

**FACILITY POST ORDERS**  
**CENTRAL DETENTION CENTER**



**John McMahon, San Bernardino County Sheriff-Coroner**

**Central Detention Center**  
**630 East Rialto Avenue**  
**San Bernardino, CA 92415**  
**(909) 386-0910**

## **INTRODUCTION**

The information contained in this manual reflects the current facility outlined procedures to help you perform your job duties at Central Detention Center.

Any modification of procedures in this manual shall first be approved by the CDC Training Sergeant. The Facility Commander shall approve facility specific procedures.

This manual, in its entirety, is in electronic format in the Central Detention Center administration shared file, under Post Orders,

## **ANNUAL REVIEW PROCESS**

Central Detention Center facility post orders shall be reviewed and updated once a year by CDC Training personnel. The revision history page is in the Post Orders master copy in the CDC Training office.

## **INTERMITTENT UPDATES**

Suggestions for updates may be submitted in memo form to the Training Office for review and consideration.

## **LOCATIONS**

- Administration Office
- Training Office
- STARLINK
- Watch Commander's



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# DEPUTY

## BRIDGE

### General Duties

- Assist in bridge operations and facility paperwork.
- Assist with facility tours or special programs.
- Assist Watch Commander with special projects or staffing needs.
- Conduct facility security checks, acting on any security issues including cleanliness of the facility.
- Account for department issued facility vehicles.
- Reconcile monthly fuel and mileage usage reports.
- Oversee vehicle maintenance and schedule repairs as necessary.
- Conduct monthly inspections and inventory of all facility weapons, lethal and non-lethal.
- Conduct monthly inspections and inventory of all guard shack black boxes and their contents. Replenish contents when necessary.
- Conduct monthly inspections and inventory of armory in the Watch Commander office. Replenish contents when necessary
- Prepare and assist in various annual facility inspections.

- Oversee and maintain HT radio alarm monitoring system.
- Conduct monthly inventory of housing unit's facility keys.
- Review and assist in revising Temporary Operating Procedures, as needed.
- Maintain and inventory facility flashlights.
- Coordinate periodic or bi-annual inspections and cleaning of facility firearms with armored certified personnel.
- Conduct periodic inspection and inventory of facility emergency water and MREs.
- Assist maintenance staff members in the distribution and inspection of fire extinguishers and fire handing units.
- Assist in record keeping and inventory of facility fixed assets.
- Coordinate requests from Facilities Management of site projects needing escort from safety staff.
- Oversee updates, performance issues, and hardware upkeep of Mobile Data Computers (MDC) assigned to certain facility vehicles.
- Reviews inmate Religious Diet request.

(REVISED. 03/26/19)

# **CLASSIFICATION**

## **General Duties**

Refer to the Correction Standards and Operation Division Classification Unit for a list of general duties, procedures and responsibilities for the facility assigned Classification Deputy.

*(REVIEWED. 03/26/19)*

# FLOOR

## General Duties

- Supervise inmate movement and maintain security on the assigned floor.
- Periodically search inmate workers and others as they move throughout the facility and prior to being re-housed.
- Responsible for the cleanliness of the assigned floor.
- Distribute cleaning supplies to housing areas, as needed, generally after inmate feeding.
- Inspect housing trash containers periodically for cleanliness, vandalism or hidden contraband.
- Ensure the floor inmate worker empties trash containers as needed.
- Ensure all cleaning supplies are returned and inventoried.
- Ensure all single cell inmates receive showers and tier time.
- Ensure logs are accurate and legible.
- Conduct cell rotations.
- Feed special housing inmates in their cells and supervise inmate feeding periods.
- Pull inmates scheduled for court and place them in the Marshalling cells. *Inmate visiting ports SHALL NOT be used as temporary holding cells.*
- Pull inmate workers at their designated time and send them to their assigned work areas.
- Pull inmates for visits, officer interviews, and church services, outside recreation, supplemental bookings, and other scheduled inmate activities.
- Pull inmates scheduled for sick call. Inmates housed on the West Side are sent to Main Corridor and placed in a holding cell.
- Distribute inmate mail, newspaper and money receipts. Newspapers shall be distributed immediately after morning inmate feeding.
- Distribute inmate commissary slips when the Kiosk computer is not-operable.
- Deliver all out-going mail to the guard shack staff member (West Side).
- Escort health services staff members during medication disbursement.
- Pull inmates scheduled for Grooming Care.
- Maintain security of the designated inmate grooming locations.
- Distribute inmate toilet paper and hygiene items as needed.
- Periodically inspect the inmate worker supply closet for contraband and damaged equipment.
- Conduct inventory of supplies and chemicals in the inmate janitorial closets at the beginning of each shift. Missing supplies or chemicals shall be brought to the attention of Support Services or a Supervisor.
- Keep supply closet doors secure when not in use.
- Assist the Outside Recreation Deputy with security and distribution of inmate commissary.
- Monitor inmate services rendered by Support Services staff members.
- Conduct inmate count.
- Advise inmates, via intercom, of chow time, visits, sick call and other necessary inmate movement.

- Ensure the black box seal is replaced after being broken due to inspection or inmate disturbances.
- Ensure inmates wear jail issued footwear (jellies) for all movement within the facility. When pulling inmates for court in the morning, they can wear orange canvas shoes to chow; this is also the same for court returns.
- Allow inmates to wear orange canvas shoes in their living/housing areas, outside recreation and to court.
- Conduct Bar Tapping once per shift to bars/gates located in the immediate area.
- When coming off discipline status and prior to re-housing allow inmates to reclaim their personal property from the discipline property room.
- Hand deliver requested forms to inmates and then advise the guard shack staff member the form was given to the inmate.
- Exchange inmate clothing and ensure the replaced clothing is sent back to the Property room.
- Issue and assign a mattress to each inmate prior to the inmate entering his assigned living area. Refer to Facility Specific Post Orders Mattress.
- Ensure inmates walk to chow with their cup and spoon.
- Forward returned cups and spoons to culinary staff twice per week.

#### **East Side Deputy Additional Duties**

- Ensure inmate work crews are pulled in a timely manner.
- Check off inmate workers sent to their assigned work area.
- Notate, on the work crew sheet, the reason why an inmate worker is not going to work. The sheet shall be initialed by the deputy with their employee number and time.
- At the end of shift, forward work crew sheets to Support Services.
- Print and insert new work crew sheets into the appropriate log book.
- Periodically audit the Discipline Property Rack.
- Answer inmate requests at least 3 times periodically per shift.

*(REVIEWED. 03/26/19)*

# HOSPITAL TRANSPORTATION

## General Duties

- Transport inmates to and from Arrowhead Regional Medical Center or other designated medical facilities.
- Obtain a hospital referral from the medical staff prior to transporting an inmate to the hospital.
- Wear "Class A" uniform, vest, and all related safety equipment.
- [REDACTED]
- Use a marked Sheriff's unit to follow an ambulance transporting in custody inmates to the specified hospital. In some cases, two (2) deputies shall be needed when transporting special housing inmates.
- Maintain inmate custody and control while they are at a medical facility.
- Report the time mileage to the duty officer at the beginning and end of transport.
- Keep the duty officer informed of an inmate's medical status.
- Deliver laboratory specimens to Arrowhead Regional Medical Center.
- Complete an inspection sheet for all facility vehicles once per shift.
- Assist Intake deputies or other areas as assigned by a supervisor.
- Search and transport Book and Release inmates to the Intake area.
- Periodically conduct facility perimeter checks, as time allows, and report it to the shift duty officer.
- Upon returning from the hospital with an inmate, forward hospital referral paperwork to CDC medical staff.

## Book and Release Inmates

Respond to the visiting lobby when a subject has come to jail to complete the Book and Release process. Conduct a cursory search of the subject and transport by foot, or in a sheriff's vehicle to the intake yard. Complete a booking application.

If the subject is female, a female deputy should respond and conduct a cursory search prior to the transport.

## Prisoner Security

[REDACTED]

[REDACTED]



## **Vehicle Inspection**

Each facility vehicle shall be inspected once per shift by completing a vehicle inspection sheet. Inspection sheets are located on the MDC and a paper supply is kept in Main Guard. When conducting vehicle inspections, the transportation deputy shall ensure each vehicle's fuel level is full. A gas card and log can be found in each vehicle to purchase gas.

Completed vehicle inspection sheets shall be placed in the Watch Commander's mail box located on the bridge

*(REVIEWED. 03/26/19)*

# INFIRMARY

## General Duties

- Maintain security and control of inmate movement in the Infirmary.
- Responsible for direct observation of inmates housed in I-tank.
- Ensure all sick call lists are distributed to housing locations.
- Ensure all inmates on sick call lists are sent to the Infirmary.
- Distribute cleaning supplies to housing areas, generally after inmate chow.
- Send inmates back to their assigned housing location after sick call or visiting.
- Monitor inmate sick call.
- Feed I-tank
- Pull inmates housed from I-tank for visits, officer interviews, and church services, outside recreation, supplemental bookings, and other inmate activities.
- Collect the visiting list for I-tank from first guard.
- Verify inmates have been pulled for the appropriate visiting time.
- Dispense inmate mail, newspaper and money receipts. Newspapers shall be distributed after breakfast chow.
- Distribute inmate commissary slips when the Kiosk computer is not-operable.
- Forward all outgoing mail to the first guard for processing.
- Monitor inmate services rendered by Support Services Personnel.
- Provide security and assistance to Commissary personnel during inmate commissary distribution.
- Distribute inmate toilet paper, as needed.
- Allow inmates to remain in the Infirmary if insulin is to be administered after Accucheck prior to inmate feeding time.
- Assist Mental Health Clinicians with inmate movement into Official Visiting.

*(REVIEWED. 03/26/19)*

# INTAKE

## Intake/Identification Deputy General Duties

- [REDACTED]
- Search all incoming arrestees, inmates returning from court, and inmates returning to the facility from special runs.
- Advise transporting officer of any contraband located on new arrestees. Write found contraband on the Contraband Log
- Conduct Biometric Identification for all new arrestees.
- Conduct preliminary medical screening, notifying the facility nurse if any medical problems are discovered.
- Advise the shift supervisor and Health Service personnel when an arrestee is placed on or taken off a specialty cell log.
- Ensure the arrestee signs the Health Receiving screen.
- Photograph new arrestees; prior to submitting the photo, ensure the arrestee's name and booking numbers are correct.
- When Federal inmates arrive, advise Health Service personnel. Once cleared and signed all documents, photograph and fingerprint. Using the "Identification" category to fingerprint the inmate and submit palm prints and fingerprints via Live Scan to DOJ.
- Prepare and maintain Observation Logs as required.
- Maintain order and security in the Intake area.
- Ensure arrestees receive the opportunity to make their required telephone calls.
- Notify a Health Services personnel and a Supervisor if an inmate is discovered to be suicidal after the booking process. Suicidal inmates must say in constant vision of a staff member.
- Place inmates cleared for release into the Hold for Release cell and notify the Release Officer via phone or radio.
- Place and monitor inmates in the Hold for Booking cell.
- Escort inmates not eligible for immediate release to the Property room for dress-in. If the property officer is not available, [REDACTED]
- [REDACTED]
- Escort inmates to the booking window as needed.
- Keep Enroute Bookings separate from other inmates.
- Escort new arrestees being held for "Classification Review" prior to being housed to the chow hall for feeding. (West Side only)
- The Male ID or Male Intake deputy should assist with inmate feeding, if work load allows [REDACTED]
- [REDACTED]
- Conduct inmate count.
- [REDACTED]
- Mark off court return bodies from the court calendar. Inmates out to court during clothing exchange can be sent to Property Officers for clothing exchange. Advise the property officer via phone or radio prior to sending inmates to the Property

area. (West Side) [REDACTED]

- Ensure cleanliness of the Intake and Marshalling areas.
- Ensure federal inmates can possess all legal paperwork prior to housing.
- Escort inmates to Main Corridor for bail bond interviews, if necessary.
- Physically perform a security check of non-facility vehicles upon arrival and exit from the facility. Non-facility vehicles must check in and out with Main Guard. Advise Main Guard when the vehicle has been cleared to exit from the facility.

- Provide clothing exchange for all court returns.
- Perform strip searches; when necessary in accordance with department policy.
- Collect DNA from eligible inmates following established procedures.
- Forward completed DNA kits and DNA routing slips to the bridge for processing.
- Process 1170(h) scans.
- Conduct Bar Tapping once per shift to bars/gates located in the immediate area.
- Ensure all Specialty Logs list the inmate's name and booking number prior to being turned in to Watch Commander's office.
- Ensure all new arrestees held in Intake Cells have been issued a booking number. A supervisor shall be immediately notified if a new arrestee has remained in an Intake cell for an unreasonable amount of time without being issued a booking number.
- Fast- ID new federal arrestees arrested "off-the streets".

*(REVIEWED. 03/26/19)*

# **KITCHEN**

## **General Duties**

- [REDACTED]
- Inventory the assigned HT radio.
- Responsible for the security of the kitchen and back dock areas.
- Ensure all doors are secure when not in use by staff.
- Make a facility announcement via HT radio when the outside dock door is open.
- Advise 1<sup>st</sup> Guard of returning inmate workers via HT radio.
- Inspect and clear non-facility vehicles leaving the secure dock area of the facility.
- Search kitchen inmate workers before they are released from their job assignments and prior to sending them back to their housing locations or any time they leave the kitchen.
- Search unescorted inmates returning from the back-dock area.
- Limit number of workers used for back dock work to only as necessary.
- Search inmates and carts going to and coming from the floors for contraband and/or damaged equipment.
- Conduct daily inspections of the areas of responsibility.
- Physically remain present on the dock during deliveries or when the dock door is open.
- Complete all crime, injury, and discipline reports as needed for Culinary and Maintenance personnel.
- Become familiar with facility keys and which doors they open in the kitchen and dock area.
- Ensure the culinary staff has checked work crews in and out and account for all inmates assigned to the kitchen.
- Advise maintenance personnel of damaged equipment and complete E-work request as soon as possible.
- Check the kitchen area before the end of shift to ensure all areas are secured.
- Ensure all inmate workers are accounted for at the end of the shift and that no culinary staff member is left behind.
- Conduct random searches of inmate workers to limit the passing of contraband within the facility.

## **Daily Inspection and Searches**

All areas of responsibility shall be inspected and searched for contraband, weapons, and equipment tampering. When equipment appears to have been tampered with, the culinary staff and the shift supervisor shall be notified. The deputy shall periodically inspect and search the following areas:

- freezer
- “produce” and “daily” walk-in refrigerators
- dry storage
- inmate break room and bath room
- officer’s dining room

- offices
- elevators

*All areas of responsibility shall be checked regularly to detect unauthorized activity.*

### **Dock and Kitchen Area Security**

The Deputy shall be responsible for the security and safety issues in the kitchen, dock area, and for searching all vehicles entering or leaving the rear security area.

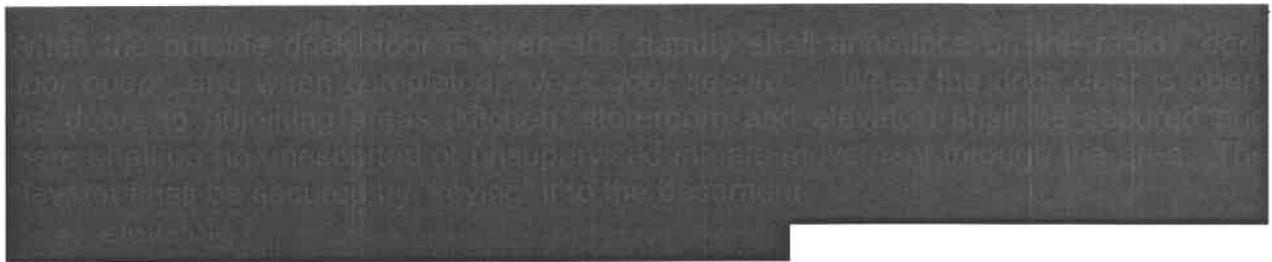
Prior to checking a vehicle, the deputy shall ensure the dock area is secured. All inmates shall be secured in the facility and the dock doors shall be closed and locked. If the deputy clears the vehicle to leave the facility, the deputy shall continuously watch the vehicle until it leaves the facility grounds.

When the outside dock door is open, the deputy shall announce on the radio, “*dock door open*”, and when completed, “*dock door secure*”. When the dock door is open, the doors to adjoining areas (kitchen, storeroom and elevator) shall be secured and there shall be no unescorted or unsupervised inmate movement through the area. The elevator shall be secured by “keying” it to the basement.

The deputy shall be responsible to maintain security of the doors and no inmates shall be in the elevator alone during the time the dock doors are open. Double doors leading to the Kitchen may be opened for staff members when the dock doors are opened.

Culinary staff members shall be responsible for the supervision of the inmate work crews performing their assigned work. This includes supervision of the inmate(s) emptying trash and loading/unloading of deliveries including items for storage. If the deputy notices a security issue it shall be addressed immediately.

*A culinary staff member may supervise inmate workers in the corridor area without a deputy, if the outside dock doors are closed. If the outside dock doors are to be opened, the dock area shall be supervised by a deputy at all times.*



The dock area shall be secured before the deputy leaves the area, if inmates are present.

## **Emergency Situations**

The deputy shall ensure the following in an emergency:

In case of an inmate fight in the Kitchen, culinary personnel shall collect, secure and account for all knives and can openers.

- If a fight or the potential for a fight exists, the shift supervisor and other additional deputies shall be notified immediately.
- Preserve the crime scene and any evidence when a crime occurs.
- If a CODE RED exists on the facility, all inmates shall be secured in the break room as quickly and safely as possible.

## **Monitoring Inmate Work Crews**

The deputy shall ensure the following when monitoring inmate work crews:

- Inmate workers shall eat only in the assigned area at the designated time.
- Inmate workers shall remain in their assigned area unless reassigned by culinary personnel.
- Only inmate workers assigned to the Officer's Dining Room can enter and exit the ODR area.
- Notify culinary personnel if inmate workers are handling food without wearing hats or gloves.
- Inmate workers wear the appropriate orange vest when they are using knives.
- Inmate workers wear proper footwear. If the inmate is wearing blue canvas shoes, he must wear rubber boots over them to avoid injuries from slipping and falling.
- If the inmate is wearing personal shoes, he is not required to wear the rubber boots.
- Inmates who have checked out knives shall not allow other inmates to use them.

*(REVIEWED. 03/26/19)*

# MAIN CORRIDOR

## General Duties

- Maintain security and control inmate movement in Main Corridor.
- Responsible for direct observation of inmates housed in I-tank.
- Maintain security of the Conference Rooms located in Main Corridor.
- Ensure inmates are placed in the interview or video rooms at specified times.
- Maintain a 30-minute observation log for inmates assigned to the Discovery Room.
- Distribute cleaning supplies to housing areas, generally after inmate chow.
- Check inmate passes for correct destination, i.e. visiting, sick call.
- Assign inmates to the appropriate visiting ports or official visiting booths.
- Inventory padlocks for each visiting port at the beginning and end of each shift.
- Ensure each visiting port inner security gate padlock is attached and locked within the wall latch.
- On general population visiting day, the inner security gates shall be locked open ensuring the padlocks are locked and secured within the wall latch. On Special Body visiting days ensure the padlocks are locked within the wall latch allowing access to open and close the inner security gates, ensure the security gate is securely closed before exiting each port.
- Check the names of inmates placed in each visiting port. (*Before and after visit*)
- Send inmates back to their assigned housing location upon completion of their visit.
- Inspect visiting ports and phones after each visiting time for damaged or broken equipment.
- Submit E-Works repair request for damage or broken equipment.
- Search each inmate **before** and **after** entering or leaving the official visiting area.
- Ensure high security inmates are not placed in the same visiting area as another inmate of any classification including another high security inmate.
- Ensure high security inmates are handcuffed and placed in leg chains prior to movement back to their housing location.
- Send inmates back to their assigned housing location after sick call or visiting.
- Pull inmates scheduled for court.
- Conduct inmate count.
- During inmate count, coordinate with the floor deputy to confirm an inmate's identification and location.
- Dispense inmate mail, newspaper, and money receipts. Newspapers shall be distributed after breakfast chow.
- Periodically inspect the inmate workers supply closet for contraband and damaged equipment.
- Periodically audit the Discipline Property room.
- With the approval from a supervisor, allow law enforcement officers conducting interviews to retain possession of portable electronic devices during visit for investigation purposes.

- Monitor inmate sick call when the Infirmary deputy is unavailable.
- Feed I-tank

Assists the Infirmary deputy with the following:

- Maintain observation logs.
- Pull inmates housed in I-tank for visits, officer interviews, church services, outside recreation, supplemental bookings, and other inmate activities. The visiting list for I-tank can be collected from 1st guard.
- Verify inmates have been pulled for the appropriate visiting time.
- Take all out-going mail to the Bridge.
- Monitor inmate services rendered by Support Services personnel.
- Provide assistance and security to Commissary personnel during inmate commissary distribution.
- Distribute inmate toilet paper, as needed.
- Allow inmates to remain in the Infirmary if insulin is to be administered after Accucheck prior to the inmate feeding time.
- Conduct Bar Tapping once per shift to bars/gates located in the immediate area.

*(REVIEWED. 03/26/19)*

# **OUTSIDE RECREATION**

## **General Duties**

- 
- Follow opening and closing procedures as listed.
  - Observe inmates in the outside recreation area for their protection and to prevent escapes.
  - Maintain visual and verbal contact with any staff member in the recreation area.
  - Advise floor staff of the tanks needed for outside recreation and in which yard they are to be secured in.
  - Conduct daily inspections of recreation yards for contraband and/or damaged equipment.
  - Ensure all weapons and ammo are secured and accounted for.
  - Maintain visual observations of recreational yards and recreational equipment while being used by inmates.
  - Update the Outside Recreational Log daily.
  - Assist escorting inmates classified as High Security. PC, PC Seg. to the recreational yard. Conduct movement and handling per facility specific and bureau policy.
  - Is familiar with the Use of Deadly Force policy.
  - Is familiar with CDC emergency operations and evacuation policies and procedures.
  - Understand the various alarms, keys, and evacuation plans.
  - Make daily determinations on conducting outside recreation based on weather and facility conditions.
  - Retain facility housing list from bridge personnel.
  - Maintain accurate count of inmates in the recreation yard at all times.
  - Shall not leave inmates unsupervised in the recreation yards.
  - Deliver a copy of the recreation schedule for the day to the appropriate guard station.
  - Maintain a weekly recreation log.
  - Conduct daily equipment tower inventory.
  - Submit E-Works repair request for damage, broken equipment or hazardous concerns.
  - Responsible for investigating crimes and injuries committed in the outside recreation area.
  - Provide assistance and security to commissary company personnel during inmate commissary distribution.

## **Alarms**



## **Communication**

Good communication is the key to preventing many of the security issues. Prior to any unescorted inmate movements through the facility, the sending and receiving staff member verify the movement and number of inmates moving to each location.

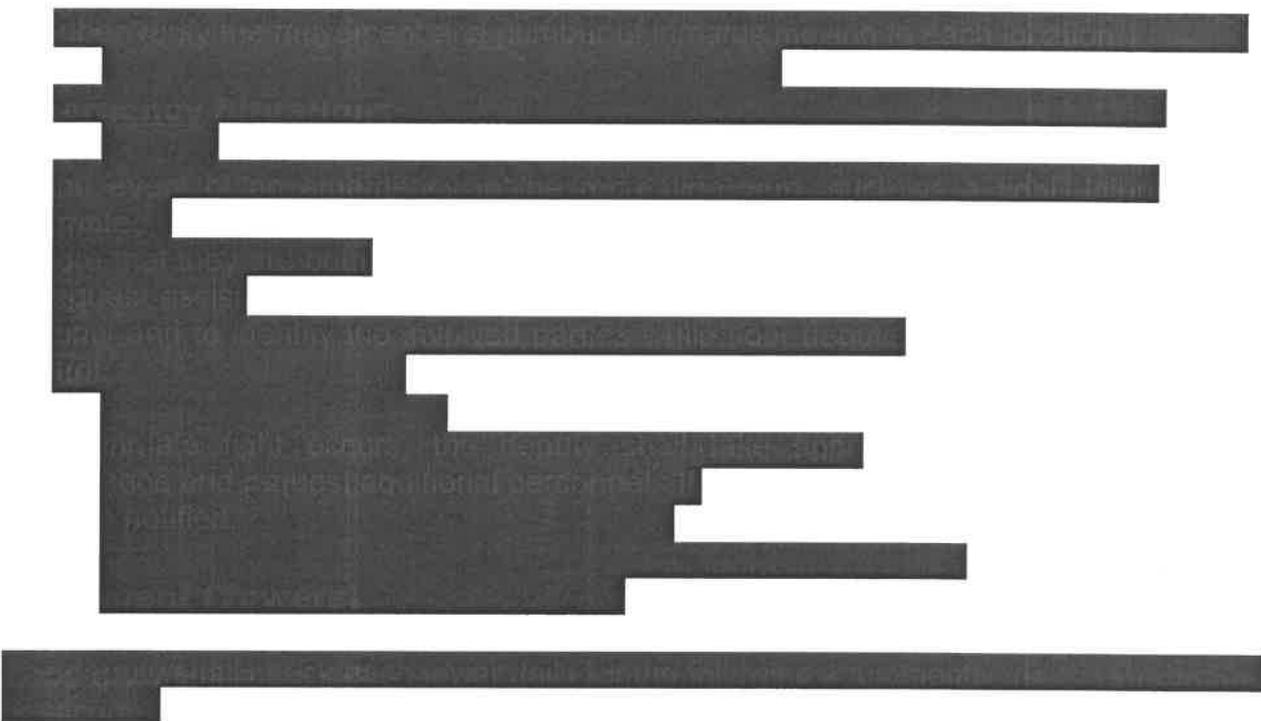
**Emergency Situations**

In the event of an emergency in the recreation yard, such as a fight, injury, or an attempted escape, the tower deputies shall communicate between themselves to ensure that they are both aware of the situation. The tower deputies shall use the radio to request assistance from floor deputies. They should position themselves to maintain security and to identify the involved parties while floor deputies are responding to take control.

If an inmate fight occurs, the deputy shall take appropriate action to stop the disturbance and request additional personnel. If an inmate is injured, medical personnel shall be notified.

**Equipment (Towers)**

The deputy shall check each tower daily for the following equipment:



**Inmate Escape Procedures:**

Outside recreation deputies shall take immediate action to *prevent* an inmate escape such as:

[REDACTED]

The following procedure shall be followed during an inmate escape or when one has been discovered:

[REDACTED]

[REDACTED]

[REDACTED]

**Opening Procedures - Towers**

Prior to beginning inmate recreation the deputy shall conduct the following:

[REDACTED]

- Inspect inner and outer fencing for any breaks or damage.
- Inspect barbed and razor wire.
- Search all recreation yards and bathrooms for contraband.
- Inspect inmate bathrooms to ensure they are in working order.
- Inspect the recreation yard for possible safety or health hazards such as:
  - Water on cement
  - Gopher holes
  - Dangerous objects

## **Closing Procedures- Towers**

- 
- Turn off the A/C (or heater) and lights.
  - Check inmate bathrooms for contraband.
  - Close and secure all recreation yard gates and officer walkways.
  - Turn off all lights and unplug any unnecessary equipment.
  - Collect the recreation equipment and secure it in the tower.
  - Visually inspect the yards.
  - Close and secure all gates.

## **Recreation Log**

The Deputy shall maintain a weekly recreation log. The log shall contain the following information:

- Date and time of each recreation period
- Housing area
- Yard assigned
- Number of inmates
- Any significant incidents
- Weapon Inventory
- Name of staff member who advises inmate's refusal of recreation
- Outside Recreation deputy's name and employee number

The log shall be submitted to the Support Services Sergeant for review and filing.

*(REVIEWED. 03 /26/19)*

# **EAST SIDE RECREATION**

## **General Duties**

- 
- Observe inmates in the outside recreation area for their protection and to prevent escapes.
  - Maintain visual and verbal contact with any staff member in the recreation area.
  - Advise floor staff of the tanks that are needed for outside recreation.
  - Conduct daily inspections of recreation yards for contraband and/or damaged equipment.
  - Maintain tower equipment.
  - Is familiar with the Use of Deadly Force policy.
  - Is familiar with CDC emergency operations and evacuation policies and procedures.
  - Make daily determinations on conducting outside recreation based on weather and facility conditions.
  - Retain facility housing list from bridge personnel.
  - Maintain accurate count of inmates in the recreation yard at all times.
  - Shall not leave inmates unsupervised in the recreation yards.
  - Provide a copy of the recreation schedule to the Eastside Deputies.
  - Maintain a weekly recreation log.
  - Conduct equipment tower inventory.
  - Submit a Maintenance request via e-Works for all necessary repairs and hazardous concerns.
  - Responsible for investigating crimes and injuries committed at outside recreation.

## **Communication**

Good communication is the key to preventing many of the security issues. Prior to any unescorted inmate movements through the facility, the sending and receiving staff member shall verify the movement and number of inmates moving to each location.

## **Emergency Situations**



**Equipment (Towers)**

[REDACTED]

**Inmate Escape Procedures**

Outside recreation deputies shall take immediate action to *prevent* an inmate escape such as:

- Using the appropriate weapon, if needed.
- Calling for additional deputy assistance.
- Immediately notifying the shift supervisor and duty officer.

The following procedure shall be followed during an inmate escape or when one has been discovered:

[REDACTED]

[REDACTED]

## **Opening Procedures – Eastside Recreation Tower**

- [REDACTED]
- Inspect inner and outer fencing for any breaks or damage.
  - Inspect barbed and razor wire.
  - Search all recreation yards and bathrooms for contraband.
  - Inspect inmate bathrooms to ensure they are in working order.
  - Inspect the recreation yard for possible safety or health hazards such as:
    - Water on cement
    - Dangerous objects

## **Closing Procedures- Eastside Recreation Tower**

- [REDACTED]
- Turn off the A/C (or heater) and lights.
  - Check inmate bathrooms for contraband.
  - Turn off all lights and unplug any unnecessary equipment.
  - Collect the recreation equipment and secure it in the tower.
  - Visually inspect the yards.

## **Recreation Log**

The Deputy shall maintain a weekly recreation log. The log shall contain the following information:

- Date and time of each recreation period
- Housing area
- Yard assigned
- Number of inmates
- Any significant incidents
- Weapon Inventory
- Name of employee who advises inmate's refusal of recreation
- Outside Recreation Deputy's name and employee number

The log shall be submitted to the Support Services Sergeant for review and filing.

*(REVIEWED. 03/26/19)*

# **VISITING**

## **General Duties**

- Armed at all time while in the public lobby area.
- Remain in the lobby during Public visiting times
- Maintain security and handle emergencies in the Public and Visiting Lobby areas.
- Monitor and maintain security within the Public and Official parking areas.
- Notify a supervisor if a member of the public is injured on County premises.
- Provide first aid to the public, if required, until other emergency personnel respond.
- Receive inmate visiting list from bridge staff members.
- Prior to starting visits turn on the Metal Detector and ensure it is operable. Visitor shall pass and clear the Metal Detector
- Turn off the Metal Detector at the end of the visiting day.
- Do not allow visitors to bring personal property in the visiting ports.
- Do not provide security or store personal property for visitors.
- Encourage visitors to park on the southwest parking lot of the facility.
- Verify acceptable visitor identification.
- Compare the visitor's identification card to the name that appears on the appointment visitor list and sign-in sheet. The visitor sign-in sheets are collected and forwarded to bridge staff members for JIMS update.
- Document no-show visitors or refused visits on the Visiting List.
- Periodically check public visitors in CNI for outstanding warrants and felony convictions.
- Enforce visitor dress code.
- Direct visitors to the correct visiting area.
- Escort visitors to and from the female visiting area.
- Ensure visitors remain in the secured visiting area until their visit is over.
- Ensure visitors are not allowed into the visiting office for any reason without the approval of a supervisor.
- On visiting days' open official visiting room doors for official visitors.
- Verify official visitors have completed inmate visiting request slip.
- Conduct a visual inspection of all bags, brief cases, purses etc. for electronic devices such as cellular phones, cameras and contraband for official visitors.
- Secure visiting area gates and doors before, during, and after inmate visiting.
- Ensure weapons, drugs, or alcohol are not brought onto jail grounds.
- Notify Main Corridor and East Housing when visits are completed.
- Ensure bail agent visits are conducted over the inmate phones.
- Provide "Request for Convicted Felon to Visit" forms, upon request.
- Enforce California Vehicle Codes and San Bernardino County Parking Codes in the facility parking lot. Citation books are kept in the visiting office.
- Forward the white and yellow copy of a written citation to the CDC Training Office.
- Maintain cleanliness of public lobby and restrooms.
- Perform other duties as directed by the shift supervisor during an inmate escape.
- Monitor Work Release-Work Crew, (Refer to Facility Specific Procedures Post Orders

Work Release Inmates)

- Check Black Box to ensure seal is unbroken, locked and secured in place.
- Check weapons ensuring rifle rack is secure. Rifles should be clamped in locked position and ammo properly loaded and accounted for.
- Notify supervisor of any incident with the public, including any utilization of items from the black box or breaking of the seal so the box can be stocked and resealed.

*(REVIEWED. 03/26/19)*