

1.000. CUSTODY MANUAL

000.05. INTRODUCTION: The San Bernardino County Sheriff's Department shall strive to meet or exceed the Minimum Jail Standards set forth in Title 15 of the California Code of Regulations (hereinafter referred to as "Title 15"). It is the goal of the department to promote and maintain the highest possible standards in all phases of operations.

Any modification of policies or procedures in this manual shall first be approved by the Detention and Corrections Bureau Deputy Chief. The Facility Commander/designee shall approve facility specific policies. (Refer to Bureau Policy Section 1.215.00)
(Rev. 02/2019)

000.07. SEVERABILITY: This manual contains policies, rules, regulations, and some standard operating procedures for custody facilities within San Bernardino County. Should any conflicts arise between this manual and the San Bernardino County Sheriff's Department Manual relating to current policy, regulation, or procedure, the Department Manual shall take precedence. Furthermore, statute and evolving case law may have an impact on Title 15 regulations including policies contained in this manual. If any policy, regulation, or procedure contained in this manual is found to be unconstitutional or contrary to a statute or controlling court case, the remaining portions of the manual shall remain in full force and effect. If any portion of the manual is found to be unconstitutional or contrary to a statute or controlling court case, a supervisor shall be notified, who in turn shall notify the Administrative Support Unit (ASU).
(Rev. 02/2019)

000.08. APPLICATION OF STANDARDS: Standards and requirements set forth in Title 15 regulations apply to Type I, II, III, and IV facilities as outlined in Section 1010. Some regulations do not apply to all facilities and only a portion of the regulation may apply. The functions and operations of a facility determine the applicability of the regulation, however, a facility shall meet the standards for the function it performs. (Refer to Title 15, Section 1010)
(Rev. 02/2019)

000.09. EMERGENCY SUSPENSION OF STANDARDS: The Facility Commander/designee may temporarily suspend any standard, requirement, or policy found in Title 15 or this manual in the event of an emergency which threatens the safety of a local detention facility, its staff, inmates, or the public. Only such standard requirement, or policy affected by the emergency may be suspended, and only for the period of time necessary to restore order.

A report describing the emergency shall be written by the shift supervisor. This report shall list the standard requirement, policy, or privileges to be suspended, the approximate duration of the suspension, and the actions taken to restore order. The Facility Commander/designee shall review this report within 24 hours.

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The Facility Commander/designee shall notify the Board of State and Community Corrections in writing in the event that any suspension of Title 15 standards lasts beyond three days.

The letter shall be drafted on official letterhead, signed by the Facility Commander/designee, and shall:

- Include the reason for the suspension and why it affected Title 15 requirements
- Identify what is being done to fix the problem
- State whether or not the Title 15 requirement is still occurring and, if so, how is this being accomplished
- Be sent to the Field Representative at the Board of State and Community Corrections

The Facility Commander/designee shall ensure a copy of the letter is sent to the Detention and Corrections Bureau Deputy Chief and the ASU Commander. In no event shall a suspension continue more than 15 days without the approval of the chairperson of the Board of State and Community Corrections for a time specified by the chairperson. (Refer to Title 15, Section 1012)
(Rev. 02/2019)

010.00. DEFINITIONS AND TERMS: All definitions and terms used in this manual are meant to coincide with the definitions and terms of the Department Manual.

The term "arrestee" will refer to those individuals who are pending acceptance into a detention facility.

The term "inmate" shall refer to individuals who have been booked into a detention facility.

The term "inmate worker" shall refer to a sentenced inmate assigned to a duty or assignment who receives compensation from the county.

The term "staff" shall refer to individuals assigned to a specific position or duty described in this manual.

The term "professional staff" shall refer to all non-sworn staff.

The term "sworn staff" shall refer to a deputy assigned responsibility in a detention facility. The term sworn staff is synonymous with custodial personnel as defined in Title 15.

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The term "shift supervisor" shall refer to the safety supervisor designated by the Facility Commander/designee. A shift supervisor has the responsibility for overall jail operation of a detention facility.

The term "Facility Commander/designee" means the detention facility commander who has been delegated the responsibility for operating a local detention facility by a facility administrator. The term Facility Commander/designee is synonymous with the facility manager defined in Title 15.

The term "Facility Administrator" means the Sheriff, or other official charged by law with the administration of a local detention facility.

A "Type I facility" is described in California's Title 15 and Title 24 as a local detention facility used for the detention of persons for not more than 96 hours excluding holidays after booking. A Type I facility may detain persons by court order either for their own safekeeping or if they are sentenced to a city jail as an inmate worker. A Type I facility may house inmate workers sentenced to county jail, provided such placement in the detention facility is made on a voluntary basis on the part of the inmate.

A "Type II facility" is described in California's Title 15 and Title 24 as a local detention facility used for the detention of persons pending arraignment, during trial, and upon a sentence of commitment.

A "Type III facility" is described in California's Title 15 and Title 24 as a local detention facility used only for the detention of convicted and sentenced persons.

A "Type IV facility" as described in California's Title 15 and Title 24 means a local detention facility or portion thereof is designated for the housing of inmates eligible under Penal Code Section 1208 for work/education furlough and/or other programs involving inmate access into the community.

"Shall" is mandatory, "May" is permissive.

As applied in this manual and the San Bernardino County Sheriff's Manual, "he" shall include the masculine and feminine gender, unless otherwise indicated.
(Rev. 02/2019)

1.100. DISTRIBUTION OF MANUAL

100.05. LOCATIONS: The Administrative Support Unit (ASU) shall maintain a printed copy of the Detention and Corrections Bureau Policy Manual.

On an annual basis, during the month of January, ASU shall provide copies of the Detention and Corrections Bureau Policy Manual to all Type II jail facilities, Civil Liabilities, County Counsel, Environmental Health, Sheriff Employee Benefit Association (SEBA), and San Bernardino Public Employees Association (SBPEA).

Copies shall be labeled with the month and year of distribution, and made in a format determined by the ASU commander.

(Rev. 02/2019)

120.00. POLICY ACCESSIBILITY: ASU shall ensure the Detention and Corrections Bureau Policy Manual is current and maintained on Starlink.

(Rev. 09/2010)

1.200. DETENTION AND CORRECTIONS BUREAU POLICY MANUAL

200.05. NUMBERING SYSTEM: The Detentions and Corrections Bureau Policy Manual follows the same numerical system as the department manual. The organization consists of a main numerical section (1), a sub-numerical section (.200) and a secondary sub-numerical section (.05).

EXAMPLE: 1.200. ORGANIZATION OF MANUAL

The main numerical section and the title shall appear at the upper left corner of each page.

(Rev. 09/2010)

205.00. MANUAL ORGANIZATION: For the purposes of uniformity, all policies and procedures were written, revised or edited as of January 1997 and this date shall be presumed and not printed on each page of the manual.

"Add" shall indicate an addition; "Rev" shall indicate a revision; and either of these terms shall be followed by the date (month and year) the addition or revision was placed into the manual. This date shall be printed at the bottom left side at the end of the section and shall be the date the change became effective.

REVIEWED shall indicate the policy was reviewed to ensure the information is current and accurate. REVIEWED sections may not require revisions. REVIEWED shall be located in the footer of the page followed by the date (month and year). (Refer to Bureau Policy Section 1.212.00)

(Rev. 02/2019)

207.00. REQUEST FOR POLICY REVIEW: Staff may submit a Bureau Request for Policy Review form (ASU#031201) to the Administrative Support Unit (ASU) with suggestions or recommendations for policy review.

(Rev. 02/2019)

209.00. STAFF'S RESPONSIBILITY TO REVIEW THE MANUAL: Staff shall review the Detention and Corrections Bureau Policy Manual and their facility's specific policy as a part of their initial orientation. Staff shall be responsible for maintaining familiarization with such manuals and adhering to their policies and procedures.

(Rev. 02/2019)

210.00. PROCEDURE FOR POLICY REVISIONS: Policy revisions shall be accomplished in the following manner:

- ASU shall write a draft of the proposed revision for the Detention and Corrections Bureau

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- Once the ASU Commander has approved the revision, it shall be uploaded onto the ASU share-point on Starlink and then reviewed by the Policy Committee (generally the Facility Commander/designee)
- The Policy Committee shall be comprised of at least one representative from each Type II detention facility and members of ASU
- Once approved by the Policy Committee, the revised policy shall be submitted to the Detention and Corrections Bureau Deputy Chief for review and approval
- Policy becomes effective only after receiving approval from the Deputy Chief and the ASU Commander
- The revision is then placed onto Starlink
- Bureau policy revisions shall be distributed through ASU
- ASU shall maintain records of policy revisions for tracking purposes (Refer to Title 15 Section 1029)

(Rev. 02/2019)

212.00. PROCEDURES FOR POLICY REVIEW: ASU shall comprehensively review and update the Detention and Corrections Bureau Policy manual every two years. Non-substantive verbiage changes are not required to be approved by the Policy Committee.

The date the policy was reviewed shall be centered in the footer of the document, REVIEWED followed by the date (month and year). (Refer to Title 15 Section 1029)
(Rev. 02/2019)

215.00. FACILITY SPECIFIC POLICY: The Facility Commander/designee shall develop, maintain, and revise all facility specific policy and post orders as necessary. They shall ensure the facility specific policy and post orders do not conflict with the Detentions and Corrections Policy Manual.

Facility Specific Manuals, Post Orders, and specialty manuals (Food Services, Health Services, Emergency Procedures, and Transportation) shall be reviewed annually. The Facility Commander/designee shall determine how this annual review shall be accomplished and documented. Facilities shall annually provide ASU with a copy of their facility specific policy. (Refer to Title 15, Section 1029)
(Rev. 02/2019)

220.00. TEMPORARY OPERATING PROCEDURES (T.O.P.): A Temporary Operating Procedure (T.O.P.) is a temporary change to policy or procedure. A T.O.P. does not amend the Detention and Corrections Bureau Policy Manual and shall expire automatically on the 60th day following the date of issuance, except where a specified length of time has been cited and approved by the Detention and Corrections Bureau Deputy Chief. A T.O.P. shall state the Temporary Operating Procedures' affect on applicable Bureau Policy, Facility Specific Policy, and POST Orders.

The T.O.P. shall be routed to the Executive Officer for approval prior to being implemented. If the Executive Officer determines the proposed T.O.P. is within current

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bureau policy, the T.O.P. shall be routed to ASU for review and concurrence. Upon approval and concurrence, a copy of the T.O.P. shall be placed on the briefing board for notification to all staff. After the 60th day, the T.O.P. shall expire and be removed from the briefing board and forwarded to an administrative file for retention in accordance with Bureau Policy 11.550. (Refer to Bureau Policy Section 11.550.00 and facility specific policy)
(Rev. 02/2019)

220.10. REVIEW OF TEMPORARY OPERATING PROCEDURES: Facility Executive Officers shall be responsible for periodically reviewing current T.O.P.s.
(Rev. 09/2010)

221.00. REQUEST FOR FORMS REVIEW: Staff may submit a Bureau Request for a review of forms or add a new form using (ASU#170701) to ASU with suggestions or recommendations for forms review. Staff shall not alter any ASU form located in the Corrections Template.
(Rev. 02/2019)

1.400. BOARD OF STATE AND COMMUNITY CORRECTIONS COMPLIANCE

400.05. MINIMUM JAIL STANDARDS REQUIREMENTS: The Minimum Standards for Local Adult Detention Facilities adopted by the Board of State and Community Corrections calls for all facility administrator(s) or manager(s) to develop and publish a manual of policy and procedures for every facility. Title 15, Section 1029 sets forth certain areas which, at a minimum, shall be covered in these manuals. These areas are listed below with the corresponding bureau policy sections.

TITLE 15 SECTIONS	BUREAU POLICY SECTIONS
1. Table of Organization Title 15 Section 1010	1. Detention and Corrections Bureau Policy Manual – 1.200
2. Channels of Communication Title 15 Section 1045	2. Inmate Request Slips – 12.300 Inmate Grievance Procedures- 12.200
3. Inspections and Operations reviewed by facility administrator/ manager Title 15 Section 1029	3. Facility Inspections 15.100
4. Policy on Use of Force Title 15 Section 1044	4. Use of Physical Force – 14.100
5. Policy of Restraint Devices Title 15 Section 1058	5. Physical Restraints – 4.501.05 Restraint Chair – 4.505.03 Hand/ankle cuffs, Mechanical – 2.200.30, 4.501 High Security Inmates- 9.904 Pregnant Inmates – 17.870.00
6. Procedure and criteria for screening newly received prisoners for release per PC 849(b) and PC 853.6 Title 15 Section 1207	6. Cite Releases per PC 853.6 10.121 Release Information - 14.900 Health Screening 8.120.04
7. Physical Count of Inmates Title 15 Section 1027,1040	7. Facility Count Procedure – 6.800
8. Search of Facility Title 15 Section 1027	8. Cell Searches – 6.900
9. Search of the Inmates Title 15 Section 1020	9. Cursory Search – 9.110 Strip Search – 9.120 Body Cavity Search – 9.150
10. Contraband Control Title 15 Section 1069	10. Items Subject to Seizure – 6.930 Contraband Items – 6.940
11. Key Control Title 15 Section 1020	11. Evacuation Keys – 6.220 Key Control -6.1000
12. Fire suppression as required by	12. Alarm Reporting - 6.100

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Title 15 Section 1032	Evacuation Plan – 6.200 Emergency Ventilation Procedure- 6.300 Facility Emergency Procedures – 6.400 Fire Safety Officer – 15.500 Fire Suppression Equip. 4.290
13. Escapes, disturbances, and the taking of hostages Title 15 Section 1069	13. Hostages – SBSB Department Manual 1.560 Crowd/Riot Control -3.216
14. Civil Disturbances Title 15 Section 1069,1080	14. Crowd/Riot Control – 2.634, 3.624.10 EOP (Emergency Operating Manual) 6.200 & 6.400
15. Natural Disasters Title 15 Section 1020	15. EOP (Emergency Operating Procedures) –6.200, 6.400
16. Storage, issue and use of weapons, ammunition, chemical agents, and related security devices. Title 15 Section 1058	16. Weapons, Equipment and Resources 14.100
17. Suicide Prevention Title 15 Section 1219	17. Intake Process - Special Mental Disorder Assessment – 17.380.05 Suicide Cell 11.523 Evaluation of Suicidal Inmates – 11.523.10 Classification Procedures Suicidal Inmates - 9.921
18. "Segregation of Inmates" Title 15 Section 1050, 1053	18. Classification Procedures – 9.800 Housing Guidelines – 11.200

(Rev. 03/2015)

410.00. PUBLIC INFORMATION PLAN: In accordance with Title 15, Section 1045, each facility shall have available a current copy of the Minimum Standards for Local Detention Facilities. Along with these regulations, the following sections of the Detention and Corrections Bureau Policy Manual and facility specific manuals shall be made available for review to the public or inmates upon request:

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TITLE 15	BUREAU POLICY SECTION(S)
1045 Public Information Plan	1.400
1061 Inmate Education Plan	12.2900
1062 Visiting	12.1700, 12.1800, 12.1900, 12.2000, 12.2100
1063 Correspondence	12.600, 12.700
1064 Library Service	12.100, 12.2800
1065 Exercise and Recreation	12.1300, 12.1600
1066 Books, Newspapers and Periodicals	12.600, 12.1100
1067 Access to Telephone	12.100, 12.1500
1068 Access to Courts and Counsel	12.2000
1069 Inmate Orientation	2.400
1070 Individual/Family Service Programs	12.2900
1071 Voting	12.500
1072 Religious Observance	12.2600, 12.1900,
1073 Inmate Grievance Procedure	12.200
1080 Rules for Disciplinary Penalties	2.400, 12.2300, 12.2500
1081 Plan for Inmate Discipline	9.922, 12.180, 12.2300, 12.2500,
1082 Forms of Discipline	12.2300
1083 Limitations on Discipline	12.2300
1200 Responsibility for Health Care Services	17.300-1200, 17.1400

(Refer Title 15 Section 1045; Penal Code Section 6030, and Facility Specific Policy)
(Rev. 02/2019)

410.01. PUBLIC INFORMATION PLAN AND TITLE 15, INMATE USE: All inmates are entitled to read the Board of State and Community Corrections minimum standards for local detention facilities. They may read it in a common area and shall not be allowed to take it into their cell or dorm. As with any legal guideline, or department or bureau policy, the content within Title 15 or the Public Information Plan shall not be interpreted for inmates. (Refer to Facility Specific Policy)
(Rev. 02/2019)

410.02. PUBLIC INFORMATION PLAN: REVIEW BY THE PUBLIC: Facility Commanders/designees shall establish written policies and procedures for the dissemination of information to the public, to other government agencies, and to the news media. Facilities shall maintain a copy of the Public Information Plan available for the public and inmates to review. (Refer to Facility Specific Policy)
(Rev. 02/2019)

410.05. PUBLIC INFORMATION PLAN AND TITLE 15 DISTRIBUTION: Facility Commanders/designees shall ensure the locations for the Public Information Plan and Title 15 are listed in the facility specific manuals. At a minimum, one copy of the Public Information Plan shall be located in the control room of each separate housing unit, one

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copy in the law library, where applicable, and one copy shall be available in an area accessible to the public.

The Administrative Support Unit (ASU) shall annually review the contents of the Public Information Plan. (Refer to Facility Specific Policy)
(Rev. 02/2019)

410.25. INDIVIDUAL AND FAMILY SERVICE PROGRAM: In accordance with Title 15, Section 1070, each Facility Commander/designee shall ensure social service program resources are available to inmates. Inmates shall, upon request, be allowed to review the list of programs available both in the facilities and from outside resources. The location for these resource guides shall be listed in the facility specific manuals.

These resources may be co-located in the facility Public Information Plan binder.

If an inmate desires to participate in a program he shall submit a request slip to classification. If the program is unavailable at the inmate's current housing facility, the classification deputy shall contact the Inmate Services Unit (ISU). ISU shall determine if the inmate meets the requirements for the program and if the inmate can be transferred to a facility that has the requested program. ISU shall contact the potential receiving facility's classification deputy to coordinate the inmates transfer. (Refer to Facility Specific Policy)
(Rev. 02/2019)

1.500. NOTIFICATION AND REPORTING OF SERIOUS INCIDENTS

500.05. FACILITY COMMANDER/DESIGNEE NOTIFICATIONS: In addition to the Department's Notification Matrix, the Facility Commander/designee shall be immediately notified in the following instances:

- Potential employee misconduct that may result in discipline
- Injury to an employee(s)
- Injury to a member of the public where hospital transportation is required
- Use of Force resulting in an employee(s) or inmate(s) being transported to the hospital
- Major disturbance where three or more inmates are transported to the hospital
- Booking of any law enforcement officer, county employee, or department employee's family member
- Any media on the facility
- Inmate being hospitalized as a result of an accident or criminal act
- In-custody death
- Escape or attempted escape
- Erroneous release(s)
- Sexual assaults involving a staff member
- Off duty incident involving any employee under their command
- Any other incident that is deemed to have potential liability or concerns that the Facility Commander/designee should be made aware of

(As used in this section, immediate notification means in person or by telephonic contact. Voicemail and email shall not be considered appropriate notifications.)

(Rev. 02/2019)

501.00. SEXUAL ABUSE OR SEXUAL HARASSMENT REPORTING: In accordance with the Prison Rape Elimination Act (PREA), all staff members shall immediately report any knowledge, suspicion, or information regarding an incident of sexual abuse or sexual harassment involving an inmate. All inmate allegations of sexual abuse or sexual harassment, including third-party and anonymous reports shall be reported to a shift supervisor. (Refer to Bureau Policy Sections 7.205.00 and 7.205.05 regarding supervisor responsibilities for conducting sexual assault investigations)

(Rev. 02/2019)

505.00. DEATH NOTIFICATIONS: When an inmate's family requests to report the death of a relative to an inmate, the information shall be forwarded to the shift supervisor. The shift supervisor shall verify the information and may either contact the inmate with the information or have the facility chaplain contact the inmate.

(Add. 03/2012)