

## **15.100. FACILITY INSPECTIONS**

**100.05. FACILITY INSPECTIONS:** Facility Commanders/designees shall establish written procedures regarding facility inspections. Such plans shall provide for regular schedules of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices. These inspections shall be conducted at least once a month.

**Inspection Areas:** At a minimum, the following areas and any other areas determined by the Facility Commander/designee shall be inspected by the Facility Commander/designee:

- Safety
- Security
- Storage and inventory of supplies
- Cleanliness and appearance
- Maintenance
- Records and logs

These inspections shall be documented on a facility specific inspection form. Facilities shall forward inspection forms to the Administrative Support Unit (ASU) prior to initial use, for review and concurrence. Facilities shall retain completed forms for two years. (Refer to Title 15, Section 1280 and Facility Specific Policy) (Rev. 04/2019)

**102.00. NEWLY APPOINTED FACILITY COMMANDERS/DESIGNEES:** Within 60 days of taking command of a Detention and Corrections facility, the Facility Commander/designee shall complete (or have completed) a facility security inspection. In addition to a security inspection, the Facility Commander/designee shall review past inspections and relevant incidents (escapes, in-custody deaths, sexual assaults, Grand Jury reports, etc.) that occurred within the last five years. If a security inspection was completed in the 90 days prior to the Facility Commander/designee assuming command, the 60 day security inspection may be disregarded.

Within 30 days, ASU shall compile and deliver the archived previous inspections and reports of relevant incidents for the newly assigned Facility Commander/designee. (Rev. 04/2019)

**103.00. ANNUAL SECURITY REVIEW:** Security reviews are the evaluation of internal and external security measures of the facility to ensure the safety of staff, inmates, and the community by preventing escapes and other incidents. Facility Commanders/designees shall, at least annually, review, identify and evaluate security needs, and make a written record of actions taken to improve facility security.

## **15.100. FACILITY INSPECTIONS**

Inspected areas: Items included in the security review shall be specific and unique to the facility operation, and shall include, but not be limited to:

- Contraband
- Physical counts of inmates
- Searches
- Staffing
- Perimeter security (including fencing and lighting)
- Vehicle security
- Key control
- Equipment training
- Firearms control
- Ammunition
- Alarm systems
- Chemical agents
- Mechanical restraint devices

Facilities shall maintain such reviews for two years. (Refer to Title 15, Section 1029)

(Rev. 04/2019)

## **15.200. COURT CALENDAR**

**210.00. COURT CALENDAR:** Each court day, a court calendar shall be generated indicating those inmates scheduled to appear in court on that day. Each Facility Commander/designee shall have written procedures in place regarding:

- Court calendar distribution to housing units
- Copies for the Transportation Division
- Copies for Fiscal Services
- Copies for Food Services
- Copies for Health Services

(Refer to Facility Specific Policy)

(Rev. 04/2019)

**220.05. ADDITIONAL COPIES:** Court Clerks, Court Holding, the Transportation Division and others requesting additional copies of the court calendar shall be responsible for making their own court calendar copies.

(Rev. 04/2019)

## **15.300. COURT PULLS**

### **310.00. COURT PULL GUIDELINES:** (Refer to Facility Specific Policy)

**310.01. ACCEPTABLE ITEMS INMATES MAY BRING TO COURT:** Unless otherwise approved by the Facility Commander/designee, inmates are not allowed to bring any property to court except:

- Legal paperwork (limited to what an inmate can carry in transit without assistance)
- Eyeglasses
- Medical chronos
- Medicine or medical devices prescribed or approved by Health Services

(Rev. 04/2019)

**310.03. REFUSAL BY INMATE TO ATTEND COURT:** Inmates with an order to appear at court will be transported the day of appearance.

The only exceptions will be a no transportation order provided by medical staff or from an outside hospital in the following cases:

- Inmates with a medical condition which precludes them from attending court. Written documentation from a medical professional at the jail or hospital shall be given to the court
- Any Serious Mentally Ill/Serious Mentally Ill Lockdown (SMI/SMIL) classified inmate will be transported for their appearance except when there is written documentation by the Mental Health staff at the West Valley Detention Center (WVDC), indicating the inmate is not clinically stable to transport. Communication will be clear on this issue through commands and brought to the court's attention

A medical professional shall complete an Able/Unable to Transport to Court form (ASU#181010) and it shall be verified by a watch commander. A copy shall be faxed to the designated trial court judge.

These procedures shall apply only to inmates scheduled for appearance in San Bernardino County courts. They shall not apply to any inmate housed under federal contract.

(Rev. 04/2019)

**312.00. REFUSAL TO DRESS FOR COURT:** Inmates refusing to fully dress in county issued classification appropriate clothing for court, shall be offered a cloth safety gown.

### **15.300. COURT PULLS**

Inmates will not be forced to wear county issued classification appropriate clothing to appear in court, however, to reduce potential safety concerns and to properly identify the classification of the inmate, the inmate will be dressed in a cloth safety gown. This alternative clothing is only for court appearances. Once the inmate returns from court, the cloth safety gown shall be retrieved from the inmate and the appropriate county issued classification clothing shall be worn by the inmate.

Although the inmate is in alternative clothing, the inmate shall be subject to disciplinary action, (refusing to obey a direct order) for not wearing the appropriate clothing and shall be advised of this rule violation before any issuance of the gown. (Refer to Bureau Policy Sections 11.290.00 and 12.2523.10)

(Rev. 03/2019)

## **15.500. FIRE SAFETY OFFICER**

**510.00. FIRE SAFETY OFFICER DESIGNATION:** Each Facility Commander/designee shall appoint, in writing, a Fire Safety Officer (FSO). The FSO shall be a safety officer responsible for scheduling regular inspections, testing, and review of fire/safety equipment and procedures.

A copy of the designation letter shall be forwarded to the Administrative Support Unit (ASU) for filing.  
(Rev. 04/2019)

**520.00. RESPONSIBILITY:** Staff becoming aware of any fire/safety equipment violations, shall file a maintenance request using the E-works system and notify the FSO. It shall be the FSO's responsibility to thoroughly investigate all reported deficiencies on a timely basis. The FSO shall report in writing to the Facility Commander/designee who shall ensure corrective action is initiated. This shall include maintenance, repair, or replacement as necessary.

The FSO shall ensure alarms are tested quarterly so all systems are in continuous proper operating condition.

The FSO shall ensure that a biennial inspection of the facility by fire officials is conducted. Upon completion of the biennial fire inspection and review by the Facility Commander/designee, the FSO shall forward a copy of the inspection form to ASU for filing.

The FSO shall ensure the availability of fire hoses or extinguishers at appropriate locations throughout each facility.

All inspections and testing of fire safety equipment along with any corrective actions shall be documented on an inter-office memorandum and retained at the facility for two years.

The FSO along with the responsible fire authority shall annually review the facility fire suppression pre-plan and document this review. The Facility Commander/designee shall sign and date the annual review page located in front of the fire suppression pre-plan folder, and forward a complete copy of the fire suppression pre-plan to ASU. (Refer to Bureau Policy Section 5.115.00)  
(Rev. 04/2019)

**530.00. TRAINING:** Staff shall be familiar with the facility fire/safety and firefighting equipment. All required POST/STC training shall be coordinated by ASU. A training record shall be maintained by the correctional training unit indicating who received the training and the date the training was received.  
(Rev. 08/2012)

## **15.500. FIRE SAFETY OFFICER**

**540.00. MONTHLY INSPECTION:** The FSO shall perform a monthly fire and life safety inspection of the facility for compliance with safety and fire prevention standards. The monthly inspection shall be documented on a monthly fire and life safety inspection report form. This facility specific form shall be created by each facility and approved by ASU. Any changes to the form shall be approved by ASU. Any problems or potential hazards shall be documented on this form and forwarded to the Facility Commander/designee for review. This documentation shall be filed and retained in accordance with Bureau Policy Section 11.550.

(Rev. 04/2019)

## **15.600. INMATE WELFARE FUND**

**605.00. INMATE WELFARE FUND:** Proceeds from commissary and inmate telephone call commissions are placed in a trust account and used for projects that benefit inmates.

(Rev. 04/2019)

**610.00. INMATE WELFARE FUNDING REQUESTS:** Requests for funding shall be sent to the commander of the Inmate Services Unit (ISU) at Glen Helen Rehabilitation Center (GHRC). The approving authority, with advisement of County Counsel, is the Inmate Welfare Fund Committee, which meets six times per year. For placement on the agenda, all requests shall be submitted no less than three weeks prior to the scheduled Inmate Welfare Fund Committee meeting, on the appropriate department form, and have attached supporting documentation, including: three bids or sole source information.

Urgent and emergency funding requests totaling more than \$5,000 may be submitted at any time. At the discretion of the Deputy Chief of the Detention and Corrections Bureau, a telephone poll of the Inmate Welfare Fund Committee members may be conducted to obtain approval of such requests, or the funding request may be placed on the next meeting's agenda. Requests totaling less than \$5,000 may be submitted at any time and are approved or denied at the discretion of the commander of ISU guidelines set by County Counsel.

The commander of ISU shall be responsible for providing each of the Inmate Welfare Fund Committee members with copies and supporting documentation of all funding requests. (Refer to Penal Code Section 4025)

(Rev. 04/2019)