

11.100. PHYSICAL HOUSING DESCRIPTIONS

110.00. HOUSING: Type I facility staff shall assign housing based on inmate sex, classification, and special housing needs, along with the availability of cells and the operational needs of the facility. Consequently, no cellblock or housing cell area shall be permanently designated to accommodate any single classification of inmate.
(Rev. 05/2019)

110.05. SINGLE CELL UNITS: Single cell units in Type I facilities are typically reserved for inmates with special housing needs or for inmates who have a classification requiring administrative housing from other inmates. Single cell units may be used for housing general population inmates if necessary due to inmate population levels or other facility considerations.
(Rev. 05/2019)

110.10. HOLDING CELLS: Holding cells in Type I facilities are typically cells in the intake/booking area designated and designed to temporarily confine arrestees during the intake/booking process. Holding cells do not have bunks or showers.
(Rev. 05/2019)

130.00. TYPICAL MALE HOUSING UNIT DESCRIPTION: A floor plan diagram of the Type I facility's housing units shall be posted prominently in the jail. The information contained in this diagram shall include, but shall not be limited to, the following:

- Housing unit name (i.e. "H" block)
- Location of door/cell block control panels (if applicable)
- Location of exterior/fire doors
- Location of knock-down alarm telephones (if applicable)

A copy of this diagram shall be included in the station/division's Emergency Operations Plan (EOP).
(Rev. 05/2019)

140.00. DORMITORY UNITS: Dormitory units are large inmate housing areas. They feature a common bathroom/shower area which can be accessed by every inmate. They also generally have tables and stools and freestanding bunks. Only inmates of the same sex and classification may be housed in a dormitory unit at one time. Some Type I facilities are not equipped with dormitory housing units.
(Rev. 05/2019)

150.00. FEMALE HOUSING UNITS: A floor plan diagram of the Type I facility's housing units shall be posted prominently in the jail. The information contained in this diagram shall include, but shall not be limited to, the following:

- Housing unit name (i.e. "H" block)

11.100. PHYSICAL HOUSING DESCRIPTIONS

- Location of door/cell block control panels (if applicable)
- Location of exterior/fire doors
- Location of knock-down alarm telephones (if applicable)

A copy of this diagram shall be included in the station/division's EOP.
(Rev. 05/2019)

11.200. HOUSING GUIDELINES

210.00. INMATE WORKERS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

215.00. AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATIONS IN HOUSING UNITS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

220.00. STAFF OF OPPOSITE GENDER ANNOUNCING PRESENCE IN INMATE HOUSING AREAS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

230.00. INMATE PRIVACY: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

235.00. PREGNANT INMATES: Pregnant inmates shall not be assigned to a top bunk. Pregnant inmates in their third trimester may be booked, but shall not be housed overnight at a Type I facility. (Refer to Type I Policy Section 8.120.15)
(Rev. 05/2019)

245.00. LIGHTS OUT: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

250.00. DEFACING COUNTY PROPERTY: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

260.00. RESTRICTED AREA: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

297.00. TOILET PAPER: Safety staff shall conduct visual checks of toilet paper supply in housing units and cells when making security checks. Safety staff shall pass out toilet paper when supplies are low. Inmates are required to store all toilet paper on or near the provided holder. To obtain toilet paper supplies for the jail facility, safety staff shall submit a supply requisition form and follow established station/division ordering procedures.
(Rev. 05/2019)

11.200. HOUSING GUIDELINES

299.00. SANITARY NAPKINS (Female Housing Only): Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

11.300. UNIVERSAL PRECAUTIONS/CONTAMINATED CLOTHING

312.00. CONTAMINATED CLOTHING: Type I facilities shall follow Detention and Corrections Bureau policy, with the following addition:

- Type I facilities shall designate staff authorized to transport biohazardous waste on the station/division's Limited Quantity Hauling Exemption application.

(Rev. 05/2019)

315.00. BIOHAZARDOUS WASTE: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

11.400. HIGH SECURITY (HS) INMATE MOVEMENT

430.00. HANDLING OF HIGH SECURITY (HS) INMATES: Type I facilities generally follow Detentions and Corrections Bureau policy regarding the handling of high security (HS) inmates. However, due to the limited staffing of a Type I facility and the physical layout of the facilities, deviation from policy may be necessary for security reasons.

(Rev. 05/2019)

450.00. MOVEMENT TO/FROM COURT: HS inmates shall be handcuffed or waist restrained and wear leg restraints prior to being removed from their cell. HS inmates shall be searched before movement to court, visiting, or transportation/marshalling. HS inmates shall be searched upon their return from court, visiting, or upon their arrival from transportation.

(Rev. 05/2019)

11.500. OBSERVATION LOGS

501.00. SAFETY CHECKS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

521.00. SOBERING CELL: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

521.05. SOBERING CELL CHECKS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

521.08. INTOXICATION ASSESSMENT: 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 an inmate is placed in the sobering cell, safety staff shall complete a four hour assessment after the inmate has been in the sobering cell for four hours and consult with a registered nurse from West Valley Detention Center (WVDC) 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 they are unable to continue the booking process, a registered nurse from WVDC shall be contacted 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.
(Rev. 05/2019)

521.10. SOBERING CELL PLACEMENT PROCEDURES: 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 on-site or on-call Health Services staff immediately for recommendations or arrestee shall be transported to a local hospital for a pre-booking hospital exam by the arresting officer.

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.
(Rev. 05/2019)

521.15. SOBERING CELL: SUPERVISOR AND HEALTH SERVICES REVIEW: Staff shall ensure inmates shall not remain in the sobering cell longer than four hours

11.500. OBSERVATION LOGS

without an evaluation by Health Services staff. For Type I facilities, such evaluation may occur by transporting the inmate to a medical facility or by contacting a registered nurse at WVDC. Evaluations and shift supervisor's observations shall be noted on the observation log.

(Rev. 05/2019)

521.17. SOBERING CELL DURATION: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

522.00. SUSPENDED BOOKING: Type I facilities do not have suspended booking cells.

Inmates who are combative or who actively resist completion of the booking process and who are not intoxicated, shall not be placed in the same cell with any other inmates except others who are similarly non-compliant. Sobering cells shall not be used for this purpose.

(Rev. 05/2019)

522.05. SUSPENDED BOOKING CELL PLACEMENT PROCEDURES: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

522.10. SUSPENDED BOOKING CELL CHECKS: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

522.15. SUSPENDED BOOKING CELL: SUPERVISOR AND HEALTH SERVICES REVIEW: Shift supervisors shall evaluate all suspended bookings every four hours. Shift supervisor's observations shall be noted on the housing log.

Staff shall ensure inmates restricted under suspended booking status shall not remain restricted longer than eight hours without an evaluation/consultation by Health Services staff. For the Type I facilities, such evaluation may occur by transporting the inmate to a medical facility or by contacting a registered nurse at WVDC. Evaluations shall be noted on the observation log.

(Rev. 05/2019)

522.17. SUSPENDED BOOKING CELL DURATION: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

540.00. MAINTAINING AND DISPOSING OF LOGS: Type I facilities shall follow established station/division report routing procedures. Observation logs shall be

11.500. OBSERVATION LOGS

reviewed by a jail supervisor/watch commander. The supervisor/watch commander shall initial each log as an indication that it has been reviewed and the log is complete. The observation logs shall then be filed in a jail or station file in chronological order.
(Rev. 05/2019)

11.700. MEAL SERVICE

740.00. MEAL SERVICE PROCEDURES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

750.00. MEAL SERVICE REQUIREMENTS: Facility Commanders/designees shall establish feeding times and include these in jail post orders.

Detention and Corrections Bureau policy shall otherwise be followed without amendment.
(Rev. 05/2019)

760.00. MEAL SERVICE GUIDELINES: Facility Commanders/designees shall include meal service guidelines in jail post orders. These guidelines shall be written to ensure all inmates receive a meal, that slow eaters are provided sufficient time to consume all their food and jail staff use meal times to check on the safety and security of inmates.
(Rev. 05/2019)

770.00. INMATE FOOD HANDLERS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

780.00. MISSING UTENSILS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

790.00. FOOD DELIVERY: Type I facilities receive regular scheduled deliveries from Sheriff's Food Services and/or private vendors. Type I staff shall ensure food is properly stocked and stored, in compliance with Detention and Corrections Bureau policy and Environmental Health regulations.
(Rev. 05/2019)

11.800. INMATE CLOTHING AND BEDDING

810.00. CLOTHING AND BEDDING ISSUE: Generally, inmates are not issued jail clothing at Type I facilities. If the inmate is expected to stay the night, the inmate shall be issued a bedroll consisting of one sheet or mattress cover, one blanket, and one towel.

(Rev. 05/2019)

840.00. INMATE WORKERS: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

855.00. CLOTHING EXCHANGE SCHEDULE: Issued clothing may be exchanged for any inmate as determined necessary by the jail staff.

(Rev. 05/2019)

865.00. INMATE WORKER CLOTHING EXCHANGE: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

868.00. SHEET EXCHANGE: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

869.00. BLANKET EXCHANGE: Blankets issued to inmate workers shall be laundered at least once per month. Arrestees/inmates staying the night shall be issued clean blankets. Dirty/soiled blankets are generally delivered to Glen Helen Rehabilitation Center (GHRC) for cleaning on (at a minimum) a weekly basis.

(Rev. 05/2019)

11.1000. CLOTHING INVENTORY

1010.00. CLOTHING INVENTORY AT INTAKE: Generally, arrestees booked into a Type I facility remain in their own clothing until they are transferred. Clothing that must be removed from the inmate because it is unusable (chemical saturation or tattered, etc.) shall be inventoried and secured in an area to be identified in facility post orders.

(Rev. 05/2019)

1015.00. PERSONAL PROPERTY/MONEY RELEASE: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

1020.10. PERSONAL CLOTHING EXCHANGE: An inmate may request to have family or friends bring personal clothing to the jail to exchange with clothing the inmate currently possesses. The watch commander may approve the inmate's request, if so, it is the responsibility of the inmate to make arrangements for delivery of replacement clothing, prior to release. Safety staff shall inspect the clothing to ensure it does not contain contraband. Once the exchange is accomplished, safety staff shall note it on the face of the inmate's booking jacket.

(Rev. 05/2019)

1030.10. PROCEDURES FOR SHOE EXCHANGE: Generally, inmates booked at Type I facilities remain in their own shoes until reaching a Type II facility. Shoes that are not acceptable (steel-toed shoes, etc.) shall be exchanged for acceptable footwear issued by jail staff. The shoes that are not acceptable shall be placed in the inmate's property and a notation shall be made on the inmate's inventory property sheet.

(Rev. 05/2019)

1060.00. U.S. MARSHAL INMATES: RELEASE OF CLOTHING AND PROPERTY: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)