

SAN BERNARDINO COUNTY
SHERIFF'S DEPARTMENT



GLEN HELEN REHABILITATION CENTER

POST ORDERS

REVISED 9/2019

GHRC A&E BLOCKS DEPUTY POST ORDERS

DUTIES AND RESPONSIBILITIES

The following Post Orders, identify the primary duties and responsibilities of the housing unit assigned to A&E Blocks Deputy post. The responsibilities of the post are not limited to the listed tasks. The A&E Blocks Deputy will assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner to maintain efficient functioning of GHRC in compliance with policy, Title 15, and the law.

- Provide safety and security for GHRC Facility, all staff, visitors and inmates.
- Interact in a professional and safe manner with staff, inmates, and the public.
- Prevent inmates from escaping by monitoring inmate activity.
- Conduct inmate, cell, and chow cart searches.
- Conduct hourly safety checks.
- Maintain all sections of the Housing Unit Log.
- Provide the inmates with meals.
- Assist other staff members, Health Services, Maintenance, etc, in the performance of their duties as needed.
- Ensure recreation yard and corridor doors are secure.
- Ensure inmates of different security classifications are separated.

CALL SIGN:

The A&E Deputy is required to monitor and respond to radio traffic on the primary channel [REDACTED].

CLEANLINESS AND MAINTENANCE:

The A&E Deputy shall ensure the cleanliness of the A&E Housing Area and be alert for issues requiring maintenance. The A&E Deputy shall submit digital requests to Facility Maintenance for necessary repairs. Maintenance issues which affect the safety or security of the facility shall be immediately reported to a shift supervisor.

GENERAL OPERATING PROCEDURES:

DEPUTY OFFICE:

- The officer door shall be closed and locked when it is not occupied.

EAST AND WEST TWILIGHT DOORS:

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The east and west twilight doors shall be closed at all times. During the course of walking through the east or west twilights, only one door shall be opened at a time.

OBSERVATION LOGS:

- The A&E deputy shall be responsible for conducting and documenting *random hourly* safety checks of inmates.
- Deputies shall walk the officer's walkway in the Maximum units. Annotations shall be made on the observation logs regarding the time of the observation and the activity of inmates. Inspections shall be conducted twice per shift and noted as well. The observation log shall be replaced every 24 hours at 0001 hours. Previous logs shall be routed to the watch commander. *The deputy shall ensure the required information entered on the logs is accurate and legible.*

HOUSING UNIT INSPECTIONS:

- An inspection of the housing unit shall be conducted four different times in a 24 hour period (0001-2400 hours). The inspection shall include the integrity of locks, windows, walls, doors and inmate health and safety. The A&E Deputy shall enter each housing unit and conduct the inspection.
- If a deputy is inspecting an occupied cell, the housing deputy shall have the Max Rover Deputy or a deputy from another post hold the unit keys while he enters and conducts the inspection. These inspections shall be noted on the hourly safety checks logs located in each housing unit.

MAX RECREATION:

- Outside recreation shall be afforded to those inmates housed in the Maximum Unit. Inmates shall receive no less than required by the Minimum Jail Standards (minimum of three hours of outside recreation within a seven-day period). The housing deputies in the Maximum Unit shall be advised when to send out a particular unit by the outside recreation officer.
- The staff assigned to Maximum Recreation shall conduct a security check of ALL the yards before inmates enter and when they exit.

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- The A&E Deputy shall check the inmate's identification card and use the housing roster to count and circle every inmate's name who participates in recreation. The A&E Deputy shall then relay the number of inmates participating in recreation to the staff member working Maximum Recreation. The staff member working Maximum Recreation shall also count the inmates going into the yard and confirm the deputy's count. The inmates shall keep their identification cards with them while in outdoor recreation.
- The A&E Deputy or Max Rover shall escort inmates into the recreation yard and escort them out of the recreation yard. The A&E Deputy shall make sure the inmates are fully dressed while being escorted to the recreation yards.

There shall be no more than thirty (30) inmates in one yard at a time, without approval of the watch commander.

Inmates are not to be mixed from different housing units in the Maximum Recreation yards. There shall be one yard used per housing unit

- The Maximum Recreation SCS shall notify the housing deputy upon completion of outside recreation at which time the inmates will be re-counted and re-housed.
- Staff shall make sure inmates are fully dressed when they return from Maximum Recreation
- Once the inmates return, the A&E Deputy shall check each inmate's identification card and cross the inmate's name off of the same housing unit roster used to check him out. This will assure the same number of inmates returned.
- Outside recreation shall be totaled each day in the Maximum Recreation daily log by the SCS or deputy. These shall be recorded in increments of a half hour (1/2). A refusal is the same as time counted for purposes of Title 15. Inclement weather shall be logged in the recreation log book to document why no recreation was provided to the inmates.

ALL INMATES SHALL BE SEARCHED FOR CONTRABAND BEFORE AND AFTER RECREATION.

COUNT FOR "A" BLOCKS:

- A-1 – The A&E Deputy shall have each inmate stand in front of his cell door. Each inmate shall be fully dressed and have his ID card clipped on his shirt pocket. The A&E Deputy shall walk down the officer walkway and compare

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each I.D. card to the inmate. The A&E Deputy shall verify each inmate and check his cell number, identification card, name, and booking number and photograph and compare the photograph to the inmate and check his name off of the count sheet. Upon completion of count, each inmate may return to their bunk.

- A-2 – Follow the same procedure as indicated above.

COUNT FOR ADMINISTRATIVE HOUSING:

- Follow the same procedure as indicated above.


COUNT FOR “E” BLOCKS:

- E-1 – Follow the same procedure as indicated above.
- E-2 – Follow the same procedure as indicated above.

ENTERING INMATE WALKWAY/CELL MAXIMUM SECURITY:

- At any time, a deputy finds it necessary to enter an occupied inmate’s area (cell), a second deputy shall be present to maintain security while the first deputy is inside.
- Generally, the housing unit door to A&E blocks shall remain open. This may allow the A&E Deputy to hear any major disturbance from inside the cell or dorm area.
- *These doors may only be locked momentarily when moving inmates from other units through the hallway. (i.e. movement to the Recreation Yard, Visits, etc.)*

MAXIMUM FEEDING PROCEDURES:

- The Meal Schedule is part of the Housing Unit Log. Staff shall document the number of meals ordered, the number of meals received, the number of meals reordered, the final meal count, the time the meals arrived in the unit, and the time the meals were served.
- The Kitchen Support Deputy and chow servers shall deliver prepared food trays to the Maximum Housing Unit. 

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- Before and after feeding, the A&E deputies shall search the food carts and inventory the utensils.

“A” BLOCKS:

- Inmates in this block will be fed in the dayroom. The A&E Deputy will make a notation on the housing log. The chow servers will place the appropriate amount of food trays in the day room. Once the trays are set, the A&E Deputy will close the bar door leading to the cells. He will then open the cell door for the side (A-1/A-2) eating and have all the inmates walk into the dayroom. Once ALL the inmates are seated, the dayroom door shall be closed. The A&E Deputy will then visually check each cell to make sure all inmates are in the dayroom. The A&E Deputy shall confirm the Inmate count based on housing, court and hospital lists.
- Upon completion of chow, the inmates will stack their trays at the end of the table. The A&E Deputy will have the inmates return to their cells and lock them down. The A&E Deputy will repeat this procedure for the other side. Upon completion of each meal, the chow servers will enter the day room to pick-up all trays and trash.

“E” BLOCKS:

- The A&E Deputy shall position himself outside the inmate walkway of E-1. The inmate food server shall place the tray on the cell door. At no time shall an inmate food server be permitted in the inmate walkway without a deputy present. The same feeding procedure shall be followed in E-2. Upon completion of chow, the food servers shall collect the trays in the same order that they were distributed. The bar door leading to the cells shall never be left open and unattended.

COMPLETION OF CHOW:

- After collecting all the trays, the A&E Deputy shall ensure a complete inventory account of all the trays and lids on each cart. If there are any discrepancies in the food cart inventory, the carts shall be held at their present location until verification can be made. If the inventory of the carts is correct, place the carts in the main corridor and call for the carts to be picked-up. All movement must cease, and the inmates shall be locked down prior to the outside door being opened.

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ADMINISTRATIVE HOUSING:

- The deputy shall open all food tray doors in the Administrative Housing Unit. The deputy will inspect the food tray prior to the inmate worker serving the tray to the inmate. A tray shall be set on the food tray door. The max food workers may hand all other inmates their tray through the bar area of their cell door. At no time shall the deputy allow the inmate food server to be unsupervised in the Administrative Housing area. Once the trays are placed inside the cells, the outer door shall be secured. Upon completion of chow, the deputy shall open the tray doors and receive the tray, and trash from the inmate.

TIER AND DAYROOM:

- A- Blocks will be allowed the use of dayroom, only one side at a time.
- As a general rule, the side not using the dayroom may be allowed tier time, at the discretion of the deputy. The door leading to the dayroom shall be closed. Inmate behavior and compliance of rules and regulations shall be a determining factor in allowing them out for tier time.
- Each tier shall have a minimum of three (3) hours of dayroom time per day. This time shall be clearly logged in the housing unit log book.
- Inmates shall be allowed to shower, watch television and play cards/board games during dayroom and tier time.
- Inmates shall be fully dressed when in the dayroom area.
- Inmates shall not be allowed to stand on chairs or tables, or exercise in the dayroom.
- The door to the dayroom from the tier should be left open for the side having dayroom.
- The housing unit door shall remain open during dayroom to allow the A&E Deputy to hear any major disturbances that may occur.

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INMATE ORIENTATION VIDEO

- The Inmate Orientation Video shall be played over the facility television system during the PM count

VISITING:

- The Front Gate Deputy shall to advise the A&E Deputy of the confirmed visits. The A&E Deputy shall notate the confirmed visits on the visiting list and call the appropriate inmates out of the dorms. The A&E Deputy will escort the inmates to East Twilight. The C&D Deputy will escort them to visiting area.
- At the completion of their visit, the C&D Deputy shall escort the inmates to the East Twilight. The A&E Deputy shall confirm the number of inmates returning and escort them to the housing unit.

CLOTHING EXCHANGE:

Clothing exchange for A&E Deputy is conducted on every Monday for whites and sheets and Thursdays for outer garments, whites and sheets.

- The A&E Deputy shall assist the Receiving Sheriff's Custody Specialist (SCS) with clothing exchange.
- One tier at a time shall be allowed in the dayroom to exchange clothing.
- The inmates shall inspect the new clothing for damage prior to returning to the dorm. If the clothing is not damaged, the inmates will return to the dorm.
- The A&E Deputy shall take enough new clothing to exchange with inmates who are at court or at the hospital for the day.

COMMISSARY:

The A&E Deputy shall be present while commissary personnel distribute orders to the inmates. If the inmate is off the facility during scheduled commissary delivery, the inmate may have to receive their commissary on the make-up day (Friday).

HAIR CARE:

Male inmates requesting hair care can check out the electric hair clippers daily during dayroom times. The clippers shall be securely maintained, when not in use, in the deputy's office.

- The A&E Deputy shall take the inmate's identification card when checking out the clippers.

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- The clippers shall be used in a location easily monitored by staff.
- All grooming equipment shall be cleaned with the approved disinfectant after each use.

MEDICAL/ SICK CALL:

Medical requests are available to any inmate who desires to seek medical attention for non-emergency reasons.

Inmates requesting to be seen by medical staff will be seen in the clinic. Medical staff will contact the A&E Deputy to send the inmates to the medical clinic for sick call. The inmates shall be escorted by the A&E Deputy to the East Twilight. The inmates shall wait in the East Twilight until they can be seen. When sick call for A&E is complete, the C&D Deputy shall notify the A&E Deputy who shall escort the inmates back to the housing unit.

The A&E Deputy shall be present while medical staff dispenses medication in the housing unit.

DEPUTIES ARE NOT ALLOWED TO DISPENSE MEDICATION TO INMATES.

PROGRAMMING/ INROADS:

Inmates in A&E who participate in INROADS shall participate through journaling courses. The INROADS instructor will meet with the A&E inmates on the designated day to either issue or collect the journals.

RELEASES:

When an inmate is to be released, the duty officer shall notify the A&E Deputy. The A&E Deputy shall have the inmate gather his belongings, confirm the inmate's identity via their inmate identification card, then escort the inmate to the twilight.

The C&D Deputy shall escort the inmate to Property to obtain a IBIS/FAST-ID printout. After the deputy receives a confirmed IBIS printout, the inmate is escorted to the bridge.

GHRC B-BLOCKS DEPUTY POST ORDERS

DUTIES AND RESPONSIBILITIES:

The following Post Orders, identify the primary duties and responsibilities of the housing unit assigned to the B Blocks Deputy post. The responsibilities of the post are not limited to the listed tasks. The Deputy will assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner to maintain efficient functioning of GHRC in compliance with policy, Title 15, and the law.

- Provide safety and security for GHRC Facility, all staff, visitors and inmates
- Interact in a professional and safe manner with staff, inmates, and the public
- Prevent inmates from escaping by monitoring inmate activity
- Conduct inmate, cell, and chow cart searches
- Conduct hourly safety checks
- Maintain all sections of the Housing Unit Log
- Provide the inmates with meals
- Assist other staff members, Health Services, Maintenance, etc, in the performance of their duties as needed
- Ensure recreation yard and corridor doors are secure
- Ensure inmates of different security classifications are separated

MEAL BREAKS:

B-Blocks Deputies are required to take meal breaks away from their work station. If a B-Blocks deputy is unable to take his meal break, he shall notify a shift supervisor of the reason no later than four (4) hours before the end of shift. The shift supervisor shall attempt to provide relief or authorize overtime. No overtime shall be authorized without the shift supervisor's prior approval.

CALL SIGN:

The B-Blocks Deputy is required to monitor and respond to radio traffic on the primary channel.

CLEANLINESS AND MAINTENANCE:

The B-Blocks Deputy shall ensure the cleanliness of the B-Blocks Housing Area and be alert for issues requiring maintenance. The B-Blocks Deputy shall submit digital requests to Facility Maintenance for necessary repairs. Maintenance issues which affect the safety or security of the facility shall be immediately reported to a shift supervisor.

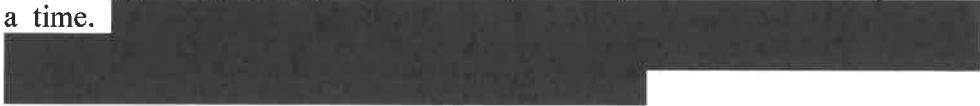
GHRC B-BLOCKS DEPUTY POST ORDERS

GENERAL OPERATING PROCEDURES:

DEPUTY OFFICE:

- The officer door shall be closed and locked when it is not occupied.

EAST AND WEST TWILIGHT DOORS:

- The east and west twilight doors shall be closed at all times. During the course of walking through the east or west twilights, only one door shall be opened at a time. 

OBSERVATION LOGS:

- The B-Blocks deputy shall be responsible for conducting *random hourly* safety checks of inmates
- Deputies shall walk the officer's walkway in the Maximum units. Annotations shall be made on the observation logs regarding the time of the observation and the activity of inmates. The observation log shall be replaced every 24 hours at 0001 hours.
- *The deputy shall ensure the required information entered on the logs is accurate and legible.*

HOUSING UNIT INSPECTIONS:

- An inspection of the housing unit shall be conducted four different times in a 24-hour period (0001-2400 hours). The inspection shall include the integrity of locks, windows, walls, doors and inmate health and safety.
- The B-Blocks Deputy shall enter each housing unit and conduct the inspection. These inspections shall be noted on the housing observation logs located in each housing unit.
- If a deputy is required to enter the dayroom or dorm while it is occupied to conduct an inspection, the housing deputy shall have the Max Rover Deputy or a deputy from another post hold the unit keys while he enters and conducts the inspection. If all the inmates are locked in the dayroom, a second deputy is not needed for the inspection for the dorm.

GHRC B-BLOCKS DEPUTY POST ORDERS

MAX RECREATION:

- Outside recreation shall be afforded to those inmates housed in the Maximum Unit. Inmates shall receive no less than required by the Minimum Jail Standards. The housing deputies in the Maximum Unit shall be advised when to send out a particular unit by the outside recreation officer.
- The SCS or deputy assigned to Maximum Recreation shall conduct a security check of ALL the yards before inmates enter and when they exit.
- The B-Blocks Deputy shall check the inmate's identification card and use the housing roster to count and circle every inmate's name who participates in recreation. The B-Blocks Deputy shall then relay the number of inmates participating in recreation to the staff member working Maximum Recreation. The staff member working Maximum Recreation shall also count the inmates going into the yard and confirm the deputy's count. The inmates shall keep their identification cards with them while in outdoor recreation.
- The B-Blocks Deputy or Max Rover Deputy shall escort inmates into the recreation yard and escort them out of the recreation yard. The Deputy shall make sure the inmates are fully dressed while being escorted to the recreation yards.

There shall be no more than thirty (30) inmates in one yard at a time, without approval of the watch commander.

- The Maximum Recreation SCS shall notify the housing deputy upon completion of outside recreation at which time the inmates will be re-counted and re-housed.
- Staff shall make sure inmates are fully dressed when they return from Maximum Recreation. Inmates can be allowed to leave the recreation yard without wearing their orange or blue top during summer months or on days of extreme heat. They may be allowed to take one cup, one towel, and one book while in the recreation yard.
- Once the inmates return, the B-Blocks Deputy shall check each inmate's identification card and cross the inmate's name off of the same housing unit roster used to check him out. This will assure the same number of inmates returned.
- Outside recreation shall be totaled each day in the Maximum Recreation daily log by the SCS or deputy. These shall be recorded in increments of a half hour (1/2). A refusal is the same as time counted for purposes of Title 15. For these purposes each housing unit must have at least three (3) hours of outside

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recreation within a seven-day period, (excluding inclement weather).
Inclement weather shall be logged in the recreation log book to document why no recreation was provided to the inmates.

ALL INMATES SHALL BE SEARCHED FOR CONTRABAND BEFORE AND AFTER RECREATION.

COUNT FOR "B" BLOCKS:

- All inmates in B-Blocks shall be fully dressed and line up in the dayroom in bunk order. All the inmates shall have their identification cards visible.
- No inmates shall sit down, walk around or go to the restroom while count is being conducted. The inmates shall remain in a fixed position.

[REDACTED]

- [REDACTED] The inmates are not allowed off of their bunks until they are told they can by the B-Blocks Deputy.

ENTERING INMATE WALKWAY/CELL-MAXIMUM SECURITY

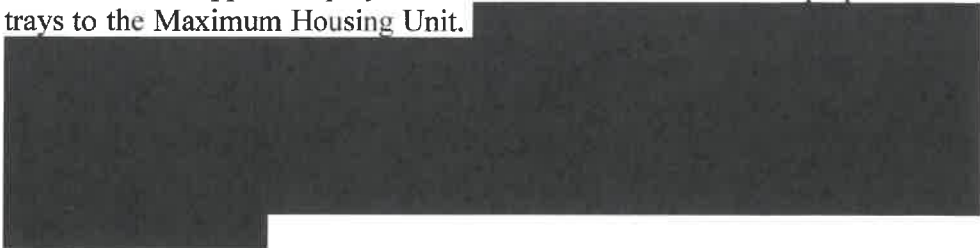
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[REDACTED]

[REDACTED] The B-Blocks officer walkway door adjacent to the east twilight shall remain closed when not in use at all times. [REDACTED]

GHRC B-BLOCKS DEPUTY POST ORDERS

MAXIMUM FEEDING PROCEDURES

- The Kitchen Support Deputy and chow servers shall deliver prepared food trays to the Maximum Housing Unit. 
- Before and after feeding, the B-Block deputy shall search the food carts and inventory the trays, prior to feeding.
- The B-Blocks Deputy shall ensure all inmates are fully dressed and the dorm area is secured. All inmates shall be fed in the day room. The inmate food servers shall place the drink containers and trash bags just inside the dayroom doors. The B-Blocks Deputy will tell the food servers the exact number of food trays that will be served to each dorm.
- The chow servers shall then set the food trays on the dayroom tables. The B-Blocks Deputy shall watch each tray being set out, to ensure everything is correct. The B-Blocks Deputy shall count the number of trays, and hot servers with lids that go into each side. The B-Blocks Deputy shall instruct the dorm to line up in bunk order and open the dayroom for the feeding on inmates. The inmates shall enter the dayroom and sit in front of a tray and begin their 15-minute meal time. The chow servers may have their meals between serving and collection.
- While the inmates are eating, the door from the restroom into the dorm shall remain closed and the door from the dayroom to the restroom shall remain open.
- Upon completion of feeding, the inmates shall pick up their trays and give them to the chow server, by the food pass through. The B-Blocks Deputy shall ensure all items are counted and collected prior to proceeding to the next dorm. After the trays are collected the dayroom should be cleared, before any cleaning equipment and trash bags are removed.
- Whenever cleaning equipment is let into the dayroom and / or the trash bags removed, the cleanup crew should not be inside the dayroom and the dayroom to restroom door should be closed.
- On court days when the breakfast meal is complete, the inmates going to court shall be removed by the B-Blocks Deputy and walked to the holding cell in front of the bridge to wait to be transported to their respective destinations.

GHRC B-BLOCKS DEPUTY POST ORDERS

COMPLETION OF CHOW

- After collecting all the trays, the B-Blocks Deputy shall ensure a complete inventory of all items on each cart. If there are any discrepancies in the food cart inventory, the carts shall be held at their present location until verification can be made. If the inventory of the carts is correct, the B-Blocks Deputy will search the trays and carts then place the carts in the main corridor. All movement must cease, and the inmates locked down prior to the outside door being opened.

DAYROOM

- The B Blocks deputy shall allow the inmates the maximum amount of dayroom possible, based on inmate population, staffing levels, and programming.
- Each dorm shall have a minimum of three (3) hours of dayroom time per day. This time shall be clearly logged in the housing unit log book.
- Inmates shall be allowed to watch television, play cards/board games and shower during dayroom time.
- Inmates shall be fully dressed in the dayroom area.
- Inmates shall not be allowed to stand on chairs or tables, or exercise in the dayroom.
- The gate from the dorm to the dayroom and the dayroom to the restroom should be left open.
- The housing unit door shall remain open during dayroom to allow the B Blocks Deputy to hear any major disturbances that may occur.

INMATE ORIENTATION VIDEO

- The Inmate Orientation Video shall be played over the facility television system during the PM count.

VISITING:

- The Front Gate Deputy shall advise the B-Blocks Deputy of the confirmed visits. The B-Blocks Deputy shall notate the confirmed visits on the visiting list and call the appropriate inmates out of the dorms. The B-Blocks Deputy shall escort the inmates to East Twilight. The C&D Deputy shall escort them to visiting area.

GHRC B-BLOCKS DEPUTY POST ORDERS

- At the completion of their visit, the C&D Deputy shall escort the inmates to the East Twilight. The B-Blocks Deputy shall confirm the number of inmates returning and escort them to the housing unit.

CLOTHING EXCHANGE:

Clothing exchange for B-Blocks is conducted on every Monday for whites and sheets and Thursdays for outer garments, whites and sheets.

- The B-Blocks Deputy shall assist the Receiving Sheriff's Custody Specialist (SCS) with clothing exchange.
- One dorm at a time shall be exchanged.
- The officer walkway doors shall be opened so the Receiving crew can utilize it for the exchange.
- The inmates shall be called out of the dorm based on the size of clothing being exchanged. The inmates shall inspect the new clothing for damage prior to returning to the dorm. If the clothing is not damaged, the inmates will return to the dorm.
- The B-Blocks Deputy shall take enough new clothing to exchange with inmates who are at court or at the hospital for the day.

COMMISSARY:

The B-Blocks Deputy shall be present while commissary personnel distribute orders to the inmates. If the inmate is off the facility during scheduled commissary delivery, the inmate may have to receive his commissary on the make-up day (Friday).

HAIR CARE:

Male inmates requesting hair care can check out the electric hair clippers daily during dayroom times. The clippers shall be securely maintained, when not in use, in the deputy's office.

- The B-Blocks Deputy shall take the inmates identification card when checking out the clippers.
- The clippers shall be used in a location easily monitored by staff.
- All grooming equipment shall be cleaned with the approved disinfectant after each use.

GHRC B-BLOCKS DEPUTY POST ORDERS

MEDICAL/ SICK CALL:

Medical requests are available via the kiosk to any inmate who desires to seek medical attention for non-emergency reasons.

Inmates requesting to be seen by medical staff will be seen in the clinic. Medical staff will contact the B-Blocks Deputy to send the inmates to the medical clinic for sick call. The inmates shall be escorted by the B-Blocks Deputy to the East Twilight. The inmates shall wait in the East Twilight until they can be seen. When sick call for B-Blocks is complete, the C&D Deputy shall notify the B-Blocks Deputy who shall escort the inmates to the housing unit.

The B-Blocks Deputy shall be present while medical staff dispenses medication in the housing unit.

DEPUTIES ARE NOT ALLOWED TO DISPENSE MEDICATION TO INMATES.

PROGRAMMING/ INROADS:

Inmates in B-Blocks who participate in INROADS shall participate through journaling courses. The INROADS instructor will meet with the B-Blocks inmates on the designated day to either issue or collect the journals.

RELEASES:

When an inmate is to be released, the Duty Officer will notify the B-Blocks Deputy. The B-Blocks Deputy will have the inmate "roll-up" his belongings, confirm the inmate's identity, then escort the inmate to the Twilight. The C&D Deputy shall escort the inmate to the bridge.

GHRC C&D BLOCKS DEPUTY POST ORDERS

DUTIES AND RESPONSIBILITIES:

The following Post Orders, identify the primary duties and responsibilities of the housing unit assigned to the C Blocks Deputy post. The responsibilities of the post are not limited to the listed tasks. The Deputy will assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner to maintain efficient functioning of GHRC in compliance with policy, Title 15, and the law.

- Provide safety and security for GHRC Facility, all staff, visitors and inmates.
- Interact in a professional and safe manner with staff, inmates, and the public.
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- Conduct inmate, cell, and chow cart searches.
- Conduct hourly safety checks.
- Maintain all sections of the Housing Unit Log.
- Provide the inmates with meals.
- Assist other staff members, Health Services, Maintenance, etc, in the performance of their duties as needed.
- Ensure recreation yard and corridor doors are secure.
- Ensure inmates of different security classifications are separated.

MEAL BREAKS:

C&D Deputies are required to take meal breaks away from their work station. If a C&D Deputy is unable to take his meal break, he shall notify a shift supervisor of the reason no later than four (4) hours before the end of shift. The shift supervisor shall attempt to provide relief or authorize overtime. No overtime shall be authorized without the shift supervisor's prior approval.

CALL SIGN:

The C&D Deputy is required to monitor and respond to radio traffic on the primary channel
██████████

CLEANLINESS AND MAINTENANCE:

The C&D Deputy shall ensure the cleanliness of the C&D Housing Area and be alert for issues requiring maintenance. The C&D Deputy shall submit digital requests to Facility Maintenance for necessary repairs. Maintenance issues which affect the safety or security of the facility shall be immediately reported to a shift supervisor.

GHRC C&D BLOCKS DEPUTY POST ORDERS

GENERAL OPERATING PROCEDURES:

EAST AND WEST TWILIGHT DOORS:

- The east and west twilight doors shall be closed at all times. During the course of walking through the east or west twilights, only one door shall be opened at a time.

OBSERVATION LOGS:

- The C&D deputy shall be responsible for conducting *random hourly* safety checks of inmates. At the time of the safety check, the C&D Deputy shall record the time on the housing log.
- Deputies shall walk the officer's walkway in the Maximum Units with the exception of J Tank. Annotations shall be made on the observation logs regarding the time of the observation and the activity of inmates. The observation log shall be replaced every 24 hours at 0001 hours. Previous logs shall be routed to the watch commander. *The deputy shall ensure the required information entered on the logs is accurate and legible.*

HOUSING UNIT INSPECTIONS:

- An inspection of the housing unit shall be conducted four different times in a 24-hour period (0001-2400 hours). The inspection shall include the integrity of locks, windows, walls, doors and inmate health and safety. The C&D Deputy shall enter each housing unit and conduct the inspection
- If a deputy is inspecting an occupied cell, the housing deputy shall have the Max Rover Deputy or a deputy from another post hold the unit keys while he enters and conducts the inspection. These inspections shall be noted on the hourly safety checks logs located in each housing unit

MAX RECREATION:

- Outside recreation shall be afforded to those inmates housed in the Maximum Unit. Inmates shall receive no less than required by the Minimum Jail Standards for outside recreation. The Maximum Recreation SCS shall conduct a security check of ALL the yards before inmates enter and when they exit.

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- The C&D Deputy shall check the inmate's identification card and use the housing roster to count and circle every inmate's name who participates in recreation. The C&D Deputy shall then relay the number of inmates participating in recreation to the Maximum Recreation SCS.
- The C&D Deputy or Max Rover shall escort inmates into the recreation yard and escort them out of the recreation yard. The C&D Deputy or Max Rover Deputy shall make sure the inmates are fully dressed while being escorted to the recreation yards.

There shall be no more than thirty (30) inmates in one yard at a time, without approval of the watch commander.

Inmates are not to be mixed from different housing units in the Maximum Recreation yards. There shall be one yard used per housing unit.

The Maximum Recreation SCS shall notify the housing deputy upon completion of outside recreation at which time the inmates will be re-counted and re-housed.

- Staff shall make sure inmates are fully dressed when they return from Maximum Recreation. Inmates can be allowed to leave the recreation yard without wearing their outer garment top during summer months or on days of extreme heat. They will be allowed to keep one cup, one towel, and one book while in the recreation yard.
- Once the inmates return, the C&D Deputy shall check each inmate's identification card and cross the inmate's name off of the same housing unit roster used to check him out. This will assure the same number of inmates returned. The C&D Deputy shall record the names of the inmates in the housing log book as to who went to recreation and who refused.
- Outside recreation shall be totaled each day in the Maximum Recreation daily log by the SCS or deputy. These shall be recorded in increments of a half hour (1/2). A refusal is the same as time counted for purposes of Title 15. For these purposes each housing unit must have at least three (3) hours of outside recreation within a seven-day period, (excluding inclement weather). Inclement weather shall be logged in the recreation log book to document why no recreation was provided to the inmates.

ALL INMATES SHALL BE SEARCHED FOR CONTRABAND BEFORE AND AFTER RECREATION.

TIER AND DAYROOM:

- C-Blocks will be allowed the use of dayroom, only one side at a time.

GHRC C&D BLOCKS DEPUTY POST ORDERS

- As a general rule, the side not using the dayroom may be allowed tier time, at the discretion of the deputy. The door leading to the dayroom shall be closed.
- Inmate behavior and compliance of rules and regulations shall be a determining factor in allowing them out for tier time.
- Each tier shall have a minimum of three (3) hours of dayroom time per day. This time shall be clearly logged in the housing unit log book.
- The C&D Deputy shall allow inmates the maximum amount of dayroom possible, based on inmate population, staffing levels, and programming.
- Inmates shall be allowed to watch television, shower or play cards/board games during dayroom and tier time.
- Generally, inmates shall be fully dressed when in the dayroom area.
- Inmates shall not be allowed to stand on chairs or tables, or exercise in the dayroom.
- The gate from the tier to the dayroom should be left open for the side having dayroom.
- The housing unit door to C, D & J shall remain open during dayroom to allow the C&D Deputy to hear any major disturbances that may occur.

COUNT FOR "C" BLOCKS:

- C-1 – The deputy shall lock all inmates in their cell and have each inmate stand in front of his cell door. Each inmate shall be fully dressed and have his ID card in his hand. The deputy shall walk down the officer walkway and ensure every inmate in the cell is standing, not injured or ill. The deputy shall verify each inmate and check his cell number, identification card, name, and booking number and photograph and compare the photograph to the inmate and check his name off of the count sheet. Upon completion of count, each inmate may return to their bunk.
- C-2 – Follow the same procedure as indicated above.

COUNT FOR "D" TANK:

- Follow the same count procedures for "C" Tank.

GHRC C&D BLOCKS DEPUTY POST ORDERS

COUNT FOR "J" TANK:

- Follow the same count procedures for "C" Tank.

COUNT FOR "I" TANK:

- All inmates in I-Tank shall be fully dressed and on their assigned bunk. All the inmates shall have their identification cards in their hand. No inmates shall walk around or go to the restroom while count is being conducted. The deputy shall verify each inmate and check his cell number, identification card, name, and booking number and photograph and compare the photograph to the inmate and check his name off of the count sheet.
- Only after the count is clear, all the inmates are accounted for in the unit and the deputy exits the unit shall the inmates be allowed to move out of line or leave the Dayroom.
- Follow the same count procedures for "C" Tank.

COUNT FOR "K" TANK:

- Follow the same count procedures for "C" Tank.


ENTERING INMATE WALKWAY/CELL MAXIMUM SECURITY:




The solid officer walkway door to C, D, & J blocks shall remain open at most times. This may allow the housing deputy to hear any major disturbance from inside the cell or dorm area.

These doors may only be locked momentarily when moving inmates from other units through the hallway. (i.e. movement to the Recreation Yard, Visits, etc.)

MAXIMUM FEEDING PROCEDURES:

- The Kitchen Support Deputy and chow servers shall deliver prepared food trays to the Maximum Housing Unit. 

GHRC C&D BLOCKS DEPUTY POST ORDERS

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- Before and after feeding, the C&D Deputy or Max Rover Deputy shall search the food carts and inventory the utensils.

“C” BLOCKS:

- Inmates in this block will be fed in the day room. C-1 and C-2 will alternate the feeding order daily. The C&D Deputy will make a notation the housing log. The chow servers will place the appropriate amount of food trays in the day room. Once the trays are set, the C&D Deputy will close the bar door leading to the cells. He will then open the cell door for the side (C-1/C-2) eating and have all the inmates walk into the day room. Once ALL the inmates are seated, the dayroom door shall be closed. The C&D Deputy will then visually check each cell to make sure all inmates are in the dayroom. The C&D Deputy shall confirm the Inmate count based on housing, court and hospital lists.
- Upon completion of chow, the inmates will stack their trays at the end of the table. The C&D Deputy will have the inmates return to their cells and lock them down. The C&D Deputy will repeat this procedure for the other side. Upon completion of each meal, the chow servers will enter the day room to pick-up all trays and trash.

D-BLOCK:

- Inmates in this block shall be fed in the dayroom. The inmates shall exit their cell fully dressed and walk into the dayroom. The C&D Deputy shall then close the corridor door leading to the cells. The chow server hand each inmate a food tray while the deputy supervises. Once ALL the inmates are seated, the corridor door shall be closed. The C&D Deputy shall then visually check each cell to make sure all inmates are in the dayroom.
- Upon completion of chow, the inmates shall stack their trays and trash at the end of the table. The deputy shall have the inmates return to their cells and lock them down. Upon completion of each meal, the chow servers will enter the day room to pick-up all trays and trash.

J-TANK:

- The C&D Deputy shall have the inmates line up in bunk order adjacent to the bars. The inmates shall be handed a meal and shall be seated at their designated table. Upon completion of chow, the inmate shall stack his trays and trash next to the front gate of the housing unit. The inmate chow servers will collect the trays and trash. An inmate chow server shall not be left alone with any inmate from J-Tank. All inmate chow servers shall be closely supervised.

GHRC C&D BLOCKS DEPUTY POST ORDERS

- All items for feeding of J-Tank shall be carried in one trip by the chow servers. An individual server shall not return downstairs alone until the feeding of J-Tank and D-Tank is complete.

I-TANK:

- The C&D Deputy shall have all inmates line up for chow. Each inmate shall be handed a meal. Inmates shall return to the dayroom to eat. Upon completion of chow, they shall stack their trays and trash next to the front gate of the housing unit. The inmate chow servers shall collect the trays and trash.

K-TANK:

- The C&D Deputy shall have all the inmates line up for chow. Each inmate shall be handed a meal. Inmates will return to the dayroom to eat. Upon completion of chow, they shall stack their trays and trash next to the front gate of the housing unit. The inmate chow servers shall collect the trays and trash.

COURT DAYS:

- On court days when the breakfast meal is complete, the inmates going to court shall be removed by the C&D Deputy or the Max Rover and walked to the holding cell in front of the bridge to await transportation to their respective destinations.

COMPLETION OF CHOW:

- After collecting all the trays, the C&D Deputy shall ensure a complete inventory account of all the trays on each cart. If there are any discrepancies in the food cart inventory, the carts shall be held at their present location until verification can be made. If the inventory of the carts is correct, the carts shall be placed in the twilight and the A&E or B-Blocks Deputy shall be notified the carts are ready for pick up.

COMMITMENTS (STAYS):

A commitment or stay of execution is an order by a judge which defers a convicted inmate's surrender date. On occasion, an inmate will surrender himself to GHRC.

COMMITMENT'S PROPERTY:

Refer to Front Gate POST Orders.

GHRC C&D BLOCKS DEPUTY POST ORDERS

FINGERPRINTING OF STAYS:

- The C&D Deputy shall complete the Live Scan and identification card making process, for all new inmate bookings (stays/commitments), prior to transferring the inmate to WVDC for housing.

INMATE ORIENTATION VIDEO

- The Inmate Orientation Video shall be played over the facility television system during the PM count.

VISITING:

- The Front Gate Deputy shall call and advise the C&D Deputy of the confirmed visits.
- When available, the C&D Deputy is responsible for monitoring inmate visits for any problems.
- At the completion of their visit, the C&D Deputy shall confirm the number of inmates returning and escort them to the housing unit.
- The C&D Deputy shall confirm the identity of any inmate sent for an official visit prior to placing the inmate in the Official Visiting Room. At the conclusion of the Official Visit, the C&D Deputy shall search the inmate prior to returning him to the appropriate housing unit.

CLOTHING EXCHANGE:

Clothing exchange for C&D is conducted on every Monday for undergarments, and every Thursday for whites, sheets, and outer garments.

- The C&D Deputy shall assist the Receiving Sheriff's Custody Specialist (SCS) with clothing exchange.
- One housing unit / tier at a time shall be exchanged.
- The officer walkway doors shall be opened so the Receiving crew can utilize the walkways for the exchange.
- The inmates shall inspect the new clothing for damage prior to returning to the dorm. If the clothing is not damaged, the inmates will return to the dorm.
- The C&D Deputy shall take enough new clothing to exchange with inmates who are at court or at the hospital for the day.

GHRC C&D BLOCKS DEPUTY POST ORDERS

COMMISSARY:

The C&D Deputy shall be present while commissary personnel distribute orders to the inmates. If the inmate is off the facility during scheduled commissary delivery, the inmate may have to receive his commissary on the make-up day (Friday).

HAIR CARE:

Male inmates requesting hair care can check out the electric hair clippers daily during dayroom times. The clippers shall be securely maintained, when not in use, in the deputy's office.

- The C&D Deputy shall take the inmate's identification card when checking out the clippers.
- The clippers shall be used in a location easily monitored by staff.
- All grooming equipment shall be cleaned with the approved disinfectant after each use.

MEDICAL/ SICK CALL:

Medical requests are available via the kiosk to any inmate who desires to seek medical attention for non-emergency reasons.

Inmates requesting to be seen by medical staff will be seen in the clinic. Medical staff will contact the C&D Deputy to send the inmates to the medical clinic for sick call. The inmates shall be escorted by the C&D Deputy to the East Twilight.

The inmates shall wait in the East Twilight until they can be seen. When sick call for B-Blocks is complete, the C&D Deputy shall notify the C&D Deputy who shall escort the inmates to the housing unit. The C&D Deputy shall stand by with medical staff while sick call is conducted for all inmates housed in the Maximum Unit.

The C&D Deputy shall be present while medical staff dispenses medication in the housing unit.

DEPUTIES ARE NOT ALLOWED TO DISPENSE MEDICATION TO INMATES.

PROGRAMMING/ INROADS:

Inmates in C&D who participate in INROADS shall participate through journaling courses. The INROADS instructor will meet with the C&D inmates on the designated day to either issue or collect the journals.

GHRC C&D BLOCKS DEPUTY POST ORDERS

RELEASE PROCEDURES FOR MALE INMATES:

Sentenced inmates shall only be released between the hours of 0600 – 1800. Court releases shall be released prior to 2359 on the day of the court ordered release.

- The Duty Officer shall check all paperwork ensuring the inmate is being released on the proper date.

RELEASES SHALL NOT BE MOVED FROM THE HOUSING UNITS UNTIL DAYSHIFT COUNT HAS CLEARED.

- Once count has cleared, male inmates should be sent to Receiving.
- In Receiving, the C & D deputy shall acquire the inmate's thumb print for the FAST ID and the results printed. The results shall be given to the duty officer to be placed in the inmate's jacket.
- The C & D deputy will have the inmate change into his personal clothing. Then escort the inmate to the Bridge area.
- Once the inmate arrives to the bridge, the duty officer shall compare each inmate's ID to the inmate, FAST ID printout and the release list to ensure the proper inmate is being released. The duty officer shall have the inmate sign each booking record and obtain a thumb print on each booking record. The duty officer shall compare the thumb prints provided to the print taken at booking.
- The duty officer shall show the inmate his personal property to ensure the correct property is being returned to the inmate. The inmate shall sign for his property and the property shall be set aside and given to the transporting deputy. The transporting deputy will give the personal property to the inmate at the time he is dropped off at CDC or WVDC.
- In the event the inmate's personal property cannot be located, the duty officer shall have the inmate complete a Lost Property Form (ASU #121612).
- When the inmate is ready to be transported for release at either CDC or WVDC, the duty officer shall provide the inmate with his money, check, and have him sign the release paperwork.
- The duty officer shall release the inmate from custody in JIMSnet.

INMATES SHALL NOT BE RELEASED IN JIMSnet UNTIL THEY LEAVE THE FACILITY.

FISHLINES:

The C&D Deputy is responsible for processing fishlines from other facilities. The C&D Deputy shall search the inmates and their cell property. The inmates shall be provided with a cup and spoon, bedroll (blanket, sheet, towel) and a copy of the Inmate Rules and Regulations.

GHRC C&D BLOCKS DEPUTY POST ORDERS

Inmates housed in the blocks shall be issued a mattress and shall complete the GHRC Mattress Form. The completed form shall be placed in the inmate's booking jacket after the JIMS property screen is updated.

Inmates housed in Minimum 1 and Minimum 2 shall be issued a mattress in the housing unit.

GHRC FIRE CREW MANAGEMENT DEPUTY POST ORDERS

DUTIES AND RESPONSIBILITIES

The Fire Crew Management Deputy (FCMD) is responsible for locating qualified inmates to assign to the Fire Crew. The FCMD is assigned to the A&E position on his assigned shift.

The following Post Orders, identify the primary duties and responsibilities of the housing unit assigned to Fire Crew Management Deputy (FCMD) The responsibilities of the post are not limited to the listed tasks. The FCMD Deputy will assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner to maintain efficient functioning of GHRC in compliance with policy, Title 15, and the law.

- Provide safety and security for GHRC Facility, all staff, visitors and inmates.
- Interact in a professional and safe manner with staff, inmates, and the public.
- Prevent inmates from escaping by monitoring inmate activity.
- Conduct inmate, cell, and chow cart searches.
- Conduct hourly safety checks.
- Maintain all sections of the Housing Unit Log.
- Provide the inmates with meals.
- Assist other staff members, Health Services, Maintenance, etc, in the performance of their duties as needed.
- Ensure recreation yard and corridor doors are secure.
- Ensure inmates of different security classifications are separated.

MEAL BREAKS:

The FCMD is required to take meal breaks away from their work station. A FCMD who is unable to take his meal break shall notify a shift supervisor of the reason no later than four (4) hours before the end of shift. The shift supervisor shall attempt to provide relief or authorize overtime. No overtime shall be authorized without the shift supervisor's prior approval.

CALL SIGN:

The FCMD is required to monitor and respond to radio traffic on the primary channel ■■■■■
■■■■■

CLEANLINESS AND MAINTENANCE:

The FCMD shall ensure the cleanliness of the A&E Housing Area and be alert for issues requiring maintenance. The FCMD shall submit digital requests to Facility Maintenance for necessary repairs. Maintenance issues which affect the safety or security of the facility shall be immediately reported to a shift supervisor.

GHRC FIRE CREW MANAGEMENT DEPUTY POST ORDERS

SPECIFIC DUTIES:

- The FCMD will be responsible for the following:
 - Finding qualified inmates for the Fire Program through review of the inmate's classification sheets, criminal history, inmate movement history, inmate discipline history (current/past institutional behavior) and sentencing information.
 - FCMD will maintain an Emergency Contact Folder.
 - FCMD will maintain all applicable paperwork (Fire Crew work-up packet) and ensure placement into the inmate's booking jacket once approved by the Fire Crew Sergeant and Lieutenant.

FIRE CREW INMATE WORKER DISQUALIFYING CRITERIA:

Category	Criteria
Exclusionary Felonies	Current or prior PC1192.7(c) or comparable out-of-state conviction(s). (Will be considered on a case by case basis.)
Sex Offenses	Current or prior conviction(s) requiring PC290 registration
Escape History	Any history of escape from custody, including "walk-away"
Felony Holds	Active felony holds, warrants, or detainers for offenses under PC1192.7 (c), or Ice Detainers
Gang	Active street gang membership
Disciplinary History	Any in-custody misconduct in the last 12 months that constitute a felony
SHU/PHU History	SHU/PHU term in the last 12 months of custody
High Notoriety	Designated High Notoriety or Public Interest Cases
Arson	Any commitment for arson of a structure, forest or property
Explosive Devices	Any commitment for possession of explosive devices

FIRE CREW WORK-UP PACKET AND INTERVIEW:

Once it is determined an inmate is a possible candidate, all background information in his Fire Crew Inmate packet should be reviewed. After the packet has been reviewed, an interview with that inmate should be conducted using the GHRC Inmate Fire Crew Classification Sheet. If the inmate is still a candidate, the Fire Crew Inmate packet should be submitted to the Administrative

GHRC FIRE CREW MANAGEMENT DEPUTY POST ORDERS

Sergeant for approval. Once approved by the Administrative Sergeant, the packet shall be forwarded to the Lieutenant for a secondary approval.

Each completed inmate packet should include the following, in the following order:

1. GHRC Inmate Fire Crew Classification Sheet.
2. Inmate Classification Sheet (Print out from JIMS). Original Copy from Jacket
3. Inmate Criminal History.
4. Inmate Status Report.
5. Inmate Summary Report.
6. Inmate Discipline Report.
7. Inmate Emergency Contact Sheet and Inmate Arrestee Info Sheet.
8. Inmate Worker Agreement form.
9. Inmate's Signed Contract.
10. 8X10 Mugshot including booking number, and last and first name of inmate.

Once the inmate is placed on the crew, the Work-up Packet will be placed into the inmate's booking jacket. Scan to FCMD file and place in work up packet file.

FIRE CREW MEDICAL CLEARANCE REQUESTS:

It is the policy of GHRC to ensure all inmates may participate in the fire crew program regardless of disability. Only when an inmate's disability, even with reasonable accommodation, renders the inmate ineligible to participate in the fire crew program, will the inmate be deemed medically disqualified. The medical disqualification will be final and rendered only by GHRC medical professionals qualified to make that determination.

The following procedure will be used to medically clear inmates for Fire Crew worker status:

- After a candidate has been screened by the FCMD and has met the conditions stated under the "Fire Crew Inmate Worker Criteria", he is referred to Medical via e-mail, for a Fire Crew physical. Once the inmate is cleared medically for the Fire Crew, medical will e-mail the clearance to the FCMD.

GHRC FIRE CREW MANAGEMENT DEPUTY POST ORDERS

FIRE CREW CLEARANCE:

When the FCMD has completed the Fire Crew Work-Up Packet and the inmate has been approved by the Administrative Sergeant and the Lieutenant, the inmate shall be assessed by medical staff to ensure the inmate is medically able to participate in Fire Crew activities. Once the inmate has been medically cleared, he may be placed into the program and transferred to GHRC Fire Camp.

HOUSING:

All male inmates assigned to the Fire Crew Program will be housed at the Glen Helen Fire Camp by the FCMD. Female inmates will be assigned to the Female Minimum Housing unit.

FIRE CREW INMATE BOOKING JACKETS:

- The Booking jackets of the inmates on the Fire Crew shall be held separately from the general population-
- In JIMS, under the "Housing Movement", put "hold for fire crew" in the "Reason" section. This will prevent them from being early released or transferred to another facility.

RECORDING THE INMATE'S FIRE CREW START DATE:

- Upon successful completion of the Fire Camp Training Program, the inmate's remaining time will be recalculated pursuant to Penal Code 4019.2(a).

The inmate's fire crew start date for calculating their new outdate will be recorded by the following procedure:

- It is the responsibility of the Fire Camp Deputy to coordinate with the Fire Department's Inmate Training Supervisor regarding completed training by inmates.
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- Once the Fire Camp Deputy is told by Fire Personnel that an inmate has successfully completed the Fire Camp Training necessary to join the Fire Crew, he shall put the following entry in the JIMS Inmate Movement: "Fire Trained/Ready", "Fire Crew Start Date: --/--/-- ." He shall also notify the Court Liaison SCS via email with a list of new Fire Trained inmate(s) so the SCS can calculate new Fire Camp credits/calculations based on the training completion date.

GHRC FIRE CREW MANAGEMENT DEPUTY POST ORDERS

EMERGENCY INMATE CONTACT FOLDER:

- Each Fire Crew shall have its own folder.
- The Inmate Emergency Contact Information folders are to be kept with the crews while off the facility.



GHRC FEMALE FACILITY DEPUTY POST ORDERS

DUTIES AND RESPONSIBILITIES:

The following Post Orders, identify the primary duties and responsibilities of the housing unit assigned to the Female Facility Deputy post. The responsibilities of the post are not limited to the listed tasks. The Deputy will assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner to maintain efficient functioning of GHRC in compliance with policy, Title 15, and the law.

- Provide safety and security for GHRC Facility, all staff, visitors and inmates
- Interact in a professional and safe manner with staff, inmates, and the public
- Prevent inmates from escaping by monitoring inmate activity
- Conduct inmate, cell, and chow cart searches
- Conduct hourly safety checks
- Maintain all sections of the Housing Unit Log
- Provide the inmates with meals
- Assist other staff members, Health Services, Maintenance, etc, in the performance of their duties as needed
- Ensure recreation yard and corridor doors are secure
- Ensure inmates of different security classifications are separated

MEAL BREAKS:

Female Minimum Deputies are required to take meal breaks away from their work station. If a Female Minimum Deputy who is unable to take his meal break, he shall notify a shift supervisor of the reason no later than four (4) hours before the end of shift. The shift supervisor shall attempt to provide relief or authorize overtime. No overtime shall be authorized without the shift supervisor's prior approval.

CALL SIGN:

The Female Minimum Deputy is required to monitor and respond to radio traffic on the primary channel [REDACTED]

MALES ENTERING HOUSING UNITS/ MAXIMUM CONTROL ROOM:

The announcement of a male deputy or sergeant shall be made if he is present in the Maximum control room or if he is going to walk in the housing areas. Refer to Detentions and Corrections Bureau Policy 11/220 and 11/230.

DAYROOM:

- Deputies shall allow inmates the maximum amount of dayroom possible, based on inmate population, staffing levels, and programming.

GHRC FEMALE FACILITY DEPUTY POST ORDERS

- Inmates shall be allowed to watch television, play board games/cards, utilize the phones, kiosk and shower during dayroom.
- Generally, inmates shall be fully dressed when in the dayroom area.
- Inmates shall not be allowed to stand on chairs or tables, or exercise in the dayroom.
- No more than two dorms may be allowed to have dayroom at the same time.
- Each dorm shall have a minimum of three (3) hours of dayroom time per day. This time shall be clearly logged in the housing unit log book.

MEDICAL:

Medical requests are available on the kiosk to any inmate who desires to seek medical attention for non-emergency reasons.

Inmates requesting to be seen by medical staff will be seen in the housing unit or clinic. The deputies shall be present while medical staff conducts sick call and dispenses medication in the housing unit. Deputies shall stand close enough to medical staff to observe but not listen.

DEPUTIES ARE NOT ALLOWED TO DISPENSE MEDICATION TO INMATES.

PROPERTY ROOM:

UNDER NO CIRCUMSTANCES ARE INMATES ALLOWED IN THE PROPERTY ROOM UNSUPERVISED!!!

PROPERTY RELEASE:

An inmate may release his personal property to a family member or friend with the prior approval from the Watch Commander.

If an inmate is sentenced to state prison, the inmate will fill out the "State Prisoner Property Release Form" (ASU #000902) to release ALL of their property, including clothing, prior to going to prison.

After the forms are approved, the Duty Officer will enter the information into the "Inmate Clothing" screen in the JIMS computer. (The Duty Officer will place a copy of the form for the inmate in the corresponding unit box on the bridge. On the form itself, there is a line for "JIMS Entry," put the date of the computer entry and your name there.

GHRC FEMALE FACILITY DEPUTY POST ORDERS

RELEASING INMATE PERSONAL PROPERTY OR CLOTHES:

When the inmate's relative or other authorized agent comes to GHRC to pick up the inmate's personal property or clothing, a Female Facility deputy will meet the authorized agent at the Female Visiting Guard Shack.

- The Female Facility deputy shall confirm on the computer which items are authorized for pickup. While in the "Clothing Inventory" screen, enter the person's name and Driver's License or ID card number. Under the "Release to" enter your employee ID number.
- The Female Facility deputy will bring the clothing or property to the guard shack; if the inmate is exchanging clothes, bring the old clothes out to the gate in a mesh bag. Re-intake the new clothes and place them in the old mesh bag.
- Print out a receipt and print the name of the person picking up the property along with his DL number in the "TO" section, fill out the "Relationship", and have him sign his name of the "Received by" section.
- Lastly write your name and date on the "Released by" section. Attach the original exchange request for filing in the booking jacket.

PROPERTY TUB AUDIT PROCEDURES:

The Female Facility deputy shall complete a property tub audit once a month. This includes checking every tub against a computer generated number list.

- A "Tub Number List (TUB)" can be printed from the Intake tab on JIMS by pressing F10.
- The contents of each tub starting with Tub 0001 in the locked property room should be compared to the list. Confirm the inmate's name and booking number from the sealed property bag match the list. Draw a line through the first name on the list as each tub is confirmed.
- If a conflict is found, research the conflicting booking number and correct accordingly.
- If no clothing or personal property is found in the tub, make a notation by the inmate's name (N/C – N/P). Research the disposition of the inmate's property and notate on the computer. Place a card or other identifier in the inmate's tub. If property or clothing is missing, notate the missing item on the clothing inventory screen and advise the supervisor in the Tub Audit memo.
- Note the following information on the list; Tub Audit, month and year, date completed, last name and employee number of staff conducting audit.
- Submit a memorandum to the supervisor when the audit is completed reflecting the results of the audit.

GHRC FEMALE FACILITY DEPUTY POST ORDERS

FEMALE MINIMUM

CLEANLINESS AND MAINTENANCE:

The Female Minimum Deputies shall ensure the cleanliness of the Female Minimum Housing Area, and be alert for issues requiring maintenance. The Female Minimum Deputies shall submit digital requests to Facility Maintenance for necessary repairs. Maintenance issues which affect the safety or security of the facility shall be immediately reported to a shift supervisor.

GENERAL OPERATING PROCEDURES:

DEPUTY CAGE:

- The Deputy cage door shall be closed and locked at all times.

DAYROOM EXIT DOORS:

- The dayroom doors shall remain locked at all times unless the front patio or recreation yard are in use. When the patio or recreation yard is occupied by inmates, the door shall remain open and a deputy shall be either in the dayroom or on the patio or in the recreation yard to supervise the inmates.

DORMITORY DOORS:

- The dormitory doors may be closed and locked at the deputy's discretion.

OBSERVATION LOGS:

- The Female Minimum Deputies shall be responsible for conducting *random hourly* safety checks of inmates. Deputies shall record the time of the safety check and the inmate activity on the observation log.
- Deputies shall walk each dorm in the Minimum Unit. Annotations shall be made on the observation logs regarding activity of inmates. Inspections shall be conducted twice per shift and noted as well. The observation log shall be replaced every 24 hours at 0001 hours. Previous logs shall be routed to the watch commander. The deputy shall ensure the required information entered on the logs is accurate and legible.

HOUSING UNIT INSPECTIONS:


GHRC FEMALE FACILITY DEPUTY POST ORDERS

- An inspection of the housing unit shall be conducted four different times in a 24 hour period (0001-2400 hours). The inspection shall include the integrity of locks, windows, walls, doors and inmate health and safety. The deputy shall enter each housing unit and conduct the inspection. These inspections shall be noted on the hourly safety logs located in each unit. In the event an inspection is not completed, the housing deputy shall notify the watch commander.

COUNT PROCEDURES:

- Deputies shall print a housing roster for each of the Minimum dorms and the Maximum Unit prior to conducting count.
- An announcement into each dorm shall be made stating it is time for count, all inmates are to be on their assigned bunk, fully dressed and have his identification card attached to his shirt.
- Deputies shall confirm the inmate's identity by comparing the inmate to the inmate's identification card and the name on the housing roster. Deputies shall confirm the inmate is on the proper bunk. All inmates are to remain on their bunk while count is being conducted.
- If an inmate is not present, but his location is known, the deputy is to circle the last name. If an inmate is present, but not listed on the count sheet, the name and booking number shall be written on the bottom of the count sheet.
- All necessary boxes on the facility count sheet shall be completed.
- All efforts shall be made to locate any inmate who is not present during count. Deputies shall make a notation of the whereabouts of the inmate if known. The Watch Commander shall be notified immediately of any inmates not accounted for. Lockdown procedures shall go into effect.
- Once all inmates are accounted for, the Duty Officer shall be notified of the classification breakdown of the inmate population and the total amount of inmates housed. The count sheets shall be given to the Duty Officer as soon as count is completed.

ADDITIONAL INMATE COUNT:

- A count of all inmates in the Dorm 1, Dorm 2, and Dorm 3 shall be conducted in conjunction with the hourly safety checks. The deputy conducting the safety check will physically count each inmate. This count shall be conducted from "Lights Out" until breakfast.
- The inmate count in each dormitory shall be noted in the housing log book as follows:


GHRC FEMALE FACILITY DEPUTY POST ORDERS

- The Minimum Unit is assigned two counters which should be used to conduct the count. If the counter is damaged, contact the watch commander for a replacement.

FEMALE MINIMUM HOUSING MAIL:

- Only staff shall handle inmate mail. Staff shall not direct inmates to collect or hand out inmate mail.
- Sworn personnel shall distribute the mail as soon as practical. Inmate mail shall not be withheld as a form of punishment.

FEMALE FACILITY FEEDING PROCEDURES:

- Inmates shall be notified when it is time to prepare themselves for meals. All Minimum inmates shall be served meals in the Female Minimum dayroom. The meals shall be served by inmate workers assigned to the position. Inmates shall line up in the dorms in numerical order of their bunk assignment. There shall be a daily rotation of dorms to determine who eats first. The deputy shall call one side of a dorm at a time. When the inmates enter the dayroom, deputies shall ensure all inmates have their hands crossed in front of them and are fully dressed with their ID cards clipped to their shirt pocket.
- As inmates approach the food carts, each inmate shall receive a tray of food from an inmate worker. Once they receive the food, the deputy shall direct them where to sit. Upon completion of their meal, the deputy shall dismiss each table individually. The inmates shall pick-up their trays, dump their trash and proceed to their dorm.
- A minimum of two deputies shall be stationed in the dayroom during feeding times. Inmates are not allowed to talk or pass food during their meal. Deputies shall enforce all rules and procedures during feeding time.

PREGNANT INMATES AND SPECIAL DIETS:

- Inmates with medical or religious diets shall receive their diet tray first. Inmates with religious diets cannot refuse their diet tray and receive a regular tray (Refer to Detentions and Corrections Policy Section 12/2652.00).
- Medical Staff along with culinary staff shall provide a special diet list to the housing deputies. The list shall include all inmates receiving a special diet and pregnant inmates receiving a PM snack. Deputies shall check the special diet list to ensure the correct inmates are receiving their required meals or a snack equivalent in calorie intake.
- Pregnant inmates may not need a special diet, with the exception of receiving two servings of milk with each meal. Pregnant inmates shall receive a PM snack each night at approximately 2130 hours; the snack may consist of a piece of fruit, sandwich and a serving of milk. Pregnant inmates shall have a minimum of two (2) servings of milk per day.

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- Diabetics (excluding insulin dependent diabetics) and inmates who have had a recent weight loss surgery may also require a “PM snack”. The snack shall be prepared by the kitchen staff. They may receive this snack at 2130 hours daily. In the event the snack is refused, the deputy shall immediately notify the medical staff so the staff may re-evaluate the inmate’s needs.
- The deputies shall check the special diet list to ensure the correct inmates are receiving their required meals or a snack.

HAIR CARE/ TWEEZERS/ NAIL CLIPPERS:

- Female Minimum may check out hair care equipment from the deputy station. Hair care for inmates shall be available and offered seven days a week, prior to lights out. During hair care, other activities do not need to cease unless personnel deem it necessary for safety reasons.
- Hair Care equipment shall only be used in the beauty shop. Scissors shall only be issued when requested by the inmate.
- A maximum of four inmates per session shall be allowed in the beauty shop for hair care. Each inmate will receive a maximum of 30 minutes per session. Since the beauty shop is also used as a holding cell, hair care activities throughout the day shall be conducted at the deputy’s discretion. Inmates with court the following day will have priority when receiving hair care.
- The SCS/deputy shall conduct an inventory of the hair care items being provided, in the presence of the inmate. The inmate shall leave his identification card once taking possession of the items. When the inmate(s) are finished with their session, all items will be returned to the SCS/deputy station and inventoried. When it is determined all items have been returned, the inmate identification card will be returned.
- The inmates shall be responsible for keeping the hair care equipment clean and will do so prior to returning the equipment. The housing deputies/SCS shall provide the inmates with the necessary approved disinfectant for cleaning/disinfecting the tools.

RECREATION PROCEDURES:

- Outside recreation may occur anytime between sun up to sun down and shall be supervised by a deputy while the inmates are outside or on the front patio area. The front patio area may be used exclusively during inclement weather with a watch commander’s approval. Deputies shall search the recreation yards for contraband and check all outside doors and gates to ensure they are secured prior to beginning and at the conclusion of outside recreation. All inmates shall be notified outside recreation time is open via the intercom system located in the deputy duty station. Inmates shall be given a reasonable amount of time to prepare themselves to go to outside recreation.
- Deputies shall check each participating inmate’s ID card and compare the photograph to the inmate as they go outside. Deputies shall circle the inmate’s name on the housing roster. When the inmate returns, the inmate’s identity

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shall be confirmed and a line drawn through the previously circled name on the same housing roster.

- Staff shall utilize an Outside Recreation weekly log in the unit Housing Log book to document recreation hours. The recreation time shall be documented daily for each dormitory in the pertinent column. In the event a dormitory is taken out twice in one day, the fourth blank column shall be used to document the additional time. The additional required information on the sheet is self-explanatory.

FISH LINES:

- When a Fish-line arrives from another facility, the deputy shall compare the "Fish-line List, received from the Duty Officer with the inmate's identification card as the inmates disembark from the bus. Inmates shall be searched and escorted to the beauty shop/holding cell or placed in the white chairs next to the deputy's station if the holding cell is occupied.
- Deputies shall process each inmate, assign a bunk and mattress, update the housing location in the computer, and give a copy of the inmate rules and regulations. Deputies shall search the inmate's property and assign a property tub.
- Generally, Fish-lines shall not be accepted during feeding times or between lights out and breakfast without prior approval from the watch commander.

SEARCHES:

- Inmates arriving at the facility from court (except Court Ordered releases), hospital or on the fish line will be searched *prior* to returning to their housing unit or being dressed in GHWCC clothing. All property shall be searched for contraband. Any personal property of value considered contraband shall be placed in the inmate's property, which shall be locked in the property/receiving room. A receipt shall be given to the inmate. Any clothing, letters, shoes, or pictures shall be placed in a plastic bin and recorded on the inmate's property screen.

MATTRESSES:

DISTRIBUTION:

- Deputies shall issue and assign a mattress to each inmate prior to the inmate entering his assigned housing location. Deputies shall complete the Issued Mattress form listing the number and the condition of the mattress at the time the mattress is received by the inmate.

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Inmate Status : Receipt
30 - JMS

Clothing Inventory (Female)

Book SHELLE SHEA

Expand | Log Off

Intake
 Health Screening
 Charge Validation
 Money & Property
 CNI Inquiry Request
 Clothing Inventory
 Tub # Search
 Tub # List

Booking
 Intake Queue
 Inmate Status
 Arrestee Info
 Original Charges
 Supp Charges
 Hold
 Visitor Schedule
 Visitor Summary
 In Custody Name Search
 Reports
 PC Decs

Court
 Housing
 Scheduling

0021 ACTIVE

nder Clothing: Yes No

Release To: _____
 Released By: _____
 Received By: _____

Art	Des	Mattress number	es of Clo	Desc
SHOES				
UNDER W				
BRA				
0021				
CO	WR			
MATTRES	BLU			1146
MATTRES				

at the
 issued to
 inmate indicate
 it here, followed
 by your employee
 #.

Inmate Status : Receipt
30 - JMS

Clothing Inventory (Female)

Book SHEA

Expand | Log Off

Intake
 Health Screening
 Charge Validation
 Money & Property
 CNI Inquiry Request
 Clothing Inventory
 Tub # Search
 Tub # List

Booking
 Intake Queue
 Inmate Status
 Arrestee Info
 Original Charges
 Supp Charges
 Hold
 Visitor Schedule
 Visitor Summary
 In Custody Name Search
 Reports
 PC Decs

Court
 Housing
 Scheduling

0021 ACTIVE

nder Clothing: Yes No

Release To: _____
 Released By: _____
 Received By: _____

Article	Des	Mattress number	es of Clo	Desc
SHOES				
UNDER W				
BRA	BLK			
0021				
CO	WR			
MATTRES	BLU	#0.		DAMAL
MATTRES				TORM

If the mattress is
 damaged at the
 time it is issued to
 the inmate indicate
 it here with a brief
 description. *(If
 you need more
 room, you will
 need to keep
 adding
 "DAMAGE" in the
 Article line).*

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- The inmate mattress information must be entered as is shown in the example above to allow the information to be retained and for other facilities to view the information. When the information has been updated in JIMS, the form shall be forwarded to the bridge for filing in the inmate's booking jacket.
- When inmates are subject to release or are being transferred to another facility, deputies shall visually confirm the mattress number and ensure there is no damage. A criminal report shall be completed if damage is located and the mattress shall immediately be forwarded to Support Services for repair. Mattresses not damaged shall be forwarded to the inmate worker to be sanitized.

ISSUED ITEMS:

Staff shall ensure all inmates transferred to GHRC have the following items before being sent to the assigned housing location:

- | | |
|-------------------|--------------------------|
| (1) Mattress | (1) Orange or blue pants |
| (1) Sheet | (1) Orange or blue shirt |
| (1) Blanket | (2) White T-shirts |
| (1) Towel | (2) Bras |
| (2) Pair of socks | (2) Panties |

From about October 1 until about April 1, inmates in the Minimum facility shall be issued a sweatshirt. The time period can be lengthened or shortened based on weather conditions at the Watch Commander's Discretion.

The medical staff may issue medical "Chronos" for extra clothing and/or bedding to those inmates with medical needs.

HOUSING FEMALE INMATES:

- Transferred inmates shall be directed to the Minimum Unit for housing. Deputies shall review the inmate's current classification status and assign the inmate a housing location based upon availability and classification level.
- Deputies shall insure the inmate's housing location is updated in the Housing Update section of JIMS.

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- Inmates shall not be moved for any reason other than security purposes or safety of the inmate or to be an inmate worker.

FEMALE MINIMUM HOUSING MATRIX:

The following is a classification matrix for the Minimum Unit:

- **Dorm 1:** GP7 Pre-Trial Inmates and Sentenced Inmates with no facility job.
- **Dorm 2:** GP6 Pre-Trial Inmates and Sentenced Inmates with no facility job.
- **Dorm 3:** Sentenced Inmates with or pending a facility job/ Fire Camp.

INMATE WORKERS:

The female inmate workers are assigned to Dorm 3 on the Female Minimum Side of the Female Facility. The deputies assigned to Female Minimum are responsible for assigning sentenced female inmates to the various female work crews.

Inmate worker assignments to any crew are at the discretion of the Female Minimum deputy. Inmates may be considered for inmate worker positions after clearance by the medical staff. Full duty, light duty, and modified duty inmates shall be assigned to positions that can accommodate their medical needs.

The Female Minimum deputy shall use the following criteria as a guideline when determining the eligibility of a sentenced inmate to be an inmate worker:

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

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

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

The deputy shall consider an inmate's work experience but, generally, shall fill vacant positions first. Inmate workers who have holds shall only be allowed to work inside the secure areas of the facility.

COMMISSARY:

A Female Facility deputy shall be present while commissary personnel distribute orders to the inmates. If the inmate is off the facility during scheduled commissary delivery, the inmate may have to receive his commissary on the make-up day (Friday). If the inmate is an inmate worker assigned to a job on the regular delivery day and make-up day, the deputy may receive his commissary with watch commander approval and give it to him when he returns from work at the end of the day.

DESIGNATED CLOTHING FOR FEMALE INMATES:

Inmates shall be dressed in the following clothing colors:

- **General population sentenced inmates** - Orange shirt and pants.
- **Inmate workers** _____ Blue shirt and pants.
- **Pre-trial inmates** _____ Orange shirt and pants.

LAUNDRY PROCEDURES:

- Deputies shall conduct clothing exchange on Tuesday evening during PM shift and Saturday morning during AM shift. The whites, which consists of a towel, T-shirt, socks, bra and panties, shall be exchanged twice per week. The outer clothing and sheets shall be exchanged once per week on Saturday morning. The blankets shall be exchanged once a month.
- The deputy or Maximum SCS shall announce over the PA system for the inmates to line up in their dorm, with the clothing they want to exchange. The inmates shall be called out of their dorms in an orderly fashion, they shall drop their dirty items in the laundry cart and shall be handed a clean item by the inmate worker. All items shall be exchanged on a one for one basis, unless

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medical needs necessitate additional undergarments as directed by health services personnel. The deputies shall be stationed in the dayroom to supervise the exchange.

- The dirty laundry collected shall be placed in the yellow bins for the laundry truck to pick up the following morning. Contaminated clothing or clothing with biohazardous waste shall be handled according to Detentions and Corrections Bureau Policy 11/312 and 11/315.
- Female inmates may choose to wash their issued clothes in the housing unit in lieu of the regular exchange procedure. This affords them the opportunity to retain jail issued clothing that is comfortable and clean to their satisfaction.

VISITING PROCEDURES:

- Visiting hours are posted at the front gate. All visits shall take place in the Maximum visitation area. The visiting phones are controlled from the Maximum control station.
- A deputy assigned to Female Minimum shall be responsible for unlocking and opening the visiting waiting area 45 minutes prior to the first scheduled visits. The deputy shall check in each visitor, checking their I.D to ensure it matches the name on the visiting list roster. All visitors shall be escorted by a deputy, when walking to and from the Maximum visitation area. [REDACTED]
- All visitors shall pass through the metal detector before entering the visiting area. If the alarm is activated, check the visitor for metal and have him attempt to pass through again. Use good judgment and demeanor in requesting a pat down search of the visitor. Any visitor with a physical defect or injury requiring the use of a walker, wheelchair, crutches or other prosthetic device may be allowed to enter the facility with their equipment. Visitors shall not be allowed to bring in personal items (except keys). It is the responsibility of the visitor, not the deputies, to lock up and secure their items.
- Female Minimum deputies shall receive a daily alpha visiting roster. Any visitor who does not check in at the gate fifteen minutes prior to their scheduled visit, may be turned away by the gate deputy.
- Inmates on disciplinary status are not allowed to have family visits. They may receive visits from attorneys and religious advisors. These visits may occur at any time with watch commander approval.
- The Female Minimum deputies shall be responsible for the visitors who come to visit housed inmates. Visitors bringing in small children are to keep their children with them at all times. If they fail to control their children, they will be asked to leave.
- Inmates have the right to refuse a visit.
- Visits will be 20 or 30 minutes in length depending on the inmate's classification and visiting times.
- The housing deputy shall conduct a walk-through of the visiting area to ensure there are no problems or rule violations.

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- Upon completion of the visiting day, the Deputy shall conduct an inspection/search of the visiting area. If visiting is not completed by the end of the AM watch, the AM deputy, shall advise the PM Deputy. It shall become PM shifts responsibility to conduct an inspection/search of the visiting area.

RELEASE PROCEDURES FOR FEMALE INMATES:

- The Cover SCS/ Duty Officer shall check all paperwork ensuring the inmate is being release on the proper date.
- Once count has cleared, the Female Facility deputies shall pull the property and have the inmates dress out.
- The Deputies shall conduct a Fast ID on each inmate and print the results. The property and Fast ID results should be put on the deputy work station.
- The inmates shall be placed in the holding cell (Beauty Shop) to await release.

GENERAL GATE, DOOR, AND CAMERA OPERATIONS:



- All doors in the hallway between Female Minimum and Female Maximum shall be kept locked at all times.
- The gate separating the patio and visiting area shall be kept locked at all times unless the watch commander approves it to be unlocked for special circumstances.
- All locks shall be inspected frequently to ensure they are in proper working order. If the locks are in need of repair, notify Maintenance as soon as possible and submit a maintenance request via E-works.

INMATE DISCIPLINE PROCESS:

- After the watch Commander approves the discipline, a copy shall be given to the inmate and the date and time shall be noted on the original discipline. The deputy shall input the discipline on the inmate's discipline screen in JIMs. The inmate shall not be moved from his housing location until the final review is completed by the reviewing sergeant or approved by the watch commander unless circumstances exist to justify the inmate being housed in discipline. If an inmate is transferred to cell within the Maximum housing facility prior to the final discipline review, the inmate shall be afforded all privileges and shall be programmed according to his classification.
- If, upon completion of the discipline hearing, the inmate is to be placed into discipline housing, he shall be removed from his current housing location and transferred to a cell designated for discipline housing.
- **NOTE:** Inmates do not have to be placed in a special housing location. They may remain in general population and lose other privileges such as good and

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/or work days, visits, use of the telephone, etc. as approved by the watch commander.

- Inmates on discipline status shall lose all privileges and shall only receive hygiene items, writing materials and three religious books. All other inmate property shall be inventoried and placed in the designated discipline tubs, locked in the property room.
- Inmates on PIM status **DO** receive recreation, telephone, and visiting privileges.

INMATE ORIENTATION VIDEO:

- The Inmate Orientation Video shall be played over the facility television system during the PM count.

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FEMALE MAXIMUM

INTRODUCTION

The Female Maximum Facility Sheriff's Custody Specialist (SCS) (also referred to as Female Maximum) is responsible for the safety and security of housed inmates in this area. The Female Maximum SCS's responsibilities are not limited to the listed tasks.

The following Post Orders identify the primary duties and responsibilities of the member assigned to this post. The Female Maximum SCS shall also perform other tasks or assignments as deemed necessary by the shift supervisor or a higher authority to maintain the safe and efficient functioning of GHRC in compliance with policy, Title 15, and the law.

DUTIES AND RESPONSIBILITIES

GENERAL:

- Report to work on time, as scheduled, and wearing the proper uniform in accordance with policy.
- Review information and training bulletins posted on the briefing board on a daily basis.
- Request clarification from the shift supervisor when unsure about training received, policies, procedures, directions, or assignments.
- Be engaged in department business while at work. Perform duties safely and thoroughly, and comply with identified time limits.
- Complete paperwork on time, and ensure it meets the Department's standard for completed staff work prior to submission.
- Interact in a professional and safe manner with staff, inmates, and the public.

MEAL BREAKS:

Female Maximum SCS is required to take meal breaks away from his work station. A Female Maximum SCS who is unable to take his meal break shall notify a shift supervisor of the reason no later than four (4) hours before the end of shift. The shift supervisor shall attempt to provide relief or authorize overtime. No overtime shall be authorized without the shift supervisor's prior approval.

CALL SIGN:

The Female Maximum SCS is required to monitor and respond to radio traffic on the primary channel [REDACTED] and when appropriate, on the back-up channel [REDACTED]. The back-up channel shall be utilized for non-emergency traffic when a Code 33 has been called on the primary channel. The Female Maximum SCS's call sign is [REDACTED]. All radio traffic shall be clear, concise, and professional.

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CLEANLINESS AND MAINTENANCE:

The Female Maximum SCS shall ensure the cleanliness of the Female Maximum Housing Area, and be alert for issues requiring maintenance. The Female Maximum SCS shall submit digital requests to Facility Maintenance for necessary repairs. Maintenance issues which affect the safety or security of the facility shall be immediately reported to a shift supervisor.

OBSERVATION LOGS:

- The Female Minimum deputies shall be responsible for conducting *random hourly* safety checks of inmates for their safety. At the time of the safety check, the deputy shall record the time on the housing log. If an observation log will not be completed within the one hour time period, the deputy shall notify the watch commander.
- Deputies will walk the officer's walkway in the Maximum units and each dorm in the Minimum units. Annotations shall be made on the observation logs regarding activity of inmates. Inspections shall be conducted twice per shift and noted as well. The observation log shall be replaced every 24 hours at 0001 hours. Previous logs shall be routed to the watch commander. The deputy shall ensure the required information entered on the logs is accurate and legible.

HOUSING UNIT INSPECTIONS:

- An inspection of the housing unit shall be conducted four different times in a 24 hour period (0001-2400 hours). The inspection shall include the integrity of locks, windows, walls, doors and inmate health and safety. The deputy shall enter each housing unit and conduct the inspection. These inspections shall be noted on the observation logs located in each unit. In the event an inspection is not completed, the deputy shall notify the watch commander.

FEMALE MAXIMUM HOUSING MAIL:

- Only staff shall handle inmate mail. Staff shall not direct inmates to collect or hand out inmate mail.
- Sworn personnel shall distribute the mail as soon as practical. The mail shall be distributed by handing the mail to each individual inmate. Inmate mail shall not be withheld as a form of punishment.

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COUNT PROCEDURES:

- The Maximum SCS shall announce over the PA system all inmates should proceed to their cells and close the door. The SCS shall check the control panels to ensure all cell doors are secure and the T.V.'s are turned off.
- The Maximum SCS shall instruct all inmates to get fully dressed and stand in front of their cell door window with their ID card displayed.
- One deputy shall conduct count by walking in front of each cell. The deputy shall visually check the inmate's ID card and compare the picture to the inmate verifying the inmates' identity. Once the inmate's information is confirmed, a line shall be made through the inmate's name on the housing roster. The inmate shall then return to their bunk and remain there until further direction is given.
- All cells shall be checked, even if they are unoccupied.
- If an inmate is not present, but his location is known, the deputy shall circle his last name. If an inmate is present, but not listed on the count sheet, his name and booking number shall be written on the bottom of the count sheet.
- The deputy shall return to the Minimum Unit and prepare the count sheet for the bridge.
- All efforts shall be made to locate any inmate who is not present during count. Deputies shall make a notation of the whereabouts of the inmate if known. If an inmate is not accounted for, the watch commander shall be immediately notified and lockdown procedures shall go into effect.
- Once all inmates are accounted for, the Duty Officer shall be advised of the classification breakdown of the inmate population and the total amount of inmates housed.

FEEDING PROCEDURES:

- All inmates not on discipline status shall generally be served chow in the dayroom of the Female Maximum unit. The inmate workers assigned to the Max chow servers shall retrieve the chow cart from the Minimum/Maximum sally port. They shall prepare each tray and place the trays on the dayroom tables per the direction of the deputy. The SCS may open the cell doors in numerical order, one tier at a time and the inmates shall be directed where to sit by the deputy. Upon completion of chow, the deputy shall dismiss each inmate individually or by table. The inmates shall pick up their trays, dump

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their trash and return to their cell. The last inmate in the cell shall close the cell door.

- When only two deputies are assigned to the Female Facility, the Maximum inmates shall be fed in their cell. When the food carts arrive, the deputy shall [REDACTED] and open all the food pass tray doors. The deputy shall [REDACTED] and return to the Minimum Facility to assist in feeding the Minimum facility dorms.
- The Maximum SCS shall supervise the Max chow servers while they prepare each tray and pass the trays through the food tray doors. When chow is completed in the Minimum Unit, the deputy shall return to the Maximum Unit and supervise the chow servers collecting the food trays, before the deputy closes all the food tray doors.

PREGNANT INMATES AND SPECIAL DIETS:

- **Inmates with medical or religious diets shall receive their diet tray first. Inmates with religious diets cannot refuse their diet tray and receive a regular tray (Refer to Detentions and Corrections Policy Section 12/2652.00).**
- Medical Staff along with culinary staff shall provide a special diet list to the housing deputies. The list shall include all inmates receiving a special diet and pregnant inmates receiving a PM snack. Deputies shall check the special diet list to ensure the correct inmates are receiving their required meals or a snack equivalent in calorie intake.
- Pregnant inmates may not need a special diet, with the exception of receiving two servings of milk with each meal. Pregnant inmates shall receive a PM snack each night at approximately 2130 hours; the snack may consist of a piece of fruit, sandwich and a serving of milk. Pregnant inmates shall have a minimum of two (2) servings of milk per day.
- Diabetics (excluding insulin dependent diabetics) and inmates that have had a recent weight loss surgery may also require a "PM snack". The snack shall be prepared by the kitchen staff. They may receive this snack at 2130 hours daily. In the event the snack is refused, the deputy shall immediately notify the medical staff so the staff may re-evaluate the inmate's needs.
- The inmates receiving PM snacks shall be fed in the max dayroom and shall not take their snack to their cell. The Maximum SCS shall clear the dayroom and lock all the inmates, not receiving a snack, in their cell. The Maximum SCS shall supervise the feeding of inmates receiving PM snacks.

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- The deputies shall check the special diet list to ensure the correct inmates are receiving their required meals or a snack.

HAIR CARE/TWEEZERS/NAIL CLIPPERS:

- Hair care for inmates shall be available and offered seven days a week, prior to lights out. During hair care, other activities do not need to cease, unless personnel deem it necessary for safety reasons.
- Hair Care equipment shall only be used in the Maximum classroom. Scissors shall only be issued when requested by the inmate. Only a maximum of two inmates per session shall be allowed in the Maximum classroom for hair care. The inmates shall remain in view of the Maximum SCS at all times while inside the beauty shop. Each inmate will receive a maximum of 30 minutes per session. Inmates with court the following day will have priority.
- The Maximum SCS shall conduct an inventory of the hair care items being provided, in the presence of the inmate. The inmate shall leave his identification card with the Maximum SCS once taking possession of the items. When the inmates are finished with their session, all items will be returned to the Maximum SCS and inventoried. When it is determined all items have been returned, the inmate identification card will be returned.
- The inmates shall be responsible for keeping the hair care equipment clean before and after each use and will do so prior to returning the equipment. The Maximum SCS shall provide the inmates with the necessary approved disinfectant for cleaning/disinfecting the tools.

RECREATION PROCEDURES:

- The SCS assigned to the Maximum Control Room is responsible for scheduling, supervising and coordinating all inmate movement for outside recreation. No more than one (1) tier shall be allowed in the recreation yard at one time without watch commander approval. The Maximum SCS shall rotate the top and bottom tiers daily.
- The Maximum SCS shall ensure inmates of different classifications are not mixed and only inmates of the same classification shall be placed in the recreation yard together.
- The deputy shall search the recreation yard for contraband and check all outside doors to ensure they are secured prior to beginning outside recreation. The Maximum SCS shall notify all inmates outside recreation time is open via the intercom system located in the Maximum Bubble. Each inmate shall be given a reasonable amount of time to prepare themselves to go to outside recreation. Inmates should be signed out and in on the inmate housing order

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listing. The Maximum SCS shall record outside recreation time in the Housing Unit Log Book with a start and end time along with the total hours given for the day. The Maximum SCS shall check each inmate as they come in from outside recreation to the housing order list used when sending them to outside recreation.

FEMALE MAXIMUM HOUSING MATRIX:

- GP 5 pre-sentenced and sentenced inmates
- Inmates on discipline (GP 5, 6, 7)

DESIGNATED CLOTHING FOR FEMALE INMATES:

Inmates shall be dressed in the following clothing colors:

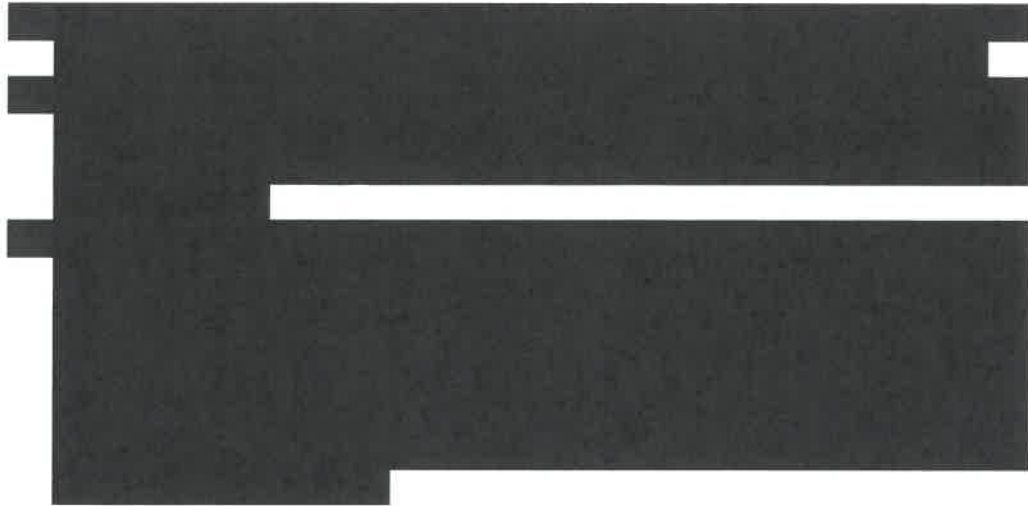
General population- Orange shirt and pants

CLOTHING EXCHANGE:

- Deputies shall conduct clothing exchange on Tuesday evening during PM shift and Saturday morning during AM shift. The whites, which consists of a towel, T-shirt, socks, bra and panties, shall be exchanged twice per week. The outer clothing and sheets shall be exchanged once per week on Saturday morning. The blankets shall be exchanged once a month.
- The Maximum SCS shall announce over the PA system for the inmates to stand at their cell door with the clothing they want to exchange. The inmates shall be called out of their cells in numerical order. They shall drop their dirty items in the laundry cart and shall be handed clean items by the inmate worker. All items shall be exchanged on a one for one basis, unless medical needs necessitate additional undergarments as directed by health service personnel. They shall then return to their cell. The deputies shall be stationed in the dayroom to supervise the exchange.
- The dirty laundry collected shall be placed in the yellow bins for the laundry truck to pick up the following morning. Contaminated clothing or clothing with biohazardous waste shall be handled according to Detentions and Corrections Bureau Policy 11/312 and 11/315.
- Female inmates may choose to wash their issued clothes in their units in lieu of the regular exchange procedure. This affords them the opportunity to retain jail issued clothing that is comfortable and clean to their satisfaction.

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GENERAL GATE, DOOR AND CAMERA OPERATIONS:



INMATE DISCIPLINE:

- Inmates on discipline status shall lose visits, outside recreation, telephone, television, reading materials (other than religious literature or mail) and commissary. They shall only receive hygiene items, writing materials and a Bible. All other inmate property shall be inventoried by the deputy and locked in the designated discipline tubs.
- The Maximum SCS shall ensure inmates on discipline receive a minimum of 30 minutes of tier time for daily showering and cleaning.
- Once an inmate has been placed on discipline status, the Maximum SCS shall notate on the Discipline Board the inmate's name, booking number, discipline offense and the date discipline started and ended.
- The Maximum SCS shall not be responsible for updating the inmate movement history and shall not update any inmate housing on the computer. All inmate movement and updating shall be completed by the deputy.
- When inmates are off discipline status, the Maximum SCS shall notify the deputy. The deputy shall move the inmate after count has cleared, on the PM shift, and update the inmate's housing information on the computer.
- The Maximum SCS may complete discipline or minor discipline reports. Whenever possible, a deputy should complete the discipline. The Maximum

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SCS shall inform the deputy of problems or situations that occur between inmates.

- Inmates on PIM status SHALL receive recreation, telephone, and visiting privileges.

MAX HOUSING ROSTER:

- The Maximum SCS shall be responsible for updating the Maximum Housing Roster for the purpose of keeping a record of all the different classifications of inmates housed in the Maximum unit.
- The Maximum Housing Roster shall list, but is not limited to: the inmate's name booking number, housing locations, outdate, court dates, classifications, keep-a-ways, disciplines, PIM, state prisoners, pre-trial inmates, chow servers and inmates with medical chronos such as bottom bunks, preg., seizures, etc.
- The Maximum SCS shall ensure the inmates of the same classifications are not mixed with inmates of different classifications during dayroom activities, outside recreation or daytime the inmates are out of their cells. If an inmate's classification is in question, then the Maximum SCS shall contact the deputy.

DAYROOM:

- **The Maximum SCS shall allow inmates the maximum amount of dayroom possible, based on inmate population, staffing level, and programming.**
- **Each tier shall have a minimum of three (3) hours of dayroom time per day. This time shall be clearly logged in the housing unit log book.**
- **Inmates shall be allowed to watch television during dayroom.**
- **Inmates shall be fully dressed when in the dayroom area.**
- **Inmates shall not be allowed to stand on chairs or tables, or exercise in the dayroom.**
- **Inmates are allowed to shower during dayroom and shall stay behind the privacy panel unless dressed.**

INMATE ORIENTATION VIDEO:

- Each morning at 0900 hours, the Inmate Orientation Video shall be played over the facility television system. The video contains inmate rules, regulations and available programs and runs first in English, and then in the Spanish language.

GHRC FEMALE FACILITY DEPUTY POST ORDERS

- It is the deputy's responsibility to make certain the televisions in the respective housing units are turned on each morning at 0900 hours. While the video must be made available to the inmates, the viewing of the video by the inmates is not mandatory.

FEMALE MAXIMUM DAILY SCHEDULE:

0001	Start new Housing Logs
0330	Wake up inmates going to court or hospital
0400	Red line medication
0415	Lights on, prepare for breakfast
0430	Breakfast Chow followed by Clean Up
0500	WVDC Transportation to pick up courts
0630	Process releases
0800	Shift change
1010	Lunch Chow followed by clean up
1100	Start dayshift count
1230	Visits (Sat & Sun).
1500	Prepare for dinner
1530	Dinner Chow followed by clean up
1800	Visits (Sat thru Wed.)
2000	Shift change
2015	Count
2115	Evening snacks for pregnant inmates and diabetic snacks
2200	Light out (Sun.-Thurs.)
2300	Lights out (Fri & Sat)

GHRC FIRE CAMP DEPUTY POST ORDERS

DUTIES AND RESPONSIBILITIES:

The following Post Orders, identify the primary duties and responsibilities of the deputy assigned to the Fire Camp. The responsibilities of the post are not limited to the listed tasks. The Deputy will assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner to maintain efficient functioning of GHRC in compliance with policy, Title 15, and the law.

- Provide safety and security for GHRC Facility, all staff, visitors and inmates.
- Interact in a professional and safe manner with staff, inmates, and the public.
- Prevent inmates from escaping by monitoring inmate activity.
- Conduct inmate, cell, and chow cart searches.
- Conduct hourly safety checks.
- Maintain all sections of the Housing Unit Log.
- Provide the inmates with meals.
- Assist other staff members, Health Services, Maintenance, etc., in the performance of their duties as needed.
- Ensure recreation yard and corridor doors are secure.
- Ensure inmates of different security classifications are separated.

MEAL BREAKS:

Fire Camp Deputy is required to take meal breaks away from their work station. A Fire Camp Deputy who is unable to take his meal break shall notify a shift supervisor of the reason no later than four (4) hours before the end of shift. The shift supervisor shall attempt to provide relief or authorize overtime. No overtime shall be authorized without the shift supervisor's prior approval.

CALL SIGN:

The Fire Camp Deputy is required to monitor and respond to radio traffic on the primary channel. [REDACTED]

CLEANLINESS AND MAINTENANCE:

The Fire Camp Deputies shall ensure the cleanliness of the Housing Area and be alert for issues requiring maintenance. Deputies shall submit digital requests to Facility Maintenance for necessary repairs. Maintenance issues which affect the safety or security of the facility shall be immediately reported to a shift supervisor.

DEPUTY UNIFORM AND SAFETY EQUIPMENT:

- The Fire Camp Deputy uniform is a class "A." The class "D" uniform may be approved by the watch commander for projects, or other instances where a

GHRC FIRE CAMP DEPUTY POST ORDERS

class “D” uniform is more appropriate. Deputies shall be armed to protect themselves, employees, and inmates from outside intruders who may illegally enter the facility.

EMPLOYEE PARKING:



- Deputies will ensure the fire lane is always clear.

MEDICAL:

- There will be sick call at GHRC-Fire Camp as needed. The GHRC nurse will respond to the Fire Camp facility on Saturday for “**ROUTINE**” sick call.
- The deputy shall escort all medical staff while medications are dispensed.
- If a medical emergency occurs, immediately contact the facility nurse and the watch commander.
- Inmates assigned to work detail, who have a medical condition causing them to be off work for more than 72 hours, can be transferred back to the main facility. The inmate may be reclassified and returned to GHRC-Fire Camp when medically cleared.

INMATE COUNT:

- Facility designators for GHRC-Fire Camp will be Dorm-9 (south side, inmate workers), Dorm-10 (north side), and Dorm-11. (west side, used for inmate dining and dayroom).
- Facility count shall be conducted according to facility procedures. (Ref. to page #5-Count procedures)
- The deputy shall line-up all inmates down the center walkway in bunk order; inmates shall be fully dressed and have ID cards in hand. The deputy shall walk down the walkway and verify each ID card with the inmate. The deputy shall compare the inmate’s ID card with the count sheet. Upon completion of count, the inmates shall return to their assigned bunk. The same procedure shall be conducted in each dorm.

GHRC FIRE CAMP DEPUTY POST ORDERS

RESTRICTED AREAS:

- Inmates housed at the GHRC-Fire Camp facility should be allowed access to the following areas:
 - The front porch and front paved area (at the deputy's discretion).
 - The recreation area (dayroom/dining room).
 - The visiting area (during visits only).

All other areas of the facility is *off limits* to all inmates. Any inmate found to be in a restricted area without permission shall be placed on discipline and transferred to a more secure housing unit. ***THERE ARE NO EXCEPTIONS TO THIS RULE.***

DAYROOM:

Each dorm shall have a minimum of three (3) hours of dayroom time per day. This time shall be logged in the housing unit log book.

OUTSIDE RECREATION:

- Deputies shall advise when outside recreation is open. The recreation yard hours are from *0600 to 2030 hours for all inmates not assigned to a work crew*. All inmates are to be inside the building after *2030 hours*.
- Inmates using the outside recreation will not leave any area without the deputy's permission.

INMATE VISITATION:

- The Facility Transportation Deputy shall assist the Fire Camp Deputy with inmate visits. This is only if the Transportation Deputy is on facility and not out on a transportation run.
- In the event the transportation deputy is gone, a deputy from Minimum One or Two, or Max Rover shall be assigned to assist with Fire Camp visits. The deputy will assist with Fire Camp inmate visits or help with unit duties. This will ensure visitors and inmates are supervised, as well as the inmates assigned to the Fire Camp housing unit.
- The Deputy shall go to Fire Camp on Wednesdays and Thursdays from 1745 hours through 1945 hours or until visits are completed.
- The Deputy shall go to Fire Camp on Saturday and Sundays from 1200 hours through 1400 hours or until visits are completed.

GHRC FIRE CAMP DEPUTY POST ORDERS

See the current facility visiting schedule.

- Inmates must remain in the authorized visiting area during their visit. Inmates and their visitors must control and supervise their children. No more than *two* warnings shall be given to the inmate reference their lack of supervision. If a flagrant violation occurs, the visit shall be terminated immediately, and the inmate shall be subject to disciplinary action. Only inmates with visitors shall be allowed in the visiting area during visits. *Inmates shall be allowed to hold hands and give a brief hello/goodbye hug. Inmates who attempt any further physical contact will be held accountable and be subject to disciplinary action.*

Visitors should park in the Visitor Parking area. Visitors will not bring food or drink onto the facility and must leave all purses, bags or briefcases in their vehicles. No items such as books, photos or letters may be passed to the inmates.

INMATE TELEPHONE PRIVILEGE:

- Inmate telephones are in each dorm and the front porch area. The dorm phones shall be available for use by inmates from 0600 hours to 2200 hours. The front porch area phones shall only be used when the Front Porch is open. Inmate telephones shall not be open to inmates during their assigned work hours, without permission from the deputy or their work supervisor.

INMATE TV PRIVILEGE:

- The dorm of the day shall select the TV schedules. Abuse or conflicts regarding the schedule shall result in the loss of this privilege. The dayroom TV may be kept on until 2200 hours Sunday through Thursday and 2300 hours Saturday and Sunday. Deputies may control the use of the TV depending on activities and/or necessary work assignments completed.

INMATE FEEDING:

- Inmate workers designated as food handlers shall set up the tables, chairs, and food cart in Dorm 11.
- Inmates in Dorm 9 shall eat first on odd number calendar days and inmates in Dorm 10 shall eat first on the even number calendar days.
- Inmates shall line-up in count order and wait to be called to the dining area. They shall be given a tray as they file into Dorm 11. They shall be served their food portions by the inmate servers, and then be seated at the designated tables. Upon completion of each meal, the inmates shall be instructed to clean off their trays and then stack them on the table while returning to their dorm. The deputy shall confirm the number of trays served.
- The food handlers shall clear the tables and clean the dining room.

GHRC FIRE CAMP DEPUTY POST ORDERS

COMPLETION OF CHOW:

- After collecting all the trays, the deputy shall ensure a complete inventory account of all utensils. The kitchen workers shall collect the trays to be cleaned and take them to the Fire Camp kitchen for cleaning and storage until the next meal.

COMMISSARY:

A Fire Camp deputy shall be present while commissary personnel distribute orders to the inmates. If the inmate is off the facility during scheduled commissary delivery, the inmate may have to receive his commissary on the make-up day (Friday). If the inmate is off facility for both commissary delivery days, the deputy may receive his commissary with watch commander approval and give it to him when he returns from work at the end of the day.

CODE RED:

- An emergency **CODE RED**, requiring the lock down of the facility, will include the Glen Helen Fire Camp Facility. The deputy will be responsible for ensuring the lock down and security of the Fire Camp Facility.



FIRE CREW INMATE WORKER CRITERIA:

Candidates will not be eligible if they have the following:

<u>Exclusionary Category</u>	<u>Exclusionary Criteria</u>
Exclusionary Felonies	Current or prior PC 1192.7(c) or comparable out-of-state conviction(s)
Sex Offenses	Current or prior conviction(s) requiring PC290 registration
Escape History	Any history of escape from custody, including "walk-away"
Felony Holds	Active felony holds, warrants, or detainers for offences under PC1192.7(c)
Gang	Active street gang membership
Disciplinary History	Any in-custody misconduct in the last 12 months that constitutes a felony

GHRC FIRE CAMP DEPUTY POST ORDERS

SHU/PHU History	SHU/PHU term in the last 12 months of custody
High Notoriety	Designated High Notoriety or Public Interest Cases
Arson	Any commitment for arson of a structure, forest or property
Explosive Devices	Any commitment for possession of explosive devices

FIRE CREW MEDICAL CLEARANCE REQUESTS:

- It is the policy of GHRC to ensure all inmates may participate in the fire crew program regardless of disability. Only when an inmate's disability, even with reasonable accommodation, renders the inmate ineligible to participate in the fire crew program, will the inmate be deemed medically disqualified. The medical disqualification will be final and rendered only by GHRC medical professionals qualified to make that determination.

The following procedure will be used to medically clear inmates for Fire Crew worker status:

- After a candidate has been screened by the FCMD and has met the conditions stated under the "Fire Crew Inmate Worker Criteria", he is referred to Medical via e-mail, for a Fire Crew Physical. Once the inmate is cleared medically for the Fire Crew, medical will e-mail the clearance to the FCMD.

FIRE CREW CLEARANCE:

- Once the FCMD has completed the Fire Crew Work-up Packet and the inmate has successfully passed the Medical/Dental, the entire packet will be forwarded to the Fire Crew Sergeant for review and recommendation to the Fire Crew Lieutenant for final approval. The Fire Crew Lieutenant or designee will ultimately decide when the inmate is clear for placement into the program and available for transfer to GHRC Fire Camp. The FCMD will then accommodate the transfer.

*****Inmates in the application process shall not be transferred to GHRC-Fire Camp unless ordered by the Fire Crew Lieutenant or his designee*****

HOUSING:

- All inmates assigned to the Fire Crew Program will be housed at the Glen Helen Fire Camp by the Fire Camp Management Deputy (FCMD).

GHRC FIRE CAMP DEPUTY POST ORDERS

MATTRESSES

DISTRIBUTION:

- The Fire Camp deputy shall issue and assign a mattress to each inmate assigned to the Fire Camp. The deputy shall complete the Issued Mattress form listing the number and the condition of the mattress at the time the mattress is received by the inmate. The form must also include the following:
 - The condition of the issued mattress
 - Inmate name
 - Inmate booking number
 - Inmate signature
 - Date
 - Issuing deputy name, employee number and date
- Once the Fire Camp deputy has entered the information in JIMS, he will forward the form to the Property Officer and a copy shall be placed in the inmate's booking jacket.
- In the Clothing Inventory Screen staff shall enter the assigned mattress number and the notate the condition of the mattress.
- When an inmate is subject to release or is being transferred to another facility the deputy shall forward the mattress number and the condition of the mattress when it was received by that inmate to the floor deputy. The deputy shall visually confirm the mattress number and ensure there is no damage. If the mattress is damaged a criminal report shall be completed and the mattress shall immediately be forwarded to Support Services for repair. Mattress not damaged shall be forwarded to the inmate worker to be sanitized prior to returning the mattress to the floor mattress area.

RECORDING INMATE FIRE CREW START DATE:

- Upon successful completion of the Fire Camp Training Program, the inmates remaining time will be recalculated pursuant to Penal Code 4019.2(a).
- The inmate's fire crew start date for calculating their new outdate will be recorded by the following procedure:
- It is the responsibility of the AM1 Fire Camp Deputy to coordinate with the Fire Department's Inmate Training Supervisor regarding completed training by inmates.
- Once the AM1 Fire Camp Deputy is told by Fire Personnel that an inmate has successfully completed the Fire Camp Training necessary to join the Fire Crew,

GHRC FIRE CAMP DEPUTY POST ORDERS

they will put the following entry in the JIMS Inmate Movement: "Fire Trained/Ready", "Fire Crew Start Date: --/--/-- ." They will also notify the Court Liaison SCS via email with a list of new Fire Trained inmate(s) so the SCS can calculate new Fire Camp credits/calculations based on the training completion date.

FIRE CAMP DRUG TESTING:

The purpose of the drug testing of the Fire Camp inmates is to ensure the integrity and security of the correctional environment, and for the safety of inmates, staff, and the public/visitors. Inmates who volunteered for the Fire Camp will be subject to random and reasonable drug testing.

TRAINING:

Staff members supervising drug tests shall be properly trained in the collection.

INMATE EMERGENCY CONTACT FOLDER:

- Each Fire Crew should have its own folder.
■ The Inmate Emergency Contact Information folders are to be kept with the crews while off the facility. [REDACTED]
- [REDACTED]

INMATE RELEASE PROCEDURES:

- The Fire Camp Facility deputy shall have the inmate transported to GHRC main facility for release.

GHRC MINIMUM HOUSING UNIT ONE DEPUTY POST ORDERS

DUTIES AND RESPONSIBILITIES

The following Post Orders, identify the primary duties and responsibilities of the housing unit assigned to Minimum Deputy post. The responsibilities of the post are not limited to the listed tasks. The Minimum Deputy will assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner to maintain efficient functioning of GHRC in compliance with policy, Title 15, and the law.

- Provide safety and security for GHRC Facility, all staff, visitors and inmates.
- Interact in a professional and safe manner with staff, inmates, and the public.
- Prevent inmates from escaping by monitoring inmate activity.
- Conduct inmate, cell, and chow cart searches.
- Conduct hourly safety checks
- Maintain all sections of the Housing Unit Log
- Provide the inmates with meals
- Assist other staff members, Health Services, Maintenance, etc, in the performance of their duties as needed
- Ensure recreation yard and corridor doors are secure
- Ensure inmates of different security classifications are separated

MEAL BREAKS:

M-1 Deputies are required to take meal breaks away from their work station. An M-1 Deputy who is unable to take his meal break shall notify a shift supervisor of the reason no later than four (4) hours before the end of shift. The shift supervisor shall attempt to provide relief or authorize overtime. No overtime shall be authorized without the shift supervisor's prior approval.

CALL SIGN:

The M-1 Housing Deputies are required to monitor and respond to radio traffic on the primary channel [REDACTED]

CLEANLINESS AND MAINTENANCE:

The M-1 Deputy shall ensure the cleanliness of the M-1 Housing Area, and be alert for issues requiring maintenance. The M-1 Deputy shall submit digital requests to Facility Maintenance for necessary repairs. Maintenance issues which affect the safety or security of the facility shall be immediately reported to a shift supervisor.

GHRC MINIMUM HOUSING UNIT ONE DEPUTY POST ORDERS

GENERAL OPERATING PROCEDURES:

HOUSING GATE:

- The main gate to the entrance of Minimum-1 shall remain closed at all times, unless a staff member is in direct supervision.

DEPUTY OFFICE:

- The deputy office shall be occupied at all times and the door closed and locked.

EXTERIOR DOUBLE DOORS LEADING INTO THE HOUSING UNIT:

- The exterior double doors leading into the housing unit shall remain closed and locked from sunset until morning chow.

DORMITORY DOORS:

- The dormitory doors may be closed and locked at the discretion of the housing deputies.

OBSERVATION LOGS:

- The M-1 deputies shall be responsible for conducting and documenting *random hourly* safety checks of inmates.
- Deputies shall walk through each dorm in the minimum housing units. Annotations shall be made on the observation logs regarding activity of inmates. Inspections shall be conducted twice per shift and noted as well. The observation log shall be replaced every 24 hours at 0001 hours. Previous logs shall be routed to the shift watch commander. *The deputy shall ensure the required information entered on the logs is accurate and legible.*

HOUSING UNIT INSPECTIONS:

- An inspection of the housing unit shall be conducted four different times in a 24 hours period (0001 hours-2400 hours).

INMATE MOVEMENT:

- All M-1 inmates shall be escorted, when outside their housing unit, by a deputy sheriff or authorized custodial staff.

GHRC MINIMUM HOUSING UNIT ONE DEPUTY POST ORDERS

MATTRESSES:

Distribution:

- An M-1 deputy shall issue and assign a mattress to each inmate prior to the inmate entering his assigned living area. The M-1 deputy shall complete the Issued Mattress form listing the number and the condition of the mattress at the time the mattress is received by the inmate. The form must also include the following:
 - The condition of the issued mattress
 - Inmate name
 - Inmate booking number
 - Inmate signature
 - Date
 - Issuing deputy name, employee number and date
- The completed form shall be forwarded to the Receiving Officer for JIMS computer update. Forms that are not complete shall be returned to the deputy.

OUTSIDE RECREATION:

- All inmates shall be required to walk through the metal detector whenever exiting and entering the housing unit.
- The two recreation yards adjacent to the M-1 housing unit may only be used by M-1 inmates for outside recreation. There shall be no more than 60 inmates in either recreation yard at one time. A deputy shall be present at all times when inmates are present in either yard.
- The Main Recreation Yard may also be used for minimum security inmates. There shall be no more than 60 inmates in the yard at one time. Inmates housed in M-1 shall not be allowed to participate in recreation with M-2 inmates.
- All inmates shall be checked out and accounted for when using the Main Yard. The M-1 deputy shall check each participating inmate's I.D. card and circle their name on the housing roster. All Inmates shall be required to walk through the metal detector when exiting and entering the housing unit. When the inmates return from the Main Yard, the deputy shall again check each inmate's I.D. card and draw a line through the previously circled name on the same housing roster.
- Outside recreation shall be totaled each day and recorded in half hour (1/2) increments on the daily housing recreation logs. An inmate's refusal to attend shall be counted the same as participating for purposes of Title 15. Inmates shall have at least three hours of outside recreation within a seven day period.

GHRC MINIMUM HOUSING UNIT ONE DEPUTY POST ORDERS

- Recreation time shall be documented daily in the recreation log book and totaled every Sunday.

COUNT PROCEDURES:

- The facility count is conducted twice daily, once on AM shift at approximately 1100 hours and once on PM shift at approximately 2100 hours.
- The M-1 deputy shall advise all inmates to get fully dressed and have their I.D. cards ready for count. All T.V's and radios shall be turned off. The deputy shall have the inmates in each dormitory line-up in bunk order.



The same procedure shall be conducted in each dorm.

- The M-1 deputy shall complete the Daily Count Summary Sheets and fill in all the necessary boxes with the classification breakdown of the inmate population and the total amount of inmates housed. The deputy shall notate the total number of sentenced and pre-sentenced inmates on the count sheets. All completed Daily Count Sheets shall be sent to the bridge.

ADDITIONAL INMATE COUNT:

- A count of all inmates in the M-1 housing unit shall be conducted in conjunction with the hourly safety checks. The deputy conducting the safety check will physically count each inmate. This count shall be conducted from lights out until morning feeding.
- Each dormitory total inmate count shall be noted in the housing log book as follows:
 - Dorm 1-50, Dorm 2-45, Dorm 3-56, Dorm 4-33, etc.
- Each aforementioned housing unit is assigned two counters which shall be used to conduct the count. If a counter is damaged, please contact the watch commander for a replacement.

MINIMUM FEEDING PROCEDURES:

- Inmates who receive a religious or medical diet shall be called down to chow first. Inmates with a medical diet tray can refuse the diet tray and eat a mainline tray. The Kitchen Support Deputy shall write "refused" on the diet

GHRC MINIMUM HOUSING UNIT ONE DEPUTY POST ORDERS

slip with the deputy's name, employee number, date and time. The diet slip shall be sent to health services. Inmates with a religious diet tray can refuse the diet tray, however, they shall not be given a mainline tray.

- Inmates shall be lined up by dormitory. There may be a daily rotation of dorms to determine who eats first. When called down to the main chow hall, deputies shall ensure all inmates are fully dressed with their ID cards clipped to their shirts or sweaters. If inmates are wearing a sweater, the sweaters are to be unzipped and remain on until they return to their housing unit.
- Inmates shall walk with their hands crossed, fingers interlocked, to the front of their body while walking down to the main chow hall. As they enter the chow hall, they shall receive their tray of food and shall be directed where to sit. Upon completion of chow, the inmates shall pick-up their trays and shall be dismissed by table to dump their trash. Each inmate shall place their trays in the designated area. They shall exit the chow hall and line up to be sent back to their unit.
- Inmates are not allowed to talk or pass food inside the chow hall. Deputies shall enforce all rules and procedures inside of the chow hall.
- Inmates shall not bring any food they purchased from commissary into the chow hall.
- Inmates shall not bring any food from the chow hall back to the housing unit.

PROPERTY TUBS:

- All inmates are given access to a property tub. Tubs in use shall be stored underneath the assigned bunk.

CLOTHING EXCHANGE:

Clothing exchange for M-1 is conducted on every Tuesday (full exchange), every Friday for white rolls and sheets, and the first Wednesday of the month for blanket exchange.

- The M-1 deputies shall assist the Receiving Sheriff's Custody Specialist (SCS) with clothing exchange.
- One dorm at a time shall be exchanged. Dorm doors shall be closed when not directly involved in clothing exchange.
- The inmates shall inspect the new clothing for damage prior to returning to the dorm. If the clothing is not damaged, the inmate will return to the dorm.

GHRC MINIMUM HOUSING UNIT ONE DEPUTY POST ORDERS

- The M-1 deputies shall take enough new clothing to exchange with inmates who are at court or are off facility for the day.

COMMISSARY:

The M-1 deputies shall be present while commissary personnel distribute orders to the inmates. If the inmate is off the facility during scheduled commissary delivery, the inmate may have to receive his commissary on the make-up day (Friday).

MEDICAL/ SICK CALL:

Medical requests are available via the kiosk to any inmate who desires to seek medical attention for non-emergency reasons.

Inmates requesting to be seen by medical staff will be seen in the housing unit or clinic. The deputies shall be present while medical staff conducts sick call and dispenses medication in the housing unit. Deputies shall stand close enough to medical staff to observe but not listen. **DEPUTIES ARE NOT ALLOWED TO DISPENSE MEDICATION TO INMATES.**

HAIR CARE:

Male inmates requesting hair care can check out the electric hair clippers daily during dayroom times. The clippers shall be securely maintained, when not in use, in the deputy's office.

- Deputies shall take the inmate's identification card when checking out the clippers.
- The clippers shall be used in a location easily monitored by staff.

CLEANING GROOMING EQUIPMENT:

- All grooming equipment shall be cleaned with the approved disinfectant before and after each use.
- All foreign matter shall be removed.
- Tools shall be cleaned with soap or detergent and water.
- Non-electrical equipment shall be immersed in disinfectant.
- Electrical equipment shall be sprayed with disinfectant.
- Cleaned equipment shall be stored in clean uncovered containers labeled as such.

WALK THROUGH METAL DETECTORS:

- All inmates entering the unit shall walk through the metal detector; this includes inmates coming from either of the two recreation yards.

GHRC MINIMUM HOUSING UNIT ONE DEPUTY POST ORDERS

INMATE ORIENTATION VIDEO:

- The Inmate Orientation Video shall be played over the facility television system during the PM count.

GHRC KITCHEN SUPPORT DEPUTY POST ORDERS

DUTIES AND RESPONSIBILITIES

The following Post Orders, identify the primary duties and responsibilities assigned to Kitchen Deputy post. The responsibilities of the post are not limited to the listed tasks. The Deputy will assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner to maintain efficient functioning of GHRC in compliance with policy, Title 15, and the law.

- Provide safety and security for GHRC Facility, all staff, visitors and inmates.
- Interact in a professional and safe manner with staff, inmates, and the public.
- Prevent inmates from escaping by monitoring inmate activity.
- Conduct inmate, cell, and chow cart searches.
- Conduct hourly safety checks
- Maintain all sections of the Housing Unit Log
- Provide the inmates with meals
- Assist other staff members, Health Services, Maintenance, etc, in the performance of their duties as needed
- Ensure recreation yard and corridor doors are secure
- Ensure inmates of different security classifications are separated

MEAL BREAKS:

The Kitchen Support Deputy is required to take meal breaks away from their work station. A Kitchen Support Deputy who is unable to take his meal break shall notify a shift supervisor of the reason no later than four (4) hours before the end of shift. The shift supervisor shall attempt to provide relief or authorize overtime. No overtime shall be authorized without the shift supervisor's prior approval.

CALL SIGN:

The Kitchen Support Deputy is required to monitor and respond to radio traffic on the primary channel [REDACTED]

INMATE SECURITY:

- The Kitchen Support Deputy, whenever possible, shall assist the facility with inmate movement by observing inmates walking to and from a location, unless another deputy has a visual or is physically escorting the inmates.
- With the exception of the "dock workers", no inmates shall be allowed to congregate or step outside to the dock beyond the double doors of the kitchen without immediate supervision by staff. ODR workers may be allowed if given an assigned task during daylight hours.

GHRC KITCHEN SUPPORT DEPUTY POST ORDERS

- During the graveyard shift, ODR workers shall stand-by inside of the kitchen by the double doors and are not allowed on the dock area unless they are supervised by staff.
- With the exception of ODR workers, no inmates shall be allowed to eat on the outside benches.
- Inmate workers shall be escorted to and from the trash and recycle bins.

CLEANLINESS AND MAINTENANCE:

The Culinary Staff shall ensure the cleanliness of the Kitchen Area and ODR, and be alert for issues requiring maintenance. The Kitchen Support Deputy shall submit digital requests to Facility Maintenance for necessary repairs. Maintenance issues which affect the safety or security of the facility shall be immediately reported to a shift supervisor. Inmate workers shall not be allowed to clean the dock area unless under the direct observation of the Culinary Staff or Kitchen Support Deputy.

MONITOR INMATE WORK CREWS:

- The Kitchen Support Deputy shall ensure inmate workers eat only in the assigned area and at the designated times.
- The Kitchen Support Deputy shall ensure inmate workers remain in their assigned area unless reassigned by the kitchen staff.
- The Kitchen Support Deputy shall ensure inmate workers wear hats and gloves when handling food.

SEARCHING INMATE WORKERS AND EQUIPMENT:

- Random searches of inmates and the work area shall be conducted to limit passing of contraband. Outgoing and incoming carts, cart contents, and inmate workers shall be searched for contraband and/or damaged equipment.
- The Kitchen Support Deputy should be notified when the ODR crew workers have completed their end of shift utensil and silverware count. The Kitchen Support Deputy shall verify the count and then escort the ODR workers to the main kitchen where the culinary staff will once again verify the count.
- Prior to inmate crews returning to the housing unit, the Kitchen Support Deputy shall conduct a pat down search on them.

GHRC KITCHEN SUPPORT DEPUTY POST ORDERS

DOOR SECURITY:

- The Kitchen Support Deputy and Culinary staff shall ensure all doors remain closed and locked. The Culinary office is to remain closed and locked when unoccupied. The dry storage room is to remain closed and locked when unoccupied. Food carts shall not block the emergency escape route from the culinary office and main kitchen area.
- On graveyard shift, all doors to the ODR shall be kept locked and the rear doors from the kitchen to the dock shall remain closed.
- During dayshift, the ODR doors may be left unlocked and the rear doors from the kitchen to the dock shall remain closed.
- All of the refrigerators, freezers, and storage rooms shall be kept locked at all times.

REPORTS:

- The Kitchen Support Deputy shall assist the Culinary staff with disciplines (Minor and Major) as well as inmate injury reports.
- An inmate injury report shall be completed whenever an inmate claims he has suffered an injury; including First-Aid injuries, regardless if treatment is requested.
- The Kitchen Support Deputy will ensure orders given to inmates by Culinary staff are adhered to.

OBSERVATION LOGS:

- The Kitchen Support Deputy shall be responsible for conducting at least hourly random safety checks of inmates working in the kitchen and ODR. Notations shall be made on the observation logs regarding activity of inmates. Inspections shall be conducted twice per shift and noted as well.

DELIVERIES:

- The Kitchen Support Deputy will be notified when deliveries arrive at the facility for the kitchen. The kitchen support deputy will inspect the truck prior to it leaving the dock area and returning to the front gate. Deliveries shall not be allowed during mainline feeding time.

GHRC KITCHEN SUPPORT DEPUTY POST ORDERS

MAINLINE:

- The Kitchen Support Deputy shall ensure inmates with medical or religious diets receive their diet tray. Inmates with religious diets cannot refuse their diet tray and receive a regular tray. If an inmate with a medical diet refuses his meal, he may be offered a regular mainline meal. (Refer to Detentions and Corrections Policy Section 12/2652.00).
- The Kitchen Support Deputy may conduct a walk-through of the back dock and the kitchen area during mainline.

GHRC MAIN GATE DEPUTY POST ORDERS

DUTIES AND RESPONSIBILITIES

The Main Gate Deputy is responsible for maintaining the security and integrity of the facility. The Main Gate Deputy's responsibilities are not limited to the listed tasks.

The following post orders identify the primary duties and responsibilities of the member assigned to this post. The responsibilities of the post are not limited to the listed tasks. The Deputy will assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner to maintain efficient functioning of GHRC in compliance with policy, Title 15, and the law.

- Provide safety and security for GHRC Facility, all staff, visitors and inmates
- Interact in a professional and safe manner with staff, inmates, and the public
- Assist other staff members, Health Services, Maintenance, etc, in the performance of their duties as needed
- The Main Gate Deputy shall maintain accurate logs of all movement in and out of the facility through the main gate. The log will include all visitors and Official Visits. The Main Gate Deputy is also responsible for the safety of civilian visitors arriving at this facility
- The Main Gate Deputy will maintain a computer check out log for computers issued for Official Visits

ALL PERSONS AND VEHICLES ENTERING ONTO THE GLEN HELEN REHABILITATION CENTER FACILITY GROUNDS AND PARKING LOTS ARE SUBJECT TO SEARCH AT ANY TIME. ALL VEHICLES EXITING THE FACILITY SHALL BE SEARCHED.

MEAL BREAKS:

The Main Gate Deputy is required to take meal breaks away from his work station. A Main Gate Deputy who is unable to take his meal break shall notify a shift supervisor of the reason no later than four (4) hours before the end of shift. The shift supervisor shall attempt to provide relief or authorize overtime. No overtime shall be authorized without the shift supervisor's prior approval.

CALL SIGN:

The Main Gate Deputy is required to monitor and respond to radio traffic on the primary channel [REDACTED]

CLEANLINESS AND MAINTENANCE:

The Main Gate Deputy shall ensure the cleanliness of the Main Gate, visiting lobby, and the ingress and egress of the facility. The Main Gate Deputy shall be alert for issues requiring

GHRC MAIN GATE DEPUTY POST ORDERS

maintenance. The Main Gate Deputy shall submit digital requests to Facility Maintenance for necessary repairs. Maintenance issues which affect the safety or security of the facility shall be immediately reported to a shift supervisor.

SHIFT ASSIGNMENTS AND HOURS OF OPERATION:

- The Main Gate is generally staffed by an armed deputy twenty-four (24) hours a day, seven (7) days a week. The Main Gate Deputy shall be responsible for all vehicle gate operations. The Transportation Deputy or an SCA/SCS may also relieve the Main Gate Deputy for meal relief. The vehicle gates shall only be operated by a deputy, although SCA/SCS personnel may assist the deputy with other non-sworn duties, they shall not operate the vehicle gates or search vehicles.



UNIFORM AND EQUIPMENT:

- The Main Gate Deputy shall be armed at all times. The deputy shall wear a standard class "A" uniform and the Sam Brown Belt with all issued equipment as described in the Department Manual.

GATE ACTIVITY LOGS:

- Gate activity logs shall be prepared daily. ALL activity shall be recorded on these logs.

ACCESS TO THE FACILITY:

- 
 There are no exceptions without the approval of the Facility Commander or his designee.

VISITORS:

- The Main Gate Deputy or the SCA/SCS assigned to assist, shall check the identification of each person visiting the facility and document their name, title and time of entry and exit on the "Visitor Log."

INMATE SERVICES PERSONNEL:

- Teachers and Counselors who are not Sheriff's Department Employees shall check in at the main gate and provide identification. The deputy or SCA/SCS shall document their name, title and time they enter and exit the facility on the

GHRC MAIN GATE DEPUTY POST ORDERS

“Employee Log.” Volunteers (i.e. NA, AA, and Clergy) shall be escorted by a safety member to their destination within the facility.

SHERIFF DEPARTMENT EMPLOYEES AND COPs:

- Any Sheriff’s Department Employee/Volunteer not assigned to this facility, shall check in at the Main Gate. The Deputy or SCA/SCS shall document their name, time of entry and exit in the Visitor Log or Employee Log.
- All pedestrians, (Civilian and Law Enforcement) shall be required to produce valid identification prior to entry onto the facility.
- Visitors requesting to see a GHRC staff member shall not be allowed on the facility without clearance from the staff member that they are requesting to see. Once the clearance has been made, the visitor shall be directed to the staff member’s location, via the Administration Office. All visitors shall have an escort and possess a GHRC visitor ID card.

NON-UNIFORMED PERSONNEL:

- All non-uniformed personnel must display their department issued identification card while on the facility.

GLASS DOORS IN VISITING LOBBY:

- The glass double doors leading to the Male Visiting area shall be closed and locked when no visits are taking place. At the termination of visits for the day, the Main Gate deputy shall ensure the lobby is clear of visitors and the doors are closed and locked.

INMATE VISITATION:

- All civilian visitors shall schedule their visit with the visiting center via telephone. Visitors are placed on a daily visitor schedule. No civilian visitors are permitted unless their names appear on the visitor schedule.
- All civilian visitors must check in 30 minutes prior to their scheduled visit. All late arrivals will be turned away, unless there is a legitimate reason for the tardiness.
- All deputies and SCA/SCS’s assigned to the main gate shall be familiar with the GHRC policies and procedures on visitation. Visitation procedures are set forth in the Bureau of Corrections policy manual.

GHRC MAIN GATE DEPUTY POST ORDERS

- A summary of those individuals that have visited any inmate may be accessed via the Visitor Summary screen.

For further information on visiting procedures and visitors with service animals, refer to the Intro section of the Post Orders.

OFFICIAL/SPECIAL VISITS:

- The Main Gate Deputy or SCA/SCS shall ensure that a Request for Official/Special Interview or Visit Form is completed for each official visit or interview. The gate deputy or SCA/SCS shall issue a Visitor Pass to the visitor.
- After completion of the visit/interview, the Main Gate Deputy or SCA/SCS shall collect the Visitor Pass and interview room key from the visitor. The Main Gate Deputy or SCA/SCS shall ensure that the C & D blocks deputy is notified so that the inmate may be removed from the interview room.

FACILITY VISITORS/ TRANSPORTATION DIVISION:

- All deputies/officers entering the facility with their vehicle shall remove ALL weapons prior to driving onto the facility and use the provided gun lockers to store weapons. Any weapons that cannot be secured in the weapon lockers provided shall be secured in facility armory. Cell phones shall not be permitted on the facility.

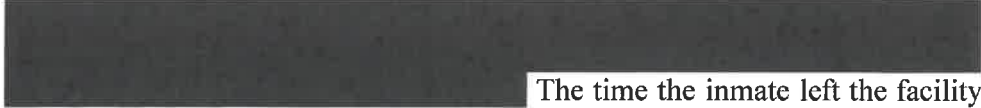
INMATE TRUST ACCOUNT DEPOSIT:

When a visitor wishes to leave money for an inmate, the following procedure shall be followed:

- Money deposits are accepted via the kiosk machine located in the main gate waiting area.
- The kiosk machine will accept cash, credit and debit cards. The kiosk prints a transaction receipt for all deposits.
- Visitors may leave money for inmates at any San Bernardino County jail facility, with the use of the kiosk.
- In the event the kiosk is out of order, personnel in the fiscal trailer adjacent to the main gate will accept deposits. The deposits by Fiscal will be Monday through Friday from 0800 hours until 1630 hours.

INMATE WORK CREWS:

GHRC MAIN GATE DEPUTY POST ORDERS

-  The time the inmate left the facility shall be noted on the work crew list. The deputy shall email the watch commander with an IOM detailing the work crew and where they are going.
- When the inmate returns to the facility, the gate deputy shall record the time on the work crew list. The inmate shall be searched for any contraband before the inmate can enter the facility. The deputy shall email the watch commander with an IOM detailing the work crew and when they returned.
- Only inmates listed on the work crew list shall leave the facility. The Watch Commander shall approve all additions.

GATE WORKERS:

- One inmate worker may be assigned to the gate house. The inmate worker shall be under the direct supervision of the Gate Deputy at all times. Inmate workers are not permitted in the gate house, unless the Gate Deputy is present. The inmate worker shall have no contact with the general public. The inmate worker shall complete various clean up duties as assigned by the Gate Deputy.

STAYS/ NEW INMATES:

A stay of execution is an order by a judge which defers a convicted inmate's surrender date. On occasion, an inmate will surrender himself to GHRC.

The Main Gate Deputy or SCA/SCS shall ensure that all persons reporting to GHRC on a Stay of Execution (Court Commitment):

- Have the proper court paperwork. Copies of commitments shall not be accepted. The Duty Officer must have the original commitment with a court seal before the inmate is accepted. Court Minutes paper work shall not be accepted in lieu of a commitment for booking purposes. If we do not have the original paperwork, the inmate shall be given a turn away letter stating "commitment not received". The inmate must return to court with the letter.
- The personal property is properly logged and placed in a sealed clear bag.
- The Duty Officer is notified and accepts the new inmate.
- The nursing staff shall be notified and complete a medical screen on the new inmate.

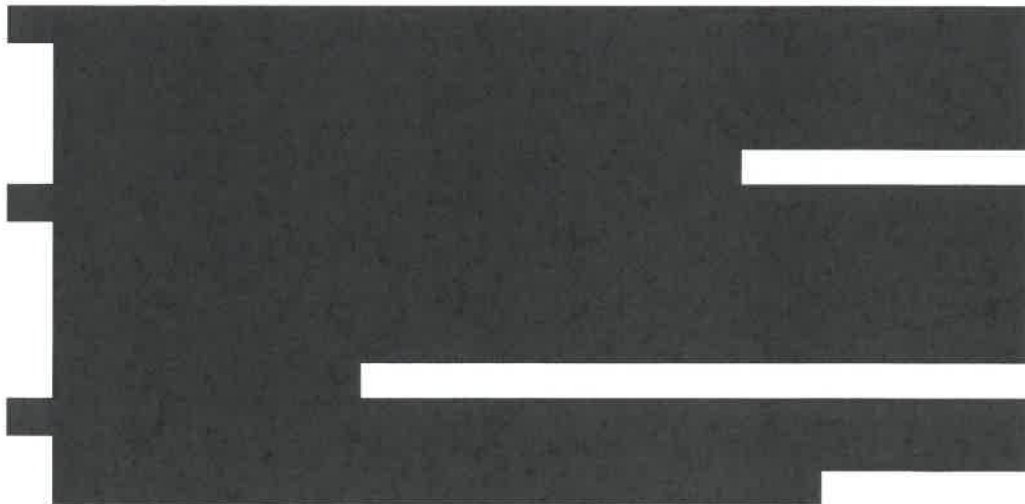
GHRC MAIN GATE DEPUTY POST ORDERS

- The inmate is to be booked by the assisting SCA/SCS prior to entering the facility.
- The Main Gate Deputy shall search the person prior to entering the facility.
- If the subject appears to be under the influence of alcohol or narcotics, the appropriate criminal investigation may be conducted. The Watch Commander shall also be notified.
- The inmate shall then be escorted to the receiving area, where he will be fingerprinted, and an identification card made.
- The inmate and property shall then be transported to WVDC for Classification and housing. Prior to transporting the inmate, make sure his property is taken and the booking number has been transferred to WVDC in JIMSNET.

DELIVERIES:

- Normal delivery hours are from 0600-1700 hours Monday through Friday. In the event a circumstance prevents a delivery from being accepted, the denial of the order shall be at the discretion of the watch commander.
- The Main Gate Deputy shall inspect all vehicles entering and exiting the facility. The inspection includes all passenger compartments, cargo areas and other areas in which an inmate could hide, or contraband could be located.

OPERATION OF GATES:



GHRC MAIN GATE DEPUTY POST ORDERS

CODE RED PROCEDURES:

The Front gate deputy and transportation deputy shall:



GHRC MINIMUM HOUSING UNIT TWO DEPUTY POST ORDERS

DUTIES AND RESPONSIBILITIES

The following Post Orders, identify the primary duties and responsibilities of the housing unit assigned to Minimum Housing Unit Two Deputy post. The responsibilities of the post are not limited to the listed tasks. The Minimum Housing Unit Two Deputy will assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner to maintain efficient functioning of GHRC in compliance with policy, Title 15, and the law.

- Provide safety and security for GHRC Facility, all staff, visitors and inmates.
- Interact in a professional and safe manner with staff, inmates, and the public.
- Prevent inmates from escaping by monitoring inmate activity.
- Conduct inmate, cell, and chow cart searches.
- Conduct hourly safety checks
- Maintain all sections of the Housing Unit Log
- Provide the inmates with meals
- Assist other staff members, Health Services, Maintenance, etc, in the performance of their duties as needed
- Ensure recreation yard and corridor doors are secure
- Ensure inmates of different security classifications are separated

MEAL BREAKS:

M-2 Deputies are required to take meal breaks away from their work station. An M-2 Deputy who is unable to take his meal break shall notify a shift supervisor of the reason no later than four (4) hours before the end of shift. The shift supervisor shall attempt to provide relief or authorize overtime. No overtime shall be authorized without the shift supervisor's prior approval.

CALL SIGN:

The M-2 Housing Deputies are required to monitor and respond to radio traffic on the primary channel [REDACTED]

CLEANLINESS AND MAINTENANCE:

The M-2 Deputy shall ensure the cleanliness of the M-2 Housing Area, and be alert for issues requiring maintenance. The M-2 Deputy shall submit digital requests to Facility Maintenance for necessary repairs. Maintenance issues which affect the safety or security of the facility shall be immediately reported to a shift supervisor.

GHRC MINIMUM HOUSING UNIT TWO DEPUTY POST ORDERS

GENERAL OPERATING PROCEDURES:

HOUSING GATE:

- The main gate to the entrance of M-2 shall remain closed at all times, unless a staff member is in direct supervision.

DEPUTY OFFICE:

- The deputy office shall be occupied at all times and the door closed and locked.

EXTERIOR DOUBLE DOORS LEADING INTO THE HOUSING UNIT:

- The exterior double doors leading into the housing unit shall remain closed and locked from sunset until morning chow.

DORMITORY DOORS:

- The dormitory doors may be closed and locked at the discretion of the housing deputies.

OBSERVATION LOGS:

- The M-2 deputies shall be responsible for conducting and documenting *random hourly* safety checks of inmates.
- Deputies shall walk through each dorm in the minimum housing units. Annotations shall be made on the observation logs regarding activity of inmates. Inspections shall be conducted twice per shift and noted as well. The observation log shall be replaced every 24 hours at 0001 hours. Previous logs shall be routed to the shift watch commander. *The deputy shall ensure the required information entered on the logs is accurate and legible.*

HOUSING UNIT INSPECTIONS:

- An inspection of the housing unit shall be conducted four different times in a 24 hours period (0001 hours-2400 hours).

INMATE MOVEMENT:

- Generally, M-2 inmates shall be escorted when outside their housing unit, by a deputy sheriff or authorized custodial staff. At minimum, a visual of the inmates shall be established from one point to another.

GHRC MINIMUM HOUSING UNIT TWO DEPUTY POST ORDERS

MATTRESSES:

Distribution:

- The M-2 Deputy shall issue and assign a mattress to each inmate prior to the inmate entering his assigned living area. The M-2 Deputy shall complete the Issued Mattress form listing the number and the condition of the mattress at the time the mattress is received by the inmate. The form must also include the following:
 - The condition of the issued mattress
 - Inmate name
 - Inmate booking number
 - Inmate signature
 - Date
 - Issuing deputy name, employee number and date
- The completed form shall be forwarded to the Receiving Officer for JIMS computer update. Forms that are not complete shall be returned to the deputy.



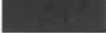
OUTSIDE RECREATION:

- All inmates shall be required to walk through the metal detector whenever exiting and entering the housing unit.
- The small yard adjacent to the M-2 housing unit may only be used by M-2 inmates for outside recreation.
- The Main Recreation Yard may also be used for minimum security inmates. Inmates housed in M-2 shall not be allowed to participate in recreation with M-1 inmates.
- All inmates shall be checked out and accounted for when using the Main Yard. The M-2 Deputy shall check each participating inmate's I.D. card and circle their name on the housing roster. All inmates shall be required to walk through the metal detector when exiting and entering the housing unit. When the inmates return from the Main Yard, the deputy shall again check each inmate's I. D. card and draw a line through the previously circled name on the same housing roster.
- At least one deputy shall be present at all times while inmates participate in the Main Recreation Yard and shall never leave the inmates unattended. All gates to the Main Recreation Yard shall remain closed and locked while occupied by inmates. If the point of entry/exit into the yard is opened, it shall be under the direct supervision of the deputy.

GHRC MINIMUM HOUSING UNIT TWO DEPUTY POST ORDERS

- Outside recreation shall be totaled each day and recorded in half hour (1/2) increments on the daily housing recreation logs. Inmates shall have at least three hours of outside recreation within a seven-day period.
- Recreation time shall be documented daily in the recreation log book and totaled every Sunday.

COUNT PROCEDURES:

- The facility count is conducted twice daily, once on AM shift at approximately 1100 hours and once on PM shift at approximately 2100 hours.
- The M-2 Deputy shall advise all inmates to get fully dressed and have their I.D. cards ready for count. All T.V's and radios shall be turned off. The deputy shall have the inmates in each dormitory line-up in bunk order 

 Upon completion of count, the inmates may return to their assigned bunk. The same procedure shall be conducted in each dorm.
- The M-2 Deputy shall complete the Daily Count Summary Sheets and fill in all the necessary boxes with the classification breakdown of the inmate population and the total amount of inmates housed. The deputy shall notate the total number of sentenced and pre-sentenced inmates on the count sheets. All completed Daily Count Sheets shall be sent to the bridge.

ADDITIONAL INMATE COUNT:

- A count of all inmates in the M-2 housing unit shall be conducted in conjunction with the hourly safety checks. The deputy conducting the safety check will physically count each inmate. This count shall be conducted from lights out until morning feeding.
- Each dormitory total inmate count shall be noted in the housing log book as follows:
 - Dorm 1-50, Dorm 2-45, Dorm 3-56, Dorm 4-33, etc.

CONFIRMATION OF INMATE WORKERS:

- If an inmate is at work on or off the facility at count time, the M-2 Deputy shall contact the inmate's supervisor and confirm the inmate is physically accounted for at his work location.

GHRC MINIMUM HOUSING UNIT TWO DEPUTY POST ORDERS

- All workers on special off facility functions are listed on an Off Facility Memorandum. This memo must contain their names, booking numbers, location, responsible employee and a contact number to verify inmates at count. Inmates are not permitted to leave the facility unless they have received outside worker clearance from the Population Management Deputy and/or the Watch Commander.

MINIMUM FEEDING PROCEDURES:

- Inmates who receive a religious or medical diet shall be called down to chow first. Inmates with a medical diet tray can refuse the diet tray and eat a mainline tray. The Kitchen Support Deputy shall write "refused" on the diet slip with the deputy's name, employee number, date and time. The diet slip shall be sent to health services. Inmates with a religious diet tray can refuse the diet tray, however, they shall not be given a mainline tray.
- Inmates shall be lined up by dorms. There may be a daily rotation of dorms to determine who eats first. When called down to the mainline chow hall, deputies shall ensure all inmates are fully dressed with their ID cards clipped to their shirts or jackets. If inmates are wearing a jacket, the jackets are to be unbuttoned and remain on until the completion of chow.
- Inmates are to walk with their hands crossed to the front of their body at waist level. Inmates shall retrieve a food tray and be directed by a deputy to an available seat. Upon completion of the meal, the inmates shall be dismissed from the table. Each inmate shall dispose of uneaten food in the trash and place their empty tray in the designated area. Inmates shall then under direction of a deputy exit the dining room and return to their unit. Inmates are not allowed to talk or pass food. Deputies shall enforce all rules and procedures inside the dining room.

MINIMUM 2 DESIGNATED DEPUTY/INMATE WORKER ASSIGNMENTS:

The M-2 Designated Deputy, will be responsible for selecting Inmate Workers for various crews. This deputy will also be responsible for the following:

- Interviewing and assigning Inmate Workers to inside/outside job crews.
- Assignment of rotation workers.
- All inmate worker job changes.
- In the absence of the Population Management Deputy (PMD), the M-2 Designated Deputy will assume assignment responsibilities as the PMD unless otherwise directed by the watch commander.

GHRC MINIMUM HOUSING UNIT TWO DEPUTY POST ORDERS

- The M-2 Designated Deputy and the PMD will work closely together to maintain M-2 at or near max capacity in order to maintain job crews at acceptable levels.
- The PMD and the M-2 Designated Deputy will provide briefing information to the oncoming shift and when needed will utilize email to notify other duties, watch commander or administration of important information concerning their respective assignments.

INMATE WORKER CRITERIA:

Inmate assignments to any crew are at the discretion of the PMD or M-2 Designated Deputy. Inmates may be considered for inmate worker positions after clearance by the medical staff. Full duty, light duty, and modified duty inmates shall be assigned to positions that can accommodate their medical needs.

The M-2 Designated Deputy shall use the following criteria as a guideline when determining the eligibility of a sentenced inmate to be an inmate worker:

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

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

- Potential for contact with inmates of the opposite sex

GHRC MINIMUM HOUSING UNIT TWO DEPUTY POST ORDERS

- Potential for escape
- Potential for passing contraband
- Potential for theft
- Potential for violence.

The deputy shall consider an inmate's work experience but, generally, shall fill vacant positions first. Inmate workers who have holds shall only be allowed to work inside the secure areas of the facility.

WORK CREWS:

- Inmates assigned to Minimum 2 may be assigned to a work crew. Work crews are assigned based on facility needs and may be inside the facility or outside the facility based upon individual classification status.

DORMITORY CREWS:

- Inmates assigned to a work crew within the dormitory shall be under the direct supervision of the M-2 Deputy.

OFF-FACILITY CREWS:

- Off facility work crews perform duties outside the facility and are under the direct supervision of the crew supervisor.

SPECIAL CREWS:

- It may be necessary to form special crews for varied reasons. To form a special crew, the approval of the Watch Commander shall be obtained.

DAYROOM:

- Deputies shall allow inmates the maximum amount of dayroom possible, based on inmate population, staffing levels, and programming.
- Each dorm shall have a minimum of three (3) hours of dayroom time per day. This time shall be clearly logged in the housing unit log book.
- Inmates will be allowed to watch television, socialize, play board games/cards or shower during dayroom.
- Inmates will be fully dressed when in the dayroom area.
- Inmates will not be allowed to stand on chairs or tables, or exercise in the dayroom.

PROPERTY TUBS:

- All inmates are given access to one property tub. Tubs in use shall be stored underneath the assigned bunk.

GHRC MINIMUM HOUSING UNIT TWO DEPUTY POST ORDERS

CLOTHING EXCHANGE:

- Clothing exchange shall be conducted by the housing deputies. All inmate workers shall receive clean Whites and Blues (Except Kitchen and Bakery workers) when they return from their work assignments. Kitchen and Bakery workers shall receive clean Tans prior to leaving for work. All other inmates assigned to M-2 will receive clothing on the following days:

White clothing

- Tuesdays and Fridays for non-workers.

Sheets

- Saturdays

Blue Clothing

- Dormitories Five and Six on Saturdays.
- Dormitories Seven and Eight on Sundays.

Blankets

- Changed on the 2nd Wednesday of every month.

If the AM shift is unable to complete clothing exchange, it will be the responsibility of the PM shift.

COMMISSARY:

Deputies shall be present while commissary personnel distribute orders to the inmates. If the inmate is assigned to a job on the regular commissary delivery day and make up day, the deputy may receive the inmate's commissary with watch commander approval and give it to the inmate when he returns from work at the end of the day.

HAIR CARE:

Male inmates requesting hair care can check out the electric hair clippers daily during dayroom times. The clippers shall be securely maintained, when not in use, in the deputy's office.

- Deputies will take the inmate's identification card when checking out the clippers.
- The clippers shall be used in a location easily monitored by staff.

CLEANING GROOMING EQUIPMENT:

- All grooming equipment shall be cleaned with the approved disinfectant before and after each use.
- All foreign matter shall be removed.
- Tools shall be cleaned with soap or detergent and water.
- Non-electrical equipment shall be immersed in disinfectant.
- Electrical equipment shall be sprayed with disinfectant.

GHRC MINIMUM HOUSING UNIT TWO DEPUTY POST ORDERS

- Cleaned equipment, excluding curling irons and hot combs, shall be stored in clean covered containers labeled as such.

MEDICAL/ SICK CALL:

Medical requests are available via the kiosk to any inmate who desires to seek medical attention for non-emergency reasons.

Inmates requesting to be seen by medical staff will be seen in the housing unit or clinic. The deputies shall be present while medical staff conducts sick call and dispenses medication in the housing unit. Deputies shall stand close enough to medical staff to observe but not listen. **DEPUTIES ARE NOT ALLOWED TO DISPENSE MEDICATION TO INMATES.**

PROGRAMMING/ INROADS:

Inmates in M-2 who participate in INROADS classes shall walk to the ROP classroom during their assigned times.

RELEASES:

When an inmate is to be released, the duty officer will notify the M-2 Deputy. The deputy will have the inmate take his belongings, confirm the inmate's identity, then escort the inmate to the bridge.

INMATE ORIENTATION VIDEO:

The Inmate Orientation Video shall be played over the facility television system during the PM count.

GHRC TRANSPORTATION DEPUTY POST ORDERS

DUTIES AND RESPONSIBILITIES:

The Transportation Deputy is responsible for maintaining the security and integrity of the facility, in addition to transporting inmates.

The following Post Orders, identify the primary duties and responsibilities of the deputy assigned to the Transportation post. The responsibilities of the post are not limited to the listed tasks. The Deputy will assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner to maintain efficient functioning of GHRC in compliance with policy, Title 15, and the law.

- Provide safety and security for GHRC Facility, all staff, visitors and inmates.
- Interact in a professional and safe manner with staff, inmates, and the public.
- Assist other staff members, Health Services, Maintenance, etc, in the performance of their duties as needed
- Maintain accurate transportation vehicle logs for each vehicle.
- Any damage or repairs shall be documented on the log and the Supply SCS will be notified of any needed repairs.
- Utilize a log to document any unusual circumstances or incidents that occur during the shift. The log will be maintained at the Main Gate.
- Transportation of inmates to the hospital.
- Transportation of inmate transfers and releases.
- Assist the Front Gate Deputy during times of high volume, visiting and delivers when not transporting inmates.
- Assist the Fire Camp Deputy with inmate visits.
- Assist the housing deputies and provide coverage with meal breaks when not transporting inmates.
- Walk through the visiting area to check for damage when not transporting inmates.
- Walk through the laundry area to check for contraband and assist the SCS with any inmate disciplines issued.
- Assist the Female Facility with bridge exchanges.
- Advise the watch commander of road conditions during inclement weather.
- Cover meal breaks for the Fire Camp Deputy, the bridge SCS, and Female Facility as requested per the watch commander.
- Duties assigned by the watch commander.

MEAL BREAKS:

The Transportation Deputy is required to take meal breaks away from his work station. A Transportation Deputy who is unable to take his meal break shall notify a shift supervisor of the reason no later than four (4) hours before the end of shift. The shift supervisor shall attempt to provide relief or authorize overtime. No overtime shall be authorized without the shift supervisor's prior approval.

GHRC TRANSPORTATION DEPUTY POST ORDERS

CALL SIGN:

The Transportation Deputy is required to monitor and respond to radio traffic on the primary channel [REDACTED]

CLEANLINESS AND MAINTENANCE:

The Transportation Deputy shall ensure the cleanliness of the transportation vehicles. The Transportation Deputy shall be alert for issues requiring maintenance. The Transportation Deputy shall notify the SCS responsible for getting the repairs completed on the vehicles. Fuel levels shall be maintained at or above ½ tank. Vehicle maintenance issues which affect the safety or security of the vehicles shall be immediately reported to a shift supervisor.

UNIFORM AND EQUIPMENT:

- The Transportation Deputy shall be armed during all transportation runs. The deputy shall wear the standard class-A uniform and the Sam Brown Belt with all issued equipment as described in the Department Manual.

SECURITY PERIMETER CHECKS:



ALARMS:

- The transportation deputy is to respond to alarms at the academy. If the building cannot be secured or if there are any other issues, contact the duty officer, to page the lieutenant of the academy to make notification.

INMATE VISITATION AT FIRE CAMP:

- The Facility Transportation Deputy shall assist the Fire Camp Deputy with inmate visits. This is only if the Transportation Deputy is on facility and not out on a transportation run.
- The deputy will assist with Fire Camp inmate visits or help with unit duties. This will ensure visitors and inmates are supervised, as well as the inmates assigned to the Fire Camp housing unit.

GHRC TRANSPORTATION DEPUTY POST ORDERS

- The Deputy shall go to Fire Camp on Wednesdays and Thursdays from 1745 – 1845 or until visits are completed.
- The Deputy shall go to Fire Camp on Saturday and Sundays from 1200 – 1400 or until visits are completed.

GHRC MAX ROVER DEPUTY POST ORDERS

DUTIES AND RESPONSIBILITIES:

The following Post Orders identify the primary duties and responsibilities assigned to the Max Rover Deputy post. The Max Rover Deputy will assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner to maintain efficient functioning of GHRC in compliance with policy, Title 15, and the law.

The Max Rover Deputy is responsible for maintaining the security and integrity of the facility. The responsibilities of the post are not limited to the listed tasks.

- Provide safety and security for GHRC Facility, all staff, visitors and inmates
- Interact in a professional and safe manner with staff, inmates, and the public
- Prevent inmates from escaping by monitoring inmate activity
- Conduct inmate, cell, and chow cart searches
- Conduct hourly safety checks
- Assist Unit Deputies to maintain all sections of the Housing Unit Log
- Assist other staff members, Health Services, Maintenance, etc, in the performance of their duties as needed

MEAL BREAKS:

The Max Rover Deputy is required to take a meal breaks away from his work station. A Max Rover Deputy who is unable to take his meal break shall notify a shift supervisor of the reason no later than four (4) hours before the end of shift. The shift supervisor shall attempt to provide relief or authorize overtime. No overtime shall be authorized without the shift supervisor's prior approval.

CALL SIGN:

The Max Rover Deputy is required to monitor and respond to radio traffic on the primary channel [REDACTED]

The Max Rover Deputy shall assist in the maximum units during day shift. The Max Rover Deputy shall be responsible for the following, but is not limited to:

- Assist the C&D deputy in performing their duties. (Refer to the Post Orders for C & D Blocks.)
- Assist the B-Blocks and A&E deputies.
- Relieve the deputies for meal breaks.
- Assist with the inmate feeding (Chow)
- Escort inmates.
- Processing "Stays" and releases.
- Assist with count.
- Search inmates

GHRC MAX ROVER DEPUTY POST ORDERS

- Duties as assigned by the watch commander.
- Shall assist the Fire Camp Deputy with inmate visits if the Transportation Deputy is unavailable (Refer to the Post Orders for Transportation).

UNIFORM AND EQUIPMENT:

The deputy assigned to the rover position is generally the back-up transportation deputy. The deputy shall wear the standard class-A uniform and have the Sam Brown Belt, with all issued equipment as described in the Department Manual, available for transportations runs.

GHRC POPULATION MANAGEMENT DEPUTY POST ORDERS

DUTIES AND RESPONSIBILITIES:

The Population Management Deputy (PMD) shall be considered a collateral duty of a regular assigned deputy at the discretion of the commander or his designee.

Inmate Classification is defined as, “the evaluation and placement of inmates in housing areas with inmates of similar backgrounds and characteristics”.

The following Post Orders, identify the primary duties and responsibilities assigned to the Population Management Deputy post. The responsibilities of the post are not limited to the listed tasks. The Deputy will assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner to maintain efficient functioning of GHRC in compliance with policy, Title 15, and the law.

- Provide safety and security for GHRC Facility, all staff, visitors and inmates.
- Interact in a professional and safe manner with staff, inmates, and the public.
- Prevent inmates from escaping by monitoring inmate activity.
- Conduct inmate, cell, and chow cart searches.
- Conduct hourly safety checks.
- Maintain all sections of the Housing Unit Log.
- Provide the inmates with meals.
- Assist other staff members, Health Services, Maintenance, etc, in the performance of their duties as needed.
- Ensure recreation yard and corridor doors are secure.
- Ensure inmates of different security classifications are separated.

SPECIFIC:

- The PMD shall house inmates according to their GP rating. They shall be responsible for reviewing all incoming and outgoing inmate transfer lists and resolving any conflicts with housing or acceptability for GHRC. Conflicts shall be reported to the Administrative sergeants. During times the Administrative sergeants are unavailable, the watch commander may be advised.
- No inmate will be refused from an incoming fishline without contacting the GHRC Administrative Sergeants, CCU and/or the Watch Commander. All transfers from GHRC to another facility will be reviewed by the PMD and GHRC Watch Commander or medical staff if appropriate. CCU shall give the final approval for the transfer.
- The PMD shall be consulted before any movement is made between any housing units. Movement within a housing unit for facility convenience is at the housing deputy's discretion.
- The Minimum 2 (M2) deputies and the PMD will work closely together to maintain M2 at or near max capacity in order to maintain job crews at acceptable levels and provide the necessary bed space in Minimum 1 (M1) for inmate transfers to GHRC.
- Female Minimum will monitor Dorm 3 in order to maintain workers for crews.

GHRC POPULATION MANAGEMENT DEPUTY POST ORDERS

- The PMD deputies will provide briefing information to the oncoming shift and when needed will utilize email to notify other deputies, watch commander or administration of important information concerning their respective assignments.
- Re-house inmates when necessary and make appropriate housing location changes in both the computer database and complete special housing memorandum in the inmate's booking jacket, when applicable, in conjunction with CCU.
- Monitor racial balance within each housing area, making changes when necessary.
- Gather intelligence on prison gangs and disruptive groups within the facility. Disseminate any information obtained on the facility related to CCU, law enforcement entities outside of the facility.
- Advise supervisors in the event of population management issues, housing shortages, classification and housing issues or problems.

MEAL BREAKS:

The PMD is required to take meal breaks away from his work station. A PMD who is unable to take his meal break shall notify a shift supervisor of the reason no later than four (4) hours before the end of shift. The shift supervisor shall attempt to provide relief or authorize overtime. No overtime shall be authorized without the shift supervisor's prior approval.

WORKER MEDICAL CLEARANCE REQUESTS:

The following procedure will be used to medically clear inmates for worker status:

- On a weekly basis, the PMD shall review the work status of sentenced inmates. Generally, their information shall be via email to the GHRC Nursing Supervisor or his designee.
- Medical staff will review the medical history, make a work status determination, update JIMSNET to reflect the current work status and forward the information to the PMD.
- After the PMD receives notification of medical clearance(s), he shall transfer inmates to the respective housing unit (M2/Female Minimum Dorm 3). The PMD deputy in conjunction with the housing unit deputy can then assign Inmate Workers to work crews.

INMATE WORKER CRITERIA:

Inmate assignments to any crew are at the discretion of the PMD or M-2 Designated Deputy. Inmates may be considered for inmate worker positions after clearance by the medical staff. Full duty, light duty, and modified duty inmates shall be assigned to positions that can accommodate their medical needs.

The M-2 Designated Deputy shall use the following criteria as a guideline when determining the eligibility of a sentenced inmate to be an inmate worker:

- Security Classification

GHRC POPULATION MANAGEMENT DEPUTY POST ORDERS

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

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

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

The deputy shall consider an inmate's work experience but, generally, shall fill vacant positions first. Inmate workers who have holds shall only be allowed to work inside the secure areas of the facility.

GHRC POPULATION MANAGEMENT DEPUTY POST ORDERS

ROTATION OFF FACILITY WORKER CRITERIA:

The following are general guidelines used to screen inmates for Rotation/Off Facility assignments, including but not limited to Central Court, Sheriff's Rodeo and Special projects:

- Deputies shall conduct a comprehensive review of classification sheets, criminal history and of current/past institutional behavior prior to making a decision.
- Inmates shall be medically cleared to leave the facility.
- All rotation worker assignments shall be cleared through the PMD.
- Generally, the inmate must not have more than 18 months remaining to serve on his sentence.
- Inmates may not have any active holds.
- Criminal violence must be minimal.
- No current Domestic Violence or PC 211 charge.
- No current gang involvement.
- No prior walk away or escape charges.
- Generally, no assignment to a rotation facility shall be made if the inmate's residence or place of arrest is in the same area.

HOUSING:

In the event an inmate is a new booking, the proper inmate identification card shall be made using the following guidelines:

- Orange – General Population
- Blue – Inmate Worker (If applicable at the time of re-classification)
- Green- Protective Custody Inmates

MEDICAL HOUSING:

- Inmates requiring close medical supervision shall be referred to the facility medical staff so a determination can be made whether or not the inmate is suitable for housing at Glen Helen Rehabilitation Center. The Population Management Deputy shall work with medical staff to properly house inmates to accommodate their medical needs.

PRIMARY HOUSING AND CLASSIFICATION TYPES (MALE INMATES):

Minimum Housing Unit 1 is a dormitory style housing unit consisting of four 60 man dorms. This housing unit houses misdemeanor and light felon type inmates.

- Dorm 1 – General Population Inmates - GP7
- Dorm 2 – General Population Inmates - GP7
- Dorm 3 – General Population Inmates - GP6
- Dorm 4 – General Population Inmates - GP6

GHRC POPULATION MANAGEMENT DEPUTY POST ORDERS

Minimum Housing Unit 2 is a dormitory style housing unit consisting of four 90 man dorms. This housing unit houses misdemeanor and felony convicted inmates.

- Dorm 5 – Sentenced Inmate Workers – GP 4, 5, 6 & 7
- Dorm 6 – Sentenced Inmate Non-Workers – GP 4, 5, 6 & 7
- Dorm 7 – Sentenced Inmate Workers – GP 4, 5, 6 & 7
- Dorm 8 – Sentenced Inmate Workers – GP 4, 5, 6 & 7

Maximum Housing

- Cell block A – General Population, Pre-Trial and Sentenced GP4 inmates.
- Cell block B – General Population, Pre-Trial and Sentenced B1- GP5 and B2- GP5
- Cell block E – E1/Discipline Housing, E2/ Pre-discipline or discipline housing

The following Cell blocks may house both Pre-Trial and Sentenced inmates from the classification levels of GP4, GP5, GP6, GP7, Civil Commitments/ Sexually Violent Predators (SVP), Protective Custody (PC), LGBTQ, and inmate workers based upon the housing needs determined by CCU.

- Cell block C – Pre-Trial and Sentenced
- Cell block D – Pre-Trial and Sentenced
- Cell block I – Pre-Trial and Sentenced
- Cell block J – Pre-Trial and Sentenced
- Cell block K – Pre-Trial and Sentenced
- Administrative Housing – **NOT TO BE USED**

PRIMARY HOUSING AND CLASSIFICATION TYPES (FEMALE INMATES):

Female Minimum Housing Unit

The Female Minimum Housing Unit is a dormitory style housing unit consisting of three, 90 woman dorms. This housing unit houses inmates with misdemeanor and felony charges.

- Dorm 1 – General Population Inmates, Pre-Trial and Sentenced (GP7)
- Dorm 2 – General Population Inmates, Pre-Trial and Sentenced (GP6)
- Dorm 3 – General Population Inmates, Sentenced Inmate Workers

Female Maximum Housing Unit is a cell-style housing unit consisting of two tiers with 20-two inmate cells and 4-four inmate cells.

General Population Inmates, Pre-Trial and Sentenced GP5 and Discipline and Pre-Discipline housing for the entire Female Facility.