

11.100. PHYSICAL HOUSING DESCRIPTIONS

120.00. RESTRICTIVE HOUSING DEFINITION: "Restrictive Housing" shall mean a placement that requires an inmate to be confined to a cell at least 22 hours per day for the safe and secure operation of the facility. (See American Correctional Association, "Restrictive Housing Performance Based Standards," (August 2016), p. 3)
(Add 04/2019)

120.05. RESTRICTIVE HOUSING CLASSIFICATIONS: All inmate classifications referred to as "Restrictive Housing" have been eliminated. Regardless of classification, any inmate not currently on discipline or Seriously Mentally Ill (SMI) shall receive twenty-one (21) hours per week of "tier time" and at least the minimum outside recreation time prescribed by Title 15, Section 1065.

Inmates may receive more tier time than the weekly allotted amounts when possible, between the completion of cleanup of the morning meal and lights out. The length of tier time may vary based on the number of inmates who will need to utilize the available showers, telephones, and automated kiosks.

In extraordinary circumstances, a supervisor may authorize less tier time than the weekly allotted amounts to ensure the safety and security of the facility, staff, and/or inmates. The scope and duration of the reduction in tier time will extend no further than necessary to address those extraordinary circumstances. When a supervisor authorizes a limitation on tier time, the authorizing supervisor shall ensure the date, time, and the reason for the limitation are recorded in the tier time log. The supervisor shall initial the log entry and notify the shift watch commander of the tier time limitation before the end of shift. The Facility Commander/designee must approve any tier time limitation which lasts longer than three (3) days.

The activities in a housing unit, such as sick calls, accu-checks, clothing exchange, commissary delivery, and disturbances, may, on occasion, interfere with the tier time schedule. Any unintentional or unplanned limitation of tier time which prevents custody staff from meeting the minimums outlined above shall be documented and reported to a supervisor. Staff and supervisors shall make reasonable efforts to ensure that the minimums are met.
(Add 04/2019)

120.10. DISCIPLINARY RESTRICTIVE HOUSING: The maximum disciplinary sanction will be 30 consecutive days of restrictive housing. Inmates receiving multiple discipline violations arising from a single incident shall be disciplined only for the most serious offense.

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Any inmate who is repeatedly returned to disciplinary restrictive housing, with no apparent change in behavior or substantial breaks between disciplines, will be assessed by a multi-disciplinary team which may include the facility Administrative or Operations Sergeant, a representative from the Centralized Classifications Unit (CCU), a representative from the Administrative Support Unit (ASU), and a mental health professional. This team will consider alternatives to disciplinary restrictive housing and develop an individualized plan for the inmate. This plan can include any combination of the following:

- Refer the inmate to mental health staff for evaluation, and consultation regarding possible interventions
- Refer the inmate to CCU for a classification review, and possible reclassification and relocation of the inmate to a different housing unit
- Consider imposing only non-restrictive housing disciplinary sanctions for minor violations on a temporary basis, and/or defer all restrictive housing disciplines for a period of approximately five (5) days
- Review the inmate's past grievances and requests to ensure there are no outstanding issues or patterns which may be contributing to the inmate's discipline issues
- Pursue any other individualized approach which may help to address the issue

(Add 04/2019)

120.15. RESTRICTIVE HOUSING AND INMATES WITH SERIOUS MENTAL ILLNESS:

If and when mental health staff determine an inmate with a serious mental illness should be housed in some form of clinical segregation to facilitate safe and proper treatment of the inmate, staff shall accommodate that housing request, even where the requested clinical segregation would meet the definition of restrictive housing. This clinical segregation shall occur only pursuant to orders of mental health staff and shall continue only for as long as clinically indicated. A Qualified Mental Health Professional shall document an inmate is to be housed as Seriously Mentally Ill Lockdown ("SMIL") in the inmate's electronic health record, and this shall populate as a "Medical Alert" in the Jail Information Management System (JIMSnet) accessible to all staff.

(Add 04/2019)

120.20. RESTRICTIVE HOUSING CONDITIONS, PRIVILEGES, AND PROGRAMMING:

Any cells used for restrictive housing shall meet the minimum standards as dictated by the Board of State and Community Corrections (BSCC).

The conditions, privileges and programming for inmates with serious mental illness who are segregated from the general population for any non-disciplinary reason shall be overseen by mental health staff.

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An inmate who is in restrictive housing due to discipline shall not be entitled to the same privileges and programming as other inmates during the term of the discipline.

(Add 04/2019)

130.00. MALE HOUSING UNIT DESCRIPTION: (Refer to Facility Specific Policy)

(Rev. 02/2019)

140.00. DORMITORY UNITS: (Refer to Facility Specific Policy)

(Rev. 02/2019)

150.00. FEMALE HOUSING UNITS: (Refer to Facility Specific Policy)

(Rev. 02/2019)

160.00. SHELTERED HOUSING: (Refer to Facility Specific Policy)

(Rev. 02/2019)

170.00. MEDICAL CLINIC HOUSING UNIT: (Refer to Facility Specific Policy)

(Rev. 02/2019)

11.200. HOUSING GUIDELINES

210.00. INMATE WORKERS: Inmate workers shall be housed separately from other inmates. (Refer to Bureau Policy Section 13.100.00)
(Rev. 02/2019)

215.00. AMERICANS WITH DISABILITIES ACT (ADA) ACCOMODATIONS IN HOUSING UNITS: Inmates with disabilities shall not be denied any programs, activities, or opportunities provided to other inmates based on their disabilities. Inmates with disabilities shall have the same responsibilities that other inmates have including, but not limited to, cleanliness and sanitation requirements, facility rules, and proper dress.
(Refer to Bureau Policy Section 18.066.00)
(Rev. 02/2019)

220.00. STAFF OF OPPOSITE GENDER ANNOUNCING PRESENCE IN INMATE HOUSING AREAS: Staff members of the opposite gender of the inmates in a housing area shall announce or have their presence announced when entering into the area.
(Add. 06/2013)

230.00. INMATE PRIVACY: Inmates shall have the ability to shower, use the restroom, and change clothing, without non-Health Services staff of the opposite gender viewing their breasts, buttocks, or genitalia. Exceptions are when accidental viewing is the result of:

- Exigent circumstances
- Safety or cell checks

(Rev. 02/2019)

240.00. TIER TIME: Staff shall allow eligible inmates the maximum amount of tier time possible, based on inmate population and staffing levels. Inmates shall not be required to participate in tier time.

Each facility shall implement a tier time program in accordance with inmate classification level and facility layout. (Refer to Facility Specific Procedures manual)
(Rev. 09/2019)

245.00. LIGHTS OUT: Lights out at all facilities are generally 2200 hours Sunday through Thursday nights and 2300 hours on Friday, Saturday and non-court nights. (Refer to Facility Specific Procedures manual)
(Rev. 09/2019)

11.200. HOUSING GUIDELINES

250.00. DEFACING COUNTY PROPERTY: Inmates shall not write on, paste pictures on, or deface walls or windows.
(Rev. 04/2008)

260.00. RESTRICTED AREA: Inmate restricted areas are designated by red lines painted on the floors. Inmates shall enter and exit these areas only when instructed to do so by staff. (Refer to Facility Specific Procedures manual)
(Rev. 09/2019)

270.00. DRYING CLOTHING: Inmates shall not be permitted to hang items from the bunks, cell bars and/or dayroom bars as to prevent staff from observing any portion of the inmate or cell.
(Rev. 04/2008)

290.00. DRESS: Inmates shall be fully dressed when leaving the housing area wearing:

- Outer shirt
- Undergarments (t-shirt, briefs, brassiere for female inmates)
- Pants (no rolling up higher than necessary to prevent walking on the hem/cuff, waist band at proper height)
- Shoes
- Socks (not to be worn with shower shoes)

Inmates may be allowed to enter the dayroom without wearing an outer shirt at the staff's discretion. Inmates shall only be allowed to wear shower shoes while walking to and from the shower area and while showering.
(Rev. 02/2019)

295.00. CLEANLINESS AND SANITATION REQUIRED: Bunks shall be kept neat. Inmates shall be permitted to shower at least every other day and more often if possible. (Refer to Title 15, Section 1266)
(Rev. 02/2019)

297.00. TOILET PAPER: Staff shall ensure a sufficient supply of toilet paper is maintained at each housing unit.

Inmates identified as "hoarding" toilet paper supplies may be subject to discipline.

Staff shall investigate complaints of inadequate supplies of toilet paper and issue additional supplies as necessary.

11.200. HOUSING GUIDELINES

Shakedowns of housing units suspected of hoarding shall be conducted as authorized by a shift supervisor. Excessive toilet paper shall be removed from housing units. (Refer Bureau Policy Section 6.900.15 and Facility Specific Procedures manual)
(Rev. 09/2019)

299.00. FEMALE PERSONAL HYGIENE ITEMS (Female Housing Only): Staff shall ensure a sufficient supply of sanitary napkins, panty liners and tampons are maintained in the female housing units.

Staff shall not require proof if inmates need hygiene products in order to supply them. Individual inmates determined to be hoarding sanitary napkins, panty liners and tampons or using the products for purposes other than personal hygiene may be subject to discipline.
(Refer to Title 15, Section 1265)
(Rev. 09/2019)

11.300. UNIVERSAL PRECAUTIONS/CONTAMINATED CLOTHING

310.00. UNIVERSAL PRECAUTIONS: Staff shall use universal precautions when dealing with inmates. (Refer to the Bloodborne Pathogens Exposure Control Plan)
(Rev. 02/2019)

310.02. DISPOSABLE SURGICAL MASKS: Staff shall require inmates, identified by Health Services staff and suspected or known to have airborne communicable diseases, to wear surgical masks while outside their cells. Masks shall cover the mouth and nose areas. (Refer to Facility Specific Policy)
(Rev. 02/2019)

312.00. CONTAMINATED CLOTHING: Issued clothing or bedding known to be contaminated with lice or scabies shall be stored in sealed bags for a minimum of 14 days to eradicate or stop the spread of lice or scabies. After the 14 days, items shall be washed in 130° F water and heat-dried.

Inmate's personal clothing contaminated with lice or scabies shall be sealed in a bag and placed on their property. If inmates with such clothing are released prior to the 14 day time period, staff shall supply inmates with indigent clothes to change into and shall give the inmates their sealed clothing. Staff shall instruct inmates not to open bags until off the facility.

Yellow plastic bags: Staff shall ensure inmates place clothing and linens contaminated with lice, scabies, urine, vomit, or small amounts of blood, or other contaminants in yellow plastic bags. Staff shall indicate on the bags the contaminant, along with the date, and forward the bags to laundry. Laundry staff shall ensure such items are laundered as previously described.
(Rev. 02/2019)

315.00. BIOHAZARDOUS WASTE: Biohazardous waste includes but is not limited to:

- Waste requiring isolation precautions
- Items soggy, dripping, caked or flaking with blood
- Feces

Staff shall ensure disposal of biohazardous waste items that penetrate protective covers. Such items include but are not limited to mattresses and pillows.

Biohazardous waste shall be placed in red plastic biohazardous contamination bags. Bags shall be impervious to moisture and have sufficient strength to preclude ripping, tearing, or bursting under normal conditions of usage and handling and labeled biohazardous waste. Staff shall dispose of bags in biohazard waste containers. (Refer to the Department of Health and Human Services

11.300. UNIVERSAL PRECAUTIONS/CONTAMINATED CLOTHING

Centers for Disease Control and Prevention Article 13, Section 1264, California Medical Waste Management Act (California Health and Safety Code Sections 117600-118360) and Facility Specific Policy
(Rev. 02/2019)

11.500. OBSERVATION AND SPECIALTY CELL LOGS

501.00. SAFETY CHECKS: Facility Commanders shall ensure a sufficient number of staff are on duty to conduct at least hourly safety checks of inmates. Safety checks shall include direct visual observation at random times and complete documentation of the observations on the log. The intent of the safety checks is to account for the presence of inmates and to look for signs of observable distress or trauma. Safety staff shall conduct hourly safety checks and make direct visual observations of each cell, dorm/bunk areas, restrooms, showers and other areas where inmates could be located within their assigned housing areas. Special attention shall be paid to those areas hidden from staff's routine view. Safety checks are official documents and shall be documented accurately, including the activity that took place at the time of the safety check.

Initiating logs: Housing cell logs shall be used to document the observation of inmates.

Electronic logs: Computer-generated housing safety check logs shall be saved, and a new log generated every 24 hours at 0001 hours. Staff shall ensure the required information entered on the logs are complete and accurate.

Paper observation logs: If the computer-generated housing safety check system is unavailable, staff shall ensure the required information is entered on a paper observation log. Logs are to be complete and accurate, legible and written in black ink ballpoint pen. Paper observation logs shall be replaced every 24 hours at 0001 hours and routed per facility specific procedures manual.

Shift supervisors: Shift supervisors shall conduct visual checks of the housing units they are assigned at least once per shift.

Shift supervisors shall check the computer-generated housing safety logs for completeness. Shift supervisors shall document the safety check with their initials, employee number and time of the check when paper observation logs are used, and the electronic log system is unavailable.

(Rev. 04/2020)

501.10. DELAYED SAFETY CHECKS: Safety staff shall ensure no more than a 60 minute lapse between safety checks. Staff shall give advance notice to a shift supervisor when a log entry is anticipated to be delayed within the required 60 minutes. Safety staff shall document the reason for any delayed safety check either in the comment section of the computer-generated log or on the paper observation log or on an inter-office memorandum per Facility Specific Procedures Manual. Safety staff shall include the reason for the delay as well as the date and time.

REVIEWED 04/2020

11.500. OBSERVATION AND SPECIALTY CELL LOGS

When circumstances necessitate a delay in a safety check and the log entry, safety staff shall make every reasonable effort to resume the safety checks and log entries as soon as practical.

Safety staff are encouraged to make additional safety checks and log entries whenever they are present in a monitored area throughout the course of their duties.

(Rev. 11/2019)

520.00 SPECIALTY CELL CHECKS: Specialty Cell Log form shall be used in specialty cell locations and shall be used to document the observation of inmates. Staff shall use the appropriate log for the cell used along with the specialty cell log continuation page (ASU#191208).

Specialty cell logs shall be collected as inmates are cleared for booking or housing. Original specialty cell logs shall be placed in the inmate's booking jacket and copies shall be routed per Facility Specific Procedures Manual.

(Refer to Title 15, Sections 1006 and 1027, and Facility Specific Procedures Manual)

(Rev. 04/2020)

521.00. SOBERING CELL: Sobering cells shall be used to hold only those inmates who are a threat to their own safety or the safety of others due to their state of intoxication. Such inmates shall not be placed in the same cell with any other inmate except those who are sobering.

(Rev. 12/2010)

521.05. SOBERING CELL CHECKS: Safety staff shall conduct random direct visual observation of arrestees placed on sobering at least once every 30 minutes and note observations on the Sobering Cell Log form (ASU#191205).

(Rev. 04/2020)

521.08. INTOXICATION ASSESSMENT: If an arrestee is determined to be under the influence of drugs and/or alcohol during the intake health screening and appears to be a threat to their own safety or the safety of others, they shall be further evaluated by Health Services.

Arrestees may be placed in a sobering cell by safety staff. Health Services may also recommend an arrestee be placed in a sobering cell.

REVIEWED 04/2020

11.500. OBSERVATION AND SPECIALTY CELL LOGS

An initial medical evaluation shall be completed by a designated Health Services staff member upon placement in a sobering cell and at least every four hours thereafter. In no case shall an arrestee remain in a sobering cell longer than four hours without an evaluation by a Health Services staff member.

(Refer to Health Services Division Operational Procedure Manual, Section 303)
(Rev. 04/2020)

521.10. SOBERING CELL PLACEMENT PROCEDURES: Staff shall notify a shift supervisor when arrestees are placed in sobering cells. Staff shall inventory the arrestees' property and money and the arresting officer shall sign for it after the arrestee is placed in the sobering cell. Staff shall write "refused to sign" when arrestees refuse to sign their booking paperwork, and "unable to sign" when arrestees are unable to sign booking paperwork. Arrestees' shoes shall be removed and tagged with the arrestee name and booking number in accordance with Facility Specific Procedures Manual. Arrestees' clothing shall be noted on the Sobering Cell Log for identification purposes.

(Rev. 04/2020)

521.15. SOBERING CELL: SUPERVISOR AND HEALTH SERVICES REVIEW: Staff shall ensure arrestees not remain in the sobering cell longer than four hours without an evaluation by Health Services staff.

(Rev. 04/2020)

521.17. SOBERING CELL DURATION: Arrestees shall be removed from the sobering cell and placed in a regular booking cell as soon as they indicate an ability to continue with the booking process. Health Services shall medically clear inmates prior to removal from the sobering cell. (Refer to Health Services Division Operational Procedure Manual 303)

(Rev. 04/2020)

522.00. SUSPENDED BOOKING: Temporary holding cells shall be used to hold arrestees who are argumentative, unwilling, or refuse to comply with the booking process and are not in need of the protective environment of the sobering cell, or the more restrictive control of restraints or the safety cell. Such arrestees shall not be placed in the same cell with any other arrestees.

(Rev. 11/2019)

522.05. SUSPENDED BOOKING CELL PLACEMENT PROCEDURES: Staff shall notify a shift supervisor when arrestees are placed on suspended booking. Staff shall complete the Receiving Screening form prior to placement in a suspended booking cell. Staff shall notify Health Services upon placement in a

11.500. OBSERVATION AND SPECIALTY CELL LOGS

suspended booking cell. Staff shall inventory the arrestee's property and money and the arresting officer shall sign for it after the arrestee is placed into the suspended booking cell. Staff shall write "refused to sign" when arrestees refuse to sign their booking paperwork.

(Rev. 04/2020)

522.10. SUSPENDED BOOKING CELL CHECKS: Safety staff shall conduct random direct visual observation of arrestee placed on suspended booking at least once every 60 minutes and note observations on the Suspended Booking Log (ASU#191211).

(Rev. 04/2020)

522.15. SUSPENDED BOOKING CELL, SUPERVISOR AND HEALTH SERVICES REVIEW: Shift supervisors shall evaluate all suspended bookings every four hours. Shift supervisor's observations shall be noted on the suspended booking log. Arrestees shall not remain in suspended booking longer than eight hours without an evaluation/consultation by Health Services staff.

(Rev. 11/2019)

522.17. SUSPENDED BOOKING CELL DURATION: Arrestees shall be removed from the suspended booking cell and continue with the booking process as soon as they indicate a willingness and ability to continue with the booking process. Health Services shall medically clear inmates prior to removal from the suspended cell. (Refer to Health Services Division Operational Procedure Manual 320)

(Rev. 04/2020)

523.00. SUICIDE CELL: Suicide observation cells shall be used to house only those inmates who are a threat to their own safety or the safety of others. Inmates shall be housed on suicide watch only with approval of Health Services staff and a shift supervisor. Inmates that require suicide watch housing shall be transferred to an approved type two facility for evaluation and appropriate housing as soon as possible, but no later than 4 hours.

Inmates on suicide watch shall not have access to any sharp objects such as razors or pencils or any other items that may be used in a suicidal manner (e.g. plastic bags, shoe laces, sheets, etc.)

Safety staff shall complete a Strip Search Authorization form (ASU#020402) prior to removing the inmate's clothing. Inmates shall be provided with a safety/suicide

REVIEWED 04/2020

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gown, safety/suicide mattress and safety/suicide blanket. During meal times inmates shall be provided a disposable paper utensil.

A shower shall be offered for inmates in the suicide cell every 24 hours. Staff shall document when an inmate accepts or refuses a shower on the specialty cell log. If the inmate displays unusual or concerning behavior, staff shall consult with Health Services, Mental Health and a shift supervisor prior to providing the shower.

Safety/suicide gowns and safety/suicide blankets shall be laundered after each use. Mattresses shall be sanitized after each use. (Refer to Facility Specific Procedures Manual)

(Rev. 11/2019)

523.05. SUICIDE CELL CHECKS: Safety staff shall conduct random direct visual observations taking into consideration any visual obstructions such as a pony wall. Suicide cell checks shall be conducted at least twice every 30 minutes and observations shall be noted on the Suicide Watch Log (ASU#191201).

(Rev. 04/2020)

523.10. SUICIDE CELL MENTAL HEALTH EVALUATION: Staff shall ensure a mental health evaluation is conducted within 12 hours of placement in the cell, and every 24 hours thereafter. A psychiatrist or designated licensed clinician shall be responsible for determining when inmates are medically cleared to be removed from the cell. (Refer to Title 15, Section 1219)

(Rev. 05/2016)

524.00. SAFETY CELL: Safety cells shall be used to house only those inmates who display behavior that result in the destruction of property or reveals intent to cause physical harm to self or others. The safety cell shall not be used for punishment.

(Rev. 05/2016)

524.05. SAFETY CELL CHECKS: Safety staff shall conduct random direct visual observation at least twice every 30 minutes and note observations on the Safety Cell Log (ASU# 191203).

(Rev. 04/2020)

524.10. SAFETY CELL PROCEDURES: Water shall be offered to inmates hourly and at mealtime. Staff shall document when inmates accept or refuse food and/or fluids on the Safety Cell Log. During meal times, inmates shall be provided a disposable paper utensil. Inmates shall be provided with a safety/suicide gown,

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safety/suicide mattress and a safety/suicide blanket. Safety staff shall complete a Strip Search Authorization form prior to removing the inmate's clothing.

A shower shall be offered for inmates in the safety cell every 24 hours. Staff shall document when inmates accept or refuse a shower on the Safety Cell Log. If the inmate displays unusual or concerning behavior, staff shall consult with Health Services, Mental Health and a shift supervisor prior to providing the shower.

The safety cell shall be cleaned daily, while in use and immediately following the removal of an inmate.

Safety/suicide gowns and safety/suicide blankets shall be laundered after each use. Safety/suicide mattresses shall be sanitized after each use. (Refer to Title 15, Section 1055 Facility Specific Procedures Manual and Health Services Division Operational Procedure Manual 300 and 300.05)
(Rev. 04/2020)

524.15. SAFETY CELL: SUPERVISOR AND HEALTH SERVICES REVIEW:

Inmates shall be placed in a safety cell with the approval of a psychiatrist, designated licensed clinician and/or trained registered nurse and a shift supervisor. A shift supervisor shall review continued retention, with Health Services staff, every four hours. Staff shall ensure an evaluation is conducted within 12 hours of placement in the cell, and every 24 hours thereafter, by a psychiatrist, designated licensed clinician and/or trained registered nurse Health Services staff member. A psychiatrist, designated licensed clinician and/or trained registered nurse Health Services staff member shall be responsible to medically clear inmates for removal from the safety cell. (Refer to Health Services Division Operational Procedure Manual 318)

(Rev. 04/2020)

526.00. WATER SHUT OFF CHECKS: Shift supervisors and Health Services staff shall be advised when the water is shut off in cells for more than one hour. Safety staff shall ensure inmates are medically assessed no later than four hours from the time the water is shut off. Safety checks shall be conducted at least hourly through direct visual observation, with the exception of specialty cells. Specialty cells shall be checked at the durations stated elsewhere. Water and toilet facilities shall be offered during safety checks. Water shall not be shut off as a form of discipline. Observations shall be documented on the housing observation log and in the housing pass down log.

(Rev. 04/2017)

11.500. OBSERVATION AND SPECIALTY CELL LOGS

540.00. MAINTAINING AND DISPOSING OF LOGS: Facility commanders/designees shall ensure the disposal and shredding of logs, when it is decided shredding is appropriate, is done on site or at the County Record Storage and Destruction Service.

Copies of logs shall be maintained at each facility.
(Rev. 11/2019)

545.00. PRESERVATION OF VIDEO OR OTHER TYPES OF ELECTRONIC IMAGING SYSTEM RECORDS: The use of video cameras, or other types of electronic imaging systems shall be authorized and encouraged in situations having potential to generate inmate complaints or criminal investigations. Such situations include, but are not limited to, contact with a hostile or uncooperative inmate, placing an inmate on discipline, or an inmate providing information that may lead to a criminal investigation.

Original video or other imaging system records shall be retained in accordance with California Code of Civil Procedures Section 352.1(a), Senate Bill 688 and Bureau Policy Section 11.550.00.
(Rev. 11/2019)

550.00. LENGTH OF MAINTENANCE LOGS AND FORMS: Logs, forms, and recorded images shall be stored for the minimum period listed below. Logs and reports pertinent to an unresolved civil action shall be retained until the Civil Liabilities commander authorizes their destruction.

SECURITY

LOG/REPORT NAME	FREQUENCY OF LOG	FILED AT	DURATION
Administrative Housing Logs	Daily	Admin.	36 months
Audit and Inspection Logs	Monthly	Admin.	36 months
Back Gate Logs	End of Shift	Admin.	90 days
Bar Code Exception Logs	End of Shift	Admin.	36 months
Bar Code Observation Log	End of Shift	Admin.	36 months
Contraband Log	Monthly	Admin.	36 months
Daily Count Sheets	Daily	Admin.	36 months
Discipline Reports	End of Shift	Admin.	36 months
Employee Meal Log	Daily	Admin.	36 months

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Grievances/Grievance Appeals	End of Shift	Admin.	36 months
Inmate Activity Log	Daily	Admin.	6 months
Inmate Refusal to Attend Court	On Completion	Admin.	36 months
Inmate Grievance Report Logs	Annual	Admin.	<u>60</u> months
Inmate Injury Report Logs	Annual	Admin.	Indefinite
Inmate Injury Reports	End of Shift	Admin.	36 months
Intake Activity Log	Monthly	Admin.	90 days
Restrictive Diet Log	Weekly	Admin.	36 months
Jail Discipline Report Logs (JDR)	Annual	Admin.	Indefinite
Key Control Inventory	Monthly	Admin.	90 days
Legal Mail Logs	Daily	Admin.	36 months
Official Visiting Log	Monthly	Admin.	Indefinite
Outdoor Recreation Logs	Daily	Admin.	12 months
Phone Logs	Monthly	Admin.	6 months
Pre-Sentence Release Agreement	On Completion	Admin.	36 months
Release Cancellation Logs	Daily	Admin.	90 days
Request for Facility Tour	On Completion	Admin.	36 months
Safety Checks	Daily	Admin.	36 months
Safety Cell Logs	Daily	Admin.	36 months
Search Logs	Monthly	Admin.	36 months
Segment Logs (Tier Logs)	Daily	Admin.	90 days
Shakedown Logs	End of Shift	Admin.	90 days
Shift Roster	End of Shift	Admin.	36 months
Sobering Cell Logs	Daily	Admin.	36 months
Strip Search Authorization	On Completion	Admin.	36 months
Suicide Cell Logs	Daily	Admin.	36 months
Suspended Booking Logs	Completion of Booking	Admin.	36 months
Temporary Operating Procedure (TOP)	On Completion	Admin.	36 months
Unit Checklist Log	Monthly	Admin.	36months
Video Tapes/Other Electronic Imaging System Records (Not Retained as Evidence)	Daily	Admin.	24 months
Watch Commander Logs	Daily	Admin.	Indefinite

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CULINARY

LOG/REPORT NAME	FREQUENCY OF LOG	FILED AT	DURATION
4 Week Inmate Menu Cycling	On Completion	Culinary	36 months
Medical Diets (Patients)	On Completion	Culinary	36 months
Nutritional Analysis	On Completion	Culinary	36 months
Fiscal Accounting	On Completion	Culinary	7 years

TRANSPORTATION

LOG/REPORT NAME	FREQUENCY OF LOG	FILED AT	DURATION
Pull Notice (DMV)	On Completion	Transportation	1 yr. after employee leaves
DMV Class 3 Testing Material	On Completion	Transportation	3 yr. after employee leaves
Vehicle Inspection Logs	On Completion	Transportation	90 days
Court Calendars	Court Days	Transportation	5 years
Credit Card Statements	As Received	Transportation	15 years
Daily Log	Daily	Transportation	5 years
Drivers' Log	On Completion	Transportation	5 years
Duty Call Memos	On Completion	Transportation	5 years
Duty Schedules	On Completion	Transportation	5 years
Inmate Movement Manifest	On Completion	Transportation	5 years
Month/Year End Statistics	As Required	Transportation	5 years
North Run Manifest	On Completion	Transportation	5 years
Out of County Manifest	On Completion	Transportation	5 years
Produce & Return Order Logs	On Completion	Transportation	5 years
State Prison Manifest	On Completion	Transportation	5 years
Teletypes	As Received	Transportation	5 years
Vehicle Maintenance Reports	On Completion	Transportation	Life of the Vehicle

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ADMINISTRATION

LOG/REPORT NAME	FREQUENCY OF LOG	FILED AT	DURATION
Authorization to Withhold Internet Booking Information	On Completion	Admin.	60 months
Consent and Release Form: Minors Touring Jail Facilities	On Completion	Admin.	36 months
Inmate Hospital Billing	Daily	Admin.	36 months
Medical Budget	Yearly	Admin.	36 months
Facility Inspection Forms	Weekly	Admin.	36 months

FISCAL

LOG/REPORT NAME	FREQUENCY OF LOG	FILED AT	DURATION
Fiscal Trans/Records	Daily	Admin.	36 months
Inmate Ledgers	Daily	Admin.	36 months
Release Papers	Daily	Admin.	36 months
Transaction Reports	Daily	Admin.	36 months
Transfer Reports	Monthly	Admin.	36 months

MEDICAL

LOG/REPORT NAME	FREQUENCY OF LOG	FILED AT	DURATION
Controlled Substance Count	On Completion	Pharmacy	5 years
Flu Vaccine Log	On Completion	Medical	10 years
Key Control	Monthly	Admin.	36 months
Medical Jacket	On Completion	Medical	7 years

MAINTENANCE/WAREHOUSE/LAUNDRY

LOG/REPORT NAME	FREQUENCY OF LOG	FILED AT	DURATION
Bus Wash Lab Reports	On Completion	Maintenance	Indefinite
Environmental Health	On Completion	Maintenance	Indefinite
Fire Inspection	On Completion	Maintenance	Indefinite
Interoffice Memos	On Completion	Maintenance	36 months
Laundry Reports	On Completion	Support Services	36 months
Maintenance Logs	On Completion	Maintenance	36 months
Maintenance Request	Daily	Maintenance	36 months
Supply Request	Daily	Supply	36 months

(Rev. 04/2020)

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11.500. OBSERVATION AND SPECIALTY CELL LOGS

560.00. ADMINISTRATIVE HOUSING OBSERVATION LOGS:

(Refer to Facility Specific Procedures Manual)

(Rev. 11/2019)

570.00. ADMINISTRATIVE HOUSING LOG AUDIT:

(Refer to Facility Specific Procedures Manual)

(Rev. 11/2019)

REVIEWED 04/2020

11.700. MEAL SERVICE

740.00. MEAL SERVICE PROCEDURES: The Facility Commander/designee shall establish written procedures for meal service outlined in their Facility Specific Procedures Manual.

At minimum, these procedures shall address:

- Meal Service for enroute bookings, court returns, hospital returns and doctor visit returns

(Rev. 01/2020)

750.00. MEAL SERVICE REQUIREMENTS: Meals shall be served three times in a 24-hour period, exceptions shall be made for religious diets and disciplinary restrictive diets. At least one of these meals shall include hot food.

If more than 14-hours pass between meals, supplemental meals shall be served. Additionally, supplemental meals shall be served in less than the 14-hour period for inmates on medical diets requiring more than three meals.

Meals delivered to the housing units via chow carts, shall be served no later than 20 minutes from the time the meals have arrived. Once the food trays are delivered to the housing unit, safety staff shall prepare for the delivery of the meals. The expectation is for the meal to be delivered promptly. If this process needs to be delayed longer than 20 minutes, a supervisor shall be notified for approval.

Meals shall be served only under the immediate supervision of a staff member. (Refer to Title 15, Sections 1240 and 1246, California Retail Food Code Section 114000(a)(2) and Facility Specific Procedures Manual)
(Rev. 01/2020)

760.00. MEAL SERVICE GUIDELINES: The following guidelines shall be implemented in each facility's meal service procedures:

- Safety staff shall conduct a visual inspection of all inmates during meal service. Inmates who eat in cells shall stand at the door prior to meal service. Safety staff shall visually check each inmate for any medical or behavioral problems. Inmates who eat in dayrooms or chow halls shall leave their bunks and line up for meal service. Safety staff shall visually check that all inmates have left their bunks. After the inspection, an inmate who does not wish to eat may return to their bunk or cell
- Inmates shall be allowed a minimum of 15 minutes to eat
- Those inmates with physical ailments or conditions that prevent them from eating within the 15 minute guideline, shall be given additional time to finish. If necessary, they will be placed at a designated "slow eaters" table

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- Inmates prescribed a medical/religious meal shall be given their meal service first
- Inmates who refuse to eat their medical meal shall be offered a regular food tray. Safety staff supervising the meal service process shall write "refused" on the medical meal slip with the deputy's name, employee number, date and time. The medical meal slip shall be sent to Health Services
- Health Services staff shall evaluate each inmate who refuses to eat their medical meal on a consistent basis
- Inmates who refuse to eat their religious meal shall not be offered a regular food tray. The religious meal slip does not need to be signed by the inmate or completed by safety staff. Inmates shall remain on their religious meal until they request for removal or until they violate the religious meal agreement.
- Safety staff supervising the meal service process shall ensure all meal service implements are returned when the meal is finished

Staff shall refer to Bureau Policy Section 12.2652.00 when inmates refuse their religious meal and consume foods not consistent with their religious meal. (Refer to Title 15, Sections 1240 and 1248 and Nursing Operational Procedure 328) (Rev. 07/2019)

770.00. INMATE FOOD HANDLERS: Prior to assuming their food service assignment, all kitchen inmate workers shall:

- Be examined and cleared by Health Services staff
- Within two weeks, successfully participate in and receive a Certified Food Worker Card

To comply with California Retail Food Code Sections 113953.3-113978, food handlers shall:

- Wear clean, washable outer garments which shall be changed daily
- Wash hands and arms with cleanser and warm water immediately after using toilet facilities and before commencing work and at such other times as are necessary to prevent contamination of food
- Wear hairnets, caps or other coverings to confine all hair. Inmate food handlers shall secure long hair back with authorized material prior to donning the hair covering
- Wear disposable gloves when preparing or serving any food items even if the meal is not going to be cooked or served immediately
- Use tongs or other implements rather than hands
- Not handle food or utensils while having open cuts or sores
- Not enter or work in the kitchen if suffering from a communicable disease

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- Refrain from spitting or using tobacco in any form in any area where food is prepared, served, stored or utensils are cleaned or stored
- Not commit any act which may result in contamination or adulteration of any food, food contact surface or utensil

(Refer to Title 15, Section 1230, Bureau Food Services Manual Section 18.600 and California Retail Food Code Sections 113953.3-113978)

(Rev. 01/2020)

780.00. MISSING UTENSILS: If a staff member has reason to believe an inmate has kept a food utensil, safety staff shall notify a shift supervisor after all attempts to locate the missing utensil have failed.

(Rev. 07/2019)

790.00. HUNGER STRIKE: Safety staff shall notify Health Services when any inmate refuses to eat for more than 48 hours or states that they are on a hunger strike. (Refer to Health Services Operational Manual 328.1)

(ADD. 07/2019)

11.800. INMATE CLOTHING AND BEDDING

810.00. ISSUED CLOTHING AND BEDDING: (Refer to Facility Specific Policy)

(Rev. 07/2019)

815.00. ISSUED CLOTHING: Clothing issued to inmates shall be clean, laundered, in good repair and free of vermin or infestation. Issued clothing shall include but is not limited to socks and footwear, outer garments, and undergarments. (Refer to Title 15, Sections 1260 and 1262)

(Rev. 03/2019)

830.00. STANDARD CLOTHING ISSUE: Inmates shall be issued:

- One shirt and one pair of pants
- Male inmates receive one pair of underwear
- Female inmates receive two pairs of panties, two bras and a numbered laundry bag
- Transgender and intersex inmates shall be issued two bras if needed
- One pair of socks
- One pair of shoes
- One undershirt
- One towel
- One serviceable mattress
- One blanket
- One mattress cover or one sheet

Inmates requiring a head covering for modesty shall be issued two county head covers.

Two blankets or sleep bag may be issued in place of one mattress cover or one sheet. (Refer to Facility Specific Policy)

(Rev. 07/2019)

840.00. INMATE WORKERS: Inmate workers shall be issued clothing or shoes according to their work assignment. Inmate workers may purchase Velcro tennis shoes sold through commissary. (Refer to Bureau Policy Section 11.1045.00 and 11.1055.00)

(Rev. 03/2019)

850.00. KITCHEN WORKERS: In addition to the initial clothing issued, facility kitchen workers shall receive:

- One shirt
- One pair of pants

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Kitchen clothing will be blue, white, or khaki.
(Rev. 02/2019)

855.00. CLOTHING EXCHANGE SCHEDULE: (Refer to Facility Specific Policy)
(Rev. 02/2019)

855.05. PRIVACY DURING CLOTHING EXCHANGE: Inmates shall be afforded privacy during clothing exchange by allowing them to cover their breasts, buttock, and genitals with non-exchanged items.
(Rev. 03/2012)

860.00. EXCHANGE OF UNDERGARMENTS (WHITE ROLL): Staff shall exchange inmates' undergarments, consisting of socks, t-shirts, and underwear twice in a seven day period. In lieu of the regular exchange, female inmates may choose to have their issued clothes washed in their unit if facilities have washers and dryers available in the female unit(s). This affords them the opportunity to retain jail-issued clothing that is comfortable and clean. Undergarments that are torn or have holes shall be replaced. Exchanges shall include one clean towel. Items shall be exchanged one-for-one, unless medical needs necessitate additional undergarments as directed by Health Services staff. (Refer to Title 15, Section 1262 and Facility Specific Policy)
(Rev. 07/2019)

862.00. EXCHANGE OF OUTER GARMENTS: Staff shall exchange inmates' outer garments, consisting of one issued shirt and one pair of issued pants once in a seven day period. Items shall be exchanged one-for-one, unless medical needs necessitate additional outer garments as directed by Health Services staff. (Refer to Title 15, Section 1262 and Facility Specific Policy)
(Rev. 07/2019)

865.00. INMATE WORKER CLOTHING EXCHANGE: Inmate workers shall receive clothing exchange after completion of their duties. (Refer to Facility Specific Policy)
(Rev. 02/2019)

868.00. SHEET EXCHANGE: Staff shall issue one mattress cover or one sheet and exchange it once in a seven day period. Sheets shall be exchanged one-for-one, unless medical needs necessitate additional sheets as directed by Health Services staff (Refer to Title 15, Section 1270 and Facility Specific Policy)
(Rev. 07/2019)

869.00. BLANKET EXCHANGE: Staff shall issue one blanket and exchange it on a monthly basis. Blankets shall be exchanged one-for-one, unless medical

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needs necessitate additional blankets as directed by Health Services staff. (Refer to Title 15, Section 1271 and Facility Specific Policy)
(Rev. 03/2019)

870.00. EXTRA ITEMS AND DISCIPLINE: Inmates shall not possess extra items of clothing or bedding beyond what is issued to them, unless approved by Health Services staff. Inmates may be disciplined if they damage or destroy clothing or bedding. (Refer to Bureau Policy Section 12.2500)
(Rev. 07/2019)

880.00. ISSUED MATTRESSES: Inmates shall be issued clean and sanitized mattresses in good condition. Staff shall inspect mattresses for cracks or tears. Staff shall ensure mattresses are cleaned with an approved disinfectant solution as soon as practical when they are returned. Clean mattresses shall not be stored in the same area as uncleaned mattresses.
(Rev. 07/2019)

11.1000. CLOTHING INVENTORY

1010.00. CLOTHING INVENTORY AT INTAKE: (Refer to Facility Specific Procedures Manual)
(Rev. 04/2020)

1015.00. PERSONAL PROPERTY/MONEY RELEASE: Staff may authorize the release of an inmate's personal property once the inmate completes an Inmate Property/Money Release/Clothing Exchange Request form (ASU#000301).

Staff may allow inmates to exchange or add personal clothing under the following circumstances:

- Clothing is damaged
- Clothing was seized as evidence
- Clothing is too small
- Inmate was booked without clothing

Inmate Property/Money Release/Clothing Exchange shall be available seven days a week during normal business hours of 0800 to 1600. It is the inmate's responsibility to notify the approved party when the Inmate Property/Money Release/Clothing Exchange Request form has been approved.
(Rev. 04/2020)

1045.00. RETENTION OF PERSONAL SHOES: Inmates shall not retain personal shoes unless they have a medical need which cannot be met by shoes sold through commissary and have authorization from Health Services staff. (Refer to Facility Specific Procedures Manual)
(Rev. 04/2020)

1050.00. ORANGE CANVAS SHOES: Orange canvas shoes are available for inmates to purchase through commissary.

- Staff shall inscribe the shoes with the inmate's booking number on the exterior portion of the shoe
 - Staff shall not allow inmates to transfer ownership of shoes
- (Rev. 02/2019)

1055.00. VELCRO SHOES: Velcro shoes are available through commissary. Staff shall only allow those inmates with an authorization from Health Services or if they are an inmate worker to possess Velcro shoes. Staff shall inscribe the shoes with the inmate's booking number on the exterior portion of the shoes. The Inmate Services Unit (ISU) shall provide shoes to indigent inmates, upon request.
(Rev. 04/2020)

11.1000. CLOTHING INVENTORY

1060.00. U.S. MARSHAL INMATES-RELEASE OF CLOTHING AND PROPERTY: Staff shall ensure inmates authorize the release of personal property prior to being transported by the U.S. Marshal. Inmates shall fill out a U.S. Marshal Inmate Property Release Request Form (ASU#080503) designating a friend, family member, or attorney as the recipient of property. Property officers shall disposition the property, update the clothing and property inventory in JIMSnet, and route completed forms to the inmate's booking jacket.
(Rev. 04/2020)