

MORONGO'S FACILITY SPECIFIC SAFETY CRITICAL TASK WORKBOOK

I. JAIL POLICY

A. Type 1 Jail Policy

- a. Section 1.100.00 – Distribution of Manual
 - i. The trainee will understand Type 1 policy section 1.100.05, explains the following:
 1. A current copy of the Type 1 Facility Manual shall be maintained electronically and is therefore available on Starlink to all employees.
- b. Section 1.501.00 – Sexual Abuse or Sexual Harassment Reporting
 - i. The trainee will understand Type 1 policy section 1.501.00 explains the following:
 1. 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
 2. All inmate allegations of sexual abuse or sexual harassment, including third-party and anonymous reports shall be reported to a shift supervisor. (refer to Detention and Corrections Bureau policy section 7.205.00 and 7.205.05 regarding supervisor responsibilities for conducting sexual assault investigations).
- c. Section 2.300.10 – Escorting/Uncooperative Female Inmates
 - i. The trainee will understand and demonstrate their knowledge of the policy section.
 - ii. The trainee will understand Type 1 policy section 2.300.10 explains the following:
 1. Generally, female deputies shall escort female inmates when they are moved within the facility. Station officers, when on duty, shall accompany a male deputy when female inmates are escorted within the facility. If a female deputy or female station officer is unavailable, a male deputy may escort female inmates. Station officers shall not be required to search or otherwise come in close contact with combative inmates. The deputy shall deal with/manage the inmate as necessary, with the station officer remaining in a position of observation.
- d. Section 2.300.62 – Suicide Recognition/Prevention
 - i. The trainer will explain the policy section to the trainee and ensure compliance.
 - ii. The trainee will understand Type 1 policy section 2.300.62 explains the following:
 1. An individual exhibiting signs and or/symptoms of being suicidal is not eligible for booking at a Type 1 facility. If an inmate begins exhibiting signs and/or symptoms of being suicidal after they have been booked/received at a Type 1 facility.

- e. Section 2.301.00 – Employee Contact with Inmates with Disabilities
 - i. The trainer will explain the policy section to the trainee and ensure compliance.
 - ii. The trainee will understand Type 1 policy section 2.301.00 explains the following:
 - 1. It is incumbent on staff to use good judgement when dealing with inmates with disabilities. Staff should understand inmates with disabilities may not react as quickly, see, hear or move the same way as inmates without disabilities. Staff shall take disabilities into consideration when addressing issues involving inmates. Staff shall ensure inmates with disabilities are given an equal opportunity to participate in service, programs and activities offered to other inmates of the same classification level. Nothing in this policy should be construed to encourage staff to not enforce the law and facility policies or compromise the safety and security of themselves, professional staff, visitors, inmates or the facility. Inmates with disabilities must comply with facility rules and regulation and still present the same potential threat as any other inmate. If staff have any questions, they may contact a supervisor or the Administrative Support Unit. (Refer to Bureau Policy Section 18.025.00)
- f. Section 2.400.01 – Inmate Orientation
 - i. The trainer will explain the policy section to the trainee and ensure compliance.
 - ii. The trainee will understand Type 1 policy section 2.400.01 explains the following:
 - 1. Inmates booked at a Type 1 facility shall be given an inmate orientation pamphlet at the time of booking. Additional orientation material shall be available to these inmates upon arrival at a Type II Facility.
- g. Section 3.460.00 – Bridge Assist (Deputy)
 - i. The trainer will explain the policy section to the trainee.
 - ii. The trainee will understand Type 1 policy section 3.460.00 explains the following:
 - 1. Deputies assigned to Type 1 facilities typically provide assistance to all employees assigned to the jail booking office/area to ensure efficient and effective handling of all inmate records. On occasion, the jail deputy may have to assume the duties of the Jail Sheriff's Custody Specialist, due to scheduling or other factors.
- h. Section 3.610.00 – Housing Deputy
 - i. The trainee will show proficiency for the following tasks.
 - ii. The trainee will understand Type 1 policy section 3.610.00 explains the following: Deputies assigned to Type 1 facilities are responsible for performing all duties related to the housing of inmates. These duties include, but are not limited to, the following:
 - 1. Conducting routine surveillance of inmates in housing area

2. Observing activities of visitors in the visiting area
 3. Maintaining security when moving inmates within the housing unit
 4. Checking cell doors and entrance/exit doors in housing units to ensure security
 5. Maintaining the proper degree of custody and control over inmates in accordance with the inmate's classification
 6. Searching housing areas for contraband
 7. Conducting inmate count
 8. Supervising the feeding process and maintaining security of eating utensils
 9. Monitoring inmate behavior and taking necessary disciplinary actions when a facility rule or regulation has been broken
 10. Responding to emergency situations in accordance to facility policy
 11. Seizing evidence when a crime has occurred within the jail facility
 12. Securing the area if the crime involves a major investigation
 13. Stocking and monitoring supplies necessary to keep the unit functioning
 14. Inspecting all jail areas, cells and rooms for cleanliness, safety issues, hazards and maintenance issues
 15. Conducting daily equipment checks to ensure serviceability
 16. Other tasks as assigned by the station/division commander
- i. Section 3.705.00 – Receiving/Property Deputy
- i. The trainer will explain the policy section to the trainee.
 - ii. The trainee will show proficiency for the following tasks.
 - iii. The trainee will understand policy section 3.705.00 explains the following: Employees assigned to Type 1 facilities are responsible for performing all duties related to receiving, inventorying, processing, and releasing inmate property. These duties include, but are not limited to, the following:
 1. Accurately inventorying and storing inmate/arrestee property
 2. Screening inmate property for contraband
 3. Returning personal property to the inmate upon release
 4. Preparing property and associated paperwork for transfer when inmate is subject to transport
 5. Handling the disposal of found inmate property
 6. Investigating lost inmate property claims
- j. Section 3.810.00 – Release Officer
- i. The trainer will explain the policy section to the trainee.
 - ii. The trainee will show proficiency for the following tasks.
 - iii. The trainee will understand policy section 3.810.00 explains the following: Employees at Type 1 facilities are responsible for performing all duties related to the release of inmates. A sheriff's Custody Specialist or another deputy may assist in these duties, if available. The

duties of Type 1 facility employees with respect to release include, but are not limited to the following:

1. Checking inmate paperwork (cases, holds, etc.) to verify the inmate's eligibility for release.
 2. Completing all paperwork required for inmate release.
 3. Confirming inmate's identity through fingerprints, photographs and booking information prior to release.
 4. Returning personal property and money to the inmate prior to release
 5. Updating the JIMSnet database to reflect the release.
- k. Section 3.1010.00 – Lobby Security
- i. The trainer will explain the policy section to the trainee
 - ii. The trainee will show proficiency for the following policy section.
 - iii. The trainee will understand policy section 3.1010.00 explains the following.
 1. Type 1 facility personnel shall ensure the security of the facility and the visiting process by coordinating and communicating with on-duty personnel within the station/division
- l. Section 4.240.00 – Rescue Knives
- i. The trainer will ensure the trainee is familiar with the location of the rescue knives.
 - ii. The trainee will understand policy section 4.240.00 explains the following:
 1. Each Type 1 facility shall keep rescue knives in a secure location in the Booking Office. The rescue knives shall be inventoried as part of the regular jail inspection process.
- m. Section 4.502.00 – Restraint Equipment During Transportation
- i. The trainer will explain the policy section to the trainee and ensure compliance.
 - ii. The trainee will understand policy section 4.502.00 explains the following:
 1. Generally, waist chains shall be the standard device for restraining inmates being transported from or returning to a jail facility. Only waist chains intended for and capable of cuffing at the side shall be used. Waist chains shall be affixed so inmates are cuffed with their hands at their side. No part of any waist chain shall be affixed to leg restraints. Inmates shall not be chained with their arms across their body. Drop chains shall be attached back through the handcuff.
 2. Drop chains shall not be wrapped around any other part of the body except the waist. Inmates' arms shall not be interlaced with another inmate.
 3. Inmates handcuffed to the rear shall be transported in a manner and vehicle that allows the driver to promptly respond to complaints of pain or injury. Inmates shall not be transported in a buss while handcuffed to the rear.
- n. Section 6.020.00 – Repair Workers

- i. The trainer will explain the policy section to the trainee and ensure compliance.
- ii. The trainee will understand policy section 6.020.00 explains the following:
 - 1. Repair and maintenance workers (contractors, telephone repair, computer repair, etc.) seeking entrance into the Type 1 facility shall generally enter through the primary employee/administrative entrance, after checking in and obtaining Clearance from the station front desk, watch commander, or jail office. Station personnel shall escort these workers within the jail facility after they have been identified and approved for entrance.
- o. Section 6.401.20 – Evacuation Keys
 - i. The trainer will ensure the trainee is familiar with the location of the evacuation keys.
 - ii. The trainee will understand policy section 6.401.20 explains the following:
 - 1. Evacuation keys shall be maintained in a location designated by the facility commander and in accordance with the facility evacuation plan.
- p. Section 6.402.00 – Facility Ventilation
 - i. The trainer will ensure the trainee knows the procedures for ventilating the facility.
 - ii. The trainee will understand policy section 6.402.00 explains the following:
 - 1. If smoke or other offensive substance becomes intense enough in a facility to require evacuation or immediate ventilation of the area, the shift supervisor shall be notified of the incident, the location of the incident and the amount of contamination generated. The shift supervisor shall make the appropriate notifications and if evacuation is needed, ensure proper security and the evacuation procedures are followed (Refer to Title 15 section 1032, Emergency Operations Manual & facility policy).
- q. Section 6.810.00 – Count Procedures
 - i. The trainee will understand and demonstrate their knowledge of the policy section
 - ii. The trainee will understand policy section 6.810.00 explains the following:
 - 1. All inmate booking and release activity ceases while facility count is underway.
 - 2. Inmate movement within the facility is suspended.
 - 3. The deputy shall print a current Inmate Housing Name list from the JIMSnet database.
 - 4. The deputy shall personally inspect every housing unit within the facility and check for inmates in all locations.
 - 5. The deputy shall compare the names on the Inmate Housing Name list with the inmate’s identification card or wristband.

6. The deputy who physically conducts the count shall draw a line through the first name of the inmate that is verified.
 7. The deputy shall also inspect the integrity of each inmate's identification card/wristband at the time contact is made.
 8. Count is considered "clear" when all inmates on the Inmate Housing Name list are accounted for, and all the housing units have inspected for and cleared of having additional inmates in them.
- iii. When the facility count is clear, the deputy shall make note of the time and annotate "count clear" on the housing log sheet (for each housing log). The deputy shall also inform the watch commander/supervisor of the count results.
- r. Section 6.820.00 – Review of Count Sheets
 - i. The trainee will understand and demonstrate their knowledge of the policy section.
 - ii. The trainee will understand policy section 6.820.00 explains the following:
 1. The Inmate Housing Name list that the deputy used to clear count shall be maintained with the inmate housing observation logs for the corresponding day. The Inmate Housing Name list is subject to review by the station/division.
 - s. Section 6.830.00 – Conclusion of Count
 - i. The trainee will understand and demonstrate their knowledge of the policy section.
 - ii. The trainee will understand policy section 6.830.00 explains the following:
 1. When the count is successfully completed, the deputy shall notify the supervisor and make an entry in the facility shift log.
 - t. Section 6.970.00 – Clothing and Bedding Items Allowed
 - i. The trainer will explain the policy section to the trainee and ensure compliance.
 - ii. The trainee will understand policy section 6.970.00 explains the following:
 1. At Type 1 facilities, arrestees/inmates typically remain in their own clothing until they arrive at a Type II facility. If an arresting agency has taken the arrestee's clothing for evidence, a paper jumpsuit or orange jumpsuit will be provided to the inmate. The department will retrieve any clothing items issued to the inmate at the time of release. Indigent clothing may be provided to those inmates that have no clothing at time of release.
 2. Inmate workers shall be provided with the following items of clothing:
 - a. Clean socks and footwear
 - b. Clean outer-garments (blue shirts and blue pants)
 - c. Clean undergarments (underwear and undershirt)

- d. Additional clothing for special work assignments or extreme weather.
 - 3. The standard issue of clean bedding and linen for each inmate expected to remain overnight shall include, but not be limited to, the following:
 - a. One mattress, which meets the requirements of section 1272 of Minimum Jail Standards
 - b. One sheet/mattress cover
 - c. One towel
 - d. One blanket
 - 4. Inmates are not allowed to accumulate clothing and bedding items in excess of that which is standard issue.
- u. Section 6.980.05 – Contraband Box
 - i. The trainer will explain the policy section to the trainee and ensure compliance.
 - ii. The trainee will understand policy section 6.980.05 explains the following:
 - 1. Type 1 facilities do not maintain contraband boxes. A Type 1 facility shall not accept the following items, which may be in the possession of an incoming prisoner.
 - a. Alcoholic beverages
 - b. Perishable food
 - c. Animals
 - d. Weapons and/or ammunition
 - e. Items of personal property constituting a threat to security.
 - iii. Arresting officers shall be advised if any of the property in the possession of the inmate is not acceptable. Any contraband shall be returned to the arresting officer before he leaves the facility. (refer to Department Manual Section 3.452.15).
- v. Section 8.130.15 – Bulk Property
 - i. The trainer will explain the policy section to the trainee and ensure compliance.
 - ii. The trainee will understand policy section 8.130.15 explains the following:
 - 1. Unless approved by the supervisor, bulk property will not be accepted into a Type 1 facility.
- w. Section 9.430.50 – Location of Telecommunications Device for the Deaf or Teletypewriter (TTY Device).
 - i. The trainer will explain the policy section to the trainee
 - ii. The trainee will understand policy section 9.430.05 explains the following:
 - 1. A TTY device shall be readily available in the jail/booking officer of a Type 1 facility
- x. Section 9.610.00 – Inmate Dress In
 - i. The trainer will explain the policy section to the trainee
 - ii. The trainee will demonstrate proficiency

- iii. The trainee will understand policy section 9.610.00 explains the following:
 - 1. Arrestees booking into a Type 1 facility remain in their own clothing until they are transferred to a Type II facility. If an arresting agency has taken the arrestee's clothing for evidence or if the arrestees clothing is un-useable (i.e. chemical saturation, shredded tatters, etc.) a paper or cloth jumpsuit may be provided. The issued clothing should be returned at the time of release. Indigent clothing shall be provided to those inmates with no clothing at the time of release
 - iv. Inmates shall be offered a shower upon assignment to a housing unit and at least once every other day thereafter.
- y. Section 9.660.05 – inmate Workers in Clothing Storage
 - i. The trainer will explain the policy section to the trainee
 - ii. The trainee will demonstrate proficiency
 - iii. The trainee will understand policy section 9.660.05 explains the following:
 - 1. Inmate workers shall be allowed in the inmate clothing/supply storage area only for cleaning and replenishing the shelves and only with permission from an employee.
- z. Section 9.670.00 – Issuance of Cup and Spoon
 - i. The trainer will explain the policy section to the trainee
 - ii. The trainee will demonstrate proficiency.
 - iii. The trainee will understand policy section 9.670.00 explains the following:
 - 1. Inmates at Type 1 facilities are not issued cups and spoons. They shall be supplied with appropriate eating utensils, cups, plates, and bowls during mealtime. These items shall be retrieved after every meal.
- aa. Section 9.803.00 – Classification and Intake
 - i. The trainer will explain the policy section to the trainee
 - ii. The trainee will demonstrate proficiency
 - iii. The trainee will understand policy section 9.803.00 explains the following:
 - 1. Due to the nature of the operation at Type 1 facilities, the classification of inmates is limited in scope. The housing areas within a Type 1 facility are typically used for only three inmate classification types.
 - a. Females
 - b. General population
 - c. Restricted population (includes protective custody, high security, unusual behavior, GBTI, problem inmates, medical restrictions, etc.)
 - iv. At Type 1 facilities, the classification process primarily consists of assessing information provided on the arrest report/booking application and the receiving screening form. As a result of the information obtained from the inmate at the time of booking, combined with

available information from other sources, the booking deputy will assign inmates to housing locations within the Type 1 facility based on their needs. Inmates transferred to Type 1 facilities from a Type II facility shall be housed according to their most recent classification assignment.

bb. Section 9.902.00 – Protective Custody Inmates

- i. The trainer will explain the policy section to the trainee
- ii. The trainee will demonstrate proficiency
- iii. The trainee will understand policy section 9.902.00 explains the following:
 1. Inmates requiring protective custody based on factors identified in Detention and Corrections Bureau policy shall be separated from other inmates but shall not be dressed in different clothing. Jail staff shall notify a classification deputy at the inmates primary housing facility of the inmates need for protective custody

cc. Section 9.904.10 – High Security Inmates

- i. The trainer will explain the policy section to the trainee
- ii. The trainee will demonstrate proficiency
- iii. The trainee will understand policy section 9.904.10 explains the following:
 1. Arrestees or other inmates who would meet the standard for high security classification based on factors identified in Detention and Corrections Bureau policy shall be separated from other inmates but shall not be dressed in Different clothing. Jail staff shall notify a classification deputy at the inmates primary housing facility of the inmates need for higher level of security.

dd. Section 9.915.00 – Civil Commitments

- i. The trainer will explain the policy section to the trainee
- ii. The trainee will understand policy section 9.915.00 explains the following:
 1. Type 1 facilities shall not book or otherwise house or maintain civil commitments (additional information may be located in the Detention and Corrections Bureau manual).

ee. Section 9.9.21.00 – Suicidal Arrestees

- i. The trainer will explain he policy section to the trainee
- ii. The trainee will demonstrate proficiency.
- iii. The trainee will understand policy section 9.921.00 explains the following:
 1. Arrestees who are dangerous to themselves or suicidal shall not be booked at a Type 1 facility. The arresting officer shall be referred to a Type II facility for booking.

ff. Section 10.110.00 – Releasing Officer Responsibilities

- i. The trainer will explain the policy section to the trainee
- ii. The trainee will demonstrate proficiency.
- iii. The trainee will understand policy section 10.110.00 explains the following:

1. It is the responsibility of the releasing officer/employee to evaluate the legitimacy of every release. Prior to release, the following procedures shall be followed:
 - a. Review the booking jacket to make sure that all holds and/or warrants have a proper disposition indicating that release is appropriate
 - b. When a second jail employee is available, all prospective releases shall be checked by that second employee to ensure that the release is legitimate
 - c. If the second person is not available, the deputy shall both authorize a release and physically release the inmate.
 - d. The authorizing officer shall initial the booking jacket in the 'authorized by' box
 - e. Check for any discrepancies in the court case, warrant or booking numbers
 - f. Court commitments should be checked to ensure the proper time has been served
 - g. Sign the bottom of each booking sheet giving the reason for the release
 - h. Indicate the date and time of release
 - i. Retrieve the inmate's property and compare the property with the property record
 - j. Compare the name, booking number and photo on the inmate's wristband/identification card with the name and booking number on the booking jacket
 - k. Verify the information on the document authorizing release
 - l. Utilize the departments FAST-ID system to confirm the identity of the inmate
 - m. Ask the inmate pertinent questions to further verify his/her identification
 - n. Compare the inmate's physical description with the information on the booking paperwork. Compare marks, scars and tattoos
 - o. Obtain a right thumbprint and affix the print to thee booking record. Compare the print with the print obtained at the time of booking.
 - p. Compare the signature with the one taken at the time of booking
 - q. Prior to removing the wristband, check to see if the wristband has been tampered with in anyway. (refer to Type 1 facility specific policy 10.120.10
 - r. The wristband shall be removed and placed into the booking jacket., (refer to Type 1 facility specific policy 10.120.10

- s. Update JIMSnet system to show that the inmate has been released.
- gg. Section 10.120.10 – Identity Verification
 - i. The trainer will explain the policy section to the trainee
 - ii. The trainee will understand policy section 10.120.10 explains the following:
 - 1. Upon release of an inmate, the Type 1 facility shall retain the inmate’s identification card or wristband. These shall be placed inside the inmate’s booking jacket. If the inmate has no other form of photo identification, the inmate may be allowed to retain their inmate identification card but only after the entire portion above the photograph has been cutoff.
- hh. Section 10.120.12 – Inmate Cash Pay-Out
 - i. The trainer will explain the policy section to the trainee
 - ii. The trainee will demonstrate proficiency
 - iii. The trainee will understand policy section 10.120.12 explains the following:
 - 1. When an inmate is released, the employee will return the inmate’s money to him either in cash, check or a combination of both. The employee shall ensure that the amount returned to the inmate is the correct amount: based on review of intake documents, information from the JIMSnet database, and other pertinent sources. The employee shall then count out the remittance to the inmate and have the inmate sign for the money received. Any discrepancy noted during the release requires supervisor notification.
- ii. Section 10.121.00 – Citation Releases
 - i. The trainer will explain the policy section to the trainee
 - ii. The trainee will demonstrate proficiency
 - iii. The trainee will understand policy section 10.121.00 explains the following:
 - 1. Inmates booked on, under the influence charges shall be held a minimum of five hours from the time of arrest. Under the influence charges include but are not limited to PC 647 (f), VC 23152 and H & S 11550. (refer to Department Manual Policy 3.416.00).
- jj. Section 11.245.00 – Lights Out
 - i. The trainer will explain the policy section to the trainee
 - ii. The trainee will demonstrate proficiency
 - iii. The trainee will understand policy section 11.245.00 explains the following:
 - 1. Lights out at all facilities generally shall be 2200 hours Sunday through Thursday nights and 2300 hours on Friday, Saturday and non-court nights.
- kk. Section 11.450.00 – Movement To/From Court
 - i. The trainer will explain the policy section to the trainee
 - ii. The trainee will demonstrate proficiency

- iii. The trainee will understand policy section 11.450.00 explains the following:
 - 1. High security inmates shall be handcuffed or waist-chained and wear leg restraints prior to being removed from their cell. High security inmates shall be searched before movement to court, visiting or transportation/marshaling. High security inmates shall be searched upon their return from court, visiting or upon their arrival from transportation
 - II. Section 11.521.08 – Intoxication Assessment Form
 - i. The trainer will ensure the trainee is familiar with the intoxication assessment form, and this policy
 - ii. The trainee will understand policy section 11.521.08 explains the following:
 - 1. Type 1 facility safety staff shall complete an Intoxication Assessment Form (ASU #110708) for all inmates who are under the influence of drugs or alcohol and housed in a sobering cell. If the inmate is placed in the sobering cell, safety staff shall complete the four-hour assessment portion after the inmate has been in the sobering cell for four hours and consult with a registered nurse from West Valley Detention Center to determine if medical care is needed and /or continued retention in the sobering cell is warranted. If continued retention in the sobering cell is approved, safety staff shall reassess the inmate again in four hours and document the assessment on a new Intoxication Assessment Form. If the inmate is still intoxicated to the point he is unable to continue the booking process, a registered nurse from West Valley Detention Center shall be contracted for further medical consideration or the inmate shall be transported to a hospital for examination. Original forms shall be filed in the inmate’s booking jacket.
 - mm. Section 11.521.10 – Sobering Cell Placement Procedures
 - i. The trainer will explain the policy section to the trainee and ensure compliance.
 - ii. The trainee will understand policy section 11.521.10 explains the following:
 - 1. If an arrestee is unable to answer questions appropriately from the Intake Health Screening form, is unable to stand or walk without assistance, is unable to sign paperwork, admits to having alcohol withdrawals, exhibits tremors or complains of visual or auditory hallucinations, staff shall notify a shift supervisor and the on-site or on-call health services staff immediately for recommendations or arrestee shall be transported to a local hospital for pre-booking hospital exam by the arresting officer.
 - iii. Staff shall notify a shift supervisor when arrestees are placed in sobering cells. Staff shall inventory property and money; the arresting officer

shall sign for it after the inmate is placed in the sobering cell. Staff shall write “refused to sign” when inmates refuse to sign their booking paperwork, and “unable to sign” when inmates are unable to sign booking paperwork

- nn. Section 11.521.15 – Sobering Cell Supervisor and Health Services Review
 - i. The trainer will explain the policy section to the trainee and ensure compliance.
 - ii. The trainee will understand policy section 11.521.15 explains the following:
 - 1. Staff shall ensure inmates shall not remain in the sobering cell longer than four hours without an evaluation by health services personnel. For the Type 1 facilities, such evaluation may occur by transporting the inmate to a medical facility or by contacting a registered nurse at the West Valley Detention Center. Evaluations and shift supervisor’s observations shall be noted on the observation log.
- oo. Section 14.810.00 – Minor Offenders/Housing Minors
 - i. The trainer will explain the policy section to the trainee and ensure compliance.
 - ii. The trainee will understand policy section 14.810.00 explains the following:
 - 1. Type 1 facilities shall not book minors into custody nor house them overnight. Type 1 facilities may hold minors for court holding purposes.
- pp. Section 14.810.05 – Minors Detained at any Station or Facility
 - i. The trainer will explain the policy section to the trainee and ensure compliance
 - ii. The trainee will understand policy section 14.810.05 explains the following:
 - 1. Minors may be temporarily held in secure detention at a Court Holding facility or Type 1 facility only while attending court.
 - a. Minors in temporary custody shall be held separately from the adult inmates in accordance with section WIC 208(a).
 - b. Minors shall be held with non-public access, movement within and egress.
 - c. Movement in areas containing the same entrance/exit as adult inmates shall be scheduled in such a manner that there is no opportunity for contact or communication
 - d. At no time shall communication between minors and adult inmates be allowed
 - e. If during movement of the minor within the facility or while in route to a court appearance, adult inmates are in the same room or area, facility personnel shall maintain a constant, side by side presence with either

the minor or the adult inmate to assure there is no communication between the minor and adult inmate.

- f. Minors shall receive adequate supervision, which at a minimum, includes:
 - i. Constant auditory access to facility staff by the minor
 - ii. Unscheduled personnel visual supervision of the minor, no less than twice every 30 minutes which shall be noted on a facility approved Observation Log.
 - iii. Male and female minors shall not be placed in the same housing unit and shall not be held in the same locked room unless under direct visual supervision by staff.
 - g. Minors in temporary secured or non-secured detention within Court Holding Facilities shall have the following made available to them
 - i. Access to toilets and washing facilities
 - ii. Access to drinking water
 - iii. Blanket and/or adequate clothing if needed
 - iv. Minors transported to court holding facility or Type 1 facility are provided with a snack lunch prepared by juvenile authorities in keeping with Title 15 requirements. Minors shall be allowed to maintain possession of their lunch as prepared while in the court holding of Type 1 facilities
 - h. Minors shall be held in secure detention for a period not to exceed 12 consecutive hours for court purposes at any Court Holding or Type 1 facility.
 - i. Refer to Department Manual Sections 3.484.00, 3.484.10, 3.484.15.
- qq. Section 17.200.05 – Sick Call Policy
- i. The trainer will explain the policy section to the trainee and ensure compliance.
 - ii. The trainee will understand policy section 17.200.05 explains the following:
 - 1. Inmates indicating a medical need shall be evaluated by a deputy to determine the nature of the medical issue. The deputy, upon consultation with the watch commander, shall take necessary steps to ensure the safety and health of the inmate.
- rr. Section 17.310.00 – Injured Inmates
- i. The trainer will explain the policy section to the trainee and ensure compliance
 - ii. The trainee will understand policy section 17.310.00 explains the following:

1. Generally, inmates at Type 1 facilities who are in need of basic healthcare shall be transported to West Valley Detention Center as soon as is practicable. Inmates with immediate medical emergencies or injuries shall be assessed by jail staff to determine the nature of the medical need, and the watch commander shall be notified of the medical emergency/injury immediately. Inmates needing immediate care shall be treated by paramedics and /or transported to the local contract medical facility. All inmate injuries shall be documented via an Inmate Injury form (ASU #021101), which shall be reviewed by the watch commander and the station/division lieutenant prior to being filed in the inmates booking jacket.
- ss. Section 17.390.50 – Non-Consensual Blood Draws
- i. The trainer will explain the policy section to the trainee and ensure compliance.
 - ii. The trainee will understand policy section 17.390.50 explains the following:
 1. Outside agencies seeking to draw blood (forced blood draw) from an arrestee shall not be allowed to accomplish this task within the confines of a Type 1 facility, unless it has been specifically approved by the supervisor/watch commander. If approved, the procedure shall take place in the intake or booking area of the jail. All other inmates shall be removed from the intake area during this process. The outside agency is responsible for supplying adequate personnel and medical staff to accomplish the task safely. Type 1 facility staff shall not participate in a forced blood draw for any outside agency.
 - iii. Sheriff's Department personnel seeking to draw blood (forced blood draw) from an arrestee within the jail facility involving Sheriff's Department personnel/investigations may do so only with the specific approval by the watch commander. The Type 1 facility staff may participate as necessary, to accomplish this task. The procedure shall generally take place in the intake area of the jail. All other inmates shall be removed from the intake area during this process.
 - iv. Any non-consensual blood draws taking place after booking shall require a court order.
- tt. Section 17.1020.05 – Court Ordered Psychological Evaluations
- i. The trainer will explain the policy section to the trainee and ensure compliance
 - ii. The trainee will understand policy section 17.1020.05 explains the following:
 1. Court-ordered psychological evaluations shall not be accomplished at a Type 1 facility. The court shall route a copy of the court order to the West Valley Detention Center and the evaluation shall occur there. If a court order is received at the Type 1 facility, the watch commander shall be immediately notified for coordination with West Valley Detention Center.

B. Morongo Basin Jail Policy

- a. Section 1.410.01 – Public Information Plan and Title 15, Inmate Use
 - i. The trainee will understand policy section 1.410.01 explains the following
 1. The hold for booking cell has been designated as the area for inmates requesting to read the Board of State and Community Corrections Minimum Standards for Local Detention Facilities (Title 15) or the Public Information Plan
 2. There shall only be one inmate allowed to review the Public Information Plan at a time.
- b. Section 1.410.02 – Public Information Plan: Review by the public
 - i. The trainee will understand policy section 1.410.02 explains the following:
 1. Members of the public requesting to read the Public Information Plan can do so in the lobby of the main sheriff's station.
- c. Section 1.410.05 – Public Information Plan and Title 15 Distribution
 - i. The trainee will understand policy section 1.410.05 explains the following:
 1. A copy of the Public Information and Title 15 are located on the jail bridge and at the front counter of the main sheriff's station.
- d. Section 1.410.25 – Individual and Family Service Program
 - i. The trainee will understand policy section 1.410.25 explains the following:
 1. The Morongo Basin Jail is a Type 1 facility and does not offer Individual and Family Services Programs.
 - ii. Assignments
- e. Section 2.100.00 – Employee Orientation
 - i. The trainer will bring the trainee to the following locations to ensure familiarity with the station.
 - Main Station
 1. Captain's Office
 2. Captain's Secretary's Office
 3. Lieutenant's Office
 4. Administrative Sergeant's Office
 5. CTO Office
 6. Watch Commander's Office
 7. Detective Sergeant's Office
 8. Detectives' Office
 9. Detective Secretary's Office
 10. SSS Area
 11. Automotive MPSA Area
 12. Evidence SSS Offices
 13. Evidence Room
 14. Front Desk
 15. Mailboxes
 16. Office Specialists' Area

- 17. Patrol Briefing Room
 - 18. Report Writing Room
 - 19. Locker Rooms
 - 20. Gym
 - 21. Breakroom
 - Old Station
 - 22. Evidence
 - 23. Bunkrooms
 - 24. Front Desk
 - 25. Public Visiting Lobby
 - 26. Public Visiting Booth
 - 27. Public Attorney Booth
- f. Section 4.210.00 – Portable Radios (HT)
 - i. The trainer will explain the policy section to the trainee and ensure compliance.
 - ii. The trainee will understand policy section 4.210.00 explains the following:
 - 1. Two portable radios, two batteries and two charging stations are assigned to the Morongo Basin Jail. The radios are stored on the bridge and shall be returned to the bridge at the end of shift. One radio is used for communicating with Sheriff’s Dispatch or those assigned to patrol (9-DCC-5/Backup 9-DTAC-5), when the use of a phone would not be practical. One radio is used for communicating with Court Services (80-COURT-D) during business hours. Each deputy is assigned a person radio, two batteries, and a charging station. The deputy’s radio, while performing jail functions, should be set to 80-COURT-D during court hours.
 - g. Section 4.215.00 – “Spit Net” Disposable Spit Guard
 - i. The trainer will explain the policy section to the trainee.
 - ii. The trainee will understand policy section 4.215.00 explains the following:
 - 1. Spit net masks contaminated with blood or other biohazard material shall be disposed of using standard universal precautions. Refer to Detention and Corrections Manual Section 11.300 Universal Precautions/Contaminated Clothing.
 - h. Section 4.220.00 – Riot Equipment
 - i. The trainer will explain the policy section to the trainee and ensure their riot helmet is readily available.
 - ii. The trainee will understand policy section 4.220.00 explains the following:
 - 1. The Morongo Jail does not maintain riot equipment for the facility. Sworn staff shall keep their department issued riot helmet readily available.
 - i. Section 4.230.00 – Facility Equipment
 - i. The trainer will explain the policy section to the trainee

- ii. The trainee will understand policy section 4.230.00 explains the following:
 - 1. Batons shall not be routinely carried inside the secured portion of the jail. Safety staff may carry flashlights in accordance with department policy. Staff members are encouraged to carry flashlights issued to them by the Department. A rescue knife is kept secured on the bridge in the event of an inmate hanging
- j. Section 4.290.00 – Fire Suppression Equipment
 - i. The trainer will ensure the trainee is familiar with the fire suppression equipment.
 - ii. The trainee will understand policy section 4.290.00 explains the following:
 - 1. The Morongo Basin Jail has the following fire suppression equipment. The fire suppression equipment located throughout the facilities includes various types of fire extinguishers, fire hoses and sprinkler systems. Staff shall become familiar with the various types of equipment; their specific uses and any keys or instruments need to access the equipment.
- k. Section 4.295.00 – Emergency Response Equipment
 - i. The trainer will ensure the trainee is familiar with the Emergency Response Equipment.
 - ii. The Trainee will understand policy section 4.295.00 explains the following:
 - 1. The Morongo Jail maintains Emergency Response Equipment in two locations. Two Stingball grenades are kept in Interior Gun Locker #12 outside the Sheriff’s door to the Jail. Six Stingball Grenades are kept in a locked container on the Bridge. The container is located under the counter in the northwest corner of the Bridge. Each of these grenade locations also contains MK-9 Magnum 1st Defense, 12 oz OC Canister.
- l. Section 5.140.00 – Maintenance in Housing Areas
 - i. The trainer will explain the policy section to the trainee and ensure compliance
 - ii. The trainee will understand policy section 5.140.00 explains the following:
 - 1. In the event Maintenance staff need to access a housing tier, all inmates from the affected housing tier shall be moved to a clear housing tier, giving maintenance clear access to the tier. In the event this is not possible, inmates shall be secured in their cells, away from maintenance crew(s). A member of jail staff shall accompany maintenance staff while repairs are made.
- m. Section 6.000.05 – Perimeter Security
 - i. The trainer will explain the policy section to the trainee and ensure compliance.
 - ii. The trainee will understand policy section 6.000.05 explains the following.

1. It shall be the responsibility of all personnel to immediately report any security concerns to the CTO or Watch Commander. At the beginning of each deputy's shift, after the initial observation logs have been updated, the deputies are responsible for conducting a security check of the perimeter. Time permitting, additional perimeter checks should be conducted periodically throughout the day. Refer to Post Orders
- n. Section 6.010.00 – Employees Reporting to and Leaving Work
 - i. The trainer will explain the policy section to the trainee and ensure compliance
 - ii. The trainee will understand policy section 6.010.00 explains the following:
 1. Employees reporting to work will meet on the jail bridge at the start of their shift to be briefed on all relevant issues from the shift leaving work. Relevant issues include, but are not limited to, inmates who are temporarily located at the hospital or out of the facility for other reasons, issues with medication for inmates, combative or disruptive inmates, inmates who are approaching or who have exceeded the 96-hour time limit inside of a Type 1 facility, or security concerns. Employees will not leave their post until properly relieved by the oncoming shift.
 - o. Section 6.060.00 – Facility Tours
 - i. The trainer will explain the policy section to the trainee
 - ii. The trainee will understand policy section 6.060.00 explains the following:
 1. All requests for facility tours will be directed to the CTO for approval.
 - p. Section 6.510.00 – Control Panels
 - i. The trainer will explain the policy and ensure compliance
 - ii. The trainee will understand policy section 6.510 explains the following:
 1. The main control panel for operating all controlled doors is located on the bridge. Additional control panels are in the main corridor, on the wall, near the doors leading into the tiers. All control panel doors shall remain locked when not in immediate use.
 2. All doors not controlled by a control panel shall be double locked when closed.
 3. The following door security procedures shall be followed when removing an inmate from a cell on one of the tiers.
 - a. Alert the inmate the need for them to exit the cell when their door opens
 - b. Return to the main corridor, close the tier door and double lock it.
 - c. Open the control panel and unlock the cell door

- d. Use the window on the tier door to ensure the inmate fully exited the cell
 - e. Use the control panel to secure the cell door and lock the control panel
 - f. Use the window on the tier door to ensure there are no safety concerns
 - g. Open the tier door and continue inmate movement as usual.
4. The following door security procedures shall be followed when returning inmates to a cell on one of the tiers.
 - a. Open the tier door and direct the inmate to stand in front of the intended cell
 - b. Close the tier door and double lock it
 - c. Open the control panel and unlock the cell door
 - d. Use the window on the tier door to ensure the inmate fully entered the cell
 - e. Use the control panel to secure the cell door and lock the control panel
 - f. Use the window on the tier door to ensure there are no safety concerns.
 5. At no time should a control panel be opened when a tier door is opened, or when inmates are in the main corridors of the jail.
 6. The kitchen door shall remain locked during transportation pick-up/drop off, and when escorting inmates to and from attorney or personal visits.
- q. Section 6.900.15 – Housing Shakedown
 - i. The trainer will explain the policy section to the trainee and ensure compliance.
 - ii. The trainee shall understand policy section 6.900.15 explains the following:
 1. A shift supervisor shall determine the appropriate number of staff to be used during a shakedown and what their assignments will be. Inmates involved in a shakedown shall be secured in one of the available dayrooms or another cell.
 - r. Section 6.1020.00 – Key Control Locations
 - i. The trainer will ensure the trainee is familiar with the key control box location.
 - ii. The trainee shall understand policy section 6.1020.00 explains the following:
 1. The key control boxes for the jail are located in the stations armory and the Administrative Sergeant’s Office (located in the main Admin Building).
 - s. Section 7.110.08 – Evidence Collection and Storage
 - i. The trainer will explain the policy section to the trainee and ensure compliance.
 - ii. The trainee shall understand policy section 7.110.08 explains the following:

1. Items collected as evidence shall be packaged as soon as practical and stored in the temporary evidence lockers, located in the main station.
- t. Section 7.120.05 – Approval of Reports
 - i. The trainer will explain the policy section to the trainee and ensure compliance.
 - ii. The trainee shall understand policy section 7.120.05 explains the following:
 1. The CTO will generally review and approve reports taken by the jail staff. Deputies who obtained prior approval for an open charge, shall notify the watch commander when the report is complete if the CTO is not available to review it.
 - u. Section 7.124.00 – Inmate Injury Logs
 - i. The trainer will ensure the trainee is familiar with the inmate injury log and ensure compliance.
 - ii. The trainee shall understand policy section 7.124.00 explains the following:
 1. The inmate injury log is maintained on the bridge. Inmate injury reports are maintained in the CTO’s office with a copy of the injury report to be forwarded to West Valley Detention Center; Medical/Infirmary.
 - v. Section 7.500.05 – Facility Forms
 - i. The trainer will explain the policy section to the trainee
 - ii. The trainee shall understand policy section 7.500.05 explains the following:
 1. The CTO is responsible for maintaining all jail facility specific forms. Any requested changes to the forms shall be reviewed first by the CTO, then the Administrative Sergeant, the Lieutenant, the Captain and then be submitted to ASU for final approval.
 - iii. The master copy of all facility specific forms shall only be maintained in the CTO folder, located in the administrative share file. Working copies shall be saved in the PDF format and saved in the jail folder, located in the Morongo share drive.
 - w. Section 8.120.11 – Removing Electronic Monitors
 - i. The trainer will explain the policy section to the trainee and ensure compliance.
 - ii. The trainee shall understand policy section 8.120.11 explains the following:
 1. The Jail deputy will remove any electronic monitoring devices from new bookings during the intake process.
 2. The duty officer will determine which law enforcement agency owns the electronic monitoring device and arrange for the unit’s return.
 - x. Section 8.140.00 – Money Inventory
 - i. The trainer will explain the policy section to the trainee and ensure compliance

- ii. The trainee will understand policy section 8.140.00 explains the following:
 - 1. The CTO is designated as the supervisor responsible for verifying money in amounts of \$1,000.00 or more. The shift supervisor shall be used in the CTO's absence.
- y. Section 8.280.00 – Placement of Inmate in Holding Cell
 - i. The trainer will explain the policy section to the trainee.
 - ii. The trainee will demonstrate proficiency.
 - iii. The trainee shall understand policy section 8.280.00 explains the following:
 - 1. Inmates should only be held inside the “Hold for Booking” cell while awaiting the completion of the booking/release process or awaiting transport.
 - 2. After the SCS completes the booking process, the deputy shall house the inmate as soon as practical.
 - 3. Inmates in need of closer observation can be held inside the “Hold for Booking” cell. An observation log must be started if an inmate has been inside the cell for 60 minutes.
- z. Section 8.330.10 – Inter-State Fees
 - i. The trainer will explain the policy section to the trainee.
 - ii. The trainee shall understand policy section 8.330.10 explains the following:
 - iii. When an enroute booking is released from custody, the inmate's booking jacket (with all its contents) will be forwarded to the CTO. The CTO will email the intake and release paperwork to Bureau of Admin for billing. The CTO will retain the inmate booking jacket until Bureau of Admin emails a copy of the billing invoice back to the CTO. This billing invoice will be added to the inmate's booking jacket. The booking jacket will then go back to the bridge to be forwarded to West Valley Detention Center.
- aa. Section 9.600.00 – Searches
 - i. The trainer will explain the policy section to the trainee
 - ii. The trainee will demonstrate proficiency
 - iii. The trainees shall understand policy section 9.63.0.00 explains the following:
 - 1. The deputies are assigned as the Receiving Officer and shall be responsible for issuing bedding to each inmate. Clothing is only issued when an inmate's current clothing becomes unserviceable.
- bb. Section 9.660.00 – Inmate Workers in Receiving
 - i. The trainer will explain the policy section to the trainee
 - ii. The trainee will demonstrate proficiency
 - iii. The trainee shall understand policy section 9.660.00 explains the following:
 - 1. Inmate workers are to remain away from the receiving area during times inmates are being processed unless they are requested by staff member.

- cc. Section 9.805.05 – Location of Interviews
 - i. The trainer will explain the policy section to the trainee
 - ii. The trainee shall understand policy section 9.805.05 explains the following:
 - 1. The Morongo Basin Jail does not have classification deputies and does not conduct classification interviews.
- dd. Section 9.805.20 – Classification Interview for SMI/SMIL Inmates and Inmates with Medical Disabilities.
 - i. The trainer will explain the policy section to the trainee
 - ii. The trainee will demonstrate proficiency
 - iii. The trainee shall understand policy section 9.805.20 explains the following:
 - 1. Staff shall notify health service personnel if inmates have physical or mental disabilities or if the inmate is displaying unusual behavior. Health service personnel shall be solely responsible for completing the Special Housing/Medical Recommendation form.
 - a. F1 – Female General Population (Misdemeanor or Felony)
 - b. F2 – Female Special Housing Population
 - c. M1 – Male Misdemeanor General Population
 - d. M2 – Male Misdemeanor General Population
 - e. M3 – Male Felony General Population
 - f. M4 – Male Felony General Population
 - g. M5 – Male Special Housing Population
 - h. M6 – Male Special Housing Population
- ee. Section 9.880.00 – Housing Plan
 - i. The trainer will explain the policy section to the trainee
 - ii. The trainee will demonstrate proficiency
 - iii. The trainee will understand policy section 9.880.00 explains the following:
 - 1. Staff shall update the inmate’s housing screen in JIMSnet whenever an inmate is being housed or moved to another housing location within the Type 1 facility. Type 1 facilities shall not be required to update inmate housing locations when an inmate is transported solely for court purposes and the inmate is not being held overnight.

C. Detention and Corrections Jail Policy

- a. Section 2.110.00 – Employee Orientation
 - i. The trainer shall ensure the trainee has read and understands the Post Orders
- b. Section 8.120.04 – Health Screening
 - i. The trainer will explain the policy section to the trainee
 - ii. The trainee will demonstrate proficiency.
 - iii. The trainee will understand Detention and Corrections policy section 8.120.04 explains the following:

1. It shall be the responsibility of the arresting officer to fill out questions 1a/1b on the receiving screening form (ASU #0107001).
2. Intake staff shall observe arrestees and interview officers to obtain information on the arrestee to assist in completing the form.
3. Safety staff completing the forms shall notify Health Services staff when inmates respond “yes” to any questions on the receiving screen.
4. Health Services staff shall make the determination based on the information received from the safety staff whether the inmate requires a consultation with Health Services staff
5. Safety staff shall notate on the form the name and employee number of Health Services staff member who verbally cleared the inmate for booking (refer to Nursing Operational Procedure Manual Section 302).