9.100. SEARCHES

9.110.00. CURSORY SEARCHES: As used in this policy section, a cursory search means a search of an arrestee/inmate by a Department staff member for the purpose of discovering any object or substance in the possession of the arrestee/inmate that could be used to harm their self or others, damage the jail facility, or attempt escape and to discover any evidence of a crime, contraband, undeclared property, money or valuables.

Cursory searches may be conducted at any time, on any arrestee/inmate, by safety staff in order to discover and retrieve concealed weapons and/or contraband which may be hidden under an arrestee's/inmate's clothing.

Every arrestee/inmate entering a jail facility shall be required to submit to a cursory search. Such a search may initially be accomplished by the arresting or transporting officer; however, prior to processing the arrestee into a facility, the cursory search shall be repeated by a safety staff member of that facility.

While conducting cursory searches, staff shall use their hands and fingers to examine the arrestee's/inmate's body and clothing for any non-clothing items not voluntarily declared or surrendered previously. Patting of the arrestee's/inmate's body and clothing and squeezing of the clothing, especially seams, pockets, and unexplained masses, shall be utilized to accomplish the cursory search. Detected objects shall be removed by the searching staff member. Staff shall be cautious of the potential presence of sharp objects, such as razor blades and hypodermic needles, while searching arrestees/inmates. (Refer to Department Manual Section 3.454 and Bureau Policy Sections 7.110.10, 8.130.00, and 8.130.05)

Whenever a female arrestee/inmate is confined in any jail facility, there shall be an appropriately trained female safety staff member or female professional staff member assigned, available, and accessible for the supervision of the female arrestee/inmate.

It shall be unlawful for any custody staff member to search an arrestee/inmate of the opposite sex, or to enter into the room or cell occupied by any arrestee/inmate of the opposite sex, except in the company of an employee of the same sex as the arrestee/inmate. Staff may enter the room, dorm or cell occupied by any arrestee/inmate of the opposite sex without the company of an employee of the same sex as the arrestee/inmate if there is a medical or safety emergency. (Refer to Penal Code Section 4021)
(Rev. 05/2020)

9.111.00. HEAD COVERINGS: Head coverings worn for religious reasons may be used to conceal contraband. Safety staff may search head coverings to ensure they are free from objects that could injure staff, arrestees, or inmates. Searching staff shall be of the same gender as the inmate and searching shall be conducted in a private area if

available. Arrestees that require a head covering for modesty shall be issued two county head covers. (Refer to Bureau Policy Section 12.2658.00)
(Rev. 07/2019)

9.113.00. CURSORY SEARCHES OF VISITORS: Visitors may be searched with probable cause or with the visitor's consent. Visits shall be denied to visitors who do not consent to being searched. Cursory searches shall be conducted by safety staff of the same gender as the visitors. Jail facilities shall maintain a Search Log (ASU#070902) and document cursory searches conducted on visitors. (Refer to Bureau Policy Section 11.550.00)
(Rev. 07/2019)

9.115.00. VEHICLE SEARCHES: A warrantless search of a visitor's vehicle may be conducted with the visitor's consent, when there is reasonable suspicion to believe a crime is being committed, or when it is known the vehicle contains weapons, drugs or items which are illegal to possess on jail property. Visits shall be denied to visitors who do not consent to the searches. Staff shall document each vehicle searched on a Search Log (ASU#070902). Facility Commanders/designees shall ensure logs are maintained. (Refer to Penal Code Sections 4573 and 4574 and Bureau Policy Section 11.550.00)
(Rev. 07/2019)

9.120.00. SEARCH DEFINITIONS:
STRIP SEARCH: A search that requires an arrestee/inmate to remove or arrange some or all clothing so as to permit a visual inspection of their breasts, buttocks, or genitalia.

GENERAL POPULATION: General population shall be defined as the inmates' living or housing area. This is the location the inmate resides and sleeps in. General population shall not be confused with the commonly used term of the same name for inmate classification.

TRANSGENDER: An arrestee/inmate whose gender identity (internal sense of feeling male or female) is different from the arrestee's/inmate's assigned sex at birth.

INTERSEX: An arrestee/inmate whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.

EXIGENT CIRCUMSTANCE: Any set of temporary and unforeseen circumstances that require immediate action in order to combat a threat to the security or institutional order of a facility. A staffing shortage would not constitute as an unforeseen emergency unless it was due to a riot or natural disaster.
(Rev. 09/2019)

9.100. SEARCHES

9.121.00. STRIP SEARCHES: Detention facilities are unique places fraught with serious security dangers. Weapons, contraband, gangs or organized crime activities and arrestees/inmates prone to violent behavior all jeopardize the safety and security of the facility.

Preventing the introduction of contraband is essential to deter or eliminate harm to arrestees, inmates, staff and visitors and prevent escape.

The Department has a duty to ensure the safety and security of all staff, arrestees, inmates and visitors. Strip searches are necessary to locate contraband and ensure safety and security.

Approved strip searches shall be conducted in the designated strip search area of each facility. Safety staff shall complete the Strip Search Authorization form (ASU#020402) for every strip search and receive shift supervisor approval prior to initiating the strip search.

The Department recognizes strip searches can be an invasive intrusion upon an arrestee's/inmate's privacy. Strip searches shall be conducted thoroughly and in a professional manner so as to cause minimal embarrassment, if any, to the arrestee/inmate. (Refer to *Florence v. Board of Chosen Freeholders of County of Burlington* (2012) 132 S.Ct. 1510 and Penal Code Section 4030)
(Rev. 05/2020)

9.122.00. PROCEDURES FOR CONDUCTING A STRIP SEARCH: Strip searches shall be conducted individually and may have a shift supervisor present to monitor the search. Safety staff shall audio record the strip search on their department issued belt recorder.

Arrestees/inmates shall not be strip searched in the immediate presence of other arrestees/inmates or non-authorized staff, the only exception is Health Services staff.

Strip searches shall only be conducted:

- By safety staff or authorized professional staff at the Type I jails, of the same gender, (exception for transgender or intersex inmates) as arrestees/inmates whose participation in the search is required by their official duties, unless exigent or emergency circumstances exist
- In an area of privacy so the search cannot be observed by persons not participating in the search
- By the minimum number of safety staff required for legitimate security interests
- If a shift supervisor monitors the strip search, and is the opposite gender of the arrestee/inmate, they shall position their self to keep visual observation of the

safety staff member conducting the search. The shift supervisor shall not visually witness the arrestee/inmate during the search

- If a shift supervisor monitors the strip search, they shall conduct a recorded post-search interview with the arrestee/inmate. The shift supervisor shall summarize any statement given to them by the arrestee/inmate on the supervisor's comments section of the Strip Search Authorization form
- Safety staff should make every effort to conduct the strip search in an area where the safety staff member can position their self to be visible on video surveillance while the arrestee/inmate is out of view of the camera. Safety staff shall not allow any part of their body to be out of view of the camera while conducting the strip search

The arrestee/inmate shall be required to completely disrobe. Searching staff shall complete a detailed physical examination of all clothing items. The arrestee/inmate shall open the mouth, raise the arms, display the bottoms of feet, raise the breasts or testicles, when applicable, bend forward at the waist and simultaneously spread the buttocks to allow the searching staff to view the openings of the anus and vagina to ensure no protruding objects are present.

Except when necessary to restrain combative or uncooperative arrestees/inmates, to protect themselves and others, or to prevent loss or destruction of evidence, staff shall not touch the body of arrestees/inmates being strip searched. When an arrestee/inmate refuse to cooperate with the search and it becomes necessary to restrain the arrestee/inmate to accomplish the search, safety staff shall, as soon as possible, advise their supervisor of the circumstances and seek the supervisor's guidance prior to proceeding. (Refer to Department Manual Section 3.458 and Penal Code Section 4030(j))

Original Strip Search Authorization forms shall be forwarded to the facility's administration. After review and signature, the original Strip Search Authorization forms shall be filed in the inmate's booking jacket. Staff may initiate criminal and discipline reports if contraband is found as a result of a strip search.

Staff shall update the Inmate Searches Screen located in JIMSnet and provide all necessary information upon completion of a Strip Search Authorization form, Physical Body Cavity Search Authorization form (ASU#020401) and Cross Gender Inmate Search Form (ASU#121712). Necessary information shall be entered into JIMSnet by the staff member completing the form and shall be inputted prior to the release of the inmate. (Refer to Facility Specific Procedures)
(Rev. 05/2020)

9.123.00. STRIP SEARCHES OF NEW ARRESTEES BEING INTRODUCED INTO GENERAL POPULATION: Strip searches may be permitted, at the discretion of the

shift supervisor, without reasonable suspicion just before a new arrestee enters general population with the following charges:

- Any felony
- Misdemeanor narcotics (sales or possession)
- Misdemeanor weapons possession
- Misdemeanor offenses involving violence
- Administrative violations including Penal Code Sections 1203.2, 3000.08, 3056, and 3455

Safety staff may perform strip searches on arrestees who are introduced into general population with any other misdemeanor offence only when there is reasonable suspicion based on specific articulable facts that the arrestee is concealing weapons, drugs or contraband with prior approval of the shift supervisor. (Refer to *Florence v. Board of Chosen Freeholders of County of Burlington* (2012) 132 S.Ct. 1510 and Penal Code Section 4030)
(Rev. 02/2019)

9.124.00. STRIP SEARCHES OF INMATES RETURNING TO GENERAL POPULATION: Safety staff may perform strip searches on inmates who are returning to general population only when there is reasonable suspicion based on specific articulable facts that the inmate is concealing weapons, drugs or contraband with prior approval of the shift supervisor. (Refer to *Florence v. Board of Chosen Freeholders of County of Burlington* (2012) 132 S.Ct. 1510 and Penal Code Section 4030)

Safety staff may strip search the aforementioned inmates returning to general population from the following locations:

- Court
- Work assignments
- Infirmary
- Intake
- Visiting
- Vestibules for official visiting purposes
- Law library
- Facility transfers

Safety staff shall not strip search arrestees/inmates returning to facilities from court who have been ordered released, unless authorized by a search warrant.
(Rev. 07/2019)

9.125.00. STRIP SEARCHES OF INMATES WITHIN GENERAL POPULATION: Safety staff may perform a strip search of an inmate who is being transferred from one housing unit to another within the same facility if there exists reasonable suspicion

based on specific articulable facts that the inmate is concealing weapons, drugs, or contraband.

Safety staff may perform a strip search on an inmate who is in their housing or living area when there is reasonable suspicion based on specific articulable facts that the inmate is concealing weapons, drugs or contraband with prior approval of the shift supervisor.

The following inmates are included in the definition of "within" the housing area:

- Inmates enroute to meal service (at facilities that require the inmate to physically leave their housing unit)
- Inmates enroute to locations that are under the direct observation of staff

Direct supervision is defined as constant uninterrupted visual observation, either directly or by video. (Refer to *Florence v. Board of Chosen Freeholders of County of Burlington* (2012) 132 S.Ct. 1510 and Penal Code Section 4030)
(Rev. 07/2019)

9.126.00. ADDITIONAL SEARCH PROCEDURES FOR TRANSGENDER AND INTERSEX ARRESTEES/INMATES: Searches of transgender and intersex arrestees/inmates shall be conducted in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

Staff shall not search or physically examine a transgender or intersex arrestee/inmate for the sole purpose of determining the arrestee's/inmate's genital status. If the arrestee's/inmate's genital status is unknown, it may be determined during conversations with the arrestee/inmate, by reviewing medical records, or if necessary, by learning that information as part of a medical examination conducted in private by Health Services staff. Safety staff shall ask the arrestee/inmate what gender they identify with.

Cursory Searches: Female safety staff may conduct cursory searches on all transgender and intersex arrestees/inmates. Male safety staff shall ask transgender and intersex arrestees/inmates which gender of staff they prefer to be searched by prior to the search. Staff should honor the arrestee's/inmate's request unless an exigent circumstance exists. If an inmate's/arrestee's preference cannot be accommodated due to an exigent circumstance, then a Cross-Gender Inmate Search form shall be completed to document the search.

Strip Searches: Staff shall honor a transgender or intersex arrestee's/inmate's request regarding their preferred gender of safety staff who will conduct a strip search of them. If the arrestee's/inmate's preference cannot be accommodated due to exigent

circumstances, safety staff shall complete a Cross-Gender Inmate Search form to document the strip search.
(Rev. 09/2019)

9.127.00. CONTRABAND FOUND DURING A SEARCH: (Refer to Bureau Policy Section 6.940.05)
(Rev. 02/2019)

9.128.00. MASS STRIP SEARCHES: Mass strip searches are searches conducted on more than one arrestee/inmate at the same time. Mass strip searches shall not be authorized or conducted.
(Rev. 07/2019)

9.129.00. REFUSAL TO REMOVE A FOREIGN OBJECT: (Refer to Department Manual Section 3.458.10)
(Rev. 02/2019)

9.130.00. BODY CAVITY SEARCHES: Physical body cavity searches are defined as physical intrusions into an arrestee's/inmate's rectum, stomach or vagina. These searches shall only be conducted when probable cause exists to believe an arrestee/inmate possesses drugs, weapons or contraband.

Such searches shall only be conducted by physicians, nurses, or nurse practitioners licensed as such by the State of California. Such searches shall only be conducted in locations selected or approved by the medical personnel consistent with accepted medical standards and the protection of the arrestee's/inmate's privacy and dignity. Generally, no person may be allowed to observe the examination, except the examiner and a safety staff member, of the same gender as the arrestee/inmate, to ensure the safety of the examiner. The method of the examination shall be determined by the examiner and shall not violate commonly accepted medical techniques.

Safety staff shall complete a Physical Body Cavity Search Authorization form (ASU#020401), receive shift supervisor approval, and obtain a search warrant prior to initiating body cavity searches. Original Physical Body Cavity Search Authorization forms shall be forwarded to the facility's administration. After review and signature, the original Physical Body Cavity Search Authorization form shall be filed in the inmate's booking jacket. Staff may initiate criminal reports or disciplinary proceedings if contraband is found as a result of the search. (Refer to Penal Code Section 4030)
(Rev. 07/2019)

9.300. INMATE IDENTIFICATION (ID) CARDS AND MEDICAL WRISTBANDS:

300.05. INTRODUCTION: All arrestees booked into Type II detention facilities, and Work Release shall have an identification (ID) card reflecting their information. Type I detention facilities shall utilize the bureau approved wristband, noting the inmate's name and booking number. "Medical Alert" inmate status shall be noted on a yellow wristband and may be placed in the "NEEDS" portion of the ID Card.
(Rev. 07/2011)

310.00. YELLOW MEDICAL ALERT WRISTBAND: If at any time an inmate advises staff of a medical condition, Health Services shall be notified. On determination of the medical condition, a yellow medical alert wristband shall be applied to the inmate's left wrist by the Health Services staff or designated custody staff. The wristband shall contain the inmate's medical status printed in black ink.

Under no circumstances shall anyone other than Health Services staff or designated custody staff complete this procedure. Below is a list of medical terms that may be used on medical alert wristbands:

- Medical Status
- Diabetes
- Seizures
- Pregnant
- Cardiac, HTN
- Multiple Medical Diagnoses
- Drug Allergies
- Facility Equipment
- OK Shoes
- Special Diet

(Refer to Facility Specific Policy)
(Rev. 02/2019)

310.01. IDENTIFICATION OF INMATES WITH DISABILITIES: Inmates with disabilities shall wear a colored wristband, assigned by Health Services, allowing staff to visually identify from a distance that an inmate may be, due to a physical impairment, slow or unable to respond to commands. Health Services shall write the inmate's booking number on the wristband.

The following colors shall indicate the following disabilities:

- Red: Visual impairment
- White: Hearing impairment
- Blue: Physical impairment possibly requiring a mobility device

The purpose of this is to alert staff that the inmate may need reasonable accommodation to follow directions, understand what staff is communicating or need

specific types of assistance. If the bands are damaged housing safety staff shall ensure the inmate obtains a replacement from Health Services. (Refer to Bureau Policy Section 18.030.00)
(Rev. 02/2019)

310.03. MEDICAL ABBREVIATIONS FOR INMATE ID CARDS: The word "NEEDS" is printed on the front of the ID card in the lower left corner. Medical information may be identified in this area utilizing standard abbreviations. If needed, the information may comprise more than one medical abbreviation. Health Services staff, utilizing the current Special Housing/Medical Recommendation form (ASU#060401), shall provide the medical information to be placed on the ID card. The abbreviations may be added to the ID card by designated custody staff.

Below are the standard medical abbreviations that may be used on the inmate ID card:

- DIAB (Diabetes)
- SZ (Seizures)
- PREG (Pregnant)
- CARD (Cardiac, HTN)
- MDX (Multiple Medical Diagnosis)
- ALL (Drug Allergies)
- EQ (Facility Equipment)
- SHOES (OK Shoes)
- DIET (Special Diet)

(Refer to Facility Specific Policy)
(Rev. 02/2019)

310.04. INMATE PROGRAMING WRISTBANDS: Inmates participating in the Incompetent to Stand Trial program shall be issued teal wristbands. The wristbands shall have "JBCT/ROC" printed on them.

- JBCT (Jail Based Competency Treatment)
- ROC (Restoration of Competency)

(Rev. 02/2019)

310.05. WRISTBAND APPLICATION: Wristbands are used for identification purposes in Type I facilities and as a "medical alert" when issued by Health Services staff in Type II facilities. All wristbands shall be placed on the inmate's left wrist and replaced when necessary.
(Rev. 02/2019)

310.20. ABSENTEE BOOKINGS: Inmates who are admitted to the Arrowhead Regional Medical Center (ARMC) and booked absentee do not require an ID card.

9.300. INMATE IDENTIFICATION (ID) CARDS AND MEDICAL WRISTBANDS:

When transferred to West Valley Detention Center (WVDC), an ID card shall be made per Facility Specific Policy. (Refer to Bureau Policy Section 8.295.00)
(Rev. 02/2019)

310.30. REPLACEMENT OF ID CARDS: If an inmate is missing their ID card or it is damaged, torn or unreadable, it shall be replaced immediately after the inmate's identity is confirmed.
(Rev. 02/2019)

310.35. DISCIPLINARY PROCEDURES INVOLVING INMATE ID CARDS: Inmates shall be held responsible for maintaining their ID card. Any willful alteration or damage may result in disciplinary procedures. (Refer to Bureau Policy Section 12.2523.10)
(Rev. 02/2019)

320.05. OUT-OF-COUNTY/STATE PRISONER RELEASES: Inmates being released into the custody of another agency shall be sent to transportation with their inmate ID card. (Refer to Bureau Policy Section 10.110.00)
(Rev. 02/2019)

9.400. TELEPHONE CALLS

410.00. RIGHT OF ARRESTED PERSON TO MAKE TELEPHONE CALLS: Every arrestee shall be allowed to make at least three telephone calls, no later than three hours after arrest, at no expense, if the calls are completed to telephone numbers within the local calling area or at the arrestee's own expense if outside the local calling area.

Telephone calls may be made to the following:

- An attorney of the arrestee's choice
- A bail bondsman
- A relative or other person

As soon as practicable upon being arrested except where physically impossible, no later than three hours after arrest, the arresting or booking officer shall inquire as to whether the arrestee is a custodial parent with responsibility for a minor child. Upon confirmation, the arrestee is entitled to, and may request to, make two additional telephone calls at no expense if the telephone calls are completed to telephone numbers within the local calling area, or at the arrestee's own expense if outside the local calling area, to a relative or other person for the purpose of arranging for the care of the minor child or children in the parent's absence.

Arrestees' refusal to cooperate in the booking process shall not affect their right to make and complete telephone calls.

Inmates in custody received from other agencies and institutions shall not be considered new arrestees, therefore, not entitled to free and unmonitored telephone calls. (Refer to Penal Code Section 851.5)
(Rev. 02/2019)

410.15. SUSPENDED BOOKING/SOBERING-RIGHT TO MAKE TELEPHONE CALLS: The right to make telephone calls upon being booked and/or no later than three hours after arrest extends to arrestees placed in "Suspended Booking", "Sobering" or other specialty holding cells where there are no phones.

Intake staff shall offer the required telephone calls within the appropriate time frame and note such offer and frequency of contacts on observation logs. Staff shall notate on the observation logs when arrestees are unable or unwilling to complete telephone calls.

The shift supervisor shall be notified when an arrestee has not been offered or has not been able to complete the required telephone calls within the three-hour time frame.
(Rev. 02/2019)

9.400. TELEPHONE CALLS

420.00. BOOKING TELEPHONE CALLS PROCEDURE: Arrestees shall be allowed to make telephone calls after the initial intake phase prior to housing. Enroute bookings and federal inmates transported from another federal facility shall not be permitted to make telephone calls while in intake.

When arrestees claim they have not been allowed to make telephone calls, the booking sheet shall be checked for proper documentation. If telephone calls were not documented, arrestees shall be allowed to use the telephones.
(Rev. 02/2019)

420.10. INMATE TELEPHONE CALLS: Telephones are in most housing areas. When inmates do not have access to telephones, they shall be allowed access during their scheduled tier time, or upon approval of submitted inmate request slip utilizing the automated kiosk.
(Rev. 02/2019)

421.00. TELEPHONES IN INMATE HOUSING AREAS: Telephones are installed in each dayroom area for use by inmate population. Inmates are able to make collect or prepaid calls using their individual Personal Identification Number (PIN). No three-way telephone calls are allowed. Inmates shall be allowed use of these telephones during regular dayroom time.
(Rev. 02/2019)

423.00. TELE**PHONE SWITCHES:** Telephones may be turned off individually, by area, or by facility at the shift supervisor's discretion using the computerized telephone system. Some facilities may have cut off switches that can also be used.
(Rev. 02/2019)

425.00. MONITORING INMATE TELEPHONE CONVERSATIONS: All telephone calls are subject to monitoring and recording. No right to privacy is given or implied. Monitoring and recording of unprivileged inmate telephone conversations are allowed provided the following requirements are met:

- Inmates are advised in writing that conversations are monitored and recorded. This information shall be included in the Inmate Rules and Regulations pamphlet (ASU#060803) provided at time of booking
- Notices are provided again when telephone calls are placed
- Recipients are also provided notices when inmate calls are received

The monitoring of unprivileged telephone conversations does not extend to those telephone calls required during the booking process.

Staff shall not monitor telephone conversations between the inmate and their attorney, religious adviser, or licensed physician. (Refer to Penal Code Section 636)

9.400. TELEPHONE CALLS

(Rev. 02/2019)

425.05. INMATE REQUEST TO TELEPHONE ATTORNEY: Title 15, Section 1068 requires inmates to have access to legal counsel. Because telephones are installed in all housing sections, inmates have this access.
(Rev. 02/2019)

425.10. RECORDING INMATE TELEPHONE CONVERSATIONS: Recording of unprivileged telephone conversations as part of an investigation may be requested by:

- Law enforcement
- District Attorney's Office

A court order is required for:

- Defense Attorneys
- Public Defender's Office
- Private investigators

Law enforcement agencies, including San Bernardino County Sheriff's staff desiring to obtain recordings of inmate telephone conversations shall fill out the Telephone Communication Recording Request form (ASU#030801) and submit it to staff. Staff shall forward the form to a shift supervisor or designee for approval.

A shift supervisor or designee (sergeant or above) may in certain circumstances authorize deviation from this policy. Such deviation shall only be authorized for legitimate law enforcement purposes, and not simply for the convenience of requesting agencies. (Refer to Facility Specific Policy)
(Rev. 02/2019)

430.00. TTY TELEPHONE ACCESS FOR INMATES WHO ARE DEAF, HARD OF HEARING, OR HAVE SPEECH DISABILITIES: Staff shall provide inmates who have hearing impairments or speech disabilities access to a TTY telephone at the time of booking and while housed in a detention facility. Booking facilities not equipped with TTY telephones shall arrange transfer of inmates with hearing impairments or speech disabilities to an adequately equipped facility. (Refer Title II of the Americans with Disabilities Act of 1990, 42 USC, Sec. 12131)

Staff shall:

- Ensure the TTY device is activated
- Assist the inmate in placing the telephone call if needed
- Ensure TTY device is in proper order after use

9.400. TELEPHONE CALLS

Inmates with hearing impairments or speech disabilities shall be provided with a minimum of 90 minutes to use the TTY telephone. This time period shall include travel time to the TTY telephone location, starting the telephone, and communication time. (Refer to Bureau Policy Section 18.045.01 and ADA Title II Regulation 28 CFR Section 35.104)
(Rev. 02/2019)

430.05. TTY TELEPHONE OPERATION: Staff shall be familiar with the TTY telephone use and shall ensure it is operable at all times. (Refer to Facility Specific Policy and Bureau Policy Section 18.045.02)
(Rev. 02/2019)

430.10. INMATES WITH DISABILITIES AND ACCESS TO TTY TELEPHONE DEVICES: Inmates wishing to use TTY telephones to call deaf or hearing-impaired friends or family can submit request slips to staff using the automated kiosk located in the housing area. Such requests shall be accommodated as soon as practical.
(Refer to Bureau Policy 12.305.00 and 18.045.03)
(Rev. 02/2019)

435.00. MISUSE OR UNAUTHORIZED USE OF TELEPHONES: Misuse or unauthorized use includes, but is not limited to, the following:

- Vandalism
- Destruction of property
- Use of another inmate's PIN
- Illegal telephone calls
- "Three-way" telephone calls
- Use of a released inmate's PIN
- Misuse of telephone cards or access codes

Any misuse of the inmate telephones or any unauthorized use of the telephone system by inmates shall result in disciplinary action.
(Rev. 02/2019)

440.00. TELEPHONE DAMAGE: Any malicious damage to telephones by an inmate shall result in the inmate being placed on discipline. Inmates housed in that area may lose telephone privileges until the damaged telephone can be repaired. A criminal report may be taken.
(Rev. 02/2019)

442.00. LOSS OF TELEPHONE PRIVILEGES: Loss of telephone privileges for a housing section is considered "mass punishment", and can create grievances and possible civil litigation. Due to these possible consequences, the following is a guideline:

9.400. TELEPHONE CALLS

- Justification for loss of telephone privileges shall be submitted to a shift supervisor. After reviewing the circumstances, the shift supervisor shall approve or deny the loss of privileges. If the loss of telephone privileges is for more than two hours, the request shall be made on an inter-office memo addressed to the Facility Commander/designee for review
- The date and time of disconnection and reconnection shall be entered on the facility log

(Rev. 02/2019)

9.500. FINGERPRINTING

510.00. FINGERPRINTING: Arrestees booked into San Bernardino County Sheriff's Department booking facilities and issued a booking number shall be fingerprinted and palm printed, except for enroute bookings. Arrestees shall have their prints captured using an electronic scan machine.
(Refer to Facility Specific Policy)
(Rev. 02/2019)

510.03. ELECTRONIC SCAN FAILURE: In the event the electronic scan machines are unavailable for an extended period of time, fingerprints and palm prints shall be captured using ink and the following print cards:

- Fingerprints: Federal Bureau of Investigation Ten-Print card. The card is printed in red ink and is numbered FD-249 in the bottom left corner
- Palm Prints: California Department of Justice Palm Print Card. The card is printed in red ink and is numbered BCII 8012 in the bottom left corner

Staff shall enter all required information on the cards and cards shall be routed to CAL ID. (Refer to Facility Specific Policy)
(Rev. 02/2019)

560.00. AMPUTEES: Staff shall not write "Amputated" inside the individually rolled finger boxes. Staff shall print the word "Amputated" in the block at the bottom of the card in which all four fingers of each hand are printed simultaneously. Staff shall ensure the word "Amputated" is printed below the fingerprints and does not interfere with captured fingerprints.

Staff shall follow the instructions on the screen for any amputated fingers or hands when using the electronic scan machine.
(Rev. 02/2019)

570.00. FINGERPRINTS TO CAL-ID: Staff shall submit an Identification Query using the procedures established by CAL ID if there is a question or discrepancy as to the true identity of the arrestee. (Refer to Facility Specific Policy)
(Rev. 02/2019)

9.600. INMATE DRESS–IN:

610.00. INMATE DRESS-IN: Inmates shall be afforded privacy during dress-in. Staff shall ensure inmates remove personal clothing in exchange for jail issued clothing. Dress-in shall occur in an area of privacy so it cannot be observed by uninvolved staff or inmates. Receiving staff shall make every effort possible to keep inmates from viewing other inmates while they are dressing in. (Refer to Bureau Policy Section 9.120.00)
(Rev. 02/2018)

630.00. RECEIVING OFFICER RESPONSIBILITY: (Refer to Facility Specific Policy)
(Rev. 02/2019)

660.00. INMATE WORKERS IN RECEIVING: (Refer to Facility Specific Policy)
(Rev. 02/2019)

660.05. INMATE WORKERS IN CLOTHING STORAGE: (Refer to Facility Specific Policy)
(Rev. 02/2019)

670.00. ISSUANCE OF CUP AND SPOON/PLASTIC BIN AND LID: (Refer to Facility Specific Policy)
(Rev. 02/2019)

9.700. INMATE PERSONAL PROPERTY

740.00. PROPERTY RELEASED AS EVIDENCE: Arresting or transporting officers may search and seize any of their arrestees' property before the property has been inventoried and stored by facility staff.

After inmate clothing and/or property has been inventoried and stored, it shall only be released as evidence to any law enforcement agency under the following conditions:

Upon receipt of a court order:

- The investigating agency shall furnish a written court order to hold the property for up to three (3) days pending issuance of a search warrant. If the search warrant has not been issued and served within three (3) days, the property shall be returned to the inmate or the hold will be dropped, pending release of the inmate and property.

Upon receipt of a search warrant:

- One copy of the search warrant and a receipt for the seized property shall be filed in the inmate's booking jacket and one copy of each shall be given to the inmate.

(Rev. 02/2019)

740.01. COURT ORDERED PROPERTY ACCESS: If a jail facility is served a court order granting an attorney or investigator access to an inmate's personal property (including cell phones), staff shall inform the attorney or investigator to advise the inmate to complete an Inmate Property/Money Release/Clothing Exchange Request form (ASU#000301).

Once the inmate submits the form and it is approved by the watch commander, the designated attorney or investigator may pick up the inmate's property at the jail facility. (Refer to Bureau Policy Section 11.1015.00)
(Rev. 09/2019)

740.03. FOUND INMATE PROPERTY: When property belonging to a released inmate is located, a Found Property Notification letter (ASU#030601) shall be sent to their last known address with instructions to claim their property. Abandoned inmate property shall be held for a period of 120 days from the date the letter is sent. At the end of 120 days, unclaimed property shall be disposed of in the following manner:

- Torn clothing and trash shall be disposed of at the facility
- Salvageable clothing may be placed in the indigent clothing area for use as needed; all clothing placed in indigent clothing shall first be laundered

All other items shall be documented by completing a Deputy Report (DR) for "Found Property" and attaching all required forms.

The report may be used to inventory the property of up to nine (9) inmates. The original report shall be forwarded to Sheriff's Records/Warrants Division by the facility sending the property. (Refer to Government Code Section 26642 and Department Manual Section 4.120)
(Rev. 09/2019)

740.06. LOST INMATE PROPERTY: When an inmate reports lost property, the staff member receiving the report shall complete an Inmate Lost Property form (ASU#121612) and have the inmate sign it. All of the inmate's lost property may be listed on one form.

The staff member shall submit the form to a shift supervisor for review. The shift supervisor shall assign a staff member to look for the lost property. Staff members shall make a diligent effort to locate the lost property and return it to the owner/inmate.

If the property is not located within seven days, the assigned staff member shall document the lost property and attempts to locate it by completing a "Lost Property" DR and attaching all required forms. A teletype for property with an identifying serial number or owner applied number shall be entered and the printout shall be attached to the report. (Refer to Government Code Section 26642 and Department Manual Sections 1.616, 4.105.10, and 4.120)
(Rev. 09/2019)

9.800. INMATE CLASSIFICATION PROCEDURES

800.00. INTRODUCTION: Inmate classification is defined as the evaluation and placement of inmates in housing areas with inmates of similar backgrounds and characteristics. The screening instrument utilized by classification staff will identify specific characteristics and needs of inmates booked into our custody. These characteristics and factors associated to inmates all relate to the health, safety, security, and conditions of confinement for inmates, as well as the safety and security for our staff within the jails. The instrument consists of two devices used to determine an inmate's housing location. The first is the Initial Classification Assessment and the second is the Housing Matrix which applies the factors related to the inmate.
(Rev. 08/2013)

801.00. CLASSIFICATION PLAN: Inmates shall be housed according to the appropriate facility classification level or according to Health Services staff's recommendations. Classification plans shall be available in the classification offices. (Refer to Title 15, Section 1050)
(Rev. 08/2019)

803.00. CLASSIFICATION AT BOOKING: The classification process begins at the booking counter when staff reviews the arresting officer's booking application. Exceptions may occur prior to booking when obvious classification issues exist such as developmental disabilities or transgender alterations. Staff shall notify classification if any information on the booking application or the Receiving Screening form indicates the arrestee is in need of special housing.
(Rev. 08/2019)

804.00. FISH LINES/TRANSFER LISTS: All fish lines/transfer lists must be forwarded to the Centralized Classification Unit/Population Management (CCU) for review. A CCU supervisor or designee (that has completed the Sheriff's Centralized Classification Unit training) will advise the facility when the list has been approved for transfer.
(Rev. 02/2019)

805.00. CENTRALIZED CLASSIFICATION UNIT (CCU):
CCU staff shall:

- Interview inmates prior to housing using the Inmate Classification form (ASU#000401)
- Assign inmates housing locations according to their classification level and the current facility housing plan
- Initiate and maintain files for Classification Housing Requests (ASU#090805), as needed
- Conduct classification reviews and make appropriate housing location changes as needed
- Monitor inmates on discipline and update the JIMSnet system accordingly

- Monitor racial balance within each housing area

(Rev. 08/2019)

805.05. LOCATION OF CLASSIFICATION INTERVIEWS: CCU staff shall conduct classification interviews in areas away from other inmates, so information obtained is kept confidential.
(Rev. 08/2019)

805.10. CLASSIFICATION INSTRUMENT: CCU staff shall ensure the Inmate Classification Form is properly and thoroughly completed.

This shall include:

- Identification of the classifying facility
- Identification of the interviewer and date and time of the interview
- The inmate's identification, contact, and housing information
- Health and mobility screening information
- Arrest history
- Violence history
- Previous state, county, and/or federal commitments
- Institutional behavior
- Escape history
- Safety concerns
- Prison Rape Elimination Act (PREA) victimization and abusiveness screening
- GBTI inmate concerns
- Gang association or involvement
- All related sidebar check boxes
- The inmate's signature

(Rev. 10/2019)

805.11. INITIAL CLASSIFICATION ASSESSMENT: The initial classification assessment is divided into five sections:

- The Health and Mobility section applies directly to the inmate's medical and mental health factors, as well as any needs ensuring compliance with the American's with Disabilities Act (ADA).
- The second section consists of the inmate's arrest history, level of violence, and previous state, county, and/or federal commitments.
- The third section applies to the inmate's institutional behavior, escape history and safety concerns.
- The fourth section relates specifically to recent updates to PREA, incorporating a separate victimization and abusiveness screening.
- The fifth section applies the inmate's gang association or involvement.

9.800. INMATE CLASSIFICATION PROCEDURES

CCU staff shall utilize information systems such as NCIC, CLETS and JIMSnet to obtain information regarding the inmate's criminal history, institutional behavior and previous classification level, when such systems are accessible, to assist in determining an inmate's classification level.
(Rev. 02/2019)

805.12. HOUSING MATRIX: The Housing Matrix applies the factors related to the inmate and determines their classification level and housing. The following are the classification options:

- General Population (GP) Levels 1-7
- Administrative Housing (AH)
- High Security (HS)
- Protective Custody (PC)
- Protective Custody Administrative Housing (PCAH)
- Seriously Mentally Ill (SMI)
- Seriously Mentally Ill Lockdown (SMIL)

(Rev. 02/2019)

805.13. CLASSIFICATION LEVELS: The stratification of general population was designed to ensure the appropriate housing of general population inmates and allow the ability to adjust an inmate's classification level during a classification review. Classification Level (GP 1-7) shall be entered into the Classification Level box of the JIMSnet Housing Update screen.

Classification levels are detailed in the classification plan, on how factors are applied to each level. Classification levels are subject to change based on facility need and inmate population levels.
(Rev. 02/2019)

805.15. CLASSIFICATION SPECIAL HOUSING REQUEST FORMS: CCU staff shall complete a Classification Housing Request form (ASU#090805) for inmates requiring a classification other than general population (excluding SMI and SMIL). Staff shall provide detailed justification for the request and ensure a written approval is obtained on the form by a CCU supervisor or designee (that has completed the Sheriff's Centralized Classification Unit training), prior to housing the inmate.
(Rev. 08/2019)

805.20. SPECIAL HOUSING/MEDICAL RECOMMENDATION: Staff shall notify Health Services if inmates have physical or mental disabilities, or if the inmate is displaying mental illness. Health Services staff shall be solely responsible for completing the Special Housing/Medical Recommendation form, (ASU#060401), classifying an inmate as SMI or SMIL.

Staff shall ensure a copy of the Special Housing/Medical Recommendation form is received prior to housing such inmates. Staff shall house inmates according to the appropriate facility housing plan or according to Health Services recommendations.
(Rev. 08/2019)

805.25. COMPUTER UPDATE FOR HOUSING CHANGES: CCU staff shall update inmate housing locations in JIMSnet. This ensures an accurate count and location of inmates in all housing areas.
(Rev. 08/2019)

805.40. CLASSIFICATION REVIEW PROCEDURES: CCU staff shall conduct a classification review of inmates who have been sentenced to reflect any changes from their original charges to their conviction charge. CCU staff shall consider the inmate's discipline history, assaultive behavior toward other inmates or staff, gang involvement, and staff observations when conducting a classification review.

- A Classification review form or Classification Housing Memorandum shall be completed when CCU staff receives:

- A notification of a supplemental booking
- A notification of an 1170 conviction
- Incident-based notification
- A request from a sentenced inmate

Inmates may request a review of their classification. Inmates who have been sentenced to more than 60 days may request a review of their classification rating no more often than 30 days from their last review.

CCU staff shall complete a Classification Review form (ASU#001101) every 30 days for:

- PIM inmates
- Inmates requiring PREA reviews

All classification reviews shall be reviewed and approved by a CCU supervisor.
(Refer to Title 15, Section 1050)
(Rev. 08/2019)

805.42. PRISON RAPE ELIMINATION ACT (PREA) ASSESSMENT AND REVIEW: All inmates identified as a PREA inmate, shall have a PREA follow-up conducted no less than 30 days from their last PREA assessment. Any inmate identified as a known victim or predator shall be reviewed every 30 days until they are no longer in the Department's custody. All potential victim and predator reviews may be

discontinued based on information obtained by CCU staff during a PREA follow-up. Removal from continued PREA follow-ups shall require CCU supervisor approval.

Any inmate confirmed or perceived as a lesbian, gay, bi-sexual, transgender, intersex or gender non-conforming shall be considered a potential victim with PREA vulnerability.

In the event the screening does not warrant a PREA alert, though the inmate perceives himself as a potential victim, CCU staff may "OVERRIDE" the assessment and identify the inmate as a potential victim with PREA vulnerability.

CCU staff shall complete a PREA assessment for victimization and abusiveness upon any inmate's inter-bureau transfer. These assessments shall be completed by the sending facility prior to the transfer. All PREA screenings based on inter-bureau transfer and follow-ups are to be conducted using the Inmate Classification form (ASU#000401), and under the PREA assessment for victimization and abusiveness section.

For procedures regarding the identification of a PREA inmate, refer to CCU POST Orders.
(Rev. 08/2019)

9.900. INMATE CLASSIFICATIONS

900.00. CLASSIFICATION OF INMATES: Inmates shall be considered general population (GP) for classification purposes, unless otherwise designated.

All inmate classifications shall receive all rights and requirements as set forth in Title 15. (Rev. 03/2010)

902.00. PROTECTIVE CUSTODY (PC) INMATES: PC inmates are those who require protection from other inmates. Any time an arrestee/inmate is identified as needing protective custody, they shall be protected from the general population. Such inmates shall be escorted when out of their housing unit.

Centralized Classification Unit (CCU) staff may classify an inmate as PC based on circumstances surrounding the following:

- The inmate's booking charges
- The inmate's gang affiliations or withdrawal from a gang
- The inmate is identified as an informant or a witness where these circumstances may pose a danger to the inmate
- The inmate has been identified by other inmates as prior PC or a California Department of Corrections and Rehabilitation (CDCR) "Sensitive Needs Yard (SNY) inmate" (similar to a protective custody inmate in county jail)
- Staff has confirmed threats against the inmate

CCU staff shall classify inmates with the following charges as PC Inmates:

- All sex crimes involving a minor
- PC 290 violations where the controlling charge is a sex crime involving a minor
- Probation and parole violations where the controlling charge is a sex crime involving a minor

Generally, CCU staff may classify inmates with all other crimes against a minor as PC inmates.

CCU staff may take into consideration the inmate's prior PC or SNY status, the length of time they were classified as such, and the time that has passed since their last classification.

PC inmates shall be dressed in green. Identification (ID) cards for PC inmates shall be marked with a colored stripe, with either PC-1 (red), PC-2 (orange), or PC-3 (green) identifying their security level within PC.

There are three levels for PC inmates:

9.900. INMATE CLASSIFICATIONS

PC-1
Inmates may be classified as PC-1 for the following reasons:

- May have been previously classified as Administrative Housing (AH) (generally AH-1) and now require PC housing
- Have a history of escape, assaultive behavior, and/or affiliation to security threat groups

ID cards for PC-1 inmates shall be marked with a red stripe with PC-1 printed on the stripe.

PC-2
Inmates may be classified as PC-2 for the following reasons:

- Inmates who are confirmed gang drop-outs with protection needs
- Inmates meeting the above criteria for PC who have a classification level of GP 1-5

ID cards for PC-2 inmates shall be marked with an orange stripe with "PC-2" printed on the stripe.

PC-3
Inmates may be classified as PC-3 for the following reasons:

- Inmates identified as requiring PC based solely on their charges, such as crimes against children
- May also be inmates meeting the above criteria for PC who have a classification level of GP 6-7

ID cards for PC-3 inmates shall be marked with a green stripe with "PC-3" printed on the stripe.
(Rev. 08/2019)

903.00. PROTECTIVE CUSTODY ADMINISTRATIVE HOUSING INMATES (PC-AH) INMATES: PC-AH inmates are those who need to be protected and separated from inmates, including PC and other certain PC-AH inmates. Examples of such inmates include but are not limited to, law enforcement officers, ex-law enforcement officers, attorneys and judges. Any time an arrestee or inmate is identified as PC-AH, they shall be protected from the general population.

PC-AH inmates may be compatible with others having similar classifications or characteristics and may be housed together and/or participate in other group activities such as outside recreation or religious studies.

PC-AH inmates shall be dressed in green. ID cards for PC-AH inmates shall be marked with a green stripe with PC-AH printed on the stripe.
(Rev. 02/2019)

904.00. HIGH SECURITY (HS) INMATES: HS inmates are those who require a higher level of security than general population inmates. Reasons for placing an inmate on HS status include but shall not be limited to, booking charges, assaultive behavior toward inmates or staff, murder, sexual assaults, inciting a riot, extortion, robbery or special housing while in other institutions (confirmation from the other institutions justifying HS status shall be required). Staff shall not allow high security inmates to possess razors.

HS inmates shall be dressed in red. ID cards for HS inmates shall be marked with a red stripe.
(Rev. 02/2019)

905.00. PROBLEM INMATES (PIM): PIMs are those who have been a continued disruption to the security and tranquility of the facility. PIM is a classification and is not a disciplinary status. Justification for placing an inmate on PIM status includes, but is not limited to, assaultive to staff or other inmates, inciting a riot, making threats to staff or witnesses, destruction of facility property, multiple or continual disciplinary actions, or attempted or planned escape.

PIMs shall be dressed according to their classification. ID cards for PIMs shall have a colored stripe consistent with their classification with "PIM" printed on the stripe.

CCU staff shall review PIM classification status every 30 days. (Refer to Bureau Policy Section 9.805.40)
(Rev. 02/2019)

906.00. SERIOUSLY MENTALLY ILL (SMI) INMATES: SMI inmates are those who are mentally unstable. Safety staff may request Health Services staff evaluate an inmate for SMI status. Safety staff and Health Services staff shall coordinate on the classification and housing of SMI inmates. Staff shall not allow SMI inmates to have razors.

SMI inmates shall be dressed in yellow. ID cards for SMI inmates shall be marked with a yellow stripe with "SMI" printed on the stripe.
(Rev. 01/2020)

9.900. INMATE CLASSIFICATIONS

907.00. SERIOUSLY MENTALLY ILL LOCKDOWN (SMIL) INMATES: SMIL inmates are unpredictable, violent, or may pose a safety risk to others due to their mental condition.

Safety staff may request Health Services staff to evaluate an inmate for SMIL status. Safety staff and Health Services staff shall coordinate on the classification and housing of SMIL inmates. Staff shall not allow SMIL inmates to have razors. (Refer to Bureau Policy Section 12.915.00)

SMIL inmates shall be dressed in red pants and yellow shirts. ID cards for SMIL inmates shall be marked with a yellow stripe with "SMIL" printed on the stripe.
(Rev. 11/2019)

907.10. INCOMPETENT TO STAND TRIAL (IST) INMATES: Inmates who have been court ordered to participate in the Jail Based Competency Treatment (JBCT) program have been found incompetent to stand trial by the court. Inmates assigned to the JBCT program shall be housed in a housing location designed for IST inmates.
(Rev. 08/2019)

908.00. LESBIAN/GAY/BISEXUAL/TRANSGENDER/INTERSEX(LGBTI) INMATES: CCU staff may house LGBTI inmates in a designated area to prevent the potential for exploitation that may occur if they are housed in general population. LGBTI inmates are not compelled to accept housing in any designated area, though shall be offered this due to the potential for exploitation. Housing inside designated areas for LGBTI inmates, regardless of housing location, is completely voluntary. All LGBTI inmates shall have their classification level determined through the use of the classification plan. When these inmates are housed in general population, all efforts shall be made to place them in a housing location designated for PREA vulnerability.
(Rev. 01/2020)

909.00. TRANSGENDER/INTERSEX INMATES:
TRANSGENDER An arrestee/inmate whose gender identity (internal sense of feeling male or female) is different from the arrestee's/inmate's assigned sex at birth.

INTERSEX: An arrestee/inmate whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.

Transgender and intersex inmates shall initially be housed according to their gender, except in the event they are undergoing a gender transformation. When a transgender inmate is undergoing a transformation, he or she shall initially be housed in Protective Custody Administrative Housing (PC-AH) to ensure their safety and facility tranquility.

9.900. INMATE CLASSIFICATIONS

The facility GBTI/PREA Committee shall then review and evaluate the specific needs of the inmate. The committee shall evaluate the following:

- Housing options
- PREA vulnerability
- Potential for exploitation before, during and after surgery
- Facility tranquility
- Medical and mental health concerns
- Inmate classification score

Housing placement of transgender and intersex inmates shall be reassessed at least twice each year. The GBTI/PREA Committee or the inmate may also request a reassessment of the housing location.

A transgender or intersex inmate's own views with respect to his or her own safety shall be given serious consideration. Transgender and intersex inmates shall be given the opportunity to shower separately from other inmates.
(Rev. 01/2020)

910.00. SPECIALTY HOUSING: Title 15, Section 1053 describes "administrative segregation" as separate and secure housing that does not involve any other deprivation of privileges than is necessary to obtain the objective of protecting inmates and staff. The Bureau defines these types of inmates as Administrative Housing (AH). These inmates shall not be deprived of any privileges, like all other inmates they are entitled to recreation, commissary, visiting, telephone calls and showers per Title 15.

Staff may restrict the number of specialty housing inmates participating in a particular service or study to prevent the comingling of inmate classifications. Restrictions may be placed to ensure sufficient numbers of staff are available to monitor participating inmates.

Specialty housing inmates may also request publications from the library regarding religious worship or education if the opportunity for group programming is unavailable.

The following are the classifications of specialty housing within the bureau: Protective Custody (PC), Protective Custody Administrative Housing (PC-AH), Administrative Housing (AH), High Security (HS), Seriously Mentally Ill (SMI), Seriously Mentally Ill Lockdown (SMIL) and Problem Inmate (PIM).

9.900. INMATE CLASSIFICATIONS

There are three levels for AH inmates:

AH-1
Inmates may be classified as AH-1 for the following reasons:

- Prone to escape
- Assaultive toward staff or other inmates
- Disruptive to the operations of the jail
- Associate or member of a validated prison gang or security threat group
- Facing, or have been sentenced to, the death penalty or a life sentence

ID cards for AH-1 inmates shall be marked with a red stripe with "AH-1" printed on the stripe.

AH-2
Inmates may be classified as AH-2 for the following reasons:

- May have previously required protection, though became problematic based on continual assaults, extortions, and/or threats toward other protective custody inmates
- Returned to the gang lifestyle

These inmates still require administrative housing and must be kept away from general population, and from all other specialty housing classifications.

ID cards for AH-2 inmates shall be marked with an orange stripe with "AH-2" printed on the stripe.

AH-3
Inmates may be classified as AH-3 for the following reasons:

- May be undergoing a classification investigation to determine their appropriate housing
- Require single-man cell housing from general population based on geographical gang affiliation, these inmates may or may not have dropped out of their gang, but may require administrative housing based on potential threats from active gangs

These inmates are not to be confused with PC-AH or HS. These inmates require single-man cell housing from all classifications. AH-3 classifications are likely to change and may be integrated into general population, PC or one of the other AH levels based on the outcome of the investigation.

9.900. INMATE CLASSIFICATIONS

ID cards for AH-3 inmates shall be marked with a black stripe with AH-3 printed on the stripe.

Every inmate classified as AH shall have a Classification Special Housing Request form completed detailing the justification for CCU staff's decision. Each Classification Special Housing Request form shall be approved by a CCU supervisor and placed in the inmate's booking jacket.

AH inmates shall be dressed in orange. ID cards for AH inmates shall have AH printed on the stripe identifying each security level. (Refer to Title 15, Section 1053 and Bureau Policy Section 9.805.40)

The following specialty housing classifications require special handling and movement. Inmates classified as PC-1, PC-AH, AH 1-3, HS, SMI, SMIL, and PIM shall be:

- Housed in designated housing determined by classification needs
- Separated from all other classifications
- Given 21 hours of tier time in a 7 day period
- Given 3 hours of recreation time in a 7 day period
- Separated from other inmates during visits
- Escorted by a minimum of one safety staff member when moved
- Handcuffed through the food port and leg restrained any time they are removed from their cell

Prior to letting specialty housing inmates out of their cells, safety staff shall secure the area by locking all inmates in that section in their cells and checking the area, including inmate showers, to ensure there are no other inmates present in the area. This procedure shall be repeated each time such inmates are allowed outside their cell or when returned to their cell.

When such inmates are returned to their cell, safety staff shall physically check to ensure their cell door is secured and locked.

Transportation:
Staff shall ensure inmates with a specialty housing classification are separated from other classifications. Staff may intermix specific specialty housing classifications during transport and in transportation vehicles based on security and the needs of the transportation division.

There are various security levels within the AH, PC and PC-AH classifications:

AH	Movement	Holding	Housing	Dress

9.900. INMATE CLASSIFICATIONS

AH-1		May be placed in holding cells with other AH-1 inmates while restrained	Housed only with other AH-1 inmates	Orange clothing ID card with red stripe with AH-1 printed on it
AH-2		May be placed in holding cells with other AH-2 inmates while restrained	Housed only with other AH-2 inmates	Orange clothing ID card with orange stripe with AH-2 printed on it
AH-3		Shall be placed in holding cells alone or with those inmates with similar characteristics	Housed alone or with those inmates with similar characteristics	Orange clothing ID card with black stripe with AH-3 printed on it

PC	Movement	Holding	Housing	Dress
PC-1		May be placed in holding cells with other PC-1 inmates	Housed only with other PC-1 inmates	Green clothing ID card with red stripe with PC-1 printed on it
PC-2		May be placed in holding cells with other PC-2 inmates	Housed only with other PC-2 inmates	Green clothing ID card with orange stripe with PC-2 printed on it
PC-3		Shall be placed in holding cells with other PC-3 inmates	Housed only with other PC-3 inmates	Green clothing ID card with green stripe with PC-3 printed on it
PC-AH		May be placed in holding cells with other PC-AH inmates	Housed only with other PC-AH inmates	Green clothing ID card red stripe with PC-AH printed on it

AH-1, AH-2, PC-1 and PC-AH inmates may be unrestrained when placed in a holding cell with only their cellmate.
(Rev. 08/2019)

913.00. ESCAPE RISK INMATES: CCU staff shall take into consideration the inmate's history of escape or attempted escape and circumstances surrounding such incidents when classifying inmates into the following categories:

- No known Escape Risk
- Moderate Escape Risk (other circumstances/walk aways)
- Escape Risk

9.900. INMATE CLASSIFICATIONS

Inmates may be classified as a Moderate Escape Risk when the inmate has:

- A history of any walk away from an institutional facility that allows the inmate to come and go freely
- A history of escaping from law enforcement while outside of a correctional institution

Classification Levels 1-3 permit the housing of inmates identified as Moderate Escape Risk.

CCU staff shall identify the inmate as an Escape Risk and classify them as AH when the inmate:

- Replies "yes" to both questions regarding the inmate's potential for escape on the Inmate Classification form
- Has a history of escape or attempted escape from a secured correctional institution (The use of force or fear is not mandatory criteria when identifying the inmate as an Escape Risk).

Staff may consult with a CCU supervisor in the event they are considering an alternative classification based on other circumstances obtained during the initial classification assessment, classification review or through any other means of gathering intelligence regarding the potential for escape.
(Rev. 08/2019)

915.00. CIVIL COMMITMENT INMATES: Civil commitments are a form of civil confinement ordered by the court under Penal Code Section 1331. Staff shall not subject civil commitment inmates to conditions that amount to punishment. However, staff shall confine them in a manner that ensures their presence at trial, maintains jail security and allows for the effective management of the facility.

Civil commitment inmates shall be afforded generous access to day room time, outside recreation, and telephone usage, unless safety staff determines the need to turn off such devices due to a disturbance, medical emergency or required facility operation (i.e. feeding or medical sick call). Civil commitment inmates shall be given as much time outside of their cells as reasonably possible while maintaining security of the facility. This information shall be entered on appropriate logs. For purposes of this policy generous access means above and beyond Title 15 requirements.

Civil commitment inmates shall only be disciplined for threats to facility security or for threatening the safety of staff, other civil commitments or inmates. Staff shall house civil commitment inmates in designated housing areas, grouped according to classification and separate from all other inmate classifications.

9.900. INMATE CLASSIFICATIONS

Civil commitment inmates shall be dressed according to their classification. ID cards for civil commitments shall have a colored stripe consistent with their classification with "CIVIL COMMITMENT" printed on the stripe. (Refer to Penal Code Sections 1331 and 4002 (a))
(Rev. 2/2019)

916.00. CIVIL/6600 INMATES: Civil/6600 inmates are civil commitment inmates who have been convicted of a sexually violent offense and who have a diagnosed mental disorder which makes them a danger to the health and safety of others, and it is likely they will engage in sexually violent criminal behavior again.

Staff shall adhere to Bureau Policy Section 9.915.00 when handling Civil/6600 commitment inmates.

CCU and Health Services staff: CCU along with Health Services staff shall review Civil/6600 commitments booking jackets and all information from the facility they were transferred from. CCU staff shall document medical and safety issues on a Classification Special Housing Request form.

Civil/6600 commitment inmates shall be classified as PC-AH and shall be dressed in lime green. ID cards for Civil/6600 commitment inmates shall be marked with a green stripe with "CIVIL/6600" printed on the stripe. (Refer to Welfare and Institutions Code Section 6600)
(Rev. 08/2019)

917.00. CIVIL/2970 INMATES: Civil/2970 commitment inmates are inmates that have completed their criminal sentences but are held in-custody due to their level of violent tendencies based on mental health concerns.

Staff shall adhere to Bureau Policy Section 9.915.00 when handling Civil/6600 commitment inmates.

Civil/2970 inmates shall be dressed according to their classification. ID cards for Civil/2970 inmates shall have a colored stripe consistent with their classification with "CIVIL/2970" printed on the stripe. (Refer to Penal Code Section 2970)
(Rev. 03/2019)

920.00. DISABLED INMATES: Disabled inmates are identified as having a physical or mental impairment that substantially limits one or more major life activities. Staff shall provide disabled inmates the same services and activities as provided to general population inmates.

9.900. INMATE CLASSIFICATIONS

Staff shall be sensitive to the special needs of disabled inmates and shall be responsive to disabled inmates' requests for aid. Staff shall notify a shift supervisor if a disabled inmate's request cannot be met at staff level. (Refer to Bureau Policy Section 18.000)
(Rev. 02/2019)

921.00. SUICIDAL INMATES: Staff shall familiarize themselves with the Detention and Corrections Suicide Prevention Plan and know how to access it. A copy of the Suicide Prevention Plan shall be maintained on Starlink and at each facility in locations where it is easily accessible to staff. Safety staff shall complete eight hours of initial training and two hours of training annually regarding suicide prevention and the identification and approach to mentally ill inmates.

Staff shall have inmates immediately evaluated by Health Services if they become a danger to themselves or others.

Court Appearance: Staff shall require suicidal inmates attending court to wear the appropriate jail-issued clothing color according to their classification. Such clothing shall have the letters "S/W" silk-screened on the front and back of the shirt in bold, white lettering. Transportation staff shall identify these inmates as being on suicide watch and complete a special observation log for each suicidal inmate under their observation.

Staff shall have such inmates remove their clothes and issue them an approved suicide watch gown when they return from court. Staff shall complete a Strip Search Authorization form (ASU#020402) and receive shift supervisor approval prior to inmates removing their clothes.

Staff shall not complete a Crisis Intervention Report (CIR) for inmates returning to suicide watch from a court appearance. (Refer to Bureau Policy Sections 7.100.03, 9.120.00 and 11.523.00)
(Rev. 08/2019)

924.00. INMATE WORKERS: For information regarding Inmate Workers, refer to Bureau Policy Section 13.100.
(Rev. 02/2019)

925.00. INMATE CLASSIFICATION CLOTHING COLORS: The following clothing colors shall be issued to inmates based on their classification:

General Population (GP)	Orange
Administrative Housing (AH)	Orange
Protective Custody (PC)	Green
Civil Commitments/6600 (only)	Lime Green
High Security (HS)	Red
Seriously Mentally Ill (SMI)	Yellow

9.900. INMATE CLASSIFICATIONS

Seriously Mentally Ill Lockdown (SMIL)	Yellow shirt/Red pants
Inmate Workers	Blue
Inmate Workers (Kitchen)	Tan
Inmate Workers (ODR)	White shirt/Charcoal pants
Federal Inmate Workers (General)	Orange shirt/Blue pants
Federal Inmate Workers (Meal servers)	Orange shirt/Tan pants

Staff shall ensure all inmates are wearing their primary classification color whenever they are housed within a jail facility.
(Rev. 08/2019)

925.10. INMATE PROGRAMMING CLOTHING COLORS: The following clothing colors shall be issued to inmates based on their classification:

Incompetent to Stand Trial (IST) SMI	Teal shirt and pants
Incompetent to Stand Trial (IST) SMIL	Teal shirt/Red pants

(Rev. 02/2019)

9.1000. WEEKENDER PROCESSING

1000.05. COURT WEEKENDER/WORK RELEASE COMMITMENTS: Court commitments are for a straight time sentence. However, the court may indicate on the commitment paperwork the sentence may be served on a "weekender/work release program."
(Rev. 02/2019)

1030.00. WORK RELEASE PROGRAM: Inmates currently incarcerated may apply for the work release program if they qualify and serve the remainder of their sentence on the work release program. All work release applicants may be required to pay an administrative fee. In order for an incarcerated inmate to qualify, the inmate shall participate and complete all court ordered classes and serve a percentage of their time as determined by Out of Custody Programming Detail (OCPD) staff.

If an inmate cannot complete his agreement with OCPD, they shall surrender their self to the OCPD office for review. If it is determined no rules were violated, they may be ordered to return to their original OCPD site, reassigned to another location, or returned to custody for completion of their original sentence.

Failure to report for the Work Release Program is a misdemeanor (Penal Code Section 4024.2(c)). If an inmate violates the conditions of the work release agreement, they shall be returned to custody and may be housed for up to 30 days in disciplinary housing. They may also lose all good/work credits granted to them per Penal Code Section 4019. Their release date may be adjusted to the full time out date based on their original court commitment. Inmates who violate their work release agreements may not be allowed to re-enter the work release program.

Inmates shall only be eligible for work release if the OCPD supervisor determines the inmate is qualified as specified under Penal Code Section 4024.2(d).

An inmate currently serving time on the Work Release/Weekender program who is arrested for a new charge shall be booked under their current booking number and a supplemental booking shall be issued for the new charge or warrant.

Bridge staff shall contact Glen Helen Rehabilitation Center (GHRC) for the on-call Work Release Program staff when an inmate currently in the Work Release Program is arrested for a new charge. Only OCPD staff has the ability to transfer the inmate back into custody. However, if the inmate has a booking number issued by the OCPD office (Facility 36), the inmate shall be booked under a new booking number and handled as a new arrestee.
(Rev. 02/2019)