

## **2.100. STAFF ORIENTATION**

**110.00. ORIENTATION PROCEDURES:** A shift supervisor shall assign a staff member to assist in the orientation of newly assigned employees.

Areas covered shall include, but not be limited to the following:

- Facility layout
- Critical Task Workbook
- Detention and Corrections Policy Manual
- Facility Specific Policy
- Post Orders

(Refer to Facility Specific Policy)

(Rev. 02/2019)

**112.00. STAFF TRAINING REGARDING SEXUAL ABUSE AND SEXUAL HARASSMENT:** Staff members and volunteers have the responsibility to be familiar with policies and procedures regarding sexual abuse and sexual harassment; this includes prevention, detection, reporting, and response to these incidents. All staff members and volunteers having inmate contact shall be trained in the following areas:

- The Department's zero tolerance policy regarding sexual abuse and sexual harassment
- Common reactions of sexual abuse and sexual harassment victims
- Detection and response to signs of sexual abuse
- Inmates' right to be free from sexual abuse and sexual harassment
- Inmates' and staff members' right to be free from retaliation when reporting a sexual abuse or sexual harassment incident
- How to effectively and professionally communicate with inmates, including lesbian, gay, bisexual, transgender, intersex, or gender nonconforming inmates (LGBTI)
- How to comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities

All training shall include information regarding male, female and LGBTI inmates.

After the initial training, every staff member shall receive refresher training every two years to ensure continued knowledge of the department's sexual abuse and sexual harassment policies. Such training shall be documented using the Acknowledgment of PREA Training form.

(Rev. 02/2019)

**115.00. INTRODUCTION TO CORRECTIONS-PROFESSIONAL STAFF:** Introduction to Corrections (ITC) is an introductory course offered through the Administrative Support Unit (ASU). Facility Commanders/designees shall ensure all newly assigned professional staff such as, but not limited to Health Services, Culinary,

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Maintenance, Sheriff's Custody Assistant (SCA) or Sheriff's Custody Specialist (SCS) attend this two-day corrections course as soon as practical, but within six months of assignment.

Facility Commanders/designees shall also ensure any newly assigned non-Sheriff personnel such as, but not limited to, vendors, teachers, fire, per diem nurses and all volunteers attend the one-day Introduction to Corrections (ITC) offered through ASU as soon as practical but no longer than six months of assignment.

The course is primarily designed for newly hired professional staff. However, the course may also be used as a corrections refresher course for any department member.

ITC includes but is not limited to the following:

- Maintaining Security
- Emergency Procedures
- Professional Image & Conduct
- Inmate Manipulation
- Contraband
- Tactical Communications
- Classification
- Computer Applications
- Title 15
- American w/ Disabilities Act (ADA)
- Suicide Prevention
- Prison Rape Elimination Act (PREA)

(Rev. 02/2019)

**125.00. PROFESSIONAL STAFF TRAINING MODULES:** Professional staff training updates shall be conducted through briefing training modules. The modules will expand on information covered in ITC and will include current bureau topics and issues. Facility commanders/designees shall be responsible for tracking and documenting the professional staff training updates.

(Rev. 02/2019)

**140.00. CRITICAL TASK WORKBOOKS:** Critical Task Workbooks (CTW) are utilized as a basic tool designed to aid in the training of new employees. The workbook is intended to assist the employee with the various duties and responsibilities most likely encountered while working within a facility.

Facility commanders/designees shall ensure every new Sheriff's Custody Assistant (SCA) and Sheriff's Custody Specialist (SCS) complete a CTW. Each classification of employee has a specific CTW designed for them.

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Completed CTWs shall be forwarded to ASU for archiving.  
(Rev. 02/2019)

**145.00. CORRECTIONAL TRAINING OFFICER (CTO):** CTO's are specially trained deputies who are utilized to aid and develop the training of new deputies. The CTO's are intended to assist the deputies with the various duties and responsibilities most likely encountered while working within a jail facility. Facility commanders/designees shall ensure every new deputy completes the CTO program.  
(Rev. 02/2019)

**150.00. EMPLOYEE PERSONAL INFORMATION FORM:** Facility Commanders/designees shall ensure Employee Personal Information forms (ASU#110222) are completed when new staff members are assigned to a facility. Information on the forms shall be updated as needed. (Refer to Bureau Policy Section 6.1010.00)  
(Rev. 02/2019)

## **2.200. STAFF RULES AND REGULATIONS:**

**200.25. TATTOOS, BRANDS, AND BODY ART:** Department Manual Sections 6.240 and 6.240.10 shall be followed without amendment.  
(Add. 11/2019)

**200.30. RESTRAINTS:** Safety staff shall carry handcuffs while on duty. (Refer to Department Manual Section 3.436.00)  
(Rev. 02/2019)

**200.35. AUTHORIZED GLOVES:** Safety staff may wear black leather gloves while performing searches, shakedowns, and handling mail, but shall not wear them while performing regular duties. Facilities shall provide latex gloves for staff. (Refer to Department Manual Section 6.725.00 and Facility Specific Procedures Manual)  
(Rev. 11/2019)

**200.40. FIREARMS AND WEAPONS:** Safety staff shall not bring firearms or any other weapon system inside the jail, unless directed to do so by the shift supervisor in response to an extraordinary event or circumstance. (Refer to Department Manual Sections 3.446.00, 3.624.15, 3.630.00, and 3.630.15)  
(Rev. 02/2019)

**200.55. FLASHLIGHTS AND BATONS:** Batons shall not be routinely carried inside the secure portion of the jail. Safety staff may carry flashlights in accordance with Department policy. Staff members are encouraged to carry flashlights issued to them by the Department. (Refer to Department Manual Section 6.775.00 and Facility Specific Procedures Manual)  
(Rev. 11/2019)

**200.57. USE OF RECORDING DEVICES:** Safety staff shall make every effort to use their recording devices in situations that have the potential to generate inmate complaints or criminal investigations.

However, safety staff shall always activate their belt recorders when participating in pre-planned law enforcement actions such as a cell extraction or planned contacts with disruptive, combative, hostile or uncooperative inmates.

The recordings shall be retained as supporting information for criminal and/or administrative reports, as determined by the division commander. (Refer to Department Manual Section 3.116.00)  
(Rev. 02/2019)

**200.70. MEALS:** Staff may eat one facility-provided meal per assigned shift. Shift supervisors may approve additional meals when employees are working overtime. Visitors may eat at the facility with a shift supervisor's approval.

## **2.200. STAFF RULES AND REGULATIONS:**

Staff shall ensure they take a 30-minute break during their assigned shift. If a staff member has not been able to take their allotted break, they shall report it immediately to their shift supervisor. (Refer to Facility Specific Procedures Manual)  
(Rev. 11/2019)

**200.75. MEALTIME:** Staff shall return to their assigned post without delay after finishing their meal.  
(Rev. 01/2009)

**200.80. REMOVING FOOD FROM STAFF DINING ROOMS:** Staff shall not take food, and/or eating/drinking utensils from staff dining rooms without approval from a shift supervisor. (Refer to Facility Specific Procedures Manual)  
(Rev. 11/2019)

**200.85. PERSONAL VEHICLES:** Staff shall not park their vehicles in spaces designated for public, visitor, or official parking. Staff may bring personal vehicles into secure parking areas with a shift supervisor's approval. (Refer to Facility Specific Procedures Manual)  
(Rev. 11/2019)

**202.00. INMATE FRATERNIZATION AND ASSOCIATION:** Staff shall not become interested or involved in inmates' cases. Staff shall not offer legal advice or assistance in filling out legal paperwork.

Personal financial dealings with inmates is prohibited. (Refer to Department Manual Section 1.752.00)

Staff shall not bring into, or carry out of the facility, items for or from inmates.  
(Rev. 02/2019)

**205.00. STAFF DISCUSSIONS AROUND INMATES:** Staff shall not discuss with inmates, or within the presence of inmates, any personal business, or actions of officers or law enforcement agencies.  
(Rev. 01/2009)

**206.00. STAFF AND DIGNITY AROUND INMATES:** Staff of the opposite sex of inmates shall announce their presence upon entering any housing or intake area or areas where inmates may be dressing or showering. Staff shall avoid any impropriety and conduct themselves professionally when dealing with inmates of the opposite sex.  
(Rev. 11/2019)

**210.00. FAMILY MEMBERS BOOKED:** Staff shall immediately notify a shift supervisor if members of their immediate family (or relationship by marriage) is

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incarcerated or booked into custody within the San Bernardino County Sheriff's Department.

Staff shall not provide services, give special consideration, or allow privileges to family members not afforded to other inmates. Staff shall not input or delete computer data concerning family members.

(Rev. 06/2009)

**210.05. COUNTY EMPLOYEES, OFFICIALS BOOKED:** Booking staff shall notify a shift supervisor when San Bernardino County employees, public officials, school employees, or police officers are booked.

Generally, staff should not contact arrestees' employers or supervisors without their consent.

Exceptions are listed in Penal Code Sections 291, 291(a), 291(b), 291.1 and 291.5.

(Rev. 11/2019)

**210.10. DEPARTMENT EMPLOYEES BOOKED:** Shift supervisors shall seize county issued equipment and identification in the possession of department employees or volunteers booked into custody. Seized property shall be forwarded to the Facility Commander/designee. Facility Commanders/designees shall notify the duty station of the booked individual. Shift supervisors shall log incidents in the supervisors pass down log.

(Rev. 02/2019)

**210.50. ATTORNEY OR BAIL AGENTS RECOMMENDATION PROHIBITED:** Staff shall not recommend attorneys or bail agents to inmates.

(Rev. 01/2009)

**210.55. INFORMATION REGARDING INMATES' PROPERTY:** Staff shall not release information regarding inmates' property except when requested by law enforcement, directed by the court, or upon inmates' request. (Refer to Bureau Policy Section 14.900.05)

(Rev. 02/2019)

**220.00. BRINGING ITEMS INTO THE FACILITY:** Items brought into the facility shall be subject to search to protect the safety and security of the facility. Shift supervisors shall search without discrimination.

Staff may bring items necessary for the performance of their job. Examples include but are not limited to:

- Blood pressure cuffs

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- Stethoscopes
- Metal forms boxes
- Equipment bags containing helmets, vests, and department-issued items. Backpacks, purses, and items unnecessary for job performance shall not be permitted into the secure areas of the facility.

Staff may be permitted to take personal hygiene items or medication to an assigned post. Facility Commanders/designees may authorize staff to carry these items in a small bag. (Refer to Facility Specific Procedures Manual)

Staff may bring sipper-style drinking cups or plastic bottles including metal style thermal drinking tumblers (Yeti, Thermal Flask, etc.) for use during their shift. Glass or metal containers other than authorized drinking tumblers shall not be permitted into the secure areas of the facility. Staff may bring their own meals to the facility, but shall secure them in their lockers or in staff refrigerators on the facility.

Staff shall not bring portable electronics and battery-operated communication and entertainment devices into the secure areas of the facility.  
(Rev. 11/2019)

## **2.300. STAFF GUIDELINES FOR DEALING WITH INMATES**

**300.15. INMATES PERFORMING UNAUTHORIZED DUTIES:** Staff shall not have inmates perform work of a personal nature.  
(Rev. 04/2008)

**300.20. WRITTEN MATERIAL:** Staff shall not leave memos or personal information where inmates will be able to read them.  
(Rev. 04/2008)

**300.30. INMATE MOVEMENT:** Staff shall not allow inmates to leave their assigned housing areas unless they are:

- Reclassified and need a change in housing location
- Scheduled for court or transferred to another facility
- Released
- Being booked on a supplemental charge. Special classification inmates or inmates with medical disabilities may be supplemental booked in their housing units
- Requested for an official interview, officer interview or to participate in a line-up
- Receiving dental or medical services
- Attending education classes or religious services
- Reporting to work

Staff shall document on the inmate movement log when an inmate leaves and returns to their assigned housing area.

At applicable facilities, staff shall ensure inmates leaving their assigned housing area have an inmate pass anytime the inmate leaves the area. Staff shall ensure the inmate pass is completely filled out including the area the inmate is coming from and the area they are going to.

Inmate workers shall not be required to have a pass when they are walking to or from their work assignments.

Staff shall require inmates to walk with their hands clasped in front of them with their fingers intertwined.  
(Rev. 04/2019)

**300.75. REMOVING INMATES FROM THE FACILITY:** Peace officers or other agency employees allowed to remove inmates from a facility include:

- Deputies from the department (with shift supervisor approval)
- Those with a court order
- Officers of other agencies who have Special Deputy status

## **2.300. STAFF GUIDELINES FOR DEALING WITH INMATES**

- San Bernardino County Fire Department Fire Fighters supervising the Glen Helen Rehabilitation Center (GHRC) Inmate Fire Crew.

Jail staff shall not allow peace officers or other agency employees to remove an inmate without a completed and approved Inmate Removal by Officer form (ASU#080501). Staff shall make a photocopy of the peace officer's or other agency employee's department issued identification and attach it to the form. A shift supervisor shall be notified prior to releasing the inmate to the peace officer or other agency employee. Jail staff shall make a copy of the court order, if necessary, and place it in the inmate's booking jacket.

Shift supervisors shall make an entry in the watch commander's pass down log when inmates are taken off facility.

Procedure for an officer requesting Special Deputy status:

- The officer must be a full time paid peace officer or District Attorney Investigator of the State of California
- An original letter from the officer's Chief of Police, Sheriff, District Attorney or their designee must be submitted to Sheriff's Executive Staff requesting Special Deputy status
- Once approved, the officer will be contacted to complete paperwork and photograph at Sheriff's Headquarters, Employee Resources Division
- The officer's department must immediately advise the Sheriff's Department and return the identification card if the officer is no longer in need of the Special Deputy status, resigns, retires or is terminated
- All other Special Deputy status' will be valid for the Sheriff's term of four years

(Rev. 04/2019)

**300.80. REMOVAL OF INMATES FOR FIRE FIGHTING:** Full-time fire fighters with the San Bernardino County Fire Department, may remove inmates from the Glen Helen Rehabilitation Center (GHRC) for training, brush clearance and fire fighting only after the inmate has been approved by safety staff at GHRC. For additional information, refer to GHRC's Facility Specific Policy on Inmate Fire Camp.

(Rev. 02/2019)

**301.00. STAFF CONTACT WITH INMATES WITH DISABILITIES:** It is incumbent on staff to use good judgment when dealing with inmates with disabilities. Staff should understand inmates with disabilities may not react as quickly, see, hear or move the same way as inmates without disabilities. Staff shall take disabilities into consideration when addressing issues involving inmates. Staff shall ensure inmates with disabilities are given an equal opportunity to participate in services, programs and activities offered to other inmates of the same classification level.

## **2.300. STAFF GUIDELINES FOR DEALING WITH INMATES**

Nothing in this policy should be construed to encourage staff to not enforce the law, facility policies or compromise the safety and security of themselves, professional staff, visitors, inmates or the facility. Inmates with disabilities must comply with facility rules and regulations. Inmates with disabilities present the same potential threat as any other inmate. If staff have any questions regarding inmates with disabilities, they may contact a supervisor, Health Services or the Administrative Support Unit (ASU). (Refer to Bureau Policy Section 18.025.00)  
(Rev. 02/2019)

## **2.400. INMATE ORIENTATION**

**400.01. INMATE ORIENTATION:** Each Facility Commander/designee shall develop facility specific written policies and procedures designed to orient all new arrestees and/or inmates.

The Inmate Rules and Regulations pamphlet (ASU#060803) shall be given to all new arrestees and/or inmates during the receiving process, prior to being housed. The pamphlet shall include, but not be limited to:

- Correspondence, visiting and telephone usage rules
- Rules and disciplinary procedures
- Inmate grievance procedures
- Programs/activities available and method of application
- Medical services
- Classification/housing assignments
- Voting and voter registration
- Court information
- Americans with Disabilities Act
- The department's zero tolerance policy regarding sexual abuse, harassment, how to report incidents, suspicions of sexual abuse or sexual harassment

The Detention and Corrections Bureau Inmate Orientation Video shall contain information found in the Inmate Rules and Regulations pamphlet and shall be shown in all housing units at least once per day. The facilities shall not be required to maintain logs of the inmates who viewed the Inmate Orientation Video. The video shall be produced with voice over, sub-titles and in Spanish to ensure inmates with visual impairments, limited English proficiency, and hearing impaired inmates receive the same information.

The facilities shall also post information regarding the department's zero tolerance policy regarding sexual abuse, harassment, how to report incidents, suspicions of sexual abuse or sexual harassment in areas with high inmate traffic.

The Administrative Support Unit (ASU) shall be responsible for updating the Inmate Orientation Video and the Inmate Rules and Regulations pamphlet with current policy and procedures. (Refer to Title 15, Section 1069 and Facility Specific Policy)  
(Rev. 02/2019)