**
         iii. Economic conditions. **Examples include Mexico, Somalia.**
         iv. Political repression. **Examples include North Korea, Cuba.**
      e. Recognize the preconceptions you may have in regards to any "cultural contact."
         i. Varying levels of fear or apprehension.
         ii. Personal prejudices. (This requires an HONEST look at yourself)
         iii. The level of experience in dealing with a particular group.
         iv. The amount of prior training received.
      f. Perceptions can and do work both ways.
         i. Law enforcement/authority can be seen as corrupt.
         ii. Law enforcement/authority can be seen as abusive.
         iii. **The instructor should point out the fact that there may be times when law enforcement and some cultural groups may differ as to the "legality" of certain actions. For example in some cultures it is acceptable for the men to claim a bride by kidnapping and raping her, something clearly illegal in the United States. Some cultures accept various levels of marital violence that are unacceptable in the US.**
      g. Perspective and Context Shape Perceptions

i. Misunderstandings can happen when something is taken out of the context it was originally expressed in.
ii. Individual perspectives, often skewed by personal biases, can also adversely affect mutual understanding and co-operation. **It is very important for an officer to understand how he/she may be perceived by cultural groups.**

IV. Stereotypes & Racial Profiling
A. Stereotype defined is a preconceived or oversimplified generalization of beliefs about a group. People are not recognized as individuals, but rather categorized as members of a group that all think and act the same way.
B. PC 13519.4(e) defines "racial profiling" as the practice of detaining a suspect based on a broad set of criteria which casts suspicion on an entire class of people with out any individualized suspicion of the person being detained. **The instructor should point out the similarity between the two definitions. This is what eventually led to the discontinued use of "racial profiling" in law enforcement.**
C. PC 13519.4(f) A law enforcement officer shall not engage in racial profiling.
D. **Example of a Racial Stereotype**
E. **Example of a Gender Stereotype-The female "dumb blonde".**
F. **Example of a Racial/Political Stereotype-Neo Nazis.**
G. **Example of a Stereotype-"inbred oakies".**
H. **Example of a Racial Stereotype-Reverse stereotype of Arabs.**
I. **Comedian Omid Jalili has made a living from playing a stereotypical Arab [Iranian]. Although he is of Iranian decent, he was born in London and has a typical "west-ender" accent of that city. He was told by friends once that he was funny and he had the ability to do many voices and accents. He has been in several movies, always playing an Arab.**
J. Stereotyping is a learned behavior. It is influenced and picked up by what people around us believe, what we hear others say, and what we read.
K. Negative stereotypes are often the basis for prejudice.
L. **The instructor should discuss with the class the existence of both positive and negative stereotypes. Ask the class to provide examples of both positive and negative stereotypes of various groups. Examples of groups could be, but not limited to: Mexican-Americans, Caucasians, Asians, Native-Americans, Homosexuals, and/or African-Americans. The instructor should facilitate a class discussion on the origins and affects of the stereotypes mentioned (which the instructor should list on the board).**

V. Prejudice, Discrimination, Hate
A. Prejudice is a socially learned point of view. A prejudgment about a person or class of persons composed of opinions or bias, usually grounded in misconceptions, misunderstandings, and inflexible generalizations.
B. Hate Crime/Hate Speech is any crime or verbal assault committed because the victim is of a specific race, gender, religion, or sexual orientation.
C. Discrimination is an action or behavior that shows differential treatment based on unfair categorization. A denial of due process or balanced consideration prompted by prejudice. Acting upon ones prejudice is to engage in discrimination. **The instructor should make it clear here that since prejudice is an internal (mental) issue it is difficult to "regulate." Discrimination is actually acting upon prejudice it is easier to legislate with laws and prohibitions.**

VI. Media Images & Stereotypes as Comedy & Free Speech
A. Comedy has always been society's way of defusing tension. It also is often the shield or excuse used to defend bigotry or hate.

VII. Human Rights Evolution in the US & California
A. Evolution of Civil Rights in the US. **The following are examples of both positive and negative steps in human civil rights in United States history.**
a. Article 1 of the US Constitution said that slaves were "three-fifths" of a human being. **This provision shows a constitutional tolerance of slavery at the time and is one of the earliest forms of human rights violations in US history.**
b. The removal of Native Americans from their lands to reservations.
c. Introduction of the concept "separate but equal. This was legalized segregation of cultural groups, generally based on race.
d. Historic separation of gender roles and concurrent denial of full rights for women. **Women were refused the right to vote for a long time and had other restrictions as well. In most states, until the**

women's suffrage movement won their cause, women could not own property of their own except by very specific circumstances.

e. The Internment during WWII of American citizens of Japanese descent.
f. Emergence of Equal Opportunity laws.
g. The passing of civil rights legislation, replacing "separate but equal."
h. The expansion of the "human rights umbrella" to include other cultural groups such as the physically challenged or sexual orientation.
i. Evolution to an era of valuing diversity is the goal.

B. California Past, Present, and Future.
C. The "Zoot Suit Riots." **These "riots" were essentially US service men running amok in the L.A. area and targeting young Hispanics for violence. In most cases, although the zoot suiters were the victims of gang assaults, they were the ones often arrested by the police. The Zoot Suit Riots are often credited with the formation of modern criminal street gangs in Los Angeles.**
D. The Internment of Japanese during WWII. **Although order #9066 was unconstitutional and lead to a huge amount of civil rights violations and abuse, the military and local law enforcement enthusiastically followed it due to the extreme anti-Japanese sentiment in the nation at the time. Over half of the people relocated to the camps were U.S. citizens and were targeted due to only their ancestry (Japanese) and not due to any tangible or provable crimes. They received no due process in any form.**
E. The UFW Formed, worker's rights gained. **Although eventually seen as victorious, the UFW and its leader Cesar Chavez, were often targeted and arrested by authorities during its struggle for worker's rights to be recognized.**
F. The South East Asian Immigrant influx. **Absorbing such a large number of people in a relatively short amount of time could not help but impact California's economic as well as social make up.**
G. Present issues; Illegal Immigration. **With numbers now estimated at nearly ten million, the impact that "illegal immigration/labor" has on the economy of California cannot be denied nor ignored.**
H. Alternative Lifestyles and Human Rights. **Examples of the human rights umbrella expanding to include "Alternative" lifestyles include issues such as legalized marriage for homosexual couples. Changes in that social aspect of civil rights and California will also lead to economic changes.**
I. California's Cultural make up. **The latest census figures show that for the first time, although Caucasians still are the majority in numbers for California, they are outnumbered when all the other "racial minorities" combine their numbers.**
J. San Joaquin County statistics for Christian groups. **Christianity is by far the dominant religion of the county in regards to population numbers. The latest census information shows that the over whelming majority of those Christians are Catholic.**
K. San Joaquin County statistics for non-Christian groups. **Although admittedly vastly outnumbered by their Christian counter parts, the next two religions population wise would be the Islamic and Jewish cultures. The instructor should ask at this point whether or not religion makes a difference in the way a culture behaves or reacts. The answer is YES.**
L. S.J. County Gender & Age statistics. **Again the instructor should ask if average age has an affect on how a culture reacts or behaves. Once again the answer should be yes. Remind the class of the video clip watched earlier (slide #20) that stated 60% of Arab culture (the middle east) is 20 years old or younger. Our own county stats show a slight lead in numbers for those between the ages of 35 & 44 years. The gender stat (male and female) is exactly 50/50. It has been projected that by 2010 75% of California's work force will be women and minorities.**
M. California's Cultural Future. **It's very probable that these statistics are on the conservative side. They project S.J. County having a population of just fewer than one million people by 2020. In reality they county appears to be heading towards reaching that number by around 2012 or so. The instructor should point out to the class the logical point that the more**

people that live in the county, the more diverse that population is likely to be.

N. California's Ethnic Population Shift. **It is projected that by the year 2050 that through out central and southern California Hispanic (Latino) citizens will make up the ethnic majority, replacing Caucasians.**

O. **This chart of the US taken from the American Nazi Party's web site shows that they are also paying attention to the changing ethnic climate. Rather then valuing diversity they, predictably, see the shift in the ethnic majority as a threat and source of fear.**

VIII. Law Enforcement and Corrections in Changing Times.

A. **The changes in California's ethnic statistics and population will come with changes in its "social stats as well. Law enforcement & Corrections need to stay informed about these changes in order to remain effective. Personnel will increasingly be called on to become integrated with the community it serves by developing positive relationships with various cultural groups. Effective communications will help when they are called on to intervene in conflicts between cultural groups.**

B. **As civil rights are expanded to include more groups, changes in society, both social and economic, will occur. One example is that some large corporations have already changed their definition of "family" and/or "spouse" to include employees who live "alternative" lifestyles so that they can receive company benefits.**

C. **Adherents to non-Christian, and non-mainstream religions are growing in number. California is believed to have nearly one million people who follow alternate religions such as Wicca, Druidism, Voo-doo, and other religions native to their places of origin. That number is expected to easily double by the year 2025.**

D. **Even if an officer does not agree with the changes that are coming the fact of the matter is they ARE going to happen. Corrections & Law Enforcement will find themselves in the middle of a variety of diverse groups, some of which will not get along well with some others. Staying informed about, respectful of, and understanding of the various groups will help those caught in between the conflict understand, and thus hopefully defuse, the situation. Cultural diversity and awareness is an officer safety issue.**

E. It has always been Law Enforcement that has had to stand between groups who disagree. **They are also typically, the first group used by unethical governments to suppress other groups by passing unethical laws that have to be enforced. One example of this was Nazi Germany. A majority of the German Politzie were not hard core Nazis but they were the first ones given the task to enforce new laws against Jews and other ethnic enemies of the new nazi state.**

F. **An officer who is aware of the diverse cultures in the community she/he serves in has two important advantages. Being informed and understanding about the cultures they deal with can help an officer deal with conflicts and issues that may arise with in those cultures or between two cultures. An informed officer also is in a position to see whether or not new laws and the orders on how to enforce them are ethical or whether they are based on lies, stereotypes, and propaganda.**

G. Tips for Positive Contact with diverse cultures.
    a. Be patient
    b. Listen effectively
    c. Be clear and concise when delivering a message
    d. Double check or test for understanding
    e. Use effective non-verbal communication
    f. Use translators when ever available
    g. Study/inform yourself about the cultural customs of the cultures one most often has contact or the potential of contact with, the officer's knowledge regarding a cultural group greatly enhances the potential for a successful cultural contact
    h. The best strategy is to treat all individuals and groups with dignity and respect

H. Things to avoid.
    a. Profanity/Derogatory language
    b. Ethnically offensive terminology
    c. Use of "cop jargon" or codes
    d. Stereotyping

e. Acting "over officious"
f. Inappropriate body language and disrespectful attitude **(This is an example of a non-verbal communication that could cause a negative response)**
g. Avoid a general "recipe" style contact approach, each contact will be unique

I. **The instructor should make sure to ask if there are any last questions or needs for clarification. If there are not, after a short break, the class is ready to review.**

PERFORMANCE OBJECTIVES:

The trainee will be instructed on whether or not to rescue when discovering an "In-Custody Death"

The trainee will be instructed on what steps to take when determining whether or not to rescue.

The trainee will be instructed on whom must be notified when discovering an "In-Custody Death."

The trainee will be instructed on the obvious signs of death.

The trainee will be instructed on how and why to secure and death scene.

The trainee will be instructed on the reasons witnesses are separated.

The trainee will be provided with an overview of the San Joaquin County Officer - Involved Critical Incident Protocol.

The trainee will be instructed on the San Joaquin County Custody Division policy 1.1.10 - Custody Deaths.

The trainee will be instructed on the different types of investigations conducted by the Protocol team.

The trainee will be provided with information regarding their rights in both Custodial and Non-Custodial interrogations.

The trainee will be provided with a general overview of Government Code Section 3303, 3304 and 3305.

The trainee will be provided with a general overview of San Joaquin County Sheriff Dept. General Order F-7 Peer Support Program.

OUTLINE OF MATERIAL:

[redacted]

I. Death In-Custody

A. [redacted]

1. [redacted]

(Staff shall resolve any doubt of life or death in favor of an assumption of life and provide appropriate medical assistance)

([redacted]

2. Steps:

a. Is the subject breathing?

b. Does subject have a Pulse?

c. Start Rescue Breathing /CPR.

(1.) CPR Mask/ Bag-Value-Mask Resuscitator (Medical Clinics)

d. Is subject bleeding? (Cut Wrist/Knife wound)

(1.) First Aid

(2.) Rubber Gloves (Universal Precaution)

3. Estimate how long the inmate has not been breathing or has not had a pulse.

4. Notify Jail Central Control

a. Arrival of Medical Staff

b. Arrival of Basic/Advance Life Support

c. Arrival of Additional Security Staff

5. [redacted].

a. [redacted]

b. [redacted]

(1.) [redacted]

[redacted]

B. Obvious Signs of Death

1. Rigor Mortis - The stiffening of the muscles after death.

2. Post Mortem Lividity - The pooling of the blood (fluids) in the body. Gravity pulling fluid, purplish color of the skin as it touches a surface.

3. Decomposition - Breaking down of the body parts (Skin slippage) gases buildup into the body.

4. Incineration - The burning of the body to ashes.

5. Decapitation - To behead, the removal of the head from the body.

6. Dismemberment - The removal of major organs (heart, lung, liver, and extremities)

Note: Corneal Clouding coupled with Rigor Mortis and Post Mortem Lividity.

[redacted]

[redacted]

C. Secure the scene

[redacted]

1. [redacted]

[redacted]

[redacted]

4. [redacted]

5. [redacted]

[redacted]

[redacted]

7. Prior to Patrol / Detectives arrival

a. [redacted]

[redacted]

[redacted]

[redacted]

(3.) [redacted]

8. [redacted]

[redacted]

[redacted]

([redacted]

9. [redacted]. Ref. @ www.leginfo.ca.gov/

a. Spontaneous Statement

(1.) Statement by a subject that purports to narrate, describe or explain an act, condition, or events perceived by the declarant and was made spontaneously while the declarant was under the stress of excitement caused by such perception.

b. Dying Declarations

(1.) Statement by a dying person regarding the cause and circumstances of his/her death made admissible by the hearsay rule if the statement was made upon his personal knowledge and under a sense of immediately impending death.

[redacted]

11. [redacted]

D. [redacted]

1. [redacted]

[redacted]

[redacted]

[redacted]

A. Sheriff's Office Investigation Team.

1. [redacted]

[redacted]

[redacted]

[redacted]

[redacted].

a. [redacted]

B. San Joaquin County: Officer - [redacted]

1. [redacted]

a. City Police Departments

[redacted]

b. County Agencies

[redacted]

[redacted]

[redacted]

c. California Highway Patrol.

(1.) [redacted]

2. [redacted]

3. To investigate all [redacted].

[redacted]

4. Two types of investigation:

[redacted]

b. [redacted]

[redacted]

[redacted]

C. Interviewing Police Personnel

a. Custodial Interrogation

(1.) The Miranda cases are applicable

b. Non-Custodial Interrogation

(1.) [redacted]

(2.) Government Code section 3304 (a) permits the heads of law enforcement agencies to order their officer to cooperate with criminal investigations being performed by other agencies. Failure to comply with such orders may result in a charge of insubordination. Officers are not to be compelled by threats of administrative punitive action to answer questions of the Protocol team that would be self-incriminating.

(3.) [redacted]

(4.) [redacted]

(5.) [redacted]

D. Sequester of Witnesses

a. [redacted]

(1.) [redacted].

(2.) [redacted]

E. Homicide Investigation

[redacted]

F. Custody Staff

[redacted]

G. Truth

a. [redacted]

b. [redacted]

(1.) [redacted]

[redacted]

[redacted]

(Handout #4 Government Code 3303, 3304, 3305)

III. Peace Officers Bill of Rights (Gov. Code 3300)

3303 Investigation and interrogations: conduct: conditions: representation: reassignment.

When any public safety officer is under investigation and subjected to interrogation by his commanding officer, or any other member of the employing public safety department, which could lead to punitive action, such interrogation shall be conducted under the following conditions. For the purpose of this chapter, punitive action is defined as any action which may lead to dismissal, demotion, suspension, reduction in salary, written reprimand, or transfer for purposes of punishment.

(a) The interrogation shall be conducted at a reasonable hour, preferably at a time when the public safety officer is on duty, or during the normal waking hours for the public safety officer, unless the seriousness of the investigation requires otherwise. If such interrogation does occur during off-duty time of the public safety officer being interrogated, the public safety officer shall be compensated for such off-duty time in accordance with regular department procedures, and the public safety officer shall not be released from employment for any work missed.

(b) The public safety officer under investigation shall be informed prior to such interrogation of the rank, name and command of the officer in charge of the interrogation, the interrogation officer, and all other persons to be present during the interrogation. All questions directed to the public safety officer under interrogation shall be asked by and through no more than two interrogators at one time.

(c) The public safety officer under investigation shall be informed of the nature

of the investigation prior to any interrogation.

(d) The interrogation session shall be for a reasonable period taking into consideration gravity and complexity of the issue being investigated. The person under interrogation shall be allowed to attend to his own personal physical necessities.

(e) The public safety officer under interrogation shall not be subjected to offensive language or threatened with punitive action, except that an officer refusing to respond to questions or submit to interrogations shall be informed that failure to answer question directly related to the investigation or interrogation may result in punitive actions. The employer shall not cause the public safety officer under interrogation to be subjected to visits by the press or news media without his express consent nor shall his home address or photograph be given to the press or news media without his express consent.

(f) The complete interrogation of a public safety officer may be recorded. If taped recording is made of the interrogation, the public safety officer shall have access to the tape if any further proceedings are contemplated or prior to any further interrogation at a subsequent time. The public safety officer shall be entitled to a transcribed copy of any notes made by a stenographer or to any reports or complaints made by investigator or other persons, except those which are deemed by the investigating agency to be confidential. No notes or reports that are deemed confidential may be entered in the officer's personnel file. The public safety officer being interrogated shall have the right to bring his own recording device and record any and all aspects of the interrogation.

(g) If prior to or during the investigation of a public safety officer it is deemed that he may be charged with a criminal offense, he shall be immediately informed of his constitutional rights.

(h) Upon the filing of a formal written statement of charges, or whenever an interrogation focus on matter which are likely to result in punitive action against any public safety officer, that officer, at his request, shall have the right to be represented by a representative of his choice who may be present at all time during such interrogation. The representative shall not be a person subject to the same investigation. The representative shall not be required to disclose, or be subject to any punitive action for refusing to disclose, any information received from the officer under investigation for non-criminal matters.

This section shall not apply to any interrogation of a public safety officer in the normal course of duty, counseling, instruction, or informal verbal admonishment by, or other routine or unplanned contact with, a supervisor or any other public safety officer, nor shall this section apply to an investigation concerned solely and directly with alleged criminal activities.

(i.) No public safety officer shall be loaned or temporarily reassigned to a location or duty assignment if a sworn member of his department would not normally be sent to that location or would not normally be give that duty

assignment under similar circumstances.

(Instructors note: Sections 3304, 3305 is more information regarding employee rights)

3304 Lawful exercise of rights: Insubordination; Administrative appeal.

(a) No public safety officer shall be subjected to punitive action, or denied promotion, or be threatened with any such treatment, because of the lawful exercise of the rights granted under this chapter, or the exercise of any rights under any existing administrative grievance procedure. No punitive action, nor denial of promotion on grounds other than merit, shall be undertaken by any public agency without providing the public safety officer with an opportunity for administrative appeal.

3305 Comments adverse to interest: entry in personnel file or in other record: opportunity to read and sign instrument; refusal to sign.

No public safety officer shall have any comment adverse to his interest entered in his personnel file, or any other file used for any personnel purposes by his employer, without the public safety officer have first read and signed the instrument containing the adverse comment indicating he is aware of such comment, except that such entry may be made if after reading such instrument the public safety officer refuses to sign it. Should a public safety officer refuse to sign, that fact shall be noted on that document, and signed or initialed by such officer.

IV. Peer Support Program

[redacted]

A. Officers may need some type of counseling for any related problems associated with an In-Custody Death.

1. San Joaquin County Sheriff Office Peer Support Program Policy #377

I. Policy

The Peer Support Program of the San Joaquin County Sheriff's Department is a voluntary, confidential resource program intended to provide support and assistance to employees in dealing with personal problems before they become acute.

Peer counselors are trained to be effective listeners, to provide feedback, to clarify issues, and to assist the counselee 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 resources will be made available.

II. 377.2 **Administrative Structure**

A. Captain of the Patrol Division or in his/her absence the Captain of Investigations Division.
B. A counseling professional (psychologist)

III. **377.3 Voluntary Participation**

A. All participation in the Peer Support Program shall be voluntary:

There will be no mandatory referrals of department members to peer counselors nor will peer counselors be ordered to initiate contact with department members.

In order for the program to succeed, **CONFIDENTIALITY MUST** be as complete as humanly and legally possible.

IV. **377.4 Confidentiality**

A. The peer counselor shall maintain the confidentially entrusted to him/her and not discuss any information developed in a peer counseling session.

B. When a peer counselor has determined that a situation requires specialized assistance, he/she will make the information on the referral resources available to the person being counseled. Again, confidentiality shall be maintained by the contacted person.

C. The person being counseled shall be advised that confidentiality shall be strictly maintained **EXCEPT** in these instances:

1. Where the information received by the peer counselor must be revealed by law, such as cases of child abuse or criminal conduct.

2. Where the peer counselor gathers information by virtue of his/her duty assignment at the time of the incident (i.e. a supervisory officer or other person required by a general order to investigate or on the orders of a superior).

3. Where the peer counselor is directly involved as a participant or a witness in a criminal or internal affairs investigation.

4. Where there is reason to believe that the counselee intends to seriously injure himself or another person.

5. Where, due to substance abuse, the counselee is a clear and immediate danger to self, citizen or fellow officers.

6. In the above cases (IV. C., 1 through 5), an appropriate supervisory officer shall be notified.

D. The peer counselor will not be ordered to give information to the department concerning the content of the peer counseling sessions for administration except as listed in IV. C.

V. **377.5 Duties of Supervisory Officers**:

A. Supervisory officers who are peer counselors cannot abdicate their supervisory responsibilities when on duty and confronted with misconduct, disciplinary problems or other improper actions on the part of subordinates.

VI. **377.6 Duty Status**

A. The role of the peer counselor shall be to provide assistance in the time of need: but that assistance should not be extended to prolonged periods of time.

VII. **377.7 Use of Department Equipment and Facilities**

A. Peer support counselors are authorized to use available department resources, including the department facilities and equipment.

2. San Joaquin County Sheriff Officer Peer Counseling Team

1. Contact Custody Personnel

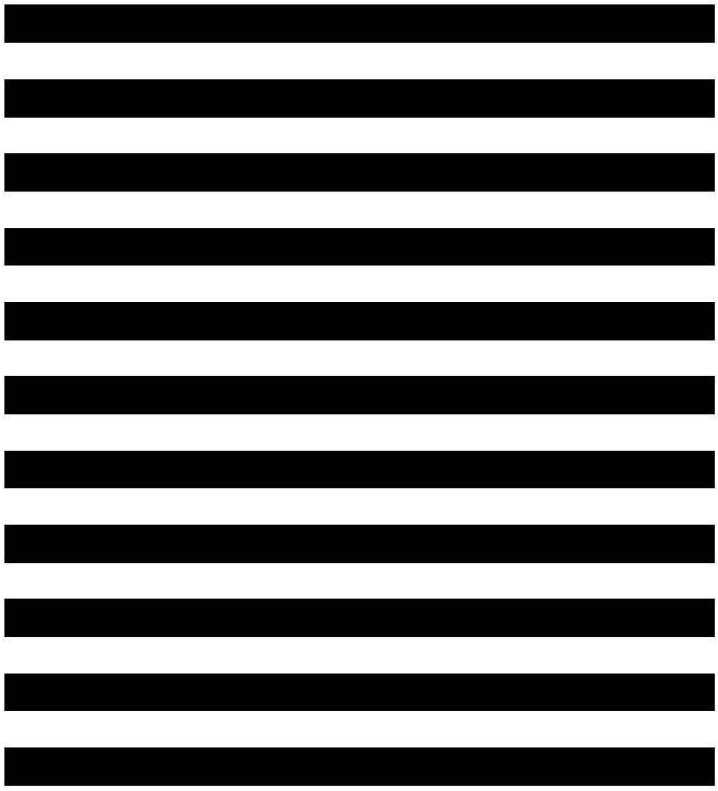


B. SJCCOA representative

1. Could arrange peer counseling.

2. Professional counseling.

Peer Support Contact List



INMATE DISCIPLINARY PROCEDURES

LEARNING GOAL:

The trainee will be able to understand the Inmate Disciplinary Procedures of the San Joaquin County Jail Facility.

PERFORMANCE OBJECTIVES:

The trainee will become familiar with the Inmate Handbook.

The trainee will be able to identify the statutes concerning inmate discipline.

The trainee will be able to identify what violations constitute an Infraction.

The trainee will be able to identify sanctions that can be taken against an inmate who has committed an Infraction.

The trainee will be able to identify the form(s) to be used when documenting an Infraction and how it is entered into ATIMS.

The trainee will be able to identify appropriate responses to scenarios which deal with inmate(s) committing Infractions.

The trainee will be able to identify what violations constitute a Major Violation.

The trainee will be able to identify the form(s) to be used when documenting a Major Violation.

The trainee will be able to identify appropriate responses to scenarios which deal with inmate(s) who have committed a Major Violation.

METHOD OF LEARNING:

Classroom area and requirements:

A. One classroom with enough tables and chairs to accommodate the number of students.

Training aids:

A. Inmate Handbook

B. Penal Code

C. Title 15

The trainee will participate in a guided group discussion on the Inmate Handbook.

The trainee will participate in a guided group discussion on the statutes concerning inmate discipline.

The trainee will participate in a guided group discussion on what violations constitute an Infraction.

The trainee will participate in a guided group discussion on sanctions that can be taken against an inmate who has committed an Infraction.

The trainee will participate in a guided group discussion on the form(s) to be used when documenting an Infraction and how it is entered into CJIS.

The trainee will participate in a guided group discussion and discuss appropriate responses to scenarios which deal with inmate(s) committing Infractions.

The trainee will participate in a guided group discussion on what violations constitute a Major Violation.

The trainee will participate in a guided group discussion on sanctions that can be taken against an inmate who has committed a Major Violation.

The trainee will participate in a guided group discussion on the form(s) to be used when documenting a Major Violation.

The trainee will participate in a guided group discussion and discuss appropriate responses to scenarios which deal with inmate(s) committing Major Violations.

Upon completion of classroom instruction and exercises, the trainee will receive a comprehensive written examination.

OUTLINE OF MATERIALS:

I. Statutes

A. The 8th Amendment

Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.

B. Title 42 U.S. Code Section 1983

Every person who, under color of any statute,...subjects or causes to be subjected, any citizen...deprivation of any rights, privileges, or immunities secured by the constitution and laws, shall be liable to the party injured in an action at law, suit in equity, or other proper proceedings for redress

C. P.C. 4019
Deductions from period of confinement

(a) The provisions of this section shall apply in all of the following cases:

(1) When a prisoner is confined in or committed to a county jail, industrial farm, or road camp, or any city jail, industrial farm, or road camp, including all days of custody from the date of arrest to the date on which the serving of the sentence commences, under a judgment of imprisonment, or a fine and imprisonment until the fine is paid in a criminal action or proceeding.

(2) When a prisoner is confined in or committed to the county jail, industrial farm, or road camp or any city jail, industrial farm, or road camp as a condition of probation after suspension of imposition of a sentence or suspension of execution of sentence, in a criminal action or proceeding.

(3) When a prisoner is confined in or committed to the county jail, industrial farm, or road camp or any city jail, industrial farm, or road camp for a definite period of time for contempt pursuant to a proceeding, other than a criminal action or proceeding.

(4) When a prisoner is confined in a county jail, industrial farm, or road camp, or a city jail, industrial farm, or road camp following arrest and prior to the imposition of sentence for a felony conviction.

(5) When a prisoner is confined in a county jail, industrial farm, or road camp, or a city jail, industrial farm, or road camp as part of custodial sanction imposed following a violation of postrelease community supervision or parole.

(6) When a prisoner is confined in a county jail, industrial farm, or road camp, or a city jail, industrial farm, or road camp as a result of a sentence imposed pursuant to subdivision (h) of Section 1170.

(b) Subject to the provisions of subdivision (d), for each four-day period in which a prisoner is confined in or committed to a facility as specified in this section, one day shall be deducted from his or her period of confinement unless it appears by the record that the prisoner has refused to satisfactorily perform labor as assigned by the sheriff, chief of police, or superintendent of an industrial farm or road camp.

(c) For each four-day period in which a prisoner is confined in or committed to a facility as specified in this section, one day shall be deducted from his or her period of confinement unless it appears by the record that the prisoner has not satisfactorily complied with the reasonable rules and regulations established by the sheriff, chief of police, or superintendent of an industrial farm or road camp.

(d) Nothing in this section shall be construed to require the sheriff, chief of police, or superintendent of an industrial farm or road camp to assign labor to a prisoner if it appears from the record that the prisoner has refused to satisfactorily perform labor as assigned or that the prisoner has not satisfactorily complied with the reasonable rules and regulations of the sheriff, chief of police, or superintendent of any industrial farm or road camp.

(e) No deduction may be made under this section unless the person is committed for a period of four days or longer.

(f) It is the intent of the Legislature that if all days are earned under this section, a term of four days will be deemed to have been served for every two days spent in actual custody.

(g) The changes in this section as enacted by the act that added this subdivision shall apply to prisoners who are confined to a county jail, city jail, industrial farm, or road camp for a crime committed on or after the effective date of that act.

(h) The changes to this section enacted by the act that added this subdivision shall apply prospectively and shall apply to prisoners who are confined to a county jail, city jail, industrial farm, or road camp for a crime committed on or after October 1, 2011. Any days earned by a prisoner prior to October 1, 2011, shall be calculated at the rate required by the prior law.

(i) This section shall not apply, and no credits may be earned, for periods of flash incarceration imposed pursuant to Section 3000.08 or 3454.

II. Inmate Orientation and Rule Book

Instructors Note: Pass out and review with each trainee the Inmate Handbook.

A. Provides them with General Information, rules of conduct for inmates, daily activities, emergency drills, programs, sentenced inmate information and housing.

III. Statutes concerning inmate discipline

Instructors Note: Pass out a copy of Title 15 and Penal Code.

A. Title 15 Section 1069
Inmate Orientation

(a) In Type II, III, and IV facilities, the facility administrator shall develop written policies and procedures for the implementation of a program reasonably understandable to inmates designed to orient a newly received inmate at the time of placement in a living area. Such a program shall be published and include, but not be limited to, the following:

(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 services;

(6) classification/housing assignments;

(7) court appearance where scheduled, if known; and,

(8) voting, including registration.

(b) In Type I facilities, the facility administrator shall develop written policies and procedures for a program reasonably understandable to non-sentenced detainees to orient an inmate at the time of placement in a living area. Such a program shall be published and include, but not be limited to, the following:

(1) rules and disciplinary procedures;

(2) visiting rules;

(3) availability of personal care items, opportunities for personal hygiene;

(4) availability of reading and recreational materials; and,

(5) medical/mental health procedures.

B. Title 15 Section 1073
Inmate Grievance Procedure

(a) Each administrator of a Type II, III, or IV facility and Type I facilities which hold inmate workers shall develop written policies and procedures whereby <u>any inmate may appeal and have resolved grievances relating to any conditions of confinement, included but not limited to: medical care; classification actions; disciplinary actions; program participation; telephone, mail, and visiting procedures; and food, clothing, and bedding</u>. Such policies and procedures shall include:

(1) a grievance form or instructions for registering a grievance;

(2) resolution of the grievance at the lowest appropriate staff level;

(3) appeal to the next level of review;

(4) written reasons for denial of grievance at each level of review which acts on the grievance;

(5) provision for response within a reasonable time limit; and,

(6) provision for resolving questions of jurisdiction within the facility.

(b) Grievance System Abuse:

The facility may establish written policy and procedure to control the submission of an excessive number of grievances.

C. Title 15 Section 1080
Rules and Disciplinary Penalties

Wherever discipline is administered, each facility administrator shall establish written rules and disciplinary penalties to guide inmate conduct. Such rules and disciplinary penalties shall be stated simply and affirmatively, and posted conspicuously in housing units and the booking area or issued to each inmate upon booking. For those inmates who are illiterate or unable to read English, and for persons with disabilities, provision shall be made for the jail staff to instruct them verbally or provide them with material in an understandable form regarding jail rules and disciplinary procedures and penalties.

D. Title 15 Section 1081
Plan for Inmate Discipline

Each facility administrator shall develop written policies and procedures for inmate discipline which shall include, but not be limited to, the following elements:

(a) Designation of one or more subordinates who will act on all formal charges of violation of facility rules by inmates, and who shall have investigative and punitive powers. Staff so designated shall not participate in disciplinary review if they are involved in the charges.

(b) Minor acts of non-conformance or minor violations of institution rules may be handled informally by any staff member by counseling or advising the inmate of expected conduct, assignment to an extra work detail, or removal from a work assignment without loss of work time credit. In addition, temporary loss of privileges such as, but not limited to, access to television, telephones, or commissary, or lockdown for less than 24 hours, may be considered minor discipline if such acts are accompanied by written documentation, and a policy of review and appeal to a supervisor.

(c) Major violations or repetitive minor acts of non-conformance or repetitive minor violations of institutional rules shall be reported in writing by the staff member observing the act and submitted to the disciplinary officer. The inmate shall be informed of the charge(s) in writing. The consequences of a major violation may include, but are not limited to, loss of good time/work time, placement in disciplinary isolation, disciplinary isolation diet, or loss of privileges mandated by regulations. In addition:

(1) Charges pending against an inmate shall be acted on no sooner than 24 hours after the report has been submitted to the disciplinary officer and the inmate has been informed of the charges in writing. A violation(s) shall be acted on no later than 72 hours after an inmate has been informed of the charge(s) in writing. The inmate may waive the 24-hour limitation. The hearing may be postponed or continued for a reasonable time through a written waiver by the inmate or for good cause.

(2) The inmate shall be permitted to appear on his/her own behalf at the time of hearing.

(3) Subsequent to final disposition of disciplinary charges by the disciplinary officer, the charges and the action taken shall be reviewed by the facility manager or designee.

(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 Section 4019.5.

(d) Nothing in this section precludes a facility administrator from administratively segregating any inmate from the general population or program for reasons of personal, mental, or physical health, or under any circumstance in which the safety of the inmates, staff, program, or community is endangered, pending

disciplinary action or a review as required by Section 1054 of these regulations.

D. Title 15 Section 1082
Forms of Discipline

The degree of punitive actions taken by the disciplinary officer shall be directly related to the severity of the rule infraction. Acceptable forms of discipline shall consist of, but not be limited to, the following:

(a) Loss of privileges.

(b) Extra work detail.

(c) Short term lockdown for less than 24 hours.

(d) Removal from work details.

(e) Forfeiture of "good time" credits earned under Penal Code Section 4019.

(f) Forfeiture of "work time" credits earned under Penal Code Section 4019.

(g) Disciplinary isolation.

(h) Disciplinary isolation diet.

E. Title 15 Section 1083
Limitations on Disciplinary Actions.

The Penal Code and the State Constitution expressly prohibit all cruel and unusual punishment. Additionally, there shall be the following limitations:

(a) If an inmate is on disciplinary isolation status for 30 consecutive days there shall be a review by the facility manager before the disciplinary isolation status is continued. This review shall include a consultation with health care staff. Such reviews shall continue at least every fifteen days thereafter until the disciplinary status has ended. This review shall be documented.

(b) The disciplinary isolation cells or cell shall have the minimum furnishings and space specified in Title 24, Part 2, 1231.2.6 and 2.7. Occupants shall be issued clothing and bedding as specified in Articles 13 and 14 of these regulations and shall not be deprived of them through any portion of the day except that those inmates who engage in the destruction of bedding or clothing may be deprived of such articles. The decision to deprive inmates of such articles of clothing and bedding shall be reviewed by the facility manager or designee during each 24 hour period.

(c) Penal Code Section 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.

(d) In no case shall a safety cell, as specified in Title 24, Part 2, 1231.2.5, or any restraint device be used for disciplinary purposes.

(e) No inmate may be deprived of the implements necessary to maintain an acceptable level of personal hygiene as specified in Section 1265 of these regulations.

(f) Food shall not be withheld as a disciplinary measure.

(g) The disciplinary isolation diet described in section 1247 of these regulations shall only be utilized for major violations of institutional rules.

(1) In addition to the provisions of Section 1247, the facility manager shall approve the initial placement on the disciplinary isolation diet and ensure that medical staff is notified.

(2) In consultation with medical care staff, the facility manager shall approve any continuation on that diet every 72 hours after the initial placement.

(h) 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 manager.

(i) In no case shall access to courts and legal counsel be suspended as a disciplinary measure.

III. Infractions/Informal

IN01 Disobeying housing guidelines

IN02 Being in an unauthorized area

IN03 Smoking

IN04 Possession of excessive, modified or unauthorized clothing

IN05 Taking or in possession of unauthorized food including food not authorized for diabetics

IN06 Possession or manufacture of unauthorized beverage

IN07 Loud or boisterous conduct not involving threats

IN08 Disorderly conduct

IN09 Possession of materials, other than legal materials when outside of the housing unit or going to court

IN10 Alter, damage or tamper with inmate identification wrist bands

IN11 Not in possession, loss, or improper display of inmate I.D. wrist band

IN12 Failure to cooperate with facility count or delaying count

IN13 Bartering. You may not trade with any other inmate

IN14 Gambling or possession of gambling material except authorized games

IN15 Possession of over $80.00 worth of jail commissary, excluding phone cards

IN16 Possession of money or currency

IN17 Possession of another inmate's phone card

IN18 Hoarding of medication

IN19 Possession of unauthorized medication

IN20 Unauthorized absence from work or failure to report for work assignment

IN21 Violating a condition of a work release program

IN22 Possessing material depicting violence toward law enforcement, racial hatred, or gang paraphernalia

IN23 Presentation of false testimony to staff

IN24 Cursing or making obscene gestures toward staff or others

IN25 Indecent exposure

IN26 Possession of contraband

IN27 Tattooing or piercing any part of the body

IN28 Excessive use of Officer call button

IN29 Disobeying a verbal or written order from staff

IN30 Possession of tobacco

IN31 Unruly behavior while being transported to court, while in court, holding tanks, or being transported back from court

IN32 Improper use of clothing such as pants sagging, pegged pants, tied up shirts, underclothes outside of outer clothing, bandanas, headbands, or clothing from the wrong facility.

IN33 Violation of Program Rules

IN34 Inappropriate gestures

IN35 Possession of magazines, books or any material that depicts or features sexually explicit nudity

IV. Sanctions That Can be Taken Against an Inmate Who Has Committed an Infraction

A. Infractions are divided into two categories:

1. (Informal)

a. When an officer witnesses an infraction of facility rules or regulations, and it is deemed that informal resolution of the incident is warranted, the officer can resolve the issue with an "Infraction Resolution" form with one or more of the following sanctions:

(1.) Documented verbal reprimand
(2.) Written reprimand
(3.) Restriction of personal telephone calls not exceeding 7 days
(4.) Removal from special events for one event
(5.) Restriction of commissary
(6.) Restriction of T.V., video privileges, not exceeding 3 days
(7.) Restriction of visiting privileges for 2 days (For visiting violations only)
(8.) Room restriction not to exceed one eight hour period
(9.) Assignment of extra work detail (Sentenced and unsentenced inmates)
(10.) Removal from inmate worker status
(11.) Loss of seniority at Honor Farm

2. (Formal)

a. When an officer witnesses an infraction or continued infractions of facility rules or regulations, and it is deemed that formal resolution of the incident is warranted, the officer shall resolve the issue by sending the inmate before the Disciplinary Hearing Board. One or more of the following sanctions may be used:

(1.) Any Informal sanction
(2.) Loss of up to 15 visits and /or commissary days
(3.) Program restriction up to 15 days
(4.) Conduct Credits (part or all)
(5.) Disciplinary Isolation

1 to 5 days per each violation
With an additional 15 days loss of commissary
With an additional 15 days loss of visitation

(6.) If a work program or work furlough inmate, removal from that program

(7.) Full Restriction – which includes:
Disciplinary Isolation
Loss of Commissary Privileges
Loss of Telephone Privileges
Loss of Visiting Privileges
Program Restriction

V. Appropriate Procedures to Follow When an Inmate or Inmates Commit Infractions

A. The process which an officer disciplines an inmate for infractions will include the use of progressive discipline and the application of fair and consistent disciplinary measures

1. The use of progressive discipline.

a. Requires officers to use a variety of informal methods to deal with infractions before progressing to more formal and structured disciplinary measures.

b. Progressive discipline is an effective way to deal with rule violations that do not warrant official disciplinary action and where the purpose of the discipline is to put a stop to the misbehavior rather than punish the inmate.

c. For progressive discipline to prove affective officers must follow through on warnings (or promises) to punish continued misbehavior.

2. The application of fair and consistent disciplinary measures.

a. Disciplining only the offending inmate(s) rather than all inmates.

b. Disciplining an inmate in private rather than in the presence of other inmates.

c. Explain the reason for the disciplinary action to the inmate, in particular, identifying the rule the inmate violated.

d. Provide the inmate with the opportunity to explain the circumstances of his/her misbehavior.

B. Housing unit meetings

1. Officers may hold housing meetings in order to discuss reoccurring behavioral problems within the housing unit.

2. Officers will notify the Shift Supervisor prior to calling a housing unit meeting.

3. Shift Supervisors have the option of attending the meeting.

4. All meetings will be documented.

C. Officers will use judgment on when to send an inmate to the Disciplinary Hearing Board for committing Infractions.

1. Severity of the Infraction

2. Continuance of several housing guideline Infractions

3. Any Major Violation

D. Classification and Discipline are two separate entities that should not be confused.

1. If an inmate is moved to Pre-Hearing Segregation or Disciplinary Detention for disciplinary purposes the Classification Unit is only made aware of the move by the person responsible for the relocation.

2. The Tower Officer in Administrative Segregation will assign a cell number

3. Classification will assign housing when an inmate is to be removed out of Administrative Segregation.

E. Officers should only remove inmates from housing units when

1. The safety and security of the facility is at risk

2. Safety of officer(s)

3. Safety of inmate(s)

4. Blatant refusal to comply with an officer's lawful order, to include: Refusal to sign an Infraction Resolution Form (MV01).

F. Shift supervisors will not override a housing officer's decision to remove an inmate from their housing unit.

1. Supervisors will review all cases and will counsel officers that have mishandled situations.

2. Supervisors have the option of having officers who abuse the system notify them prior to any decision to move an inmate.

VI. Major Violations (Formal)

MV01 Refusal to sign an Infraction Resolution Form

MV02 Blatant refusal to comply with an officer/staff member's lawful order

MV03 Engagement in sexual acts, to include intimate contact between inmates, not involving threat or force

MV04 Possession of drugs or drug paraphernalia including trafficking

MV05 Under the influence of drugs or alcohol

MV06 Failure to provide a urine or breath sample

MV07 Theft

MV08 Possession of stolen property

MV09 Attempted or planned escape

MV10 Possession of escape paraphernalia

MV11 Wearing a disguise or mask

MV12 Tampering with locking devices

MV13 Bribery or attempted bribery of an official

MV14 Incite to riot

MV15 Participation in riots or work strikes

MV16 Extortion, blackmail for protection

MV17 Possession of explosives or ammunition

MV18 Possession of any type of weapon or facsimile

MV19 Counterfeit of any government document, money or official paper

MV20 Flagrant failure to follow safety or sanitation regulations

MV21 Engagement in any action or activity that endangers the safety of any officer, staff or inmate

MV22 Destruction or graffiti of county property

MV23 Tampering with fire sprinklers or smoke detectors

MV24 Assault

MV25 Fighting

MV26 Battery

MV27 Rape, attempted rape or any forcible sex acts

MV28 Murder

MV29 Use of any phone card that is not your own

MV30 Failure to follow instruction included in your day pass

MV31 Use of another inmate's identification wrist band

MV32 Violation of any Federal, State, or local law

MV33 Violation of any terms of Work Furlough program

MV34 Intentionally placing, throwing, or causing to be thrown, upon the person of another, any mixture of human excrement or other bodily fluids or substances

MV35 Assault on any Staff member

MV36 Institutional Fraud

MV37 Mayhem

MV38 Threats against staff

MV39 Interference with K-9 duties

MV40 Attempt or conspiring to commit any of the above offenses/acts or assist others to conspire or commit any of the above offenses/acts

MV42 Destruction of evidence

VII. Sanctions that can be taken on Major Violations

A. Severity #1(Formal)

1. Any Infraction sanction
2. Disciplinary Isolation
   (Not to exceed 30 days without a review by facility manager)
3. Criminal prosecution
4. Restitution
5. Disciplinary Diet
6. Deprived of use of property you have abused
7. Full Restriction – which includes:
   Disciplinary Isolation
   Loss of Commissary Privileges
   Loss of Telephone Privileges
   Loss of Visiting Privileges
   Program Restriction

VIII. Documenting Rules Violations (Infractions and/or Major Rules)

Instructors note: Show trainees an example of a Disciplinary Packet.

A. Display Inmate Record

1. Officers wanting to check an inmates past violations can refer to the CJIS screen “Display Inmate Record” and place any character in the Incident Field.

B. ATIMS/Facility/Incident

1. Fill in appropriate information in the boxes provided

2. Occurrence date

    a. Enter date the incident occurred.

3. Time

    a. Enter time incident occurred

4. Housing Location

    a. Location of where the incident occurred if in a housing unit.

5. Temp Location

    a. Location of where the incident occurred if outside a housing unit such as; Recreation yard, dining hall, transportation office etc.

6. Reported on

    a. The date on which the incident was reported on

7. Witnessed by employee I.D.

8. Incident Synopsis

    a. A brief statement containing the facts and details of the
    incident, not to exceed 212 characters.

9. Hard Copy

    a. For inmate to sign

10. Add Supplemental

    a. If any other reports have been prepared on this incident then a yes should be entered here.

11. Crime Report Number

    a. If a crime report number was filed in response to an incident the crime report number should be entered in this field.

12. Severity –Informal or Formal

13. Type

    a. Code numbers that correlate with the violation number.

    b. Infractions will start with IN and then a two digit number correlating with the infraction.

    c. Major Violations will start with MV and then a two-digit number correlating with the Major Violation.

    d. Up to six incident severity and type codes may be entered for any single incident. If more are needed the user will start another "Add Jail Incident Screen" type in the previous incident number in the Incident Synopsis or Other field.

14. Description

    a. The description of the Type Code will appear once the enter key has been depressed.

15. Add Involved inmates

16. Booking Number

    a. Type in inmate's booking number

4. Inmate involvement type

    a. V – victim

    b. W – witness

    c. S – suspect

5. Inmate name

    a. Inmate's name will pre-fill-in once all other information is added and the enter key is pressed.

7. Pre-Hearing Segregation Form

8. Add Disciplinary Actions

9. Once information is complete in ATIMS, the officer will print out appropriate copies based on incident.

10. If the inmate accepts the informal discipline he/she will sign on the "Accepted" line on Form.

11. If the inmate refuses informal discipline he/she will sign on the "Not Accepted" line.

    a. The officer will follow procedures on sending an inmate to the Disciplinary Hearing Board.

12. If the inmate refuses to sign an Minor Rules Resolution Form

    a. Write "Inmate refused to sign" on the Form.

    b. Send the inmate to the Disciplinary Board and charge them with a major rules violation.

13. If the inmate refuses to sign the form he/she will be sent to Pre-Hearing Segregation.

14. All paperwork will be forwarded to the Disciplinary Sergeant for review and any Disciplinary Hearings.

C. Rules Violation Form)o be filled out for each individual inmate being sent to the Disciplinary Hearing Board.

1. The incident report number

2. The booking number of the inmate involved

3. The name of the inmate involved (last name first)

4. Officer

5. Date of the incident

6. Time of the incident

7. Code and description of each violation

   Every Rule Violation Description coincides with a code number Example:

   a. IN01 – Disobeying housing guidelines

   b. MV01 – Refusal to sign an Infraction Resolution form

8. Duty Sergeant Signature

9. Officer signature

10. If possible the inmate's signature showing he received the a copy. The copy will be given to the inmate being sent before the Disciplinary Hearing Board immediately after the shift supervisor reviews and approves the forms.

11. All other copies will be sent to the Disciplinary Hearing Sergeant

E. Narrative Incident Report to be used if sending inmate(s) to the Disciplinary Hearing Board, a narrative account of an incident or information.

1. Incident report number

   a. Obtained from ATIMS

2. A narrative description of the incident which shall include, but not be limited to the following:

   a. All facts and details about the incident

   b. Any unusual inmate behavior

   c. Any staff or inmate witnesses to the incident

   d. The disposition of any physical evidence (weapons, property, etc.) which the reporting officer handled personally

   e. Any immediate action taken, including the use of force

   f. If a listed violation exists, then include the violation(s) code number and description

   g. If an inmate is being sent before the Disciplinary Hearing Board, then note at the end of the report the following

      A Rules Violation report was filled out and a copy given to inmate _____

D. Pre-Hearing Segregation Order.

1. To be completed any time an inmate is removed from a housing unit for, but not limited to, any of the following reasons:

   a. Is pending a hearing or investigation for a violation of custody rules.

   b. Is pending investigation or trial for a criminal act.

   c. A serious threat exists to the inmate's safety as perceived by staff, although inmate has not requested segregation.

   d. Has requested admission for protection.

   e. It is the officer's decision based on all the circumstances that the inmates continued presence in

general population poses a serious threat to life, property, staff, other inmates or to the security of the facility because……(explain)……..

2. Must be filled out prior to or included with any other paperwork.

3. Must be signed by the Duty Supervisor

E. Incident Return Sheet

1. If for any reason an incident is dismissed the reporting officer will receive an "Incident Return Sheet".

2. The "Incident Return Sheet" will explain the reason for dismissal.

X. Documenting a Major Violation

A. When a Major Violation occurs the reporting officer will have the discretion to remove the inmate(s) from the housing unit and housed in Pre-Hearing Segregation to await a Disciplinary Hearing. The reporting officer will complete:

1. ATIMS entry

2. Narrative Incident Report

3. Rules Violation Form

4. Pre-Hearing Segregation Order

B The Shift Supervisor will review all paperwork and forward to the Disciplinary Hearing Board.

1. The Disciplinary Hearing Board will be responsible for imposing sanctions for all Major Rule Violations.

INTER-PERSONAL COMMUNICATIONS

LEARNING GOAL:

The trainee will gain the ability to use the basic components of effective Inter-Personal Communication skills as they pertain to a correctional environment.

PERFORMANCE OBJECTIVES:

The trainee will understand the definitions and purpose of Inter-Personal Communication skills.

The trainee will identify characteristics of effective custody staff.

The trainee will identify that one of their main functions is to supervise inmates.

The trainee will identify the difference between "Positional Power" and "Personal Power".

The trainee will identify the usefulness of Verbal Judo in a custody environment.

The trainee will identify the three R's of Inmate Supervision, Respect, Relatedness, and Responsibility.

The trainee will identify the three basic components of Interpersonal Communications and the elements included in each component.

The trainee will be able to identify and demonstrate the Basic Non-verbal Skills of Interpersonal Communications.

The trainee will be able to identify and demonstrate the Add-On Skills.

The trainee will be able to identify and demonstrate the Application Skills.

METHOD OF LEARNING:

Time Allocation: 8 hours

A. Classroom area requirements.

1. One classroom with enough tables and chairs to accommodate the number of students.

2. Videos

[redacted]

[redacted]

The trainee will participate in a guided group discussion on the definitions and purpose of Interpersonal Communication skills.

The trainee will participate in a guided group discussion on the
participate in a guided group discussion on the characteristics of effective custody staff.

The trainee will participate in a guided group discussion on the main function of custody staff.

The trainee will participate in a guided group discussion on the difference between "Positional Power" and "Personal Power."

The trainee will participate in a guided group discussion on the usefulness of Verbal Judo in a custody environment.

The trainee will participate in a guided group discussion on the three R's of inmate supervision.

The trainee will participate in a guided group discussion on the three components of Inter-Personal Communications and the elements included in each component.

The trainee will participate in a guided group discussion on the Non-verbal skills of Inter-Personal Communications.

The trainee will participate in a guided group discussion on the Add-On skills.

The trainee will participate in a guided group discussion on the Application skills.

Upon completion of discussion, the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. Introduction

A. Purpose Of IPC

[redacted]

B. Definitions

1. Skill

a. The execution of a learned physical task, a developed aptitude or ability

2. Content

a. What is being said, what is being done

3. Leadership

a. The sum total of those qualities of intellect, human understanding and moral character that enables a person to inspire and control an individual or group successfully

4. Interpersonal

a. Involvement between persons

5. Communications

a. The sending and receiving of thoughts, messages, or information as by speech, signals, or writings

b. Between two people

c. Must be sent, received and understood

6. Interpersonal Communications

a. Two or more persons exchanging thoughts by verbal or non-verbal means

C. IPC Is Helpful In Many Instances

1. Good practical skills

2. Helps to make “better people managers”

3. Better communication skills in both professional and personal lives

4. These skills can be related to everyday life

II. Effective Custody Staff

A. Discuss With Students Characteristics That Make Effective Custody Staff

B. Characteristics

1. Fair

2. Gives orders respectfully

3. Supports other officers

4. Regular and consistent

5. Has knowledge of job assignment

6. Good role model

a. Inmates watch and judge us constantly.

b. Inmates have higher expectations of staff.

III. Supervision of Inmates

A. Main Function

1. As custody staff one of our primary duties is to supervise the inmate population.

2. Inmates look to staff for leadership, direction, knowledge, problem solving, competency, security, integrity, and more.

B. Observations Made By the Inmate

1. Inmates observe and judge staff the same way staff observe and judge their supervisor.

2. Inmates have high expectations of staff, higher than they would of the general public.

Note: [redacted]

IV. Power

A. Power, Understanding It and Using It

1. Power and authority are not necessarily synonymous.

2. Authority is the right to command.

    a. Badge

    b. Uniform and gun

3. Most police officers say the badge is a symbol of authority.

    a. It should be taught that the badge is a symbol of public trust.

    b. We are the only people that the public trusts enough to carry a weapon.

    c. They expect us to be different, and act differently from anyone else.

4. Believing a badge equals unparalleled authority creates more problems than it deters.

    a. That attitude can force an officer to give in to anger and lose control of himself/herself and the situation, refuse to explain his/her actions, refuse to listen, and treat people with an utter lack of respect.

    b. Give examples of officer's using "Positional Power" in a negative manner.

5. Power is the capacity to command

    a. Ability

    b. Skills

6. Positional Power

    a. This type of power is based on the fear of consequences.

    b. You do not have this type of power because of who you are, but because of what you are.

    c. It is the inmates' fear of the consequences of disobeying this power that makes it an effective force in controlling behavior.

    d. There are drawbacks to this type of power.

        (1.) Evokes hostility

        (2.) Defensiveness

        (3.) Rebellion

        (4.) Non-compliance

    e. Give examples of this type of power.

7. Personal Power

a. This type of power is based on respect.

b. Power possessed by virtue of our personal attributes such as sensitivity, fairness, courage, sense of humor, leadership qualities, competency, integrity, and more.

c. These are qualities that are often admired by others who will do what we want them to do because they respect us.

d. This type of power in combination with "Positional Power" can be a very effective tool.

[redacted]

V. Verbal Judo

A. George Thompson, Ph.D, Developed Verbal Judo 10 yrs English professor.

1. Former Kansas, City Police Officer (5years)

2. Trained in Combat Judo and Tae Kwon Do

3. Teaches class to police departments all over the country

B. Introduction to Verbal Judo

1. Control is achieved through respect not intimidation, through giving explanations rather than issuing orders, through courtesy instead of name calling, and through stepping back emotionally from an explosive situation rather than running headlong into it.

2. The goal is compliance.

a. The safest form of compliance is voluntary.

b. We should not argue, debate or plead.

c. We must win.

C. Compliance

1. Six Ways to Generate Compliance

a. Professional presence

b. Words

c. Empty hand control

d. Artificial In-capacitator

(1a.) Taser

(2a.) Pepper Spray

(3a.) Other types of chemicals

e. PR-24

f. Deadly force

2. Most of police work is 97 to 98 percent professional presence and words.

3. The remaining 2 to 3 percent is empty hand control.

4. Words are a force option. You need to have the right words for the right person at the right time.

5. Representation, translation, and mediation are the arts of police work.

6. All contribute to a professional presence and the ability to use the right words to generate voluntary compliance.

7. Thompson defined representation as "the ability to represent something other than yourself."

   a. An officer puts on a uniform and he represents the department, the penal code, the Constitution and the Bill of Rights, the State and the U.S.

   b. He/She must represent the laws in such a way to the inmate as to generate voluntary compliance.

8. Translation can be seen as various forms of communication, whether verbal or non-verbal.

   a. "The bottom line of communication, whether it is in the courts, at home, on the streets or in the jail, is that most people don't ever say what they mean," Thompson said.

   b. Words are filtered through each person's perception and translated, often quite differently from the way they originally were said.

   c. Listening is the first step in successful communication.

   d. It is the officer's responsibility to get people to listen, and to do that, he must be open, unbiased and receptive.

9. Voice tone, pitch, modulation and pace are also an important form of communication.

   a. Tone of voice communicates the officer's attitude, and if it does not match the words he is saying or the role he is playing, problems result.

   b. The greatest performing art is police work. An officer is asked to play 15 to 25 roles every day.

   c. When your role goes one way and your voice goes another, people will always believe your voice.

   d. If you're angry, you must not demonstrate it.

   e. A professional performance is a harmony between voice and role.

10. Body language also is a vital form of communication.

   a. The body cannot lie.

   b. [redacted]

   c. [redacted]

   d. [redacted]

   e. [redacted]

D. Using Verbal Judo to Your Benefit

1. Inmates must be treated with dignity and respect, regardless of how the officer feels or whether he believes the person merits it.

2. It is the behavior with which we must deal, and the inmate's self-concept left alone.

3. Officers who strip an inmate of that are perhaps most vulnerable to being hurt because the inmate has nothing to lose.

4. Mediation is important. Thompson likened it to diffusing a bomb.

   a. You must find out what an inmate has to lose and use that to gain compliance.

   b. Offer options but offer them with respect, as options instead of threats, and give the inmate a chance to choose, to comply with dignity.

[redacted]

VI. The Three R's Of Inmate Supervision

A. Respect

1. Treat all inmates as human beings, demand the same in return.

2. Treat all inmates fairly.

3. Do not put inmates down or be degrading.

B. Relatedness

1. Show concern about an inmates needs and feelings.

2. Give positive feedback.

3. Listen as though you care.

4. Be approachable.

C. Responsibility

1. Model and encourage responsible behavior.

2. Follow through on what you say you will do.

3. Remember at all times, you are an officer.

[redacted]

VII. The Basic Skills

A. Identifying the Basic Skills of IPC

1. It is appropriate to know what type of situation you are walking into, prior to having to deal with it.

2. The Basic Skills are pre-management skills that give you information that will help you decide what action to take in any given situation.

3. By using the Basic Skills properly, you will encourage the majority of inmates to cooperate and communicate with you by putting them at ease.

B. The Basic Skills (Non-Verbal)

1. [redacted]

b. [redacted]

[redacted]

3. Observing- The ability to notice and understand appearances, behavior, and environment.

a. Looking carefully

(1.) Looking directly at a person(s) or objects, focusing your eyes to ensure that you actually did see what is or what did happen.

(2.) Looking at behaviors, appearances, environment

(a.) A "behavior" is a non-verbal cue provided by something that the inmate does while conscious and active.

(b.) For example, an officer might observe the following behaviors: two inmates holding hands; one inmate bumping into another inmate; one inmate reading.

(3.) An "appearance" is a non-verbal cue that an inmate might display even if he were unconscious or dead. For example, an officer might observe the following appearances: one inmate is black; another inmate didn't wear clean clothes today; a third inmate is an older person.

(4.) "Environment", means the particular people and things which an inmate has around him in a particular place.

Examples:

(a.) "What's he doing right now?" (Behavior)

(b.) "What are the important things about how she looks?" (Appearance)

(c.) "What's important about where he is and with whom he is with?" (Environment)

b. Drawing inferences about inmate feelings, relationships, energy levels and values

(1.) Inferences are initial conclusions you come to as the result of observing inmates.

(2.) You take in visual cues related to inmate appearance, behavior, and environment.

(3.) These cues are really "clues" which show you something about inmate feelings, inmate relationships, inmate energy levels, and inmate values.

(4.) The more observations you make, and the more inferences you can draw, the more accurate these inferences will be.

c. Drawing inferences about feelings

(1.) The officer can use his observing skills to draw inferences about how an individual inmate or an entire unit of inmates is feeling.

(2.) Knowing how a person is feeling is critical in determining where a person really is.

(a.) For example, you might use the feeling word "happy" to describe an inmate who is exercising and smiling.

(b.) For an inmate who is pacing while wringing his hands, you might apply the feeling word "tense."

(c.) You might use the word "uptight" to describe a group of inmates who are tightly clustered and are speaking with each other in a well-guarded hesitant manner.

d. Drawing inferences about relationships

(1.) Besides being aware of the non-verbal cues that indicate the feelings of the inmate, the officer can further increase his effectiveness in correctional management by looking for cues that indicate the nature of the relationship between himself and the inmates and between the inmate themselves.

(2.) The relationship between the officer and the inmates and among the inmates themselves serves as a good indicator of future action.

(3.) An inmate who has a good relationship with an officer may provide him with valuable information about potential breaks in security. An inmate who has a bad relationship with either an officer or another inmate may be a source of violence.

(4.) You can categorize relationships and feelings as Positive, Negative, Neutral.

(a.) Inmates who do things to make your job easier probably have or want to have a positive relationship with you.

(b.) An inmate who always tries to hassle you doesn't have or doesn't want to have a positive relationship with you.

e. Inferences about energy level

(1.) Energy level tell us a great deal about how much and what type of trouble an inmate can and/or will cause.

(a.) For example, inmates with a low energy level are reluctant to do anything.

(b.) These inmates spend a lot of time sleeping.

(2.) Inmates with moderate energy levels actively engage in most activities (playing cards, eating, talking) while high energy inmates not only participate in all that is required but also make use of physical equipment and other optional activities.

(a.) The danger of high energy, is that this energy needs to be used constructively so that it does not became a source of danger.

(b.) It is important to keep all inmates occupied and involved in activities.

f. Inferences about inmate values

(1.) It is also important to understand what an inmate values.

(2.) Every inmate has three basic environments:

(a.) The place where he lives (Unit)

(b.) The place where he works (Work Crews)

(c.) The place where he learns (Educational programs,school)

(3.) In each of these settings, the actual "environment" will include not only physical materials but people- the people that the inmates "run with."

(4.) A general rule is: what a person gives his energy to is of value to him; the more energy, the higher the value.

(5.) The reasons for your inferences should be visual cues related to behaviors, appearances, and environment.

(6.) Inferences stand the best chance If being accurate if they are based on detailed and concrete observations rather than on vague and general ones.

g. Deciding whether things are normal or abnormal.

(1.) Your observations and the inferences you've drawn can help you determine whether a particular inmate is in a "normal" or an "abnormal" condition at any point in time.

(2.) In determining whether things are normal or abnormal for a given inmate at any given time, compare your present observations of the inmate with any past ones and/or with any comments which other officers may have made about the inmate.

(a.) For example, you may observe an inmate arguing loudly with another inmate. He may even be making threats of one kind or another.

(b.) If this is normal behavior for making threats of one kind or another.

(c.) If an highly active inmate is on his bunk Sick or depressed.

(d.) If this is normal behavior for this inmate, you probably need to exercise only the usual amount of caution.

(e.) But if the appearance and behavior of the angry inmate are highly unusual or abnormal for him, you'll know it's a potentially violent situation.

h. Deciding whether there is trouble/no trouble

(1.) This decision should be based on your observations and your knowledge of jail life.

(2.) With your knowledge of jail life, you should be able to generate certain principles that will be useful in making this decision ("birds of a feather flock together "a very depressed person usually withdraws from activities and other people," etc.)

4. Listening- The ability to hear and understand what inmates are saying to you. Listening helps you hear the danger signals from inmates while things are still at the verbal stage so you can take appropriate action to manage situations before they get out of hand.

a. Suspend Judgment

(1.) This is very difficult to do in relation to any inmate since society itself has passed judgment on him.

(2.) It is hard at times to listen without immediate judgment because most of the inmates either complain about other inmates, the jail or you, or demand to be given something.

(3.) Clearing your mind of all biases you might have about an inmates appearance, behavior or why they are in custody. This is a temporary condition, lasting only for as long as it takes to obtain information vital to you.

(4.) It will severely hurt your management efforts if you do not suspend judgment because you will never hear the real verbal cues you need to prevent danger or assist someone.

b. Pick out key words

(1.) There are key words and phrases to listen for:

(a.)"Snitch," "kill," "waste," "hostage"

(b.)"You'll pay," "Get out of here"

(2.) Everything you hear and see must be considered in terms of who the inmate is that did or said it.

(3.) Some inmates are always threatening or sounding off.

(4.) In addition to the key words, you'll need to pick out the person who is involved.

[redacted]

5. Identify intensity (High, moderate, and low)

a. Statements are made with varying intensity. The louder and more emotional a statement, the more intense it is.

b. Loudness and emotion are not the same thing. A wavering voice, for example, signals a lot of emotion even though it may not be loud.

c. A statement that is either loud or emotional but not both is of moderate intensity.

d. A statement that is not loud and is empty of emotion is of low intensity.

e. High intensity statements are very real signs of danger.

6. Reflect on what the mood is (Positive, negative, neutral and normal or abnormal and Why).

a. "Mood" means, what the inmates are feeling.

b. One question you may ask to determine mood is "What kinds of feelings are being expressed or implied (positive, negative, neutral)?"

c. Another question you want to answer is "Is this mood normal or abnormal for this time and place?"

d. Listening means determining whether an inmate's mood is positive, negative, or neutral, and whether this mood is normal or abnormal.

e. "Normal" means "as it usually is."

f. When you answer the question, "Is this normal or abnormal?" you should try to formulate the reason why in this case.

g. Inmates are usually consistent in their behaviors.

[redacted]

VIII. The Add-Ons

A. Communicating With Inmates

1. Add-on skills help you open up communication with inmates.

2. They provide you with the ability to get another person to tell you more about what he knows or thinks.

3. You will find the add-on communicating skills invaluable whenever you need to get more information about a situation.

4. These skills may diffuse negative feelings and curb the potential for violent outbreaks.

B. Add-0n Skills

1. Three levels of responding

a. Responding to content

b. Responding to feeling

c. Responding to feeling and meaning

2. Responding means showing a clear reaction to something which you have seen or heard.

3. A response gives evidence that you have listened.

4. Responding to content

a. First part of responding to the total problem or situation involving inmates.

b. It shows an inmate that you have heard or seen what he said or did.

c. When an inmate knows that you are seeing and/or hearing him accurately, he will tend to talk more freely.

d. This is critical because it allows the inmate to vent and diffuse.

e. You respond to content when you want more information to aid you in management.

f. This may occur when you are interrogating an inmate or when you notice unusual behavior in an inmate or a group of inmates.

g. For example, you might notice a group of usually talkative inmates being very quiet. You could say to them:

(1.) "You men seem pretty quiet today."

(2.) This gives them an opportunity to respond to you while also letting them know that you are observing them and observing them accurately.

h. After taking in what you have seen and heard, reflect on it, summarize what the inmates are saying or doing in your own words.

(1.) You respond to the content by saying to an inmate either:

(2.) "You look _____"

(3.) "You're saying _____"

5. Respond to feeling

a. Responding to feeling is the ability to capture in words the specific feeling experience being presented by an inmate.

b. By responding to, or reflecting back, the inmate's feeling, you show that you understand that feeling. This encourages the inmate to talk, or release his feelings.

c. Showing an inmate that you understand his negative feelings can usually defuse those negative feelings.

d. By responding to feelings at the verbal or "symbolic" behavior level, you keep the inmate's words from turning to action.

e. Responding to positive feelings is also crucial.

(1.) You can begin to strengthen the positive feelings that will help an inmate to act more positively simply by recognizing and responding to these feelings.

(2.) As a general rule, a person who feels positive about himself will try to do positive things while a person who feels negative about himself will try to do negative things.

f. When reflecting for feeling, you are really asking yourself "Given what I see and hear, how does this inmate basically feel?"

g. After you have picked out the feeling word, you must reflect on the intensity of the feeling.

(1.) For example, anger can be high in intensity (boiling mad), medium in intensity (frustrated) or low in intensity (uptight).

(2.) The more accurately your feeling word reflects the intensity, the more effective your response will be.

6. Responding to feeling and meaning

a. Responding to feeling and meaning combines the two previous skills.

b. Responding to feeling and meaning requires you to paraphrase the content of an inmate's statement in such a way as to provide a meaningful reason for the inmate's feeling.

c. By putting together the feeling and meaning and responding to both, you show the inmate you understand his experience as he presents it.

d. This increases the chances of the inmate talking to you about the thing in which you are interested.

e. Example:

Inmate: "Why do I have to be in the kitchen? The steam and the odors suffocate me."

Officer: "You feel concerned because the conditions over there are hard for you to work in."

Inmate: "Yeah. I get this heavy feeling in my chest and I begin to wheeze after about thirty minutes. I know the kitchen supervisor thinks I'm running a game, but man, I need to get out of there!"

Officer: "You feel worried about your situation because you think something is wrong in your chest that the smells in the kitchen make worse and you can't convince the detail supervisor that you're leveling with him."

Inmate: "Right, it's getting worse, all the time, and I don't know what to do."

Officer: "How about going to the infirmary in the morning to get it checked? The doctor can authorize a work detail change if he feels that your condition needs it."

(1.) The officer understands clearly where the inmate is in the situation, where he wants (or needs) to be and is able to suggest a possible solution.

(2.) This became possible because he was able to attach an understanding of meaning to the feelings of the inmate.

f. Your new way of responding becomes "You feel _____ because _____."

7. Asking questions

a. Some questions get better answers than others: the skill of asking questions will help you increase your information and your ability to manage inmates well.

b. There are three basic steps involved in asking questions in an effective way.

c. First, you must develop one or more questions of the "5WH" type: Who, What, Where, When, Why and How.

d. Second, you must think about the answer or answers given by the inmate to make sure you fully understand the implications.

e. Third, respond to the inmate by reflecting back his/her answer.

8. Thinking about what was said or not said

a. You need to be able to make sense out of the answers you get and recognize as well, the answers you're not getting.

b. In thinking about the inmate's answer to your question, you can consider four specific things:

(1.) How the inmate looks as he answers (relaxed, uncomfortable).

(2.) What he is doing while he answers (facing you and making eye contact, looking away,looking down at his feet).

(3.) What he actually said (the informational content of his Answer).

(4.) What he may have failed to say (any "gaps" in the way his answer fits with your questions).

c. By reflecting on these four areas of concern, you can make sure that you fully understand the implications of the inmate's answer.

9. Responding to answers

a. Reflecting back to the inmate what he/she has said in terms of content, feeling and/or meaning

b. Responding opens up the inmate and gives you a chance to make sure you understand what is being said

IX. The Application Skills

A. Controlling Behavior

1. The application skills combine the basic and the add-on skills, and are aimed at controlling inmate behavior.

2. These skills are important in helping you maintain control and manage inmates well.

3. Controlling behavior simply means taking charge.

a. Without the ability to control behavior, all of the other efforts are wasted.

b. Appropriate behavior is necessary to serve the interests of the institution, each staff member, and the individual offenders.

B. Three Application Skills

1. Handling Requests- The ability to manage inmate requests in a fair and effective manner. The skillful handling of requests helps build trust and reduce tension in the institution. It is also a good inmate management technique.

a. Check out the inmate and the situation

(1.) Checking out requests involves deciding if they are legitimate or not.

(2.) Before you respond to any inmate request, you need to use your basic skills to check the inmate out.

(3.) You also need to check out the situation in terms of any rules or regulations that might apply.

(4.) Each request must be, and is, responded to.

(5.) Even if you ignore the request, you have responded to it; and some consequence will occur which can affect your management and control of inmates.

(6.) By knowing which of the sizing-up skills and communicating skills to use, you can ensure that you really know what's happening with a particular inmate who has a request. By reviewing the appropriate rules and regulations, you'll have a good idea of whether the inmate's request is or is not legitimate. Now you're ready to respond to the request itself.

b. Responding with a reason for your decision

(1.) The new skill here involves indicating the action you're going to take, your decision, and giving the inmate your reason.

(2.) Giving the inmate a good reason is not a sign of weakness.

(3.) It is the best way in which to minimize future gripes

(4.) If you turn the inmate down, he won't be able to complain that you didn't even tell him why.

(5.) If you grant his request, he'll know that it was just for this one situation for a good and clear reason.

(6.) Basically, an officer has three possible avenues of action in relation to an inmate's request. In each case he should give some reason for his action. Here are the simplest forms these responses can take:

"Yes, I'll do (it) _____ because _____."

"No, I won't do (it) _____ because _____."

"I'll look into (it) _____ because _____."

2. Making requests-The ability to manage inmates by making specific requests of them.Making requests skillfully improves the chances that inmates will cooperate and more readily carry out your requests.

a. The two procedures involved in making requests in an effective way are checking things out and taking appropriate action.

b. As before, you need to check things out to ensure that you don't make the wrong move, a move that might increase tension rather than calm things down.

c. Once you've done this, you can decide whether the best action will involve a simple request, an order or even direct physical action.

d. Checking things out

(1.) Understand the whole situation involving the inmate you plan to have done something.

(2.) Is he with his friends?

(3.) If so, what's his probable relationship with them?

(4.) Will he feel he's losing face if you give him an order and therefore react antagonistically?

(5.) By using your basic sizing up skills and your responding skills if there's any tension in the air, you can make sure that whatever action you take in making your request will be effective.

e. Taking action

(1.) Selecting the best way to make your request

(2.) Many requests are made each shift and often little thought is given to the impact of requests on the control of inmates.

(3.) It's how the request is made that often makes the difference, not the nature of the request.

(4.) In taking action to get an inmate to do something you must remember to be specific. You must identify what you want done and when you want it done.

(5.) Many officers have found a polite request is most effective in getting an inmate to do what he is told. Being initially polite, you've given the inmate the opportunity to go the easy way. Now it is his responsibility if you have to go the hard way.

(6.) Request Formats:

Mild or Polite Format:

"Would you (please) _____."

"I would appreciate if you would_____."

Direct Format:

When you make an inmate request, the most direct method is simply to identify what you desire and then use the format:

"I want you to _____."

But because inmates will frequently resent authority if you are simply telling them to do something, you may have fewer hassles if you use a mild request format.

"I'd like you to do _____."

"Would you stop _____."

Stronger Format:

What format you use for making a request will depend on the situation and the particular inmate. If an inmate abuses the mild method, you are always free to move to a stronger position including a direct order.

3. Reinforcing Behavior- The ability to administer punishments and rewards effectively. Showing inmates the consequences, either positive or negative of their actions will help you control their behavior.

a. The only reason people finally do anything is because of the consequences of doing it or not doing it.

b. Behaviors only change when there are consequences.

c. Institutions and officers must be sure to reward or punish the appropriate behaviors. The punishments and rewards themselves have to be appropriate.

d. The reward must also be seen as worth the price and the punishment as equal to the deed to be effective in changing behavior.

e. Two kinds of reinforcement:
(You have several options for giving verbal reinforcement)

(1.) Verbal- If a warning is appropriate, you can use a format such as:

"If you do not do _____ then _____ will happen."

The first blank would be the behavior you want to have the inmate start or stop and the second blank would be the consequences.

Another kind of reinforcement is just personally expressing your approval of the inmate's behavior.

(2.) Non-verbal- Physical force should only be used where there is a threat of physical harm to you, to the inmate himself or to other inmates.

f. Reinforcing means using verbal and non-verbal rewards and punishments.

g. Reinforcements are not threats.

(1.) You never threaten what you won't and/or can't do; and you never give consequences which you don't intend to follow through on.

(2.) You can't reinforce if you are out of control. When you are out of control, you can only threaten. This puts the inmate in control.

h. Positive reinforcement

(1.) It is just as important to positively reinforce or reward good behavior as it is to negatively reinforce or punish poor behavior.

(2.) In fact, trouble can sometimes get started simply because an officer doesn't know how to keep things going as they have been going.

(3.) It is important to positively reinforce good work done by an inmate who may have messed up at other times. This type of verbal reinforcement helps the inmate keep going in a positive direction.

X. Summary of Inter-Personal Communication Skills

A. Human Actions Determine Human Reactions

1. The cornerstone of the inter-personal management skills you've learned is decency.

2. These skills help you to learn how to treat inmates like human beings they are.

3. In return, you'll be able to promote more decent and constructive behavior on their part.

4. The process involves what has been called "the principle of reciprocal behavior"- another way of saying we get back what we give.

B. Using the Skills

1. As long as you've got the skills to size things up, you will know what's really happening in your own setting.

2. Having the skills to communicate with inmates, you will be able to reduce tension and get inmates to open up and talk to you.

3. Having the skills to control inmates, you can manage their behavior in increasingly constructive ways.

JAIL CENTRAL CONTROL

[redacted]

[redacted]

The **PRIMARY GOAL** of JCC [redacted]

[redacted]

ACCESS INTO JCC VIA COMMUNICATION CENTER

[redacted]

STAFFING IN JCC

[redacted]

[redacted]

Communications System

[redacted]

TELEPHONE

[redacted]

STENTOFON

[redacted]

RADIO CONSOLE

[redacted]

[redacted]

OPERATIONAL FEATURES:

[redacted]

[redacted]

MULTI-SET 1

[redacted]

[redacted]

KEY CONTROL

[redacted]

INCIDENT REPORT FORMS

All incidents will be documented on an Incident Report form with the times and relevant information about the situation. This is to provide accurate documentation about the incident and should include the following:

[redacted]

BOOKING VEHICLE SALLYPORT (ARENA)

[redacted]

[redacted]

ACCESS INTO THE ARENA

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

Once the parties have finished their business in the jail, [redacted]

MEDICAL EMERGENCY IN BOOKING ARENA

[redacted]

[redacted]

EMERGENCY/TRANSPORTATION VEHICLES

To ensure the notification of the proper persons to assist support personnel needed for on-site emergency or transportation. JCC will notify the transportation coordinator of the type and location of the emergency.

MEDICAL EMERGENCIES IN CUSTODY

The goal of JCC is to provide medical assistance during a medical emergency within the facility by relaying the information to Lifecom dispatch. Prior to requesting the assistance, assessment of the situation will be the responsibility of the officer on scene. Since custody staff/nurses are first responders their requests for outside support will be followed. However, JCC staff has the discretion to question their specific response code.

JCC will:

[redacted]

RADIO TESTING OPERATIONS

[redacted]

[redacted]

[redacted]

[redacted]

Example:

[redacted]

[redacted]

CONTROL PANEL CONSOLE

[redacted]

[redacted]

KEYED POWER SWITCHES

[redacted]

[redacted] will not [redacted]

ACCESS TO SALLYPORTS WITHIN THE SECURED PERIMETER OF THE JAIL

[redacted]

Authorized Personnel Defined:

[redacted]

PUBLIC ACCESS

Public access to areas within the secured perimeter of the jail will be limited to individuals or groups having prior authorization from a Custody Sergeant or above. Jail tours are authorized by Sgt. Williams.

ACCESS TO SALLYPORT DOORS TO GENERAL POPULATION HOUSING UNITS (SOUTH JAIL)

[redacted]

[redacted]

ACCESS TO ADMINISTRATIVE SEGREGATION SALLYPORT

[redacted]

24HR LOBBY SALLYPORT, AMBULANCE SALLYPORT OVER RIDE

[redacted]

EMERGENCY VEHICLES RESPONDING TO THE CUSTODY FACILITY

[redacted]

FACILITY WIDE EVACUATION PLAN

Prior to implementing an Emergency Evacuation, there must be an imminent threat to staff, inmates or public. The facility commander or his designee will authorize, implement and be in charge of the evacuation.

[redacted]

Transportation will be in charge of on-scene supervision, directions and decision making under [redacted]

The Duty Sergeant will ensure JCC has been notified of the emergency evacuation of all areas affected.

[redacted]

EVACUATION OF INMATES

- ✓ **Booking, Release and Transportation Areas**

[redacted]

- ✓ **Intake Housing Area**

[redacted]

[redacted]

[redacted]

Medical and Sheltered Housing
Inmates will be directed away from the area of danger to a safe area as designated by the Duty Sergeant in conjunction with transportation.

[redacted]

General Population Units
Inmates will be moved according to the extent of the fire or other emergency to a safer destination as designated by the Sergeant in conjunction with transportation.

Administrative Segregation

- [redacted].

NATURAL DISASTERS

[redacted]

PROLONGED OR CONTINUED OUTAGES

[redacted]



[redacted]

EARTHQUAKE RESPONSE-FACILITY WIDE LOCKDOWN

[redacted]

AFTER THE EARTHQUAKE

[redacted]

[redacted]

[redacted]

TOWER LIGHT ALARM

✓ During business hours notify Plant Engineering immediately

✓ After hours notify Plant Engineering in the morning the following day(leave a voice mail message).

PHARMACY PASS THROUGH ALARM

[redacted]

MECHANICAL SPACE DOORS, PUBLIC EXIT DOORS

✓ Notify transportation or escort to investigate the problem

EXERCISE YARD EXITS DOORS

[redacted]

COMPUTER ROOM ALARM

[redacted]

[redacted]

HONOR FARM FIRE ALARM

[redacted]

EMERGENCY CELL RELEASE SWITCHES

[redacted]

[redacted]

POWER CUT OFF SWITCHES TO CELL AND SALLYPORT DOORS

[redacted]

[redacted]

[redacted]

ALARMS

When an alarm sounds on the CRT, JCC will take the following actions:

[redacted]

[redacted]

[redacted]

Upon activation of a fire, smoke or heat alarm the following notifications will be made:

[redacted]

[redacted]

ALARM RESET PROCEDURE FROM THE PULL BOXES

[redacted]

REQUEST FOR ADDITION OFFICERS

[redacted]

✓ **Weapons involved**
✓ **OC deployed**
✓ **Hostages(if any)**

JCC will monitor the event and provide assistance to responding officers

1. [redacted]

2. [redacted]

LEVELS OF RESPONSE

[redacted]

2)EXAMPLES:

[redacted]

[redacted]

Module 1:

Introduction to the National Incident Management System (NIMS)

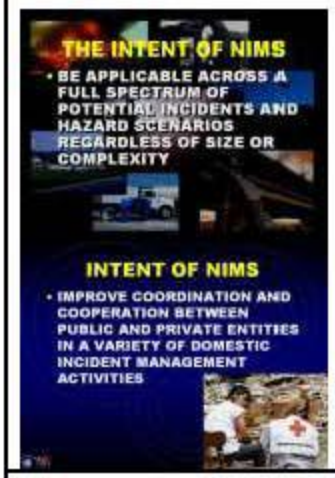
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Standardized Emergency Management Systems (SEMS)

Module Scope	The module introduces the students to the National Incident Management System and the California Standardized Emergency Management System
Terminal Learning Objective	Upon completion of this module, the student will understand the origin and basic components of NIMS and SEMS
Enabling Learning Objectives	Upon completion of this module, the students will be able to correctly: • Identify how NIMS and SEMS will help to coordinate and integrate the response to domestic incidents • Identify NIMS / SEMS concepts and principles • Identify NIMS / SEMS components
Estimated Time	45 minutes
Module Contents	This module presents: • NIMS / SEMS backgrounds • What is NIMS • What is SEMS • Compliance issues • Concepts and Principles • Components of NIMS • NIMS Preparedness • The NIMS Integration Center • NIMS Communications, Information Management, and Supporting Technologies
Resource List	• Student Manual • Module 1 – Introduction to NIMS/ SEMS slides (from CDROM) • Computer with PowerPoint 97 (or higher), Projector, and screen
Instructor to Student Ratio	2 Instructors per 30 students

Reference List	1. IS700 NIMS Course 2. National Response Plan 3. California Standardized Emergency Management System Guidelines
Practical Exercise Statement	No practical exercise for this module
Method of Evaluation	1. A "Knowledge Review" is conducted at the conclusion of this Module. This review, using slides, highlights key points. 2. Evaluation is also accomplished using a course post-test upon completion of all the lessons. The post-test includes 66 multiple-choice items. To receive credit for this course, students must answer 70% of the questions correctly.

	**Module Cover Slide**
	**Module Introduction** This video slide is used to set the mood for this Module.
	**NIMS Background** On February 28, 2003, President Bush issued Homeland Security Presidential Directive – 5 (HSPD-5). HSPD-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.
	**What Is Nims?** NIMS is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and applicable across functional disciplines.



Intent of NIMS

What is the intent of the National Incident Management System?

- It is designed to be applicable across a full spectrum of potential incidents and hazard scenarios regardless of size or complexity
- To improve coordination and cooperation between public and private entities in a variety of domestic incident management activities



California's Standardized Emergency Management System

California's Standardized Emergency Management System ("SEMS") is compatible with NIMS.



SEMS BACKGROUND

As a result of lessons learned from the Loma Prieta Earthquake in 1989 and problems identified in operations at the Oakland Hills Fire in 1991, the State of California enacted the Standardized Emergency Management System or "SEMS" (California Government Code Section 8607).



SEMS COMPONENTS

The components of SEMS include:

- Utilization of the Incident Command System (ICS)
- Use of the "Operational Area" concept
- Use of Mutual Aid
- Multiagency coordination

These components are similar and complimentary to the NIMS Components.



NIMS Compliance

This is the cover slide for the Compliance section.



Basic NIMS Requirements

NIMS is still in a state of development. However, at this time, there are two basic NIMS "requirements" for states and local governments:

1. Agency should formally adopt the Incident Command System or "ICS" as the management tool for incidents and
2. Utilize the Multi-Agency Coordination System.



NIMS Compliance Issues

- HSPD-5 requires Federal departments and agencies to make the adoption of NIMS by State and local organizations a condition for Federal preparedness assistance – grants, contracts, and other activities – by FY 2007.
- Jurisdictions can comply in the short term by adopting the Incident Command System. Other aspects of NIMS require additional development and refinement to enable full compliance.

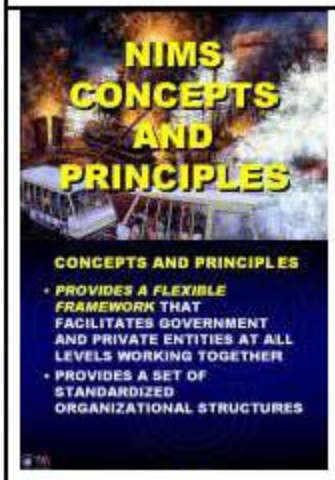


Why We Need NIMS

Lessons learned from previous large-scale disasters point to a need for a National Incident Management System.

Emergencies occur every day somewhere in the U.S. These emergencies are large and small and range from fires to hazardous materials incidents to natural and technological disasters.

It is critical that responders be able to work and communicate together. Until now, there have been no national comprehensive standards for response. NIMS provides standards for domestic incident response.



NIMS Concepts and Principles

Tell the students that NIMS provides a framework for interoperability and compatibility by balancing flexibility and standardization.

- NIMS provides a flexible framework that facilitates government and private entities at all levels working together
- NIMS provides a set of standardized organization structures.



NIMS Components

Like SEMS, NIMS is comprised of several components that work together as a system to provide a national framework for preparing for, preventing, responding to, and recovery from domestic incidents. These components include:

- Command and management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies and
- Ongoing Management and Maintenance



Module Cover Slide

Cover slide for this module.



Maintaining Standards

The National-level preparedness standards related to NIMS will be maintained and managed through a multijurisdictional, multidiscipline center using a collaborative process at the NIMS Integration Center



Universal Task List (UTL)

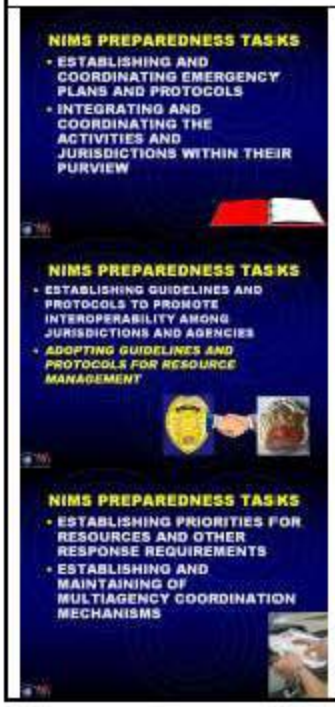
The Office of Domestic Preparedness (ODP) has developed a comprehensive Universal Task List (UTL) of all activities that need to be performed during a major incident. This task list is based on 15 scenarios:

- Four chemical scenarios (blister agent, toxic industrial chemicals, nerve agent, and chlorine tank explosion
- Four biological scenarios (plague, aerosol anthrax, anthrax food contamination, and foot and mouth disease)
- One disease outbreak scenario (pandemic flu)
- Two natural disasters (earthquake and hurricane)
- One radiological scenario (dirty bomb)
- One improvised nuclear device scenario
- One improvised explosive scenario
- One cyber scenario



TARGET CAPABILITIES LIST (TCL)

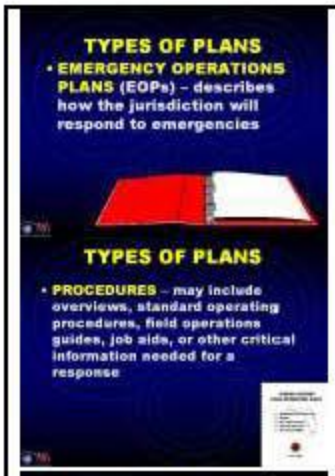
ODP has also developed a Target Capabilities List (TCL) which describes the specific capabilities that federal, state, local, and tribal entities are expected to develop and maintain to meet the goal of "national preparedness".

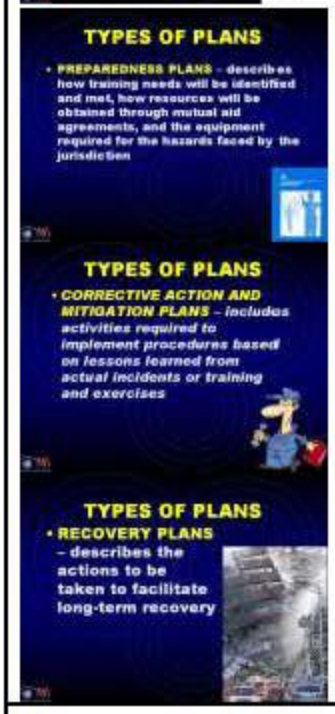


NIMS PREPAREDNESS TASKS

Jurisdictions can meet the NIMS Preparedness goals by:

- Establishing and coordinating emergency plans and protocols
- Integrating and coordinating the activities and jurisdictions within their purview
- Establishing guidelines and protocols to promote interoperability among jurisdictions and agencies
- Adopting guidelines and protocols for resource management
- Establishing priorities for resource and other response requirements
- Establishing and maintaining of multiagency coordination mechanisms





Types of Plans

In an effort to establish a "common terminology", NIMS has defined "types of plans". These are the established definitions by NIMS:

- Emergency Operations Plans – describes how the jurisdiction will respond to emergencies
- Procedures – may include overviews, standard operating procedures, field operations guides, job aids, or other critical information needed for a response
- Preparedness Plans – describes how training needs will be identified and met, how resources will be obtained through mutual aid agreements, and the equipment required for the hazards faced by the jurisdiction
- Corrective Action and Mitigation Plans – includes activities required to implement procedures based on lessons learned from actual incidents or training and exercises
- Recovery Plans – describes the actions to be taken to facilitate long-term recovery



National Response Plan

This is a video slide that provides a brief overview of the National Response Plan.



Role of the NIC in Preparedness

One of the roles of the NIC is to assist jurisdictions in meeting the NIMS training and exercise needs. The NIC will:

- Facilitate the development of and dissemination of national standards, guidelines, and protocols for incident management training
- Facilitate the use of modeling and simulation in training and exercise programs
- Define general training requirements and approved training courses for all NIMS users including instructor qualifications and course completion documentation
- Review and approve, with the assistance of key stakeholders, discipline-specific training requirements and courses



Qualifications & Certifications

NIMS will be establishing qualifications and certifications related to preparedness.

- Field personnel must possess the minimum knowledge, skills, and experience necessary to perform activities safely and effectively
- Standards will include:
  - Training
  - Experience
  - Credentialing
  - Currency
  - Physical and mental fitness
- Personnel who are certified to support interstate incidents will be required to meet national qualification and certification standards





Equipment Qualifications and Certification

As it relates to equipment, the NIMS Q&C will:

- Facilitate the development and / or publication of national equipment standards, guidelines, and protocols
- Review and approve lists of emergency responder equipment that meet national requirements



Publication Management

As it relates to publication management, the NIC will:

- Develop naming and numbering conventions
- Review and certify publications
- Develop methods for publication control
- Identify sources and suppliers for publication and related services
- Manage distribution of publications



NIMS Integration Center

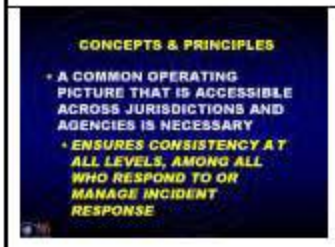
The NIMS Integration Center or "NIC" was established by the Department of Homeland Security to provide:

- Strategic direction and oversight of NIMS
- Ongoing review and continual refinement of the system and components



Module Cover Slide

Cover slide



NIMS Communications Concepts and Principles

The NIMS concepts and principles on which communications and information management are based include:

- A common "operating picture" that is accessible across jurisdictions and agencies is necessary to ensure consistency at all levels and among all who respond to or manage incident response



Goals of NIMS Communications

NIMS communications and information systems enable the essential functions needed to provide a common operating picture and interoperability for:

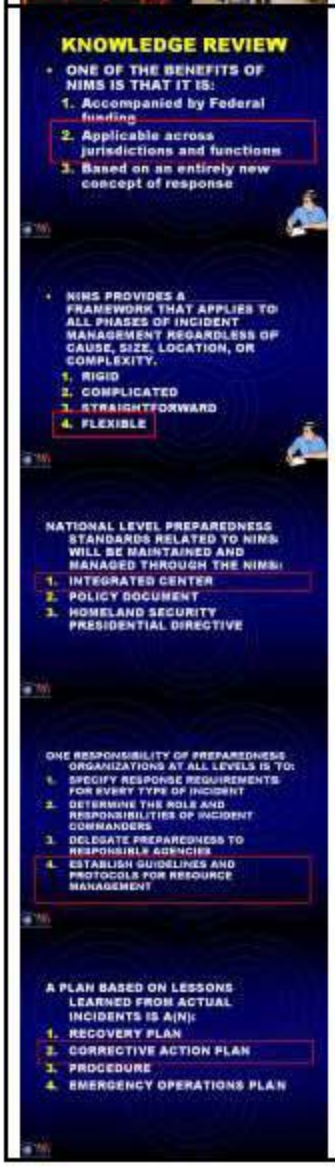
- Incident management communications
- Information management
- Interoperability standards

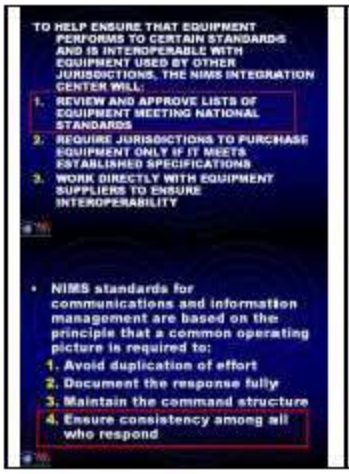


Principles of Supporting Technologies

NIMS will leverage science and technology to improve capabilities at a lower cost. To accomplish this, NIMS will base its supporting technology standards on five key principles:

1. **Interoperability and Compatibility:** Systems must be able to work together.
2. **Technology Support:** All organizations using NIMS will be able to enhance all aspects of incident management and emergency response.
3. **Technology Standards:** National standards will facilitate interoperability and compatibility of major systems.
4. **Broad-Based Requirements:** NIMS provides a mechanism for aggregating and prioritizing new

	technologies, procedures, protocols, and standards. 5. **Strategic Planning And Research & Development:** The NIMS Integration Center will coordinate with the Department of Homeland Security to create a national R&D agenda.
	**National Database of Incidents** The NIMS Integration Center will develop a national database for incident reports.
	**Knowledge Review** The "Knowledge Review" is used to highlight key points of this module. The Instructor should explain that each module will have a similar review. Show the slide(s) and give the students a chance to verbally respond to each question and a chance to ask any additional questions about material covered in this module.


TO HELP ENSURE THAT EQUIPMENT PERFORMS TO CERTAIN STANDARDS AND IS INTEROPERABLE WITH EQUIPMENT USED BY OTHER JURISDICTIONS, THE NIMS INTEGRATION CENTER WILL:
1. REVIEW AND APPROVE LISTS OF EQUIPMENT MEETING NATIONAL STANDARDS
2. REQUIRE JURISDICTIONS TO PURCHASE EQUIPMENT ONLY IF IT MEETS ESTABLISHED SPECIFICATIONS
3. WORK DIRECTLY WITH EQUIPMENT SUPPLIERS TO ENSURE INTEROPERABILITY
• NIMS standards for communications and information management are based on the principle that a common operating picture is required to:
1. Avoid duplication of effort
2. Document the response fully
3. Maintain the command structure
4. Ensure consistency among all who respond

Update on PREA

Instruction time: 2 hours

Course summary:

The Prison Rape Elimination Act Course is designed for staff to comply with Title 28, Section 115.31. Items covered consist of; zero tolerance, awareness, prevention of sexual misconduct as well as professionally communicating with inmates. Sheriff's Office policy will be examined during this course in keeping with DOJ standards for compliance.

Performance objectives:

1) The trainee will be able to identify the definition of sexual misconduct, sexual harassment and sexual abuse.
2) The trainee will be able to examine and interpret Sheriff's Office Custody Division Policy 3.1.6- Sexual Misconduct (PREA) and identify how to fulfill their responsibilities.
3) The trainee will be able to define the facilities meaning of "zero tolerance" and inmates' rights to be free from sexual abuse, harassment and retaliation.
4) The trainee will review relevant laws related to mandatory reporting of DOJ standards.

Method of learning:

A. Classroom area requirements:
    a. One classroom with enough tables and chairs to accommodate the number of students.
B. Training aids:
    a. Sheriff's Office Custody Division Policy 3.1.6- Sexual Misconduct (PREA)

OUTLINE OF MATERIAL:

I. The Prison Rape Elimination Act of 2003 was enacted by Congress to address the problem of sexual abuse in correctional facilities.
   A. Type of facilities to comply with national standards
      1. Adult prisons and jails
      2. Lockups
      3. Community confinement facilities
      4. Juvenile facilities
   B. Federal standards
      1. Non-compliance will result in 5% of federal funding

II. The San Joaquin County Sheriff's Office has a zero tolerance for sexual misconduct, sexual harassment and sexual abuse.
   A. What is sexual misconduct?
      1. Repeated and unwanted sexual advances
      2. Request for sexual favors
      3. Comments, gestures, actions that are sexual or insulting
         i. Negative comments about sexual orientation
         ii. Negative comments about gender identity
      4. Degrading or disrespectful remarks about someone's body parts or size
      5. Obscene language or gestures
      6. Staff pressing their body up against or sexually touching an inmate during pat search
   B. What is sexual abuse?
      1. Any sexual activity that is not wanted or agreed to
      2. Anytime staff and inmate engage in sexual activity
      3. Penetration of one person by another with body part or object without consent
      4. Intentional touching either directly or indirectly
         i. Excludes contact that is incidental during physical altercation
      5. Touching another while they are asleep or sedated by medication.
      6. Voyeurism
         i. Invasion of privacy of an inmate by staff for reasons <u>unrelated</u> to official duties
   C. What is sexual harassment?
      1. Inmate to inmate
         i. Repeated and unwelcome sexual advances.
         ii. Requests for sexual favors
         iii. Verbal comments, gestures, or actions of a derogatory or offensive sexual nature.
      2. Staff member, contractor or volunteer to inmate
         i. Repeated verbal comments or gestures of a sexual nature
         ii. Demeaning references to gender, sexually suggestive

iii. Derogatory comments about body or clothing

iv. Obscene language or gestures.

D. What is consent and how important is it?

1. Consent is when someone is completely willing and is able to freely agree to be a part of the activity.
2. Consensual sex between inmates is not sexual abuse according to PREA but it is against department policy.
3. Inmates cannot consent to any sexual activity with staff.
   i. It is illegal for staff to have any sexual activity with inmates.

INSTRUCTORS NOTES: Generate class discussion using possible scenarios to determine if they violate PREA standards.

III. If staff detects signs of threatened or actual sexual abuse they will:

A. Steps to take



IV. What does "ZERO TOLERANCE" mean?

A. All staff members are responsible for ensuring there is no sexual abuse and sexual harassment in the facilities.

B. Every incident of sexual abuse, sexual harassment and retaliation will be investigated and documented.

1. Statistics
   i. Phone calls

ii. Incidents

V. PREA and the law

A. Mandatory reporting

B. Liability

1. Vicarious liability
2. Personal liability
3. Eighth Amendment- Freedom from cruel and unusual punishment
4. 42 USC 1983- Every person who subjects or causes to be subjected, any person within the US to be deprived of any civil rights or laws shall be liable to the party injured.

C. A big part of PREA deals with treating others with dignity and respect, regardless of whether you think they deserve it or not.

PREA

Instruction time: 6 hours

Course summary:

The Prison Rape Elimination Act Course is designed for staff to comply with Title 28, Section 115.31. Items covered consist of; zero tolerance, awareness, prevention of sexual misconduct as well as professionally communicating with inmates. Sheriff's Office policy will be examined during this course in keeping with DOJ standards for compliance.

Performance objectives:

1) The trainee will be able to identify the definition of sexual misconduct.
2) The trainee will be able to identify ways staff can change the facility culture to be free of sexual misconduct.
3) The trainee will be able to define the facilities meaning of "zero tolerance" and inmates' rights to be free from sexual abuse and harassment.
4) The trainee will be able to examine and interpret Sheriff's Office Custody Division Policy 3.1.6- Sexual Misconduct (PREA) and identify how to fulfill their responsibilities.
5) The trainee will discuss the roll as a mandatory reporter and the rights of inmates and employees from retaliation for reporting
6) The trainee will differentiate between the common characteristics of victims and perpetrators.
7) The trainee will identify the lifelong physical and psychological damages of sexual misconduct as well as the common reactions of sexual abuse and harassment of victims.
8) The trainee will discuss the importance of communication with all subcultures professionally and effectively.
9) The trainee will analyze the dynamics of sexual abuse and sexual harassment victims.
10) The trainee will assess how to comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities.

Method of learning:

A. Classroom area requirements:
    a. One classroom with enough tables and chairs to accommodate the number of students.
B. Training aids:
    a. Sheriff's Office Custody Division Policy 3.1.6- Sexual Misconduct (PREA)

OUTLINE OF MATERIAL:

ADVISE OF DISCLAIMER PRIOR TO CLASS FOR LANGUAGE

I. This class is designed to ensure the prevention and identification of sexual abuse, sexual harassment and sexual misconduct, and to prevent the victimization of the vulnerable.

A. Reasons for training on PREA

1. President Bush signed PREA
    i. "Best practice" guidelines handed down
2. Surveys conducted by Bureau Of Justice Statistics
    i. Amount of sexual victimization increased from 2009 to 2011
3. National standards adoption
    i. Adult prisons and jails
    ii. Lockups
    iii. Community confinement facilities
    iv. Juvenile facilities
4. National standards
    i. National standards go into effect in August 2014
5. Federal funding
    i. Non-compliance will result in 5% of federal funding

B. PREA video

1. To be played for inmates in English and Spanish ***(Play video)***

INSTRUCTORS NOTES: Put students in groups and have them write their definitions and present it to the class. Discuss with class

A. What is your definition of Sexual Misconduct?
B. What is your definition of Sexual Harassment?
C. What is your definition of Sexual Abuse?
D. What does our current policy state?

1. Read San Joaquin County Sheriff's Office Policy 3.1.13
    i. Sexual Misconduct (PREA)

INSTRUCTORS NOTES: Instruct all groups to list all the job titles who they believe must attend sexual misconduct training

II. Different roles and responsibilities within the various positions of the work environment, and potential dangers and vulnerabilities with each role.

A. Job titles of people at your facility who must attend Sexual Misconduct training?

1. Correctional Officers
2. Deputy Sheriff
3. Medical Staff
4. Psych Staff
5. Plant Engineering
6. Program providers
7. Civilian Staff
8. Volunteers

B. Enforcer, Correctional Officer: Has the responsibility of enforcing conditions of supervision and facility rules.
    1. Possible dangers: Potential abuse of authority or power, or blackmail.
C. Social worker, Educator: Applies not only to those that have the job title, these also refer to anyone giving advice or assistance to an inmate.
    1. Possible dangers: Sympathy, empathy, "de-criminalization" of the inmate, becoming too involved in the inmate's problems. Inmates may feel they have forged a personal relationship.
D. Transportation Personnel: This person provides transportation to all outside appointments.
    1. Possible dangers: False accusations can be a problem when only one driver is present. Transporting inmates of the same sex does not ensure that misconduct will not occur.
E. Aramark Staff: Responsible for all operations in the kitchen/dining area.
    1. Possible dangers: Kitchen areas are less monitored than other areas of facilities, and have more "hiding places" such as dry storage areas, cooler, freezers, and dish washing areas. Kitchen staff may begin to feel as if the inmates are co-workers, and not law violators.
F. Nurse: Provides treatment, diagnostic, and preventative procedures appropriate for inmate care.
    1. Possible dangers: Frequently alone with inmates behind closed doors, and there is danger of inappropriate touching or contact.
G. Commissary staff: Orders commissary items for inmates, receives, distributes and maintains records.
    1. Possible dangers: Could give additional items to extort special favors.
H. How can you avoid inappropriate relationships with inmates?
    1. Have duty Sgt. make unannounced visits
    2. Always maintain a professional demeanor when having any contact with inmates.
    3. Count on your fellow partners to advise when your behavior may be interpreted as inappropriate.
    4. Put stop to little inappropriate remarks inmates may make.
    5. Etc.

III. Information inmates will get about PREA
    A. Video
    B. Addition to the Inmate Rulebook
    C. Flier posted in housing units

IV. What are the issues with a sexualized work environment?
    A. What is a sexualized work environment?

1. A sexualized work environment is one where nothing is sacred. Boundaries are at best blurred and possibly nonexistent. It can begin with inappropriate and unprofessional staff to staff teasing or joking; and then, extends to staff to inmate teasing and/or joking.
2. There will be foul language and sexual innuendos along with "dirty" jokes in reference to just about anything.

B. Examples of a sexualized work environment could include:
   1. Open discussion, within hearing range of inmates, about an employee's off-duty activities
   2. A tolerance for use of unprofessional nicknames or name-calling
   3. Sexual innuendo in verbal and non-verbal communications
   4. Gossip and rumors
   5. Inappropriate jokes or pranks, especially those with sexual innuendos.

C. How can YOU change this type of environment?
   1. All staff should self-monitor and have a clear understanding of personal ethics, as well as the facility ethics. Supervisors and administrators must set standards and be held to them.

INSTRUCTORS NOTE: DISCUSS CURRENT EVENTS REGARDING SEXUAL MISCONDUCT

V. The issue with power and consent

A. The professional has all of the power and therefore the person under supervision can never be the perpetrator.
   1. Staff-inmate relationships are NOT equal relationships. Consent is NOT possible when someone is subject to another person's authority and/or power. Even if they offer their consent, it is the staff-inmate imbalance of power that makes such consent invalid. Even if the inmates initiated the interaction. They cannot legally consent to engaging in sexual acts with a correctional officer.

B. Consent to sexual conduct with an employee's supervisor.
   1. While this may not be illegal, it is not an ethical way to behave in the workplace. Although it is not technically Sexual Misconduct, the issues of power could be the same, and a forced consent accusation could be raised by the subordinate.
   2. 2011 Bureau of Justice Statistics show characteristics of staff involved in sexual misconduct:
      i. 39% male, 61% female
      ii. 28% - 29 years old and younger
      iii. 33% - 30-39 years old
      iv. 62% White
      v. 26% Black, non-Hispanic
      vi. 9% Hispanic

vii. 82% of staff involved in Sexual Misconduct worked in detentions/prisons

C. Facts of the profession.
   1. According to psychologist Dr. Sarah Crome, less than 1% of male-male rapes are reported.
   2. Female inmates are almost 3 times more likely to be victimized by other inmates than males.
   3. 32% of staff sexual misconduct victims are females, although they only represent 7% of the population.

INSTRUCTORS NOTES: Have class participate in the "Alligator River" exercise

VI. To create awareness that is everyone's responsibility in stopping Sexual Misconduct from occurring, the facility culture must be changed to enforce the "Zero Tolerance" of any Sexual Misconduct.

A. Facility culture means the "way of life... the sum of the attitudes or the norms, the values, the beliefs of those people who live and work in it."
   1. "Culture is passed by word of mouth and by behavior. You have to walk the walk and talk the talk. You have to do it consistently. You have to be willing to take the anger that people may direct at you for trying to change the culture."

B. Culture is learned, and therefore, it can be changed.

C. "Zero Tolerance" means staff and inmates understand what constitutes sexual abuse, sexual harassment and sexual misconduct, and are aware that penalties exist for violating this policy. Staff also knows that there are penalties for simply standing by when the misconduct is occurring and non-reporting, whether the abuse is performed by inmates or other staff.

D. Our policy prohibits any Sexual Abuse, Sexual Harassment and Sexual Misconduct between staff, volunteers, or contractors and incarcerated individuals. However, all forms of forced or coercive Sexual Misconduct occurring among inmates will be fully investigated, sanctioned and referred for prosecution if the prohibited conduct violates state criminal laws.

E. All staff and inmates have the right to be free from:
   1. Sexual abuse
   2. Sexual harassment
   3. Retaliation from reporting any such listed misconduct

VII. Understanding your role as a mandatory reporter.

A. Staff members are mandatory reporters with no discretion to decide whether to report:
   1. Sexual Misconduct allegations, knowledge, information, or suspicion of Sexual Misconduct
   2. Harassment or information they receive regarding an incident of Sexual Misconduct that occurred in an institutional setting
   3. Retaliation against inmates or staff who reported abuse

B. Employees shall accept reports made verbally, in writing, anonymously, and from third parties. Inmates may report abuse, retaliation, or harassment by writing to the Internal Affairs Unit, or by contacting the Sheriff's Office Communication Center.
    1. Any staff neglect or violation of responsibilities that may have contributed to an incident of Sexual Misconduct or retaliation.

INSTRUCTORS NOTES: In groups, have students decide which of the following are common characteristics of victims and which are perpetrators. Discuss correct results with the class.

VIII. Common characteristics of victims and perpetrators.

A. Victims will display the following:
    1. First-time, non-violent inmates
    2. Detained on a sexual offense against a minor
    3. Physically small or weak
    4. Not gang affiliated
    5. Traits viewed as feminine
    6. Not streetwise/middle-class
    7. Mental illness or developmental disabilities
    8. Disliked by staff or other inmates
    9. Homosexual or bisexual
    10. Previously sexual assaulted
    11. Young, inexperienced in detention culture, easily intimidated

B. Perpetrators will display the following:
    1. Accustomed to incarceration
    2. Lived in an urban area prior to incarceration
    3. Spent time in juvenile facilities and other corrections facilities
    4. Gang affiliated
    5. Committed a violent/aggressive offense
    6. Physically strong
    7. Likely to break facility rules

C. Common reactions to Sexual Misconduct include:
    1. Emotional shock
    2. Disbelief
    3. Shame
    4. Guilt
    5. Powerlessness
    6. Denial
    7. Anger
    8. Fear
    9. Depression
    10. Triggers

11. Anxiety
12. Helplessness

D. Being aware of this information is important because it allows the ability to protect likely victims and prevent Sexual Misconduct offenses from occurring.

IX. Life-long physical and psychological damages from being sexually abused by a person in power

A. Acute crisis phase occurs right after the assault.
   1. Physical reactions will include change in sleep patterns, change of appetite, poor concentration, acting withdrawn and jumpy.
   2. Emotional reactions will include depression, guilt, anger, anxiety and fear.
   3. Behavioral reactions will include acting out, change in hygiene, refuse to change room, harm to self, including suicidal thoughts.

B. Outward adjustment phase
   1. Feeling a need to get back to normal
   2. Grooming and eating returns to normal but sleeping remains irregular
   3. Survivor tries to regain control

C. Integration phase
   1. The survivor accepts the idea of who they were and who they've become.
   2. This takes months or years to achieve

D. Reactivation of crisis
   1. Can happen at any time during any of the phases
   2. This phase mirrors the acute phase
   3. Can be triggered by sights, smells, sounds, situations or memories

E. Impact of victimization in the correctional setting (males)
   1. Connection between sexual/physical victimization and aggressive & self-destructive behavior
   2. Report past abuse associated with violent crime
   3. Defend against feelings associated with victimization (shame, stigma)
   4. May question sexual identity and preference
   5. Feel the best defense is a good offense
   6. May imitate their aggressors
   7. Acutely aware of the prison code and their ranking

F. Impact of victimization in the correctional setting (female)
   1. At risk for unhealthy relationships with authority figures, based on perception of their power to harm
   2. Difficulty adjusting to restrictive environments
   3. Lack of right to privacy, cell searches, bodily searches may remind them of past abuse
   4. Concern with how reporting may interrupt relationships
   5. Vulnerable to abusive authority figures
   6. Faced with sexual assault situations:
      i. May not understand it is possible to refuse

ii. May lack perception of a "right" to refuse

iii. May believe it's always dangerous to refuse

G. If staff detects signs of threatened or actual sexual abuse they will:



H. Facts regarding sexual abuse

1. 3 times more likely to suffer from depression
2. 4 times more likely to contemplate suicide
3. 6 times more likely to suffer from PTSD
4. 13 times more likely to abuse alcohol
5. 26 times more likely to abuse drugs

X. How to communicate effectively and professionally with inmates

INSTRUCTORS NOTES: Have class participate in "Draw a shape game" and discuss with class

A. Give information and instruction in ways the inmate can understand

1. When approached in a defensive or demanding way the common reaction is a fight or flight response and the need to protect ourselves regardless of the conversation.

B. Communication styles with co-workers compared to inmates

1. Often corrections professionals speak to inmates in a way that isn't always the most appropriate to obtain the information they are hoping to acquire.
2. Can some communication bring unwanted behavior?

C. Communicating with inmates who subcultures are different than them.

1. Gangs
2. Dropout gangs
3. Gays
4. Lesbian
5. Transvestites
6. Non conforming

7. Etc.
8. Difficult to admit, all have a prejudice of some kind or another.

D. It is crucial to treat individuals as individuals, and derogative terms do not come into the conversation.
   1. Buster, scraps
   2. Quiters, PC's
   3. Fags, joto
   4. Dyke, carpet muncher
   5. He-she, she-male

E. A big part of PREA deals with treating others with dignity and respect, regardless of whether you think they deserve it or not.

XI. The law and sexual misconduct

A. Vicarious liability- We have a duty to act.

B. Personal liability- May occur if employee fails to respond to allegations of misconduct, or their actions or the actions of their staff resulted in harm to an inmate.

C. Malfeasance- An act of commission, without legal justification, with malicious intent to hurt, cause harm, or otherwise injure another party or property through misconduct or abuse of power or position. (bribery)

D. Nonfeasance- Failure to perform a legal duty, without malicious intent, which causes damage or injury to persons and/or property. (failure to perform first aid)

E. The Fifth Amendment- Protects against self-incrimination. **Possible claim**: Did not advise of rights of both employee and inmate.

F. The Sixth Amendment- Provides for the right to counsel in criminal proceedings.

G. The Eighth Amendment- Freedom from cruel and unusual punishment.

H. 42 USC 1983

1. Every person who, under color of any statute, ordinance, regulation, custom, or usage, of any State or Territory or the District of Columbia, subjects, or causes to be subjected, any citizen of the United States or other person within the jurisdiction thereof to the deprivation of any rights, privileges, or immunities secured by the Constitution and laws, shall be liable to the party injured in an action at law, suit in equity, or other proper proceeding for redress, except that in any action brought against a judicial officer for an act or omission taken in such officer's judicial capacity, injunctive relief shall not be granted unless a declaratory decree was violated or declaratory relief was unavailable.

PRE-TRIAL FACILITY

FLOOR PLAN / KEY CONTROL

LEARNING GOAL:

The trainee will be able to identify the cells, rooms, proper routes of travel and the corresponding keys to gain access to all areas within the Pre-Trial Facility.

PERFORMANCE OBJECTIVES:

The trainee will be able to demonstrate his/her knowledge of all doors, cells and rooms in their assigned work area by filling out a blank floorplan form.

The trainee will be able to identify all doors, cells, rooms and keys within the Pre-Trial Facility.

The trainee will be able to identify all doors, rooms and areas within the Sheriff's Administration building, 24 hour jail lobby, Jail Core Visiting areas and tubes, South Jail Administration Building, the South Jail Complex and Visitor's Reception Center.

The trainee will be able to identify all roadways and security gates of the San Joaquin County Jail Complex.

The trainee will be able to identify and define the following: Paracentric Key, Mogul Key and a Zone Key.

The trainee will be able to identify all aspects of key security.

The trainee will be able to identify the location of all gun lockers within the San Joaquin County Jail Complex.

The trainee will be able to identify the policy and procedures for firearm storage.

The trainee will be able to identify the keys on an issued keyset.

The trainee will be able to identify the proper procedure for having a keyset, door or lock repaired.

The trainee will be able to identify those doors that can be opened by a key and which key opens them.

The trainee will be able to identify those doors that can be opened electronically by Jail Central Control.

The trainee will be able to identify those locations of alarms systems and storage of emergency equipment (Fire hoses, MSA airpacks, Fire extinguishers, and Stenofons)

METHOD OF LEARNING:

Time allocation: 8 hours

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. Overhead projector.

2. Television

3. Video: Control Room, 21 minutes

The trainee will participate in a guided group exercise using an overhead projection of floorplans of all doors, cells, and rooms within the Pre-Trial Facility and fill out blank floorplans of each area.

The trainee will participate in a guided group exercise using an overhead projection of the Sheriff's Administration building, 24 hour jail lobby and core public visiting tubes and fill out blank floorplans of each area.

The trainee will participate in a guided group exercise using an overhead projection of a map showing the roadways and security gates of the San Joaquin County Jail complex and fill out a blank map of the facility grounds.

[redacted]

The trainee will participate in a guided group discussion on all aspects of key security.

The trainee will participate in a guided group exercise using an overhead projection of a map showing all buildings within the San Joaquin County Jail complex and mark the locations of all gun lockers within the jail complex.

The trainee will participate in a guided group discussion on the procedures for firearm storage.

The trainee will participate in a guided group discussion on what keys are on issued keysets.

The trainee will participate in a guided group discussion on the proper procedure for having a keyset, door or lock repaired.

The trainee will participate in a guided group exercise noting on a blank floorplan, those doors within the Jail Core that can be opened with a key and which key opens them.

The trainee will participate in a guided group exercise noting on a blank floorplan, those doors within the Jail Core that can be opened electronically by Jail Central Control.

The trainee will participate in a guided group discussion on the locations of alarms systems and storage of emergency equipment (Fire hoses, Trans air Packs, MSA airpacks, Fire extingushers, and Stenofons)

The trainee will complete a comprehensive written final examination.

INSTRUCTORS NOTES

FACILITY TOUR (Time allocation 4 hour)

Take trainee's on a detailed tour of all areas in the Pre-Trial Facility. Jail Core; 24 Hour lobby, Visiting tubes, Booking, Vehicle Sallyport, Transportation Office, Circulation Corridor, Intake Housing, Jail Clinic, Medical Offices, Sheltered Housing, Medical Housing. South Jail; Administration, G/P Housing, AD-SEG Housing, South Jail Visitors Reception Center and the Visiting tubes.

During the tour, explain where all the fire extinguishers, fire alarms, Fire Hoses and Trans air pack are located. Show them the Keys at each Officers Station/Unit and what/where each key is used. Show them where the Key Box's are located in all the facilities. Show them the different control panels Intake 1, 2, 3 & 4 Sheltered and AD-SEG Tower.

After tour pass out a copy of all the floor plans and have the trainee write in where all the Safety Equipment, fire alarms, fire hoses and Trans air packs are located.

KEY CONTROL

I. **KEY TYPES**:

[redacted]

a. A heavy duty house type key.

b. [redacted].

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

a. A heavy duty key that is <u>twice the size</u> of a typical house key.

b. [redacted]

[redacted]

(2.) [redacted]

[redacted]

a. A large heavy key.

b. [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

4. The key sets are to be handled by officers only, and are never to be left unattended.

II. TYPES OF KEY SETS:

1. Officer's key set

   a. All officer's key sets are marked with the key location on a brass tab.

   [redacted]

2. Supplemental key ring

   [redacted]

3. Sergeant Emergency key set

   [redacted]

III. KEY SECURITY

1. Each housing unit key set will remain in the unit at all times.
2. Each officer is responsible for their assigned key set which must remain on his /her person at all times.
3. Keys will be exchanged at relief/briefing.

   a. Hand to Hand

IV. REPAIR KEY SET

1. Notify the Shift Supervisor.

   a. Give broken key set to the Shift Supervisor, who will issue a new key set to the officer.

   b. The officer will write an Incident Report regarding the broken key. The report will be forwarded to the area Shift Sergeant.

   c. The shift Sergeant will notify Plant Engineering for repair of key set.

V. REPAIR OF LOCK ON DOORS

1. Contact Plant Engineering via telephone.

2. Give Plant Engineering the following information.

   [redacted]

   b. [redacted].

3. Document the Incident in ATIMS and forward to the shift Supervisor.

4. Brief oncoming shift of repair request for service.

DOOR CONTROL

I. **Door Control.**

A. Manually controlled doors.

[redacted]

B. Electronically controlled doors.

[redacted]

3. Jail Central Control can electronically unlock the following within the General Population Housing Unit.

[redacted]

[redacted]

II. DOOR CONTROL PANEL

1 [redacted]

2. The Door Control Panel contains the following.

[redacted]

[redacted]

ROADWAYS AND GATES ACCESSING THE SAN JOAQUIN COUNTY JAIL COMPLEX

[redacted]

LIGHT BAR ANNUNCIATOR

I. LOCATION

A. On the ceiling over officers workstation in *all housing* units.

1. RED light

[redacted]

2. WHITE light

[redacted]

[redacted]

SAFETY EQUIPMENT

I. BOOKING

A. FIRE EXTINGUISHER

1. [redacted]

[redacted]

[redacted]

B. FIRE ALARM

[redacted]

II. MEDICAL HOUSING

A. FIRE EXTINGUISHER

[redacted]

[redacted]

[redacted]

[redacted]

B. FIRE ALARM

[redacted]

[redacted]

C. FIRE HOSE

[redacted]

[redacted]

3. (1) Located on the east side of nurse's station. Access is gained from a door located on the front side of the station.

III. SHELTERED HOUSING

A. FIRE EXTINGUISHER

[redacted]

B. FIRE ALARM

[redacted]

C. FIRE HOSE

1. [redacted]

[redacted]INTAKE HOUSING [redacted]

A. FIRE EXTINGUISHER

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

B. FIRE ALARM

[redacted]

[redacted].

C. FIRE HOSE

[redacted]

V. CLINIC (overhead #11)

A. FIRE EXTINGUISHER

[redacted]

B. FIRE ALARM

[redacted]

C. FIRE HOSE

1. NONE

[redacted]**SOUTH JAIL G/P** [redacted]

A. FIRE EXTINGUISHER

[redacted]

B. FIRE ALARM

[redacted]

[redacted]

C. FIRE HOSE

[redacted]

VII. ADMINISTRATIVE SEGREGATION

A. FIRE EXTINGUISHER

[redacted]

[redacted]

B. FIRE ALARM

[redacted]

[redacted]

C. FIRE HOSE

[redacted]

.

STENTOFON

I. LOCATION

A. South Jail

[redacted]

B. Jail Core

[redacted]

INSTRUCTOR NOTES

[redacted]

GUN LOCKERS

I. Location of Gun Lockers within the San Joaquin County Jail Complex.

[redacted]

II. Firearm storage for all personnel

[redacted]

III. Firearm storage by officers assigned to Transportation.

[redacted]

[redacted]

PRE-TRIAL FACILITY

ACCESS TO BOOKING

LEARNING GOAL:

The trainee assigned to Booking will know who has access to the Booking Area and the Vehicle Sallyport.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the route of travel from the Briefing Room to Booking.

The trainee will be able to identify the procedure outside agencies will follow to gain access to the Booking Vehicle Sallyport.

The trainee will be able to identify the proper parking procedures for official vehicles in the Booking Vehicle Sallyport.

The trainee will be able to identify the Booking Officers' responsibilities regarding security in the Booking Vehicle Sallyport.

The trainee will be able to identify the proper use of the gun locker room accessed through the Booking Vehicle Sallyport.

The trainee will be able to identify the proper procedures for access, parking and handling of emergency vehicles in the Booking Vehicle Sallyport.

The trainee will be able to identify other areas of access from the Booking Vehicle Sallyport.

The trainee will be able to identify the proper procedures Arresting Officers must follow with their arrestees while in the Booking Vehicle Sallyport.

The trainee will be able to identify the proper use of the Sobriety Testing Room

METHOD OF LEARNING:

Time allocation: 15 min

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will view a floor plan of the Briefing Room and Booking and participate in a guided group discussion on the route of travel from the Briefing Room to Booking.

The trainee will participate in a guided group discussion on the procedure outside agencies will follow to gain access to the Booking Vehicle Sallyport.

The trainee will view a map of the Booking Vehicle Sallyport and participate in a guided group discussion on the proper parking procedures for official vehicles in the Booking Vehicle Sallyport.

The trainee will participate in a guided group discussion on the Booking Officers' responsibilities regarding security in the Booking Vehicle Sallyport.

The trainee will participate in a guided group discussion on the proper use of the gun locker room.

The trainee will participate in a guided group discussion on the proper procedures for access, parking and handling of emergency vehicles in the Booking Vehicle Sallyport.

The trainee will participate in a guided group discussion on other areas of access from the Booking Vehicle Sallyport.

The trainee will participate in a guided group discussion on the proper procedures Arresting Officers must follow with their arrestees while in the Booking Vehicle Sallyport.

The trainee will participate in a guided group discussion on the proper use of the Sobriety Testing Room

OUTLINE OF MATERIAL:

I. Booking Staff

[redacted]After briefing, [redacted]

[redacted]

.

II. Outside Agencies

A. [redacted]

B. The officer will stop at the gate.

1. [redacted]

2. [redacted]

[redacted]

C. [redacted]

[redacted]

1. Vehicles will not park in the drive around. This area must be kept clear for:

a. Traffic flow

b. Buses

c. Emergency vehicles

E. The Vehicle Sallyport is NOT considered to be within the security perimeter of the facility.

1. The Arresting Officer is responsible for the security of his prisoner.

2. We require that the arrestee will be hand cuffed at all times.

3. [redacted]

F. [redacted]

1. [redacted]

2. [redacted]

3. [redacted]

G. [redacted]

H. Exit from the North Vehicle sallyport gate.

1. [redacted]

2. [redacted]

[redacted]

III. Emergency Vehicles

A. [redacted]

B. [redacted]

[redacted]

[redacted]

[redacted]

IV. Other Access

[redacted]

PRE-TRIAL FACILITY

ADMISSION PROCESS / PAPERWORK

LEARNING GOAL:

The trainee assigned to Pre-Book will be able to identify the proper procedures to admit an arrestee into the Pre-Book facility.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the proper use of the Pre-Book Lobby.

The trainee will be able to make proper admission observations of the arrestee at Pre-Book.

The trainee will be able to identify the required paperwork needed to accept an arrestee for the Pre-Book process.

The trainee will be able to identify the proper procedures for admitting overnight bookings.

METHOD OF LEARNING:

Time Allocation: 15 min

A. Classroom area and requirements:

1. One classroom with enough tables and chairs to accommodate the number of trainees.

B. Training aids:

1. Sample Booking Arrest Report

The trainee will participate in a guided group discussion on the Pre-Book Lobby.

The trainee will participate in a guided group discussion on proper admission observations of the arrestee at Pre-Book.

The trainee will participate in a guided group discussion on the required paperwork needed to accept an arrestee for booking.

The trainee will participate in a guided group discussion on the proper procedures for admitting overnight bookings.

Upon completion of classroom instruction and exercises, the trainee will receive a comprehensive written examination.

OUTLINE OF MATERIAL:

I. Pre-Book Sallyport

A. Equipment in the Pre-Book sallyport

1. A counter with forms(Booking Arrest Forms)

2. A telephone for officer use only.

3. A restroom with a non-lockable door.

4. Property packaging materials. (plastic bags/temporary property receipts)

B. Pre-Book sallyport guidelines

1. [redacted]

II. Admission Observations of a New Arrestee at Pre-Book.

A. The Pre-Book officer will visually observe arrestees before entering the Pre-Book lobby for obvious signs of medical problems.

1. The Pre-Book officer will refuse arrestees at the pre-book door, and notify the Correctional Health Care Staff if:

a. An arrestee is unconscious

b. Uncontrolled bleeding

c. If either of these conditions are observed the arrestee will not be allowed into the pre-book lobby, unless directed to the Booking Clinic by a Correctional Health Care Nurse.

2. Arrestee was sent to the hospital prior to booking.

a. Arresting officer must have paperwork stating arrestee has been cleared for booking. **(MEDICAL CLEARANCE FORM)**

b. Contact Correctional Health Care Staff to respond and evaluate the arrestee prior to acceptance of the arrestee.

3. If at anytime you are made aware that an arrestee may have a psychiatric issue:

   a. Notify Psych Staff.

   b. If possible complete the Pre-Book process.

4. The Pre-Book Officer will notify Correctional Health Care Staff and direct the arrestee to the medical waiting area if the following condition exists:

   a. Any "yes" response to the medical screening questionnaire, or any response that requires follow-up.

   b. Any identified medical dietary need, assessed by medical staff.

   c. Any arrestee that has not responded to the medical screening questionnaire.

   d. Any arrestee that is unable to communicate.

5. Contact Correctional Health Care Nurse, or Psychiatric staff when applicable.

   a. They will evaluate the situation.

   b. Decide to respond or schedule the inmate for sick call.

   c. This applies even when release of the arrestee is imminent.

6. As the Pre-book Officer, if there is any question in your mind about a person's medical fitness for jail, or you observe any bizarre behavior from the arrestee, get an evaluation by the Correctional Health Care Staff prior to Pre-Book. (you can refuse)

B. The Pre-Book Officer will also visually observe for the following:

1. [redacted]

C. If the arrestee appears to be combative or assaultive:

1 [redacted]

[redacted]

D. [redacted]

[redacted]

[redacted]

[redacted]

III. Necessary Paperwork for Accepting an Arrestee for Booking.

<u>Instructors Note:</u> Refer trainees to copy of the Booking Arrest Report in handout.

A. Arresting Officers will pass all completed paperwork through the paper pass, located next to the inner sallyport door, to the Pre-Book Officer.

B. Review the Booking Arrest Report and Supplemental Booking Report and insure that they are correct and complete.

C. Review all additional paperwork and insure that it is all present and complete, if applicable.

1. Warrants - Local or Non-County
2. Detainer - State Prison or County Jail
3. Holds - USBP or Parole/ Probation Holds
4. Court Remands
5. Superior Court Orders
6. Court commitments
7. Bond Revocations
8. Civil Commitment Papers - Minute Order
9. Medical or Psychiatric clearance

D. If the Arresting Officer's paperwork is not complete, return it to the Arresting Officer for completion. The Arresting Officer may be sent to the back of the Pre-Book line.

Instructors Note: Use discretion as to caseload.

E. If the Arresting Officer's paperwork is in order the arrestee is let in through the door.

1. Keyed open by the Pre-Book Officer.

2. The Pre-Book process is continued, with the Arresting Officer remaining in the Pre-Book sallyport.

3. The Arresting Officer will remain in the Pre-Book sallyport until he/she receives his/her restraints and their copy of the booking arrest receipt.

IV. Admitting Overnight Bookings

A. Overnighters:

1. An enroute inmate 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.

B. Admission of an overnight inmate(s) at Pre-Book:

1. Contact the Core Supervisor for approval or denial of the booking.

2. If the booking is accepted the Pre-Book officer will tell the transporting agency to take **all property** from the inmate.

3. The inmate will then be booked in the same manner as a new arrestee,

a. Will be dressed out in jail clothing.

4. The inmate will be stripped searched including:

a. A thorough search of their clothing.

b. The clothing will be returned to the inmate.

5. The Inmate will be kept in booking, unless conditions exist to warrant the housing of the overnight inmate.

a. Booking cannot accommodate the number of overnight inmates.

b. Time of booking.

c. Length of stay.

6. If the inmate is to be housed, the inmate will be processed the same as a routine book and house.

PRE-TRIAL FACILITY

CLASSIFIED TRASH

LEARNING GOAL:

The trainee will understand the process for removing classified trash from his/her assigned post.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify what items are considered as classified trash.

The trainee will be able to identify the proper procedures for the collection, handling, and disposition of classified trash.

METHOD OF LEARNING:

Time Allocation: 10 minutes.

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. None required.

The trainee will participate in a guided group discussion on what items are considered as classified trash.

The trainee will participate in a guided group discussion on the proper procedures for collection, handling, disposition of classified trash.

OUTLINE OF MATERIAL:

I. Items that are considered as classified trash.

A. Classified documents regarding inmates.

1. Non-public records.

a. Criminal offender records and other official reports prepared by department personnel.

(1.) Offenses.

(2.) Arrests.

(3.) Warrants.

b. Classification, disciplinary or health records.

c. Computer print outs.

(1.) Facility activities.

(2.) Facility schedules.

d. Photo-static copies of any of the above.

e. Not limited to the above items.

B. Classified documents involving the facility or department personnel.

1. Non-public records.

a. Personal information or records.

b. Computer print outs.

c. Departmental correspondence.

d. Facility procedures.

e. Facility schedules.

f. Photo-static copies of any of the above.

g. Not limited to the above items.

II. Regular trash.

A. Regular or non-classified documents shall not be placed in the classified waste receptacles.

II. Collection, handling and disposition of classified trash.

A. Jail Core Officers work station.

1. Every Officer is responsible for the temporary storing of classified trash in their assigned post.

2. Stored at the Officers' Work Station.

3. Medical/Mental Health staff will be responsible for placing their classified trash in the storage shelf in the Officers' Work Station.

4. The Officer's responsibility.

a. The assigned Officers will remove classified trash at the end of each shift.

b. Take to the lockable classified trash bin located near the Records counter.

B. South Jail Housing Unit

1. Housing and Control Officers responsibility

a. Each Housing Unit officer is responsible for the temporary storing of classified trash in the Housing Unit.

b. Stored at the officers work station.

c. The Administrative Segregation Control Officer will have a designated area.

d. Remove all classified trash at the end of each shift.

e. Take to classified trash bin located in the South Jail Administration Building.

C. South Jail Administrative Building

1. South Jail Administrative Officer and Escort Officers responsibility

a. Will deposit all classified trash in the Classified Trash container located near the Administrative Clerks work station.

b. The classified trash will be removed from the South Jail Administration Building by Central Services on a scheduled basis.

PRE-TRIAL FACILITY

COMMITMENT BOOKINGS

LEARNING GOAL:

The trainee will be able to admit and Pre-Book Commitment Bookings.

PERFORMANCE OBJECTIVES:

The trainee will understand the difference between Court Ordered Bookings and Court Ordered Commitments.

The trainee will understand the process of persons reporting for Commitment Bookings.

The trainee will be able to identify the proper procedures for handling excessive property of Commitment Bookings.

The trainee will know how to correctly receive persons for Commitment Bookings.

The trainee will be able to identify the proper procedures to follow when a person reporting for a Commitment Booking shows up under the influence of drugs or alcohol.

The trainee will identify the correct disposition for any contraband located on a Commitment Booking.

METHOD OF LEARNING:

Time allocation: 15 min

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. Copy of commitment papers

2. F.T.A. Report

The trainee will participate in a guided group discussion on the difference between Court Ordered Bookings and Court Ordered Commitments.

The trainee will participate in a guided group discussion on the process of persons reporting for Commitment Bookings.

The trainee will participate in a guided group discussion on the proper procedures for handling excessive property of commitment bookings.

The trainee will participate in a guided group discussion on how to correctly receive persons for Commitment Bookings.

The trainee will participate in a guided group discussion on the proper procedures to follow when a person reporting for a Commitment Booking shows up under the influence of drugs or alcohol.

The trainee will participate in a guided group discussion on the correct disposition for any contraband located on a Commitment Booking.

OUTLINE OF MATERIAL:

I. Definitions

A. Court Ordered Bookings (Book and Release):

Any person that is ordered by the court to appear at the jail for official booking, fingerprinting and photographing to establish a D.O.J. file. This person is released back into the community when this process is completed. The booking will be identified by a unique Court Commitment number consisting of both numbers and letters.

B. Court Ordered Commitment:

Any person sentenced by the court and ordered to appear at the jail for official booking, fingerprinting and photographing. These bookings will be identified by a commitment number. Types of Court Ordered Bookings include:

1. A person that is sentenced to do time and will be housed in the Jail/Honor Farm when this process is completed.

2. A person that will be released to the pre-approved alternative to incarceration program such as:

    a. Alternative Work Program

    b. Home Detention

C. Failure to Appear (F.T.A.):

An incident or system generated report that notifies the court indicating non-compliance with a specified court order. This does not mean that the person will be turned away at booking.

II. Persons Reporting for Commitment Bookings

A. Persons reporting for commitments will report to the 24 Hour Jail Lobby

1. He/she will check in with the Jail Records Clerk.

2. The person will then be directed to the Jail Lobby waiting area.

B. The Jail Records Clerk will:

1. Generate a list of all CMS court ordered bookings to report.

2. The Jail Records Clerk will type onto the list all Add-Ons and attach to the list of commitment forms.

3. Check the time ordered by the court for the arrestee to report.

a. If the person is more than <u>one hour</u> late, an FTA report will be generated by the Pre-Book Officer initiating the commitment booking.

(1.) The person will be instructed to contact the court and obtain a new reporting date and time.

(2.) If the person is a CMS court commitment the Booking Officer will generate a system FTA report and Booking Officers signature to the form.

(3.) If the person is an AMOS or Pre-CJIS Commitment it will be an incident report and Booking Officers signature, Date and last four to the form.

b. The FTA report will then be given to the records division to be forwarded to the court.

III. <u>Excessive Property</u>

A. The Jail Records Clerk/ Booking Officer will instruct commitment bookings with excessive property to call someone to pick up property before they will be booked.

B. If commitment booking is unable to have property picked up he/she will be the last of the commitment bookings to be booked.

C. The Booking Officer will then bag and tag the property, giving the commitment booking a temporary property receipt as well as putting a copy in the booking file.

IV. Receiving Persons for Commitment Bookings

A. The Booking Officer will proceed to the 24 hour lobby and give each commitment booking a plastic property bag.

1. The person will place all personal property into the bag.

B. [redacted]

J. Notify Classification and Correctional Health Care that a commitment booking has arrived.

1. Classification and Correctional Health Care will determine the housing assignment of the commitment.

2. Commitments going to the Honor Farm must be seen by Correctional Health Care within one hour.

K. The booking file will be created.

1. Walk-in commitments will not be processed through Pre-Trial Service.

L. After the booking has been processed and LAR'd the person will be directed to the dress out area or to the release area.

V. Persons Reporting for a Commitment Booking under the Influence of Drugs/Alcohol.

A. The Pre-Book Officer will call Correctional Health Care to approve the booking.

B. An Incident Report will be generated by the Pre-Book Officer who processed the commitment.

C. The Core Supervisor will be notified.

1. Patrol maybe contacted to initiate a crime report.

VI. Finding Contraband on a Commitment Booking.

A. [redacted]

B. The commitment will be escorted to the Pre-Book area where the Pre-Book process will be completed.

VII. Honor Farm Transfers

A. All walk-in commitments must be cleared for transfer to the Honor Farm by:

1. Classification

a. Will setup an appointment for transfer in CJIS.

2 Medical Staff (Correctional Health Care)

B. All Honor Farm transfers will be dressed out in Honor Farm clothing.

[redacted]

[redacted]

[redacted]

[redacted]

PRE-TRIAL FACILITY

EMERGENCY PROCEDURES

LEARNING GOAL;

The trainee will be able to respond and take the appropriate action in an emergency situation.

PERFORMANCE OBJECTIVES;

The trainee will be able to identify the proper procedure for handling a "Mandown" in their assigned post.

The trainee will be able to identify the proper procedures for handling disturbances in their assigned post.

The trainee will be able to identify the proper procedures for conducting an emergency evacuation in their assigned post.

the trainee will be able to identify the proper procedure for handling an electrical power failure in their assigned post.

The trainee will be able to identify the proper procedure for handling duress alarms in a Housing Unit.

The trainee will be able to identify officers response levels to emergencies in their assigned post.

METHOD OF LEARNING;

Time Allocation: 1 hour 20 minutes

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on the proper procedures for handling a "Mandown" in their assigned post.

The trainee will participate in a guided group discussion on the proper procedures for handling disturbances in their assigned post.

The trainee will participate in a guided group discussion on the proper procedure for handling an electrical power failure in their assigned post.

The trainee will participate in a guided group discussion on the proper procedure for handling duress alarms in a Housing Unit.

The trainee will participate in a guided group discussion on the proper procedures for conduction an emergency evacuation in their assigned post.

The trainee will participate in a guided group discussion on officers response levels to emergencies in their assigned post.

OUTLINE OF MATERIAL:

I. Mandown (Inmate Down)

A. The Officer's responsibility during a mandown emergency.

[redacted]

3. If Medical Staff are not at that location at the time of the emergency.

[redacted]

8. [redacted]

10. Provide security.

11. Notify the Shift Supervisor

[redacted]

12. Relay the following information to Jail Central Control:

[redacted]

B. Medical Staff responsibilities

[redacted]

C. Communication responsibilities.

[redacted]

[redacted]

D. Emergency vehicles.

1. [redacted]

[redacted]

E. If the inmate is transported out of the area, the Officer will make any necessary ATIMS entries.

F. Complete any necessary documentation.

1. The Officer will generate an Incident Report once the emergency is over, in ATIMS.

2. Forwarded to the Shift Supervisor prior to the end of the shift.

II. Disturbances

A. Definitions.

1. Disturbance: Any disrupting activity or behavior, use of force or violence or any threat to use force or violence by one or more inmates.

2. Emergency: Any significant disruption of normal facility or agency procedure, policy, or activity caused by riot, escape, fire, natural disaster, or other serious incident.

B. Quickly evaluate the situation.

C. Determine the level of the disturbance or emergency.

D. [redacted]

[redacted]

[redacted]

[redacted]

7. In Administrative Segregation the officer notifies the Ad/Seg Control Officer.

[redacted]

E. [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

H. Response

[redacted]

[redacted]

[redacted]

I. Responding Personnel (Probable) (Critical Incident Manual)

1. South Jail

a[redacted]

2. Jail Core

[redacted]

3. Honor Farm

[redacted]

4. Primary Responding Officers

[redacted]

5. Secondary Responding Officers

[redacted]

J. Response levels

1. The type of disturbance/emergency will determine the level of response.

[redacted]

(

5.

K. Responding officers

[redacted]

L. Documentation

1. Complete an Incident Report and forward it to the Shift Supervisor

   a. The Officer who initiated the call for assistance is the primary officer.

   b. All officers involved will complete supplemental reports. (not addressed)

III. Emergency Evacuation

[redacted]

B. The Officer determines the presence of an emergency

[redacted]

[redacted]

[redacted]

D. Proper notifications

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

b. Monitor and relay information.

E. Areas of primary responsibility.

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

F. All Officers will work together to evacuate the inmates from critical areas.

1. [redacted]

2. Assisting Officer included but are not limited to the following: (not addressed)

[redacted]

G. Inmates will be evacuated according to the nature and extent of the emergency.

[redacted]

2. Booking area.

[redacted]

3. Release area.

[redacted]

4. Housing level.

[redacted]

INSTRUCTORS NOTE; [redacted]

5. Total evacuation from Booking.

[redacted]

[redacted]

6. Total Evacuation from the Housing Units.

[redacted]

b. Medical & Sheltered Housing:

[redacted]

[redacted]

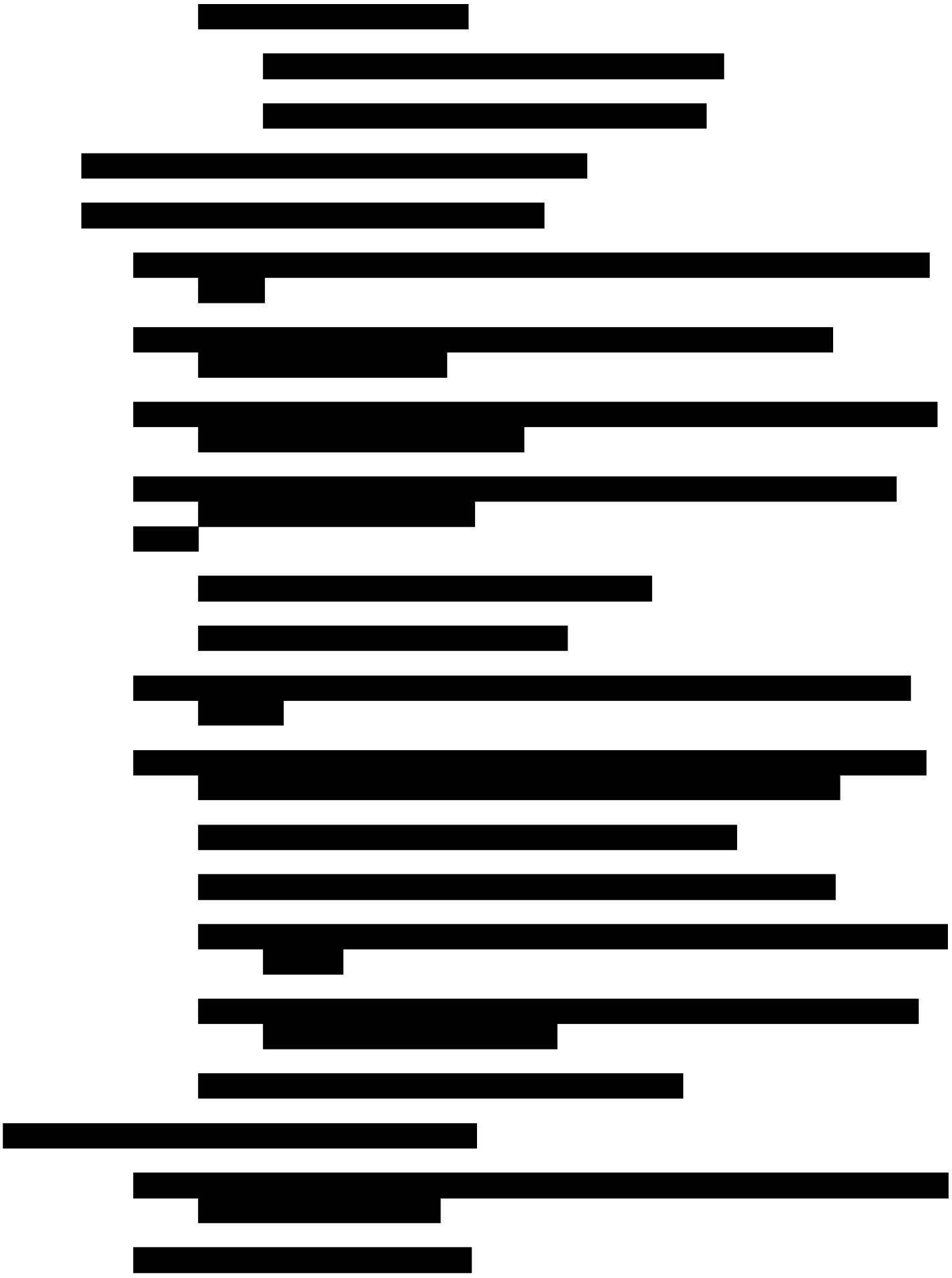
c. Intake Housing

[redacted]

[redacted]

7. Total Evacuation from the Clinic.

[redacted]



[redacted]

I. Evacuation Method

[redacted]

[redacted]

7. If there are any non-custodial personnel inside Booking, they will be directed to evacuate

[redacted]

8. After a census count has been performed and confirmed in the Clinic. The inmates will be escorted away from danger to one of the following areas.

[redacted]

9. Medical Staff assistance in evacuating Medical.

   a. Bed ridden inmates

   b. High Risk inmates

   c. Medically isolated inmates

d. Inmates with severe mental illness,

J. Opening cell doors:

1. Medical Housing

2. Intake & Sheltered Housing.

[redacted]

K. Count **(Instructor's Notes: Refer to Policy Section : 2.1.2)**

[redacted]

[redacted]

M. Documentation

1. Complete the Incident Report and forward it to the Shift Supervisor.

   a. The officer who initiated the call for assistance will be the primary officer.

   b. All officers involved will complete supplemental reports.

IV. Electrical power failure

A. Definitions

1. Standby Electrical Power: When normal power services is replaced by generator provided power.

2. GENERATOR: A fuel driven power source.

3. U.P.S.: Uninterrupted power supply. A battery energy supply source conditioned by either normal power supply or by generator power. U.P.S. supplies power to electronic security doors.

4. Power Level One: Normal power service, routine inmate activity.

5. Power Level Two: Back up power service supplied by two fuel driven generators, routine inmate activity.

6. Power Level Three; Failure of all fuel driven generators,

Emergency restrictions placed on inmate activities.

B. Power Level Two

1. [redacted]

f. Notification

(1.) Jail Central Control will notify the on duty Plant Engineering Personnel.

(a.) Monday - Friday

(b.) 0800 - 1700

(2.) "On Call" staff during all other times.

C. UPS - Uninterrupted Power Supply.

[redacted]

D. Power Level Three

[redacted]

[redacted]

6. Housing Officers will:

[redacted]

7. [redacted]

11. Main power restored.

    a. Officers will request from the area supervisor permission to return to their area to normal activities.

12. Documentation

    a. An incident report or supplemental may be required.

        (1.) Depends on:

            (a.) Length of the power outage

            (b.) Circumstances surrounding the incident.

            (c.) Any incidents occurring during or resulting from the power outage.

        (2.) At the discretion of the area supervisor.

13. Movement during Power Level Three - Booking and Clinic

[redacted]

[redacted]

d. Movements in Booking

[redacted]

e. Arrestees in the dress out area.

[redacted]

f. Arrestees in the Release Lobby.

[redacted]

g. New arrests

[redacted]

V. Intervention.

[redacted]

C. Responding officers arrival

[redacted]

D. Documentation.

1. Complete an incident report and forward it to the Shift Supervisor.

   a. The Officer who initiated the call for assistance will be the Primary Officer.

   b. All Officers involved will complete supplemental reports.

PRE-TRIAL FACILITY

GENERAL INFORMATION

LEARNING GOAL:

The trainee will understand the goals and objectives of their work area and relief briefing procedures.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the type of living environment in a Housing Unit.

The trainee will be able to identify what type of cells are in a Housing Unit.

The trainee will be able to identify how the design of the Housing Unit will influence the behavior of the inmates.

The trainee will be able to identify the equipment in the Clinic that is available for security staff.

METHOD OF LEARNING:

Time allocation: 2 hours

A. Classroom requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on the type of living environment in a Housing Unit.

The trainee will participate in a guided group discussion on what type of cells are in a Housing Unit.

The trainee will participate in a guided group discussion on how the design of the Housing Unit will influence the behavior of the inmates.

The trainee will participate in a guided group discussion on the requirements for an inmate to be assigned to General Population or Administration Segregation.

The trainee will participate in a guided group discussion on the security levels assigned to inmates housed in the Administration Housing Unit.

The trainee will participate in a guided group discussion on in-house inmate movement in Administrative Segregation.

The trainee will participate in a guided group discussion on the equipment in the clinic that is available for security staff.

The trainee will participate in a guided group discussion on the procedures for conducting a relief briefing.

The trainee will participate in a guided group discussion on the proper way to use the Stentofon.

The trainee will participate in a guided group discussion on how the fire and life safety system works.

OUTLINE OF MATERIAL:

I. **Intake living environment**.

A. Intake Housing Unit is designed to continue the tone that was set between the officer and the inmate in booking.

1. Give the inmate a "normalized living environment".

a. Direct supervision principles will be used

b. Observe inmate behavior and performance

[redacted]

3. Divided into (3) distinct, yet equally important processes.

[redacted]

b. Decision making process.

(1.) Based on gathered information

(a.) May indicate inmate has special needs

(b.) May require Medical Staff or

(c.) Security Staff

B. Four Intake Housing Units

1. [redacted]

2. [redacted]

a. Housing Intake 1- [redacted]

[redacted]

[redacted]

b. Housing Intake 2- [redacted]

[redacted]

[redacted]

[redacted]

c. Housing Intake 3- [redacted]

(1.) [redacted]

d. [redacted] **Only if necessary*.**

3. Types of cells.

a. [redacted]

b. [redacted]

c. [redacted]

4. Inmates need to be seen by Medical Staff before leaving booking.

All inmates will be classified before leaving the booking area.

II. Sheltered living environment.

A. The Sheltered Housing Unit [redacted].

1. [redacted]

2. [redacted]

3. [redacted]

III. Medical living environment.

A. Provides housing for inmates that require special medical treatment or care.

1. The Medical Housing Unit has [redacted].

a. [redacted]

1.) [redacted]

[redacted]

(2.) [redacted].

b. [redacted]

c. [redacted]

(1.) [redacted]

(2.) [redacted]

IV. There are three types of living environment within the South Jail.

A. [redacted]

1. [redacted]

B. [redacted]

C. [redacted]

b. [redacted]

[redacted]

D. Administrative Segregation Housing Unit design features.

1. [redacted]

[redacted]

7. Services delivered to the cells

a. Meals

b. Programs

c. Medical

d. Interviews, etc.

V. Different types of cells within the [redacted]

A. [redacted]

1. [redacted]

[redacted]

2.) Commissary

(3.) Laundry

(4.) Any item or service without having to open the cell door.

g. [redacted]

(1.) Used by staff and program providers

(2.) Communicate with the inmate without opening the cell door.

VI. Officer call buttons.

A. Each Housing unit in the Jail Core and Ad/Seg Housing 7 & 8 are equipped with officer call buttons within the cells.

1. Cell call button.

a. A call button is located inside each cell on the door jam.
Ad Seg- Button will be near sink area

b. Reset button located by the door on the outside of the cell.
Ad Seg will be in the Tower.

c. Used by the inmate to request assistance.

d. An audible tone will sound at the ceiling above the officers workstation.
Ad Seg- will sound in the tower according to cell assigned to requesting inmate.

e. White strobe light will flash until reset.
Ad-Seg- button will flash to assigned cell.

f. When activated the top half of the corridor light above the cell door is illuminated white. **(Only in Intake Housing, SOSHE/MED)**
Ad-Seg- Tower Officer will notify Floor officers of the cell number needing assistance.

2. Responding to the Officers Call Button.

[redacted]

c. [redacted]

VII. Intake Housing Unit design.

A. Medical & Sheltered.

1. [redacted]

3. [redacted]

b. Emergency situations.

4. Secure outdoor recreation

5. Direct management of the unit by the Housing (floor) Officer.

a. Medical/Mental Health Staff in Medical.

6. [redacted]

7. Direct sight lines.

[redacted]

[redacted]

8. Services delivered to the cells.

a. Inmates that are locked down

(1.) Meals

(2.) Laundry

B. Intake Housing.

1. Officer controlled.

a. By facility design and use of direct supervision.

b. Provides a more disciplined and well structured custody situation.

c. Impacts tension levels in the housing unit.

d. Counteracts an inmate's ability to intimidate or control other inmates.

(1.) Decreases pressure to invent defenses.

(2.) Including the making of weapons.

e. [redacted].

2. Reduces tension levels by:

a. Using soft furnishings.

b. Acoustical treatments.

c. Carpeting on the floor.

d. Increased access to the telephones.

e. Increased access to television viewing.

f. Free access to the recreation yard.

VIII. Requirements for inmate assignment to a Housing Unit [redacted]

A. [redacted]

1. Inmate must obey all housing rules

2. Must participate in the cleaning and maintaining of the housing unit.

   a. All inmates will have assigned duties.

   b. Must also respond to the instruction of the housing officer regarding cleanliness of the housing unit.

B. [redacted]

1. Inmates who claim their personal safety is in jeopardy and/or who staff determines to be at risk through information and investigation:

   a. Moral/ Others Charges

   b. Sexual preference

2. Notoriety of crime charged

3. Result of nature of crime charged

   a. Against children

   b. Against the elderly

   c. other

4. Informant / Witness

5. Enemies

   a. Gang affiliation

   b. other

6. [redacted]
   A. Drop-Out Gang Members
   B. Must follow ALL Rules

C. [redacted]

1. [redacted]

   a. The status of confinement which may result in a loss of some privilege assigned to the General Population.

   b. Used only where continued presence of the inmate in General population poses a serious threat to life, health, property, self and other inmates staff members or the security of the facility.

      (1.) Includes Protective Custody

2. [redacted]

   a. Inmates who claim their personal safety are in jeopardy and/or who staff determines to be at risk through information and investigation:

      (1.) Moral Charges

      (2.) Sexual preference

   b. Notoriety of crime

   c. Result of nature of crime charged

      (1.) Against children

      (2.) Against the elderly

      (3.) Other.... 187 p.c.

   d. Ex-criminal justice employee

   e. Informant / witness

   f. Enemies

   g. Gang affiliation

   h. Other

3. [redacted]

   a. Inmates who are assaultive to other inmates, staff, and/or pose a threat to the safety and/or security of the facility or disrupt the smooth operation of the facility.

   b. Inmates who resist any attempts to control or influence them and react with hostility to the slightest request for reasonable behavior. These

inmates frequently incite other inmates to behave rebelliously, or are disruptive and/or resort to physical intimidation or threat to achieve their own wants and desires.

[redacted]All types of classification of inmates can [redacted]

1. [redacted]

   a. Inmates who are eligible for all available programs and work assignments offered in the housing unit. The inmate may be restricted from programs or work due to Psychiatric or Medical limitations.

   b. This inmate requires no special handling by security staff other than medical or "keep away" reasons.

2. [redacted]

   a. The status of confinement which may result in a loss of some privilege assigned to General Population.

   b. Used only where continued presence of the inmate in General Population poses a serious threat to life, health, property, self, other inmates, staff members or the security of the facility.

3. [redacted]

   a. Inmates who claim their personal safety is in jeopardy and/or who staff determines to be at risk through information and investigation:

      (1.) Moral Charges

      (2.) Sexual preference

      (3.) Notoriety of crime

      (4.) Result of nature of crime charged.

         (a) Against children.

         (b) Against elderly.

         (c) Other

      (5.) Ex-criminal justice employee

(6.) Informant / Witness

(7.) Enemies

(8.) Gang affiliation

(9.) Other

4. [redacted]

a. Inmates who are assaultive to other inmates, staff, and/or pose a threat to the safety and/or security of the facility or disrupt the smooth operation of the facility.

b. Inmates who resist any attempts to control or influence them and react with hostility to the slightest request for reasonable behavior. These inmates frequently incite other inmates to behave rebelliously, or are disruptive and/or resort to physical intimidation or threat to achieve their own wants and desires.

X. Goals and objectives of the Clinic.

A. Serves as:

1. In house outpatient medical

2. In house outpatient dental

3. Entire site complex

4. Services (not limited to)

a. Dental

b. Specialty Medical and Surgical clinics (examples)

(1.) OB/GYN

(2.) Tuberculosis

(3.) Ortho

(3.) Oral surgery

(4.) Some Surgical Procedures.

c. Laboratory services

d. X-ray

e. Pharmacy

B. Minimize

1. Transportation of inmates to off site medical services.

C. Location

1. [redacted]

2. Access

[redacted]

c. Emergency exit

[redacted]

3. Internal doors

[redacted]

D. Service hours

1. Normal times

[redacted]

[redacted]

[redacted]

(1.) During normal service hours.

2. After hours

a. On-call basis

b. Transporting officer will act as security

XI. Security Levels.

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

3. Inmate programs

[redacted]

[redacted]

4. May be restricted from work assignments

   a. Medical / Psychiatric limitations

   b. Security reasons

      (1.) Management Problems

      (2.) Disciplinary housing

.

5. [redacted]

C. [redacted]

3. Inmate is a threat to staff and/or other inmates

4. Inmate programs

   a. Individually prescribed

   b. Non group

5. Inmate can work in Ad / Seg **ONLY** if cleared by classification.

6. Requires special handling when escorted or transported by security staff.

a. Keep separate from all other inmates

b. Requires one officer for movement

c. The inmate will be placed in restraints when moved.

D. [redacted]

E. [redacted]

[redacted]

F. Placement and removal of restraints

1. [redacted]

[redacted]

3. Removal of restraints

[redacted]

XII. Relief briefing

A. Formal Briefing held daily by Duty Sergeants to inform on coming shifts of their; work assignments, jail incidents, court movements, all daily duties**. (Briefing 10 min)**

B. On coming shift will be briefed by the on duty officers.

1. Informally pass on all pertinent information to the relieving officer.

[redacted]

[redacted]

C. Approximately 10 minutes in length. (not addressed)

D. Content of briefing.

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

E. [redacted]

XIII. <u>Stentofon Operation</u>

A. Nomenclature

1. Stentofon Vingtor Equipped with a handset which provides a confidential transmission.

[redacted]

Volume Control

b. Manual Speech Control Bar

[redacted]

[redacted]

(3.) Private conversation

c. Privacy Switch

(

d. Red Indicator Light

e. Cancel Key

f. Manual Speech Control Key

g. Touch-dial Keyboard

B. Making A Call On The Stentofon.

1. There are (2) ways to use the Stentofon.

.

2. Steps to Follow for Completion

[redacted]

3. Establishing a Connection

[redacted]

C. Receiving an Incoming Call

1. <u>All Call</u>

[redacted]

2. Individual Call

[redacted]

[redacted]

D. Canceling a Call

[redacted]

E. Privacy Function

1. Steps to follow for a private conversation.

[redacted]

F. Calling a Noisy Area

[redacted]

G. Answering a General Call

[redacted]

[redacted]

[redacted]

H. Busy Signal

[redacted]

[redacted]

[redacted]

XIV. Fire Alarm Annunciator Panel/ Smoke detectors

INSTRUCTORS NOTES: Take trainees to JCC and out to jail to see alarm panels and JCC Fire Control Computer,

A. Smoke Detector Alarm System

1. Description

a. Smoke detectors operate on the photoelectric principle.

b. It uses a stable LED (Light Emitting Diode)light source and a silicon photodiode as the receiving element to form a highly accurate means of smoke detection.

c. Because the detector operates on the photoelectric principle, wind velocity is not a factor in its operation except as a carrier of smoke to or away from the detector.

d. A special locking screw secures the detector head to its base, reducing the chances for vandalism and tampering on low ceiling applications.

2. Smoke Detector Capabilities

a. [redacted]

3. [redacted]

B. Heat Detectors

1. Description

a. Offers sensitive detection and long life dependability.

b. The combined rate-of-rise/fixed temperature sensing capabilities give the user the utmost in reliability for sensing heat related fire conditions.

c. Located in armories, electronics software closets, heating/air conditioning ducts.

C. Smoke Detector Alarm Activation System

1. [redacted]

(1.) [redacted].

h. JCC and or Housing Officer will notify Duty Sergeant.

D. Manual Fire Alarm Box

1. How to Operate

a. [redacted]

2. How to Reset

[redacted]

PRE-TRIAL FACILITY INSPECTIONS

LEARNING GOAL:

The trainee will be able to properly conduct all forms of inspections in their assigned area.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the proper times to conduct Building, Security and Equipment inspections.

The trainee will be able to identify the proper documentation that must be completed during inspections.

The trainee will be able to identify what needs to be checked during a Building, Security and Equipment inspection.

The trainee will be able to identify the proper procedures for having maintenance and/or security problems corrected.

The trainee will be able to identify the proper times to complete housekeeping inspections.

The trainee will be able to identify what needs to be checked during a housekeeping inspection.

The trainee will be able to identify the process for handling an area not meeting the standard level of cleanliness

METHOD OF LEARNING:

Time Allocation: 20 min

A. Classroom area requirements.

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on the proper times to conduct Building, Security and Equipment inspections.

The trainee will participate in a guided group discussion on the proper documentation that must be completed during inspections.

The trainee will participate in a guided group discussion on what needs to be checked during a Building, Security and Equipment inspection.

The trainee will participate in a guided group discussion on the proper procedures for having maintenance and/or security problems corrected.

The trainee will participate in a guided group discussion on the proper times to complete housekeeping inspections.

The trainee will participate in a guided group discussion on what needs to be checked during a housekeeping inspection.

The trainee will participate in a guided group discussion on the process for handling an area not meeting the standard level of cleanliness

OUTLINE OF MATERIAL:

I. Types of inspections.

A. Building Security and Equipment Inspection.

B. Housing unit Housekeeping Inspection.

II. [redacted]

1. Completed once during each shift.

C. Inspection of the Visiting Tubes and the Visitors Reception Center.

[redacted]

4. The inspection will be conducted in the following manner:

[redacted]

[redacted]

D. Inspection of the South Jail Administration Building

[redacted]

E. Inspections of the Courtyard.

[redacted]

F. Documentation.

1. "Daily Building, Security and Equipment Inspection Sheet".

   a. Used as a guide for checking off items.

   b. Items marked satisfactory or unsatisfactory.

   c. Telphone Plant Engineering for items listed unsatisfactory or requiring repair.

2. Completed "Daily Building, Security and Inspection Sheet" will be routed to the Shift Supervisor at the end of the shift.

G. Notify oncoming Officer of items telephoned into Plant Engineering.

1. Building repair.

2. Equipment repair.

3. Action being taken to correct the problem.

III. Housekeeping inspection for Booking and all the Housing Units.

A. [redacted]

1. In Booking by one of the Officers assigned.

B. Standard level of cleanliness.

1. Defined by the Executive Housekeeper.

2. Posted under inmate work assignment descriptions.

C. Documentation.

1. "Daily Housekeeping Inspection Sheet".

   a. Used as a guide to inspect the work area.

   b. Note all information on the log during the inspection. (not addressed)

   c. All items are required to be examined and checked off.

      (1.) Each item to be marked Satisfactory or Unsatisfactory, Marked with a "X" if unsatisfactory.

      (2.) Write "N/A if item does not apply.

2. Areas to be inspected in Booking.

[redacted]

[redacted]

3. Areas to be inspected in Sheltered and Intake.

[redacted]

4. Completed "Daily Housekeeping Inspection Sheet" is forwarded to the Executive

Housekeeper.

a. The Housing Officer will place the inspection sheets into the designated box in the Sergeants office during the course of the shift.

b. Information is then reviewed and signed off by the sergeant.

c. The Sergeant then forwards the inspection form to the Executive House Keeper.

D. Inspections.

1. The Officer inspects those areas maintained by inmate workers.

2. Medical staff inspects those areas cleaned by the contracted housekeeping service.

3. Items found needing repair.

a. Contact Plant Engineering via telephone.

b. Notify the Shift Supervisor about items needing immediate repair.

c. Notify oncoming Officer of items telephoned into Plant Engineering.

(1.) Building repair.

(2.) Equipment repair.

E. Areas not meeting the standard level of cleanliness.

1. Contact the inmate responsible for the cleaning assignment.

2. Inform the inmate of the deficiency.

3. Inform the inmate of the expected correction.

4. Refer the inmate to the "Standard Level of Cleanliness" posted by the Executive Housekeeper.

5. Have the deficiency corrected.

6. Verify the completed correction.

7. Disciplinary action may be taken against an inmate that fails to keep their job area to the standard level of cleanliness.

IV. Maintenance.

A. Contact Plant Engineering via telephone by dialing 4637.

B. Give the Plant Engineering representative the following information:

1. Officers name, Location of repair and Nature of problem

C. Answering machine.

1. If no Plant Engineering representative is available, give the above listed information to the answering machine.

2. Notify the Supervisor about items needing immediate repair.

D. Emergency after hour repairs.

1. Contact the Supervisor.

a. May contact Jail Central Control.

b. Request emergency telephone numbers for Plant Engineering personnel.

PRE-TRIAL FACILITY

ORDERING SUPPLIES

LEARNING GOAL:

The trainee will understand the process for inventorying and ordering supplies for their work area.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify what the "In Stock Supply Request" form is used for.

The trainee will be able to identify how supplies will be delivered to their work area.

The trainee will be able to identify how the supplies stored in the Booking Property room will be utilized.

The trainee will be able to identify the procedure for the delivery and restocking of the South Jail Administration Building supply closet.

METHOD OF LEARNING:

Time Allocation: 15 minutes

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on what the "In Stock Supply Request" form is used for.

The trainee will participate in a guided group discussion on how supplies will be delivered to their work area.

The trainee will participate in a guided group discussion on how the supplies stored in the Booking Property room will be utilized.

The trainee will participate in guided group discussion on identifying the proper procedure for the delivery and restocking of the South Jail Administration Building supply closet.

OUTLINE OF MATERIAL:

I. Routine Supply orders.

A. Types of supplies.

1. Housekeeping supplies.

2. Office supplies and forms.

B. Inventory supplies

1. Housekeeping supplies are maintained and inventoried by Central Service Workers.

2. Office supplies and forms will be inventoried and maintained by the Housing Officer.

C. Supplies maintained in the housing unit.

II. Procedure for ordering supplies.

A. Central Service Workers/ Distribution Center Email Ordering

1. Ordered by the property clerk in booking.

2. Ordered by the dayshift Housing Officer.

a. Housekeeping supplies will be inventoried and ordered once a week by Central Service Workers.

b. Office supplies and forms will be inventoried by the Housing Officer.

B. Complete an order to the Distribution Center via Email for supplies.

1. Send an Email to the DC Monday Thru Friday, receive items the following day.

2. If needed immediately Items can be filled from the dry goods supply closet in the Administrative Building woofer supply closet.

III. Process on how orders will be handled.

1. Central Service worker will inform the Housing Officer when supplies have been delivered.

2. General Population Housing

a. The Housing Officer and inmate worker will:

(1.) Retrieve the supplies from the sallyport.

(2.) The Housing Officer will supervise the inmate worker while he is re-

stocking the housing unit supply closets.

3. Administrative Segregation

a. The Housing Officer will:

(1.) Retrieve the supplies from the sallyport.

(2.) Supervise the inmate worker while he is re-stocking the housing unit supply closets.

IV. The Booking Property Room

A. Supplies for the unanticipated needs with the Jail Core.

1. Housekeeping

2. Office supplies

3. Forms

B. Daily Supplies.

1. All work stations in Booking are to maintain enough supplies:

a. Sufficient to last ten (10) days.

2. The Pre-book Officer will check and stock Pre-book Sally Port.

a. At the beginning of each shift for:

(1.) Zip-lock Bags.

(2.) Property receipts

(3.) Booking Arrest Reports.

(4.) Gloves

b. Monitor the Biohazard containers:

(1.) Notify Medical when full for replacement.

C. Emergency supplies.

1. Ordering and delivery.

a. Restocked by Property Clerks

b. At the end of dayshift on Monday.

(1.) For the Property Room.

2. Inventory.

a. This is done by the property clerk.

3. Processing.

a. The Property clerk will:

(1.) Send the "In Stock Supply Request" form for;

(a.) His/her assigned post.

(b.) Property Room

(2.) To Central Services via Inter-Office mail.

b. Central Services will:

(1.) Deliver the orders to the Property Room in Booking.

(a.) On designated day.

c. Restocking:

(1.) The property clerk will restock the supplies.

V. Urgent supply requests for the Jail Core.

A. Supplies are maintained in the Booking Property Room.

B. If there is an unanticipated need the Officer may contact:

1. The Central Services Worker.

a. Tell him what supplies are needed.

b. The request will be filled as scheduling permits.

C. After hours:

1. Booking and the Clinic must contact

   a. The Property Clerk in charge of inmate property.

      (1.) Monday -Friday after 1630 hours.

VI. Urgent supply requests for the South Jail

A. Fill out a "Routine Supply Request Form"

B. Contact the South Jail Administrative Officer.

1. Tell him what supplies are needed.

2. The request will be filled as scheduling permits.

VII. Non-Supply items.

A. Non-supply items include:

1. Brooms.

2. Mop handles.

3. Floor machine pads.

4. Mop buckets.

5. Mop heads, etc.

B. Non-supply items must be exchanged with the Executive Housekeeper.

1. Exchanged on a one for one basis.

2. Exchanged on a broken for new basis.

VIII. Inventorying the South Jail Administration Building Supply Closet

A. The South Jail Supply closet is inventoried and re-stocked twice a week by South Jail Officers.

(1.) Inventoried on Monday and Wednesday
(2.) Re-stocked on Tuesday and Thursday

1. The "Supply Request" forms are located at the South Jail Administrative Officer's work station.

2. The officer is to fill out the form, not the inmate.

C. The Escort Officer will then indicate, via the "Supply Request" form, the amount of each item ordered so that it will be sufficient to replenish supplies to the required "Stock On Hand" level.

D. Routing the Supply Request Form

1. The Supply list will be sent to the Distribution Center via Email or Inter office mail by the Duty Sergeant.

E. Restocking the South Jail Administration Building Supply Closet.

1. Supplies will be delivered to the South Jail Administration Building, by Central Services, on Tuesdays and Thursdays.

2. The South Jail Administrative Officer will assign an Escort Officer to supervise a sentenced inmate worker in stocking the South Jail Administration Building supply closet.

PRE-TRIAL FACILITY

OVERVIEW OF BOOKING, ITS GOALS AND OBJECTIVES

LEARNING GOAL:

The trainee assigned to Booking will be able to identify the goals and objectives of the Booking Area and its philosophy.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the administrative philosophy for dealing with a new arrestee in Booking.

The trainee will be able to identify management system under which Booking will operate.

The trainee will be able to identify the three divisions in Booking.

METHOD OF LEARNING:

Time allocation: 15 min

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. None required

The trainee will participate in a guided group discussion on administration's philosophy for dealing with a new arrestee in Booking.

The trainee will participate in a guided group discussion on the management system in which Booking will operate.

The trainee will participate in a guided group discussion on the three divisions in Booking.

OUTLINE OF MATERIAL:

I. Goals of Booking

A. The systematic processing of individuals from the Arresting Officer through housing or release.

1. During this time Staff is directly responsible for incoming prisoners.

a. Supervision

b. Physical booking

c. Identification

d. Screening

e. Welfare

B. Create a "normalized environment" for the majority of newly booked prisoners who exhibit acceptable behavior.

1. The Booking waiting area will consist of a quiet and generally soft atmosphere.

a. Utilizing:

(1.) Lobby styled furniture

(2.) A television

(3.) Easy access to telephones and toilets

C. Create and maintain a safe and secure environment for arrestees and staff.

1. Monitor the arrestees in Booking using Direct Supervision.

2. The use of Safety and Holding Cells.

II. Centralized Booking

A. The Booking Area is the reception center for all bookings.

1. Fresh arrests

2. Court commitments

3. Court ordered book and releases

[redacted]

[redacted]

4. Both male and females will be processed.

III. Booking is divided into 3 Distinct Areas/Processes.

A. Gathering of required information.

1. Verification of charges or conviction of the arrestee.

2. Searching

3. Fingerprinting

4. Photographing

5. Medical and security screening

6. Collecting of personal data

B. The decision making process based on the gathered information.

1. If the arrestee has special needs requiring medical or security precautions,

a. Adequate single occupancy holding and safety cells are available to meet those needs.

C. Determination of those arrestees eligible for pretrial release.

1. This process will be done by Pretrial Services Department.

2. They will have an office in the Booking Area.

IV. Booking will be operated using Direct Supervision

A. Direct supervision principles will be employed by security and support staff.

B. Intended to reduce anxiety and the potential for conflict in staff and arrestees.

1. Causes arrestees to be less defensive.

2. Reduces tension

3. Fosters positive behavior

C. The open environment allows for direct sight lines of all arrestee occupied areas of Booking by staff.

1. Except for adjacent cells which will require periodic welfare checks.

PRE-TRIAL FACILITY

PAT DOWN SEARCH

LEARNING GOAL:

The trainee will be able to execute a correct and proper pat down search, remove restraints and dispose of any contraband located on arrestees.

PERFORMANCE OBJECTIVES:

The trainee will identify the proper procedures of a pat down search at Pre-Book.

The trainee will identify the proper removal of restraints.

The trainee will identify the proper procedures to follow if contraband is found on an arrestee at Pre-Book.

METHOD OF LEARNING:

Time allocation: 20 min

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. Handcuffs
2. Shackles

The trainee will participate in a guided group discussion on the proper procedures of a pat down search at Pre-Book.

The trainee will participate in a guided group discussion on the proper removal of restraints.

The trainee will participate in a guided group discussion on contraband located on an arrestee at Pre-Book.

Upon completion of classroom instruction and exercises, the trainee will receive a comprehensive written examination.

OUTLINE OF MATERIAL

I. Prior to Admittance into the Pre-Book Area

[redacted]

1. Handed to the Booking officer unsealed.

II. Admittance into Pre-Book Area, [redacted]

A. [redacted]

[redacted]

B. Cooperative arrestee.

1. [redacted]

[redacted]

5. If no contraband is found

a. The arrestee is given back all acceptable items and is allowed to keep them on his/her person until he/she is formally booked and processed.

b. All other items will be placed into a plastic property bag with a property tag that lists the arrestee's name, date, time, DOB, and arresting agency.

(1.) A receipt will be given to the inmate and another attached to the booking form.

(2.) The property bag will be locked in the cabinet under the counter behind the booking station.

C. Uncooperative arrestee

1. When an arrestee is uncooperative, combative or poses a security risk at any time during the Pre-Book process, the arrestee will remain in restraints until the Pre-Book Officer determines that they may safely be removed.

2. The Arresting Officer will hand the Pre-Book Officer the plastic bag with the arrestee's property.

3. [redacted]

4. [redacted]

a. [redacted]

b. [redacted]

c. [redacted]

5. [redacted]

a. [redacted]

[redacted]

[redacted]

[redacted]

6. If it is necessary for the arrestee to remain in restraints up to the point of the Arresting Officer leaving the facility, custody handcuffs will be placed on the arrestee and the Arresting Officer's restraints will be returned to him.

7. The arrestee will be secured in a holding cell by the Pre-Book Officers.

   a. The Officer responsible for placing an arrestee into a segregated area will print the arrestee's name and reason for the segregation in the appropriate section of the Locator Board.

      (1.) Mounted on the wall behind the Booking Station.

   b. The Officer responsible for removing an arrestee from a segregated area will erase the arrestee's name and reason for segregation from the Locator Board.

8. The Pre-Book Officer will be responsible for logging periodic checks of the inmate in restraints/segregated.

III. Contraband Found on Arrestee at Pre-Book

A. If contraband is found on an arrestee during the Pre-Book process, the Pre-Book Officer will:

   1. If needed call for another Officer to assist.

      a. Take possession of the contraband.

   2. Re-cuff arrestee if restraints had been removed.

   3. Send the arrestee back out the pre-book door to the Arresting Officer, along with the contraband.

   4. Advise the Arresting Officer to do another pat down search of the arrestee.

   5. The officer and arrestee may be sent to the end of the Pre-Book line.

B. If a weapon is found it shall be returned to the Arresting Officer and it is his/her responsibility to render it safe.

C. If during the pat down search, the Pre-Book Officer has reason to believe the arrestee

has contraband other than detected by the pat down search, a strip search will be conducted.

1. The Pre-Book Officer will notify the Core Supervisor.

2. An Emergency Strip Search Authorization form will be filled out and signed by the Core Supervisor.

3. If contraband is found it will be returned to the Arresting Officer and the Pre-Book will continue.

PRE-TRIAL FACILITY

PRE-BOOK PROPERTY

LEARNING GOAL:

The trainee will know the proper procedures for handling property and when to send an arrestee to the medical waiting area.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify what property is acceptable at Pre-Book.

The trainee will be able to identify the proper procedures for handling excessive property and purses.

The trainee will be able to identify the proper procedures for handling medications at Pre-Book.

The trainee will be able to identify the CJIS (Pre Book) screens and identify the proper course of action to take on the arrestee's answers to the CJIS (Pre Book) questions.

The trainee will be able to identify the proper procedures for sending an arrestee to the Medical Waiting area.

METHOD OF LEARNING:

Time Allocation: 20 min

A. Classroom area and requirements:

1. One classroom with enough tables and chairs to accommodate the number of trainees

B. Training aids:

1. Property Tag

The trainee will participate in a guided group discussion on what property is acceptable at Pre-Book

The trainee will participate in a guided group discussion on the proper procedures for handling excessive property and purses

The trainee will participate in a guided group discussion on the proper procedures for handling medications at Pre-Book

The trainee will participate in a guided group discussion on the CJIS (Pre-Book) screens as well as taking the proper course of action on the arrestee's answers to the CJIS (Pre-Book) questions.

The trainee will participate in a guided group discussion on the proper procedures for sending an inmate to the Medical Waiting area.

Upon completion of classroom instruction and exercises, the trainee will receive a comprehensive written examination

OUTLINE OF MATERIAL:

I. Property at Pre-Book

A. The Pre-Book Officer will determine what property a cooperative arrestee may keep on their person during the booking process.

1. Any item not identified as contraband or excessive property.

B. Acceptable items will be placed in a bag and marked with a property receipt.

1. Pocket knife (non-locking)

2. Tobacco products

a. Cigarettes - all types

b. Matches

c. Lighters

(1.) Any other type of lighting device

C. Items considered contraband and will not be permitted into Booking.

1. Weapons

2. Firearms

3. Locking and fixed blade knives.

4. Fixed sharp objects(tools)

5. Live ammunition

6. Any explosive substance

7. Any illegal items

D. Excessive Property

1. Excessive property is anything that is not in the arrestee's purse, wallet, pockets, or any clothing not worn.

2. Excessive property will not be accepted from local agencies.

   a. Law enforcement agencies in San Joaquin County.

   b. In exigent circumstances the arresting officer will have to get approval from the Core Supervisor to admit excessive property.

3. Excessive property will be accepted from Tri-County and Foreign agencies.

   a. Law enforcement agencies not in San Joaquin County.

   b. Prior to the initiation of the Pre-Book process the Arresting Officer shall inventory, bag and tag all excessive property, giving the arrestee a temporary property receipt.

      (1.) Those arrestees without excessive property take priority over those with.

   c. The arrestee is then sent through the pre-book door.

      (1.) The excessive property is given to the Pre-Book Officer.

      (2.) The Pre-Book Officer places the property in the property cabinet at the Booking station.

         (a.) It will remain there until the arrestee is either released or housed.

E. Purses at Pre-Book

1. When an Arresting Officer brings in an arrestee with a purse, it is not necessary for the officer to bag the purse.

   a. The Arresting Officer gives the purse to the Pre-Book officer through the inner door prior to the arrestee being accepted.

   b. The Pre-Book Officer will open the purse to check for contraband.

      (1.) This check will include the moving of articles in the purse, but does not necessarily mean the removal of articles from the purse.

      (2.) If no weapons or contraband are found, the Pre-Book officer will

tag the purse and give the arrestee a temporary receipt as well as putting a copy in the booking file.

(3.) If any contraband is found in the arrestee's purse, the Pre-Book Officer will return the contraband, purse and arrestee to the Arresting Officer.

c. The purse will be stored in the locked cabinet behind the Booking counter.

d. If an article such as a wallet, telephone book, or papers with telephone numbers is needed to facilitate a release;

(1.) The Pre-Book Officer can give it to the arrestee.

(2.) At no time will the arrestee place their hands in the purse.

II. Medication at Pre-Book.

A. If an arrestee has medication at Pre Book, the Pre-Book Officer will notify a Correctional Health Care Nurse.

B. The Pre-Book Officer will put the medication in a property bag, and attach a receipt.

C. The property bag will be placed in the temporary property cabinet.

D. When available, a nurse will examine the medication.

E. When the Correctional Health Care Nurse has completed the assessment of the medication, the nurse will either retain the medication or return it to the property bag.

PRE-TRIAL FACILITY

RADIO ISSUANCE

LEARNING GOAL:

The trainee will know how and when to obtain their portable radio after coming on duty and to conduct the man-down test.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify Custody Division radio channels.

The trainee will be able to identify department radio codes.

The trainee will be able to identify when to obtain a portable radio after coming on duty.

The trainee will be able to identify where to obtain a portable radio after coming on duty.

The trainee will be able to identify where to obtain a charged battery for their portable radio after coming on duty.

The trainee will identify how to conduct the man-down test of the portable radio.

The trainee will be able to identify how to handle a malfunctioning radio.

The trainee will be able to identify how to properly communicate using the radios.

METHOD OF LEARNING:

Time Allocation: 10 min

A. Classroom area assignments:

1. Overhead projector
2. Overhead # 9 (APX 6000 portable radio)
3. One APX 6000 portable radio with battery.
4. Handout # 7 (APX 6000) portable radio configuration)
5. Handout Radio Channels and Codes

The trainee will participate in a guided group discussion on Custody Division radio channels.

The trainee will participate in a guided group discussion on department radio codes.

The trainee will participate in a guided group discussion on when to obtain a portable radio after coming on duty.

The trainee will participate in a guided group discussion on where to obtain a portable radio after coming on duty.

The trainee will participate in a guided group discussion on where to obtain a charged battery for their portable radio after coming on duty.

The trainee will participate in a guided group discussion on how to conduct the man-down test of the portable radio.

The trainee will participate in a guided group discussion on how to handle a malfunctioning radio.

The trainee will participate in a guided group discussion on the "Do's and Don'ts" of radio traffic.

OUTLINE OF MATERIAL:

I. Custody Division Radio Channels

A. [redacted]

II. Radio Codes

A. Custody Division Common Radio Codes

[redacted]

[redacted]

B. Locations

[redacted]

III. Obtaining a portable radio

A. After Officers complete central briefing they will pick up their radios. (not addressed)

1. Both Jail Core and South Jail Officers will pick up their radios from the officers they relieve in their assigned positions.

2. Transportation Officers will pick up their radios from the officers they are relieving or Radio storage room. [redacted]

B. Check Out procedures.

1. Select a fully charged radio or battery.

a. [redacted]

b. [redacted]

c. [redacted]

C. Officers will then report to their specific assignments for additional briefing.

1. [redacted]

2. The oncoming Officer will be briefed by the on duty Officers.

3. Information will be exchanged regarding any unusual occurrences of special circumstances.

IV. Radio accountability and Man-Down testing

A. [redacted].

1. After central briefing.

a. [redacted]

2. [redacted]

a. [redacted]

b. Roll-Call process.

[redacted]

3. [redacted]

d. [redacted]

V. Radio malfunctions.

A. If the radio fails the test. (not addressed)

[redacted]

VI. Check in procedures.

A. At the completion of the shift.

1. Hand over your radio to the on-coming Officer if they do not have a radio.

[redacted]

VIII. Proper radio procedure when transmitting.

A. Items to remember when operating a radio

1. Do's and Don'ts

(a.) DO - Be Courteous

(b.) DON'T - Break in over someone else's transmission.

2. Monitor

(a.) Listen to the radio traffic before transmitting.

3. Be brief

(a.) Make your transmission, short concise and articulate.

(1.) Transmissions that are not understood the first time will require additional radio time to be repeated.

4. Pause

(a.) Pause for just a second before transmitting in order to avoid cutting off your own transmission.

5. Don't play games over the radio.

6. Use the telephone if the radio traffic you intend to use is not related business i.e.:

(a.) Verification of a group of inmates housed in a particular barracks, name by name.

(b.) Request for personal needs

B. How to make a transmission:

1. Think about what you are going to say.

2. Make sure no one else is talking on the radio

3. When you press the transmit button - pause before you speak.

PRE-TRIAL FACILITY

ATIMS Booking Process / Paperwork

LEARNING GOAL:

The trainee will be able to maintain consistent and systematic booking acceptance and processing procedures.

PERFORMANCE OBJECTIVES:

The trainee will be able to initiate the Booking process and locate the arrestee's names in order of when he/she was Pre-Booked.

The trainee will be able to identify where to locate the Booking File for persons to be booked.

The trainee will be able to correctly access the ATIMS screens and complete them with all the necessary data.

The trainee will be able to identify the proper procedure to follow when an abstracted warrant is found in the Booking File

The trainee will be able to identify where to put the Booking File for the LAR Officer after an arrestee has been booked.

METHOD OF LEARNING:

Time Allocation: 10 min

A. Classroom area and requirements:

1. One classroom with enough tables and chairs to accommodate the number of trainees.

The trainee will participate in a guided group discussion on how to initiate the Booking process and locate the arrestee's names in order of when he/she was Pre-Booked.

The trainee will be able to correctly access the ATIMS screens and complete them with all of the necessary data.

The trainee will participate in a guided group discussion on the proper procedure to follow when an abstracted warrant is found in the booking file

The trainee will participate in a guided group discussion on where to locate the Booking File for persons to be booked.

The trainee will participate in a guided group discussion on where to put the Booking File for the LAR officer after an arrestee has been booked.

OUTLINE OF MATERIAL:

I. Initiating the ATIMS Booking Process.

A. Booking Officer will access ATIMS

1. First follow criteria for priority bookings.

2. Then book the remaining arrestees in order of when they were Pre-Booked.

B. This screen will show arrestee's names and time in order of when Pre-Booked. The screen consists of:

1. Arrestee's name

2. Date of Birth

3. Jail

4. Date

5. Time

6. ATIMS generated booking number.

C. Booking Officer will locate the Booking File of the person to be booked.

1. File is located in the "Booking Rack" behind the booking counter.

D. Booking Officer will locate the arrestee to be booked.

1. Check for the name of the arrestee on the Locator Board.

a. If the arrestee is in a holding cell and is being cooperative, have him/her brought to the booking station.

E. Booking Officer will then verify that the arrestee at the Booking station matches the picture attached to the Booking File.

II. Accessing the ATIMS Screens

A. ATIMS Booking:

1. INITIATE BOOKING PROCESS screen

2. ENTER PERSONS BOOKING DATA screen

3. ENTER ARREST BOOKING DATA screen

4. ENTER BOOKING CHARGES screen

III. Paperwork (5.16.29)

A. Booking Officer will place all paperwork generated from the Booking process into the Booking File.

1. Booking File is placed in the appropriate tray intended for the LAR Officer.

a. Labeled LAR

B. After booking, the Booking Officer will have the arrestee either wait in the Booking Lobby or sent directly to the LAR station. For example: Priority Booking.

PRE-TRIAL FACILITY

BOOKING PRIORITIES

LEARNING GOALS:

The trainee assigned to Booking will know which bookings have priorities over other bookings.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify medical priority bookings.

The trainee will be able to identify security priority bookings.

The trainee will be able to identify release priority bookings.

The trainee will be able to identify special handling requirement priority bookings.

The trainee will be able to identify the correct procedures to initiate a priority booking.

METHOD OF LEARNING:

Time allocation: 15 min

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. None required

The trainee will participate in a guided group discussion on medical conditions that require priority booking.

The trainee will participate in a guided group discussion on security issues that dictate a priority booking.

The trainee will participate in a guided group discussion on priority bookings for new bookings to be released.

The trainee will participate in a guided group discussion on an arrestee with special handling requirements that require priority booking.

The trainee will participate in a guided group discussion on the correct procedures to initiate a priority booking.

OUTLINE OF MATERIAL:

I. Criteria for Priority Bookings:

A. Inmate that poses a security threat.

1. Combative
2. Protective custody
3. Gang affiliations

B. Inmate with special Mental/Medical Health problems.

1. Suicidal attempts
2. Cast, Slings, Crutches, or other orthopedic device.
3. Blind, Deaf, or Disabilities
4. Communicable Diseases

II. 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

III. Procedure

A. When the Pre-Book Officer identifies an arrestee with Medical/Mental Health need:

1. Request Correctional Health Care Staff to respond.
2. The Nurse/Psych staff will make an evaluation to determine any special needs.

B. The Nurse/Psych staff will notify the Booking Officers of any special medical needs of the arrestee and any special handling or housing requirements necessary.

C. The Booking Officer will notify the Classification unit of special needs due to medical or psychiatric reasons.

1. Classification will make the housing appointment for the arrestee.

D. If the arrestee is placed in a safety or holding cell an Inmate Observation Log will be started and the inmate will be checked twice in a 30 minute period.

E. When the arrestee is ready for housing, the Booking Officer will advise the Transportation Officer of the inmate's housing assignment and any special handling requirements.

PRE-TRIAL FACILITY

CLOTHING EXCHANGE

LEARNING GOAL:

Officer assigned as the Release Officer will know the proper procedures for exchanging jail facility clothing for a release's own.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify where to obtain a release's personal clothing for release.

The trainee will be able to identify how property is filed in the booking property room.

The trainee will be able to identify the proper procedure for verifying the release's ownership of the property prior to release.

The trainee will be able to identify the proper procedures for handling dirty (returned) jail clothing.

The trainee will be able to identify the correct procedure for exchanging or returning personal clothing to a person being released.

METHOD OF LEARNING:

Time allocation: 20 min

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on where to obtain a release's personal clothing for release.

The trainee will participate in a guided group discussion on how property is filed in the Booking Property Room.

The trainee will participate in a guided group discussion on the proper procedure for verifying the release's ownership of the property prior to release.

The trainee will participate in a guided group discussion on the proper procedures for handling dirty (returned) jail clothing.
The trainee will participate in a guided group discussion on the correct procedure for exchanging or returning personal clothing to a person being released.

OUTLINE OF MATERIAL:

I. General Information

A. There will be at least one Property Custodian on duty Monday - Friday from 0600 - 2030 hours. The Property Custodian duties will involve the following:

1. Release of property to third parties.

2. File property of newly housed inmates.

3. Pull property for scheduled releases.

4. Pull property for bails.

5. Pull property for court ordered releases.

   a. O/R, Stay, dism., etc.

B. During Property Custodian off hours, property responsibility shifts to Booking Officers.

II. Filing of Property

A. All property will be filed in brown property boxes. The boxes will contain the inmate's clothing and personal property.

B. All property will be filed by the first letter of the inmate's last name and the last two digits of the inmate's booking number.

C. There are clothing racks that fill the property room.

1. Each rack is divided into five foot sections.

D. Starting on the south/east wall, the top section is number "00" and the bottom section is number "04". This system continues in numerical order to rack #99.

E. There are two South/East sections of rack that are designated for placing property of newly housed inmates.

1. Placed on the rack by the officer conducting the strip search.

F. There is a section on the East wall by the Release Officer's workstation that is reserved for property of pending releases.

1. The Property Clerk will pull the property and place it in this location for the following types of releases:

   a. Scheduled releases

   b. Court Ordered releases

   c. Bail Bonds

IV. Verification of Clothing to be Exchanged

A. Inmate will be identified by using the inmate I.D.

V. Handling of Exchanged (Dirty) Jail Clothing

A. Dirty Jail Clothing will be placed in either of the two linen carts located in the south/ east corner of the property room.

B. Carts are removed daily by Support Staff and empty carts are left.

PRE-TRIAL

COGENT FINGERPRINT SYSTEM

LEARNING GOAL:

The trainee will be able to demonstrate a working knowledge of the Cogent fingerprint system.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the working components of the Cogent system.

The trainee will be able to log on and log off the Cogent system.

The trainee will be able to create a 10 - print record.

The trainee will be able to edit a 10 - print record.

The trainee will be able to print/transmit a 10 - print record.

The trainee will be able to identify which data from the Booking Arrest form to be entered into the DOJ data fields

The trainee will be able to identify the different Cogent fingerprinting techniques.

The trainee will be able to perform user maintenance procedures.

METHOD OF LEARNING:

Time allocation: 53 min - Lecture and demonstration.
40 min - Printing.

Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

Training Aids:

1. User Guide for Cogent – Live Scan 3.51

The trainee will participate in a guided group discussion on the working components of the Cogent system.

The trainee will participate in a guided group discussion on how to log on and log off the Cogent system.

The trainee will participate in a guided group discussion on how to create a 10 - print record.

The trainee will participate in a guided group discussion on how to edit a 10 - print record.

The trainee will participate in a guided group discussion on which data from the Booking Arrest form to be entered into the DOJ data fields

The trainee will participate in a guided group discussion on how to print a 10 - print record.

The trainee will participate in a guided group discussion on the different Cogent fingerprinting techniques.

The trainee will participate in a guided group discussion on the user maintenance procedures.

Upon completion of the guided group discussions, the trainee will demonstrate their working knowledge of the Cogent fingerprint system.

Upon completion of the guided group discussions and exercises, the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. Introduction.

Fingerprint for all State agencies and the Sheriff's Office. City agencies will print their own arrestees.

A. Automated Fingerprint Identification System (AFIS).

1. Specialized computer system.

a. Performs fingerprint identification.

2. Generates AFIS database.

a. Through input of 10 - print fingerprint cards.

3. Inked fingerprint cards

a. Weakest link in the AFIS technology.

(1.) Poor quality cards

(a.) Under inking

(b.) Over inking

(c.) Smudging

4. Effectiveness of AFIS.

a. Directly dependent on quality of data base.

(1.) Poor quality inked fingerprint records.

(a.) Result in poor performance of the whole system.

B. Cogent System Overview.

1. Generates forensic quality 10 - print fingerprint records.

2. Generates forensic quality palm print cards.

a. Palm prints and local fingerprints will be completed for every booking.

3. Two in Booking and One in the Pre-book Salley Port.

4. Advantages:

a. Increased performance of AFIS.

(1.) Consistent high contrast quality.

(a.) Produces a greater database.

b. Increased staff efficiency.

(1.) Multiple cards can be printed.

(2.) Neater process.

c. Printing

(1.) Local printing

(2.) Remote printing

d. Transmitting Fingerprints

(1.) No need to send fingerprints to state. (cost savings)

(2.) DOJ'S ability to CAL-ID the fingerprints.

5. Ability to link information with the CUSINS Mug-shot system

II. Cogent System Workstation

A. Sensor Module

1. Sensitive electronic scanner

a. Camera system with lenses, mirrors, and sensors.

2. Control keys.

a. Keyboard with a built in trackball.

b. "Hands-Free" pedal.

B. Workstation Control Computer

1. Controls all functions of the Cogent system.

a. Fingerprint record image

b. Data Collection

c. Card printing/transmitting

d. Record keeping and reporting

C. Workstation Display and Keyboard.

1. Standard graphics display terminal.

2. Standard 101 - key extended keyboard.

III. DOJ LIVE SCAN USER GUIDE FOR IDENTIX TP-600

INSTRUCTORS NOTE: Give each student a copy the Cogent user screens and instruct the class using the workbook and overheads.

A. Table of Contents: (pages 19-33 Cogent System)

1. Log on screens

a. First initial and last name

b. Password

2. Main window:

a. Column Heading Descriptions

(1.) Transaction numbers

(2.) Status

(3.) Time initiated

(4.) Name

(5.) Booking number

(6.) Operator

b. Field Descriptions

(1.) TOT- Type of transaction

(2.) Transaction number

(3.) Name

c. Function Button Descriptions

(1.) Submission Queue – Only available to administrators

(2.) Print Queue

(3.) User Administrator – Only for administrators

(4.) Log Out

(5.) Demographics

(6.) Images

(7.) Find

(8.) Refresh

(9.) Filter

(10.) Delete

(11.) Reset

(12.) New

(13.) Send

(14.) Print

(15.) Rescan

3. Personal Information – mandatory fields

a. Last name

b. First name

c. Race

d. Sex

e. Height

f. Weight

g. Hair

h. Eyes

i. DOB

j. POB

k. CTZ Country

4. Arrest – mandatory fields

a. DOA

b. Booking Number

c. Booking ORI

d. Booking For

5. Charges – mandatory fields

a. Booking Type

b. Literal

c. Numbers of counts

d. Statutory

e. Code Type

f. Type of charge

g. Literal

6. Name Alias – mandatory fields

a. Last name

b. First name

7. Address

a. Street name

b. City

c. State

d. Zip

8. Live Scan Fingerprinting Techniques

9. Capture Screen

10. Roll Print Screen

11. Dispatch Screen

IV. Cogent Fingerprinting Techniques

A. Reverse direction of rolling

1. Normal method - Thumbs in, fingers out.

2. Optional method - Thumbs out, fingers in.

B. Pressure

1. Too much pressure will cause:

a. Print to appear solid black.

b. Ridges will not be visible.

2. Too little pressure will create ridges that appear broken, like dotted lines.

3. Use moderate pressure.

4. Some loss of ridges may be unavoidable due to calluses or other skin problems.

5. If necessary, wipe the arrestee's fingers with a moistened wipe.

C. Clean the Platen

1. Dust and residue will build up on the platen over time.

a. Results in reduced quality of fingerprints.

2. Clean platen <u>between subjects</u> for best results.

3. Recommended cleaning utilities.

a. Non-ammonia based items

b. Pre-moistened wipes

4. To clean platen, simple wipe with a pre-moistened wipe.

D. Sensor maintenance procedure

1. Replacing the platen.

a. Conducted by a Cogent representative.

b. Only needs replacement if scratched or broken.

NOTE: **It is very important not to damage the platen surface.**

INSTRUCTORS NOTE: Instructor will demonstrate to the trainees the proper procedure for changing the toner cartridge.

INSTRUCTORS NOTE: Instructor will take students to Booking, assign each student into each Cogent system. The instructor will demonstrate and complete fingerprint process. Each student will complete fingerprint process.

F. Adding a User (For the Instructor)

1. Enter your user ID and password.

2. From the main menu select, "User Administrator."

a. Located in the upper left corner.

3. Type in your user password.

4. Click on "New User."

5. Enter:

a. User's full name

b. Description

(1.) Correctional Officer

c. User's password

d. Confirm password

6. Select:

a. Common User – staff

b. Administrator – Sergeant

G. To disable a user select “Disable All.”

[redacted]

DRESS-OUT

LEARNING GOAL

The trainee will know at what point the arrestee will be dressed-out in jail clothing and how the process will be completed.

PERFORMANCE OBJECTIVES

The trainee will be able to identify when the arrestee is to be dressed-out in jail clothing.

The trainee will be able to identify how the dress-out process will be completed.

METHOD OF LEARNING

Time Allocation: 15 min

A. Classroom and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

The trainee will participate in a guided group discussion on when to dress-out the arrestee.

The trainee will participate in a guided group discussion on how the dress-out process will be completed.

OUTLINE OF MATERIAL

I. When to Conduct the Dress Out

A. The Booking Officer will use a copy of the property inventory form to call the inmates to the dress-out waiting area.

1. Female arrestees will be dressed out by female officers.

2. Males arrestees will be dressed out by male officers.

II. Dress Out Process

A. Dress out process completed when done by two officers:

[redacted]

4. [redacted]

8. Officer in the Property Room places the clothing on the property rack.

   a. Filed numerically by the Property Room Technician later.

B. Dress out process completed when done by (1) officer:

[redacted]

6. [redacted]

7. The officer will place the bagged clothing and the signed property receipt into a brown property box in the property room.

   a. Property will be filed by the Property Room Technician.

PRE-TRIAL FACILITY

HOUSING ASSIGNMENT AND TRANSFER

LEARNING GOAL

The trainee will know how to transfer inmates to the appropriate Housing Unit and make cell assignments to the new inmates.

PERFORMANCE OBJECTIVES

The trainee will identify how to properly give a new inmate a cell assignment.

The trainee will identify how to transfer the inmate to the appropriate Housing Unit.

METHOD OF LEARNING

Time Allocation: 15 min

A. Classroom area and Requirements:

1. One room and enough tables and chairs to accommodate the number of trainees.

The trainee will participate in a guided group discussion on how to give appropriate cell assignments.

The trainee will participate in a guided group discussion on how to transfer an inmate to the appropriate Housing Unit.

OUTLINE OF MATERIAL

I. Classification of Inmates in Booking

A. The Classification Officer will assign and schedule all housing assignments from Booking.

1. A cell will be assigned within the unit by the Housing Officer.

II. Process for Sending an Inmate to a Housing Unit

1. Inform the Transportation Coordinator that arrestees are ready to be moved.

2. Upon arrival of the Transportation Officer:

A. Access ATIMS

a. Get the appointment location and make a copy.

B. Give the list to the Transportation Officer.

3. Turn over responsibility of the inmate to the Transportation Officers.

PRE-TRIAL FACILITY

IDENTIFICATION HISTORY

LEARNING GOAL

The trainee will know how to properly conduct the LAR Identification History process.

PERFORMANCE OBJECTIVES

The trainee will be able to identify when to properly complete the LAR Identification History Screens.

The trainee will be able to identify how to properly complete the LAR Identification History Screens.

METHOD OF LEARNING

Time Allocation: 10 min

A. Classroom Area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

The trainee will participate in a guided group discussion on when to properly complete the LAR Identification History Screens.

The trainee will participate in a guided group discussion on how to properly complete the LAR Identification History Screens.

OUTLINE OF MATERIAL

I. LAR Process

A. After the arrestee has been booked and assigned a booking number, the Booking Officer will complete the LAR process.

1. If an arrestee has a LAR number the information is provided in the Pre-book process (during the candidate selection). The LAR number will then transfer with all of the other saved data to the label and the mug shot data.

B. If finger/palm prints and/or a photograph are required mark the appropriate place on the Identification Process Screen.

1. Palm prints will be completed on every arrestee that is fingerprinted.

C. Complete the remainder of the LAR Identification History Screens.

1. AKA screen

2. Scars, Marks, Tattoos screen

3. Relative screen

4. Friend screen

D. The arrestee will then be processed for a release or to be housed.

PRE-TRIAL FACILITY

INMATE PHOTO I.D.

LEARNING GOAL:

The trainee will understand the process for issuing and re-issuing inmate I.D. band.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify how to issue an inmate I.D. band during the booking process.

The trainee will be able to identify who requests the re-issue of an inmate I.D. band.

The trainee will be able to identify the process for making the new inmate I.D. band.

The trainee will be able to identify the required contents on an inmate I.D. band.

METHOD OF LEARNING:

Time Allocation: 10 min

A. Classroom requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. 1 inmate I.D.

The trainee will participate in a guided group discussion on how to issue an inmate I.D. band during the booking process.

The trainee will participate in a guided group discussion on who requests the re-issue of an inmate I.D. band.

The trainee will participate in a guided group discussion on the process for making the new inmate I.D. band.

OUTLINE OF MATERIAL:

I. Creation of Original Inmate Photo

A. Photograph

1. Taken at the end of the Pre-Book process.

   a. At the Pre-Book area.

   b. Photo Imaging Computer will take (1) picture.

   c. Photo Imaging Computer will generate a photo number to each picture.

2. The photograph will be added to the booking file.

   a. The booking file will be placed in the Pretrial Services tray.

   b. Located in the Pretrial office.

   c. Photographs are required to be taken of all new arrestees, regardless of the arresting agency.

B. Creation of original inmate I.D.

1. Arrestees to be housed.

   a. Completed booking file will be taken to LAR station.

   b. Using assigned photo number, Booking and LAR numbers are entered into Photo Imaging Computer.

   c. Inmate I.D. will be generated as part of the LAR process and is created by using the Photo Imaging computer.

2. Inmate I.D.

   a. Males

   b. Females

   c. Complete name (last, first, middle)

   d. Booking number

   e. LAR number

   f. Date of birth

   g. Height

   h. Weight

i. Hair color

j. Eye color

k. Inmate picture

D. Officer instructions.

1. The Officer will place I.D. on the arrestee.

a. Tell the arrestee that they must have the I.D. on their person at all times.

(1.) Any time they are out of their room.

(2.) With the picture visible at all times.

b. The I.D. is necessary for, but not limited to:

(1.) Inmate Count

(2.) Commissary

(3.) Receiving medication

(4.) Release

c. Lost, damaged, tampered with, or the refusal to produce the I.D. may result in disciplinary action.

II. Replacement of Inmate I.D.

A. Inmate's responsibility

1. Inmate will initiate the process by informing the housing officer.

B. Housing Officer's responsibility

1. Will contact the L.A.R. Officer in Booking.

a. Can be picked up personally as work allows.

b. May be delivered by an Escort/Transportation Officer as work allows.

2. Document the replacement of the ID in ATIMS.

C. Booking/ LAR Officer's responsibility

1. Will create a new inmate I.D. by entering inmate's booking number, or by entering the inmate's name into the Photo Imaging computer.

2. Punch a hole in the I.D.

3. The replacement I.D. will be sent back to the requesting Housing Officer.

    a. Can be picked up personally as work allows.

    b. May be delivered by an Escort/Transportation Officer as work allows.

PRE-TRIAL FACILITY

INMATE WORKERS

LEARNING GOAL:

The trainee will understand the responsibility of inmate workers assigned to Booking and the South Jail.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify how inmate workers will gain access to Booking.

The trainee will be able to identify inmate worker cleaning responsibilities.

The trainee will be able to identify the supervision responsibilities of inmate workers.

The trainee will be able to identify the number of inmate workers assigned to the South Jail Administrative Services Building, and the resource for the inmate workers.

The trainee will identify the proper procedure for moving the inmate workers from their assigned living unit to the South Jail Administrative Services Building, and how the inmate workers check in upon arrival.

The trainee will be able to identify the inmate workers duties within the South Jail Administrative Services Building and 512 Complex.

The trainee will be able to identify the proper supervision of the inmate workers assigned to the South Jail Administrative Services Building.

METHOD OF LEARNING:

Time Allocation: 10 min

A. Classroom requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. None required.

The trainee will participate in a guided group discussion on how inmate workers will gain access to Booking.

The trainee will participate in a guided group discussion on inmate worker cleaning responsibilities.

The trainee will participate in a guided group discussion on the supervision responsibilities of inmate workers.

The trainee will participate in guided group discussion on identifying the number of inmate workers, assigned to the South Jail Administrative Services building, and the resource for those inmates.

The trainee will participate in guided group discussion on identifying the proper procedure for moving the inmate workers from their assigned housing units to their work assignment at the South Jail Administrative Services building, and how hey check in upon arrival.

The trainee will participate in guided group discussion on identifying the inmate workers' duties, both within the South Jail Administrative Services Building and the 512 Complex.

The trainee will participate in guided group discussion on identifying the proper procedure for supervising the inmate workers assigned to the South Jail Administrative Services Building.

OUTLINE OF MATERIAL:

I. Inmate Workers Assigned to Booking

A. (1) sentenced inmate per shift.

1. Work (8) hour shifts

[redacted]

2. [redacted]

a. [redacted]

B. [redacted].

II. Inmate Worker Access to Booking

A. During day shift hours the Inmate Work Supervisor will escort the inmate worker to the booking lobby.

B. [redacted]

1. [redacted]

III. Inmate Worker's Duties

A. Will perform duties at the direction of Custody Staff.

B. Duties include, but are not limited to:

1. Routine cleaning of all areas in Booking.

2. Other duties as assigned by Custody Staff.

C. The inmate worker will wait in an area visible to Booking Officers when not working.

IV. Inmate Supervision

A. Cleaning other than common areas in Booking.

1. Supervised by the Support Staff assigned to the specific area.

a. Medical offices

b. PTS offices

c. At **no** time will an inmate worker be allowed into the Property Room.

B. While on duty the inmate worker will use the restroom accessible to arrestees.

V. Inmate Job Descriptions

A. [redacted]

1. [redacted]

B. Within those areas the following will be cleaned/maintained if acceptable:

1. Furniture (Dust, Polish)
2. Carpet (Vacuum, Shampoo)
3. Windows / doors (Clean as needed)
4. Trash (Empty, Clean)
5. Sink / counter (Clean, Polish)
6. Walls / Ceiling (Clean as needed)
7. Concrete Floors / Dress out/Search rooms (Sweep, Mop and Sanitize)
8. Supplies (Keep orderly)
9. Fixtures (Clean and Sanitize)
10. Shower (In Dress out/Search rooms) (Clean and Disinfect)
11. Counter (Dust and Polish)

VI. Inmate Workers Assigned to the South Jail Administrative Building

A. [redacted]

B. [redacted]

VII. [redacted]

VIII. Inmate Workers Duties

A. Duties that the inmate workers will perform include, but are not limited to:

1. Clean all areas of the South Jail Administration Building.
2. Move food carts to and from the housing units.
3. Take housekeeping supplies to the housing units.
4. Remove garbage carts from the housing units.
5. Move laundry to and from the housing units.
6. Other duties as assigned by Custody staff.

B. Whenever an inmate worker is not performing a task for custody staff, he will be stationed at one of the two chairs in the distribution vestibule.

IX. Supervision of Inmate Workers

[redacted]

PRE-TRIAL FACILITY

MANUAL BOOKINGS

LEARNING GOAL:

The trainee will be able to perform a manual booking.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the location where manual booking packets are stored.

The trainee will be able to identify what forms make-up a manual booking packet.

The trainee will be able to properly complete a manual booking.

The trainee will be able to identify the process for routing completed manual booking forms.

METHOD OF LEARNING:

Time Allocation: 10 min

A. Classroom requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on the location where manual booking packets are stored.

The trainee will participate in a guided group discussion on what forms make-up a manual booking packet.

The trainee will participate in a guided group discussion on how to properly complete a manual booking.

The trainee will participate in a guided group discussion on the process for routing completed manual booking forms.

OUTLINE OF MATERIAL:

I. Manual Bookings

A. Booking packets

1. Stored at the Booking station.

a. Along with the Booking, LAR, and Release packets.

2. Additional packets will be stored in the Property Room supply storage area.

3. To be used anytime ATIMS is down.

4. Booking Officer is responsible for keeping an adequate stock on hand.

5. Reorder will be during the routine supply system.

a. The Core Sergeant will maintain a master copy.

(1.) In the event of a shortage.

6. Contents

a. Add receive prisoner forms

b. Booking forms

c. LAR forms

d. Release forms

II. Manual Pre-Book Process.

A. Will continue even when ATIMS is down.

A. Consists of **six (6) pages**.

B. The Manual Received Prisoners list will be a log of accepted prisoners.

1. Will be kept by the Pre-Book Officer.

a. With inmate's name and date of birth.

2. When the Pre-Book packet is completed .

a. Inmate will be directed to proceed as normal to the Booking Lobby.

C. When the ATIMS system is back on line in an acceptable amount of time.

1. The Booking Officer will enter the Pre-Book information.

a. From the manual Pre-Book form.

III. Manual Booking Process

A. Consist of:

1. Manual booking number log.

2. ATIMS booking function screens

B. Booking number issued:

1. The last inmate booked into ATIMS prior to it going down will be on the Booking/Arrest Report.

2. This will be recorded on the manual booking number log.

a. As each booking number is issued it will also be recorded on the manual booking number log.

C. Booking Officer will take the manual booking log to the Pre-Book station.

1. The names of the inmates on the received prisoner list will be written down of those not yet booked.

2. As each inmate is booked the Booking Officer will record:

a. The booking number assigned.

b. Housing assignment.

(1.) SOINT BK

(2.) SOINT RL

IV. Manual LAR/Property Process

A. All inmates will be processed through LAR.

1. LAR numbers cannot be issued manually.

2. The manual LAR process will consist of the inmate intake log and manual replicas of the CJIS LAR function screens.

3. After the LAR process if an inmate is to be released.

a. He/she will go to the Release Lobby

B. Inmates that will be housed need to have their property inventoried.

1. The manual property inventory process will consist of the replicas of the property ATIMS function screens.

2. After the property is inventoried.

a. The inventory is signed by the inmate.

b. The necessary copies will be made.

(1.) Using the Booking photocopy machine

c. Routed as usual

(1.) One extra copy needs to be made and kept for later data entry.

V. Manual Release Process.

A. The Release Officer will:

1. Complete the release log for each release performed.

2. Each data field on the release log will need to be filled out completely.

3. Periodically the Release Officer will take the release log to Pre-Book.

a. Log each release on the received prisoner list.

(1.) Then the intake log.

VI. ATIMS Back on Line.

A. Once ATIMS is back on line the core sergeant will determine if existing staff on hand can catch up. If the sergeant determines that additional staff is needed, they can call in additional personnel or have staff stay over until they are caught up.

B. Records Lead Clerk may also be contacted to coordinate the availability of record staff to complete entry of Releases, Appointments, Transferees, etc. Actual booking entries shall be completed by booking staff.

PRE-TRIAL FACILITY

MASS BOOKINGS

LEARNING GOAL:

The trainee will be able to properly process mass bookings.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify what constitutes a mass booking.

The trainee will be able to identify what will be done if booking exceeds its rated capacity.

The trainee will be able to identify the information required prior to the arrival of mass bookings.

The trainee will be able to identify the process for conducting mass bookings.

METHOD OF LEARNING:

Time Allocation: 10 min

A. Classroom requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. None required

The trainee will participate in a guided group discussion on what constitutes a mass booking.

The trainee will participate in a guided group discussion on what will be done if booking exceeds its rated capacity.

The trainee will participate in a guided group discussion on the information required prior to the arrival of mass bookings.

The trainee will participate in a guided group discussion on the process for conducting mass bookings.

OUTLINE OF MATERIAL:

I. Definition

A. **MASS BOOKINGS**

1. A group of 15 or more arrestees requiring processing at the same time.

II. Notification

A. The Jail Core Supervisor will be given advance notice of mass bookings whenever possible.

1. Allows for preparation to meet any logistical problems.

2. Ensure that adequate staff is on duty.

3. Given by the law enforcement agency responsible for the mass arrest.

a. Number of people arrested.

(1.) Males

(2.) Females

b. Estimated time of arrival.

c. General description of charges. (drugs, riot, etc.)

d. Number of arresting officers escorting the arrestees.

e. Method of transportation. (bus, multiple police cars, etc.)

f. Any special handling requirements:

(1.) Security

(2.) Medical

(3.) Mental Health

III. Mass Booking Process

A. The complete booking process will be handled in the same way as a routine booking.

B. The size of the group will determine where and how the booking will take place.

1. To be determined by the Core Supervisor.

IV. Rated Capacity

A. Determined by the Fire Marshal.

1. Includes all areas of Booking.

2. Maximum of 80 persons.

B. Core Supervisor will be notified if the count exceeds the maximum capacity.

OFFICER SAFETY AND BOOKING SECURITY

LEARNING GOALS:

The trainee will know the correct procedures for handling situations in booking involving officer safety and facility security. These situations include the use of special holding cells for assaultive or suicidal inmates, or inmates that may not inter-mix with other inmates in the booking lobby.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the criteria for placement and removal of an arrestee from a holding cell.

The trainee will be able to identify the criteria for placement and removal of an arrestee from a safety cell.

The trainee will be able to identify the criteria for placement and removal of an arrestee from the Detoxification cell.

The trainee will be able to identify the proper procedures for dealing with assaultive inmates in booking.

The trainee will be able to identify the proper use of the "Inmate Locator Board", observation logs.

The trainee will be able to identify the proper way to document incidents in booking.

METHOD OF LEARNING:

Time allocation: 1 hour

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on the correct procedures for the use of the inmate locator board, observation logs.

The trainee will participate in a guided group discussion on the criteria for placement and removal of an arrestee from a holding cell.

The trainee will participate in a guided group discussion on the criteria for placement and removal of an arrestee from a safety cell.

The trainee will participate in a guided group discussion on the criteria for placement and removal of an arrestee from the Detoxification cell.

The trainee will participate in a guided group discussion on the correct procedures for dealing with assaultive inmates in booking.

The trainee will participate in a guided group discussion on the proper procedures for documenting incidents in booking.

OUTLINE OF MATERIAL:

I. Use of Holding Cells

A. Holding cells are to be used for separating an arrestee from the general population in booking.

1. Equipped with the following;

[redacted]

B. An arrestee will be placed into a holding cell for any of the following circumstances:

1. The arrestee requests protective custody.

2. The arrestee is uncooperative and refuses to answer questions, or respond to orders.

3. The arrestee displays violent or hostile behavior.

4. The arresting officer requests that the arrestee be kept separate from another arrestee.

5. Arrestee has been identified by medical staff to have a communicable disease.

6. The arrestee poses a threat to the smooth operation of the facility.

C. Uncooperative or combative arrestees

1. Will remain in the holding cell until:

a. He or she calms down.

b. The safety of staff or other arrestees is not compromised.

2. Removal of restraints.

a. The arrestee will remain in restraints until the Booking Officer determines that they may be removed safely.

b. If the arrestee needs to remain in restraints beyond the point where the arresting officer is ready to leave the facility:

(1.) Custody restraints will be placed on the inmate.

(2.) The arresting officer's restraints will be removed and returned to the officer.

c. The officer in Booking must notify the Jail Core Supervisor and Medical Staff that the arrestee has been placed in restraints.

3. After all restraints have been removed and the inmate continues to demonstrates his/her ability to abide by the facility rules:

a. He/she may be removed from the holding cell, and directed to the booking lobby.

D. Protective Custody

1. If placed in the holding cell:

a. Will be interviewed by classification for disposition, after it has been determined he will be housed

2. If the inmate requests protective custody because he/she has enemies:

a. The inmate has no enemies in the booking lobby then he/she does not need to be placed in a holding cell.

b. He/she can stay in the booking lobby unless the charges would make it necessary for him/her to be segregated.

E. Documentation of an inmate placed into a holding cell:

1. An observation log will be started on inmates placed into a holding cell.

[redacted]

3. [redacted]

4. The name of the inmate and reason for placement will be written on the locator board.

5. ATIMS entry will be made regarding the incident.

II. Use of Safety Cells

A. A cell specially designed to keep inmates from hurting:

1. Themselves

2. Staff

3. Other arrestees

4. Jail property

B. The safety cell is equipped with:

[redacted]

C. Only one arrestee at a time may occupy a specific safety cell.

D. Not to be used for disciplinary reasons.

E. Arrestees with suicidal ideation.

1. Suicidal ideation is:

a. Someone who does not have a current plan for suicide, however, answers "yes" to a suicide attempt in the past.

b. Has no overt symptoms:

(1.) Depression

(2.) Crying

(3.) Making remarks on how he would carry out a suicide plan.

2. Inmates expressing suicidal ideation will be directed to the booking lobby and Correctional Health Care will be notified.

F. Arrestees expressing overt symptoms of suicide.

1. Overt symptoms include;

a. An inmate answers "yes" to feeling suicidal at the present time.

b. May also have an overwhelming sense of guilt not in proportion to the seriousness of the offense.

c. Markings on the arrestee that are from recent suicide attempts.

2. The arrestee will be placed in a safety cell on suicide watch.

3. Advise both the Core Supervisor and the Correctional Health Care Staff.

E. Documentation of placing an inmate in a Safety cell

1. [redacted]

a. Checks to be made and documented by:

(1.) [redacted]. (Primary responsibility belongs to the PBSO.)

(2.) [redacted]

[redacted]

b. The finished copies will be forwarded to Custody Administration. (Security placement)

INSTRUCTORS NOTE: Refer to Inmate Observation & Supplemental Log previously discussed.

G. Arrestee under the influence of P.C.P. or displaying bizarre or unexplainable behavior:

1. Notify psychiatric and medical staff.

2. The inmate will not be removed from the safety cell, unless two or more officers are present and under medical/psych staff authority.

INSTRUCTORS NOTE: Refer to Inmate Observation & Supplemental Log previously discussed.

III. Use of Sobering Cells

A. Sobering cells are cells specially designed to help inmates from hurting:

1. Themselves
2. Staff
3. Other arrestees
4. Jail Property

B. The sobering cell is equipped with;

[redacted]

C. Sobering cell location

[redacted]

PRE-TRIAL FACILITY

Audio Visual Orientation

LEARNING GOAL:

The trainee will be able to provide the arrestee with clear rules and behavioral expectations through a booking orientation process and videotape.

PERFORMANCE OBJECTIVES:

The trainee will be able to show the Booking Orientation Video tape in the general Booking Waiting Area.

The trainee will know the five basic rules of the Booking Area as listed in the Booking Orientation Video.

The trainee will be able to answer questions the arrestee may have after the orientation video is shown.

The trainee will know that the emergency procedure will be discussed in the Booking Orientation Video.

The trainee will be able to advise the arrestee of the behavioral expectations in the Booking Area.

METHOD OF LEARNING:

Time allocation: 10 min

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. VCR and monitor.

2. Booking Orientation Video Tape.

The trainee will participate in a guided group discussion on how to show the Booking Orientation Video tape in the general Booking Waiting Area.

The trainee will participate in a guided group discussion on the five basic rules as listed in the Booking Orientation Video.

The trainee will participate in a guided group discussion on answering questions after the Booking video is shown.

The trainee will participate in a guided group discussion on the fact that the emergency procedure will be addressed in the Booking Orientation Video.

The trainee will participate in a guided group discussion on how to advise the arrestee of behavioral expectations in the Booking Area.

OUTLINE OF MATERIAL:

I. Booking Orientation Video

Instructor's Note: Show Booking Orientation Video.

A. All inmates will have the benefit of watching the booking orientation video as soon as possible after Pre-Book is completed.

1. The video tape presentation is in English and Spanish, and will be shown on a continual basis.

2. The video tape will explain the following items:

   a. Expected conduct while in custody

   b. Release possibilities

   c. Telephone access

   d. General information

3. The five basic rules of the Booking Area will also be explained in the video.

   a. Follow all directions of the Officers and Staff. This is for your safety as well as the safety of others.

   b. Keep the noise level low. This is a public facility.

   c. No physical contact is allowed. There are no exceptions to this rule.

   d. No smoking is allowed.

   e. No destruction or vandalism of county property is allowed.

4. The procedure to follow during an emergency will also be explained to the inmate.

5. After the video is over, the Officer showing the video will answer any questions the arrestee might have.

6. Once the orientation is complete the inmate(s) will be directed to the lobby.

7. The Booking Officer(s) will be the only ones authorized to operate the audio/video equipment.

B. Behavioral expectations

1. The Officer will advise the arrestees that it will be their behavior that determines whether or not they remain in the general waiting area or in a holding cell.

2. The Booking Officer is to monitor the arrestees in the Booking Waiting Area, according to the Principles of Direct Supervision.

PRE-TRIAL FACILITY

OVERNIGHTERS

LEARNING GOAL:

The trainee will understand the proper procedure for handling overnight housings in booking.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify how overnighters will be received into the housing unit.

The trainee will be able to identify what constitutes an overnight booking.

METHOD OF LEARNING:

Time allocation: 5 min

A. Classroom area requirements.

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids.

1. None required.

The trainee will participate in a guided group discussion on how overnighters will be received into the housing unit.

The trainee will participate in a guided group discussion on what constitutes an overnight booking.

OUTLINE OF MATERIAL:

I. Overnight Bookings

A. Definition

1. 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.

B. The overnighter will be issued an Inmate Photo Identification and L.A.R. while in booking.

1. Identifies the inmate for count and release purposes.

C. If housing the overnight booking, Contact the Classification Officer for available space in Intake housing.

1. Classification will make an appointment for the inmate to be moved.

D. The Booking Officer will enter the pick up date, time and the transporting officer's telephone number into ATIMS.

E. Overnighters are received and handled in the housing unit in the same manner as other inmates, except:

1. They will not be dressed out in Jail clothing.

2. They will be processed like any other booking. (property inventory, class interview , medical evaluation and mental health(if needed).

a. With the exception that they will not be finger printed.

[redacted]

PRE-TRIAL FACILITY

PARASITIC INFESTATIONS / COMMUNICABLE DISEASE

LEARNING GOAL:

The trainee will know the proper way to handle an inmate with a parasitic infestation or suspected of having a communicable disease.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the different types of parasitic skin infestations.

The trainee will be able to identify the proper procedure for handling contaminated clothing.

The trainee will be able to identify the proper procedure for handling an inmate with a parasitic skin infestation or a communicable disease.

METHOD OF LEARNING:

Time Allocation: 15 min

A. Classroom requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. "Water Soluble" plastic bag.
2. Yellow infectious linen bag.
3. Red Infectious Waste bag.
4. Infectious Waste Hamper.

The trainee will participate in a guided group discussion on the different types of parasitic skin infestations.

The trainee will participate in a guided group discussion on the proper procedure for handling contaminated clothing.

The trainee will participate in a guided group discussion on the proper procedure for handling an inmate with a parasitic skin infestation or a communicable disease.

OUTLINE OF MATERIAL:

I. Main Parasitic Skin Infestations found in the Jail.

A. Head and pubic lice

1. Tiny parasitic insects.
2. Live on the hair, scalp, and in the pubic area.
3. Easily passed from one person to another through:
    a. Direct contact.
    b. Shared clothing, bedding, or combs.
4. Lice are approximately 1/8 inch long.
5. Seen as dark specks on the head, pubic area or underwear.
6. White eggs 1/16 inch long called "nits".
    a. Deposited on the hair shaft
    b. Can be easily detected, usually at the hairline, nape of the neck or behind the ears.

B. Scabies

1. Microscopic parasites.
2. Burrow under the skin.
3. Cause intense itching, especially at night.
4. Detected by:
    a. Skin lesions.
    b. Scratch marks.
    c. Boils.
    d. Infected open sores.

II. Notification of a possible Parasitic Infestation or Communicable Disease in Booking.

A. Once identified take immediate action.

B. The Booking Officer will immediately assign the inmate to lock down status.

1. Placed in a holding cell alone.

2. Inmate will remain in the holding cell until processed.

C. Immediately notify Medical Staff of the problem.

1. Medical Staff will examine the inmate in the holding cell and confirm infestation or communicable disease.

a. An officer will stand by if the inmate has also been placed in the holding cell for security reasons.

b. Two officers will stand by in cases involving high-risk inmates.

2. If treatment for a parasitic infestation is required, Medical Staff will tell the officer and give necessary instructions.

a. Treat as soon as possible.

b. Designate the inmate a priority booking or release.

III. Handling Parasitic Infestations or Communicable Diseases in Booking.

A. If the inmate is to be released.

1. The inmate will remain in lock down status in the same holding cell until processed out.

2. The inmate will become a "priority booking" and release.

3. The inmate will be released without medical treatment.

B. If the inmate is to be housed.

1. The inmate will become a "priority booking" and be housed.

2. The inmate will be treated for parasitic infestations during the dress-out process.

C. Procedure for handling personal property.

1. Use universal precautions while handling any property suspected of being contaminated.

a. Wear gloves to protect against contact with blood or body fluids.

b. Mask, protective eye wear, gowns or aprons should be worn anytime there is a potential for contact with splashes of blood or other body fluids.

c. Thoroughly wash hands and skin surfaces after contact.

d. Take precautions to prevent injury from sharp objects that have been in contact with the inmate.

2. Place all contaminated property in a labeled, red “infectious waste” bag.

D. Procedure for treating infested inmates.

1. The inmate will be issued a red "Infectious Waste" bag.

a. Inmate places all their clothing in the bag.

b. All combs and grooming utensils will be placed in the bag with the clothing.

c. The infected inmate will seal the bag with its contents and give it to the officer.

2. The "Infectious Waste" bag and its contents will be placed in a second red "Infectious Waste" bag by the officer.

3. The "Infectious Waste” bag will be placed into a brown property box.

a. The bag will be placed into the property room adjacent to booking.

b. It will remain there until the inmate is released.

4. The Dress-out Officer will strip search the inmate.

5. Inmate will be directed to shower and apply medication as directed by Medical Staff.

6. After treatment the Officer will issue the inmate clean jail clothing.

IV. Inmate Housing Status.

A. Medical Staff will determine where the inmate is to be housed.

1. Inmate may remain on lock down status in Booking pending further medical evaluation.

V. Parasitic Infestations in the Housing Units.

A. Housing Officer's responsibilities.

1. Once identified take immediate action.

2. Isolate the inmate in his/her cell, until seen by medical staff.

3. Notify medical staff of the problem.

a. Medical staff will examine inmate in their cell to confirm the infestation.

(1.) Officer(s) will stand by for any inmate assigned to lock down status.

b. Medical staff will provide appropriate medical treatment and necessary instructions.

4. The Housing Officer will notify a Transportation/South Jail Administration that clean clothing and linen are needed.

a. To be issued after treatment is completed.

5. Also notify the Transportation/Laundry that infected laundry needs to be picked up.

6. The inmate will be issued the following by the Housing Officer:

a. A "Water Soluble" plastic bag.

(1.) Use as many bags as necessary. Do not overfill the bags.

b. Yellow "Infectious Linen" bag.

(1.) This bag is considered clean and never to be taken inside the infected cell.

c. Disposable gloves.

d. Disposable face mask.

e. Paper coveralls or plastic apron.

7. Inmate places all their clothing, towels, and linen in the "Water Soluble" bag.

a. If the linen is wet it must be wrapped in dry towels or other dry laundry.

b. Wet articles will dissolve the "Water Soluble" bag.

c. The infected inmate will seal the bag.

8. The "Water Soluble" plastic bag containing the infectious laundry is removed from the cell, and is placed into a yellow "Infectious Linen" bag by the infected inmate.

9. Comb and hair grooming utensils are disposed of in the red "Infectious Waste Hamper" located in the medical exam room.

10. After all infectious material is bagged the officer and inmate(s) will place all gloves, face mask, coveralls or aprons in the red "Infectious Waste Hamper" located in the medical room.

11. The Housing Officer will put on disposable protective gloves.

    a. Examine mattress and pillow for cracks or tears in the plastic lining.

        (1.) If a crack or tear is found the inmate will double plastic bag the damaged item.

        (2.) If in good condition the inmate will wash them with a disinfectant solution provided by medical staff.

12. The Housing Officer will direct the inmate to the shower.

    a. Ad-Seg inmate will be escorted by the Housing Officer to the shower.

13. Once in the shower the inmate will:

    a. Place his clothing in a plastic "Water Soluble" bag.

    b. Place the "Water Soluble" bag into a yellow “Infectious Linen” bag.

14. Clean clothing and linen will be provided by the Housing Officer.

    a. After the application of medication.

15. The inmate will be responsible for cleaning and disinfecting the shower after use.

VI. Removal of Contaminated Items

A. The double bagged infected clothing will be taken:

1. Out to the Service Sallyport by the inmate worker.

    a. Under the supervision of the Housing Officer.

2. Ad-Seg items are taken and placed out of the housing unit in the circular breezeway by the Housing Officer.

3. For pick up by the laundry workers.

VII. Inmate Housing Status.

A. Medical Staff will inform the Housing Officer if the inmate's condition will:

1. Resume normal activities.

2. Remain in isolation status pending further medical treatment.

3. Warrant a transfer to another housing unit.

PRE-TRIAL FACILITY

PRE-BOOK PHOTO & BOOKING FILE

LEARNING GOAL:

The trainee will know the correct procedures for generating the pre-book photo and creating the inmate "Booking File".

PERFORMANCE OBJECTIVES:

The trainee will know how to correctly generate jail photo identifications of new bookings

The trainee will be able to identify the correct procedure for creating the inmate "Booking File".

The trainee will know how to correctly route the "Booking File".

METHOD OF LEARNING

Time Allocation: 5 min

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

B. Training aids:

1. Sample "Booking File"

The trainee will demonstrate how to correctly generate jail photo identifications of new bookings.

The trainee will participate in a guided group discussion on the correct procedure for creating the inmate "Booking File".

The trainee will participate in a guided group discussion on the correct procedure for routing the "Booking File".

Upon completion of classroom instruction and exercises, the trainee will receive a comprehensive written examination.

OUTLINE OF MATERIAL:

I. Inmate Jail Photo

A. After completion of the ATIMS (Pre-Book) screens and if needed the Nurse's approval.

1. The Pre-Book Officer will give the Arresting Officer his copy of the Booking Arrest Report & handcuffs, then is allowed to leave.

2. The arrestee's photograph is taken to initiate the creation of the inmate JAIL PHOTO I.D.

3. The Pre-Book Officer will have the inmate sit in the third work station , designated for a jail photo.

4. The Pre-Book Officer, using the photo system, will take the arrestee's photograph.

a. The arrestee will now put on his/her socks and shoes, then have a seat in the booking lobby.

b. The Pre-Book Officer will then print and attach the picture to a Booking File.

B. Uncooperative Inmate

1. All possible attempts will be made to take an arrestee's Jail Photo as soon as possible at the end of the Pre-Book process.

2. If it is not feasible to take the arrestee's photograph, the arrestee will be placed in a Holding or Safety cell depending on the arrestee's need.

3. The Jail Photo will then be taken as soon as feasible.

4. The Pre-Book process is not complete unless the Jail Photo is complete.

II. Creating the booking file

A. Booking File

1. 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.

B. The Pre-Book Officer will obtain an empty folder located in a drawer near the Pre-Book camera.

1. Place all paperwork generated during the Pre-Book process into the folder, which may include:

a. Booking Arrest Reports

b. Warrants

c. Detainers

d. Holds

e. Court Remands

f. Court Commitments

g. Bond Revocations

h. Civil Commitment Papers

i. Temporary Property and/or Medication Receipts

j. Additional Inmate photographs

2. Attach a photo of the arrestee to the outside of the booking file.

a. With a paper clip.

3. Folder will be taken to the Booking File Rack and placed into the appropriate column.

III. **Booking File Rack**.

A. Series of slots capable of holding one booking file per slot.

1. Slots are five columns across by 11 slots down.

a. The five columns are labeled to indicate the process the arrestee is to be taken through next.

(1.) <u>From Pre-book</u>

(2.) <u>PTS Stay</u>

(3.) <u>PTS Release</u>

(4.) L.A.R.

(5.) Attempting Bail

B. The file will be placed in the appropriate slot.

1. On the wall nearest the door leading to the Property Room behind the Booking counter.

C. The Booking Officer will call the arrestee from the waiting area.

1. To begin the booking process.

2. After determining the order of priority for booking.

3. Booking officer will complete the Booking and L.A.R. process (arrestee will be housed in BOOKING).

4. Check to see if arrestee has had their fingerprints taken. If fingerprints have been taken, take the folder to Pre-trial. If fingerprints have not been taken, place folder in the booking file column labeled L.A.R.

IV. Pre-Trial Services

A. The Booking Officer will place the booking file in the tray labeled "PRE TRIAL SERVICES" in the pre trial office.

B. Pre-Trial Staff will:

a. Process the paperwork by making copies of originals they require.

b. Separate the paperwork.

(1.) Felonies

(2.) Misdemeanors

c. Conduct a wants and warrants check.

(1.) As part of the evaluation process to determine eligibility for release on own recognizance.

d. Abstract outstanding local warrants.

(1.) Warrant will be placed into the booking file along with completed Booking/Arrest Report form.

e. Remaining originals and assorted paperwork unnecessary to Pre-Trial Services will be placed in the Booking File.

V. Routing.

A. Priority booking status will be determined by the Booking Security Staff and/or Medical Staff.

1. Processed before any other booking.

2. Includes:

a. L.A.R.

b. Property Inventory

c. Housed

d. Released

(1.) Without unnecessary delay.

B. Abstracted outstanding warrants will be booked with the original charges arrested on.

1. Any paperwork generated from the booking process will be placed into the booking file.

C. When completed the arrestee's booking file will be placed in the appropriate slot.

1. PTS Stay

a. Booking officer will change arrestees housing assignment from BOOKING to BOOKING TO HSG.

b. An inventory of the all the arrestees property will be completed.

c. After property is inventoried the booking arrest paper work will be placed in the tray labeled "Records" located behind the booking counter.

d. Property inventory with a photo will be placed on the counter by the L.A.R. machine.

e. An I.D. band will be made for inmate.

2. PTS Release

a. Booking officer will change arrestees housing assignment from BOOKING to BOOKING TO RL.

b. After housing change is completed the file will be taken to the release area.

D. The Release Officer will complete and have the arrestee sign any necessary paperwork required.

1. All paperwork will be returned to the booking file.

a. Release from Custody on Written Promise to Appear.

b. Notice Referral O.R. Agreement.

2. When completed the release paper work will be taken to Pre-trial Services.

a. All warrants will also go to Pre-trial Services.

b. Booking arrest paper work will be place in the “Records” tray.

PRE-TRIAL FACILITY

PRE-TRIAL SERVICES

LEARNING GOAL:

The trainee assigned to Booking will understand the purpose, function and responsibilities of Pre-trial Services in booking.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the purpose and function of Pre-trial Services in Booking.

The trainee will be able to identify the basic responsibilities of Pre-trial Services in Booking.

The trainee will be able to identify the process to evaluate an arrestee for eligibility for release by Pre-trial Services.

The trainee will be able to identify what steps in the release evaluation process have been completed and what steps remain at each station or step through the booking process.

The trainee will be able to identify what paperwork is required from Pre-trial Services at each station or step through the booking process.

The trainee will be able to identify what paperwork will be prepared by Pre-trial Services.

METHOD OF LEARNING:

Time Allocation: 15 min

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. None required

The trainee will participate in a guided group discussion on the purpose and function of Pre-trial Services in booking.

The trainee will participate in a guided group discussion on the basic responsibilities of Pre-trial Services in booking.

The trainee will participate in a guided group discussion on the process to evaluate an arrestee for eligibility for release by Pre-trial Services.

The trainee will participate in a guided group discussion on what steps in the release evaluation process have been completed and what steps remain at each station or step through the booking process.

The trainee will participate in a guided group discussion on what paperwork is required from Pre-trial Services at each station or step through the booking process.

The trainee will participate in a guided group discussion on what paperwork will be prepared by Pre-trial Services.

OUTLINE OF MATERIAL:

I. Duties and Responsibilities of Pre-Trial Services.

A. Release qualified defendants prior to arraignment.

1. Cite and Release

2. Felony OR

B. Provide verified information to the Courts.

1. Utilized by the Judges at any time in the court process.

a. May reduce bail

b. Increase bail

c. Release someone on Own Recognizance.

II. Role of Pre-Trial Services - Information Gathering and Disbursement.

A. District Attorney

1. Provide defendants criminal history and personal history.

B. Public Defender

1. Provide defendants criminal history and personal history.

2. Provides financial status report of defendants need for a Public Defender and ability to pay.

C. Probation

1. Informs probation of violators.

2. Provides manual criminal history.

D. Courts

1. Provides verified information which may result in:

a. Increase or decrease in bail.

b. Release at arraignment.

c. Decrease in need for “hold overs".

E. Jail

1. Alleviate jail overcrowding.

2. Booking

a. To provide a smooth flow of paperwork by managing paper flow in conjunction with the booking staff.

III. Creation of a Booking Folder

A. Created at Pre-Book containing all paperwork pertaining to the arrestee.

B. The folder will be placed in the office of Pre-Trial Services.

IV. Pre-trial Staff determines if the Booking is a Felony or Misdemeanor.

A. For Misdemeanors PTS will conduct the following checks:

1. Warrants

2. DMV (Department of Motor Vehicles) check.

3. If an outstanding warrant is found, PTS will have the warrants (local and other) abstracted to them and **PTS will add the charges.**

4. If the prisoner is eligible for release, PTS will prepare the appropriate releasing documents.

B. For Felonies PTS will conduct the following checks:

1. CII (Criminal Identification and Information)

2. III (Interstate Identification Index)

3. FBI (Federal Bureau of Investigations)

4. NCIC (National Criminal Information Center)

5. DMV (Department of Motor Vehicles)

6. Warrants

7. If an outstanding warrant is found, PTS will have the warrants (local and other) abstracted to them and **PTS will add the charges.**

8. If the prisoner is eligible for release, PTS will prepare the appropriate felony releasing documents.

C. PTS interviews only felony defendants.

1. After the interview, PTS has the defendant sign the Felony Interview packet.

a. Authorizes PTS staff to contact the persons given to verify the information obtained in the interview.

2. PTS advises the defendant to remain off the telephone for one-half hour.

a. Time allows staff the opportunity to verify the information obtained.

b. If the defendant has used the telephone during this period:

(1.) PTS will still verify the information.

(2.) Makes the inmate ineligible for release.

V. Determining if the Defendant is Released

A. His/her packet is copied.

B. The original and two copies are transported to the courthouse.

1. The original goes to the Judge.

2. One copy goes to the Defense Attorney and one to the District Attorney.

C. If defendant qualifies for release, the paperwork has been reviewed by the PTS supervisor and placed in the booking folder.

VI. Warrant Check

A. PTS will run a warrant check on all new bookings, except court ordered book and

releases and commitments.

B. All outstanding warrants local and other, will be abstracted by PTS. (5.16.29/5)

1. PTS will add all charges for fresh arrests prior to their booking, housing or release.

VII. Paperwork PTS may add to a Booking Folder

A. Warrants

B. Holds

C. Commitments

D. Added charges

E. Booking arrest report

F. Detainers

G. Court remand

H. Bond revocation

I. Civil commitment papers

J. Temporary property and/or medication receipts

K. Additional inmate photographs

L. Release from custody on written promise to appear - (Cite and release)

M. Notice referral O.R. agreement - (felony O.R.)

N. Pretrial services interview record

PRE-TRIAL FACILITY

Property Inventory

LEARNING GOAL

The trainee will know how to properly inventory and store inmate's money/ personal property, and clothing.

PERFORMANCE OBJECTIVES

The trainee will be able to identify which arrestees need to have their money/personal property and clothing inventoried.

The trainee will be able to identify when the money/personal property and clothing inventory is to be completed.

The trainee will be able to identify how to inventory a new arrestees money/personal property and clothing.

The trainee will be able to identify the proper distribution of money/personal property and clothing receipts.

METHOD OF LEARNING

Time Allocation: 40 min

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

The trainee will participate in a guided group discussion on which arrestees need to have their money/personal property and clothing inventoried.

The trainee will participate in a guided group discussion on when the money/personal property and clothing inventory is to be completed.

The trainee will participate in a guided group discussion on how to inventory a new arrestee's money/personal property and clothing.

The trainee will participate in a guided group discussion on the proper distribution of money/personal property and clothing receipts.

OUTLINE OF MATERIAL

I. Property Inventory

A. To be completed on arrestees that will be housed.

1. After completing the Booking and LAR processes.

B. Personal property

1. Call arrestee from the waiting area to the Booking counter.

2. Check the booking file for a temporary property receipt.

   a. Property taken at pre-book.

   b. Retrieve property from the pre-book cabinet prior to starting the inventory process.

3. Distribution of temporary property receipts

   a. The temporary receipt in the Booking File will be disposed of.

   b. The receipt that was in the arrestee's property bag will be removed and placed in the tray labeled "Temporary Property Receipts To Be Filed."

      (1.) The Property Custodian is responsible for filing the receipts and maintaining them.

4. Each item of personal property will be itemized

   a. The officer will instruct the arrestee to remove any personal items from their clothing and person that were not taken at Pre-Book.

      (1.) All jewelry and religious medals

      (2.) A reasonable effort will be made to remove rings.

         a. If unable to be removed, and the personal jewelry does not pose a threat to officer safety, then the inmate will be allowed to keep it. The item will be listed on the property inventory screen as being worn.

5. The Officer will enter a description into ATIMS of each article of personal property
taken.

   a. Quantity

   b. Color

   c. Condition

      (1.) Note if the item is damaged.

6. The Officer completing the inventory will place all items in a clear, plastic, sealable bag.

7. Contaminated property

    a. Identified by Medical Staff or suspected by the Officer

    b. Place into a red “Bio-Hazard” bag.

8. Clothing will be inventoried at the Booking counter, but the bagging of the clothing will take place in the dress out room.

9. Allowable property

    a. If housed the arrestee will be allowed to keep the following:

        (1.) Arrestee's copy of the Inmate Booking Record

        (2.) Legal papers

        (3.) Pieces of paper with telephone numbers or misc. information. (May include paper business cards.)

        (4.) Small telephone books

            (a.) Soft back

            (b.) Without metal bindings or staples

        (5.) Items approved by Jail Medical Staff

            (a.) Prescription eye wear - glasses or contact lenses

            (b.) Dental plates

            (c.) Prostheses and other medical devices

            (d.) Arrestee’s copy of the Property/Clothing receipt

C. Money

1. Money will be inventoried at the kiosk in the Pre-book sally port by the arresting officer.

    a. A receipt of the deposit will be generated from the kiosk and placed into arrestee property bag.

b. Foreign currency or cash of sentimental/special value.

(1.) Will not be entered into kiosk.

(2.) Counted, inventoried and handled as personal property.

c. Contaminated money

(1.) Identified by Medical staff or suspected by officer.

(2.) Counted, inventoried and handled as contaminated property.

d. Damaged and unacceptable money

(1.) Bill is 3/4 unavailable.

(2.) Denomination cannot be determined.

(3.) Serial number is not legible.

(4.) Handled as personal property.

e. Money not entered in the kiosk.

(1.) Entered in a free form line and labeled accordingly as:

(a.) Foreign currency

(b.) Special value

(c.) Contaminated

(d.) Damaged

2. If kiosk machine is not operational.

a. The arresting officer will inventory the money and place it into an envelope with arrestee name, date of birth and amount of money.

b. The pre-book officer will recount the money, initial the envelope, place a booking label on it (generated at completion of pre-book screening process) and place it into locked black box at pre-book.

c. Money will be forwarded to the fiduciary clerk at the end of each shift.

(1.) When system is operational the fiduciary clerk will deposit money into system.

II. Property Receipts

A. Print (3) copies of the "Inmate Property/Clothing Record"

1. One copy will be signed and dated by both the officer and the inmate.

   a. The inventorying Officer will sign above the "Signature Officer receiving/releasing property/clothing" line.

   b. The inmate will sign above the "Inmate acknowledge property/clothing taken" line.

2. Inmate refusal to sign the "Property/Clothing Receipt".

   a. Inventorying Officer will:

      (1.) Inform the arrestee that the Sheriff's Department will not assume any legal responsibility for any items claimed to be lost or damaged.

      (2.) Write "REFUSED TO SIGN" in the inmate signature area.

3. If the inmate is physically unable to sign, the Officer will note it in the inmate signature area.

B. Distribution of receipts.

1. Signed copy to the Property Custodian.

   a. The signed copy will be placed into the property box clear window during the dress out process.

   b. One copy placed in the clear plastic bag with the personal property.

      (1.) Placed so it can be read through the bag.

      (2.) Placed in the locked cabinet between the LAR counter and the dress out area.

      (3.) Property will be transferred to the Property Room by the Property Custodian.

   c. One Copy given to the arrestee.

III. Property Found during the Dress-Out Process

A. Personal property and clothing.

1. Access ATIMS
2.
2. Add found items to the list.

3. Print (3) copies of the corrected property receipt.

4. Distribute the same as outlined.

    a. Retrieve the personal property and clothing bags and remove the old receipt.

    b. Place the new receipt in the personal property box.

    c. The Officer and inmate will sign one copy and replace the incorrect copy in the property box.

    d. Destroy the incorrect property receipts.

B. Cash

1. ATIMS incident will be generated.

2. Money will be forwarded to the fiduciary clerk for processing.

IV. Storage of Property

A. <u>Clothing property</u>

1. Will be placed into a box along with the signed copy of the property receipt.

2. The clothing and personal property will be put together by a Property Custodian sometime during the shift.

PRE-TRIAL FACILITY

RELEASE PROCESS IN BOOKING

LEARNING GOAL:

The trainee will be able to process and facilitate releases in a timely and efficient manner.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the correct procedure to verify the identity of a person being released.

The trainee will be able to identify how to correctly use the inmate "Booking File".

The trainee will be able to identify the proper paperwork and required information to release an inmate.

The trainee will be able to identify the correct procedure for releasing an inmate.

The trainee will be able to identify the proper procedures for routing paperwork for inmate released.

The trainee will be able to identify the maximum number of inmates to release through the "Release Sally Access Door" at a time.

The trainee will be able to identify the correct procedure for contacting Jail Central Control to release persons from the "Release Sally".

The trainee will be able to identify the correct procedures to release an arrestee on a Bail Bond.

The trainee will be able to identify the correct procedures to release an arrestee on a Cash Bail.

METHOD OF LEARNING:

Time allocation: 35 minutes

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. None required

The trainee will participate in a guided group discussion on the correct procedure to verify the identity of a person being released.

The trainee will participate in a guided group discussion on how to correctly use the inmate "Booking File".

The trainee will participate in a guided group discussion on the proper paperwork and required information to release an inmate.

The trainee will participate in a guided group discussion on the correct procedure for releasing an inmate.

The trainee will participate in a guided group discussion on the proper procedures for routing paperwork for inmate released.

The trainee will participate in a guided group discussion on the maximum number of inmates to release through the "Release Sally Access Door" at a time.

The trainee will participate in a guided group discussion on the correct procedure for contacting Jail Central Control to release persons from the "Release Sally".

The trainee will participate in a guided group discussion on the correct procedures to release an arrestee on a Bail Bond.

The trainee will participate in a guided group discussion on the correct procedures to release an arrestee on a Cash Bail.

The trainee will complete a comprehensive written final examination.

OUTLINE OF MATERIAL:

I. Release Officer's Workstation

A. The Release Officer's workstation is located in a small alcove on the east wall of the Property Room.

B. The Officer's workstation is equipped with:

1. A counter with (2) pass through windows for handing out property and having forms signed.

2. Door control panel

3. A computer terminal

4. Telephone

5. Stentofon

6. Live ID work station.

II. New Book Release

A. The Release Officer will check the booking file to make sure all paperwork is in order for the release.

B. New booking releases are:

1. Bail (Cash or Surety Bond)

2. Cite and Release

3. PC 849b.2

4. Court Ordered Bookings

5. Felony Own Recognizance

C. The Release Officer will:

1. Complete and have arrestee sign any necessary paperwork.

2. Direct arrestee to the release waiting area.

3. Go to the release workstation in the property room.

4. Verify the arrestee's identity.

   a. Use the photograph located in the booking file.

   b. Use Live ID finger print system.

5. Return arrestee's property that was taken at Pre-Book, and have arrestee sign temporary property receipt.

   a. Mark "returned" on the temporary property receipt.

   b. The temporary receipt will be routed to the Property Clerk's desk.

6. Enter the release information into ATIMS

   a. Release documents

   b. Release arrestee in ATIMS

7. Direct arrestee(s) to the release sallyport door.

   a. No more than (6) arrestees will be released at a time.

8. Notify J.C.C. of:

   a. Number of releases

b. Gender of releases

9. J.C.C. will:

a. Advise when the release sallyport is clear.

(1.) Release Officer will open the release sallyport door by pushing the button located near the release counter.

b. Verify the number and gender of releases.

c. Activate the door for the releases to exit into the 24 hour jail lobby.

D. At the conclusion of the release process the appropriate paperwork will be given to Pre-trial Services or placed in the tray for jail records to pick up.

III. Scheduled Releases

A. The types of releases include the following:

1. Scheduled releases

a. Time served

b. Court Cap

2. Court ordered releases

a. Court O/R

b. Stay

c. Probation, etc.

3. Bail

B. Scheduled times:

[redacted]

C. The Release Officer will:

1. Use ATIMS to retrieve the list of pending releases.

2. Go to the release workstation, direct one inmate at a time into the dress out room.

[redacted]

9. Release the inmate in ATIMS:

10. No more than (6) inmates will be released at a time.

    a. Inmates will be instructed to pick up any money on their account at the records counter.

    b. Release process will be completed in the same manner as a new booking release.

IV. Bail Releases

A. Definitions

1. BAIL

The surety or sureties that procure the release of a person charged with an offense by ensuring his future attendance in court and compelling him to remain within the jurisdiction of the court.

2. Bail Hold

Any hold which would still allow bail to be processed and an arrestee to be released at a later time and date.

3. Cash Bail

U.S. legal tender used to procure the release of a person under arrest or in legal custody.

4. 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.

5. Self Cash Bail

When an arrestee has the amount of money in his possession or on his account necessary for bail.

B. Locations where bail will be accepted:

1. 24 Hour Jail Lobby

a. Bail Bond

b. Cash Bail

C. Self Cash Bail process

1. Should an arrestee desire to post cash for his own bail, a Booking Officer will:

a. Check ATIMS.

b. Verify the inmate is eligible for release on all charges and holds.

c. Check the total amount required for bail.

d. Tell the arrestee if they are ineligible for bail.

2. Processing the Self Cash bail

a. Records personnel will process all cash bail releases.

3. Records personnel will:

a. Process the necessary release documents.

b. Deliver the approved release to Booking.

D. Cash Bail and Bail Bond.

1. Handled by records personnel at the counter in the 24 Hour Jail Lobby.

2. Records personnel will contact Booking Staff and inform them of the approved release.

3. Direct the inmate to the Release Lobby and release normally.

PRE-TRIAL FACILITY

STRIP SEARCHES

LEARNING GOAL

The trainee will be able to correctly complete strip searches prior to placement in inmate housing.

PERFORMANCE OBJECTIVES

The trainee will be able to identify why strip searches are performed.

The trainee will be able to identify the procedure for an emergency strip search.

The trainee will be able to identify the staffing requirements for a strip search.

METHOD OF LEARNING

Time Allocation: 10 min

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

The trainee will participate in a guided group discussion the purpose for conducting strip searches.

The trainee will participate in a guided group discussion on the requirements for an emergency strip search.

The trainee will participate in a guided group discussion on the staffing requirements for a strip search.

OUTLINE OF MATERIAL

I. Reason for Strip Searches

A. To prevent the introduction of contraband into the facility.

1. Weapons
2. Drugs
3. Narcotics
4. Items prohibited in the housing units

II. When to Conduct a Strip Search

A. [redacted]

B. Misdemeanors

1. [redacted]

[redacted]

C. Felony

1. [redacted]

D. Emergency Strip Search

a. [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

III. Conducting Strip Searches

A. Conducted in an area of privacy, so search cannot be observed by non-participating persons

[redacted]

[redacted]

B. There shall be no more than one inmate in a strip search room at one time.

IV. How to Conduct a Strip Search

A. Arrestees will be strip searched by an Officer of the same sex.

B. Process

[redacted]

[redacted]

[redacted]

PRE-TRIAL FACILITY

CLEANING

LEARNING GOAL:

The trainee will know the proper procedure for maintaining the cleanliness of the Housing Units.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify what the cleaning responsibilities are of the inmates housed in the Housing Units.

The trainee will be able to identify what the cleaning responsibilities are of the contracted housekeeping service.

The trainee will be able to identify which inmates are exempt from cleaning responsibilities.

The trainee will be able to identify the proper procedures for handling an inmate who refuses work assignments.

The trainee will be able to identify where cleaning supplies are stored.

The trainee will be able to identify how cleaning supplies are issued.

METHOD OF LEARNING:

Time Allocation: 15 minutes

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on what the cleaning responsibilities are of the inmates housed in the unit.

The trainee will participate in a guided group discussion on what the cleaning responsibilities are of the contracted housekeeping service.

The trainee will participate in a guided group discussion on which inmates are exempt from cleaning responsibilities.

The trainee will participate in a guided group discussion on the proper procedure for handling an inmate who refuses work assignments.

The trainee will participate in a guided group discussion on where cleaning supplies are stored.

The trainee will participate in a guided group discussion on how cleaning supplies are issued.

OUTLINE OF MATERIAL:

I. Cleaning Responsibility

A. Every inmate will be responsible for:

1. Cleaning of their own cell.

2. Keeping all common areas clean.

3. Cleaning up after himself/herself.

B. Exempt inmates

1. Inmate restricted from work by Medical/Mental staff.

a. List of names must be supplied to the Sheltered and Medical Housing Officer by the Medical/Mental staff.

(1.) Unable to complete housekeeping duties.

(2.) Inmates that have psychiatric limitations.

b. These cells will be cleaned by contracted housekeeping service.

2. Administrative Segregation

a. Inmates restricted from work by Classification are not required to do housekeeping duties outside their cells.

C. Job Assignments

1. Given out by the Housing Officer.

a. Reassignments will be made as needed.

b. The Housing Officer will make every effort to assign tasks that the inmate is capable of performing and completing.

c. Inmate may request a job change by filling out a request form.

2. If all Medical Housing inmates are restricted from work the Medical/Mental Staff will clear a Sheltered Housing Unit inmate as a worker for Medical Housing.

a. Inmate will submit to a pat down search each time they enter or leave Medical Housing.

D. Inmate refusal to work.

1. Inmates without medical/mental work restrictions cannot refuse to work.

2. Inmates who fail to keep their room clean or to perform simple housekeeping tasks may be subjected to disciplinary action.

E. Inmate workers

1. Housing Officer will assign inmates to various job assignments in the South Jail units 1-6.

   a. Jobs will be assigned by cell number.

2. Sheltered Housing, Medical Housing, Intake 1,2,3,4 and Ad-Seg will have a Limited amount of designated workers.

F. Cleaning Supplies

1. Available to inmate for cleaning purposes.

2. Returned by inmate after cleaning is accomplished.

3. Failure to return or the misuse of equipment or cleaning supplies subjects the inmate to possible disciplinary action.

4. Located in the housing unit storage closet.

   a. Sheltered Housing cleaning supplies are located in the janitor closet next to the pantry area.

   b. General Population cleaning supplies are kept in the laundry room storage closet.

   c. Ad-Seg cleaning supplies are kept in the upper and lower janitor closets.

5. Passing of supplies to Administrative Segregated inmates.

   a. An officer must be present.

   b. Passed by the officer or inmate worker.

      (1.) Through the food pass slot

   c. When cleaning supplies are picked up, the inmates garbage will be taken from the inmate at the same time.

G. Inmate job assignments

1. Prior to making assignments the Housing Officer will check the "Job Assignment Board/Sheet" for available jobs.

2. Initial assignments will be made by the Housing Officer during inmate orientation.

a. Assigned at random to new inmates.

b. Inmate's talent in a specific job may be considered.

3. Inmates will refer to the "Job Description Sheet" located on the bulletin board for their job description.

   a. Lists instructions on how to complete the job assignment.

4. Job changes may be made by the Housing Officer to maintain the cleanliness of the housing unit.

5. Inmate job list updated daily by a Housing Officer as changes are made.

   a. Ensures the accuracy of the list.

   b. Inmate names will be added or deleted based on changes in their Medical/Mental restrictions.

6. Administrative Segregation

   a. Inmates will be cleared by Classification to work outside of their cell.

      (1.) Level 7 Inmates

   b. The Housing Officer will identify cleared inmates by:

      (1.) Refer to the "Inmate In-Custody list."

      (2.) Check the Security level, medical clearance, KSF's, and disciplinary restrictions.

      (3.) Contact Classification for approval.

   c. Both male and female inmates are eligible to be inmate workers.

      (1.) Male and female inmates will not work together.

7. Inmates assigned to handle food items or pass trays:

   a. Must be medically cleared prior to assignment.

8. Inmates that have job assignments will be out of their cells only when conducting job assignments.

   a. Except for other normal out of cell activities.

   b. Ad-Seg Inmate Worker must be supervised continuously by the Housing Officer while conducting their job assignments.

II. Contracted Housekeeping Service

A. Supervised by Medical/Mental staff.

B. Areas to be cleaned:

1. Rooms of bedridden inmates

2. Rooms of inmates with contagious diseases

3. Rooms of inmates with severe mental illness

4. Examination Rooms

5. Treatment Rooms

6. Showers

7. Tub Room

8. Soiled Utility Room

9. Clean Utility Room

10. Storage Room

11. Safety Cell

12. Suicide Observation Rooms

13. Rooms of inmates that have been excused from work activity.

a. As noted on the list provided by Medical/Mental staff.

(1.) Lock down the housing unit.

(2.) Use an additional officer to assist with inmate security if necessary.

(a.) Classification level requires a second officer.

(3.) Both officers will provide security during cleaning.

(4.) Secure the cell when cleaning is completed.

(5.) Secure the housing unit from lock down status.

C. Cleaning that requires Housing Officers to standby with the contracted housekeeper will be completed as time permits.

III. Inmate Job Assignments

A. HANDICAPPED BATHROOM (Where applicable)
B. COMMON AREAS
C. CARPETS – Vacuum, Shampoo as needed
D. DINNING AREAS
E. VISITING ROOMS
F. INTERVIEW ROOMS
G. PANTRY
H. YARD / WINDOW / TELEPHONES
I. JANITOR CLOSET
J. INMATE ROOMS
K. DAY ROOM
L. HANDRAILS (Where applicable)
M. STAIRS (Where applicable)
N. TELEPHONE
O. SALLYPORTS / STAFF BATHROOM / OFFICER'S STATION
P. LAUNDRY

1. Floors – Sweep, Mop, Wax, Vacuum, Shampoo
2. Walls - Clean as needed
3. Ceiling / Light fixtures - Clean as needed
4. Sink / Toilet fixtures – Clean, Disinfect
5. Mirror - Clean
6. Trash – Empty, Clean receptacle
7. Furniture – Dust, Polish
8. Entertainment Center – Dust, Polish
9. Drinking fountains - Clean, Disinfect
10. Tables – Clean, Dust
11. Chairs - Wipe clean
12. Counter – Dust, Polish
13. Phone - Clean
14. Stainless steel – Clean, Polish
15. Ovens / Refrigerator – Clean, Polish
16. Storage area – Sweep, Mop, Organize
17. Set up meal delivery

18. Tray pick-up

19. Windows - Clean inside / outside

20. Telephones – Clean, Disinfect

21. Yard – Sweep, Hose down as needed

22. Cleaning supplies – Clean, Organize

23. Bed - Make when not in use.

24. Toilet – Clean, Disinfect

25. Railings - Wipe down, Polish

26. Steps – Sweep, Mop as needed

27. Telephones – Clean, Disinfect

28. Officers station – Dust, Wipe down

29. Clothing/Linen

    a. Exchange clean for soiled on designated exchange day.

    b. In South Jail G/P units, responsible for the washing of underclothing.

PRE-TRIAL FACILITY

COMMISSARY

LEARNING GOAL:

The trainee will understand the commissary ordering and delivery process in the housing units.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify what commissary is.

The trainee will be able to identify the proper procedure for handling commissary order forms in the housing unit.

The trainee will be able to identify what items inmates housed in their respective housing units may receive through commissary.

The trainee will be able to identify commissary schedules in the housing unit.

The trainee will be able to identify the proper procedure for the delivery of commissary within the housing unit.

The trainee will be able to identify the proper procedures for delivery of commissary to inmates classified as high risk or in lockdown status in Medical and Sheltered Housing.

METHOD OF LEARNING:

Time Allocation: 15 minutes

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on what commissary is.

The trainee will participate in a guided group discussion on the proper procedures for handling commissary order forms in the Housing Unit.
The trainee will participate in a guided group discussion on what items inmates housed in their respective housing units may receive through commissary.

The trainee will participate in a guided group discussion on commissary schedules in the housing unit.

The trainee will participate in a guided group discussion on the proper procedures for the delivery of commissary within the housing unit.

The trainee will participate in a guided group discussion on the proper procedures for delivery of commissary to inmates classified as high risk or in lockdown status in Medical and Sheltered Housing.

OUTLINE OF MATERIAL:

I. Commissary

A. A system where approved items are available for purchase by inmates.

B. All new inmate admitted into the jail will be given an intake bag consisting of a minimum:

1. (1) toothbrush.
2. (1) packet of toothpaste.
3. (1) packet of shampoo/soap
4. (1) comb.
5. (4) sheets of paper.
6. (2) mailing envelopes with no postage stamps.
7. (1) pencil.

C. Inmates housed in Intakes and General Population Units will order commissary using the Kiosk system located on the walls in each of these units. Inmates housed in Medical, Sheltered and Ad-Seg housing will be given commissary order forms.

1. Available to all inmates who have funds and are not restricted for disciplinary reasons.

D. Inmates with Medical/Mental problems may have their commissary orders monitored by Medical/Mental staff.

1. To ensure proper diet.
2. Purchases do not conflict with medication.

E. Indigent inmates

1. Inmate with less than $2.00 on their account.

2. Order a "Standard Indigent Package"

   a. Contents are identical to items contained in an Intake bag.

   b. Use the Kiosk in the housing unit to order commissary.

3. The order and delivery is handled the same as any commissary order.

4. The contents of an indigent package for a restricted inmate may vary because of recommendations made by Classification and/or Medical/Mental Health Staff.

II. Commissary Order Forms

A. Color White:

B. Will be made available to those Inmates housed in Medical, Sheltered & Ad-Seg.

C. Forms will be stored at the officer's workstation.

1. Forms may be placed in a slotted forms tray located next to the Inmate Bulletin Board.

2. The inmate is responsible for obtaining their form as needed.

   a. The Housing Officer will make commissary slips available to all lock down inmates.

D. Completed commissary form retrieval.

1. Lock down inmates.

   a. Inmate order forms will be picked up by the dayshift officer on the assigned order day.

   b. Prior to the end of shift.

2. Non-lockdown inmates Housed in Medical & Sheltered.

a. Inmate will deliver the completed forms to the Housing Officer prior to the end of dayshift on the assigned order day.

b. Secured in a drawer at the officer's station.

E. The Housing Officer, going off duty, will place the forms in a designated area for pick up by the commissary officer.

1. Jail Core

a. Placed in the inter-office slot located near records.

2. South Jail

a. Slot located in the South Jail Administration Building.

III. Commissary Delivery

A. Delivery of commissary will occur under the direct supervision of the commissary person.

1. Housing officer will provide intermittent supervision consistent with direct supervision practices.

B. Delivery to General Population inmates.

1. Delivered to the sallyport on the designated commissary day, between 1830 and 2300 hours.

2. The commissary carts will be placed in the pantry and the commissary officer will set up a table in the entrance to the pantry to pass commissary.

3. Commissary person will call each inmate up for delivery and verify the inmate's identification and commissary order.

a. Inmate presents unaltered identification band.

(1.) Verify inmates name.

(2.) Verify inmates photograph.

b. After the order is issued, the inmate will sign the generated commissary list.

C. Delivery to lock down inmates in Medical/Sheltered Housing .

1. Will receive commissary orders last.

    a. The Medical Housing Officer will contact Sheltered Housing to have an officer assist in the Medical Unit.

    b. The second Sheltered Housing Officer will assist in the Medical Unit.

    c. Two officers are required for high-risk inmates.

2. Lock down the housing unit.

3. Commissary will be delivered to the cell of the lock down inmate.

4. Secure the housing unit from lock down status when completed.

D. Commissary delivery for Administrative Segregation

1. The scheduled commissary delivery time for Ad-Seg Housing is between 1830 hrs and 2300 hrs.

2. The Commissary person will notify the Ad-Seg Tower Officer that he is ready to deliver commissary.

3. The Tower Officer will notify the Housing Officers of the delivery.

4. The Housing Officer will escort the commissary officer cell to cell of each unit to deliver commissary.

    a. The Commissary person will verify the inmate by using his identification band.

    b. The Housing Officer will unlock the food pass slot in the inmate's door.

    c. The inmate will put his hand through the food pass slot to receive each item being delivered.

    d. After the inmate has received his commissary, the commissary form will be passed through the same slot to the inmate so he can sign for the items received.

    e. The Housing Officer will lock the food pass slot.

IV. Limitations

A. Inmates have a $80.00 spending limit per order.

B. If the order exceeds the funds available:

1. Personal hygiene items will be filled first.

2. Food will be filled secondary.

C. Inmates on commissary sanctions may order personal hygiene and stationary items.

PRE-TRIAL FACILITY

LEARNING GOAL:

The trainee will be able to supervise the preparation and serving of meals to inmates.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the paperwork that must be completed at each meal.

The trainee will be able to identify the proper procedures for accepting the delivery of food trays.

The trainee will be able to identify the proper procedures for preparing food trays.

The trainee will be able to identify the proper procedure for pantry set-up and clean-up.

The trainee will be able to identify the proper procedure for serving inmate meals.

The trainee will be able to identify the proper procedure for removing trays from the Housing Unit.

METHOD OF LEARNING:

Time Allocation: 40 minutes

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. None required

The trainee will participate in a guided group discussion on the paperwork that must be completed at each meal.

The trainee will participate in a guided group discussion on the proper procedures for accepting the delivery of food trays.

The trainee will participate in a guided group discussion on the proper procedures for preparing food trays.

The trainee will participate in a guided group discussion on the proper procedure for pantry set-up and clean-up.

The trainee will participate in a guided group discussion on the proper procedure for serving inmate meals.

The trainee will participate in a guided group discussion on the proper procedure for removing trays from the Housing Unit.

OUTLINE OF MATERIAL:

I. Meal Delivery

A. The food service contractor will contact the Housing Officer.

1. Obtain inmate count.

2. Number of special diets needed.

B. The food service contractor and inmate workers will transport the food carts to the housing unit.

1. Food carts will be marked to indicate housing unit destination.

C. The food service contractor will supervise the delivery of food carts by inmate workers.

1. Food carts will be delivered to the sallyport or service sallyport.

D. The inmate pantry workers will transfer the trays from the transporting cart to the housing unit cart.

1. Pantry worker for Medical Housing will be assigned from Sheltered Housing.

2. The inmate pantry workers will take the food trays to the pantry.

a. Officer will search food carts prior to being stored.

b. Inmate pantry workers will place hot trays into ovens.

(1.) Officer will start oven 1 hour prior to the time of meal service.

c. Inmate pantry workers will place cold trays into large refrigerator.

II. Pantry Set Up

A. The actual service of the meal will be under the direct control of the Housing Officer.

B. The Housing Officer will inventory the pantry supplies once each shift prior to the meal.

1. Serving gloves

2. Hairnets

3. Aprons

C. Inmate pantry worker duties:

1. Begin pantry set up one half hour prior the to meal trays scheduled arrival time.

2. Place non-refrigerated items in the dry storage area.

D. Approximately (10) minutes prior to the meal being served the Housing Officer will announce for all non-lockdown inmates to return to their cells.

1. Except for the pantry workers.

E. Designated workers will set up tables in the dining area.

III. Meal Service For All Inmates

A. Medical Housing:

1. Medical Staff will have the responsibility of delivering all meals to those inmates who are in isolation.

a. The Housing Officer will be required to open the cell doors of isolation inmates, so Medical Staff can deliver the food tray.

b. High risk inmates will require two officers to be present when the door is opened otherwise the food will be passed thru the food slot.

(1.) Confirm with Correctional Health Care staff for inmates who require isolation tray.

2. Ambulatory and G.P. inmates will go through the food service line in the kitchen.

a. After the lock down meals have been delivered.

B. General Populations, Sheltered and Intake Housing:

1. The Housing Officer will call a group of (16) non-lockdown inmates from their cells to go through the food line at a time.

a. When the line shortens to 4 - 5 inmates the officer will call a new group to the food line.

b. The inmate will take a cup and pour his/her own water.

c. Take the meal to the designated eating area.

d. This will continue until all the inmates have gone through the food line.

e. Inmates requiring special diets are to be served separately, either first or last.

2. Meal service for lock down inmates

a. Pantry workers will place the correct number of trays on the delivery cart.

b. A Housing Officer will escort the inmate pantry worker to each lock down cell to deliver the meal.

c. The Housing Officer will unlock the cell door and the lock down inmate will take the tray and beverage from the inmate pantry worker.

C. Administrative Segregation

1. Inmate workers will place the correct number of trays, cups and special diet meals on the serving cart.

a. The inmate worker on the top tier will stack the food trays into two groups (cold and hot) and take them to the top tier.

2. The Housing Officer will escort one of the inmate pantry workers to each cell.

a. One officer will do the upper level.

b. One officer will do the lower level.

3. The Housing Officer will open the food pass slot of each cell as he and the inmate pantry worker arrive at it.

a. The inmate pantry worker will pass the tray into the cell.

b. No meal will be left in the food pass slot.

(1.) If the inmate does not get up to receive his meal, the officer will document it as a refusal.

c. The Housing Officer will close and lock the food pass slot after the meal has been passed or refused.

D. Pantry workers will eat last.

IV. Tray Return

A. Medical Housing:

1. The inmate will empty their tray into garbage can and stack trays onto serving cart.

2. The Housing Officer will be required to open the cells of lock down inmates and trays will be placed outside of cell.

3. High risk inmates will require two officers.

B. General Population, Sheltered and Intake Housing Units:

1. Non-lock down inmates

a. Inmates will empty their tray of garbage and uneaten food into the garbage can before putting it back on the serving cart.

2. Lock down inmates (5.19.34)

a. Once all non-lock down inmates have returned their trays a pantry worker will collect trays from the lock down inmates.

b. The Housing Officer will open the cell door. The lock down inmate will set their tray outside the cell.

(1.) Two officers for high-risk inmates

c. The Housing Officer will secure the inmate cell door.

d. The inmate pantry worker will pick up the tray from outside the cell door.

e. The trays will be returned to the pantry to be scraped.

C. Administrative Segregation:

1. The Ad-Seg Housing Officer will escort the same pantry worker to each cell.

a. The Housing Officer will unlock the food pass slot.

b. The inmate will pass their tray and garbage out through the slot to the pantry worker.

c. The Housing Officer will secure the food pass slot.

2. The pantry worker will:

a. Stack the tray inserts.

b. Dispose of the garbage that is collected.

V. Documentation of Meal Refusals

A. If the inmate does not get up to receive his/her meal or refuses to take the meal, <u>it will be documented as a meal refusal</u>.

1. In CJIS "Add Jail Incident" screen.

VI. <u>Pantry Clean Up</u>

A. Will be done by pantry workers.

1. Scrape food from trays and inserts into the garbage.

a. Trays will be placed back on the cart.

2. Pantry will be cleaned and made ready for the next meal.

B. Under the supervision of the Housing Officer, pantry workers will place the food carts containing the dirty trays, garbage, and crates into the sallyport for pick by the contracted food service.

VII. Sack Lunches

A. Sack lunches will be delivered to each housing unit for lunch food service.

B. When extra sack lunches are required.

1. Delivered to the appropriate housing unit upon request of the housing officer.

a. The food service contractor will advise the Housing Officer when the lunches are in the sallyport or service sallyport.

2. Inmate pantry workers will place the sack lunches in the refrigerator.

a. The Housing Officer will lock the refrigerator.

C. Inmates who miss their meal due to an appointment may be giving a sack lunch.

VIII. Pantry Worker Guidelines

A. It is the responsibility of the pantry worker to be available when food carts are delivered.

1. To be excused from work the inmate must notify the Housing Officer they have an appointment or are sick prior to their scheduled shift.

B. Inmates are required to:

1. Report to work on time.

2. Be showered.

3. Be shaved.

4. Have clean fingernails.

5. Be dressed in clean clothing.

6. Wear hairnets and plastic gloves at all times while on duty.

7. Do not bring anything into or out of the pantry area.

8. Wash their hands thoroughly:

a. Before handling any food.

b. After eating.

c. After using the restroom.

IX. Use of the Pantry Microwave Oven

A. The pantry is equipped with a microwave oven that is under the control of the Housing Officer and is to be used at his discretion and under his direction and supervision.

PRE-TRIAL FACILITY

HOUSING ADMISSION / ORIENTATION

LEARNING GOALS:

The trainee will be able to properly admit and orientate an inmate into the housing unit.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the criteria used to determine an inmate's cell assignment.

The trainee will be able to identify the divisions of responsibilities between Medical Staff and Security Staff in Medical Housing.

The trainee will be able to identify the correct procedures for receiving an inmate into the Housing Unit.

The trainee will be able to identify when Medical Staff will participate in the reception of an inmate admission to Medical Housing.

The trainee will be able to identify what paperwork is necessary to admit an inmate into the housing unit.

The trainee will be able to identify the type of searches conducted on inmates admitted into the housing unit.

The trainee will be able to identify the proper procedures for exchanging clothing with an inmate admission into Medical Housing.

The trainee will be able to identify the proper CJIS entries associated with inmate admissions to a housing unit.

The trainee will be able to identify the proper procedures for orienting an inmate admission into the housing unit.

METHOD OF LEARNING:

Time Allocation: 1 hour 40 minutes

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. One monitor and VCR.
2. Housing Orientation Video

The trainee will participate in a guided group discussion on the criteria used to determine an inmate's cell assignment.

The trainee will participate in a guided group discussion on the divisions of responsibilities between Medical Staff and Security Staff in Medical Housing.

The trainee will participate in a guided group discussion on the correct procedures for receiving an inmate into the housing unit.

The trainee will participate in a guided group discussion on when Medical Staff will participate in the reception of an inmate's admission to Medical Housing.

The trainee will participate in a guided group discussion on what paperwork is necessary to admit an inmate into the housing unit.

The trainee will participate in a guided group discussion on the type of searches conducted on inmates admitted into the housing unit.

The trainee will participate in a guided group discussion on the proper procedures for exchanging clothing with an inmate admission into the housing unit.

The trainee will participate in a guided group discussion on the proper CJIS entries associated with inmate admissions to the housing unit.

The trainee will participate in a guided group discussion on the proper procedures for orienting an inmate admission into the housing unit.

OUTLINE OF MATERIAL:

I. Definitions

A. Scheduled transfers:

1. Daily transfers as a result of formal classification and review of inmate status. Scheduled transfers will have a pre-determined housing assignment.

B. Unscheduled transfers:

1. Transfers of inmates pre-segregated because they pose an immediate threat to themselves, other inmates, staff or the smooth operation of the facility.

II. Admission Process

A. Jail Core

[redacted]

[redacted]

3. Necessary preparations prior to the inmate(s) arrival:

   a. [redacted]

4. The Transporting Officer will escort the inmate(s), and notify the Housing Officer upon their arrival to the sallyport.

   [redacted]

5. Medical Staff will advise the Housing Officer in Medical as to what cell the inmate will be housed in.

6. When the transporting officer enters the housing unit with the transfers:

   a. The Housing Officer will take custody of the inmate(s).

   b. Receive any accompanying paperwork.

      (1.) Medical paperwork will be turned over to the Medical Staff.

7. [redacted]

   a. <u>Intake Housing</u>

      [redacted]

[redacted]

[redacted]

b. Medical and Sheltered Housing

[redacted]

8. Transfers will be issued a bed roll which consists of:

a. 1 blanket

b. 2 bed sheets

c. 1 pillow case

d. 1 towel

e. Transfers from booking will also receive a welfare bag.

9. All property that is brought into the housing unit will be searched, and contraband will be removed.

10. Transfers will receive an orientation for the housing unit by the Housing Officer.

B. South Jail

1. Process for General Population

[redacted]

[redacted]

7. After acceptance, the inmates will receive orientation of the housing unit from the Housing Officer.

C. Administrative Segregation

1. [redacted]

a. Notification information

[redacted]

[redacted]

a. Transfer(s) will be issued a bedroll.

[redacted]

10. The Ad-Seg Officer will orientate the transfer as soon as possible after arrival.

a. A welfare bag and a lunch will be issued to inmate's arriving from booking.

III. Cell Assignments

A. Housing Officer will assign the transfer to a cell.

1. The Tower Officer will do cell assignments for Ad-Seg transfers.

2. Intake [redacted]

[redacted]

3. Intake [redacted]

[redacted]

4. Intake [redacted]

a[redacted]

[redacted]

5. Intake [redacted]

[redacted]

4. Medical

a. [redacted]

[redacted]

[redacted]

b. [redacted]

[redacted]

[redacted]

c. [redacted]

5. Sheltered Housing

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

6. General Population

[redacted]

7. Administrative Segregation

[redacted]

[redacted]

[redacted]

9. Every effort should be made to move inmates as necessary, so the proper designated cells can be used.

B. Cells assignment process:

1. Access ATIMS.

IV. Inmate Orientation

A. Inmates will receive a formal orientation as soon as practical.

1. Conducted by the Housing Officer.

2. In Medical and Sheltered Housing Medical/Mental Staff may provide inmates with an orientation regarding medical/mental issues.

B. Where to conduct formal orientation:

1. Intake Units

[redacted]

2. Medical and Sheltered Housing

[redacted]

[redacted]

3. General Population Housing

[redacted]

4. Ad-Seg Housing

[redacted]

5. If the inmate is bedridden formal orientation will be completed in the inmates cell.

C. The inmate will view the "Inmate Orientation Video."

D. The Housing officer will distribute:

1. A copy of the "Housing Guidelines"

2. An "Inmate Rule Book" (If the inmate is not in possession of one.)

4. Inmate will be instructed to read these items.

E. The Inmate will be allowed sufficient opportunity to ask questions, which will be answered clearly and completely by the Housing officer.

F. Housing Officer will instruct the inmate to notify friends/family of their location for visiting

purposes.

G. Inmates will be given a job assignment.

1. Given by cell assignment.

2. Job assignments given in G/P Housing.

H. Upon conclusion of the orientation:

1. G/P inmates will be released to join housing unit activities.

2. Lock down inmates will be returned to their cell.

INSTRUCTORS' NOTE: **The instructor will show the Housing Unit Orientation video**.

PRE-TRIAL FACILITY

INMATE APPOINTMENTS OUTSIDE THE HOUSING UNIT

LEARNING GOALS:

The trainee will be able to find out which inmates have appointments outside the Housing Unit and how to prepare them for transportation.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the types of appointments inmates will go to from the Housing Unit.

The trainee will be able to identify how and when to access the ATIMS system to obtain a listing of inmates with appointments outside the Housing Unit.

The trainee will be able to identify the proper notifications to be made to Medical Staff in Medical and Sheltered Housing.

The trainee will be able to identify the proper steps to prepare inmates for transportation.

The trainee will be able to identify the ATIMS process for sending inmates to and receiving inmates from appointments.

The trainee will be able to identify what clothing inmates will wear to appointments outside the Housing Unit.

The trainee will be able to identify the proper procedures to release an inmate from the Housing Unit to transportation for the appointment.

The trainee will be able to identify who has custody responsibility for the inmate throughout the process.

METHOD OF LEARNING:

Time Allocation: 30 min

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on the types of appointments inmates will go to from the Housing Unit.

The trainee will participate in a guided group discussion on how and when to access the CJIS system to obtain a listing of inmates with appointments outside the Housing Unit.

The trainee will be able to identify the proper notifications to be made to Medical Staff in Medical and Sheltered Housing.

The trainee will participate in a guided group discussion on the proper steps to prepare inmates for transportation.

The trainee will participate in a guided group discussion on the CJIS process for sending inmates to and receiving inmates from appointments.

The trainee will participate in a guided group discussion on what clothing inmates will wear to appointments outside the Housing Unit.

The trainee will participate in a guided group discussion on the proper procedures to release an inmate from the Intake Housing Unit to transportation for the appointment.

The trainee will participate in a guided group discussion on who has custody responsibility for the inmate throughout the process.

OUTLINE OF MATERIAL:

I. Types of Appointments

A. Court

B. Hospital [redacted]

C. Clinic

1. Clinic at [redacted]

2. Clinic in Jail Core building

D. Court ordered day pass

E. Not limited to the above

II. To Obtain a List of Scheduled Appointments

A. The Housing Officer will access the ATIMS

B. The Housing Officer will print a copy of the list to be used as a reference.

1. This list will show all inmates in the housing unit who are scheduled for appointments.

2. This list should be printed at the following times:

a[redacted]

b. [redacted]

III. Preparation for Appointment Transportation

A. The Housing Officer will advise inmates of their appointment.

1. In Ad-Seg the Tower Officer will advise inmates of appointments via the intercom.

B. General Population inmates [redacted]

1. Lock down inmates [redacted]

C. Inmates [redacted]

1. All inmates [redacted]

D. Inmates will only be allowed to take legal or medical papers that are necessary for their appointment.

E[redacted].

1. [redacted]

IV. Steps for Releasing Inmates to Transportation for Appointments

A. Steps to follow prior to release **ONE or SMALL GROUPS** of inmates for appointments:

1. Access ATIMS

2. Enter the appointment location code in the proper field.

3. Locate the inmate(s) name.

B. Steps to follow prior to releasing **LARGE GROUPS** of inmates for appointments:

1. Access ATIMS

C. Steps Transportation/ Escort Officers will take:

1. Upon arrival, verify the names of inmates with his/her copy of the transportation list.

a. Will only take those inmates listed on the list, no add-ons.

2. [redacted].

a. [redacted]

b. All inmates will be moved in accordance to policy and procedure based on their classification.

V. Inmate Custody Responsibility

A. The Housing Officer has responsibility for the inmate's care, custody and control while in the housing unit.

B. Once the inmate is logged out of the housing unit in ATIMS and the transporting officer receives the inmate, the transporting officer is responsible for the inmate's care, custody and control until returned to the housing unit.

VI. Returning Appointments

A. Jail Core

1. [redacted]

a. The Housing Officer will check and verify that the sallyport is clear.

2. [redacted]

a. [redacted]

(1.) Depending on where the inmate's appointment was.

b. The Transportation Officer will then enter the sallyport with the inmate and provide supervision until the Housing Officer takes custody of the inmate.

3. [redacted]

a. Male inmates by a male officer and female inmates by a female officer.

b. Medical & Sheltered Housing

(1.) [redacted]

(2.) [redacted]

(a.) [redacted]

c. Intake Housing

(1.) [redacted]

(2.) [redacted]

B. South Jail

1. General Population

a. [redacted]

b. [redacted]

(1.) [redacted]

(2.) [redacted]

c. [redacted]

(1.) [redacted]

2. Administrative Segregation

a. [redacted]

(1.) [redacted]

(2.) [redacted]

b. [redacted]

c. [redacted].

(1.) [redacted]

(2) Once the inmate is secured in the cell, the Ad-Seg Officer will take over responsibility for the inmate.

D. The Housing Officer will:

1. Use the printed appointment list to verify the returning inmates.

2. Provide a meal for the inmates that missed feeding due to their appointment.

a. Sack lunch

PRE-TRIAL FACILITY

INMATE COUNT

LEARNING GOAL:

The trainee will be able to conduct correct counts in the Housing Unit.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the various types of count.

The trainee will be able to identify the proper times counts are to be conducted.

The trainee will be able to identify the proper procedures to conduct each type of count.

The trainee will be able to identify proper procedures to clear the count in the Housing Unit.

METHOD OF LEARNING:

Time Allocation: 15 min

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on the various types of count.

The trainee will participate in a guided group discussion on the proper times counts are to be conducted.

The trainee will participate in a guided group discussion on the proper procedures to conduct each type of count.

The trainee will participate in a guided group discussion on proper procedures to clear the count in the Medical Housing Unit.

OUTLINE OF MATERIAL:

I. Definitions

A. CENSUS OR INFORMAL COUNT:

Counts conducted by security staff as scheduled and/or routine activities take place.

B. FORMAL COUNT:

Counts conducted by security staff at regular scheduled times with minimal movement. The Housing Officer will compare body and I.D. band to inmate list.

C. EMERGENCY COUNT:

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

D. INMATE IDENTIFICATION WRISTBAND:

An inmate identification wristband created and issued at booking with the inmate's photograph, name, and assigned booking number.

E. INMATE INCUSTODY LISTS:

ATIMS. produced list of all inmates assigned to a particular housing unit in a cell number order.

II. Census or Informal Count

A. Hours

[redacted]

B. Housing Officer will:

[redacted]

[redacted]

III. Formal Count

A. Hours

[redacted]

B. Generate and print a Custody List in ATIMS

[redacted]

3. Used as a reference during count.

C. Housing Officer will announce for all inmates to return to their cell for count.

1. Except inmates authorized for visits.

[redacted]

D. Prior to beginning count the Housing Officer will verify inmates in visits, programs, or attending appointments.

[redacted]

F. Count will consist of:

[redacted]

[redacted]

G. If the count is correct, acknowledge count secure and go about your normal duties.

H. If count is not correct, immediately recount using the above procedures.

[redacted]

IV. Emergency Count

A. Unscheduled counts

B. Reasons for an Emergency Count:

[redacted]

C. Procedures for conducting an Emergency Count:

[redacted]

[redacted]

D. Make all necessary corrections once the error has been identified.

E. If all attempts to find the inmate fail:

[redacted]

PRE-TRIAL FACILITY

INMATE HYGIENE

LEARNING GOAL:

The trainee will know what hygiene and hair care items are available for inmates to maintain an acceptable level of cleanliness.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify how inmates will obtain personal hygiene items.

The trainee will be able to identify the proper procedures for inmates to receive haircuts in the housing unit.

The trainee will be able to identify the proper procedures for using nail clippers.

The trainee will be able to identify the proper procedures for inmate showers in the housing unit.

The trainee will be able to identify the proper procedures involving shaving implements.

METHOD OF LEARNING:

Time allocation: 30 min

A. Classroom requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. None required

The trainee will participate in a guided group discussion on how inmates will obtain personal hygiene items.

The trainee will participate in a guided group discussion on the proper procedures for inmates to receive haircuts in the housing unit.

The trainee will participate in a guided group discussion on the proper procedures for using nail clippers.

The trainee will participate in a guided group discussion on the proper procedures for inmate showers in a housing unit.

The trainee will participate in a guided group discussion on the proper procedures involving shaving implements.

OUTLINE OF MATERIAL:

I. Personal Hygiene Articles

A. Inmates will be provided with water and hygiene articles as necessary for health and cleanliness.

B. Inmates will be able to purchase personal hygiene articles through the commissary.

1. All inmates are required to keep themselves clean.

2. Female inmates will be supplied sanitary napkins upon request.

3. Inmates without sufficient funds will order a "Standard Indigent Package" with a commissary order form.

C. Newly received inmates will be issued a minimum:

1. One toothbrush

2. One packet of toothpaste

3. One packet of shampoo/soap

3. One comb

4. Four sheets of paper

5. Two mailing envelopes

6. One pencil

II. Showers

A. Classified inmates

1. General Population

[redacted]

(1.) Feeding

(2.) Count

(3.) Anytime normal housing activities are suspended.

c. [redacted]

2. Sheltered Housing

[redacted]

3. Medical Housing

[redacted]

b. Medical baths

(1.) Medical Staff will be responsible for the non ambulatory inmates receiving medical baths.

4. Inmates on lock down status in Sheltered and Medical Housing.

a. High Risk/Special Security Handling

b. Inmates with severe mental illness

c. Will shower before General Population inmates have completed their showers.

(1.) Monitored by both Security and Medical/Mental Health Staff

d. Will be escorted to the shower by at least one Housing Officer depending

on the inmate's classification.

(1.) The Housing Officer will handcuff the inmate.

(a.) High–risk inmates will be handcuffed behind the back.

(2.) The handcuffs will be removed in the shower.

(3.) The process will be reversed when the inmate returns from the shower.

e. Will be given approximately (15) minutes to shower.

f. While conducting showers for lock down inmate, General Population inmates will remain locked in their cells.

5. Administrative Segregation

a. [redacted]

c. Shower days will alternate between male and female inmates.

[redacted]

c. Inmates are escorted to the shower, on the floor they are housed, by at least one Housing Officer depending on the inmate's classification.

(1.) [redacted]

(2.) [redacted]

(3.) [redacted].

(a.) [redacted]

(4.) [redacted]

C. Dress code.

1. Must be fully dressed in standard issue jail clothing at all times when not in their cell.

a. Includes going to and from the shower.

III. Hair Care

A. General Population Inmates

1. May cut their own hair or have another inmate in the housing unit cut their hair.

2. Guidelines:

a. Hair cutting can be done between 0800 - 2300 hours daily.

(1.) Cannot interfere with other housing activities or inmate responsibilities.

b. Hair cutting will take place in any area that is non-carpeted or approved by the Housing Officer and permits observation by Security Staff.

B. Administrative Segregation/Lock down inmates

1. Haircuts will only take place in the inmate's cells.

a. Inmate will cut his/her own hair.

1. Guidelines

a. Inmate will fill out an Inmate Request Form.

b. The items are taken to the inmate at his/her cell.

a. Hair cutting will not interfere with other housing activities.

3. Staff will not participate in giving haircuts.

C. Disinfecting and storage of hair clippers.

1. Hair cutting equipment and disinfectant will be stored in the locked drawer at the officer's workstation.

2. Responsibilities of inmates participating in haircuts:

a. If an inmate wants to cut his/her hair they will ask the Housing Officer.

b. The inmate receiving the haircut will check out the hair cutting equipment and disinfectant from the Housing Officer.

c. Inmate who checked out the equipment is responsible for disinfecting all equipment used and cleaning up the area.

d. Equipment and disinfectant must be returned to the Housing Officer after haircut is completed.

3. Responsibilities of the housing officer:

a. Inventory all items each time they are checked out and returned.

b. Ensure that the equipment is disinfected.

4. Return equipment to the locked cabinet in the officer's workstation.

D. Infestations

1. Officer will be contacted immediately if the inmate giving the haircut notices any infestation.

a. Head lice

b. Nits

b. Other infestations

2. Infested inmate will be assigned to lock down status in his cell.

3. Medical Staff will be notified.

4. All contaminated hair cutting equipment will be disinfected.

a. Follow procedures for handling parasitic infestations.

IV. Nail clippers

A. Available in each housing unit.

1. Stored in a secured drawer at the officer's work station.

2. Inmate will check them out from the Housing Officer.

3. The nail clippers will be returned to the Housing Officer after the inmate is done using them.

4. The inmate who checks out the nail clippers will be responsible for disinfecting them.

5. Housing officer will make certain that all equipment has been disinfected and returned to the locked drawer in the officer's workstation.

V. Procedure for Disinfecting Hair Cutting Equipment and Nail Clippers

A. Method to be used prior to putting equipment away.

1. Dip equipment in disinfectant solution.

a. Dip for 3 - 5 seconds.

b. Let air dry.

c. Brush off any loose hair.

VI. Shaving Implements

A. Will consist of a single edge disposable razor

B. Officer will document who receives a razor on the Inmate Razor Issuance Form.

C. In the General Population Housing units razors will be issued from 0800 – 0900 hours.

D. Intake 1, 2, 3, 4, Sheltered, Medical Housing and Administration Segregation they will be issued when time allows.

1. Razors issued as needed for a one time use only.

a. An Inmate wanting to shave will request a razor. The Officer will issue a new razor to the inmate. After a reasonable period of time, the Officer will retrieve the razor and dispose of it.

b. The Inmate will receive disciplinary action if he refuses to return the razor or if it is returned in an altered state.

2. Officers will make sure that razors are disposed in the Sharps container inside the Medical Exam room.

PRE-TRIAL FACILITY

INMATE PROGRAMS

LEARNING GOAL:

The trainee will understand what and how programs will be conducted in the housing unit.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify what programs will be provided for inmates in the housing unit.

The trainee will be able to identify requirements for an inmate's participation in the programs.

METHOD OF LEARNING:

Time allocation: 10 min

A. Classroom requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. None required.

The trainee will participate in a guided group discussion on what programs will be provided for inmates in the housing unit.

The trainee will participate in a guided group discussion on the requirements for an inmate's participation in the programs.

OUTLINE OF MATERIAL:

I. Types of Inmate Programs

A. Counseling

B. Religion

C. Education

II. Officer's Duties

A. The Housing Officer will post a current list of all scheduled programs.

1. Advise the inmates of when the program will begin.

III. Providers Responsibilities

A. Supervise inmates in the program.

1. Housing Officer will monitor the program consistent with direct supervision practices.

B. Conduct the program in a professional manner.

1. Programs will be conducted in the multipurpose room or a common area.

2. Cannot disrupt the smooth operation of the housing unit.

3. Immediately call for assistance if a problem arises.

C. Items to be given to the inmate:

1. Must be approved by the Facility Administrator.

2. Will be given to the Housing Officer.

a. The Housing Officer will search all items for contraband.

b. Officer will give the inmates the approved Items.

D. Conclusion of the program:

1. The provider will notify the Housing Officer prior to leaving the unit.

a. The Housing Officer will notify Jail Central Control of provider leaving housing unit.

IV. Inmate Participation

A. Inmates attending programs are expected to stay for the full program.

1. Unless they become ill.

2. Unless an emergency occurs.

B. Administratively Segregated inmates

1. Programs other than education will be made available to non-restricted inmates who have filled out an "Inmate Request Form" asking for a specific program.

2. Inmate fills out an "Inmate Request Form."

a. Requests a specific program.

b. The request is forwarded to the responsible provider.

3. The Housing Officer will escort the provider to the inmate's cell.

   a. Programs will be conducted at the cell door.

   b. The food pass slot will be locked at ALL times.

   c. In Ad-Seg the provider will use the slide speaker port in the cell door to communicate with the inmate.

PRE-TRIAL FACILITY

INMATE PROPERTY

LEARNING GOAL:

The trainee will understand the process for collecting, storing, and returning property of inmates that have been reclassified or transferred to another housing unit in a lawful and efficient manner.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the proper process for collecting an inmate's property that has been reclassified or transferred to another housing unit.

The trainee will be able to identify the proper way for storing an inmate's property that has been reclassified or transferred to another housing unit.

The trainee will be able to identify the proper process for returning an inmate's property that has been reclassified or transferred to another housing unit.

METHOD OF LEARNING:

Time Allocation: 15 minutes

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on the proper process for collecting an inmate's property that has been reclassified or transferred to another housing unit.

The trainee will participate in a guided group discussion on the proper process for storing an inmate's property that has been reclassified or transferred to another housing unit.

The trainee will be able to identify the proper process for returning an inmate's property that has been reclassified or transferred to another housing unit.

OUTLINE OF MATERIAL:

I. Property Transfers

All property will be searched when inmate is transferred to a new housing unit.

A. Administrative transfers

1. Inmate transferred to another housing unit and/or reclassified within their current housing unit by classification, includes:

a. General Population

b. Protective Custody

c. Administrative Segregation

d. High Risk Dangerous

B. General Population transfers

1. Will be allowed to take all their property with them.

a. Pre-trial Facility

b. Sentenced Facility

C. Transfers to Administrative Segregation for reasons other than disciplinary.

1. Will be allowed to have their property with them.

D. Pre-Hearing Segregation transfers

1. Inmate who has committed a major rules violation and is awaiting a disciplinary hearing.

a. Disciplinary hearing:

(1.) 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.

2. Items will remain with the inmate until the outcome of the disciplinary hearing.

E. Disciplinary Transfers

1. Inmate transferred to Administrative Segregation disciplinary isolation to serve time for rule violations.

2. Will be allowed to take the following items only:

a. Health aids

(1.) Medication

(2.) Prescription eyeglasses

(3.) Hearing aids

(4.) Any other medically approved item

b. Hygiene articles

c. Legal material

d. Religious material

(1.) Custody Administration approved

(a.) Printed material or article issued by religious Program Providers.

e. Items found in a welfare bag

F. Medical transfers

1. Inmate transferred to another housing unit under the direction of Custody Medical/Mental Health Staff.

2. Will be allowed to have their property.

a. Medical/Psych staff will determine if an inmate will be allowed to have certain items depending where they are housed in Medical housing.

II. Collection

A. Personal property will be collected and inspected by the Housing Officer.

1. At no time will an inmate be allowed to handle the personal property of another inmate.

2. Perishable items

a. Any food item belonging to an inmate whether the packaging has been opened or not will be destroyed if:

(1.) Moved to Administrative Segregation for disciplinary isolation

(2.) If security level does not permit items

(3.) **NOT** for Pre-hearing segregation

b. Prevent spread of vermin.

3. Non-perishable items

a. Any item, other than food, belonging to an inmate.

b. Inventoried and bagged by the Housing Officer.

(1.) Administrative Segregation movement for disciplinary isolation.

(2.) Inventory entered into ATIMS.

(3.) Four copies generated

(a.) One placed inside the bag with the property.

(1a.) Signed and dated by the inmate and officer

(b.) One attached to the outside of the bag

(c.) One given to the inmate

(d.) One attached to the incident report

c. Once property is cleared from disciplinary status property will remain on property.

d. Inmates refusal to sign the "Property/Clothing Receipt"

(1.) Inventorying Officer will:

(a.) Inform the arrestee that the Sheriff's Office will not assume any legal responsibility for any items to be lost or stolen.

(b.) Write "REFUSED" and the incident number in the inmate signature area.

(2.) If the inmate is physically unable to sign, the officer will note it in the inmate signature area.

B. Legal materials will not be taken from the inmate.

1. Legal material: (defined)

a. Printed material or mail between inmate and:

(1.) Attorneys

(2.) Judges

(3.) Legal aid service

(4.) Agencies providing legal services

(a.) Para-professionals having bona fide association with such agencies

(b.) Clerks from Federal, State and local courts

(c.) Public Officials

(1a.) Their representatives acting in their official capacities.

(d.) Custody Law Librarian

2. Materials may be opened and searched.

a. In the presence of the inmate to whom it is addressed.

b. To verify that it is legal material.

III. Storage

A. The Housing Officer will contact the Property Custodian.

1. Arrange for the inmate's property to be picked up.

B. Inmate's property will be secured in the housing unit.

1. Pending arrival of the Property Custodian.

2. Added to the inmates existing property in the property room.

C. South Jail

1. The Housing Officer will take the property to the secure closet behind the Administrative Officer's workstation in the South Jail Administration Building.

2. The South Jail Administrative Officer will contact Property and arrange for them to collect the property.

3. The Administrative Officer is responsible for releasing the property to the Property Custodian.

a. If the property has not been picked up by the end of the shift, the off going Administrative Officer should include that information to the oncoming shift.

IV. Releasing Property

A. Additional personal property is treated the same as property taken at booking.

1. Includes property taken from inmate due to disciplinary reasons.

B. Property released when:

1. Inmate released from custody.

2. Inmate releases all of their property to a third party.

C. Third party releases

1. The inmate is responsible initiating the third party release.

2. The inmate will obtain a "Third Party Release Form" from the Housing Officer.

3. The inmate will enter the appropriate information on the form.

    a. Name of person to release property to.

    b. Identification to be used by person obtaining the property.

    a. Property to be released

        (1.) Personal property

        (2.) All property

    a. Signature of inmate requesting the release of property

4. The inmate will give the completed form to the Housing Officer 72 hours prior to the requested pick up time.

5. The Housing Officer will send the form to the Property Custodian in Booking via the Inter-Office mail.

6. The form will be filed in the Property Room at booking until the third party arrives to pick up the property.

PRE-TRIAL FACILITY

INMATE REQUEST FORMS

LEARNING GOAL:

The trainee will be able to correctly process Inmate Request Forms generated in the Housing Unit.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the correct procedure for processing Inmate Request Forms.

The trainee will be able to identify the CJIS process for handling Inmate Request Forms.

The trainee will be able to identify types of inmate requests.

METHOD OF LEARNING:

Time allocation: 10 minutes

A. Classroom area requirements.

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on the correct procedure for processing Inmate Request Forms.

The trainee will participate in a guided group discussion on types of inmate requests.

OUTLINE OF MATERIAL:

I. Types of Inmate Requests

A. Inmate requests

1. The Housing Officer will make a reasonable effort to answer inmate requests during the shift.

2. Inmate request forms will be available in the housing unit.

   a. Lock down inmates will receive request forms upon request from the Housing Officer.

3. Inmate request forms will be placed in a wall mounted slotted box next to the inmate bulletin board.

   a. In Ad-Seg the forms are stored in a shelf next to the officer workstation.

4. Inmates may pick up forms as needed.

5. Extra forms will be stored in a drawer at the officer workstation.

6. The nightshift Housing Officer will pick up completed request forms and process them.

[redacted]

7. The following can be answered by the Housing Officer:

    a. Release date (Outdates)

    b. Bail

    c. Holds

    d. Court date

    e. Request to be seen at sick call or on the Kiosk

    f. Housing unit job change

    g. Haircut supplies

    h. Request to speak to the shift supervisor.

8. Write the answer on the request form.

9. Return the form to the inmate prior to the end of the shift.

10. If the Housing Officer cannot answer the request form it will be forwarded to the proper person or program.

    a. South Jail Officers will take them to the South Jail Administration building.

        (1.) Prior to going off duty

        (2.) Place in the designated slot

    b. Jail Core Officer will take them to the appropriate slot next to Records in the Sheriff Administration Building.

        (1.) Prior to going off duty

11. The inmate must use a separate request form for each person or program they want to inquire about.

II. Process

A. Most requests directed to the Housing Officer can be answered by accessing the ATIMS screen.

B. Requests to be seen at sick call can be handled by the Housing Officer or by the inmate in the Kiosk machine until 2100 hours.

1. Access the "Maintain Inmate Sick Call"

2. Enter the inmate's booking number or the inmate's name.

3. Enter the inmate's complaint.

4. Press "Enter" and the inmate will be automatically scheduled for the next triage.

C. Out of custody programs

1. The request slip can be forwarded to the program.

D. Request to speak to the Shift Supervisor

1. Non-emergency

a. Inmate completes the request form, and the Housing Officer will forward it to the Shift Supervisor.

2. Emergency

a. Contact the Shift Supervisor and tell him/her of the inmate's request.

PRE-TRIAL FACILITY

INMATE VISITING

LEARNING GOAL:

The trainee will understand the proper procedure for conducting inmate visiting.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify when inmates are allowed to visit.

The trainee will be able to identify what items are allowed through the paper pass.

The trainee will be able to identify any special handling requirements for an inmate visit.

The trainee will be able to identify the ATIMS process for inmate visiting.

The trainee will be able to identify the Housing Officers responsibilities during an inmate visit.

The trainee will be able to identify the proper procedures for handling visiting rules violations.

METHOD OF LEARNING:

Time allocation: 20 min

A. Classroom area requirements.

   1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids.

   1. None Required.

The trainee will participate in a guided group discussion on when inmates are allowed to visit.

The trainee will participate in a guided group discussion on what items are allowed through the paper pass.

The trainee will participate in a guided group discussion on any special handling requirements for an inmate visit.

The trainee will participate in a guided group discussion on the ATIMS process for inmate visiting.

The trainee will participate in a guided group discussion on the Housing Officers responsibilities during an inmate visit.

The trainee will participate in a guided group discussion on the proper procedures for handling visiting rules violations.

OUTLINE OF MATERIAL:

I. Visiting

A. Visiting defined:

1. Non-contact visit between inmate, family, friends and associates.

2. Conducted in secure visiting booth.

a. Provides privacy.

b. Sound control.

c. Security glass that separates inmate from the visitor.

d. Telephones for private conversations.

B. Visiting rooms

[redacted]

a. One inmate will be assigned to each room at a time.

b. Assigned by the Public Screening Officer.

2. Medical & Sheltered Housing have a visiting room designed to accommodate an inmate in a wheel chair.

II. Paper Pass

A. Paper Pass defined:

1. [redacted]

[redacted]

2. Documents or health appliance items.

   a. A visitor may request the use of the paper pass room.

      (1.) For the signing of documents.

      (2.) Passing of health appliance items.

         (a.) Prescription glasses - ONLY

            (1a.) No eyeglass cases or cleaning material

         (b.) Hearing aid

         (c.) Dentures

         (d.) Not limited to the above

   b. The Public Screening Officer will:

      (1.) Check to see if the room is available.

      (2.) Inspect the documents or health appliance.

      (3.) Notify the Housing Officer.

   c. The Housing Officer will:

      (1.) Respond to the paper pass room.

      (2.) Have the inmate wait outside during the transaction.

         (a.) Secure the inmate in another area if the classification dictates.

      (3.) Have the inmate:

         (a.) Sign the documents and return it to the visitor.

         (b.) Receive the health appliance item.

      (4.) Secure the paper pass door.

d. The paper pass room is kept locked for security reasons.

(1.) The Public Screening Officer will notify a Transportation Officer of the paper pass.

(a.) At the South Jail an Escort Officer will be notified.

(2.) When available the Transportation/Escort Officer will respond to the paper pass room.

(a.) The visitor will have been assigned to another visiting room.

(3.) The Transportation/Escort Officer and the Housing Officer will exchange the document or health appliance item through the paper pass.

III. Visiting Hours

A. On a daily basis.

1. Jail Core

a. Monday-Friday 0900 – 1700 hours

b. Wednesday- 0900 – 2100 hours

c. Saturday & Sunday 0900 – 1700 hours

2. South Jail

a. 0900 - 1700 hours

3. Visits begin on the hour each hour.

4. Visits are (45) minutes in length.

5. Visits are scheduled throughout the day including meal times. Inmates who are scheduled for visits during meal times may eat and then visit with the remaining time.

6. Official visits will have priority over general public visits.

a. Official visits are not restricted on the amount of visits.

b. The visiting room with the lockable document pass slot will be reserved for official visitors.

7. Inmates will be limited to (2) visits per week.

8. A week starts at 0800 Hours on Monday and ends at 2400 (midnight) Sunday.

B. Exceptions.

1. Inmates who have lost their visiting privileges due to disciplinary reasons.

IV. Special Handling Requirements

A. General population inmates

1. Officer will notify inmates that they have a visit.

2. Inmates will go on their own.

3. Housing Officer will verify that previous visits have left the visiting room.

B. Lock down inmates

1. The Housing Officer is responsible for notifying lock down inmates of their pending visit.

a. In Ad-Seg the Tower Officer will notify the inmate.

2. Inmate movement.

a. Inmates will be moved in accordance to policy and procedures in regards to their classification level.

b. [redacted]

(1.) Will be in full mechanical restraints.

3. Process for placement into a visiting room.

a. Lock down the housing unit.

b. The Housing Officer(s) will escort the lock down inmate.

(1.) Will be escorted to visiting.

(2.) Will be locked in visiting room.

c. Secure the housing unit from lock down status.

4. Removal from visiting.

a. Lock down the housing unit.

b. The Housing Officer(s) will escort the lock down inmate back to their cell.

c. Secure the housing unit from lock down status.

C. Inmates with contagious diseases in Medical Housing.

1. Allowed to receive visits.

2. Limited to non-contact.

3. Must be approved by Medical/Mental Health Staff.

4. Inmate will be issued a disposable phone.

5. The visiting room will be disinfected prior to its next use.

a. Secured by the Housing Officer.

b. Cleaned and disinfected by the contracted housekeeper.

V. Visit Refusal

A. If an inmate refuses a visit the Housing Officer will go to the assigned visiting room and notify the visitors of the inmate's refusal.

1. The Housing Officer will notify the PSO of the inmate's refusal and the visit will be removed from their record.

VI. Process

A. All visits will be scheduled in ATIMS.

1. Entered by the Public Screening Officer

2. Relayed to the housing unit printer prior to each visit.

a. Lists all inmates in the housing unit scheduled for a visit.

VII. Housing Officers Responsibilities

A. Basic duties

1. Monitor inmates and visitors during visiting.

2. Check printer at least 15 minutes prior to each visiting time slot.

a. Visiting list will be sent to the housing unit (15) minutes prior to the scheduled visit.

3. Verbally notify non-lock down inmates of there scheduled visit.

4. Tell each lock down inmate that is scheduled for a visit.

a. Ad-Seg Tower Officer will notify the inmate via intercom.

b. Fifteen minutes prior to their visit.

5. Ensure that previous visiting inmates clear the visiting rooms at the beginning of each scheduled visit.

VIII. Handling Visiting Rule Violations

A. Visiting Violations

1. Visit may be immediately terminated.

2. Disciplinary action may be taken.

B. If the visit is not immediately terminated the Housing Officer will:

1. Tell the visitor/inmate that they have violated a visiting rule.

2. Warn the visitor/inmate that they will be asked to leave if the violation continues.

3. Document the incident in ATIMS.

C. If the violation continues:

1. Immediately terminate the visit.

2. Remove the inmate.

a. If a non-lock down inmate, tell him to return to his cell.

b. If a lock down inmate, return him to his cell.

3. Notify:

a. Shift Supervisor

4. Have the visitors leave and give the reason for the termination of the visit.

a. If the visitor refuses to leave contact:

(1.) Jail Central Control

(2.) Shift Supervisor

(a.) Will notify Transportation/Escort to have the visitor removed.

5. Document the incident with a written Incident Report and forward it to the Shift Supervisor.

6. Advise the Public Screening Officer to prevent a new sign-up.

PRE-TRIAL FACILITY

MEDICAL SERVICES

LEARNING GOAL:

The trainee will be able to identify the proper procedures for handling each of the medical services provided in the housing unit.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify when medical treatments, passing of medication, and where M.D./provider rounds will be provided in the Housing Unit.

The trainee will be able to identify the proper way to assist medical staff during medical treatments, passing of medication, and M.D./provider rounds.

The trainee will be able to identify any special inmate handling requirements during medical treatments, passing of medication, and M.D./provider rounds.

METHOD OF LEARNING:

Time Allocation: 1 hour

A. Classroom area requirements.

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on when medical treatments, passing of medication, and where M.D./provider rounds will be provided in the Housing Unit.

The trainee will participate in a guided group discussion on the proper way to assist medical staff during medical treatments, passing of medication, and M.D./provider rounds.

The trainee will participate in a guided group discussion on any special inmate handling requirements during medical treatments, passing of medication, and M.D./provider rounds.

OUTLINE OF MATERIAL:

I. Non-Emergency Medical Care

A. Defined as a **non-life** threatening medical problem, which may be treated on a scheduled basis.

B. In house medical care:

1. Inmate requires attention.

    a. Identified at Pre-book

    b. Pre-existing medications

    c. Inmate seen at [redacted]

        (1.) Prior to booking

2. Inmate requests care.

    a. Request form filled out by the inmate stating complaint.

        (1.) "Sick Call" slip or can enter appointment in Kiosk machine.

    b. Deposited in the locked request box.

        (1.) Housing Officer will collect forms from the lock down inmates.

        (2.) Housing Officer will remove the request forms and process them by entering them into ATIMS.

        (3.) Placed in the Medical Exam room when completed.

    c. If the Housing Officer determines the inmate's medical needs warrant immediate care, he will contact the Medical Staff.

C. Where obtained:

1. In the housing unit at the Medical Exam room.

2. Consists of:

    a. Triage

        (1.) Done daily at the Jail Core

        (2.) Monday, Wednesday, Friday at the South Jail

    b. Inmate sick call

        (1.) Monday – Friday at the Jail Core

        (2.) Monday, Wednesday, Friday at the South Jail

    c. Medication call (Pill call)

(1.) Daily

d. 14 day assessments

(1.) Daily

(2.) Will be done with triage

e. Treatments

(1.) Daily

f. Mental Health interviews

(1.) Monday - Friday

g. Lab work

(1.) Daily

h. M.D. Provider rounds

(1.) Medical Housing only

3. Outside of the Housing Unit:

a. Medical Clinic

[redacted]

c. [redacted]

D. Notification of inmates.

1. The Housing Officer will notify the inmates listed to prepare for medical services.

2. General Population Inmates are responsible to report to sick call.

a. [redacted]

b. The Housing Officer will respond to requests for assistance.

3. The inmates will wait in the common area nearest the Medical Exam Room until it is their turn.

4. The inmate will show their photo ID wristband at the Medical Exam Room.

5. After completing their appointment, non-lock down inmates will return to their cell or other activities.

6. Jail Core lock down inmates will be seen last.

    a. Lock down the housing unit.

    b. Lock down inmates will be escorted to the Medical Exam Room.

    c. The Housing Officer(s) will provide security while the inmate is being seen.

    d. Repeat the process until all lock down inmates have been seen.

    e. Release the unit from lock down.

7. In house medical care in Ad-Seg.

    a. The Tower Officer will contact the inmates and notify them of their appointment.

        (1.) Via the intercom that is located in the cell.

        (2.) Can call one cell at a time or multiple cells that are on the same control panel.

    b. The Housing Officer(s) will escort one inmate at a time from their cell to the nurses' station in the housing unit.

        (1.) The officer(s) will stay with the inmate at all times.

        (2.) Inmates will be moved according to policy and procedures regarding their classification.

    c. Inmates will be required to show their photo I.D. to medical staff prior to receiving any medical care.

    d. Upon completion of the medical appointment, the inmate will be escorted back to his/her cell.

    e. After completing all the inmates on one side of Ad-Seg Housing, Medical Staff will move over to the other side by passing through the cross over door.

8. Inmates being seen by Mental Health Staff are handled in the same manner as inmates seen by Medical Staff.

E. Preparation of inmates for out of house appointments:

1. General Population

a. Housing Officer will tell each listed inmate to get ready.

b. Inmates will wait in the common area nearest the sallyport.

2. Administratively segregated inmates:

a. Housing Officer will notify lock down inmates at their cell.

(1.) The Tower Officer will notify scheduled inmates to prepare for the appointment in Ad-Seg.

b. Lock down inmates will not be removed from their cells until the transporting officer arrives.

(1.) The Housing Officer and Escort/Transportation Officer will go to the inmate's cell.

(2.) Place the inmate in restraints according to policy and procedure regarding the inmate's classification level.

(3.) Escort the inmate to the sallyport.

(4.) Transfer the responsibility for the inmate to the transporting officer(s).

c. [redacted]

3. Inmates are only allowed to take medical papers with them.

F. [redacted]

II. Passing of Medication

A. Medication will be distributed to the inmates on a scheduled basis.

B. Medical staff will notify the Housing Officer(s) that they are ready to pass medication.

C. The Housing Officer(s) will announce to General Population inmates that medication is going to be passed.

1. General Population inmates receiving medications will report to the common area in front of the Medical Exam Room.

2. Inmate must show their identification wristband to receive medication.

a. Failure to do so will result in the inmate not receiving medication and disciplinary action may be taken.

D. Jail Core lock down inmates.

1. Will receive their medication last.

2. Medical/Mental staff will notify the Housing Officer when they are ready to pass medications.

3. The Housing Officer will lock down the housing unit.

4. One of the Housing Officers will accompany the nurse in the passing of medications.

a. Two officers will accompany the nurse if it is a high-risk inmate.

E. Administrative Segregation

1. A Housing Officer will escort the nurse to each cell.

2. Medication will be given to the inmate through the food pass slot in the cell door.

III. Medical Transfers

A. Areas to be transferred to:

1. [redacted]

[redacted]

[redacted]

[redacted]

B. Will be determined by Medical or Mental Health Staff.

C. The Housing Officer will be notified of the transfer by Medical or Mental Health staff.

1. In Ad-Seg the Tower Officer will be notified by Medical or Mental Health staff.

D. The Housing officer will notify classification of the scheduled movement that has been approved by Medical or Mental Health staff.

PRE-TRIAL FACILITY

OFFICIAL INMATE VISITS

LEARNING GOAL:

The trainee will identify the process for interviews and contact visits conducted in the housing unit.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify where inmate interview / contact visits will be conducted.

The trainee will be able to identify any special handling requirements of an inmate being interviewed or receiving a special visit.

The trainee will be able to identify who is eligible to conduct an interview or receive a special visit.

The trainee will be able to identify the proper procedures for handling documents needing to be passed to the inmate.

The trainee will be able to identify the proper procedures for searching inmates after contact visits.

The trainee will be able to identify the proper procedures for handling violations of official visits.

METHOD OF LEARNING:

Time Allocation: 20 min

A. Classroom area requirements.

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on where inmate interviews and contact visits will be conducted.

The trainee will participate in a guided group discussion on any special handling requirements of an inmate being interviewed or receiving a special visit.

The trainee will participate in a guided group discussion on who is eligible to conduct an interview or receive a special visit.

The trainee will participate in a guided group discussion on the proper procedures for handling documents needing to be passed to the inmate.

The trainee will participate in a guided group discussion on the proper procedures for searching inmates after contact visits.

The trainee will participate in a guided group discussion on the proper procedures for handling violations of official visits.

OUTLINE OF MATERIAL:

I. Official Visitors

A. Law enforcement officials

B. Investigators

C. Parole and Probation agents

D. Medical/Mental Health staff, other than those considered as jail support staff.

E. Clergy

II. Types of Official Visits

A. Non-contact visits

1. A visit conducted through a physical barrier between the inmate and the visitors. No physical contact.

B. Contact visits

1. Visits conducted with no physical barrier between inmates and visitors.

C. Visiting Rooms

1. A room that provides privacy and sound control.

2. Security glass separates the inmate from the visitor and still maintains the primary maximum security line. Telephone handsets are available for private conversations.

III. Visit Locations

A. Regular non-contact visits.

1. Conducted in the visiting rooms.

a. [redacted]

[redacted]

(1.) Official visits are normally assigned to this room.

2. Medical/ Sheltered Housing

a. [redacted]

3. Intake Housing, Administrative Segregation and General Population

a. [redacted]

B. Contact visits.

1. [redacted]

2. Medical and Psychiatric staff visits.

a. Medical staff

[redacted]

b. Psychiatric staff

[redacted]

IV. Visiting Times

A. Regular non-contact visits.

1. Jail Core

a. Monday – Friday 0900 - 1700 hours

b. Wednesday- 0900 – 2100 hours

b. Saturday & Sunday 0900 – 1700 hours

2. South Jail

a. Daily - 0800 - 1700 hours

3. There are no restrictions placed on the amount of official visits an inmate is allowed to have

B. Contact visits

1. Daily

2. During most hours.

V. Scheduling Non-Contact Visits

1. Assigned by the Public Screening Officer.

2. ATIMS printout sent to the housing unit.

3. Inmates will be directed to the visiting room at the required time.

4. Lock down inmates will be escorted to the visiting room at the required time.

5. Paper pass room

   a. The visiting room with the paper pass slot will have been assigned if documents need to be signed by or passed to the inmate.

      (1.) Used for official business only.

      (2.) Will not be used by the public without approval by the Shift Supervisor or higher.

   b. Public Screening Officer will notify Housing Officer.

      (1.) Documents to be passed.

      (2.) Documents to be signed.

   c. The officer will be present in the visiting room only for the time needed for the documents to be passed or signed.

      (1.) Officer will unlock the paper pass slot.

      (2.) The official visitor will pass the documents to the Housing Officer.

      (3.) The Housing Officer will inspect documents for contraband.

      (4.) The Housing Officer will pass the documents to the inmate.

      (5.) Officer will lock the paper pass slot after the inmate has:

         (a.) Signed and returned the documents.

         (b.) Received the documents.

      (6.) **At no time will the paper pass slot be left open.**

d. Only documents authorized by Division Policy will be allowed to be passed.

VI. Contact Visits

A. Visitor must receive approval for contact visits according to Department Policy.

1. Those who do not meet the requirements for a contact visit will visit as a regular visitor.

B. Inmates with a contagious disease will not be allowed contact visits except by court order.

C. Appointment entered by the Public Screening Officer.

1. Housing Officer can locate the appointment in ATIMS

D. The Housing Officer will direct the inmate to prepare for the visit.

1. In Ad-Seg the Tower Officer will notify the inmate.

a. Lock down inmates will remain in their cells until escorted to the interview room.

E. Transporting of an official visitor and an inmate for a contact visit.

1. A transporting officer will escort the visitor to the sallyport.

2. The transporting officer will notify the Housing Officer when he/she is ready to enter the sallyport.

a. The transporting officer will remain in the sallyport with the visitor until the visitor is secured in the interview room or housing unit.

(1.) The interviewer will be escorted to the appropriate interview room by the Housing Officer in the Medical Unit.

(2.) All interviewers will be subject to search upon entering the housing unit if the officer feels it is necessary.

3. The Officer will escort the inmate to the interview room/service sallyport after the interviewer is in the interview room:

a. The Housing Officer will lock the inmate in the service sallyport/interview room with the visitor.

b. The inmate will be secured according to their classification requirements.

F. Supervision of contact visits.

1. The Housing Officer is not required to provide security during the interview of General Population inmates.

a. The Housing Officer will respond to calls for assistance.

2. Lock down inmates

a. The transporting officer will remain with the visitor until the Housing Officer takes charge of the visitor.

b. The Housing Officer will secure the visitor in the contact visiting room.

c. The Housing Officer will get the inmate from his cell.

(1.) If the inmate is high risk:

(a.) A minimum of (2) officers must be present.

(b.) The inmate will be restrained with leg and waist restraints.

d. The Housing Officer will escort the inmate to the visiting room based on his/her classification.

e. The Housing officer will lock the inmate in the contact visiting room with the visitor.

f. The Housing Officer will stand nearby until the visit is over.

G. Completion of contact visits.

1. If the visit has a time limit the Transportation Officer will come to the housing unit at the scheduled completion time.

2. If the visit does not have a time limit, the Housing Officer will notify transportation that the visitor is ready to leave the unit.

a. The transporting officer will enter the sallyport and retrieve the official visitor from the service sallyport.

b. Lock down inmates:

(1.) Remove the visitor from the interview room.

(2.) Leave the inmate locked in the interview room until the visitor has been escorted from the housing unit.

(3.) The official visitor will be escorted out by the transporting officer.

(4.) Inmate will be escorted back to his/her cell.

3. A Transportation Officer will escort the visitor back to the 24 hour Jail Lobby.

a. An Escort Officer will transport the visitor to the South Jail Administration building for pick up by a Transportation Officer.

H. Searches

1. [redacted]

a. [redacted]

b. [redacted]

(1.) In designated area in the housing unit.

(a.) [redacted]

(f.) [redacted]

(2.) [redacted]

(3.) All documents that were passed to the inmate will be checked for contraband in the inmate's presence.

VII. Medical/Mental Restrictions

A. Medical/Mental Staff may limit the ability of the inmate to visit based on their medical/mental problems.

B. Inmates with contagious diseases. (5.18.17)

1. Allowed to receive visits.

2. Limited to non-contact.

3. Inmate will be issued a disposable phone.

   a. Inmates will bring the phone in their cell to visiting with them.

   b. Will be used in place of regular visiting phone.

   c. Will be returned to the cell after the visit.

4. Inmate may be required to wear a medically approved mask at all times the inmate is not in his/her cell.

   a. A new mask will be issued each time.

   b. The mask will be disposed of after the visit.

5. The visiting room will be disinfected prior to its next use. (5.18.17)

   a. Secured by the Housing Officer.

   b. Cleaned and disinfected by the contracted housekeeper.

VIII. Visiting Rules Violations

A. Visiting Rules are posted in the visiting lobbies in all housing units and in the inmate rulebook.

B. Inmate Violations

1. Visits may be immediately terminated.

2. Disciplinary action may be taken.

C. Visitor Violations

1. Warn the visitor of the violation and if continued, the visitor will be asked to leave.
2. Continued violations:

   a. Remove the inmate from the visit.

   b. Advise Jail Central Control and the Shift Supervisor.

c. Advise the visitor the reason for termination of the visit.

d. Direct the visitor to leave.

(1.) In the event of a refusal, contact a Transportation Officer or an Escort Officer.

e. Document the incident.

PRE-TRIAL FACILITY

SECURITY SEARCHES

LEARNING GOAL:

The trainee will be able to demonstrate the proper way to conduct a search of the Housing Unit.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify items that would be classified as contraband.

The trainee will be able to identify when cell searches should be conducted.

The trainee will be able to identify why cell searches are conducted.

The trainee will be able to identify how to conduct a cell search.

The trainee will be able to identify any documentation that is required after completing a cell search.

The trainee will be able to identify how to have damage discovered during a search repaired.

METHOD OF LEARNING:

Time Allocation: 20 min

A. Classroom area requirements:

   1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

   1. Search kit

   2. Sealable property bag

   3. Property tag

The trainee will participate in a guided group discussion on items that would be classified as contraband.

The trainee will participate in a guided group discussion on when cell searches should be conducted.

The trainee will participate in a guided group discussion on why cell searches are conducted.

The trainee will participate in a guided group discussion on how to conduct a cell search.

The trainee will participate in a guided group discussion on any documentation that is required after completing a cell search.

The trainee will participate in a guided group discussion on how to have damage discovered during a search repaired.

OUTLINE OF MATERIAL:

I. Contraband

A. Any item or article inside the jail that is not:

1. Issued by the facility.
2. Purchased in the commissary.
3. Purchased through approved channels.
4. Approved by the Facility Commander or his designee.

B. Authorized items may be considered contraband when:

1. Authorized items in excess of facility limits.
2. Authorized items that have been altered or being used for any purpose other than it was intended.
3. Authorized items that are possessed by unauthorized inmates.

II. Search Kit

A. Locations

1. [redacted]
2. [redacted].

B. [redacted]

1. [redacted]

[redacted]

III. Cell Searches

A. When to be conducted

1. [redacted]

[redacted]

[redacted]

[redacted]

5. [redacted]

B. Why to conduct cell searches.

1. Detect

a. [redacted]

[redacted]

[redacted]

2. Obtain information

a. [redacted]

b. [redacted]

3. [redacted]

[redacted]

[redacted]

[redacted]

C. Cells will not be searched for punitive or harassment purposes.

D. Do not enter an occupied cell alone.

1. When the cell is occupied, there must be (2) officers present.

a. One officer being the same gender as the inmate.

E. Prior to the search.

1. [redacted]

[redacted]

[redacted]

F. Systematic search.

1. Ensure all areas of the cell are searched.

[redacted]

[redacted]

[redacted]

[redacted]

2. Time permitting, leave the cell as you found it.

G. Areas to search.

1. [redacted]

a. Missing pieces or attachments

b. Signs of tampering

2. [redacted]

a. [redacted]

[redacted]

3. [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

4. [redacted]

[redacted]

[redacted]

[redacted]

b. [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

7. [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

9. Letters and envelopes

[redacted]

b. Checked for contraband only, NEVER read.

10. Books and magazines

a. [redacted]

[redacted]

[redacted]

11. All personal items and toiletries

a. [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

12. [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

H. Precautions when searching

1. Look before you touch.

a. Will prevent cuts and punctures.

b. May contract contagious diseases.

2. Wear medical type gloves.

a. A barrier between the skin and the items being searched.

b. Cover any open sores or cuts.

3. NEVER touch, taste, or inhale any organic, powered or crystalline substances.

I. Completion of search

1. Remove tools from the room used during the search.

2. Remove any contraband that was found.

3. Dispose of disposable gloves in the Red Infectious Waste container in the medical exam room.

a. Wash hands thoroughly with soap.

IV. Housing Unit Searches

A. Search areas include but are not limited to the following:

1. [redacted]

V. Disposition of Contraband

A. Officer finding contraband will:

1. Confiscate the contraband.

2. Place it in a sealable property bag.

3. Tag the property bag.

4. Store the bag in the locked cabinet at the officer's workstation.

B. Notify the Shift Supervisor of the contraband found.

VI. Documentation

A. Officer conducting the search will document the incident. Incident will include:

1. Officer's actions taken during the search.

2. Contraband found and how it was disposed of.

3. Facility rule and regulation violations.

4. Any vandalism, damage, or destruction to the room, equipment or furnishings.

B. Forward completed report to the Shift Supervisor.

VII. Maintenance Repair

A. Contact Plant Engineering via telephone.

1. Dial 4637 on the telephone.

a. Give the Plant Engineering representative the following information:

(1.) Officer's name

(2.) Location of repair

(3.) Nature of problem

b. Answering machine

(1.) If no Plant Engineering representative is available, give the above listed information to the answering machine.

c. Notify the Shift Supervisor about items needing immediate repair.

B. Repair process

1. Plant Engineering will check in with the Housing Officer upon arrival to the unit.

   a. Notify the officer of the repair request.

   b. Identify the location and extent of the problem.

2. The Housing Officer will remove any inmates from the immediate area of repair.

   a. If a lock down inmate is occupying the area of repair he/she will be escorted and secured in another area while the repair is being completed.

3. Plant Engineering will notify the Housing Officer when the repair is completed.

4. Upon completion of the repair, the Officer will conduct a security search of the area.

   a. Prior to allowing inmates in the area.

   b. Ensure that equipment/tools were not left behind.

   c. Identify any hazards that may have been left behind.

      (1.) Pieces of glass

      (2.) Nails, bolts

      (3.) Etc.

5. If the Officer locates any items that were left behind by Plant Engineering:

   a. Confiscate the found items and secure them at the officer's workstation.

   b. Contact the Shift Supervisor and notify him/her of the incident.

      (1.) At the discretion of the Shift Sergeant, Plant Engineering will be notified.

PRE-TRIAL FACILITY

WELFARE CHECKS

LEARNING GOAL:

The trainee will be able to correctly conduct welfare checks in their work area.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify when welfare checks are needed.

The trainee will be able to identify what she/he is checking for.

METHOD OF LEARNING:

Time allocation: 10 min

A. Classroom area requirements.

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion of when welfare checks are needed.

The trainee will participate in a guided group discussion on what he/she is checking for.

OUTLINE OF MATERIAL:

I. Direct Supervision

A. The Officer is responsible for the safety and welfare of each inmate.

1. The Officer will maintain continuous and active observation.

a. All inmates

b. All activities

[redacted]

2. Inmates requiring more frequent supervision.

a. Lock down inmates who are:

(1.) Mentally disordered

(2.) Suicidal

(3.) Violent

(4.) Display bizarre behavior

b. Inmates of different classifications in the Clinic.

(1.) Pre-Trial and Honor Farm inmates

3. The Officer will move among the inmates in their work area.

a. Listen attentively.

b. Engage in casual conversation.

c. Observe inmate actions.

B. Welfare Check Documentation

1. Welfare checks documentation is intended to:

a. Reduce exposure and provide a defense to litigation through a credible tamper proof system

b. Provide a tool for management and supervisors to audit the diligence of assigned staff.

c. Provide personal, visual supervision of the inmates. It is only with the direct observations and interventions that safety, order and control are maintained.

2. The Pipe will be used when conducting welfare checks.

[redacted]

[redacted]

d. Should an incident occur during the round:

(1.) When the incident is over, a corresponding ATIMS incident will be completed.

(2.) As soon as practical after an incident, or the interruption, the round will be completed.

[redacted]The Pipe shall be given to the on-duty Shift Sergeant [redacted]

[redacted]

f. If the Pipe is not functioning correctly:

(1.) Notify the Shift Supervisor

(2.) Document the welfare checks with an incident until the situation is corrected.

II. Supervision of Inmates

A. The Housing Officer will not have duties that <u>conflict with the supervision of inmates</u>.

1. Personal reading material
2. Crossword puzzles
3. Personal telephone conversations
4. Sitting down and watching television with the inmates, etc.

III. <u>Transfer of Information</u>

A. Oncoming officer

1. Ongoing activities
2. Existing emergencies
3. Special checks

4. Alleged rule violations

5. Any additional information that may affect operations.

B. Notify the Shift Supervisor

1. Unusual occurrences

2. Information that may affect the smooth operation of the facility.

ACCESS OF STAFF, PROGRAM PROVIDERS AND OTHER AUTHORIZED PERSONNEL INTO THE SOUTH JAIL ADMINISTRATION BUILDING

LEARNING GOAL:

Officers assigned to the Escort team will be able to control access in and out of the South Jail Administration Building in order to maintain the safety and security of the South Jail Housing Complex.

PERFORMANCE OBJECTIVES:

The trainee will be able to define the following: Authorized Personnel, Program Providers and the Distribution Sally Port.

The trainee will be able to identify how all authorized personnel will enter and exit the South Jail Complex.

The trainee will be able to identify the purpose of the Program Service Board.

The trainee will be able to identify the proper use of the Distribution Sally Port Roll Up Doors.

METHOD OF LEARNING:

Time allocation: 30 Minutes

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of trainees.

B. Training aids:

1. None required.

The trainee will participate in a guided group discussion on defining Authorized Personnel, Program Providers and the Distribution Sallyport.

The trainee will participate in guided group discussion on identifying how all authorized personnel will enter and exit the South Jail Complex.

The trainee will participate in guided group discussion on the use of the Program Service Board.

The trainee will participate in guided group discussion on identifying the proper use of the Distribution Sally Port Roll up Doors.

OUTLINE OF MATERIAL:

I. Definitions

A. Authorized Personnel - Security staff, central services, program providers or any person having official business in the South Jail housing complex.

B. Program Providers - People having clearance through Custody Administration to provide programs to incarcerated inmates.

C. Distribution Sallyport - A sallyport equipped with a roll up door on each end to allow emergency vehicles entry and supply delivery to the South Jail housing complex.

II. Entrances and Exits into the South Jail South Jail Complex

A. Security staff is authorized [redacted]

B. Support staff will enter and exit through [redacted]

C. Program Providers and Outside Maintenance Personnel [redacted]

1. Prior to going to the South Jail Administration Building the program provider or outside maintenance personnel will sign in and [redacted]

    a. Programs providers [redacted]

III. Contact Visitors/Program Providers

A. Must check in with the South Jail Administrative Officer prior to entering the South Jail compound.

1. Sign in on the “visitor log”

    a. Name

    b. Agency

    c. Arrival time

    d. Destination

2. The officer may ask for identification prior to allowing the person access to the facility grounds.

B. Verification

1. The officer will check the Inmate Programs Sheet.

   a. Published by the Inmate Programs Director.

   b. Confirm that the program provider is scheduled to be on site.

2. The officer will check the transportation calendar.

   a. Access using ATIMS.

   b. Confirm that the official visitor is scheduled for a contact visit.

3. Identification or need for access can't be verified.

   a. Refer person to the South Jail Supervisor.

C. South Jail Administrative Officer will secure the visitor's/program provider's personal items.

1. Keys

2. Cell phone

3. Pager

4. Wallet

5. Will be placed in the lock box located behind the South Jail Administrative Officer's podium.

D. The officer will have the program provider/official visitor walk through the metal detector.

1. If activated, the officer will use the hand held metal detector.

IV. Movement

A. Program providers will not be allowed near the holding rooms in the South Jail Administration Building.

B. Escort Officers

1. Not required to escort program providers or outside maintenance personnel.

   a. Outside maintenance will be escorted and supervised by Plant Engineering.

   b. Unless there is a threat to the safety or security of the inmates, staff, or facility.

2. Official Visitors will be escorted to the housing units.

a. Except for Public Defenders

C. Notification

1. South Jail Administration Officer [redacted]

a. [redacted].

b. [redacted].

2. The South Jail Administrative Officer [redacted].

V. Completion of Visit

A. Program provider/outside personnel will sign out on the "visitor log."

B. The South Jail Administrative Officer will return any personal items.

VI. Use of the Distribution Sallyport Roll Up Doors

A. The outer Distribution Sallyport roll-up door [redacted]

1. [redacted]

B. Deliveries enroute [redacted]

1. [redacted]

2. [redacted]

C. [redacted]

1. [redacted]

2. [redacted]

D. [redacted]:

1. [redacted]

2. [redacted]

PRE-TRIAL FACILITY

Transportation/C.E.R.T Cell Extractions

LEARNING GOAL:

The trainee assigned to Transportation, Escort or CERT will be able to understand and demonstrate the procedures for Cell Extractions.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the procedures for Cell Extractions

The trainee will be able to identify the procedures for writing an incident report after a CERT response.

METHOD OF LEARNING:

Time allocation: 1 hour

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.
2. One unoccupied cell or room.

B. Training aids:

1. Inverted Shield
2. Four Riot Helmets
3. Four sets of elbow and kneepads
4. Four sets of leather gloves
5. Four vests
6. One baton
7. One set of handcuffs
8. One set of leg shackles

The trainee will participate in a guided group discussion on the procedures for Cell Extractions.

The trainee will participate in a guided group discussion on the procedures for writing an incident report after a CERT response.

OUTLINE OF MATERIAL:

I. Cell Extractions (Critical Incident Manuel)

A. General instructions.

1. [redacted]

2. [redacted]

[redacted]

(1.) Deputies

B. Briefing

1. [redacted]

a. [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

2. Team Assignments

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

3. Notify other Security Staff.

[redacted] These members [redacted]

C. Cell extraction procedure:

1. [redacted]

[redacted]

10. Remember to use only the amount of force necessary. Abuse of force will not be tolerated.

11. Once the movement has been made the officers will return all equipment to the appropriate armory area, debrief and supplement the housing officer's original incident.

II. Incident Report

A. An incident report will be completed before the end of the shift on which the incident took place. Officers involved in the incident will be responsible for writing the report.

1. Responding Officers will be responsible for writing either an original or supplemental incident report for the following reasons:

a. Responding to incidents

b. Rule violations

c. Safety hazard

d. Informational purposes

e. Discretion of the officer

2. When responding to an incident in a housing unit, responding Officers will be responsible for writing a supplemental incident report. The Housing Officer will be responsible for writing the original incident report.

3. When responding in areas other than a housing unit, the Shift Supervisor will designate one of the officers to write the original incident report. The other officers will write supplemental incident reports, if appropriate.

4. The incident report will be given to the Shift Supervisor for review and signature prior to the officers leaving for the day.

B. Minimum information to include in the Incident Report:

1. Identify all witnesses, suspects and others directly involved.

2. A list of all physical evidence that is seized, and the disposition of the evidence.

3. Justification for actions taken by the officers, and the techniques used during the incident.

4. List any injuries and who attended to the injuries.

5. An incident report number and the time of the incident.

CLINIC APPOINTMENTS

LEARNING GOAL:

The trainee will know the correct procedure for handling inmate clinic appointments.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the CJIS printout that is needed for scheduled appointments.

The trainee will be able to identify how to handle inmates with scheduled clinic appointments.

The trainee will be able to identify how to handle inmates with unscheduled clinic appointments.

The trainee will be able to identify how to supervise inmates with special handling requirements.

METHOD OF LEARNING:

Time allocation: 15 min.

A. Classroom area requirements.

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids.

1. None required.

The trainee will participate in a guided group discussion on the CJIS printout that is needed for scheduled appointments.

The trainee will participate in a guided group discussion on how to handle inmates with scheduled clinic appointments.

The trainee will participate in a guided group discussion on how to handle inmates with unscheduled clinic appointments.

The trainee will participate in a guided group discussion on how to supervise inmates with special handling requirements.

OUTLINE OF MATERIAL:

I. Scheduled Appointments

A. ATIMS

1. Generate (2) copies of Clinic appt's.

a. By the Clinic Officer.

b. At the beginning of the Officer's shift.

B. Inmate arrival

1. Match inmate I.D.to the names on the appointment list.

a. Direct the inmate to sit in the waiting area.

b. Note special inmate handling instructions.

[redacted]

c. Take appropriate precautions when directing inmates to the waiting area.

d. [redacted].

(1.) [redacted]

(2.) [redacted]

(3.) [redacted]

e. [redacted]

C. Notification of Medical Staff.

1. Locate Medical's copy of the Inmate Appointment Calendar.

a. The copy will be at the Nurses' Station.

2. Highlight the names of those inmates that have arrived for their appointments.

D. Security checks.

[redacted]

3. Clinic areas

a. Insure safety of staff.

b. Insure safety of inmates.

c. Exceptions:

(1.) The Clinic Officer will not [redacted]

([redacted]

[redacted]

[redacted]

[redacted]

(2.) [redacted]

(3.) [redacted]

E. Completed appointments

1. Notify Transportation Coordinator

a. Advise that the inmates are ready to be transported back to their housing unit.

II. Unscheduled Appointments

A. Notification

1. Transportation Coordinator will contact the Clinic Officer.

a. Will advise that the inmate is coming.

B. Add the inmate to both copies of the "Inmate Appointment List."

C. Inmate arrival

1. Match inmate I.D. to the name on the appointment list.

a. Highlight the inmate's name on the list.

b. Direct the inmate to sit in the waiting area.

c. The Transporting Officer will notify the Clinic Officer of any special handling requirements.

D. Notification of Medical Staff.

1. Locate Medical's copy of the Inmate Appointment Calendar.

a. The copy will be at the Nurses' station.

b. Highlight the inmate's name.

[redacted]

TEMPORARY DOUBLE BUNKING OF GENERAL POPULATION

LEARNING GOAL:

The trainee will understand the procedures used when it becomes necessary to temporarily double bunk in General Population Housing due to inmate overcrowding.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the definitions associated with the double bunking procedure.

The trainee will be able to identify who is responsible for monitoring jail population.

The trainee will be able to identify the responsibilities of the Core Supervisor when the maximum design capacity has been met.

The trainee will be able to identify the responsibilities of the Classification Supervisor and Intake Classification.

The trainee will be able to identify the responsibilities of the South Jail Supervisor.

The trainee will be able to identify the responsibilities of the General Population Housing Officer.

The trainee will be able to identify what occurs when double bunking has subsided.

METHOD OF LEARNING:

Time Allocation:

A. Classroom area requirements:

   1. One classroom with enough tables and chairs to accommodate the number of trainees.

B. Training aids:

   1. None

The trainee will participate in a guided group discussion on the definitions associated with the double bunking procedure.

The trainee will participate in a guided group discussion on who is responsible for monitoring jail population.

The trainee will participate in a guided group discussion on the responsibilities of the Core Supervisor when the maximum design capacity has been met.

The trainee will participate in a guided group discussion on the responsibilities of the Classification Supervisor and Intake Classification.

The trainee will participate in a guided group discussion on the responsibilities of the South Jail Supervisor.

The trainee will participate in a guided group discussion on the responsibilities of the General Population Housing Officer.

The trainee will participate in a guided group discussion on what occurs when double bunking has subsided.

OUTLINE OF MATERIAL:

I. Definitions (5.22.41)

A. Design Capacity

1. The number of physical beds intended to be in housing units that are supported by building design and management principles. General Population Housing [redacted]

B. Double Bunking capacity

1. The number of inmates allowed to live in a General Population Unit once the design capacity has been reached. The temporary double bunking capacity for each General Population Unit [redacted]

C. Double Bunking

1. The assigning of two inmates to the same room. One inmate will be assigned to the bunk as bunk number (1), the second inmate will be will be temporarily assigned to the mattress on the floor as bunk number two (2).

II. Monitoring Jail Population

A. Population Management will be responsible to monitor jail population.

1. Classification will advise Population Management of the number of beds required for their needs.

2. When inmates classified to General Population Housing are no longer able to be assigned to a single occupancy room, Classification will notify the Classification Supervisor that all General Population Units have reached design capacity.

a. If the Classification Supervisor is not available, notification will be made to the Custody Security Lieutenant.

III. Classification Supervisor's Responsibilities

A. Once notified that the design capacity of General Population Housing has been reached the Classification Supervisor will do the following:

1. Contact Pretrial Services to ensure that all inmates eligible for release have been released.

2. Check for any other possible inmate releases such as Time Served or Court Releases.

3. Check for any possible inmate transfers out of General Population Housing to the Sentenced Facility or other appropriate housing.

4. Contact Population Management to ensure that all inmates eligible for Court Cap Release have been released.

5. Notify the Superior Court Judge and if possible secure additional releases.

6. Should all release or transfer options be exhausted and Intake Housing exceed its design capacity, the Classification Supervisor will notify the Custody Security Lieutenant of the need to double bunk.

    a. The Custody Security Lieutenant will notify the Custody Captain and Custody Assistant Sheriff via chain of command.

7. Once approval has been given by the Custody Security Lieutenant, the Classification Supervisor will assist in the implementation of double bunking per instructions of the Security Lieutenant.

IV. Classification's Responsibilities

A. Classification will assign inmates to General Population by starting with Housing 1 and proceeding through Housing 6 as each unit meets its maximum capacity.

B. The Classification Officer will make all double bunking assignments to General Population Housing.

1. The Classification Officer will follow all Policy and Procedures concerning basic inmate classification when making these double bunk housing assignments.

2. Whenever double bunking assignments are made the Classification Officer will coordinate all transfers to a General Population Unit with the South Jail Supervisor prior to movement.

V. South Jail Supervisor's Responsibilities

A. Once notified of the double bunking requirements, the South Jail Supervisor will arrange for the additional staffing of those housing units to be affected by utilizing available staff or by use of overtime.

1. Once the inmate population of a General Population Unit [redacted]

2. The Area Supervisor will indicate "[redacted] on all overtime slips submitted by those officers hired back for staffing double bunked units.

B. The South Jail Supervisor will notify the Housing Officer's that will be affected by the double bunking as well as food and laundry services.

C. Once the South Jail Supervisor has coordinated the transfer, he will have the appropriate number of mattresses sent to the housing unit to accommodate the double bunked inmates.

1. A supply of mattresses will be maintained in the South Jail Administration Building's supply room located off the vehicle vestibule.

2. Escort Officers will use inmate workers to relocate the mattresses.

3. When necessary the South Jail Supervisor will have more mattresses transported by Central Services staff from the Distribution Center.

VI. General Population Housing Officer's Responsibilities

A. Once the Housing Officer has been notified and has received the necessary mattresses he will direct inmates to place the mattresses in the designated rooms.

1. [redacted]

2. [redacted]

B. The Housing Officer will notify those inmates currently assigned to the rooms that have been designated for double bunking.

1. Each inmate is allowed to have one drawer in double bunked cells.

2. Inmates will not change assigned bunk without the authorization of the Housing Officer.

C. Once the inmates assigned to be double bunked in the unit have arrived, the Housing Officer will make room assignments in a routine manner.

D. The newest inmate to the housing unit will be double bunked. As a single room becomes available within the housing unit the inmate that has been double bunked the longest will be transferred to a single room. (5.22.41/F4)

E. The inmate originally assigned to the room is listed as bed number one, the second inmate will be assigned to the mattress on the floor as bed number two. (5.22.41F5)

F. General Population Unit procedures change

1. The only routine procedure change that will occur during a double bunking situation will be inmate meals.

2. During inmate meals the Housing Officer must ensure that all inmates have seating in the dining area.

3. To accomplish this the Housing Officer will call sections of the unit to eat in shifts and as seating becomes available call other sections of the unit until all inmates have been given an opportunity to eat.

VII. Subsiding of Double Bunking

A. As the overcrowding situation decreases Jail Classification will monitor unit populations to ensure that all inmates have a single bunked bed.

[redacted]

C. Each Housing Officer will be responsible to reassign double bunked inmates to rooms as they become vacant.

D. As the need for additional mattresses also decreases, the Housing Officer will have Escort Officers return the mattress to the South Jail Administration Building's supply room.

E. The South Jail Supervisor will evaluate staffing needs and will relieve additional staff from overtime duty as each housing unit returns to its design capacity.

PRE-TRIAL FACILITY

FACILITY WIDE EVACUATION PLAN

LEARNING GOAL:

The trainee will be able to participate in a facility wide evacuation while ensuring the safety of staff, visitors and inmates during an emergency evacuation by knowing and using correct procedures and the use of predetermined evacuation routes.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify what factors must exist before a facility wide evacuation is initiated.

The trainee will be able to identify the steps taken prior to the actual facility wide evacuation.

The trainee will be able to identify the proper procedure for evacuating all visitors.

The trainee will be able to identify the proper procedure for evacuating inmates from the Jail Core.

The trainee will be able to identify the proper procedure for evacuating the South Jail Complex.

The trainee will be able to identify all evacuation routes and final destinations.

The trainee will be able to identify the role of Jail Central Control during a facility wide evacuation.

METHOD OF LEARNING:

Time allocation: 50 Minutes

A. Classroom area requirements.

1. One classroom with enough tables and chairs to accommodate the number of trainees.

B. Training aids:

1. None required.

The trainee will participate in a guided group discussion on what factors must exist before a facility wide evacuation is initiated.

The trainee will participate in a guided group discussion on the steps taken prior to the actual facility wide evacuation.

The trainee will participate in a guided group discussion on the proper procedure for evacuating all visitors.

The trainee will participate in a guided group discussion on the proper procedure for evacuating [redacted]

The trainee will participate in a guided group discussion on the proper procedure for evacuating the South Jail Complex.

The trainee will participate in a guided group discussion on all evacuation routes and final destinations.

The trainee will participate in a guided group discussion on the role of Jail Central Control during a facility wide evacuation.

OUTLINE OF MATERIAL:

I. Emergency Evacuations

A. Two ways an Emergency Evacuation is initiated:

1. [redacted]

2. [redacted]

[redacted]

[redacted]

[redacted]

B. The implementation of an emergency evacuation requires the following:

1. [redacted]

[redacted]

[redacted]

[redacted]

2. [redacted]

3. Situations that could require an emergency evacuation:

a. [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

II. Delegation of Authority/General Information

A. Transportation will be in charge of the on-scene supervision directions, and decision making.

1. Directing staff and emergency personnel.

2. Decision making under the supervision of the Duty Sergeant or higher.

B. The Transportation team will designate a coordinator during a briefing prior to each incident they respond to.

1. If the evacuation is initiated by administration:

a. The designated coordinator will contact each affected housing unit.

(1.) Housing Officer

b. Will brief the officer

(1.) What action if any, is to be taken by that unit.

(2.) What order in the evacuation that unit is.

(3.) What action has been taken so far.

2. If initiated by the Housing Officer:

a. The designated coordinator will contact the "Primary" Officer.

b. Be briefed by the Primary Officer on what action has been taken so far.

c. Take over responsibility for the evacuation.

(1.) Housing Officer's responsibility will then shift to the supervision of evacuated inmates.

C. Communication

1. Keep radio traffic to a minimum.

a. Helps to alleviate confusion.

2. All radio traffic will be directed to the coordinator.

3. The coordinator will be the one person who relays information (counts, etc.) to Jail Central Control.

4. The designated coordinator will be the only person who relays information during the incident.

a. [redacted]

[redacted]

[redacted]

[redacted]

D. General Information

1. [redacted]

2. Evacuating officers will:

a. [redacted].

b. Always assure that all areas are cleared.

(1.) [redacted]

[redacted]

[redacted]

c. Always conduct a [redacted]

3. Evacuation of inmates outside the housing unit will be done:

a. [redacted]

b. [redacted]

c. As much security as possible will be provided by:

[redacted]

[redacted]

[redacted]

4. All inmates, regardless of classification will be evacuated together.

a. Only if the [redacted]

b. Only until the [redacted]

III. Evacuation of Visitors

A. The designated coordinator will ensure that [redacted]

1. Of the [redacted]

2. Of [redacted]

B. The designated coordinator will notify the [redacted]

1. Public Screening Officer will:

a. [redacted].

b. [redacted]

(1.) [redacted]

(2.) [redacted]

2. The designated coordinator will [redacted]

c. Will obtain a [redacted]

(1.) From the [redacted]

(2.) For the [redacted]

d. Will [redacted]

(1.) If possible [redacted]

(a.) [redacted]

(b.) [redacted]

(2.) If not possible, evacuate [redacted]

C. [redacted]

D. Official visitors inside the housing unit:

1. If possible, [redacted]

2. If not possible [redacted]

E. Storage rooms and any other areas in the facility that are accessible will also be checked.

F. After every effort has been made to ensure that all visitors have been evacuated, the designated coordinator [redacted]

IV. Evacuation of Inmates

A. If initiated by administration:

1. The Housing Officer will be told:

a. [redacted]

[redacted]

2. The evacuation will be coordinated with the Housing Officer through the designated coordinator.

3. When it is your turn to evacuate:

a. [redacted]

b. [redacted].

B. If the Housing Officer determines the presence of an emergency and initiates an evacuation.

1. The initiating officer will become the primary officer in charge of the scene and responsible for:

a. Coordinating emergency response.

b. Coordinating the evacuation.

2. Immediately [redacted]

a. [redacted]

[redacted]

[redacted]

[redacted]

e. Repeat the [redacted]

3. [redacted]

a. Notify the Shift Supervisor responsible for the area being evacuated of the emergency.

(1.) Shift Supervisor will [redacted]

(2.) Shift Supervisor will:

(a.) [redacted]

(b.) [redacted]

b. Monitor and relay information.

C. Areas of primary responsibility.

1. Each Officer's [redacted]

2. Responsible [redacted]

3. Specific areas of responsibility in Booking:

a. Pre-Book Officer:

(1.) [redacted]

[redacted]

[redacted]

b. Booking Officer:

(1.) [redacted]

(2.) [redacted]

[redacted]

(4.) [redacted]

c. LAR Officer:

(1.) [redacted]

(2.) [redacted]

(3.) [redacted]

d. Release Officer:

(1.) [redacted]

(2.) [redacted]

(3.) [redacted]

V. Evacuation According to the Nature and Extent of the Emergency

A. Two types of evacuations

1. [redacted]

2. [redacted]

B. [redacted]

1. [redacted]

a. [redacted]

b. Booking Officer [redacted]

(1.) The Transportation area:

(a.) [redacted]

(b.) [redacted]

(c.) Directly into the Booking Vehicle Sallyport.

[redacted]

(2.) Booking Vehicle Arena:

(a.) [redacted]

(b.) [redacted]

(c.) [redacted]

(d.) [redacted]

(3.) Outside

(a.) [redacted]

(b.) [redacted].

(c.) [redacted]

(d.) [redacted]

2. Medical & Sheltered Housing:

a. [redacted]

b. [redacted]

[redacted]

d. Outside.

(1.) [redacted]

(2.) [redacted]

(a.) [redacted]

(b.) [redacted]

(c.) [redacted]

(d.) [redacted]

(3.) [redacted]

(4.) [redacted]

(a.) [redacted]

(5.) [redacted]

(a.) [redacted]

(b.) [redacted]

(6.) [redacted]

e. Medical Housing inmates may require special handling due to their medical condition.

(1.) Medical staff will work in concert with security staff in the evacuation of:

(a.) Bedridden inmates

(b.) Medically isolated inmates

(c.) Inmates with severe mental illnesses

(2.) All inmates will be evacuated together and remain in the same area until count for that unit is secured.

f. Inmates classified as requiring special handling will be separated from other inmates as soon as possible.

3. Total evacuations from Intake Housing.

a. [redacted]

(1.) [redacted]

(2.) [redacted]

[redacted]

[redacted]

(3.) [redacted]

b. Outside

(1.) [redacted]

[redacted]

(a.) [redacted]

[redacted]

(a.) Located in the entry vestibule next to Intake 2 West [redacted]

[redacted]

4. Total Evacuation from the Clinic.

a. All inmates will initially be evacuated to the same location.

(1.) [redacted]

[redacted]

b. After a census count has been performed and confirmed, inmates will be returned to their respective housing units.

c. Medical, Sheltered and Intake Housing Inmates.

(1.) [redacted]

(2.) [redacted]

d. South Jail and Honor Farm inmates.

(1.) [redacted]

(2.) [redacted]

(3.) [redacted]

(4.) Driven to [redacted]

5. Total evacuation from General Population and Ad-Seg.

a. [redacted]

b. Only as a last resort in extreme emergencies.

c. [redacted]

d. [redacted]

(1.) [redacted]

(2.) [redacted]

(3.) [redacted]

e. [redacted]

(1.) [redacted]

f. [redacted]

6. Total evacuation of the South Jail Administration Building.

a. The Administrative Officer is responsible for coordinating all outside emergency response.

(1.) Will be the designated officer if the emergency is limited to the South Jail Administration Building.

(2.) Or, until relived by the designated officer.

b. Inmates will be moved according to the extent of the emergency.

(1.) If a small area is involved, [redacted]

(2.) If the emergency cannot be quickly contained or controlled, [redacted]

c. If the entire building needs to be evacuated, [redacted]

d. [redacted]

f. Once the situation is contained:

(1.) The evacuated inmates will be taken back to their respective units.

(2.) If because [redacted]

(a.) Notify the Housing Officer [redacted]

(b.) Inmates [redacted]

(c.) An emergency [redacted]

g. If the emergency occurs while a Transportation vehicle is waiting for court or appointment movement, [redacted]

h. [redacted]

(1.) [redacted]

(2.) [redacted]

(3.) [redacted]

(4.) [redacted]

i. All civilian staff and visitors [redacted]

C. Other evacuation [redacted]

VI. Evacuation Method

A. Number one priorities during an evacuation are the life and safety of those involved.

B. Initially all [redacted]

1. Inmates of different classifications [redacted]

2. If possible, special handling inmates will be moved to available holding cells.

a. As a last resort, [redacted]

3. All available officers will assist in evacuating inmates in a safe and orderly manner.

C. Supervision, directions, and decision making.

1. Made by the designated Coordinator under supervision of the Shift Supervisor or higher.

2. The primary officer will turn over responsibility of the emergency situation to the designated Coordinator.

3. The designated Coordinator will:

   a. Coordinate the efforts of all assisting officers.

   b. Relay all information to Jail Central Control and other officers.

4. The Officer's primary responsibility will be to remain with inmates assigned to his housing unit.

   a. Provide supervision, security and control.

   b. Account for evacuated inmates.

D. The evacuating officers will [redacted]

1. Identify [redacted]

2. Identify [redacted]

3. Identify [redacted]

4. The evacuation [redacted]

5. The inmates [redacted]

6. All available officers [redacted]

E. Any time inmates are evacuated [redacted]

1. May require more [redacted]

F. All Officers will work together to evacuate the inmates from critical areas.

1. The initiating officer [redacted]

[redacted]

b. The Officer's primary responsibility will shift to the supervision and security of the evacuated inmates.

2. To alleviate confusion, and keep radio traffic to a minimum, the Coordinator will be responsible for relaying information to Jail Central Control.

3. Assisting Officers include, but are not limited to the following:

a. Escort Officers

b. Transportation Officers

c. Officers from other housing units or areas of the facility

d. Officers from other divisions

e. Officers from other agencies

G. Non-custodial personnel inside the unit will be evacuated.

1. With the inmates, if necessary

H. If there are any non-custodial personnel inside Booking, [redacted]

1. Via the [redacted]

2. [redacted].

I. Special procedures for evacuating Ad-Seg.

1. Prior to any movement of inmates from Ad-Seg, the Tower Officer will notify the designated Coordinator of the pending evacuation and the count.

2. If time allows, this will be [redacted]

a. Evacuating Officers [redacted]

b. Use the [redacted]

[redacted].

3. If there is not [redacted]

a. The Tower Officer [redacted]

(1.) [redacted].

b. All available officers [redacted]

4. The officers assigned to Ad-Seg [redacted].

J. Count procedures

1. The Housing Officer [redacted]

a. [redacted]

b. [redacted]

c. [redacted]

2. Once the inmates are accounted for, the officer's primary responsibility shifts to:

a. [redacted]

b. [redacted]

3. [redacted].

a. Conduct [redacted]

b. Call [redacted].

K. [redacted]

a. Identify [redacted].

b. Identify [redacted]

[redacted]

a. [redacted].

b. [redacted].

L. Documentation.

1. Complete an incident report and forward it to the Shift Supervisor.

a. The Officer who initiated the call for assistance will be the primary officer.

b. All other officers involved will complete supplemental reports.

VII. Opening Cell Doors

A. Medical Housing

1. If there is not sufficient time to [redacted].

a. The Housing Officer will advise [redacted]

[redacted]

(2.) [redacted].

b. All available officers [redacted]

B. Intake & Sheltered Housing

1. Cell doors [redacted]

a. Depending on the nature of the emergency.

b. The number of assisting officers.

2. Single Cell

a. [redacted]

3. [redacted].

a. [redacted]

(1.) [redacted]

(2.) The Housing Officer [redacted]

(a.) Section of cells

(b.) [redacted]

C. Ad-Seg Housing Units

1. This function [redacted]

2. The [redacted].

[redacted]

3. [redacted]

D. Jail Central Control

[redacted]

PRE-TRIAL FACILITY
INMATE SERVICES

LEARNING GOAL:

The trainee will be able to identify the various services available to inmates in the Housing Unit and know the operation of each.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify services available to inmates in the Housing Unit.

The trainee will be able to identify schedules for the recreation yard.

The trainee will be able to identify any special handling requirements for inmates using the recreation yard.

The trainee will be able to identify the proper procedures for handling outgoing inmate mail.

The trainee will be able to identify the proper procedures for handling and passing incoming inmate mail.

The trainee will be able to identify the types of laundry to be exchanged in the Housing Unit.

The trainee will be able to identify schedules for laundry exchange in the Housing Unit.

The trainee will be able to identify the proper procedures for conducting laundry exchange in the Housing Unit.

The trainee will be able to identify the proper procedures for obtaining clean laundry on other than the scheduled exchange day.

The trainee will be able to identify the proper procedures for storing and disposing of solid laundry.

The trainee will be able to identify the proper procedure for providing telephone calls for hearing impaired inmates

METHOD OF LEARNING:

Time allocation: 40 minutes

A. Classroom area requirements.

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on services available to inmates in the

Housing Unit.

The trainee will participate in a guided group discussion on schedules for the recreation yard.

The trainee will participate in a guided group discussion on special handling requirements for inmates using the recreation yard.

The trainee will participate in a guided group discussion on the proper procedures for handling outgoing inmate mail.

The trainee will participate in a guided group discussion on the proper procedures for handling and passing incoming inmate mail.

The trainee will participate in a guided group discussion on the types of laundry to be exchanged in the Housing Unit.

The trainee will participate in a guided group discussion on schedules for laundry exchange in the Housing Unit.

The trainee will participate in a guided group discussion on the proper procedures for conducting laundry exchange in the Housing Unit.

The trainee will participate in a guided group discussion on the proper procedures for obtaining clean laundry on other than the scheduled exchange day.

The trainee will participate in a guided group discussion on the proper procedures for storing and disposing of solid laundry.

The trainee will participate in a guided group discussion on the proper procedure for providing telephone calls for hearing impaired inmates.

OUTLINE OF MATERIAL:

I. Recreation

A. Qualifications for daily use of the Recreation Yard.

1. Must be classified.

2. Must have been orientated to the Housing Unit.

3. Exception

a. Inmates classified to a security level which requires them to be separated from other inmates.

b. Will only be authorized outdoor recreation.

B. Inmates using the recreation yard.

1. General Population.

2. Special handling inmates.

a. Administrative segregation

(1.) High Risk

(2.) Protective Custody

(3.) Management Problems

(4.) Disciplinary

b. Mental illness

3. Inmates with medical problems may have their yard time monitored by Medical/Mental Staff in Medical Housing.

4. Inmates with contagious diseases or severe mental disorders.

a. Must have the opportunity to use the yard.

b. At the discretion of the Medical/Mental Health Staff.

(1.) Medical/Mental Health Staff will advise the Housing Officer who is eligible.

(2.) The Housing Officer will take the appropriate action to see that the inmate(s) receive their recreation time.

C. Schedules.

1. General Population inmates:

a. Indoor and outdoor

b. [redacted]

c. [redacted]

(1.) Whenever the inmate is out of their cell.

2. Medical & Sheltered (not addressed)

a. Indoor and outdoor

b. Multiple Classification Housing

[redacted]

d. [redacted].

(1.) Whenever the inmate is out of their cell.

c. Indoor recreation.

(1.) Not available to lockdown inmates.

(a.) Only able to use the telephone.

(2.) Supervised by the Housing Unit Officer.

(3.) Types of indoor recreation:

(a.) Televisions.

(b.) Reading materials.

(c.) Board games.

(d.) Cards. Etc…

(4.) Special activities and supplies provided by programs staff and will take place in a common area or the multipurpose room.

d. Inmate refuses their recreation period.

(1.) Document in ATIMS

(2.) Inmate Note

3. Administrative Segregation

a. Availability

(1.) [redacted]

[redacted]

b. Schedule

(1.) [redacted]

(2.) [redacted]

[redacted]

(3.) [redacted]

[redacted]

(4.) [redacted]

5. Restraints

a. [redacted]

b. [redacted]

c. [redacted]

[redacted]

e. The Housing Officer will place the appropriate restraint device(s) on the inmate.

([redacted]

[redacted]

[redacted]

f. [redacted]

g. The process will be reversed when the inmate returns from the recreation yard.

D. Outdoor Recreation.

1. Supervised by the Housing Officer.

2. Periodically check all recreation areas.

3. Will be done outside the Housing Unit in the Recreation Yard.

4. Administrative Segregation

   a. Supervised by the Housing Officer

   b. The Recreation Yard is a common area.

      (1.) Used by both male and female inmates, with one on each side.

      (2.) Male and female inmates shall not, under any circumstances share the same recreation yard at the same time.

   c. Only (1) inmate will be in each recreation yard at a time.

   d. Will be locked in the recreation yard

E. Movement

1. General Population (not addressed)

   a. Go to and from the yard on their own providing it is not occupied by special handling inmates.

   b. Does not conflict with other services scheduled for the inmate.

2. Special handling inmates - [redacted]
(not addressed)

   a. Lockdown the Housing Unit.

   b. [redacted].

   c. [redacted]

   d. Placement in the exercise yard.

      (1.) [redacted]

      (2.) [redacted]

      (3.) [redacted]

e. Removal from the exercise yard.

(1.) [redacted].

(a.) [redacted].

(b.) [redacted]

(2.) Secure the Housing Unit from lockdown status.

3. Administrative Segregation

a. [redacted]

(1.) [redacted]

(2.) [redacted]

b. [redacted]

c. [redacted]

(a.) Except for movement to and from the shower and recreation yard.

4. Restraints

[redacted]

b. [redacted]

(1.) [redacted]

c. [redacted]

d. [redacted]

[redacted]

e. [redacted]

f. The process will be reversed when the inmate returns from the recreation yard.

g. Inmate refuses recreation:

1. Document in ATIMS

2. Inmate Note

F. Recreation materials.

1. Inspected daily by the Housing Officer.

2. Equipment requiring replacement will be requisition from Recreation Director.

G. Disciplinary Action.

1. Take appropriate action against inmates who abuse recreation supplies or equipment.

2. Take appropriate action against disruptive behavior.

II. Inmate outgoing mail.

A. General Population inmates will place their outgoing mail in the designated box prior to 2300 hours.

1. Envelope must:

a. Be stamped, if indigent no stamp required.

b. Sealed.

c. Have destination address written on the front of the envelope.

d. Have return address as follows:

(1.) Inmate name and booking number
San Joaquin County Jail
999 West Mathews Road
French Camp, Calif. 95231

(2.) Written on the front of the envelope.

(3.) Upper left corner.

e. If there are any pictures or other writings on the outside of the envelope, return it to the inmate unopened.

B. Lockdown inmates will have their mail ready for pick up at their cell by 2300 hours.

C. Indigent inmates.

1. Through the inmate welfare system, inmates with no funds will receive the following weekly:

a. Two (2) mailing envelopes unstamped.

b. Four (4) sheets of paper.

c. One (1) pencil

2. Mail room staff will review the account of each inmate claiming indigent status.

3. If it is determined that an inmate does not have indigent status, his mail will be returned to him for correct postage.

D. Housing Officer's duties.

1. Mail from lockdown inmates will be collected by the Housing Officer.

a. Periodically throughout shift.

(1.) Day Shift

(2.) Night Shift (until 2300 hours)

b. Place mail in the designated outgoing mail box near the Officer's Work Station. (not addressed)

E. Night Shift Officer's duties.

1. Collect all outgoing mail from the mailbox and undelivered mail.

2. [redacted]

3. Bundle it.

4. Take it with you when you leave the Housing Unit.

5. Jail Core

a. Take it to the Administration Building.

b. Place in the outgoing mail slot next to the Records Office.

6. South Jail

a. Taken to the South Jail Administration Building

b. Place in the Outgoing Mail slot.

III. Inmate incoming mail.

A. Night Shift Officer duties

1. Officers assigned to the Jail Core will pickup all incoming mail for the Housing Unit.

a. At the completion of night shift briefing.

b. From the Jail Core break room located in the Circulation Corridor.

c. Take the mail to the Housing Unit with you.

d. Lock it in a drawer at the officer work station until mail call.

2. South Jail Officers will pickup all incoming mail for the housing unit at the completion of briefing.

a. From the "Incoming Mail" slot in the South Jail Administration Building.

b. Take the mail to the housing unit with you.

c. Lock it in a drawer at the officers work station until mail call.

3. Conduct mail call as soon as possible.

a. Announce to all inmates not locked down to prepare for mail call.

b. Choose a common area to hand out mail.

c. Call out inmates name as listed on each piece of mail.

d. Identify the inmate.

(1.) Inmate will state his name.

(2.) Inmate will produce his Identification wrist band.

(3.) Compare name and photograph.

e. Once identified, give the inmate his mail.

f. Mail is never given to an inmate for whom it is not addressed.

4. Locked down inmates.

a. Take mail to specific inmate's cell.

b. Identify the inmate.

(1.) Inmate will state his name.

(2.) Inmate will produce his identification wrist band.

(3.) Compare name and photograph.

c. Once identified, give the inmate his mail.

5. Disposition of mail for inmates not housed in that particular Housing Unit.

a. Write new housing location on the outside of mail.

b. Bundle the mail with the outgoing mail.

d. The mail will be returned to the mail room with the outgoing mail.

IV. Laundry exchange.

A. Types of laundry to be exchanged.

1. Jail issue clothing.

a. Intake Housing - inmate workers will be given laundry exchange on a routine basis.

2. Linen.

a. Jail beds

b. Hospital beds (Medical Housing only)

3. Blankets.

B. Jail Core Delivery

1. All jail issue clothing for Medical and Sheltered Housing Units will be delivered to Sheltered Housing Unit, Medical will have extra laundry in the Medical storage room.

a. [redacted]

2. The Medical Housing Officer will notify the Sheltered Housing Officer via Stentofon when jail issue laundry is needed in Medical Housing.

a. Except on regular exchange days.

b. Sheltered Housing Unit inmate worker will remove the requested number of clothing sets and take them to the door that separates the Housing Units.

c. The Sheltered Housing Officer will supervise the inmate worker while in the storeroom.

3. Clean laundry will be delivered to the Intake Housing Unit by the Laundry Work Supervisor.

a. Delivered on:

([redacted]

[redacted]

[redacted]

C. South Jail Delivery

1. All jail issue clothing, linen, blankets and bed rolls will be delivered to and stored in the Administration Building.

2. General Population Housing Unit delivery

a. Pick up of soiled laundry and delivery of clean laundry will be done (2) times each week for each housing unit.

(1.) By Central Service worker and inmate workers on scheduled days.

(2.) The Housing Officer has discretion when clean laundry will be delivered to the housing unit.

b. Jail issue clothing delivery process

[redacted]

[redacted]

[redacted]

3. Administrative Segregation Housing Unit Delivery

a. [redacted]

(1.) Delivered to the South Jail on:

[redacted]

[redacted]

(2.) By the South Jail Escort/Security Officers

(3.) The same days that it is delivered to the South Jail Administration Building

(4.) Through the sallyport

(5.) The Escort/Security Officers will notify the Adseg Officers when they have delivered clean laundry to the inner sallyport.

D. Jail Core exchange schedules.

1. Jail issue clothing exchange

a. Exchange days:

[redacted]

(c.) Can be more frequent at the request of the Medical Staff for Medical & Sheltered Housing.
(not addressed)

b. Clothing exchange time:

(1.) Conducted on night shift

(2.) On scheduled exchange day.

c. During clothing exchange each inmate will get (1) clothing set on a one for one basis. (Outer Clothes only)

d. Exchange on other than exchange day.

(1.) Only in cases of emergency.

(2.) Obtain what is needed from the laundry storage room.

2. Steps for exchange.

a. The exchange will take place on the same day that clean laundry is delivered to the Housing Unit.

b. The Housing Officer will announce at the scheduled time that laundry exchange will take place. (Night Shift)

c. Non-lockdown will bring their soiled laundry to the designated common are for exchange.

d. Under the supervision of the Housing Officer the inmate worker will give the inmate clean laundry on a one for one exchange.

e. Lockdown inmate exchange.

(1.) To be complete after non-lockdown inmate laundry exchange.

(2.) Lockdown the Housing Unit. (not addressed)

(3.) Take appropriate number of clothing sets from the number of lockdown inmates. (not addressed)

(a.) Go to each lockdown inmate's cell.

(b.) One for one exchange.

(4.) Exchange for high/risk inmates will be conducted by:

(a.) Medical & Sheltered Housing Officers in Medical Housing. (not addressed)

(b.) Both the Sheltered Housing Officers in Sheltered Housing. (not addressed)

(5.) Secure the Housing Unit from lockdown. (not addressed)

3. Linen exchange.

a. Exchange days.

(1.) Once every 2 weeks

(2.) Can be more frequent at the request of the Medical Staff in Medical & Sheltered Housing. (not addressed)

b. Linen delivery. (not addressed)

(1.) [redacted]

[redacted]

c. Linen exchange time:

(1.) Night Shift

(2.) On scheduled exchange day.

4. Blanket exchange.

a. Exchange days:

(1.) Once monthly.

(2.) First Monday of each month.

(3.) Can be more frequent at the request of the Medical Staff in Medical & Sheltered Housing.
(not addressed)

b. Blanket delivery.

([redacted]

(2[redacted]

c. Blanket exchange time:

(1.) Night Shift (not addressed)

(2.) On scheduled exchange day.

E. South Jail General Population exchange schedule

1. Male/Female underclothing, socks, T-shirts and towels

a. Available 24 hours a day

b. May exchange as often as desired

c. Exchanged on a one for one basis

d. Each laundry room will be equipped with a 44 gallon garbage can for collecting soiled underclothing.

3. Jail issue clothing exchange will be conducted three times each week.

a. Exchange days:

(1.) Housing Units # 1,2,3,4,5,6, adseg 7, adseg 8

[redacted]

[redacted]

b. During laundry exchange each inmate will get a one for one exchange of a shirt and pants.(Outer Garments Only)

c. Dirty clothing will be placed in a laundry cart.

d. Clothing exchange time:

(1.) On scheduled exchange days

e. Exchange on other than exchange day

(1.) Central Services Laundry Supervisor.(For emergencies only)

(1a.) Double Bunking.

(2.) One for one

4. Linen exchange

a. Blankets:

1. First Monday of every Month.

2. Night Shift

b. Sheets

1. Every 2 weeks

2. Night Shift

5. Procedure for conducting laundry exchange

a. Laundry will be exchanged on a one for one basis

b. Steps for exchange:

(1.) Tell inmates to return to their cells and prepare for the exchange.

(2.) Call 10 - 15 inmates at a time to the laundry room.

(3.) Have inmates form a single file line and conduct clothing exchange.

(4.) Inmate places soiled laundry in a laundry cart.

(5.) Inmate worker gives the inmate clean laundry.

6. Procedure for conducting laundry exchange in Administrative Segregation.

a. Laundry will be exchanged on a one for one basis.

b. All laundry exchanges will be conducted through the food pass slot in the cell door.

c. The Housing Officer will escort the inmate worker to each cell and unlock the food pass slot for laundry exchange.

7. Steps for exchange:

a. The Tower officer will notify all inmates via the intercom to prepare for laundry exchange.

(1.) Food pass slot will be opened inmate will discard his dirty laundry through the food pass slot.

(2.) The inmate worker will hand the inmate a clean set of laundry.

(3.) The Housing Officer will lock the food pass slot.

G. Additional Storage of Laundry

1. Jail Core

a. All laundry will be stored in the Sheltered Housing laundry storage room behind the pantry for Medical & Sheltered Housing.

b. Central Services will deliver needed supplies the scheduled day for exchange. (not addressed)

c. Contact Central Services for any additional needed laundry items. (not addressed)

d. Additional laundry for Intake can be obtain from Booking.

2. South Jail

a. Contact the Laundry Central Services Worker.

(1.) Only undergarments, towels, socks, and T-shirts will be stored in General Population Housing laundry storage room.

(2.) All other clothing or linen items will be stored in the South Jail Administration Building.

V. Disposal of soiled laundry.

A. Jail Core

1. The cart with the dirty laundry from Medical Housing will be stored in the Sheltered Housing Unit Storage room waiting for pickup.

2. Pick-up of soiled laundry will be done by Inmate Work Supervisor.

a. [redacted]

3. Laundry delivery and pick-up process for Intake Housing.

[redacted]

4. Carts will be used in the Housing Unit to temporarily store soiled laundry.

a. Seltered Housing - when not in use the carts will be kept in the storage room.

5. The Housing Officer is responsible to have the soiled laundry placed into the East Service Sallyport prior to the designated pick-up times for Intake.

a. Sheltered Housing - do not park the cart in the Service Sallyport until the Laundry Officer arrives.

(1.) It will block the sallyport in the case of emergency.

6. Inmate workers supervised by the Inmate Work Supervisors will remove the soiled laundry carts and then place clean laundry carts in the sallyport.

7. Inmate workers supervised by the Housing Officer will remove the clean laundry carts from the sallyport and place them in the appropriate storage area.

8. Intake laundry cart contents.

a. Bed rolls - Used for issuance to newly received inmates.

b. Towels - Used to exchange used towel for a clean towel after a shower.

B. South Jail

1. Soiled laundry will be bagged and the bags placed in the Service Sallyport for

pick up the day after laundry exchange.

2. Soiled laundry will be removed from the housing unit after laundry exchange the same day.

   a. Will be picked up by inmate workers supervised by an Inmate Work Supervisor.

   b. Taken to the South Jail Administration Building to be picked up by laundry workers.

      (1.) In Administrative Segregation dirty clothing will be picked up the day after laundry exchange.

      (2.) Clean and returned the following day for the next laundry exchange.

3. General Population soiled laundry pick up schedule

   a. Housing Units #1,2,3,4,5,6,adseg 7, 8

   [redacted]

   (2.) [redacted]

VI. General Population Laundry Room Guidelines

A. Laundry Room hours

   1. Continuous except for during count, clean up, and inspection hours.

B Only laundry workers are allowed in the laundry room.

   1. Responsible for all clean up

   2. Spilled water or detergent will be cleaned up immediately

C. Equipment

   1. (1) washing machine

   2. (1) dryer

   3. Used to wash underclothing, T-shirts, towels and socks

VII. Contaminated laundry.

A. Types

1. Bodily fluids.

a. Blood

b. Urine

c. Excrement

2. Infestations.

3. Contagious or communicable diseases.

B. Handling contaminated laundry.

1. The entire process will be supervised by the Housing Officer in Intake and Sheltered Housing.

a. In Medical Housing if Medical staff is not available the Housing Officer will supervise the entire process.

2. Housing Officer will issue safety equipment to the inmate workers.

(1.) Only If the Inmate is not able to take care of their own laundry.

a. Disposable gloves.

b. Disposable face masks.

c. Paper coveralls or plastic aprons.

3. Inmate worker will get the infectious linen container from the medical exam room.

a. Lined with a yellow "Infectious Linen" bag.

(1.) The inmate worker will bring extra yellow "Infectious Linen" bags.

(2.) The inmate worker will bring extra "Water Soluble" plastic bags.

b. Take the container to the inmates cell.

c. All laundry articles are placed in a "Water Soluble" plastic bag by the infected inmate or an inmate worker.

(1.) If the laundry is wet it MUST be wrapped in dry towels or other dry laundry articles.

(2.) Wet articles will dissolve the "Water Soluble" bag.

4. The infected inmate (if possible) will seal the bag by tying a knot in the opening.

a. The inmate worker will step on the foot adapter to open the infectious linen container.

b. The infected inmate will place the "Water Soluble" plastic bag into the yellow "Infectious Linen" bag.

(1.) The yellow "Infectious Linen" bag is considered clean and should never be taken inside an infectious cell.

(2.) Only the "Water Soluble" plastic bag should go into an infected cell.

(3.) Use as many bags as necessary, do not over fill the bags.

(4.) The inmate worker will place the infected linen in the "Water Soluble" bag and place it inside the "Infectious Linen" bag if the infected inmate cannot.

5. Comb and hair grooming utensils are disposed of in the red infectious waste hamper located in the medical exam room.

6. The Housing Officer will put on disposal protective gloves.

a. Examine mattress and pillow for cracks or tears in the plastic lining.

(1.) If a crack or tear is found the inmate will double bag the damaged item.

(2.) If in good condition the inmate will wash them with a disinfectant solution provided by medical staff.

7. Inmate worker will return the infectious linen container to the door of the medical exam room.

8. Inmate worker will dispose of their gloves, face mask, paper overalls or plastic apron in the red "Infectious Waste" container located in the medical exam room.

9. Inmate worker will be issued a clean pair of disposable gloves.

10. The inmate worker will remove the yellow "Infectious Linen" bag and seal it.

11. Inmate worker will place the yellow "Infectious Linen" bag in the Service Sallyport.

12. The Housing Officer and the inmate worker will dispose of their disposable gloves into the red "Infectious Waste" container in the medical exam room.

13. In Administrative Segregation, the Housing Officer will place the yellow "Infectious Linen" bag in the Tower Control Room Corridor on the floor nearest the outer door.

C. Issue the inmate clean laundry and linen.

1. After medical treatment.

2. After shower.

3. One for one exchange.

VIII. Telephones

A. Administrative Segregation

1. Locations

a. Three (3) collect telephones available in each housing unit.

(1.) One telephone is located in each recreation yard.

(2.) Inmate may use it during their recreation time.

b. One telephone is located in the common area.

2. All of the telephones can be turned on or off by the Housing Officer.(toggle switch by door)

B. Restrictions

1. Inmates on full disciplinary restriction <u>will not</u> be allowed to use the telephone except:

a. Court ordered phone calls

b. Verified family emergencies

C. Family emergencies

1. Telephone use will be authorized by the South Jail Supervisor.

D. General Population telephones

1. Available from 0500 - 2300 hours

2. Exceptions will be at the officer's discretion

IX. Telephone Device for the Deaf and Disabled (TDD)

A. Definitions

1. TDD (Telecommunication Device For the Deaf and Disabled)

a. A portable typewriter machine which plugs into a telephone and allows a hearing impaired person to communicate via printed text with another TDD machine.

2. California Relay Service 1-800-735-2929

a. A "800" service which relays calls between a person using a TDD and any other telephone user within the state.

b. It allows a TDD user to call a person without a TDD machine.

c. It also allows a person without a TDD to call a TDD user.

d. When the relay service is used the phone number from which the call is placed will be billed for any applicable long-distance calls.

3. TDD Operator 1-800-855-1155

a. A specially trained telephone operator who is equipped with a TDD and can provide operator assistance to TDD users.

B. Housing

1. Hearing impaired inmates will be either housed in Sheltered or Medical Housing. Until clear for alternative housing.

C. Machine storage

1. TDD machine for Sheltered and Medical Housing will be stored at the Medical Housing Officers' Workstation.

2. TDD machine for Booking will be stored at the Booking Officers' Workstation.

D. Location for use

1. The officer will setup the TDD machine in a vacant interview room in Medical or Sheltered Housing.

    a. Depending on which housing unit the inmate is assigned.

2. The officer will setup the TDD machine in Interview Room #1 in Booking.

E. Use of TDD machine.

1. The "collect-only" inmate telephones will not work with the TDD machine.

    a. Requires access through an "800" number.

    b. Inmate telephones have an "800" block on them.

2. The hearing impaired inmate will request use of the telephone.

    a. The officer will accommodate the request as soon as work load permits.

        (1.) Consider time of day and the availability of the person being called.

3. The officer will set up the TDD machine.

4. Supply the inmate with the two phone numbers

    a. TDD Operators

    b. California Relay Service

    c. A local call to another TDD user will not require the use of the relay service or the TDD Operator.

5. All long distance calls will be collect only.

F. Monitor

1. Provide reasonable and intermittent supervision.

    a. Ensure that the inmate is not making direct dialed long-distance calls.

    b. Do not monitor the phone call.

X. Administrative Segregation Program Refusal Log

A. Inmate refusal to participate in any program

1. Shower

2. Eat

3. Recreation

4. Etc.

B. Officer will record this ATIMS, inmate notes

PRE-TRIAL FACILITY

MEDICAL HOUSING ISOLATION CELLS

LEARNING GOAL:

The trainee will be able to identify the proper use of Medical Housing Isolation Cells.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify what inmates are housed in Medical Isolation Cells.

The trainee will be able to identify the physical make-up of a Medical Isolation Cell.

The trainee will be able to identify the correct procedures for entering and exiting a Medical Isolation Cell.

The trainee will be able to identify the correct procedures for handling contaminated equipment, clothing, and linen.

METHOD OF LEARNING:

Time Allocation: 15 min

A. Classroom area requirements.

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on what inmates are housed in Medical Isolation Cells.

The trainee will participate in a guided group discussion on the physical make-up of a Medical Isolation Cell.

The trainee will participate in a guided group discussion on the correct procedures for entering and exiting a Medical Isolation Cell.
The trainee will participate in a guided group discussion on the correct procedures for handling contaminated equipment, clothing, and linen.

OUTLINE OF MATERIAL:

I. Medical Isolation Cell Locations and Layout

A. Location.

1. [redacted]

B. Medical Isolation Cell layout. (5.18.39 /def)

[redacted]

2. [redacted]

[redacted]

II. Inmates Housed in Medical Isolation Cells

A. All inmates in isolation cells will be treated as lock down inmates.

B. Inmates will be housed in a Medical Isolation Cell for the following reasons:

1. Inmates with an infectious communicable disease.

2. Inmates with a compromised immune system.

3. Inmates that may present a health danger to staff or others.

a. Refusal to have a Tuberculosis skin test.

C. Medical Staff will determine when an inmate needs to be placed in a Medical Isolation cell.

1. Notify the Housing Officer.

2. The Housing Officer will make the placement.

[redacted]

1. Inmate's illness

2. Proper procedures for dealing with the inmate

III. Steps for Entering and Exiting a Medical Isolation Cell

A. Applies to anyone entering the Medical Isolation Cell.

1. Medical Housing Officer

2. Medical staff

3. Medical contract housekeeper

4. C.E.R.T. officers

B. Entering:

[redacted]

2. Read instructions on the isolation cell door window.

3. Assemble and put on necessary protective equipment and clothing as listed on the posted medical orders.

4. Enter the cell.

5. Complete the necessary task.

C. Exiting:

1. [redacted]

[redacted].

3. Take off protective equipment / clothing.

4. Place all disposable items in the red "Infectious Waste Hamper".

   a. Clothing

   b. Equipment

   c. "Sharp containers"

5. Exit the vestibule.

IV. Removal of Infectious Trash and Waste

A. Will be done after Medical Staff completes their final treatment of the shift.

B. Completed by the contracted Medical Housekeeper.

1. The Medical Staff will supervise the contracted housekeeper's removal of infectious trash and waste from Medical Isolation Cell vestibules.

2. Contracted housekeeper will wear appropriate protective equipment / clothing.

3. Medical Staff or the contracted housekeeper will immediately replace the infectious waste hamper bag.

C. Removal from Housing Unit

1. Contracted housekeeper will be responsible for the disposal of infectious waste.

2. Placed in the Ambulance service sallyport.

3. Picked up by County Hospital workers.

4. The County Hospital Laundry Custodian will be contacted by the contracted housekeeper or the Medical Staff and informed that infectious linen needs to be picked up.

PRE-TRIAL FACILITY

MULTIPLE OCCUPANCY CELLS

LEARNING GOAL:

The trainee will know which inmates are to be housed in the multiple occupancy cells in the Medical Housing Unit.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the location of the multiple occupancy cells in the Medical Housing Unit.

The trainee will be able to identify which inmates will be housed in the multiple occupancy cells.

METHOD OF LEARNING:

Time allocation: 10 min

A. Classroom area requirements.

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on the location of the multiple occupancy cells in the Medical Housing Unit.

The trainee will participate in a guided group discussion on which inmates will be housed in the multiple occupancy cells.

OUTLINE OF MATERIAL:

I. Multiple Occupancy Cell Locations in Medical Housing

A. [redacted]

[redacted]

[redacted]

II. Housing Requirements

A. Inmates that require multiple occupancy cell housing.

1. [redacted]

[redacted]

3. [redacted]

[redacted]

B. [redacted].

C. Medical/Mental staff will identify inmates requiring placement in a multiple occupancy cell.

D. Medical/Mental Staff will inform the Housing Officer that the inmate needs placement into the cell.

E. Housing Officer will place the inmate in the multiple occupancy cell.

F. Housing Officer will document the move.

G. Housing Officer will forward the information to the Classification Unit.

PRE-TRIAL FACILITY

RELEASES AND TRANSFERS

LEARNING GOAL:

The trainee will know how to properly release an inmate from the housing unit.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the scheduled release times.

The trainee will be able to identify the responsibility of the inmate prior to release.

The trainee will be able to identify the Housing Officer's responsibility for inmate releases.

METHOD OF LEARNING:

Time allocation: 30 min

A. Classroom area requirements.

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids.

1. None

The trainee will receive guided group discussion on the scheduled release times.

The trainee will receive guided group discussion on the responsibility of the inmate prior to release.

The trainee will receive guided group discussion on the Housing Officer's responsibility for inmate releases.

OUTLINE OF MATERIAL:

I. Types of transfers/releases

A. Scheduled

1. To state detention facilities

2. To foreign agencies

3. Time served

4. O/R

5. Cite release

6. Housing transfers

B. Unscheduled

1. Court ordered

2. Bail bond

3. Discipline or behavior problems

C. All releases will be done from Booking or Transportation in the Core Building.

II. Scheduled release times

[redacted]

III. Notification of release/transfer

A. Transportation coordinator

1. [redacted]

2. [redacted]

B. Housing Officer will:

1. Notify inmates being released or transferred.

   a. The Control Tower Officer will notify the inmates in Ad-Seg via the intercom system.

   b. Clean their cells.

   c. Gather their personal belongings.

2. Notify Medical staff of pending releases in Medical and Sheltered Housing.

3. Inmates with normal access to common areas will be directed to a common area to wait for transportation.

4. Inmates in lock down will remain in their cell pending transportation.

IV. Cell Inspection

A. Prior to release the Housing Officer will inspect the inmate's cell for:

1. Cleanliness

a. Inmates will not be released until their cell is clean.

b. Except inmates that are exempt from cleaning per medical or mental staff.

(1.) Rooms cleaned by contracted housekeeper after their release.

2. Damage

a. May lead to a delay in the inmate's release.

b. May lead to criminal prosecution.

V. Linen and clothing.

A. All linen and clothing:

1. Placed in the soiled laundry container by the inmate prior to release.

a. Clothing is other than what the inmate is wearing.

2. Ad-Seg 7 and 8 inmates will be issued a plastic bag to place their clothing and linen in.

a. The bag will remain in the cell.

b. After the inmate's removal from the cell the clothing and linen will be removed by Officer in the unit.

c. The cell garbage will be dumped and the room will be cleaned.

VI. Movement of Transfers/Releases

A. Transportation/Escort Officers

[redacted]

b. [redacted]

2. Responsibility for the inmate will be transferred from the Housing Officer to the transporting officer.

3. Inmate will be placed in restraints based on their classification and the movement policy.

   a. Movement and handling of inmates to be released/ transferred will be consistent with departmental movement policy.

4. Escort Officers will escort South Jail inmates to the South Jail Administration Building.

   a. [redacted]

   b. High risk inmates will be in full mechanical restraints.

   c. The inmate will then be moved to their destination by Transportation Officers.

5. [redacted]

6. [redacted]

PRE-TRIAL FACILITY

SCHEDULED INMATE MOVEMENT WITHIN THE SOUTH JAIL HOUSING COMPLEX

LEARNING GOAL:

Officers assigned to the Escort team will be able to safely and securely move inmates.

PERFORMANCE OBJECTIVES:

The trainee will be able to take all preparatory steps necessary to accept inmates into the South Jail Administration Building.

The trainee will be able to identify which inmates are to be moved throughout the shift and their destination.

The trainee will be able to identify the proper procedures to follow when escorting General Population inmates to the South Jail Administration Building.

The trainee will be able to identify the proper procedures to follow when escorting Administrative Segregation/High Risk Dangerous inmates to the South Jail Administration Building.

The trainee will be able to identify the proper procedures to follow when escorting inmates from the South Jail Administration Building to a General Population unit.

The trainee will be able to identify the proper procedures to follow when escorting inmates from the South Jail Administration Building to Administrative Segregation.

The trainee will be able to identify the proper procedure for receiving transfers enroute to General Population, via the South Jail Administration Building.

The trainee will be able to identify the proper procedure for receiving transfers enroute to the Administrative Segregation Unit.

METHOD OF LEARNING:

Time allocation: 60 Minutes.

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of trainees.

B. Training Aids:

1. One ATIMS printout of the transportation calandar.

The trainee will participate in guided group discussion on taking all the preparatory steps necessary to accept inmates into the South Jail Administration Building.

The trainee will participate in guided group discussion on identifying which inmates are to be moved during the shift.

The trainee will participate in guided group discussion on identifying the proper procedures to follow when escorting General Population inmates to the South Jail Administration Building.

The trainee will participate in guided group discussion on identifying the proper procedures to follow when escorting Administrative Segregation/High Risk Dangerous inmates to the South Jail Administration Building.

The trainee will participate in guided group discussion on identifying the proper procedures to follow when escorting inmates from the South Jail Administration Building to a General Population unit.

The trainee will participate in guided group discussion on identifying the proper procedures to follow when escorting inmates from the South Jail Administration Building to the Administrative Segregation unit.

The trainee will participate in guided group discussion on identifying the proper procedures to follow when receiving transfers enroute to General Population, via the South Jail Administration Building.

The trainee will participate in guided group discussion on identifying the proper procedures to follow when receiving transfers enroute to General Population, via the South Jail Administration Building.

OUTLINE OF MATERIAL:

I. Preparation for Inmate Movement in and out of the South Jail Administration Building.

A. Prior to any inmates being placed into the holding rooms, the South Jail Administrative Officer or an Escort/Security Officer will complete a security check.

B. The night shift South Jail Administrative Officer will generate a copy of the ATIMS transportation. This list will be generated approximately (1) hour prior to inmate movement.

C. The day shift South Jail Administrative Officer will generate a copy of the ATIMS transportation, and coordinate inmate movement according to available space in the holding rooms.

D. The South Jail Administrative Officer will advise the Escort/Security Officers of the movement.

E. The Escort/Security Officers will obtain the appropriate number of restraint devices.

F. Inmates from each housing unit will be moved as a unit to the South Jail Administration Building.

II. Escorting Inmates to the South Jail Administration Building

A. From General Population Housing units

1. When notified by the South Jail Administrative [redacted]

[redacted]

[redacted]

3. Only material pertinent to the movement will be allowed to leave the housing unit with the inmate. (court papers for court dates, medical papers for clinical appointments)

   a. Inmates will not be allowed to take personal property out of the housing unit. (books, combs, etc.).

4. Prior to leaving the unit, the Escort/Security Officer(s) will verify the inmate I.D. for the name and booking number against the names listed on the ATIMS transportation calendar .

   a. Only inmates that are listed on the calendar will go.

   b. No "ADD-ONS" will be accepted.

[redacted] Once inmates have been verified, [redacted]

[redacted]

6. The South Jail Administrative Officer will be responsible for placing inmates in the appropriate staging rooms.

   a. [redacted]

B. From the Administrative Segregation Unit.

1. Inmates from Administrative Segregation Housing [redacted]

   a. The Administrative Segregation Housing Officer will assist.

[redacted]

3. Administrative Segregation inmates will [redacted]

   a. [redacted].

b. [redacted]

III. Escorting Inmates from the South Jail Administration Building to the Housing Unit

A. Escorting inmates from the South Jail Administration Building to General Population.

1. When inmates are returned to the South Jail Administration Building they will be in restraints and placed in a holding room.

   a. Inmates will remain in restraints if necessary.

2. The South Jail Administrative Officer [redacted]

3. [redacted]

   a. [redacted]

4. Escort Officers will [redacted]

   [redacted].

5. When the Escort Officers arrive at [redacted]

6. The Escort Officers will [redacted]

7. The Housing Officer will [redacted]

B. Escorting Inmates from the South Jail Administration Building to Administrative Segregation.

1. Inmates escorted to Administrative Segregation [redacted]

2. Inmates will be [redacted]

   a. Escort/ Security Officers [redacted]

IV. Receiving Transfers

A. Receiving transfers enroute to General Population.

1. Upon the inmates' arrival to the South Jail Administration Building, the South Jail Administrative [redacted]

2. The South Jail Administrative Officer will [redacted]

3. The Escort/ Security Officers [redacted]

   a. Inmates will be [redacted]

[redacted]

5. Escorting officers will ensure that inmate transfers obtain a "bed roll" from the laundry cart located in the South Jail Administrative Building.

B. Receiving transfers enroute to Administrative Segregation. (5.01.11/G1-4)

1. Upon the inmates' arrival to the South Jail Administrative Building, the South Jail Administrative [redacted].

   a. [redacted]

   b. Due to the fact that [redacted]

2. The South Jail Administrative Officer will notify the Escort/ Security Officers that the new arrivals are waiting transportation to Administrative Segregation.

   a. Priority Movement

3. Inmates will [redacted]

   a. Escort/ Security Officers will assist, if necessary.

PRE-TRIAL FACILITY

USE OF SAFETY AND OBSERVATION CELLS

LEARNING GOAL:

The trainee will know the correct procedure for using a Safety or Observation Cell in the Medical Housing Unit.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify what a Safety Cell is.

The trainee will be able to identify what an Observation Cell is.

The trainee will be able to identify types of inmates that can be placed in a Safety or Observation Cell.

The trainee will be able to identify the proper procedures for making and noting visual observations of inmates housed in a Safety Cell.

The trainee will be able to identify the proper use of restraints on inmates in a Safety Cell.

The trainee will be able to identify the proper documentation related to an inmate's placement in a Safety Cell.

The trainee will be able to identify the necessary notifications to be made upon placement of an inmate in a Safety Cell.

METHOD OF LEARNING:

Time allocation: 15 min

A. Classroom area requirements.

1. One classroom with enough tables and chairs to accommodate the number of students.

The trainee will participate in a guided group discussion on what a Safety Cell is.

The trainee will participate in a guided group discussion on what an Observation Cell is.

The trainee will participate in a guided group discussion on types of inmates that can be placed in a Safety or Observation Cell.

The trainee will participate in a guided group discussion on the proper procedures for making and noting visual observations of inmates housed in a Safety Cell.

The trainee will participate in a guided group discussion on the proper use of restraints on inmates in a Safety Cell.

The trainee will participate in a guided group discussion on the proper documentation related to an inmate's placement in a Safety Cell.

The trainee will participate in a guided group discussion on the necessary notifications to be made upon placement of an inmate in a Safety Cell.

OUTLINE OF MATERIAL:

I. Safety Cell Defined

A. A specially designed holding cell.

1. [redacted]

[redacted]

B. Designed to keep inmates from:

1. Hurting themselves.
2. Hurting staff.
3. Hurting other inmates.
4. Destruction of jail property.

C. Single inmate housing.

D. Cannot be used for disciplinary purposes.

E. Location

[redacted]

II. Types of Inmates that are placed in a Safety Cell

A. Inmate displaying bizarre behavior.

B. Inmate that is a threat to himself or others.

C. Inmate that is a threat to staff.

III. Placement of an Inmate in a Safety Cell

A. Medical staff may request an inmate be placed in a Safety Cell.

B. Process

1. [redacted]

[redacted]

IV. Restraints

A. Security type restraints.

1. Placed on inmate before movement.

a. At officer's discretion based on inmate's behavior.

b. Will remain on the inmate in the Safety Cell until the officer:

(1.) Determines the inmate is no longer in danger

(2.) Determines the inmate is no longer a high-risk

B. Medical restraints

1. May be used in place of security restraints.

2. Medical staff may request the use of medical restraints in place of security restraints.

3. The Housing Officer has the final discretion on the appropriate restraint devices to be used.

4. Medical Staff will advise when medical restraints should be removed.

a. Security / safety is the number one priority.

C. Title 15, Section 1058 (use of restraint devices)

1. Approval of Shift Supervisor.

2. Continued use of restraints shall be reviewed a minimum of every (2) hours.

3. Medical opinion on placement and retention shall be secured within (4) hours of such placement.

    a. Or, at the next daily sick call.

    b. Which ever is earliest.

4. Must be medically cleared for continued retention at least every (6) hours thereafter.

5. Mental Health consultation shall be secured within (8) hours of placement to assess the need for mental health treatment.

V. Observation and Documentation

A. Intermittent direct visual safety checks.

1. Made by Medical/Mental Health Staff.

2. Made by the Medical Housing Officer.

3. Conducted every (15) minutes.

4. All checks will be documented on the "Inmate Observation Log".

B. Documentation

1. Placement in a safety cell is a temporary short term placement.

2. Document placement:

    a. Complete an incident report.

    b. Forward to the Duty Sergeant.

C. Completed logs will be:

1. Forwarded to the Custody Classification Unit via the Duty Sergeant.

2. If the inmate was placed in observation for medical or mental health reasons, Classification will make a copy of the log to retain in file and forward the original to Correctional Health Care.

    a. Retain as part of the inmate's medical file.

VI. Removal from a Safety Cell

A. Medical / Mental Staff will advise the Housing Officer when they feel the inmate is ready to be removed from the Safety Cell.

B. If the Housing Officer feels that the inmate is still a security risk, contact the Shift Supervisor.

1. Do not move prior to making contact.

VII. Observation Cell Defined

A. A specially designed holding cell.

1. [redacted]

B. Location

[redacted]

VIII. Types of Inmates that are placed in an Observation Cell.

A. Reasons for placement include but are not limited to the following:

1. Suicide attempts.

2. Suicide ideation.

3. Monitoring inmates on certain medication

4. Inmates receiving priority medications.

5. Abnormal behavior requiring close observation, but not requiring Safety Cell placement.

IX. Placement in an Observation Cell

A. Inmates requiring placement in an Observation Cell will be identified by Medical and Psych Staff.

1. Medical/Mental Staff will tell the Housing Officer an inmate needs placement.

B. The Housing Officer will move the inmate into the Observation Cell.

1. Utilize the assistance of additional officers.

X. Observation and Documentation

A. Document the housing change through CJIS.

1. Advise Classification of the move.

B. Intermittent direct visual safety checks.

1. Made by Medical/Mental Health Staff.

2. Made by Medical Housing Officer.

3. Conducted every (15) minutes.

4. All checks will be documented on the "Inmate Observation Log".

5. Log will be kept near the Observation Cells.

6. Placement will be reviewed by the responsible physician as soon as possible.

a. Within 24 hours or

b. The next sick call, whichever comes first.

C. Completed logs will be:

1. Forwarded to the Custody Classification Unit via the Duty Sergeant.

2. If the inmate was placed in observation for medical or mental health reasons, Classification will make a copy of the log to retain in file and forward the original to Correctional Health Care.

a. Retain as part of the inmate's medical file.

XI. Removal from an Observation Cell

A. Medical/Mental Staff will determine if the inmate no longer warrants observation.

B. Medical/Mental Staff will inform the Housing Officer of the recommended housing assignment.

1. The Housing Officer will move the inmate out of the Observation Cell.

2. If the Housing Officer feels the inmate is still a security risk to Jail Staff or other inmates contact the Shift Supervisor.

    a. Do not move prior to making contact.

D. Document the housing change.

E.. Notify Classification of the inmate's clearance from observation and new housing assignment.

PRE-TRIAL FACILITY

OVERVIEW OF THE TRANSPORTATION OFFICE

LEARNING GOAL:

Officers assigned to Transportation will be able to have an overall knowledge of the Transportation Office and location of equipment.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the positions of the Transportation Coordinator and Transportation Officer.

The trainee will be able to identify equipment located in the Transportation Office and its location.

The trainee will be able to identify general information about Transportation.

The trainee will be able to identify the procedures to follow when finding damaged or destroyed property.

METHOD OF LEARNING:

Time Allocation: 2 hours

A. Classroom area and requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B. Training aids:

1. "Building Security and Equipment Inspection" list

The trainee will participate in a guided group discussion on the positions of the Transportation Coordinator and Transportation Officer.

The trainee will participate in a guided group discussion on the equipment located in the Transportation Office and its location.

The trainee will participate in a guided group discussion on general information about Transportation.

The trainee will participate in a guided group discussion on the procedures to follow when finding damaged or destroyed property.

Upon completion of classroom instruction and exercises, the trainee will receive a comprehensive written examination.

OUTLINE OF MATERIAL:

I. Positions of Transportation

A. Transportation Coordinator

1. [redacted]

2. [redacted]

3. [redacted]

4. Arrange the transportation for on-site inmate housing transfers.

5. Arrange transportation for inmates being transferred to and from the Honor Farm.

6. Maintain the records of the Transportation vehicles and their maintenance.

7. [redacted]

8. Hire back for the officers on vacation, for unscheduled time off and for transportation off site.

9. Maintain the Transportation storage room inventory and order supplies.

10. Schedule the use of the transportation vehicles.

11. [redacted]

12. [redacted]

13. Notify the appropriate division of Support Services of damaged or destroyed property.

14. Keep statistics concerning inmate transportation, times, etc., to justify the need for future Transportation Officers and vehicles.

15. [redacted].

16. Maintain a log of officer(s) work assignments and inmates involved.

17. Maintain a briefing board.

18. Arrange escort for court ordered visits.

19. Test alarms, response time, manner of back up response and safety equipment on Transportation vehicles.

20. Work with Support Services Coordinator concerning any and all service deliveries.

21. Work closely with the Stockton Bailiffs' Coordinator.

22. Arrange for Transportation Officers to transport inmates to and from the line up facilities.

23. Inspect the air pack daily to ensure it has not been tampered with or used during the previous shift.

24. Record restraint numbers for inventory purposes.

25. Send damaged restraints to Central Services for repair or replacement.

26. Send malfunctioning radios, batteries and or chargers to Central Services for repair or replacement.

B. Transportation Officers

[redacted]

[redacted]

3. Transport inmates to and from the Honor Farm.

[redacted]

5. Secure necessary equipment for safe and effective inmate movement.

6. Give access to emergency vehicles and personnel onto the Pretrial Site.

7. Advise the Transportation Coordinator of damaged or destroyed property.

8. Assist in court ordered visits.

9. Assist with inmate movement to and from the line up facilities.

[redacted]

11. Monitor the compliance of inmates to facility rules.

12. [redacted].

[redacted]

II. Equipment and Location

A. Sergeants Office:

[redacted]

a. [redacted]

b. [redacted]

c. [redacted]

d. [redacted]

2. Post orders

3. Telephone

B. Coordinators and Transportation Officers' workstation:

1. Stentofon

2. ATIMS terminal and printer

3. Telephone

5. Fire extinguisher

5. Air packs (in the transportation sallyport)

C. Storage room:

1. Printer paper and assorted forms

2. Pens and pencils

3. Built-in cabinets and counters

4. Clothing rack

5. Flashlights

6. Batteries

7. Restraints

a. Transportation restraints will be used through out the Pre-Trial Site during inmate movement.

(1.) The Transportation Office will have a designated number of restraints.

(2.) The South Jail Administration Building will have a designated number of restraints.

(3.) All Transportation vehicles will have a designated number of restraints.

(4.) Waist chains and leg shackles will be provided for all level 8 inmates.

b. Restraints will be exchanged one for one during inmate movement.

(1.) No restraint exchange is necessary if the inmate is expected to return.

(2.) For transportation where the inmate is not expected to return, a replacement set of restraints will be left.

c. If a set of restraints must remain on an inmate entering a housing unit, the Transportation Officer will wait to retrieve the set of restraints.

d. At the end of every shift, the Transportation Coordinator will inventory the restraints assigned to the Transportation Office.

e. Transportation officers, assigned vehicles will inventory the restraints assigned to their vehicle and report the total to the Coordinator.

f. If the count of restraints indicated some missing, the Coordinator will check with the South Jail Administration Officer to get a count from him/her.

g. If the restraints are still unaccounted for, an incident report will be written.

h. Any lost, damaged, or destroyed restraints, will be noted, identification numbers will be recorded and compiled for inventory purposes.

(1.) When six or more restraints need repairing, the Transportation Coordinator will dispatch a Transportation Officer to the Distribution Center with the restraints.

(2.) Once at the Distribution Center, the Transportation Officer will exchange the damaged restraints for new restraints with the Distribution Center's warehouse manager.

7. Radios and Chargers

D. Vehicle Locator Board (10.0.12)

1. An erasable marker board used to indicate vehicles assigned to Transportation, their location and the officers assigned to each vehicle.

a. Located on the east wall of the Transportation Office.

b. [redacted]

c. [redacted]

d. At the end of the Transportation Officer's shift, the Vehicle Locator Board will be erased and if necessary, indicate that the vehicle needs maintenance.

E. Supplies

1. Transportation Staff may obtain office supplies needed for their work stations from the storage room located in the Pre-Trial Sallyport on an as need bases.

2. Cleaning supplies may be obtained from the Janitorial Closet in Booking.

3. At the end of dayshift on Monday, the Transportation Coordinator will place a completed Supply Request Form in the Central Services mail box near records.

III. General Information

A. Briefing

[redacted]

2. [redacted]

3. Information will be exchanged regarding any unusual occurrences, special circumstances or pending assignments.

B. Meal Relief

1. All officers will be self-relieved for a meal break.

2. The Transportation or Core Supervisor will be responsible for assuring that all officers are relieved for their meal.

C. Classified Trash

1. During any given shift, the Transportation Coordinator will store classified trash in the designated area at the officer's workstation.

2. All classified trash generated by Transportation will be removed by the Transportation Coordinator at the end of each shift and taken to the classified trash bin located near Records.

D. Inmate Workers

1. Transportation will use the booking inmate workers on an as needed bases.

   a. When an inmate worker is needed in the Transportation Area the Transportation Officers will contact Booking.

   b. A Transportation Officer will go to Booking and escort the sentenced inmate worker to Transportation through the circulation corridor. The Transportation Officer will perform a pat down search on the inmate in the circulation corridor, prior to entering the Transportation area.

   c. The Sentenced Inmate Worker will perform duties at the direction of the Transportation Staff.

2. While on duty, the Sentenced Inmate Worker will be allowed to use restrooms accessible to inmates.

3. When the sentenced inmate worker is no longer needed, a Transportation Officer will escort the sentenced inmate worker back to Booking.

4. A Transportation Officer will be responsible for picking up and returning the sentenced inmate worker to and from the Program Core, after normal work hours.

E. Scheduled Assignments

1. The Transportation Coordinator or acting coordinator shall retrieve a ATIMS. Printout each morning.

2. The ATIMS appt calendar list will provide information concerning the inmates' classification code, assigned custody level, “keep aways” and conflicting appointments.

3. The custody level will indicate how the inmate is to be handled and moved

while inside and outside of the security perimeter of the pretrial site.

4. Once that information has been gathered, the Coordinator will create assignment lists for Transportation Officers reporting for duty.

5. Transportation Officers, while conducting inmate movement, will adhere to the Custody Levels and Classification Codes on their assignment lists.

6. These lists will serve as daily logs for Transportation Officers.

F. Custody Levels and Movement

1. [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

G. Holding Cells

1. The Transportation Coordinator and any officer may place an inmate into a holding cell for any of the following reasons:

   a. The inmate is classified as protective custody.

   b. The inmate is uncooperative.

   c. The inmate displays violent or hostile behavior.

   d. The inmate has been identified by medical staff to have a communicable disease.

   e. The inmate poses a threat to the smooth operation of the facility.

   f. To secure an inmate that is being transported if a Transportation Officer needs to respond to an emergency.

2. The inmate that is uncooperative or combative will remain in the Holding Cell until the outside transporting agency arrives and takes responsibility of the inmate.

3. [redacted]

[redacted]

H. Contaminated jail clothing.

Refer to: Laundry scenario 7.5.6

1. Definition of contaminated laundry:

Clothing and linen that has come in contact with an inmate who has been diagnosed or is suspected of having a communicable disease or illness, (i.e., scabies, head or pubic lice). This will include clothing or bedding contaminated by blood or body fluid, urine, or excrement.

2. If at any time an inmate is dressing out for release in a Transportation holding cell and has contaminated clothing, the Transportation Officer will do the following:

a. Enter the Booking Medical Exam Room to obtain protective disposable gloves, face mask, paper coveralls or plastic aprons for the inmate workers.

b. Inmate worker assigned to Booking under the supervision of a Transportation Officer will remove the infectious linen hamper lined with the yellow infectious linen bag from the medical exam room.

c. The inmate worker will move the hamper to the infected inmate's holding cell in the Transportation Office.

d. The infected inmate will be given a "water soluble" bag.

e. The Transportation Officer will instruct the infected inmate to place all clothing articles into the "water soluble" bag.

(1.) If any or all of the laundry articles are wet, it must be wrapped in dry towels or other dry laundry articles before being placed into the "water soluble" bag.

(2.) Wet laundry articles placed directly into a "water soluble" bag will dissolve the bag and create a possible source of contamination during transportation and storage.

(3.) Once the "water soluble" bag is filled, the infected inmate will tie a knot at the opening of the bag to seal it closed.

f. The inmate worker under the supervision of the Transportation Officer will use the foot adapter to open the lid of the Infectious Linen Hamper.

(1.) The infected inmate will deposit the 'water soluble" bag(s) into

the yellow infectious linen bag.

(2.) Do not overfill any "water soluble" bag, use additional bags if necessary.

(a.) If the infected inmate is unable to assist, the inmate worker will enter the room, remove the contaminated laundry and place it into the "water soluble" bags.

(b.) The inmate worker will place the "water soluble" bag into the yellow infectious linen bag.

g. The inmate worker under the supervision of the Transportation Officer will return the Infectious Linen Hamper to the Medical Exam Room.

(1.) The inmate worker will remove the protective disposable gloves, facemask, paper coveralls or plastic aprons and throw them into the red Infectious Waste Hamper.

(2.) The inmate worker will be provided with a clean pair of protective disposable gloves.

(3.) The inmate worker will properly remove the yellow Infectious Linen bag and seal it closed.

(4.) The yellow Infectious Linen bag is considered clean and should never be taken inside an infected room.

(5.) The inmate worker under the supervision of the Transportation Officer will place the yellow Infectious Linen bag into the property room in Booking.

I. Transportation communications and dispatching.

1. [redacted].

2. All officers assigned to the Transportation Unit will equip themselves with a radio and a fresh battery at the beginning of each shift.

a. [redacted]

b. Radio numbers will be given to the Transportation Coordinator to be put on the daily roster.

c. The officers will also note their radio number on their daily log.

d. [redacted]

3. After reviewing the different transportation lists, the Transportation Coordinator will determine the proper number of officers and vehicles to complete the transportation assignments.

4. The Transportation Coordinator will then either dispatch the officers via radio or have them report to the Transportation Office and retrieve the necessary paperwork if any.

5. Radio dispatch will include:

   [redacted]

   b. [redacted]

   c. [redacted]

   d. [redacted]

   e. [redacted]

6. The Transportation Unit [redacted]

7. The Transportation Unit will [redacted]

8. Officers will notify the Transportation Coordinator when each assignment is completed.

9. When transporting [redacted]

10. To clear the “man down” alarm:

    a. [redacted]

    [redacted]

    c. [redacted]

11. All radios will be returned to the Transportation storage closet and placed into the recharging units at the end of each shift.

12. The Transportation Coordinator will make all repair orders for the radios assigned to the Transportation Unit.

13. Central Services will be notified that servicing and or replacement is necessary.

J. Communication channels.

CHANNEL LOCATION

[redacted]

[redacted]

IV. Inspections and Damaged or Destroyed Property.

INSTRUCTORS NOTE: Refer to "Building, Security and Equipment Inspection" sheet handout.

A. Inspections.

1. Will be conducted by the Transportation Coordinator once per shift.

2. The Transportation Coordinator will use the "Building, Security and Equipment Inspection" sheet as a guide for checking items in the Transportation Office.

3. All items on the "Building, Security and Equipment Inspection" sheet are required to be examined and checked off. Each item will be checked by either (S) satisfactory, (U) unsatisfactory or (N/A) not applicable.

4. Any items requiring immediate repair will be brought to the attention of the Transportation Sergeant or Core Supervisor.

5. The Transportation coordinator will deliver the completed "Building, Security and Equipment Inspection" sheet to the Transportation Sergeant at the end of the shift.

6. The Transportation Coordinator will be responsible for notifying the oncoming

officer of the items found to be unsatisfactory and of the action being taken to correct them.

B. When damaged or destroyed property is discovered the Transportation Coordinator will be notified at the earliest possible moment.

1. The Transportation Coordinator will notify Plant Engineering or Central Services, depending, on the type of the problem to report the damage.

   a. Dial #4637 for [redacted]

   b. Dial #4635 for [redacted]

2. The following information will be given to Plant Engineering or Central Services:

   a. [redacted]

   b. [redacted]

   c. [redacted]

3. If Plant Engineering is not in their office the same information will be given to the answering machine.

4. Any items requiring immediate repair will be brought to the attention of the Transportation Sergeant or Core Supervisor.

TRANSPORTATION EMERGENCIES

LEARNING GOAL:

The trainee assigned to Transportation will be able to identify the appropriate levels of response and the procedures to follow during an emergency while working Transportation

PERFORMANCE OBJECTIVES:

The Trainee will be able to define the following: Disturbance and Emergency

The Trainee will be able to identify the four levels of Transportation response.

The Trainee will be able to determine how and when to respond to request for assistance.

The Trainee will be able to identify the procedures to follow when there are emergencies within the Transportation Office.

The Trainee will be able to identify the procedures to follow when there are emergencies within a Transportation Vehicle.

The Trainee will be able to identify the procedures to follow when a Fire and/or Ambulance escort is needed.

The Trainee will be able to identify the procedures to follow when there is a Hostage Situation.

The Trainee will be able to identify the procedures to follow when there is a Prolonged Electrical Power Failure.

METHOD OF LEARNING:

Time allocation: 2 hours

A. Classroom area requirements:

1. One classroom with enough tables and chairs to accommodate the number of students.

B

The Trainee will participate in a guided group discussion on defining Disturbances and Emergencies.

The Trainee will participate in a guided group discussion on the four levels of Transportation response.

The Trainee will participate in a guided group discussion on how to determine when to respond to requests for assistance.

The Trainee will participate in a guided group discussion on the procedures to follow when there are emergencies within the Transportation Office.

The Trainee will participate in a guided group discussion on the procedures to follow when there are emergencies within a Transportation Vehicle.

The Trainee will participate in a guided group discussion on the procedures to follow when a Fire and/or Ambulance escort is needed.

The Trainee will participate in a guided group discussion on the procedures to follow when there is a Hostage Situation.

The Trainee will participate in a guided group discussion on the procedures to follow when there is a Prolonged Electrical Power Failure.

OUTLINE OF MATERIALS:

I. Definitions

A. Disturbance

Any disrupting activity or behavior, use of force or violence or any threat to use force or violence by one or more inmates.

B. Emergency

Any significant disruption of normal facility or agency procedure, policy, or activity caused by riot, escape, fire, natural disaster or any other serious incident.

II. Transportation Levels of Response (Critical Incident Manual)

A. [redacted]

[redacted]

B. [redacted]

[redacted]

[redacted]

[

1 [redacted]

III. Requests for Assistance

A. Transportation Officers will immediately respond to requests for assistance and render necessary aid.

B. If a Transportation Officer is escorting an inmate at the time of a call for assistance, [redacted]

C. When the Public Screening Officer calls for assistance, the Transportation Officer will [redacted]

D. Transportation will be in charge of on scene supervision, directions and decision making under the supervision of the Core Supervisor.

E. Transportation will designate a coordinator during briefing.

1. The designated coordinator will be the one person that relays information to other members during the incident.

2. The designated coordinator will contact the primary officer of each unit for briefing on the action being taken.

3. To alleviate confusion, and to keep radio traffic to Jail Central Control to a minimum, this coordinator will also be the one person who relays information to Jail Central Control.

IV. Emergencies within the Transportation Office

A. If an emergency or disturbance occurs in the Transportation Office, the Transportation Coordinator, or Transportation Officer in charge, will evaluate the situation and determine the level of disturbance or emergency.

B. Fire:

1. At the beginning of each shift, the Transportation Coordinator or the Officer on duty will check the fire equipment to insure that it is in good working condition and

has not been tampered with.

2. When a fire is discovered in the Transportation Office, preservation of life is of the utmost concern.

a. The Officer will determine the nature and extent of the hazard and take the appropriate action.

b. [redacted].

(1.) [redacted]:

(a.) [redacted]

(b.) [redacted]

(2.) [redacted]

(a.) [redacted]

C. Fight:

1. The Transportation Coordinator [redacted]

2. The Transportation Coordinator/Officer [redacted]

3. [redacted]

D. Man down:

1. When the Transportation Coordinator [redacted]

[redacted]

a. [redacted]

[redacted]

2. The Officer on scene as the first responder will render immediate first aid to the inmate, continuing until medical assistance arrives.

E. All emergencies will be documented in a timely manner and forwarded to the Shift Supervisor.

V. Emergencies within Transportation Vehicles

A. Onsite

1. If an emergency takes place in a transportation vehicle during inmate movement on the Pre-trial site, the Transportation Officer will notify the Transportation Coordinator with the following information:

a. [redacted]

[redacted]

[redacted]

[redacted]

2. The Transportation Officer [redacted].

3. The Transportation Officer [redacted]

4. In a medical emergency, [redacted]

a. Transportation Officer will notify the Transportation Coordinator of the following:

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

b. The Transportation Coordinator will dispatch Officers to assist and notify Jail Central Control.

5. In the event of an inmate fight on the Transportation vehicle [redacted]

a. The Coordinator will have additional Transportation Officers standing by to assist.

(1.) [redacted]

(2.) [redacted]

(3.) [redacted]

b. The reporting officer will write a narrative incident report.

c. Classification will be notified of the occurrence.

(1.) If Classification determines that a housing change is necessary, the Transportation Officer will escort the inmates to the designated housing unit and or staging area.

(2.) All inmates will be restrained prior to any movement according to their classification status.

6. [redacted]

[redacted]

7. Documentation of the emergency will be completed in a timely manner by the Transporting Officer(s).

B. Offsite

1. The Transportation Officer(s) [redacted]

a. In a medical emergency, [redacted]

(1.) The Officer will [redacted]

(2.) [redacted]

(3.) [redacted]

b. [redacted]

(1.) [redacted]

(2.) [redacted]

(3.) The Transportation Officer(s) [redacted]

[redacted] In the event of an inmate fight on a transportation vehicle, [redacted]

a. [redacted]

c. Classification will be notified of the occurrence.

4. In the event of a transportation [redacted]

a. [redacted]

b. [redacted].

[redacted] The responding Officer(s) [redacted]

5. In the event of a transportation vehicle accident:

a. [redacted]

(1.) [redacted]

(2.) [redacted]

b. If possible, t[redacted]

c. Documentation of any emergency will be completed in a timely manner by the Transportation Officer(s).

8. The Transportation Sergeant and or Coordinator will notify the Patrol and Jail Watch Commanders of the above emergencies.

VI. Fire and Ambulance Escort

A. The Transportation Coordinator [redacted]

1. [redacted]

2. After the information has been received, [redacted]

a. [redacted]

b. [redacted]

c. [redacted]

d. [redacted]

3. The Transportation Officer(s) [redacted]

4. The Transportation Officer(s) [redacted]

5. The Transportation Officer [redacted]

6. The Transportation Officer(s [redacted]

7. The Transportation Officer [redacted]

8. The Transportation Officer(s) [redacted]

9. All responding Transportation Officers will document, in a timely manner, their assignment and any assistance that was rendered.

VII. **Hostage Situations** (Critical Incident Manual 21-23)

A. Proper Notification of Pertinent Personnel for a Hostage Situation.

1. [redacted]

[redacted]

[redacted]

B. Containment of the Scene.

1. The Duty Sergeant will act as the Incident Commander until officially relieved by a Tactical Commander. The Duty Sergeant will be responsible for the supervision and direction of all necessary personnel during the incident. Involved staff members will execute only those orders issued and will not initiate any activity on their own.

a. [redacted]

b. [redacted]

[redacted]

c. [redacted]

d. [redacted]

2. [redacted]

C. Conclusion of the Incident

1. [redacted]

   a. All necessary medical attention will be given to those in need.

   b. Secure the crime scene(s) and preserve all available evidence for the investigation.

   c. Return the facility to full normal operations as soon as possible after the incident.

2. The Incident Commander shall complete an incident report, with staff members supplementing the report as required.

3. The Duty Sergeant will conduct a debriefing with all staff members, as soon as practical. Counseling shall be made available as soon as practical.

4. A review of the incident will be conducted within seven days, by the Incident Review Board.

   a. The purpose of this meeting is to establish the need for changes in the current Policies and Procedures Manual.

   b. Discuss any issues raised during the incident.

5. A written critique of the incident will be submitted by the Incident Review Board to the Division Captain.

6. The Incident Review Board will consist of a Custody Operations Lieutenant, one non-involved supervisor and a non-involved line staff. The Incident review Board will follow the Lexipol format.

VIII. Prolonged Electrical Power Failure (Critical Incident Manuel 31-33)

A. General Information:

1. During an electrical power failure, [redacted]

   a. [redacted]

2. All facility operations may continue as normal, [redacted] or unless otherwise directed by the Transportation Sergeant or Shift Sergeant.

B. Prolonged or Continued Outages

1. Jail security and officer safety will remain the top priorities.

[redacted]

b. [redacted]

2. In the event of a prolonged electrical power failure, [redacted]

3. [redacted]

4. [redacted]

a. [redacted]

[redacted]

5. Services will be continued on an as needed basis, as determined by the Shift Supervisor.

PRE-TRIAL FACILITY

TRANSPORTATION MOVEMENT

LEARNING GOAL:

Officers assigned to Transportation will be able to identify the procedures to follow when there is inmate movement.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the procedures to follow when obtaining and maintaining a Transportation vehicle.

The trainee will be able to identify the procedures to follow when transporting inmates to and from court.

The trainee will be able to identify the procedures to follow when transporting inmates from Booking.

The trainee will be able to identify the procedures to follow when transporting inmates to and from Medical Clinic appointments.

The trainee will be able to identify the procedures to follow when transporting inmates for court ordered transportation.

The Trainee will be able to identify the procedures to follow when transporting inmates pending release.

The Trainee will be able to identify the procedures to follow when transporting inmates pending housing transfers.

The trainee will be able to identify the procedures to follow when transporting persons for contact visits.

The trainee will be able to identify the procedures to follow for contact visits.

The trainee will be able to identify the procedures to follow for Inmate Line Ups.

The trainee will be able to identify the procedures to follow when fingerprinting inmates with additional charges.

METHOD OF LEARNING:

Time allocation: 3 hours

A. Classroom area and requirements:

1. One classroom with enough tables and chairs to accommodate the number of

students.

B. Training aids:

1. None

The trainee will participate in a guided group discussion on the procedures to follow when obtaining and maintaining a Transportation vehicle.

The trainee will participate in a guided group discussion on the procedures to follow when transporting inmates to and from court.

The trainee will participate in a guided group discussion on the procedures to follow when transporting inmates from Booking.

The trainee will participate in a guided group discussion on the procedures to follow when transporting inmates to and from Medical Clinic appointments.

The trainee will participate in a guided group discussion on the procedures to follow when transporting inmates for court ordered transportation.

The trainee will participate in a guided group discussion on the procedures to follow when transporting inmates pending release.

The trainee will participate in a guided group discussion on the procedures to follow when transporting inmates pending housing transfers.

The trainee will participate in a guided group discussion on the procedures to follow when transporting persons for contact visits.

The trainee will participate in a guided group discussion on the procedures to follow for Inmate Line Ups.

The trainee will participate in a guided group discussion on the procedures to follow when finger printing inmates with additional charges.

Upon the completion of classroom instruction and exercises, the trainee will receive a comprehensive examination.

OUTLINE OF MATERIAL:

I. Obtaining and Maintaining a Transportation Vehicle

A. The Coordinator will assign the appropriate transportation vehicle(s) to a designated Transportation officer(s) and assignment(s).

1. An "out" marker will be placed next to the proper vehicle indicator.

2. The Transportation Officer(s) [redacted]

3. After the Transportation vehicle [redacted] located, the Transportation Officers will:

   a. Search the vehicle for contraband

   b. Check for any physical damage.

B. After the assignment(s) have been completed for the shift, the Transportation Officers will again:

   1. Search the vehicle for contraband.

   2. Check for any physical damage.

   3. If any contraband or damage is found during a vehicle inspection, proper documentation will be done and the contraband will be disposed of in the contraband drawer in booking.

C. If no service is needed to the Vehicle:

   1. The transportation vehicles are then returned to the Transportation vehicle parking lot.

   2. The vehicle keys are returned to the key safe located in the Transportation Office.

   3. "Out" will be removed from the Vehicle Locator Board.

D. If service is needed

   1. Take the vehicle to the vehicle shop at the Distribution Center.

      a. The type of service will be marked on the locator board in Transportation.

   2. Leave the keys with the vehicle.

      a. Each vehicle has two sets of keys.

      b. One set remains in Transportation.

   3. Re-fueling the vehicle will be done by the officer that is operating it.

II. Court Transportation

A. Local Court (Stockton)

1. The dayshift Transportation Coordinator will retrieve a ATIMS printout each weekday morning indicating who is scheduled for local court.

   a. The list will be broken down into A.M. and P.M. court.

   b. The list will be divided into the three court staging areas.

      (1.) [redacted]

      (2.) [redacted]

      (3.) [redacted]

   c. The Coordinator will check the ATIMS printout to verify Custody Level/Classification Codes for segregation problems with inmates scheduled for court and being transported at the same time.

   d. The Coordinator will review the ATIMS printout with the Court Transportation Officers.

      (1.) Discuss any classification and/or segregation problems that could affect transportation.

      (2.) Discuss regular onsite bus route.

2. After receiving their daily assignment, [redacted]

3. Receiving inmates going to court from the South Jail Administration Building.

   a. [redacted]

b. [redacted]

c. [redacted]

(1.) [redacted]

[redacted]

5. [redacted]

[redacted]

[redacted]

[redacted]

6. Inmates returning from court will be returned to their housing units.

7. [redacted] The Transportation Officer is responsible for completing all paperwork necessary for booking the remand.

9. The dayshift Transportation Coordinator will inform the night shift Transportation officer of any pertinent information.

   a. Transportation vehicle problems

   b. Late court returns

   c. Inmate conflicts

10. At the end of the shift the Court Transportation Officers will return the court bus to its assigned parking space.

B. Outlying Court (Transportation Unit)

1. The dayshift Transportation Coordinator will retrieve a ATIMS printout each weekday morning indicating who is scheduled for outlying court.

a. The ATIMS printout will indicate Manteca Court.

b. The list will be separated into the [redacted]

(2.) [redacted]

(3.) [redacted]

2. The Transportation Units [redacted]

3. [redacted]

c. All necessary court lunches and paperwork will be available for pick up by the Deputies at the Administration Officer's station.

d. The Deputies will be responsible for completing paperwork necessary for booking the remand.

C. Unscheduled Court Transportation

1. When an inmate is needed in court for an unscheduled appearance.

a. The Transportation Coordinator will locate the inmate's housing assignment using ATIMS.

b. The Coordinator will notify the Housing Officer and/or Escort Officers of the unscheduled court transportation and estimated time for inmate pick up.

c. The Transportation Coordinator will notify the Transportation Officer(s) of the unscheduled movement.

III. Inmate Movement From Booking.

A. Non-Priority:

1. The Booking Officers will inform the Transportation Coordinator or acting coordinator that inmates are ready for transport to a housing unit.

2. The Transportation Coordinator will dispatch an adequate number of Transportation Officer(s) to the Dress out Lobby to complete the movement.

3. The booking officer will give the transportation officer a printed list of the inmates to be transported and their housing assignments.

   a. [redacted]

   b. At the Transportation Officer's discretion, [redacted]

4. The Transportation Officer(s) [redacted] The unit will be provided with the following information:

   a. [redacted]

[redacted]

5. If the housing officer is unable to accept transfers at that time he will give the Transportation Officer an estimated time to deliver the inmates.

   a. Inmates will then wait in the dress out lobby until movement can be completed.

   b. Priority bookings will be moved as soon as possible.

6. The inmate(s) will be escorted down the circulation corridor to the Medical, Sheltered or Intake Housing Units.
7. The Transportation Officer(s) will enter the sallyport with the inmates and escort them into the housing unit.

   a. Transporting officer will provide supervision of the inmates until the Housing Officer is able to take responsibility for them.

8. The Transportation Officer(s) will then notify the Transportation Coordinator that the assignment was completed.

B. Priority

1. Once it has been determined that an inmate is a priority booking and the housing assignment has been confirmed, the Booking Officer will notify the

Transportation Coordinator or Transportation Officer in charge.

2. The Transportation Coordinator will dispatch the appropriate number of Transportation Officers to the Booking dress-out area.

3. Inmate(s) to be housed in the Administrative Segregation Housing Unit will be moved in a transportation vehicle by the appropriate number of Transportation Officers.

[redacted]

b. [redacted]

c. [redacted]

d. [redacted]

C. Overnighters - Enrouter Bookings

1. Other Agency Overnighters will remain in their personal clothing.

2. Overnighters will be escorted to Intake Housing, and delivered to the housing officer.

IV. Clinic Appointment Transportation

A. General Population

1. The Transportation Coordinator will set up a list for A.M. and P.M. inmate Clinic transportation.

2. The list will be given to the Transportation Officer(s) assigned to clinic movement.

3. The Transportation Officer(s) [redacted]

a. [redacted]

b. [redacted]

c. [redacted]

[redacted].

(1.) The Transportation Officer(s) [redacted]

[redacted]

(3.) The inmates will be directed to take a seat in the clinic staging area.

[redacted]

5. At the Officer's discretion, [redacted]

6. The Officer assigned to the Clinic will notify the Transportation Coordinator when all of the clinic appointments are completed and the inmates are ready to be returned to their housing locations.

7. Transportation Officers will then return inmates back to their perspective housing.

B. Honor Farm Inmates:

1. Inmates assigned to the Honor Farm with scheduled medical appointments will [redacted].

2. [redacted]

3. Upon arrival [redacted]

4. Once in the clinic the Transportation Officer will notify the Clinic Officer of the inmate(s) arrival.

5. Inmates will be directed to take a seat in the Clinic area.

6. The Clinic Officer will notify Transportation when all Honor Farm inmate(s)' appointments are complete.

7. The Transportation Officer will arrive to return the inmate(s) to the Program Core.

C. Administrative Segregation

1. Transportation Officers [redacted]

   a. The Transportation Officers [redacted]

   [redacted]

   c. The Transportation Officers [redacted]

[redacted]

   b. [redacted]

3. After the clinic appointment has been completed, the Transportation Officers will return the inmate back to their housing unit.

D. Unscheduled Clinic Transportation

1. Medical personnel will contact the Transportation Coordinator and notify him that an inmate must be moved to the Clinic for medical purposes and request an estimated time for the inmate movement.

   a. The Transportation Coordinator will access ATIMS

2. The Transportation Coordinator will dispatch the appropriate number of Transportation Officers needed to complete the movement.

3. The Transportation Officers will then follow the guidelines set down for the Transportation of inmates to clinic appointments.

V. Court Ordered Transportation

A. The Transportation Coordinator will be notified by the Records Division that there is a Court Order for an offsite appointment. The Records Division will calendar the appointment in ATIMS. These transportations include but are not limited to:

1. Medical appointments

2. Child custody hearings

B. On the appointed day, the Transportation Coordinator will assign the appropriate

number of Transportation Officers to transport the inmate to and from the appointment.

C. Records or Medical Staff will deliver all pertinent paperwork concerning the appointment to the Transportation Coordinator.

D. At the scheduled time, the Transportation Officers will pick up and secure the inmate in the transportation vehicle and proceed to the offsite appointment.

E. Once at the offsite appointment, the Transportation Officers will escort the inmate into the court ordered destination and stand by.

F. Court ordered medical appointments may require:

1. The Transportation Officers to deliver any pertinent paperwork.

2. At least one officer to remain with the inmate during the exam, unless the inmate is classified as high risk.

3. The inmate is to remain in restraints unless medical treatment requires they be removed.

4. If the inmate's restraints have been removed, they will be replaced prior to exiting the examination area.

G. The Transportation Officers will transport the inmate back to the Pretrial site once the appointment has been completed.

VI. Inmate Releases

A. Release to the Department of Corrections Reception Center, C.D.C.R., State Mental Institutions, and Foreign Agencies will be done though the Transportation Office.

1. [redacted]

2. Releases to other agencies will be pre-scheduled.

   a. If an agency shows up without an appointment, he will be directed to the records division in the 24 hour lobby.

3. Records Division will deliver all pertinent paperwork and money 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.

   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.

4. For the same day notification of an inmate release, the Transportation Coordinator will notify the Property Custodians to have the inmate(s) clothing and/or property delivered and secured in the Transportation Storage Room.

[redacted]

6. The Transportation Coordinator will dispatch the appropriate number of Transportation Officers to the staging areas for inmate pick up.

[redacted]

8. The inmate(s) will change into his/her own civilian clothing in the holding cells located in the Transportation Office and place the jail clothing in a property box.

9. The Transportation Coordinator will confirm that all of the necessary paperwork has been completed before releasing the specified inmate(s) to the other agency.

a. Positive identification of the inmate(s) must be made prior to the inmate(s) release.

(1.) [redacted]

(2.) [redacted]
Examples:

(a.) [redacted]

(b.) [redacted]

(c.) [redacted]

b. The transporting officer(s) will receive a copy of any court orders, commitments or detainers.

10. The Transportation Coordinator will release the inmate(s) clothing, property and/or money to the transporting officer(s).

11. The transporting officer(s) and/or the inmate(s) will sign the Property Clothing

and money receipts.

12. All released inmates will be placed in restraints prior to leaving the Transportation Office.

13. Once the inmate has been released, the Transportation Coordinator will make the proper entries into ATIMS.

14. All release paperwork will be placed in the "Records" tray located in the Transportation Office.

B. Daily Inmate Releases (Time Served, O.R., Cite and Release, etc.)

1. Property Custodian will have delivered and secured the inmate clothing and/or property in the Property Room at booking.

2. At the scheduled times the Transportation Officers will transport inmates to the Release Lobby and turn them over to the Booking Release Officer.

C. Unscheduled inmate release

1. The Transportation Coordinator will receive notification of an unscheduled inmate release.

2. The Transportation Officers will then transport the inmates to the release lobby.

D. Overnighters

1. Releases to other agencies will be pre-scheduled.

   a. If an agency shows up without an appointment, he will be directed to the records division in the 24 hour lobby.

2. The inmate(s) will be moved approximately twenty minutes prior to the expected time of arrival of the foreign agency.

3. The Transportation Coordinator will notify the Intake Officer of the pending release.

4. The Transportation Officer will place the overnight inmate in restraints.

5. The inmate(s) will be escorted from Intake to the Transportation Office.

6. The restraints may be removed and the inmate(s) directed to take a seat or placed in a holding cell according to the inmate's security needs.

7. Once the transporting agency arrives the inmate will be released to that agency.

VII. Housing Transfers

A. Scheduled

1. Housing transfers will be handled the same as all inmate movement.

2. Inmates transferring to the Honor Farm do have to be handcuffed.

3. The Transportation Officer shall use a Transportation Vehicle when necessary for the following but not limited to:

a. Transfers to the Honor Farm.

b. Immobile inmates.

B. Unscheduled housing transfers.

1. Reasons

a. Sickness

b. Inmates that have become a threat to the safety of other inmates, staff, and to the security of the facility.

c. Inmates whose safety and well being have been threatened by another inmate.

d. Warrants and or added charges.

e. Not limited to the above.

2. The Transportation/Escort Officers will follow the same guidelines used for scheduled housing transfers.

VIII. Contact Visits

A. Official contact visits will be conducted at the discretion of the Facility Manager and the availability of Transportation Officers.

B. Contact visits from family or friends will not be accepted.

1. If a family member or friend has a court order for a contact visit he will be denied and referred to the Facility Manager.

C. The dayshift Transportation Coordinator will access ATIMS indicating inmates scheduled for contact visits. Contact visits will not conflict with court appointments & appointments for these visits will be made 24 hours in advance.

D. At the scheduled time the Transportation Officer will arrive at the 24 hour Jail Lobby to

escort the person to the appropriate housing location.

E. The visitor will go through the metal detector located in the 24 hour Jail Lobby and a pat down search may be conducted of the visitor prior to leaving the lobby.

1. The hand-held metal detector may also be used if the visitor sets off the walk-through detector.

F. All visitors are subject to search prior to being allowed to visit any inmate when there is reasonable suspicion that a visitor is concealing contraband.

G. Refusal to comply at any time to any portion of the required searches will immediately terminate the visit.

H. Only court documents or paperwork will be allowed on the Pre-Trial site. All personal belongings such as purses, brief cases, etc. will not be allowed.

I. The Transportation Officer will escort the visitor to the appropriate housing unit or South Jail Administration Building where they will be turned over to a South Jail Administration Officer.

1. The Transportation Officer will resume their normal duties until the visit is over.

2. When the visit is over or terminated the Transportation Officer will escort the visitor back to the 24 hour Jail Lobby.

IX. Inmate Lineups

A. The Classification Sergeant will notify the Transportation Coordinator of the time and date the line-up is going to occur.

1. The line-up officers will notify the Transportation Coordinator of the scheduled movement.

B. Transporting inmates to lineups.

1. The Transportation Coordinator may have Transportation Staff available to assist with the movement of the line-up participants.

a. All inmates will be moved and or placed in restraints prior to any transportation according to their classification status.

b. The Transportation Officer will release the inmates to the officer conducting the line-up.

2. Conclusion of the line-up.

a. The officer in charge of the line-up will contact the Transportation Office.

b. The Transportation Officer may assist in escorting the inmates to their housing locations.

X. Fingerprints for Additional Charges

A. All inmates that require additional fingerprinting will be brought to Booking by a Transportation Officer.

B. Inmates will be placed in restraints prior to any movement based on their classification status or physical limitations.

C. The inmate will be fingerprinted in the Jail Core Booking area by the LAR Officer.

D. If there is going to be a delay, dependent on the inmate's classification, the inmate will either be secured in a holding cell or allowed to sit in the waiting area.

E. Once the inmate has been fingerprinted he will be returned to his housing unit.

Restraint Training

LEARNING GOAL:

The trainee will be given classroom instruction on how to properly place an inmate into the "Eagle Spit Net", five point restraints and into the two mobile restraint chairs. The trainee will demonstrate practical application with one hundred percent proficiency.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify and differentiate between the different restraints.

The trainee will be instructed on the difference between security restraints and medical restraints.

The trainee will be given a review of the Custody Division, Use of Force Policy as related to the use of security restraint.

The trainee will be instructed on the Correctional Health Care Services Policy as related to the use of medical restraints.

The trainee will be instructed on the California Code of Regulations, Title 15: Mentally Disordered Inmates, Use of Safety Cell, and Use of Restraints Devices.

The trainee will be instructed on the use of the Medical Restraints (5 Point)

The trainee will be instructed on the use of the two mobile restraints chairs.

The trainee will be instructed on the use of the "spit mask"

The trainee will be able to demonstrate the proper way to secure an inmate into Medical Restraints with one hundred percent proficiency.

The trainee will be able to demonstrate the proper way to secure an inmate into Mobile Violent Inmate Restraint Chairs with one hundred percent proficiency, (Parkway Restraint Chair/ Pro-Straint Restraint Chair).

The trainee will be able to demonstrate the proper way to place a "spit mask" on an inmate with one hundred percent proficiency.

METHOD OF LEARNING:

Time Allocation: 4 hours

Classroom Area and Requirements: One room with enough tables and chairs to accommodate the number of trainees (Multipurpose room in Medical Housing)

One use of an Observation room in Medical Housing.

Use of the two mobile restraint chairs (1 - ProStraint Restraint Chair, 1- Parkway Restraint Chair)

Training Aids: 2 pair of handcuffs, 2 waist chains, 2 leg shackles and Flex cuffs.

Handouts: Custody Division Policy 3.1.2 Use of Force and Restraint.
Title 15 1052, 1055, 1058.

Protective Equipment: Latex gloves

Safety Equipment: [redacted], "Spit masks".

Demonstration Material: Clean sheets to cover the 5 point bed, spray disinfect cleaner, alcohol wipes.

The trainee will participate in a guided group discussion on the identification and differences between the different restraint devices.

The trainee will participate in a guided group discussion on the difference between security restraints and medical restraints.

The trainee will participate in a guided group discussion on the Custody Division, Use of Force Policy as related to the use of security restraint.

The trainee will participate in a guided group discussion on the Correctional Health Care Services Policy as related to the use of medical restraints.

The trainee will participate in a guided group discussion on the California Code of Regulations, Title 15: Mentally Disordered Inmates, Use of Safety Cell, and Use of Restraints Devices.

The trainee will participate in a guided group discussion on the use of the Medical Restraints (5 Point).

The trainee will participate in a guided group discussion on the use of the two mobile restraints chairs.

The trainee will participate in a guided group discussion on the use of the "Spit Mask".

Upon completion of guided group discussion, the trainee will completed a comprehensive written examination.

OUTLINE OF MATERIAL:

I. Types of restraints

A. Custody

1. Handcuffs
2. Leg Shackles
3. Waist Chains

B. Medical

1. Soft Restraints/ Leather
2. Five Point Restraint Bed
3. Mobile Restraint Chairs

(Instructor Note Give out Policy HANDOUT)

II. Lexipol / Department Policy

LEXIPOL Policy 306.2 (See Handout)

The San Joaquin County Sheriff's Office authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy and department training. Restraint devices shall not be used to punish, to display authority or as show of force.

3.1.2 Use of Force and Restraints

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 General Order Manual, "Use of Force" policies.

General Information

1. Use of Physical Force

   a. Physical force is the use of hands through the exertion of strength, weight or power by means of department approved or instructed self-defense and take-down tactics.

   b. 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.

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

2. Use of Restraints

   a. Department approved restraints will be used only when the following conditions are present:

      1. <u>To restrain inmates for security reason (i.e.: as a precaution against escapes during movement)</u>

      2. <u>Inmates who display bizarre behavior which results in the destruction of property.</u>

      3. <u>Inmates who reveal intent to cause physical harm to self or others.</u>

   b. Restraints will be attached to the limbs and/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. Department approved restraint devices are: handcuffs, leg irons, belly chains and flex cuffs.

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

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

   e. Restraint shall neither be used as a punishment nor as a substitute for treatment.

f. An inmate placed in restraints will neither be left without proper supervision nor left in restraints for more time than is necessary.

g. An inmate in restraints shall be housed alone or in a specified housing area for restrained inmates which makes provisions to protect the inmate from abuse.

h. [redacted]

i. [redacted]

j. [redacted]

k. A mental health consultation shall be secured as soon as possible, but in no case longer than eight (8) hours from the time of placement, to assess the need for mental health treatment.

l. [redacted]

m. All checks will be documented on the "Inmate Observation Log".

6. Mobile Violent Inmate Restraint Chair

   a. [redacted]

   b. The mobile restraint chair authorization may be used only at the direction of Correctional Health Care Staff and/or authorization of the Shift Sergeant for the safe transportation of an inmate who requires extreme measures of control from Booking to Medical Housing by Security Staff.

   c. The inmate will be fully clothed or covered when placed in the mobile restraint chair.

   d. [redacted].

   e. 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.

7. Five Point Restraints

   a. [redacted]

   b. The use of five point restraints shall only be at the direction of Correctional Health Care Staff.

   c. Physically placing an inmate into five point restraints shall be the responsibility of Security Staff.

   d. Once in five point restraints, the inmate will become the responsibility of Correctional Health Care Staff.

   e. The decision to remove the inmate from five point restraints will be made by Correctional Health Care Staff only.

   f. The physical removal of the five point restraints may be completed by either Security or Correctional Health Care Staff.

2. Monitoring

   a. [redacted]

   b. All checks will be documented on the "Inmate Observation Log"

III. Medical Policy

Policy — It is the policy of San Joaquin County Correction Health Care to place inmates in medical restraints when clinically indicated.

Purpose — To provide definition and procedure concerning the use of medical restraints at the San Joaquin County Adult Detention Facility.

Definitions — **Medical Restraints:** are defined as leather wrist and ankle cuffs.

Clinically Indicated: for the purpose of this policy clinically indicated refers to a situation whereby the inmate behavior is determined by Correction Health Care staff to be a danger to himself, a danger to others, or psychotic behavior which results in property destruction.

Procedure

A. On occasions where the inmate to be restrained is in an area other than the Medical Housing Unit, Custody will be notified to transport the inmate to the Medical Housing Unit.

B. [redacted]

C. Placement in restraints will be under the direction of staff members trained in the proper method to do so.

D. The Medical housing officer shall be responsible for maintaining and completing the inmate observation log.

E. [redacted]

F. [redacted]

G. The staff Psychiatrist will be notified at the time restraints are applied or as soon as possible thereafter and a verbal order obtained.

H. [redacted]

I. The restrained inmate may be removed from restraints when he/she has improved to the point that they no longer pose a danger to self, others, or no longer exhibit psychotic behavior.

IV. Title 15

A. 1052 Mentally Disordered Inmates

The facility administrator in cooperation with the responsible physician, shall develop written policies and procedures which provide for the segregation, upon identification, of all mentally disordered inmates. If a physician's opinion is not readily available, **an inmate shall be considered mentally disordered for the purpose of this section if he or she appears to be a danger to himself/herself or others or if he/she appears 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.**

Such a mentally disordered inmate should be transferred to a medical facility designated by the county and approved by the State Department of Mental Health for diagnosis, treatment, and evaluation of such suspected mental disorder, according to Penal Code Section 4011.6.

B. 1055 Use of Safety Cell

The safety cell described in Title 24, Part 2, Section 1231.2.5, shall be used to only hold those inmates who display behavior which results in the destruction of property or reveals an attempt to cause physical harm to self or others. The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures governing safety cell use and may delegate authority to place an inmate in a safety cell to a physician.

In no case shall the safety cell be used for punishment or as a substitute for treatment.

An inmate shall be placed in a safety cell only with the approval of the facility manager or the facility watch commander, or the designated physician; continued retention in a safety cell shall be [redacted] A **medical assessment** shall be completed [redacted]

The inmate shall be [redacted]

Procedures shall be established **to assure administration of necessary nutrition and fluids. 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.**

C. 1058 Use of Restraint Devices

The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices and may delegate authority to place an inmate in restraints by a physician. In addition to the areas specifically outlined in this regulation, at a minimum, **the policy shall address the following areas: acceptable restraints devices, signs or symptoms which should result in immediate medical/mental referral; availability of cardiopulmonary resuscitation equipment; protective housing of restrained person; provision for hydration and sanitation need; and exercising of extremities.**

Restraint devices shall only be used on inmates who display behavior which results in the destruction of property or reveal intent to cause physical harm to self or others. Restraint devices include any devices which immobilize an inmate's extremities and /or prevent the inmate from being ambulatory. Physical restraints should be utilized only when it appears less restrictive alternatives would be ineffective in controlling the disordered behavior.

Inmates shall be placed in restraints only with the **approval of the facility manager or the facility watch commander or the designated physician; continue retention** in restraints shall be [redacted]**. A medical opinion on placement and retention** shall be secured **as soon as possible,** [redacted] The inmate shall be **medically cleared for continued retention** [redacted]**. A mental health consultation shall be secured as soon as possible, but in no case longer than eight hours from the time of placement, to assess the need for mental health treatment.**

Direct visual observation shall be conducted at [redacted] to ensure that the restraints are properly employed, and to ensure the safety and well-being of the inmate. **Such observation shall be documented**. While in restraint devices all inmates shall be **housed alone** or in a specified housing area for restrained inmates which makes provision to protect the inmate from abuse. **In no case shall restraints be used as a punishment, or as a substitute for treatment.**

The provisions of this section do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain inmate for security reasons.

V. Medical Restraint Training

A. Appropriate Application of Medical Restraints

1. Psychotic behavior leading to:

a. [redacted]

[redacted]

B. Inappropriate Application of Medical Restraints

1. Any non-psychotic behavior except self harm including:

[redacted]

[redacted]

2. <u>Never place an inmate in restraints as punishment</u>

C. Use of Medical Restraints (5 Point Restraints)

1. Correctional Health Care will evaluate the inmate to determine the need for restraints.

2. Correctional Health Care will notify the officer(s) in charge to arrange the transport to Medical Housing.

3. <u>Notify Medical Housing to prepare the arrival of the inmate.</u>

4. Notify Duty Sergeant of Authorization.

5. <u>While awaiting the transport, make sure a bed is prepared with leather restraints. A complete set of restraints consists of:</u>

[redacted]

6. [redacted]

7. If possible have at [redacted]

   a. [redacted]

8. When possible, use the following sequence in applying restraints:

[redacted]

[redacted]

9. Department Approved Controlling Techniques

a. [redacted]

(1.) [redacted]

(2.) Application

(a.) [redacted]

(1a.) [redacted]

[redacted]

[redacted]

[redacted]

b. [redacted]

[redacted]

c. [redacted]

[redacted]

11. Documentation

a. The person recommending the restraint procedure is responsible for starting the observation log and generating a medical incident report. Officers assisting will do supplemental incident report to the medical incident.

b. [redacted]

12. Correctional Health Care staff is responsible for entering the room [redacted]

a. Evaluate the need to continue restraint.

b. Obtain vitals if possible

c. Check circulation to extremities

d. Offer fluids

e. Offer a urinal (remove one hand from the cuff to facilitate the inmate's use of the urinal)

13. Remove the inmate from restraints when Correctional Health Care has assessed that crisis has subsided and the inmate's behavior has improved to a safe level.

VI. Mobile Violent Inmate Restraint Chair

A. [redacted]

[redacted]

(1.) [redacted]

e. Cooperative/ Uncooperative Inmates:

(1.) [redacted]

[redacted]

(c.) [redacted]

(2.) Waist chained

(a.) [redacted]

[redacted]

(3.) Leg Shackles

(a.) [redacted]

(4.) Unrestrained

(a.) [redacted]

[redacted].

f. Securing Procedures

(1.) [redacted]

g. Precautions

(1.) [redacted]

[redacted]

(3.) [redacted]

h. Documentation

(1.) A custody incident report is completed by Security staff.

a. Actions

(2.) A medical incident report is completed by Correctional Health Care services.

B. Pro-Straint Restraint Chair

1. Definition:

a. [redacted]

d. [redacted]

[redacted]

e. Cooperative/ Uncooperative Inmates:

(1.) [redacted]

[redacted]

4. Securing Procedures

a. [redacted]

g. [redacted]

[redacted]

h. Handcuff exchange

(1.) [redacted]

(a.) Cooperative Inmate

(1a.) [redacted]

[redacted]

(b.) Uncooperative Inmate.

[redacted]

[redacted]

4. Precautions

[redacted]

VII. Spit Mask

A. "Spit Mask"

a. Is a one piece disposable hood that is design to provide a biohazard barrier to protect staff from being spit on and reduce the risk of exposure to communicable a disease.

b. The net consist of a black netting material and a white hospital style of barrier. Elastic type band to secure the mask around the neck.

B. Procedure

a. Place the Spit Mask over the suspects head until the white barrier is covering the mouth. The black netting should cover the eyes and head area.

VIII. Practical Exercise

1. Break Class into three groups.

a. Five Point Restraint

b. Restraint Chair (Large)

c. Restraint Chair (small)

2. Class will participate in placing classmates into the restraint devices.

3. Upon completions of each exercise, students will have their skill sheet signed off by instructors.

4. Each student will practice placing a Spit mask on other students.

BRIEFING

LEARNING GOAL:

The trainee will be able to provide the on-coming shift with the proper exchange of information pertaining to the previous shifts activity and any work already in progress.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify what information is pertinent when briefing the oncoming shift.

The trainee will be able to identify how much time should be allotted for briefing.

The trainee will be able to identify the importance of remaining in the housing area until the entire briefing is complete.

METHOD OF LEARNING:

Time Allocation: 10 Minutes.

A. Classroom area and requirements:

    1. One room with enough tables and chairs to accommodate the number of trainees.

B. Training Aids:

    1. Dry erase board, eraser and dry erase pens.

The trainee will participate in a guided group discussion on what information is pertinent for briefing the oncoming shift.

The trainee will participate in a guided group discussion on how much time should be allotted for a briefing.

The trainee will participate in a guided group discussion on the importance of remaining in the housing area until the entire briefing is complete.

Upon completion of the guided group discussions the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. Briefing.

1. The goal of briefing is to informally pass on all pertinent information which may affect facility security or operations to the relief staff.

2. The Housing Officer will brief the oncoming Housing Officer of any unusual occurrences or special circumstances regarding the housing unit and/or inmates.

II. Pertinent information for briefing.

A. Transfers.

1. Incoming or outgoing.

2. Pending orientations.

B. Releases Due

1. T/S

2. To a Program

3. Early release

C. Day pass

1. Pending day pass releases.

2. Inmates due back from day passes.

D. Court.

1. Inmates out to court.

2. Inmates with court appointments.

E. Hospital.

1. Inmates out to the hospital.

2. Inmates that need any medical attention.

F. Programs.

1. Programs in progress.

2. Programs pending.

G. Plant Engineering problems.

1. Items needed for repair.

2. Items being repaired, yet not completed.

3. Problems to be aware of.

H. Unusual occurrences and how they were handled.

1. Fights.

2. Man-downs.

3. Escapes (etc.).

FLOOR PLAN

DOOR, GATES, KEYS & LOCKS

LEARNING GOAL:

The trainee will be able to identify, open and close all doors and gates while maintaining security of the housing area.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify all vehicle entrance and exit gates at the Honor Farm.

The trainee will be able to identify all housing areas.

The trainee will be able to identify all Honor Farm keys.

The trainee will be able to identify the proper method of maintaining security of a key set.

The trainee will be able to identify where and how to obtain a key set.

The trainee will be able to identify the process for having any key set, door, gate, or lock repaired.

The trainee will be able to identify what to do with the key set at the end of the shift.

METHOD OF LEARNING:

Time allocation: 1 Hour

A. Classroom area and requirements:

    1. One room with enough tables and chairs to accommodate the number of trainees.

B. Training aids:

    1. Honor Farm key set.

    2. Dry erase board, eraser and dry erase pens.

The trainee will participate in a guided group discussion on vehicle entrance and exit gates at the Honor Farm.

The trainee will participate in a guided group discussion on the all housing areas.

The trainee will participate in a guided group discussion on maintaining security of a key set.

The trainee will participate in a guided group discussion on how to have a key set, door, gate, or lock repaired.

The trainee will participate in a guided group discussion on identifying all the keys on the different housing area key sets.

The trainee will participate in a guided group discussion on where and how to obtain a key set.

The trainee will participate in a guided group discussion on what to do with the key set at the end of shift.

Upon completion of discussion and exercises, the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. [redacted]

c. [redacted]

C. [redacted]

II. Identify the housing areas located at the Honor Farm.

A. [redacted]

1. Compound screening.

2. Direct Supervision

B. [redacted]

4. Direct supervision.

C. [redacted]

1. Direct supervision.

III. Identification of housing area key sets and keys.

INSTRUCTORS NOTE: [redacted]

[redacted]

A. Keys on Honor Farm key sets.

[redacted]

f. Handcuff key

i. On all key sets.

[redacted]

IV. Security of Housing Area Key Sets.

A. [redacted]

B. Exchange hand to hand.

C. Don't leave keys on desk or next to an officer.

D. Lost or damaged keys are to be reported immediately to the Duty Sergeant.

V. Issuance of Key Sets.

[redacted]

VI. Procedure for having any key set, door, gate, or lock

repaired.

A. Call plant engineering at phone number 8-4637 and give:

1. Officers name.

2. Date/Time.

3. Location of needed repair.

4. Nature of repair.

5. Phone number of pertinent officer.

B. If the repair is to a key set, follow step "A" and leave keys with the Duty Sergeant.

C. Damaged locks are immediately reported to the Duty Sergeant.

LEARNING GOAL:

The trainee will be able to recognize a clear and simple means for staff, inmate, public, official visitor and volunteer access to the Program Core.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the various classifications of people that may enter the Program Core.

The trainee will be able to identify the staff entrance into the Program Core.

The trainee will be able to identify the inmate access entrance into the Program Core.

The trainee will be able to identify the public access entrance into the Program Core.

The trainee will be able to identify the official visitor/volunteer access entrance into the Program Core.

METHOD OF LEARNING:

Time allocation: 20 minutes

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

B. Training Aids:

1. Dry erase board, dry erase pen and eraser.

The trainee will participate in a guided group discussion on the various classifications of people that may enter the Program Core.

The trainee will participate in a guided group discussion on the staff entrance into the Program Core.

The trainee will participate in a guided group discussion on the inmate access entrance into the Program Core.

The trainee will participate in a guided group discussion on the public access entrance into the Program Core.

The trainee will participate in a guided group discussion on the official visitor/volunteer access entrance into the Program Core.

Upon completion of guided group discussion the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. Various classifications of people that may enter the Program Core.

A. Definitions:

1. Staff:

a. Correctional officer

b. Deputy to Sheriff

c. Managerial and non-managerial

d. Sworn or non-sworn

(1.) Including members of jail support units.

2. Inmate:

a. Pre-trial

b. Unsentenced or sentenced

c. Confined in detention or holding facility.

3. Public:

a. Family member, friend or associate and

b. Has the specific intention of visiting an inmate or

c. Person conducting business relating to inmates.

4. Official visitor:

a. Law enforcement officers

b. Parole/Probation agents

c. Psychiatrists, physicians, clergy

d. Conducting business with either staff or inmates.

5. Volunteers:

a. Person from the community.

(1.) Who has been cleared by the Inmate Programs Manager.

b. Provides programs and services for the inmate population in:

(1.) Recreation

(2.) Education

(3.) Religious activities

(4.) Counseling

II. Staff access into the building.

[redacted]

3. At the conclusion of the assigned work hours;

[redacted]

III. Inmate access entrance into the Program Core.

A. General compound inmates including "G" barracks.

1. [redacted]

[redacted]

B. 124 Housing Unit inmates.

1. [redacted]

2. [redacted]

C. Departing inmates.

1. [redacted]

D. Inmates accessing the program core are:

1. [redacted]

[redacted]

[redacted]

2. Once a program or service has begun the inmate will remain until it is completed.

IV. Public access entrance into the Program Core.

A. [redacted]

1. There will be a sign directing them to:

(a.) Visiting Lobby

(1.) The Visiting Officer will then follow the process as outlined in the "Program Core Visiting" procedure.

(a1.) Sign in persons for visit.

(b1.) Monitor activities in the Lobby and Visiting rooms.

(c1.) Assist with public inquiries.

(2.) At the conclusion of visiting, the public will

leave the visiting rooms to exit the Program Core via the visiting room exit doors.

(b.) Administration Lobby

B. Public conducting any other inmate related business will gain access to the Program Core through the Administrative Lobby.

C. The public will then contact Population management to assist them in conducting their business.

D. Any other area within the Program Core is restricted to the public. Any access to other areas of the Program Core by the public will be controlled by the Sheriff's Office personnel.

V. Official visitor/volunteer access into the Program Core.

A. Official visitors and volunteers will enter through the Administrative entrance.

B. They will contact the Public Screening Officer(PSO).

1. The PSO will then follow the process as outlined in the "Official Visitor/Visitors for Facility Staff Members" procedure.

C. Conclusion of the visit or activity.

1. Visiting official or volunteer will exit the Program Core.

a. Through the Administrative entrance after signing out with the PSO.

PROGRAM CORE/SECURITY OFFICER
OFFICIAL VISITORS/VISITORS FOR FACILITY
STAFF MEMBERS

LEARNING GOAL:

The trainee will be able to identify and maintain a log of non-custody staff entering or leaving the Honor Farm facility on official business.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the sign-up procedures for official visitors to visit in the Program Core Visiting Rooms.

The trainee will be able to identify the procedures for official visits for staff members.

The trainee will be able to identify the procedures for official visits for inmates.

The trainee will be able to identify what the procedures are at the conclusion of an official visit.

The trainee will be able to identify the procedures for non-custody medical staff and supply access.

METHOD OF LEARNING:

Time allocation: 15 minutes

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

B. Training Aids:

1. Official Visitors Request to Interview Inmate/Staff Discharge from Liability log.

2. Jail Visitors Pass

The trainee will participate in a guided group discussion on how to identify the sign-up procedures for official visitors to visit in the Program Core Visiting Rooms.

The trainee will participate in a guided group discussion on the

procedures for official visits for staff members.

The trainee will participate in a guided group discussion on the procedures for official visits for inmates.
The trainee will participate in a guided group discussion on what the procedures are at the conclusion of an official visit.

The trainee will participate in a guided group discussion on the procedures for non-custody medical staff and supply access.

Upon completion of guide group discussion the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. Sign up procedure for an official visit.

A. Separate sign up log.

1. Official Visitor Section

2. Agency Section

3. Sign in / out time

B. Identification of official visitors.

1. Official photo identification

2. Authorization received directly from the Facility Administrator or his designee.

3. Presentation of identification such as driver's license or D.M.V. card with picture, description and signature, agency / department I.D. card or badge.

C. Determine if gun locker is required.

D. Official visitor will be given a visitors I.D. pass.

1. The pass shall have the visitor's name, agency, date and time on it.

2. Official visitor will wear the identification pass in a visible place while on the facility compound.

E. Maintain a log sheet for official visitors which will include:

1. A complete record of all names of all visitors on official business entering or exiting the facility.

    a. The visitor will print his/her name in the appropriate place and sign it.

2. Destination or name of person to be seen.

    a. To be listed under "Directed To Whom".

3. Agency or company name.

4. Arrival and departure times.

III. Procedure for official visit for staff member.

A. Notify the staff member by telephone or radio that they have a visit.

B. Direct the visitor to the appropriate area for the visit.

IV. Procedure for official visitor for an inmate.

A. Determine where the inmate is housed.

B. Notify the appropriate Housing Officer by telephone or radio.

1. Give the inmates name.

2. Give a specific interview room for the visit.

C. Direct the Program Core Security Officer to escort the visitor to the appropriate area for the visit.

1. Interview room

V. At the conclusion of the official visit, the Honor Farm Visiting Officer/Security Officer will:

A. Ensure the visitor returns the visitor's identification pass.

B. Recover gun locker key (if used).

C. Be sure that visitor logs the time of their departure.

VI. Procedure for non-custody medical staff and supply access.

A. Upon notification of arrival by non-custody medical staff and staff delivering medical supplies, following the verification

and sign in process as outlined for official visiting.

SECURITY OFFICER
PROGRAMS AND SERVICES
VISITORS

LEARNING GOAL:

The trainee will be able to identify the proper procedure for conducting Programs/ Services.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the different types of programs.

The trainee will be able to identify how to sign in Program and Service providers as outlined in the "Official Visitor / Visitors" scenario for facility staff members.

The trainee will be able to identify how to direct the Service Provider to the appropriate area.

The trainee will be able to identify how to use the Program and Service schedule to ensure that only those programs scheduled will be conducted.

The trainee will be able to identify how to notify staff via the radio of the starting and the conclusion of the Program.

METHOD OF LEARNING:

Time allocation: 15 minutes

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

B. Training aids:

1. Program Core Programs Schedule

2. Dry erase board, dry erase pens, eraser

3. Facility Floor Plan

The trainee will participate in a guided group discussion on the types of programs.

The trainee will participate in a guided group discussion on how to sign

in Program and Service providers as outlined in the "Official Visitor / Visitors" scenario for facility staff members.

The trainee will participate in a guided group discussion on how to direct the Service Provider to the appropriate area.

The trainee will participate in a guided group discussion on how to use the Program and Service schedule to ensure that only those programs scheduled will be conducted.

The trainee will participate in a guided group discussion on how to notify staff via the radio of the starting and the conclusion of the Program.

Upon completion of guided group discussion the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. The types of programs available.

A. **Anger Management** - (H/F, SJ). To teach the inmates new positive ways to manage anger and stress, and provide alternative responses to stressful situations in an institutional setting.

B. **Parenting** - (H/F, SJ) Classes that reduce the incidence of child abuse and neglect in high-risk parents, and to enhance the possibility of successful reunification after release.

C. **Creative Conflict Resolution** - (H/F, SJ) Participants learn cooperation , appreciation of diversity, communication and conflict resolution/avoidance skills.

D. **Domestic Violence, Anger Management and Stalking Offender Counseling** - (H/F) A licensed therapist provides comprehensive counseling services for individuals who are required to or are interested in learning about and dealing with issues related to domestic violence, anger management and stalking.

E. **GED/HS Diploma** - (H/F, SJ) Participants will spend approximately six hours a day Monday-Friday for a one to two-month period of time in order to prepare to take their GED.

F. **Office Technology** - Steps to Success…Resume Building 101 - (H/F) Participants will list their information, skills, employment

history and certificates to create their own professional resume.

G. **Pre-Release program** - (H/F) For those who completed the GED class or those with their High School diploma or GED already. Assist participants with career exploration, pre-employment training, preparing resumes and applications, interview techniques, employee rights/responsibilities and essential work ethics and behavior.

H. **Ownership** - (H/F, SJ) This course introduces a self-identification methodology called Ownership, which provides intensive individualized and straightforward training focusing on life skills, employment, negative behavioral changes and overcoming substance abuse and addiction issues.

I. **Succeeding in Life and Career** - (H/F) A thirty-six week course that covers the following life skills areas: Career Preparation, Resource Management, Relationships, Parenting, Child Care, Guidance, Wellness and Nutrition, Personal Finance, Fashion and Apparel, Housing and Transportation.

J. **ARCCS Program "Seeking safety and substance abuse counseling"** - (H/F, SJ) Participants are screened by the Program Classification Officer, for those having history of mental illness and substance abuse disorders. ARCCS (Assisting Re-entry Co-Occurring Offenders through Collaborative Support) participants agree to attend both Seeking Safety and Substance Abuse Counseling conducted by a clinician from Behavioral Health Services.

K. **Read 180** - (H/F, SJ) The program is a comprehensive system of curriculum, instruction, assessment, and professional development proven to raise reading achievement for struggling readers in Grades 4-12.

L. **Thinking for a Change** - (H/F, SJ) This program is an intergrated cognitive behavioral change program that is implemented in cognitive restructuring, social skills development and problem solving skills.

M. **HIV Pre and Post Testing** - (ALL) Inmates can be tested and counseled for HIV infections. Public Health provides this service at no cost to all inmates.

N. **Religious Services**

O. **Substance Abuse Programs** - Alcohol and Drug programs.

P. **Library Activities/Reading Program**

II. Recreational programs

A. **Passive Games** - These games are provided to the inmates at the South Jail, Jail Core, and at the Honor Farm. Except for Bingo, the game materials for the South Jail and Jail Core are delivered [redacted]. For the Honor Farm, the inmates "purchase" these materials at the Recreation Trailer with recycled bottles and cans.

1. Bingo
2. Dominoes
3. Spades
4. Checkers
5. Pinochle
6. Chess

B. **Active Games** - These games are only provided at the Honor Farm, except for Handball, which is also played at the South Jail and at the Jail Core.

1. Basketball
2. Handball
3. Soccer
4. Softball
5. Volleyball
6. Ping Pong
7. Horseshoes
8. Badminton
9. Running
10. Aerobics/exercise machines – provided only at the Honor Farm's GH barracks

C. **Leisure Activities** - Movies are provided for the inmates at the South Jail, Jail Core, and at the Honor Farm. [redacted] Coloring packets are "purchased" by the inmates at the Honor Farm using recycled bottles and cans.

1. Movies
2. Gardening – the vegetables are donated to welfare organizations, and shelters. The flower plants and trees are used for the county jail landscaping.
3. Coloring Packets

D. Additional Inmate Related Activities

1. The Recreation Program provides the pencil sharpeners and TV sets throughout the jail.
2. The Recreation Staff also is responsible for delivering phone cards to all the inmates at the South Jail and Jail Core.

III. How to sign in Program and Service providers as outlined in the "Official Visitor / Visitors" scenario for facility staff members.

A. Official visitor sign up procedure.

1. Pre-approved Official Visitors Card file

2. Agency Log

3. Areas of Information Needed:

a. Valid identification - Issue visitor's pass.

b. Date and time in

c. Destination

d. Name of Official or Agency they are with

e. Time out

4. Program Core Security Officer will escort Official Visitor to the appropriate area.

IV. How to direct the Service Provider to the appropriate area.

A. Appropriate areas for Services Program presentations.

1. [redacted]

[redacted]

[redacted]

[redacted]

V. How to use the Program and Service schedule to ensure that only those programs scheduled will be conducted.

A. Honor Farm and "G" Barracks Program and Service Schedule

1. Program and Service Schedules

a. Distributed by the Inmate Programs Manager and her assistants.

2. A copy of the Program and Service schedule can be located at the Honor Farm Visiting Officer desk.

3. The Visiting Officer/Security Officer will check the schedule to ensure that only the program scheduled is being presented.

a. If there is no listing of a program or service on the schedule the visitor must contact the Inmate Programs Manager.

b. Authorization to conduct the service program can be given only through the Inmate Programs Manager.

VI. How to notify staff via the radio of the starting and the conclusion of the programs.

A. Radio notification of Programs

1. [redacted]

[redacted].

LEARNING GOAL:

The trainee will maintain security of the gun lockers through strict control and accountability of all gun locker keys at the Program Core.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify how to sign the visitor in and issue a gun locker key as necessary.

The trainee will be able to identify how to account for all gun locker keys.

The trainee will be able to identify how to ensure that the visitor returns the gun locker key and signs out at the conclusion of the visit.

METHOD OF LEARNING:

Time allocation: 10 minutes

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

B. Training Aids:

1. Official Visitors Request to Interview Inmate/Staff Discharge from Liability sign in/out log.

The trainee will participate in a guided group discussion on how to sign the visitor in and issue a gun locker key as necessary.

The trainee will participate in a guided group discussion on how to account for all gun locker keys.

The trainee will participate in a guided group discussion on how to ensure that the visitor returns the gun locker key and signs out at the conclusion of the visit.

Upon completion of guided group discussion the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. How to sign a visitor in and issue a gun locker key as necessary.

A. Prior to entering the Program Core Facility a weapon carrying officer/visitor must do the following:

1. The officer or visitor will, depending upon their agency policy,

a. [redacted]

b. [redacted]

2. If a gun locker is needed, the officer or visitor will contact Population management.

a. [redacted]

b. The Honor Farm Visiting Officer will sign the visitor in as indicated in the "Official Visitors/Visitors for Facility Staff Members" log.

II. How to ensure that the visitor returns the gun locker key and signs out at the conclusion of the visit.

A. At the conclusion of business, the officer and/or visitor will:

1. Sign out with the Program Core /Security Officer.

2. [redacted]

SECURITY OFFICER
ARMORY ACCESS AND MAINTENANCE

LEARNING GOAL:

The trainee will know the location of security equipment for use in emergency situations and the authorization for use and shall have knowledge of maintaining records of inventory and inspection.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify security equipment.

The trainee will be able to identify the location and how to gain access into the armory

The trainee will be able to identify the chain of authorization that will be used dependent upon the type of situation.

The trainee will be able to identify how to take inventory of the security equipment in the armory.

The trainee will be able to identify how to make a log notation noting the replacement or inspection of any security equipment.

The trainee will be able to identify who is authorized to have access into the armory.

METHOD OF LEARNING:

Time allocation: 20 minutes

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

B. Training Aids:

1. Program Core Armory Inventory Sheet

2. Dry erase board, eraser and dry erase pens.

The trainee will participate in a guided group discussion on security equipment located in the Armory.

The trainee will participate in a guided group discussion on the location and how to gain access into the armory.

The trainee will participate in a guided group discussion on the chain of authorization that will be used dependent upon the type of situation.

The trainee will participate in a guided group discussion on how to take inventory of the security equipment in the armory.

The trainee will participate in a guided group discussion on how to make a log notation noting the replacement or inspection of any security equipment.

The trainee will participate in a guided group discussion on who is authorized to have access into the armory.

Upon completion of guided group discussion the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. Security equipment.

A. [redacted]

II. Location and how to gain access into the armory.

A. Location and Access

1. [redacted]

2. The keys to the Program Core Armory are located:

a. [redacted]

4. [redacted]

III. Types of situations and the chain of authorization that is required.

A. Situations and Authorization:

1. The type of situations.

[redacted]

2. The authorization to use the security equipment at the Program Core Armory will be through:

a. The Duty Sergeant or higher authority, based on the type of situation.

IV. Inventory of the security equipment in the armory.

A. Inventory:

1. [redacted]

2. [redacted]

3. The inventory will be conducted as follows:

a. All items will be counted.

b. All dates will be checked for expiration.

c. [redacted]

4. [redacted]

5. Upon completion of the inventory, the Security Officer will sign the sheet and route it to the Shift Supervisor.

6. The Shift Supervisor will review, sign and forward the inspection sheet to the facilities Lieutenant.

7. [redacted]

8. [redacted]

V. Make a log notation noting the replacement or inspection of any security equipment.

A. Replacement/Inspection:

1. In the event any safety equipment is removed from the Armory, the following log notations will be made:

a. Name and date.

b. Item(s) removed or replaced with serial number, if applicable.

c. Quantity removed or replaced

d. Reason removed or replaced

B. The Shift Supervisor is the only person authorized to remove item(s) for replacement or inspection.

C. The use of armory equipment will require an incident.

VI. Who is authorized to have access into the armory.

A. Armory Access:

1. At no time shall inmates be allowed into the armory for any reason.

2. Maintenance personnel or other technicians requiring access to the armory for repairs or maintenance will be supervised by the Security Officer.

SECURITY OFFICER
EMERGENCY EQUIPMENT INSPECTION/TESTING

LEARNING GOAL:

The trainee will be able to identify the planned maintenance procedure for the emergency equipment of the Program Core Facility.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify how to conduct an inspection of emergency equipment.

The trainee will be able to identify the procedure for the reporting of equipment failures.

The trainee will be able to identify how to make an "Information Only" incident documenting that the problem was reported.

METHOD OF LEARNING:

Time allocation: 10 minutes

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

The trainee will participate in a guided group discussion on how to conduct an inspection of emergency equipment.

The trainee will participate in a guided group discussion on the procedure for the reporting of equipment failures.

The trainee will participate in a guided group discussion on how to make an "Information Only" incident documenting that the problem was reported.

Upon completion of guided group discussion the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. Inspection of the Program Core's emergency equipment.

A. [redacted]

B. Done promptly and according to the proper inspection log.

C. Once the inspections of the emergency equipment have been completed, the Security Officer will cross off the appropriate inspection with the corresponding date on the log.

1. Initial check completed.

2. Notify the Duty Sergeant that the inspection has been completed.

II. Test or Inspection Failure

A. In the event the emergency equipment fails any part of the inspection.

1. The inspecting officer will notify the Duty Sergeant and an incident report will be generated.

PROGRAM CORE/SECURITY OFFICER

BUILDING AND EQUIPMENT REPAIR ORDERS

LEARNING GOAL:

The trainee will be able to report building repairs and necessary equipment repairs when needed.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the procedure for notifying Plant Engineering of any building or equipment repairs.

The trainee will be able to identify the priority system used by Plant Engineering.

The trainee will be able to identify the hours of operation for Plant Engineering.

The trainee will be able to give the definition of a "Maintenance Emergency".

METHOD OF LEARNING:

Time allocation: 20 minutes

Classroom area and requirements:

A. One room with enough tables and chairs to accommodate the number of trainees.

B. Training aids:

1. Dry erase board, eraser and dry erase pens.

The trainee will participate in a guided group discussion on the procedure for notifying Plant Engineering of any building or equipment repairs.

The trainee will participate in a guided group discussion on the priority system used by Plant Engineering.

The trainee will participate in a guided group discussion on the hours of operation for Plant Engineering.

The trainee will participate in a guided group discussion on the definition of a "Maintenance Emergency".

Upon completion of guided group discussion the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. Procedure for notifying Plant Engineering of any building or equipment repairs.

A. For all routine repair requests:

1. Monday through Friday / 0800 - 1700 hours:

2. Custody Staff or Support Staff will call Plant Engineering at [redacted].

a. Plant Engineering will receive and log the request, dispatched on a priority basis.

B. For weekend, holiday, and non "office hours":

1. All custody staff and support staff will call Plant engineering department dispatch answering machine at [redacted] indicating:

a. The name of Officer requesting the repair.

b. Phone number or extension.

c. Location of request by building, room number or description of location.

d. Description of needed repair.

2. During the weekends, Plant Engineering staff will log and act upon recorder requests on a priority system.

II. Service Order Request.

A. Are used by Plant Engineering for work on any building or equipment that requires;

1. Modification

2. Remodeling

3. Extensive repair

a. A repair or modification that will take more than 8 hours for one man to accomplish or;

b. That will require more than $500 dollars in materials.

B. Staff member requesting work will notify Plant Engineering.

C. Plant Engineering will:

1. Receive and log request

2. Determine if request is possible

3. Estimate cost and time of completion

4. Schedule work

6. Perform work

7. Log Completion

V. Define a "Maintenance Emergency".

A. [redacted]

B. During normal working hours:

1. Person observing an emergency situation will take immediate action to reduce or contain the problem if possible.

2. Call Plant Engineering at [redacted] and report:

a. Nature of emergency

b. Exact location of the emergency

c. Name and phone number of the person reporting the emergency.

C. After normal hours:

1. Person observing an emergency situation will take immediate action to reduce or contain the problem if possible.

2. Report to the Shift Supervisor

3. Shift Supervisor will determine if criteria for an emergency exists and there are no other alternatives.

4. Notify Plant Engineering [redacted]. JCC will use the emergency call procedure and report:

   a. Nature of emergency

   b. Exact location of the emergency

   c. Name and phone number of the person reporting the emergency.

SECURITY OFFICER
HOUSEKEEPING - CLEANING

LEARNING GOAL:

The trainee will be knowledgeable in the Housekeeping procedure for the Program Core.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the [redacted] assigned areas that must be cleaned in the Program Core.

The trainee will be able to identify the responsibilities of the Executive Housekeeper and Support Services Staff.

METHOD OF LEARNING:

Time allocation: 15 minutes

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

B. Training aids:

1. Housekeeping Guidelines

2. Inmate Work Schedule

The trainee will participate in a guided group discussion on the [redacted] assigned areas that must be cleaned in the Program Core.

The trainee will participate in a guided group discussion on the responsibilities of the Executive Housekeeper and Support Services Staff.

Upon completion of guided group discussion the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. Within the Program Core there are [redacted] assigned areas of cleaning, by inmate workers, seven (7) days a week.

A. The First Area Of Cleaning:

1. [redacted]

4. [redacted]

B. The Second Area Of Cleaning:

1. [redacted]

C. The Third Area Of Cleaning:

1. [redacted]

D. The Fourth Area Of Cleaning:

1. [redacted]

II. The responsibilities of the Outside Security Officer and Support

Staff.

A. Outside Security officer

1. Supervise inmate workers.

a. Inmates will clean assigned areas of the Program Core daily.

b. Inmate workers will follow a daily cleaning schedule to complete assigned tasks.

2. The Inmate Work Supervisor will inspect the Program Core's four cleaning areas daily.

a. The assigned Inmate Work Supervisor will be responsible for inventory control and management of needed supplies.

B. Inmate Work Coordinator

1. Determine the number of inmate workers.

2. Hours of operation necessary to complete all cleaning tasks.

3. The assigned Inmate Work Supervisor will conduct informal inspections two (2) times a week and a formal inspection weekly.

LEARNING GOAL:

The trainee will be able to direct and coordinate an appropriate security or medical response to any given emergency situation.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify emergency situations.

The trainee will be able to identify the major responsibility of Population Management during an emergency situation.

The trainee will be able to identify the procedure used when responding to an activated fire alarm enunciator.

The trainee will be able to identify the procedure used when responding to the auxiliary generator alarm.

The trainee will be able to identify the procedure used when responding to the Unit 124 fire alarm.

The trainee will be able to identify the procedure used when responding to the Distribution Center alarm.

The trainee will be able to identify the proper radio procedure to use in an emergency situation.

The trainee will be able to identify the procedure used when responding to a Man Down/Trouble Alarm or 940A call.

The trainee will be able to identify the procedure used when responding to an electrical power failure.

The trainee will be able to identify the definition of a security threat.

The trainee will be able to identify the procedure used when responding to a security threat.

The trainee will be able to identify the procedures used when responding to a bomb threat.

METHOD OF LEARNING:

Time allocation: 55 minutes

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainee.

B. Training Aids:

1. Policy and Procedure Manual (Emergency Procedures 2.1)

2. Facility Floor Plan Maps

3. Dry Erasable Board, Dry Erasable Marker, Eraser

4. Bomb Threat Checklist

The trainee will participate in a guided group discussion on types of emergency situations.

The trainee will participate in a guided group discussion on the major responsibility of Population Management during an emergency situation.

The trainee will participate in a guided group discussion on the procedure used when responding to an activated fire alarm enunciator.

The trainee will participate in a guided group discussion on the procedure used when responding to the auxiliary generator alarm.

The trainee will participate in a guided group discussion on the procedure used when responding to the Unit 124 fire alarm.

The trainee will participate in a guided group discussion on the procedure used when responding to the Distribution Center alarm.

The trainee will participate in a guided group discussion on the proper radio procedure to use in an emergency situation.

The trainee will participate in a guided group discussion on the procedure used when responding to a Man Down/Trouble Alarm or 940A call.

The trainee will participate in a guided group discussion on the procedure used when responding to an electrical power failure.

The trainee will participate in a guided group discussion on the definition of a security threat.

The trainee will participate in a guided group discussion on the procedure used when responding to a security threat.

The trainee will participate in a guided group discussion on the

procedures used when responding to a bomb threat.

Upon completion of guided group discussion the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. Emergency Situations.

A. [redacted]

[redacted]

II. Major responsibility of the Program Core Security Officer during an emergency situation.

A. [redacted]

III. Procedures used when responding to an [redacted]

A. In the event the [redacted]

1. Advise the Program Core Security Officer [redacted].

a. In order for the Program Core Security Officer to determine what the nature of the emergency is and the exact location.

[redacted]

2. Notify the Shift Supervisor of the [redacted]

3. Advise other officers [redacted]

a. As directed by the Shift Supervisor or Security Officer.

4. Monitor the situation.

a. Make calls for additional assistance as directed by Security Staff.

B. To reset [redacted]

1. [redacted]

a. [redacted]

IV. Procedure used when responding to the [redacted]

A. [redacted]

B. [redacted]

V. Procedure used when responding [redacted]

A. [redacted]

VI. Procedure used when responding to the [redacted]

A. Description of [redacted]

[redacted]

assistance as directed by Security Staff.

VII. Procedure used when responding to medical emergencies.

A. In the event of a medical emergency, Security Staff will:

1. Determine the nature and location of the medical emergency.

a. [redacted].

b. As directed by security staff and/or medical staff.

2. If emergency medical personnel are requested, the following information if available will be provided to Jail Central Control (JCC):

a. [redacted]

[redacted]

B. Contact the Jail Medical Staff.

1. Notify them of the nature and location of the medical emergency.

C. Notify the Shift Supervisor and follow any directions.

D. Advise other [redacted]

1. As directed by the Shift Supervisor or Housing Officer.

E. Monitor the situation and make calls for additional assistance.

1. As directed by Security Staff.

VIII. Procedure used when responding [redacted]

[redacted]

[redacted]

[redacted]

B. Jail Central Control will:

[redacted]

[redacted]

IX. Procedure used when responding to [redacted]

A. Definition of [redacted]

1. [redacted]

B. In the event a radio or telephone call is received concerning [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

X. Procedures used when responding [redacted]

A. Receipt [redacted]

1. [redacted]

[redacted]

b. [redacted]

[redacted]

XI. Procedure used when responding to [redacted]

A. In the event there is [redacted] Program Core the Population Management/ Visiting Officer will:

1. Notify the Shift Supervisor of the disturbance and follow any instructions.

2. The Shift Supervisor will make the determination of the extent of the disturbance and the response required.

[redacted]The Shift Supervisor will [redacted]

4. Monitor the situation and make calls for any additional assistance as directed by Security Staff.

PROGRAM CORE OFFICER
PARKING LOT DISTURBANCES

LEARNING GOAL:

The trainee will be able to identify the proper procedure for handling a parking lot disturbance.

PERFORMANCE GOAL:

The trainee will be able to identify who should be notified of potential or actual parking lot disturbances.

The trainee will be able to identify how to apply proper radio procedure using, short, concise transmissions with a clear, calm voice under stress conditions.

METHOD OF LEARNING:

Time allocation: 10 minutes

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

The trainee will participate in a guided group discussion on who should be notified of potential or actual parking lot disturbances.

The trainee will participate in a guided group discussion on how to apply proper radio procedure using, short, concise transmissions with a clear, calm voice under stress conditions.

Upon completion of guided group discussion the trainee will complete a comprehensive written examination.

OUTLINE ON MATERIAL:

I. Who should be notified of potential or actual parking lot disturbances

A. Shift Supervisor

1. Follow any instructions given by the Shift Supervisor.

2. Shift Supervisor will make the determination of the extent of the disturbance and the response required.

3. The Shift supervisor will evaluate the need to call for patrol assistance or any other type of assistance.

4. Monitor the situation and make calls for any additional assistance as directed by Security staff.

II. How to apply the proper radio procedure.

A. During a potential or actual disturbance;

1. [redacted]

B. Radio Codes:

1. [redacted]

SECURITY OFFICER
EMERGENCY BUILDING EVACUATION

LEARNING GOAL:

The trainee will be able to take the appropriate action for building evacuation in the event of fire, explosion or other disasters.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify who should be notified in the event of an emergency.

The trainee will be able to identify how to direct and coordinate additional assistance to the location of the emergency.

The trainee will be able to identify emergency evacuation routes for evacuating the Program Core Facility.

METHOD OF LEARNING:

Time allocation: 20 minutes

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

B. Training Aids:

1. Policy and Procedures Manual (Emergency Procedure 2.1)

2. Floor Plan Evacuation Route Handouts

The trainee will participate in a guided group discussion on who should be notified in the event of an emergency.

The trainee will participate in a guided group discussion on how to direct and coordinate additional assistance to the location of the emergency.

The trainee will participate in a guided group discussion on emergency evacuation routes for evacuating the Program Core Facility.
Upon completion of guided group discussion the trainee will complete a

comprehensive examination.

OUTLINE OF MATERIAL:

I. Who should be notified in the event of an emergency.

A. Shift Supervisor

1. Will continually assess the situation to determine if there is a need to evacuate the Program Core.

II. How to direct and coordinate additional assistance to the location of the emergency.

A. Additional Notification:

1. [redacted].

2. [redacted]

3. [redacted]

III. Emergency evacuation routes for evacuating the Program Core Facility.

A. [redacted]

(1.) [redacted]

c. [redacted]

[redacted]

2. Once evacuated, the Program Core will be searched to ensure all persons:

   a. Staff

   b. Inmates

   c. Public

   Have been evacuated as directed by the Shift Supervisor.

   d. [redacted]

      (1.) Safety equipment:

         (a.) Flashlights

         (b.) Fire extinguishers

         (c.) etc.

3. When the search is completed, the Shift Supervisor will post the appropriate number of Officers needed to maintain the security of the Program Core and prevent any re-entry to the building until the emergency is resolved.

IV. Emergency Medical Attention

A. Security Staff will provide emergency first aid and request an ambulance or other appropriate emergency medical technicians for anyone needing it.

V. Evacuation of Housing Unit

[redacted]

[redacted]

PROGRAM CORE/SECURITY OFFICER
ELECTRICAL POWER FAILURE

LEARNING GOAL:

The trainee will be able to identify what steps to take to maintain security and control during a power failure.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the location of the diesel generator.

The trainee will be able to identify who is to be notified when the diesel generator is in use.

The trainee will be able to identify the procedure used if the emergency power generator should not start or fails in operation.

METHOD OF LEARNING:

Time allocation: 10 minutes

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

B. Training aids:

1. Dry erase board, eraser and dry erase pens.

The trainee will participate in a guided group discussion on the location of the diesel generator.

The trainee will participate in a guided group discussion on who is to be notified when the diesel generator is in use.

The trainee will participate in a guided group discussion on the procedure used if the emergency power generator should not start or fails in operation.

Upon completion of guided group discussion the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. Program Core Operations

A. Continue on as normal.

1. Unless otherwise directed by the Shift Supervisor.

II. Location of the diesel generator.

[redacted]

III. Who is to be notified when the diesel generator is in use.

A. [redacted]

1. The Shift Supervisor will contact [redacted]

2. [redacted]

B. Other than regular business hours [redacted]

1. The Shift Supervisor [redacted]

C. Should normal electrical power resume prior [redacted]

1. The Shift Supervisor will [redacted]

IV. Procedure to be used if the emergency power generator should not start or fails in operation.

A. [redacted]

[redacted]

[redacted]

B. The Program Core Security Officer [redacted]

1. [redacted]

[redacted]

[redacted]

RADIO USAGE

LEARNING GOAL:

The trainee will be able to identify how to properly operate the hand held radio.

PERFORMANCE OBJECTIVES:

The Trainee will be able to locate where to obtain a radio for the shift.

The trainee will be able to identify the proper channel for transmitting on the hand held radio.

The trainee will be able to identify proper radio procedure when transmitting.

The trainee will be able to identify how to respond to requests and emergencies via the radio.

The trainee will be able to identify what the procedures are to handle disturbances in the Visiting Rooms and Parking Lot.

The trainee will be able to identify procedures for handling emergencies in the Program Core.

METHOD OF LEARNING:

Time allocation: 30 minutes

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

B. Training Aids:

1. Dry erase board, dry erase pens, eraser.

2. Radio or schematic.

The trainee will participate in a guided group discussion on where to obtain a radio for their shift.

The trainee will participate in a guided group discussion on proper radio procedure when transmitting.

The trainee will participate in a guided group discussion on the proper radio channel for the honor farm.

The trainee will participate in a guided group discussion on the "DO's and DON'TS" of radio traffic.

The trainee will participate in a guided group discussion on choosing when not to use the radio.

The trainee will participate in a guided group discussion on what the procedures are to handle disturbances in the Visiting Rooms and Parking Lot.

The trainee will participate in a guided group discussion on procedures for handling emergencies in the Program Core.

Upon completion of the guided group discussions the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. Obtaining a radio at the beginning of Shift.

A. Officers will receive a radio at the beginning of shift, by relieving officers currently on duty.

B. If extra radio is needed.

1. [redacted]

II. Honor Farm Radio traffic on the portable hand held radio.

A. [redacted]

1. Honor Farm.

a. Will be used by:

(1.) [redacted]

[redacted]

[redacted]

[redacted]

III. Proper radio procedure when transmitting.

A. Items to remember when operating a radio

1. Do's and Don'ts

(a.) DO - Be Courteous

(b.) DON'T - Break in over someone else's transmission.

2. Monitor

(a.) Listen to the radio traffic before transmitting.

3. Be brief

(a.) Make your transmission, short concise and articulate.

(1.) Transmissions that are not understood the first time will require additional radio time to be repeated.

4. Pause

(a.) Pause for just a second before transmitting in order to avoid cutting off your own transmission.

5. Don't play games over the radio.

6. Use the telephone if the radio traffic you intend to use is not related business i.e.:

(a.) Verification of a group of inmates housed in a particular barracks, name by name.

(b.) Request for personal needs

7. Radio codes

(a.) [redacted]

[redacted]

B. How to make a transmission:

1. Think about what you are going to say.

2. Make sure no one else is talking on the radio

3. When you press the transmit button - pause before you speak.

IV. How to respond to requests and <u>emergencies</u> via the radio.

A. Number one (#1) priority [redacted]

B. In an emergency - unless it is necessary, stay off the air.

1. Emergency

a. [redacted]

[redacted]

d. [redacted]

[redacted]

V. Procedures to handle disturbances in the Visiting Rooms and Parking Lot.

A. Disturbances during visiting.

1. [redacted]

[redacted]

4. Notify Shift Supervisor

5. [redacted]

6. At the time the disturbance is brought under control.

a. [redacted]

[redacted]

VI. Procedures for handling emergencies in the Program Core.

A. [redacted]:

1. [redacted]

[redacted]

LEARNING GOAL:

The trainee will know the responsibilities of the Storekeeper, who is allowed use of the Commissary and the alarm procedures at the Program Core Commissary.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the responsibilities of the Storekeeper.

The trainee will be able to identify who is allowed use of the Storefront Commissary.

The trainee will be able to identify what is required when the alarm is activated.

METHOD OF LEARNING:

Time allocation: 15 minutes

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

B. Training aids:

1. Dry erase board, eraser and dry erase pens.

The trainee will participate in a guided group discussion on the responsibilities of the Storekeeper.

The trainee will participate in a guided group discussion on who is allowed use of the Storefront Commissary.

The trainee will participate in a guided group discussion on what is required when the alarm is activated.

Upon completion of guided group discussion the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. Responsibilities of the Storekeeper.

A. Restock the Storefront Commissary prior to night shift scheduled time.

B. Unlock and roll up the metal door covering the Storefront Commissary window at the scheduled time.

C. The Storekeeper only will;

1. Make data entry in computer when necessary.

D. Close and lock the roll up door at the posted scheduled time.

E. Prepare an inventory list of items needed to restock for the next business day.

F. Other responsibilities of the Commissary storekeeper are:

1. Provide current list of all items for sale, including price, to all housing units.

2. Stock fresh products (sell no food items past expiration date).

3. Operate the storefront in a highly clean and sanitary condition at all times.

4. Garbage will be removed from the storefront daily.

5. Supervise the inmate workers (allowing only inmate workers assigned to the storefront inside).

6. Check all equipment daily to maintain them in good working order.

7. Keep a record of daily sales totals and inventory control records by making correct entries into the computer at the time of a sale.

II. Who is allowed use of the Storefront Commissary.

A. Established for the use of the inmates.

B. Hours are posted in all Housing Units with an announcement via the radio when it is open.

C. [redacted]

III. What is required when [redacted]

A. The [redacted] whenever:

1. [redacted]

[redacted]

[redacted]

B. [redacted] in the Program Core Office area.

1. [redacted]

C. The Security Officer will initially [redacted]

D. Commissary Staff will be notified [redacted]

1. Commissary staff will [redacted]

E. After normal duty hours contact the personnel listed on the [redacted] listed in the order given.

F. [redacted] in the Program Core Office [redacted]

1. Will continue to [redacted]

LEARNING GOAL:

The trainee will be able to identify the operational procedure of the Medical Clinic.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify Custody Medical Staff.

The trainee will be able to identify Non-Custody Medical Staff.

The trainee will be able to identify supply access into the Medical Clinic.

The trainee will be able to identify inmate access into the Medical Clinic.

The trainee will be able to identify the Medical Clinic schedule for inmates.

METHOD OF LEARNING:

Time allocation: 25 minutes

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

The trainee will participate in a guided group discussion on Custody Medical Staff.

The trainee will participate in a guided group discussion on Non-Custody Medical Staff.

The trainee will participate in a guided group discussion on how supplies are access into the Medical Clinic.

The trainee will participate in a guided group discussion on inmate access into the Medical Clinic.

The trainee will participate in a guided group discussion on the Medical Clinic schedule for inmates.

Upon completion of guided group discussion the trainee will complete a

comprehensive written examination.

OUTLINE OF MATERIAL:

I. Custody Medical Staff.

A. The Correctional Healthcare Staff employees will [redacted]

B. The Program Core Security Officer will issue Medical Staff [redacted]

C. The Program Core Security Officer will tell the Shift Supervisor the [redacted]

II. Non-Custody Medical Staff.

A. Non-Custody assigned Medical Staff will enter the Program Core through the Administrative entrance and contact Population Management.

B. Population Management will then follow the verification and sign-in process as outline in the "Official Visitors/Visitors For Facility Staff Members".

III. Supply access into the Medical Clinic.

A. The Clinic will be stocked daily.

B. Custody Medical Staff delivering supplies [redacted]

C. Non-Custody Staff delivering supplies [redacted]

IV. Inmate access into the Medical Clinic.

A. Inmate requesting or requiring non-emergency medical attention.

1. Will be seen in the Honor Farm Program Core's Medical Clinic.

2. By Correctional Healthcare Staff.

3. By appointment after completing a medical treatment request form.

4. Non-emergency medical attention is defined as:

a. Nurses' Sick Call (Triage)

b. Medication Call

c. Inmate Health Assessment

d. Inmate Clinic

B. 124 Housing Unit inmates.

1. [redacted]

2. They will walk to the Medical Clinic and wait outside the door until the nurse is ready to see them.

C. General Compound inmates including the women's barracks will:

1. [redacted]

2. They will walk to the Medical Clinic and wait outside the door until the nurse is ready to see them.

D. Completion of appointment.

1. The inmate will return to his/her housing unit or assigned job.

V. Medical Clinic schedule for inmates.

A. Nurses' triage (Sick Call):

1. Hours

a. [redacted]

b. Monday-Friday

2. Scheduled Triage (Sick Call).

a. Each Housing Officer will generate his own list for his unit.

3. The Medical Staff will contact the Housing Officers of the

following housing areas when they are prepared to treat their inmates:

a. G-H Barracks

b. D-E-F Barracks

c. 124 Unit

B. Inmate Health Assessments:

1. The Medical Staff will conduct a 14 Day Health Assessment as needed for Honor Farm inmates if one has not been completed at intake in the Pre-Trial Facility prior to the inmate's transfer.

C. Inmate Clinic:

1. Inmate scheduled during Triage for inmate clinic at the Pre-Trial Facility will have an appointment made by Medical Staff.

[redacted] Inmate clinic will be available for prescheduled appointments Monday-Friday, between [redacted] at the [redacted] The Transportation unit will [redacted] Inmates will be [redacted]

[redacted] The Medical Director/designee will be available on Monday through Friday at [redacted]

D. Medication Call:

1. After the morning breakfast, those inmates who are taking prescribed medication will report to the Honor Farm Clinic.
They will receive their am and pm medication.

2. Correctional Health Care will notify the individual barracks of those inmates who have failed to report.

LEARNING GOAL:

The trainee will be able to identify the schedule and responsibilities of Support Services Staff for Laundry Services at the Program Core Storefront Laundry.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify where soiled laundry will be removed from and restocked to.

The trainee will be able to identify the exchangeable laundry items.

The trainee will be able to identify the laundry service schedule

The trainee will be able to identify the responsibility of Support Services staff upon completion of issuing laundry.

METHOD OF LEARNING:

Time allocation: 15 minutes

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

The trainee will participate in a guided group discussion on where soiled laundry will be removed from and restocked to.

The trainee will participate in a guided group discussion on the exchangeable laundry items.

The trainee will participate in a guided group discussion on the laundry service schedule.

The trainee will participate in a guided group discussion on the responsibility of Support Services staff upon completion of laundry.

Upon completion of guided group discussion the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. Where soiled laundry will be removed from and restocked to.

A. The inmate laundry workers, supervised by Support Service Staff will;

1. Stock clean laundry from the Distribution Center Laundry.

2. Approximately 30 minutes prior to scheduled exchange times.

B. The first area for restocking and removal of soiled laundry is the Booking and restroom area.

1. The shelves in the storage cabinets in the Booking area will be neatly restocked with an adequate amount of clean laundry and bed rolls.

2. All soiled laundry will be removed from the Booking and Restroom areas.

C. A sufficient supply of bed rolls;

1. Will be stocked in the first room of the Laundry Store Front area.

2. To meet the daily demands of new booking transfers at the Honor Farm.

D. When restocking is completed, all excess and soiled laundry will be removed to the Distribution Center Laundry.

II. Exchangeable laundry items.

A. Passing out of laundry will be through the window opening, covered by a roll-up metal door.

B. Laundry items will be exchanged one for one as follows:

1. Outer clothing, towels, socks, underwear, shirts (including T-shirts) DAILY.

2. Sheets (2) will be exchanged, EVERY MONDAY.

3. Blankets will be exchanged, EVERY 30 DAYS.

4. Jackets and sweatshirts will be issued and exchanged as climatic conditions warrant, EVERY FRIDAY.

III. Laundry service schedule.

A. The Storefront Laundry will be open weekdays only:

1. Hours:

a. Monday through Friday

b. 1400 - 1530

c. All kitchen workers exchange kitchen whites at the storefront laundry.

d. Inmates receive double issue on Fridays.

e. The 124 exchanges laundry in-house (not at the storefront laundry.)

f. G & H barracks exchanges laundry in-house.

IV. Responsibility of Support Services Staff upon completion of laundry.

A. At the end of laundry hours, the following will be completed:

1. The roll-up metal door will be secured.

2. Support Services Staff will check stock.

3. Clean up the entire storefront laundry.

4. Collect soiled laundry to return to the Distribution Center Laundry.

5. Support Services Staff will secure the Storefront Laundry.

PROGRAM CORE
VISITING OFFICER

LEARNING GOAL:

The trainee will be able to conduct public visiting in accordance with the Custody Division Policy and Procedures.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify what is necessary to sign-up, via CJIS computer, and allow those authorized public visits to visit in the Program Core Visiting Areas.

The trainee will be able to identify the visiting schedule for the Honor Farm.

The trainee will be able to identify the proper procedures for inmate notification of a visit via CJIS printout, using the proper printer I.D., which is sent to the designated housing areas.

The trainee will be able to identify the three (3) important measures to be taken when stabilizing a disturbance.

The trainee will be able to identify how to deny or terminate a visit.

The trainee will be able to identify what security check are made.

METHOD OF LEARNING:

Time allocation: 20 Minutes

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

B. Training aids:

1. Visiting Schedule

2. Official Visitors / Visitors For Facility Staff Member Sign-in Sheet

3. ATIMS print out displaying visit information.

The trainee will participate in a guided group discussion on what is necessary to sign-up, via ATIMS computer and allow those authorized public visits to visit in the Program Core Visiting Areas.

The trainee will participate in a guided group discussion on the visiting schedule for the Honor Farm.

The trainee will participate in a guided group discussion on the proper procedures for inmate notification of a visit, via ATIMS print out, using the proper printer I.D. which is sent to the designated housing area.

The trainee will participate in a guided group discussion on the three (3) important measures to be taken when stabilizing a disturbance.

The trainee will participate in a guided group discussion on how to deny or terminate a visit.

The trainee will participate in a guided group discussion on what security check are made.

OUTLINE OF MATERIAL:

I. Procedure to sign-up and allow those authorized public visits to visit in the Program Core Visiting Areas.

A. Any one of the following:

1. Current driver's license (from any state).

2. Current I.D. card from any state.

3. Military I.D. card (current with photo).

B. Any two of the following documentary I.D.:

a. Birth certificate.

b. Current utility bill with name and address.

c. Social Security card.

C. Visiting Schedule for the Honor Farm.

1. Hours

a. 1000 - 1645
1800 - 2000

b. Seven (7) days a week.

2. Visits are (45) minutes in length.

3. Begin on the hour and on the half hour.

4. The visitor will be directed into an unoccupied visiting room at the time of the visit.

5. The visitors will wait in the lobby or outside until scheduled visit.

D. Procedures for inmate notification of a visit.

1. Program Core Visiting Officer will sign up three (3) visitors per table, if applicable. There will be a total of fourteen (14) tables per visiting room.

a. The Visiting Officer will sign in on the ATIMS computer.

b. The Visiting Officer will check if the visitor has proper I.D. They will then type the visitors Drivers License number or Social Security number in the designated area.

c. If you feel that the visitor has been previously in custody, put only the Drivers License number in and press enter. The amount of days out of custody will appear. They must not visit if they have been out of custody 30 days or less. If they have not been in custody, the "name" section will come up in red.

e. Complete adding the visitors information and press enter. If information is correct press enter again.

f. Add the inmates last name and first initial and press enter.

g. The next screen will tell you the housing location of the inmate. If it is correct, press enter.

2. The Visiting Officer will send separate lists to each of the housing unit's printers.

3. This will be done no later than (15) minutes prior to the next visiting period.

a. These lists will be posted in the Housing Unit by the housing Officer in a conspicuous place.

E. Three (3) important measures to be taken when stabilizing a disturbance.

1. In the event there is a disturbance in the Visiting Rooms or Visiting Lobby, the Program Core Visiting Officer will:

a. [redacted]

[redacted]

c. Notify the Shift Supervisor and follow the direction of the Shift Supervisor.

F. How to deny or terminate a visit.

1. A visit may be denied or terminated and visiting privileges suspended under the following circumstances.

a. Visitor is under the influence of drugs or alcohol.

b. Visitor fails to prevent children from disturbing other persons in the Visiting Area.

c. Visitor refuses or fails to produce sufficient identification or falsifies I.D. information.

d. Visitor violates posted facility visiting rules.

e. Excessive physical contact between the visitor and inmate. An inmate and visitor may:

(1.) Embrace briefly at the beginning and end of visit.

(2.) Kiss briefly at the beginning and end of visit.

(3.) Hold hands during visit.

f. Prior to termination of a visit or suspension of visiting privileges for any for the above reasons, less restrictive alternatives shall be employed if possible.

g. All actions taken regarding the denial, terminations or disciplinary sanctions of visiting shall be documented in an appropriate incident report. The Shift Supervisor shall be informed of the circumstances and forwarded the completed report.

2. Visitors not approved for a visit or having a visit terminated, will be told the reason for the exclusion of termination of the visit.

G. What types of security check are conducted.

1. A security check will be made of the Visiting Rooms and Public restrooms located in the visiting lobby

LEARNING GOAL:

The trainee will be able to identify the proper process for the storage and retrieval of inmate's personal and clothing property.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the responsibilities of the Property Clerk.

The trainee will be able to identify the procedure for release property.

The trainee will be able to identify the procedure for Time Served Release property.

The trainee will be able to identify the procedure for Temporary Release property.

The trainee will be able to identify the procedure for seizure of unauthorized items.

The trainee will be able to identify the procedure for transfer property.

The trainee will be able to identify the procedure for the release of personal property.

METHOD OF LEARNING:

Time allocation: 10 minutes

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

B. Training aids:

1. Dry erase board, dry erase pens, eraser.

The trainee will participate in a guided group discussion on the responsibilities of the Property Clerk.

The trainee will participate in a guided group discussion on the procedure for release property.

The trainee will participate in a guided group discussion on the procedure for Time Served Release property.

The trainee will participate in a guided group discussion on the procedure for Temporary Release property.

The trainee will participate in a guided group discussion on the procedure for seizure of unauthorized items.

The trainee will participate in a guided group discussion on the procedure for transfer property.

The trainee will participate in a guided group discussion on the procedure for the release of personal property.

Upon completion of guided group discussion the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. Responsibilities of the Property Clerk.

A. They will provide;

1. A storage rack for inmates clothing and personal property in the Property Storage room located in the booking area.

a. Property boxes can be located by the last two numbers of the booking number.

B. Schedule

1. Monday - Friday (5 Days a week)

2. Pick up and remove inmate's property from Property Storage Room at;

a. 0900 hours

b. 1800 hours

C. Procedure for releasing property.

1. Monday through Friday

a. The Property Clerk will look up all pending releases

in ATIMS computer.

D. Procedure for Time Served Release property.

1. Check the ATIMS computer for inmates to be released.

a. Check ATIMS list

b. Everyday

2. All release will be conducted through the Jail Core release lobby.

3. The Property Clerk will place personal property and clothing Box into the designated area in the Property Storage area.

E. Procedure for Temporary Release property.

1. Pull property for day passes or other special releases other than stated above.

F. Procedure for the release of personal property.

1. Release inmate's personal property to an authorized friend or family member.

a. Monday through Friday

(1.) 0900 - 1600 hours.

(2.) Appointments suggested

2. The Property Clerk, after notification of a pending personal property release will;

a. Complete the release to the third party, in the 24 hour lobby.

(1.) Release all personal property only.

3. Obtain I.D. from the person wanting the property.

a. Check it with the signature on the property sheet.

4. Inmate authorizes the release of their property to this person by signing the property slip.

a. The Property Clerk checks that the inmate signed the property slip.

b. Obtain a signature from the authorized person receiving the inmate's property and checks their I.D.

c. Check or circle each item given to the authorized person.

d. Note any missing personal property on the incident report.

II. Procedure for seizure of unauthorized items.

A. Any unauthorized items that are not contraband will be secured as follows:

1. The item must be labeled.

a. Inmates full name

b. Booking number.

2. Place the property in the Property Storage Room to be added to personal property already in storage.

B. The Property Clerk will not accept property that does not have the necessary information.

1. Any improperly labeled property will be forwarded to the Shift Supervisor for correction.

III. Procedure for the transfer of property.

A. The Property Clerk will check the clothing inventory form.

1. If the inmate has shoes they will be given to the inmate.

a. The Property Clerk will generate a copy in ATIMS.

b. Instruct the inmate to date and sign.

c. The ATIMS form goes back into the Program Core Office in the tray for Property. The Property Clerk will place the form in the inmate's property bag.

DAILY DUTIES
HOUSING OFFICER

LEARNING GOAL:

The trainee will identify each process as it relates to the Housing Officers daily routine.

PERFORMANCE OBJECTIVES:

The trainee will identify the method used to orientate inmates in relation to acceptable conduct and routine schedules of the living unit.

The trainee will identify the process on how to perform count.

The trainee will identify the process on how to perform cleaning inspections.

The trainee will identify the process on how to perform security inspections.

The trainee will identify the process on how to perform inmate mail call.

The trainee will identify the process on how to perform locker/room/pod inspections.

The trainee will identify the process on how to perform inmate transfer/releases.

The trainee will identify the process on how to supervise inmate work crews.

The trainee will identify the process on how to supervise inmate feeding.

The trainee will identify the process for calling inmate commissary.

The trainee will identify the process for calling inmate medical clinic.

METHOD OF LEARNING:

Time allocation: 1 hour

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of students.

B. Training aids.

1. Dry erase board, eraser and dry erase pens.

The trainee will participate in a guided group discussion on how to perform count.

The trainee will participate in a guided group discussion on how to perform cleaning inspections.

The trainee will participate in a guided group discussion on how to perform security inspections.

The trainee will participate in a guided group discussion on how to conduct inmate mail call.
The trainee will participate in a guided group discussion on how to conduct locker/room/pod searches.

The trainee will participate in a guided group discussion on how to conduct inmate transfer/releases.

The trainee will participate in a guided group discussion on how to supervise inmate feeding.

The trainee will participate in a guided group discussion on how to call for inmate commissary.

The trainee will participate in a guided group discussion on how to call for inmate medical clinic.

Upon completion of discussion and exercises, the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. ORIENTATION

A. General Guidelines:

1. All inmates transferred to a housing unit will attend a formal orientation.

a. The orientation will occur as soon as possible following the transfer.

2. The orientation will occur at the program core or the housing unit. It will be by:

a. The housing officer.

3. If the inmate has lost their inmate rule book, they will be issued another one.

4. Immediately following the inmate viewing of the orientation video, distribute one copy of the Housing Guidelines.

5. Direct the inmate to read:

   a. The Housing Guidelines.

   b. The Inmate Information Bulletin Board.

6. Instruct the inmate to notify friends and family of their location for visiting purposes.

7. Following the formal orientation process, give the inmates their housing unit job assignment, and direct the inmates to their bed, pod or room assignment.

8. The Officer will inspect the bed, pod or room assignment with the inmate.

   a. The inmate is accountable for any damages as a result of the inmate's negligence or actions.

II. INMATE COUNTS: [redacted]

A. [redacted]

[redacted]

[redacted]

III. When inmate counts are to be taken.

A. Formal Count for Housing Units at the Honor Farm:

[redacted]

4. [redacted]

B. A few minutes prior to count:

[redacted]

2. [redacted]

[redacted]

3. Correct all discrepancies prior to count.

C. Notify inmates that it is count time.

[redacted]

D. Take ATIMS printout list to each wing/barrack.

1. [redacted]

E. [redacted]

[redacted]

inmates.

H. If count is [redacted]

1. [redacted]

I. Informal Count:

1. [redacted]

5. [redacted].

6. A few minutes prior to count:

a. [redacted]

(1.) The ATIMS printout is not required.

7. Count will [redacted]

a. [redacted]

[redacted]

8. Continue count until all inmates are accounted for.

[redacted]

9. [redacted]

[redacted]

J. Locating errors.

1. [redacted]

2. [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

K. [redacted]:

1. Anytime the Shift Supervisor finds it is necessary.

IV. Cleaning inspections.

A. Inmate assignments.

1. All inmates housed in Unit 124, G & H Barracks will have assigned in-house jobs. Some inmates housed in DEF Barracks will also be assigned in-house jobs. Those jobs

will include the cleaning of:

a. Bathrooms

b. Showers

c. Laundry Rooms

d. Kitchen area(Unit 124 and G barracks)

e. Day Rooms

f. Lawn Maintenance

g. Trash Pick Up

h. Living Areas

i. Common Areas

j. Recreation Areas

k. Windows

2. Clean-up will consist of:

a. Dusting

b. Sweeping.

c. Mopping.

d. Vacuuming

e. Washing.

3. Completion of assigned housing jobs.

a. Prior to going to regular job.

b. Prior to inspections.

(1.) 0900 hours inspection.

(2.) 2100 hours inspection.

B. Building inspection forms.

1. Daily/weekly inspection sheet

a. Mark columns with appropriate rating.

(1.) "U" for unsatisfactory.

(2.) "S" for satisfactory.

(3.) Note any problems that need repair.

a. Date.

b. Sign.

c. Turn in to shift supervisor at <u>end of shift</u>.

IX. Inmate mail.

A. Mail processing - incoming.

1. The Mail Clerk at the Distribution Center:

a. Checks for contraband.

b. Sorts

c. Distributes.

2. Mail will be delivered to the Program Core.

a. Placed in the mail bin presently next to the copier in the Program Core.

3. The oncoming Nightshift Housing Officer:

a. Picks up the mail prior to going to his/her assigned housing unit.

4. Mail will be passed out:

a. Daily except for Saturday, Sundays and Holidays.

b. On nightshift at the 1800 hrs. or 2200 hrs. count.

5. Legal mail.

a. Opened only in the presence of the inmate and inspected for contraband.

6. Mail is <u>only</u> given to the addressee.

a. Never left with another inmate.

b. Secured until inmate is available.

B. Mail processing - outgoing.

1. Inmates can place all outgoing mail in the mailbox any time.

2. Legal mail will be left sealed.

3. The mail will be delivered to the Program Core

a. Placed in the outgoing mail tray.

(1.) Located above the incoming mail bins.

X. Security Inspections.

A. Room/pod/drawer searches.

1. Searches will be conducted:

[redacted]

2. Searches will consist of:

a. [redacted]

3. The inmate will remain outside the area being searched.

4. Write an incident report, if warranted.

a. Covering the locations searched.

b. What, if any, contraband was found.

XI. Process for intra facility Inmate transfers/releases.

A. All scheduled housing assignment changes will be initiated by Classification.

1. The Housing Officer should check the transportation schedule occasionally for inter compound transfers.

    (1.) These movements will increase and decrease inmate population on the Inmate Locator boards as movement occurs.

B. Transfers into DEF & H barracks.

1. Obtain a transfer list from ATIMS.

2. These inmates will come straight from the Pre-Trial Facility.

3. The Housing Officer will assign barracks & beds.

4. Male inmates will later be transferred to 124, or may remain in D E & F depending on their rules violations. Female inmates will later be transferred to G barracks from H by the same process.

5. These inmates can work in on-site or off-site jobs depending on their classification level. [redacted]

C. Transfers into G barracks.

1. Obtain a transfer list from ATIMS.

    a. Transfers will come from H barracks.

2. Verify the number and time of transfers.

3. Once inmates arrive, assign them a barracks, a bed and any available in-house jobs.

4. Give inmates a verbal orientation as to what is expected of them.

D. Transfers into Housing Unit 124.

1. Obtain a transfer list from ATIMS.

2. Verify the number of transfers and the time of transfer with the DEF Housing Officer.

3. Once inmates arrive and begin orientation. Utilize handouts and video.

4. Assign inmates to in-house jobs (bathrooms/showers etc.) and assign rooms.

E. Transfers into H barracks.

1. All transfers will come from the Pre-Trial Facility.

2. The Housing Officer will give a video and a verbal orientation as to what is expected of them.

3. They will be assigned in-house jobs and beds.

G. Releases - Time Served, Home Detention and AWP.

1. You will obtain a list from ATIMS.

2. Just prior to sending the inmate to the Program Core:

a. Make a notation on the ATIMS printout form showing inmate to be released.

3. If your housing unit has a Locator Board, erase the inmate's name.

4. Inmate cleans up his/her room or pod and removes the bedding and personal items they may have.

5. You will be notified by the Program Core Security Officer when to send the inmate from the housing unit to the Program Core for release.

XII. Supervision of inmate work crews.

A. In - House work crews.

1. Supervision of work crews is done by housing officer.

B. On-Site work crews.

1. [redacted]

2. The On-Site Work areas are:

[redacted]

[redacted]

[redacted]

[redacted]

3. The Off-Site Work crews:

[redacted]

XIII. Housing officer's responsibility during inmate feeding.

A. Housing officer's notification.

1. The Housing Officer will be notified by the Compound Security Officer that they are ready to feed.

2. The Housing Officer will verbally notify the inmates that it is time to lock down for chow.

3. The inmates will go to the Dining Hall as called by the Compound officer.

4. The Housing Officer will remain on his/her post until relieved for a break so they can eat. (Relief will come from the second officer assigned to D E & F, the Compound Officer or any extra Officer).

XIV. Housing officer's responsibility for inmate commissary.

A. Housing officer's notification.

1. When the Commissary Support Service worker opens the Commissary Store Front, he/she will notify the Compound Security Officer. The Security Officer then notifies the Housing Officer that Commissary is open and calls for inmates by barracks.

2. The Housing Officer will verbally notify the inmates that Commissary is open.

3. The inmates will go to the Commissary being supervised by the Compound Security Officer.

XV. Housing Officer's responsibility for inmate Medical Clinic.

A. Housing officer's notification.

1. The Housing Officer will run his own Transportation list for the day's sick call.

2. The notification to send the inmates will come from the medical staff via the radio or telephone.

3. The Housing Officer will verbally notify the inmates to report to the medical clinic.

4. The inmates will go to the medical clinic.

B. Inmates not on Triage list.

1. If the Housing Officer feels an inmate needs to be seen by the medical staff and their name is not on the Triage list, the Housing Officer will check to see if medical staff is available.

2. If the medical staff is in, send the inmate to the medical clinic. Let medical personnel make the decision in regards to medical care.

3. If you feel the inmate needs immediate medical attention and no medical staff is available at the Honor Farm, notify the Charge Nurse at the Pre-Trial Facility of your problem. Notify your Shift Supervisor and determine if Transportation and/or an ambulance are needed.

DINING HALL SUPERVISION
HOUSING OFFICER

LEARNING GOAL:

The trainee will recognize the importance of establishing an orderly environment and maintain control by continually being alert, knowing the inmates, and knowing some basic principles when supervising inmates in the dining hall.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the different locations for inmate disturbances given that the dining hall is the most frequent and dangerous starting place for inmate disturbances.

The trainee will be able to identify the five reasons why inmate disturbances start in dining halls.

The trainee will be able to identify the two basic rules of dining supervising.

The trainee will be able to identify the proper positioning of themselves while supervising inmates.

The trainee will be able to identify the direct relationship between food quality and institutional security.

The trainee will be able to identify methods for enforcing discipline and reestablishing order.

METHOD OF LEARNING:

Time allocation: 30 minutes

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

B. Training aids.

1. Dry erase board, eraser and dry erase pens.

The trainee will participate in a guided group discussion on the proper mode of conduct while supervising inmates in the dining hall.

The trainee will participate in a guided group discussion on recognizing the different locations that are the most volatile for potential inmate disturbances.

The trainee will participate in a guided group discussion on the two basic rules of supervising inmates.

The trainee will participate in a guided group discussion on proper positioning while supervising inmates.

The trainee will participate in a guided group discussion on recognizing that there is a direct relationship between food quality and institutional security.

The trainee will participate in a guided group discussion on how to enforce discipline and reestablish order in the dining hall.

Upon completion of discussion and exercises, the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. [redacted]

II. Reasons for inmate disturbances in dining halls.

A. Assembly of large numbers of inmates into one area.

B. The inmates must stand in line to wait for food.

C. Due to mass feeding, food quality and appeal is difficult to maintain.

D. No choice of menu.

E. Usually eating is not leisure or at the inmates own pace.

1. Per Title 15, inmates must be given 15 minutes for actual consumption of their meal.

III. Direct relationship between food quality and institutional security.

A. Because of the food, there may be disturbances.

1. Small portions.

2. Inmate food servers must be monitored to ensure they are providing equitable amounts of food on each tray.

B. Food is very important. The inmates infer from a continuous diet of bland or unpalatable food, a lack of interest on the part of the staff.

1. Even though Officer's are not the one's preparing the food.

C. Emotions at meal times are higher and a greater potential for violence occurs.

IV. Indicators for possible problems in the dining hall.

A. [redacted]

B. [redacted]

C. [redacted]

V. Basic rules for supervising inmates.

A. Be alert.

B. Look for the unusual.

VI. Positioning.

A. So you can see the entire area.

1. If possible, near next available means of exit to be safe.

VII. Hours of feeding.

[redacted]

VIII. Notification.

A. Kitchen staff will notify the compound officers, via the radio, that they are ready to feed.

B. The Housing Officers will tell all inmates to return to their barracks prior to sending them to the dining hall. The entire Compound is called off limits until feeding is over.

C. The Officer inside the dining hall will contact the Housing Officers in the order that the inmates are to eat.

IX. Dining hall supervision

A. Inmate meals will be supervised by [redacted]

1. [redacted]

[redacted]

B. The other Officers will supervise their assigned areas.

X. Inmate movement to and from the dining hall.

A. The inmates [redacted]

B. After the inmate obtains a tray and beverage he will be directed to a seat and table by an officer in the dining hall.

C. At the conclusion of their meal, each inmate can immediately return to their assigned housing area [redacted]

D. When all inmates have left the dining hall, the officers will

secure the dining hall and return to their assigned duty stations.

XI. Handling problems.

A. Officer safety.

1. Number one priority.

B. Inmate discipline.

1. Minor rules violation.

a. Handle after inmates have returned to barracks.

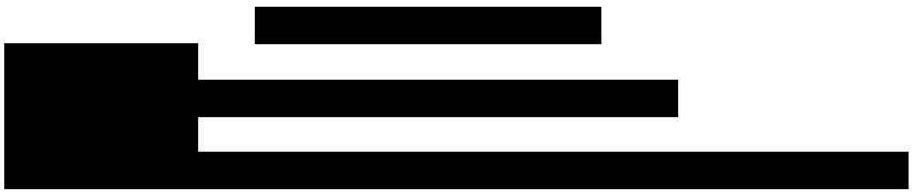
b. Have inmate report to the Program Core.

(An example may be an (I) taking food from the dining hall)

2. Major rules violation.

a. Have inmate report to the Program Core, with an Officer escort if necessary.

3. Immediate action.



4. Control problems quickly.

a. Beware of possible "set up".

5. Force.

a. Use only that which is necessary.

6. Documentation.

a. Submit an incident report to the Duty Sergeant.

LEARNING GOAL:

The trainee will learn how to identify and deal with inmates' con games.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the definition of a "Set-Up".

The trainee will be able to identify the [redacted] inmates observe staff.

The trainee will be able to identify how inmates go about setting up staff.

The trainee will be able to identify "Set-Up Indicators".

The trainee will be able to identify points for self evaluation.

The trainee will be able to identify how to prevent being set-up.

METHOD OF LEARNING:

Time allocation: 45 minutes.

A. Classroom area and requirements:

1. One classroom with enough tables and chairs to accommodate the number of trainees.

B. Training Aids:

[redacted]

2. Dry erase board, eraser and dry erase pens.

The trainee will participate in guided group discussion on recognizing and responding to inmate con games.

The trainee will view the [redacted]

Upon completion of guided group discussion and exercises, the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

INSTRUCTORS NOTE: [redacted]

I. **"Set-Up"** - [redacted].

A. How inmates choose a victim.

1. No one is exempt.

a. [redacted]

[redacted]

c. Those who [redacted]

[redacted]

Avoids [redacted]

a. [redacted].

B. Inmate observations of staff.

1. [redacted]

2. [redacted]

3. They make [redacted].

4. They commit [redacted]

C. Only one way to use the word "NO!"

1. "NO!" plainly with assurance and firmness, not degrading or misleading.

D. Discuss the [redacted]

1. [redacted]

E. "Set-up" Warning Indicators.

Instructors note:Given the following behaviors, ask the students what they think the inmate might be trying to achieve with the Officer.

1. [redacted]

[redacted]

8. [redacted]

F. Self Evaluation.

1. [redacted]

[redacted]

G. How to avoid being "Set-Up".

1. [redacted]

LEARNING GOAL:

The trainee will be able to properly observe inmate activities.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify the basic rules of officer observation.

The trainee will be able to identify [redacted] specific indicators that may signal a possible major incident.

The trainee will be able to identify the proper action to take, given a reasonable belief that trouble may soon occur.

METHOD OF LEARNING:

Time Allocation: 45 Minutes.

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

B. Training aids:

1. Dry erase board, eraser and dry erase pens.

The trainee will participate in a guided group discussion on what the basic rules are for observing inmates.

The trainee will participate in a guided group discussion on the ten specific indicators that may signal a possible major incident.

The trainee will participate in a guided group discussion about the proper action to take given a reasonable belief that trouble may occur.

Upon completion of discussion and exercises, the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. Basic rules of officer observation.

A. [redacted]

II. Indicators of potential trouble.

A. [redacted]

B. Additional [redacted]

1. [redacted]

III. Reporting your observations.

A. You must assess each situation. If you feel it warrants further investigation, report it to the Duty Sergeant.

B. Supervisors have a unique view of the whole facility. Isolated incidents, when taken together, form a sound basis upon which to make judgements.

LEARNING GOAL:

The trainee will be able to give the proper procedures to follow to confirm that an inmate has escaped and their identity.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify who should be notified when the possibility of an escape exists.

The trainee will be able to identify the steps taken to identify the escapee.

The trainee will be able to identify what information is necessary after the identity of the escapee is learned.

The trainee will be able to identify what reports shall be completed.

METHOD OF LEARNING:

Time allocation: 15 minutes

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

B. Training aids:

1. Policy and Procedure Manual (2.1.5).

2. Dry erase board, eraser and dry erase pens.

The trainee will participate in a guided group discussion as to who must be notified in the event of a possible escape.

The trainee will participate in a guided group discussion as how to identify the escapee.

The trainee will participate in a guided group discussion as to what inmate information is necessary after an escape has occurred.

The trainee will participate in a guided group discussion as to what reports must be filled out.

Upon completion of guided group discussion and exercises, the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL: (Refer to Inmate Escape Policy 2.1.5)

I. Verification procedure.

A. The Housing Officer's will be responsible for locating any errors as they pertain to inmates housed in their unit by:

1. Making sure figures are correctly transposed onto the in-custody inmate list and inmate locator board.

2. Checking the work project sheets against the in-custody list and the inmate locator board.

[redacted]

4. Re-count the inmates, if necessary.

5. If the error is resolved at any of the above steps then make the appropriate correction(s).

[redacted] If an inmate cannot be accounted for, [redacted]

7. [redacted]

II. Escape Notification.

[redacted]

[redacted]

[redacted]

[redacted]

6. [redacted]

LEARNING GOAL:

The trainee will be able to identify the process as it relates to clothing/laundry exchange.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify what clothing is exchanged.

The trainee will be able to identify the process for clothing/laundry exchange.

The trainee will be able to identify how to supervise inmates in line for clothing/laundry exchange.

The trainee will be able to identify the schedule for clothing/laundry exchange.

The trainee will be able to identify where an inmate is housed by the color of their clothing.

METHOD OF LEARNING:

Time allocation: 20 minutes.

A. Classroom area and requirements:

1. One classroom with enough tables and chairs to accommodate the number of trainees.

B. Training aids:

1. Dry erase board, eraser and dry erase pens.

The trainee will participate in a guided group discussion on what clothing is exchanged.

The trainee will participate in a guided group discussion on the process for clothing/laundry exchange.

The trainee will participate in a guided group discussion on supervising inmates in line for clothing/laundry exchange.

The trainee will particpate in a guided group discussion on identifying

when clothing/laundry exchange is conducted.

The trainee will participate in a guided group discussion on how to identify where inmates are housed by the color of clothing.

Upon completion of guided group discussion, the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. Clothing/laundry that is exchanged.

A. Socks
B. Shorts
C. Towels
D. Pants
E. Shirts
F. T Shirts
G. Sheets (2)
H. Jackets and sweatshirts issued as climatic weather requires.

II. Honor Farm compound barracks clothing/laundry exchange.

A. Location.

1. [redacted]

B. Hours of operation (Hours posted on window).

1. Monday through Friday

III. Clothing/laundry daily breakdown.

A. Outer clothing, towels, socks, underwear, and T shirts are exchanged daily.

B. Sheets will be exchanged on Mondays.

C. Blankets will be exchanged every 30 days.

D. Jackets and sweatshirts will be exchanged on Fridays.

E. To maintain the inventory all exchanges are one for one.

F. The inmate must turn in a soiled item to receive a clean like item.

IV. Inmate clothing/laundry exchange supervision.

A. Inmate work supervisor will supervise actual exchange of clothing/laundry.

B. The Compound Security Officer will supervise inmates in line.

C. All inmates will remain within the yellow lines and behind the red line until their turn to exchange at the window.

D. There will be a general announcement made to each housing area. An inmate in that housing area desiring to exchange clothing will go to the exchange window at that time.

V. "GHI" barracks clothing/laundry exchange.

A. "G" barracks is equipped with a laundry storage room.

1. Staffed with two inmate workers.

B. All clothing, towels, sheets and blankets are sent to the main laundry facility in the distribution center.

1. Sent out and delivered daily.

2. Ordering of extra clothing is done by the "GHI" barracks Officer. The inmate laundry workers maintain and pass out laundry.

C. Inmates exchanging clothes/laundry are monitored by the "GHI" barracks housing officer.

1. "G" barracks inmates exchange their clothing from inside "G".

2. "H" barracks inmates exchange their clothing from the outside laundry window on "G" barracks in the HI courtyard.

D. Outer clothing/laundry exchange is conducted at 1500 hrs and is one for one.

1. Each inmate is issued two sets of under and outer clothing.

VII. Clothing vs. Housing.

A. [redacted]

[redacted]

[redacted]

[redacted]

LEARNING GOAL:

The trainee will be able to identify what programs are available, where they are held and how inmate notification is made.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify what programs are available to the inmates.

The trainee will be able to identify how inmates are notified about programs.

The trainee will be able to identify the proper areas for holding inmate programs.

METHOD OF LEARNING:

Time Allocation: 30 Minutes.

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

B. Training Aids:

1. Dry erase board, eraser and dry erase pens.

The trainee will participate in a guided group discussion on those activities which are inmate programs.

The trainee will participate in a guided group discussion on the proper areas to hold inmate programs.

The trainee will participate in a guided group discussion on how inmates are notified of programs.

Upon completion of discussion and exercises, the trainee will complete a comprehensive written examination.

OUTLINE OF MATERIAL:

I. Programs available.

A. Educational Programs.

1. General Educational Diploma(G.E.D).

2. Vocational Certificates.

B. Chemical Dependency Counseling.

1. Alcoholics Anonymous.

2. Narcotics Anonymous.

C. Religious Services.

1. Catholic Services.

2. Protestant.

3. Non denominational

D. Special Programs.

1. Music.

2. Speakers.

E. Public Health Education.

1. A.I.D.S. Awareness.

2. Sexually transmitted disease Awareness.

F. RAFT Program.

1. Responsibility, Accountability, Faithfulness, and Truthfulness.

G. Recreation Programs.

1. Sports Tournaments.

a. Basketball.

b. Handball.

c. Volleyball.

d. Softball.

H. Library Services.

1. Recreational.

a. Inmates may go to the library at the times posted on the library window.

2. Legal.

a. Inmates can request information from the Law Library by submitting an inmate request form to the Law Clerk.

I. Work Programs.

1. Compound Work Programs.

[redacted]

[redacted]

[redacted]

[redacted]

e. [redacted].

2. Perform any needed task as requested by staff.

3. Selected by the Inmate Work Coordinator.

4. Off-compound work programs.

a. Community Corps Program (CCP)

[redacted]

[redacted]

[redacted]

J. Work Furlough.

1. Inmates sign out each day/night to go to a regular job.

2. Sign back in when done working.

a. Must stay within the time frame set in ATIMS. If they are running late they must call and notify the Work Furlough office, or if after hours, the Honor Farm Clerk with the reason for tardiness.

b. Work Furlough inmates are subject to search upon their return to the Honor Farm.

3. All fees and schedules are completed by the Work Furlough Office.

K. Visiting.

1. Run by a Senior Office Assistant.

2. Contact visiting.

3. All housing units visit together.

a. Inmates are searched at random upon completion of their visit.

II. Appropriate areas for programs.

A. Multi-purpose room.

1. Church.

2. Movies.

3. Special functions.

B. Interview rooms.

1. Classification.

2. Parole/Probation.

3. Disciplinary.

4. Attorney/Investigator.

5. Counseling.

6. Small Church groups.

7. Alcoholics Anonymous

8. R.A.F.T.

C. Classroom #1 & #2

1. Computer lab room.

a. G.E.D.

D. Outdoor Recreation Areas.

1. Softball.

2. Basketball.

3. Handball.

4. Volleyball.

III. Notification of Programs.

A. The Inmate Program Schedule will be posted in all housing areas on their bulletin boards weekly.

B. The Housing Officer may also announce current programs being held.

WRIT OF HABEAS CORPUS
1381 P.C.
HOUSING OFFICER

LEARNING GOAL:

The trainee will be able to identify how to provide inmates with and properly respond to grievance forms, Writ of Habeas Corpus and 1381 P.C. forms.

PERFORMANCE OBJECTIVES:

The trainee will be able to identify those items that are grievable.

The trainee will be able to identify the process for handling a grievance form.

The trainee will be able to identify the two exceptions to the grievance procedure.

The trainee will be able to identify the process for handling a Writ of Habeas Corpus.

The trainee will be able to identify the process for handling a 1381 P.C. form.

METHOD OF LEARNING:

Time allocation: 30 minutes.

A. Classroom area and requirements:

1. One room with enough tables and chairs to accommodate the number of trainees.

B. Training aids:

1. Policy and Procedure Manual (6.5.1).

2. Dry erase board, eraser and dry erase pens.

The trainee will participate in a guided group discussion on how to process a grievance.

The trainee will participate in a guided group discussion on the two exceptions to the grievance policy.

The trainee will participate in a guided group discussion on how to process a Writ of Habeas Corpus.

The trainee will participate in a guided group discussion on how to process a 1381 P.C. form.

Upon completion of discussion and exercises, the trainee will complete a comprehensive examination.

OUTLINE OF MATERIAL:

I. Grievance.

A. A circumstance or action considered to be unjust and the inmate believes there are grounds for complaint or resentment.

B. Grievable Items.

1. Custody treatment/problems.

2. Medical treatment.

3. Policies and procedures.

C. Exceptions to the grievance policy.

1. Decisions handed down by the courts.

2. Inmate disciplinary actions. (Specific procedures apply).

a. They can appeal.

D. Receiving an inmate grievance.

1. A form must be provided upon request of an inmate.

2. Completed forms will have the date and time verified.

3. The officer will initial the upper right hand corner.

4. The bottom copy is given to the inmate.

E. Resolving inmate grievances.

1. Each grievance should be solved at the lowest level possible. (If you can resolve it, do so!)

2. The person resolving the grievance will fill in the appropriate response section for that level.

3. Both copies are to be forwarded to the Duty Sergeant for review.

a. Forwards them to the Lead Clerk.

(1.) Will send the completed response back to the inmate.

F. Grievance response levels.

1. Level 1: Housing Officer.

2. Level 2: Shift Supervisor.

3. Level 3: Facility Manager.

4. Level 4: Facility Administrator.

G. Response time limits.

1. Level 1: 24 hours.

2. Level 2: 3 days.

3. Level 3: 10 days. (Excluding weekends and holidays)

4. Level 4: 15 days. (Excluding weekends and holidays)

II. Writ of Habeas Corpus.

A. A writ employed to bring a person before a court, most frequently to ensure that the party's imprisonment or detention is not illegal.

1. Writ forms provided upon request.

2. Filed with the Superior Court by the inmate via legal mail

III. 1381 P.C.

A. Allows inmate to file for dismissal or prosecution with an out of county agency.

1. Inmate must be sentenced to more than 90 days.

a. Local charges.

2. Filed with DA.'s office in that county.

3. Request for the form is made to the Law Clerk,

a. Via Inmate request form.

Soter Body Scanner

Cert. Number: 09066981

Course Summary:
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. The course is designed on how to properly utilize the Soter Body Scanner and the safety precautions that need to be followed during application.

Provider Information
Provider Name: San Joaquin County Sheriff's Office

Performance Objectives
1. The students will identify how to properly use the Soter Body Scanner.

2. The students will be able to determine if a person coming into custody is in possession of contraband with use of the Body Scanner.

3. The student will identify and discuss the safety precautions when using the Soter Body Scanner.

Refer to the following link- Soter Body Scanner

SAN JOAQUIN COUNTY SHERIFF

Tactical Readiness

Tactical Readiness – **6** HOURS

Lecture / Group Workshop and Discussion

LEARNING GOAL:

This class is designed to teach Facility Awareness; focusing on Identifying Facility, Inmate and Officer warning signs. Tactical surveys focusing on Inmate Assaults, Threats to Jails and Incident Planning will also be discussed. The class will review and discuss Command and Control Procedures, Use of Force policy and Case Law. An Active Shooter Plan for the "Booking" area will be discussed. During the Active Shooter Incident; Jail Emergency Communication will be identified. The class will also identify Hostage Survival Techniques.

OBJECTIVES:

1. The Student will identify Inmate, Facility, and Staff Waring signs of a possible critical incident.

2. The Student will identify threats to jails and critical incident planning.

3. The Student will identify the Use of Force policy. The student will have a discussion regarding Case Law and Command and Control Procedures.

4. The Student will identify an Active Shooter plan (run, hide, fight) in "Booking". The Student will identify the Jail Emergency Communication during the incident.

5. The Student will identify Hostage Survival Techniques.

TRAINING NOTES:

[redacted]

METHOD OF LEANING:

[redacted]. The student will participate in a guided group discussion about the material covered. During this time, we will have scenarios and develop a response plan.

OUTLINE OF MATERIAL (Lecture and Group Discussion 6 Hours)

[redacted]

I. Facility Awareness

A. Identify Facility Warning Signs

[redacted]

B. Inmate Warning Signs

[redacted]

iv. [redacted]

C. Staff Warning Signs

[redacted]

INSTRUCTORS NOTE: [redacted]

INSTRUCTORS NOTE: [redacted]

II. Tactical Surveys

A. Done properly, do much more than increase safety and security of correction officers.

B. By anticipating whole range of potential problems, tactical surveys also enhance security of officers by identifying threats.

C. Devise response strategies in advance to deal with threats.

INSTRUCTORS NOTE: [redacted]

INSTRUCTORS NOTE: [redacted]

III. Use of Force

A. Lexipol Policy 300.1

i. This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial and reasonable manner.

B. Lexipol Policy 300.2.1

i. Any deputy present and observing another deputy using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. A deputy who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

C. Case Law

i. Carrasco et al vs. Atencio

a) Maricopa County- Liable for use of force even when force was reasonable if other Officers are unreasonable.

b) Maricopa County assisted Phoenix PD in Pre-book area. Phoenix PD found to use excessive force and Maricopa County was lumped in even though they did not use excessive force.

c) Inmate was passive aggressive and crossed arms and refused to remove his shoes.

d) 9th Circuit ruled that individuals are not isolated in a group effort.

D. The immediate use of force may prevent inmates from:

i. Making weapons

ii. Fortifying their positions

iii. Recruiting additional participants

E. Principles; Use of Force

i. Have command and control procedures established

ii. Make sure you have a clear chain of command and that everybody on the team knows the main plan and back-up plans

iii. Ensure the areas of responsibilities are clearly defined

iv. Conduct drills and rehearsals when situation allows

a) Conduct rehearsals where you can simulate an incident

INSTRUCTORS NOTE: Power Point slides 20-34

INSTRUCTORS NOTE: Discussion on video's after being played.

IV. Actions during an Incident

A. Housing Officer

i. Incident Commander

[redacted]

ii. Ongoing defensive tactics

[redacted]

iii. Ongoing communications

[redacted]

iv. Reassess the situation

[redacted]

v. Staff

[redacted]

B. Sergeants

i. Evaluate scope and size of the incident

ii. Manage team

[redacted]

iii. Re-evaluate

[redacted]

C. Other Support

i. Facility Sergeants

[redacted]

ii. Transportation

[redacted]

iii. Civilian Staff

[redacted]

INSTRUCTORS NOTE: Group Workshop, Group Scenario's and Response Plan with discussion.

INSTRUCTORS NOTE: [redacted]

V. Active Shooter in Booking

[redacted]

e) Warn and prevent individuals from entering an area where the active shooter may be.

[redacted]

VI. Items to consider during an emergency.

i. Communication

[redacted]

VII. After

[redacted]

x. Consider seeking professional help for you and your family to cope with the long-term effects of the trauma. Utilize Employee Assistance Program or Beth Dansie.

INSTRUCTORS NOTE: [redacted]

VIII. Hostage Survival

[redacted]

C. Avoid "Red Flags" subjects.

[redacted]

D. Composure

i. Regain/maintain

E. Posture

[redacted]

G. Communication/ Intrapersonal communication skills (IPC)

[redacted]

H. [redacted].

[redacted]

INSTRUCTORS NOTE: [redacted]