

6.000. GENERAL FACILITY SECURITY GUIDELINES

000.05. PERIMETER SECURITY: Type I facilities shall maintain perimeter security in accordance with and as part of the station/division's overall security plan/procedure.

During the marshaling and inmate movement process between the jail and the transportation van/bus, the jail supervisor should be present inside the jail when available. All on-duty jail staff shall maintain observation of the inmates and Transportation safety staff during the application/removal of waist/leg restraints of inmates.

(Rev. 05/2019)

010.00. STAFF REPORTING/LEAVING WORK:

Generally, staff reporting for duty or leaving work shall not enter the jail facility through the intake/booking or visiting areas of the jail.

(Rev. 05/2019)

020.00. REPAIR WORKERS:

Station staff shall escort these workers within the jail facility after they have been identified and approved for entrance.

(Rev. 05/2019)

040.00. STAFF IDENTIFICATION DISPLAY: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

060.00. FACILITY TOURS: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

6.100. ALARM SYSTEMS

111.00. NO-DIAL ALARM PROCEDURES: These systems are in place to alert jail staff of a problem/fight within the cellblocks and/or corridors of the Type I facility.

[REDACTED]

NOTE: Not all Type I facilities have no-dial alarm systems.

The procedure for handling a no-dial alarm is as follows:

[REDACTED]

(Rev. 05/2019)

115.00. CODES FOR SERIOUS INCIDENTS:

Code Red: This is used to initiate a total lock down of the facility. Code Red shall only be used in response to major events, including but not limited to inmate escapes, riots and power outages that affect door locks. Shift supervisors shall determine if a Code Red should be announced.

[REDACTED]

6.100. ALARM SYSTEMS

Code Blue: A Code Blue procedure is to be used in the event of an inmate life-threatening situation, such as a suicide attempt. A Code Blue procedure involves the following:

- Immediately upon learning that a Code Blue situation exists, safety staff will notify the supervisor
- Request medical aid immediately
- All available safety staff shall respond to the jail
- If the inmate is hanging, immediately cut the materials that are used to support the inmate. Cut the material halfway between the knot at the neck and the other end tied to the support. Lay the inmate on their back. If the material around the inmate's neck is so tight that they cannot breathe, cut the material on the opposite side of the knot
- Separate the other inmates in the cell/housing unit for possible interviews
- Until the circumstances surrounding the emergency become clear, preserve the area as if it is a crime scene
- If medical personnel determine the inmate is deceased, leave the inmate in the cell. Notify the watch commander who will make all other necessary notifications
- Per Government Code Section 27491.3, all personal property belonging to the inmate, including personal items in their housing unit will be collected and inventoried. An appropriate receipt will be generated for the deputy coroner who will take possession of the property from the watch commander
- The watch commander will examine the inmate's medical record and prepare a written report to the Facility Commander/designee
- Copies of all reports will be retained in a special file maintained by the Facility Commander/designee

Man Down:

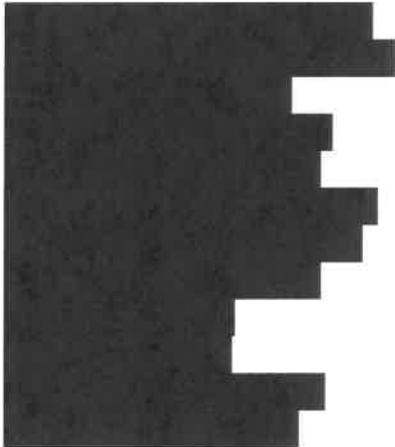
- Safety staff shall respond to the location
- A supervisor shall be notified and requested to respond immediately
- The first to arrive will evaluate the situation and advise if any further assistance is needed at the location. If not, staff on scene shall broadcast "Code 4"

It shall be the supervisor's responsibility to ensure security for inmates requiring transportation via ambulance. For example, safety staff may either accompany the inmate in the ambulance, or a chase vehicle may be assigned. Safety staff shall remain with the inmate until clearance is received. Safety staff or supervisor shall complete an Inmate Injury Report, and forward it to the Facility Commander/designee for approval.
(Rev. 05/2019)

6.400. FACILITY EMERGENCY PROCEDURES

400.00. EMERGENCY OPERATIONS PLAN (EOP): Facility Commanders/designees shall establish and maintain an Emergency Operations Plan (EOP) for each facility and [REDACTED]

Items included in the EOP shall be specific and unique to the facility operation, and shall include, but not be limited to:



(Refer to Detention and Corrections Bureau Policy 15.500 and Facility Specific Policy)
(Rev. 05/2019)

400.01. ANNUAL REVIEW PROCESS: All original documents and signatures will be maintained in the facility's administration copy of the EOP.

By January 1st of each year the Executive Officer of each facility will inventory the copies of the EOP and review its content. A new signature page reflecting the date shall be prepared and submitted along with the EOP to the Facility Commander/designee. Once approved, the EOP will be submitted to the Detention and Corrections Bureau Deputy Chief.

When Deputy Chief approval has been received and all signatures are collected, the previous signature page and revision history pages will be moved to the EOP appendix section to be kept for 5 years.

(Rev. 05/2019)

400.02. EMERGENCY SUPPLIES: Facilities shall include as part of their annual inspection matrix, a yearly facility inspection log of emergency supplies as outlined in the EOP to ensure those supplies are updated and rotated as needed.

(Rev. 05/2019)

6.400. FACILITY EMERGENCY PROCEDURES

400.10. FIRE SUPPRESSION PRE-PLAN: Each Type I facility shall maintain a current Fire Suppression Pre-Plan, reviewed yearly by the local fire agency, in which fire prevention, firefighting, and evacuation procedures/protocols are explained in detail.
(Rev. 05/2019)

401.00. FACILITY EVACUATION RESPONSIBILITIES: Each facility shall have an evacuation plan. Staff shall be familiar with the facility exit paths and which steps to take if the facility loses power during an emergency. Staff are responsible for knowing which keys operate different types of doors and where the exit paths are out of the area.
(Rev. 05/2019)

401.20. EVACUATION KEYS: Evacuation keys shall be maintained in a location designated by the Facility Commander/designee and in accordance with the facility evacuation plan.
(Rev. 05/2019)

401.30. EMERGENCY RELEASE OF INMATES: U.S. Government Code Section 8658 allows the release of inmates without liability to the officer(s) involved, if an immediate and dangerous threat exists to the safety or live(s) of inmate(s) remaining in custody.
(Rev. 05/2019)

402.00. FACILITY VENTILATION: 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 that evacuation procedures are followed. (Refer to Title 15, Section 1032, Emergency Operations Plan, and Facility Specific Policy)
(Rev. 05/2019)

410.00. EVACUATION ROUTES: Each Type I facility shall determine and designate evacuation routes for the jail facility, in coordination with the station/division's EOP. A diagram of evacuation routes for the jail shall be prominently posted, shall be contained within the Fire Suppression Pre-Plan, and the station/division's EOP.

Each Type I facility shall designate primary and alternate radio frequencies for use during emergency procedures.



6.400. FACILITY EMERGENCY PROCEDURES

Inmates should be evacuated into the intake yard area, if practicable. Inmates should be handcuffed, leg restrained, and/or waist restrained before being moved out of their cells. Once inside the jail yard area, inmates should be separated by gender. [REDACTED]

If the intake yard area must be used by fire equipment, or if the fire is a threat to the safety of the inmates in the intake yard, the inmates may be placed into caged Sheriff's, Police, or Highway Patrol units and transported immediately to an alternate location.

Each Type I facility shall designate an alternate evacuation site for inmates, and shall initiate an agreement allowing for its use during an emergency. This specific information shall be contained within the Fire Suppression Pre-Plan and the station/division's EOP.

(Rev. 05/2019)

410.05. STAGES OF EVACUATION: (Refer to the Type I Facility Fire Suppression Pre-Plan and the station/division's Emergency Operations Plan)

(Rev. 05/2019)

450.00. UTILITY FAILURES: (Refer to the Type I Facility Fire Suppression Pre-Plan and the station/division's Emergency Operations Plan)

(Rev. 05/2019)

6.500. ELECTRONIC/PNEUMATIC DOOR SECURITY

505.00. DOOR SECURITY: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

510.00. CONTROL PANELS: Type I staff shall take necessary steps to ensure that control panels, cell door and sallyport control boxes are not operated in the direct presence of inmates. Additionally, the control and/or safety security features of door interlocking systems shall not be discussed in the presence of inmates or civilian staff.

Generally, the safety interlocking features of doors and gates shall not be overridden.

(Rev. 05/2019)

510.10. NON-CRITICAL DOORS: Type I facilities do not recognize the concept of a "non-critical" door. All doors within the secure area of the jail shall remain closed and locked when not in use. Occasionally, some doors may be left open to facilitate operations (i.e. ventilation, etc.), with specific supervisor approval.

(Rev. 05/2019)

6.600. LOCKDOWN PROCEDURES

640.05. STAFF ACCOUNTABILITY: Immediately after all inmates are secured in their cells, staff shall contact the watch commander/supervisor for the purpose of conducting an accurate staff roll call. The shift supervisor is responsible for ensuring that all on-duty staff are accounted for.
(Rev. 05/2019)

645.00. LOCKDOWN PROCEDURES:

This type of action is authorized under Section 1012 of the Minimum Jail Standards in the event of an emergency, which threatens the safety of a local detention facility, or any of its staff, inmates, or the general public.
(Rev. 05/2019)

6.700. BRIDGE SECURITY

730.00. ACCESS TO BRIDGE: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

740.00. WEAPONS: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

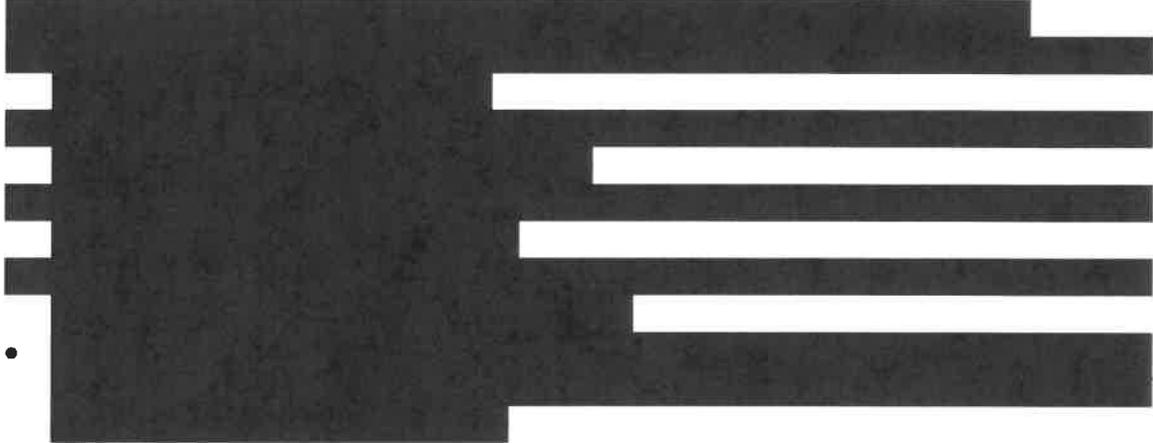
750.00. KEY CONTROL: Each station/division shall establish and maintain a key control system, as described in the station/division's Fire Suppression Pre-Plan and/or the Emergency Operations Plan (EOP). Jail keys shall be inventoried on (at least) a monthly basis. Staff is responsible for maintaining control of all keys issued or assigned to them. [REDACTED]

(Rev. 05/2019)

6.800. FACILITY COUNT PROCEDURES

810.00. COUNT PROCEDURES: The Type I facility count shall be completed daily, between 1900 and 2300 hours. Count procedures at a Type I facility consist of the following:

- All inmate booking and release activity ceases while facility count is underway
- Inmate movement within the facility is suspended



When the facility count is clear, safety staff shall make note of the time and annotate "count clear" on the housing log sheet (for each housing log). Safety staff shall inform the watch commander/supervisor of the count results.
(Rev. 05/2019)

820.00. REVIEW OF COUNT SHEETS: The Inmate Housing Name list that safety staff 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 command staff.

NOTE: The station/division commander may establish a separate file for count sheets.
(Rev. 05/2019)

830.00. CONCLUSION OF COUNT: When the count is successfully completed, safety staff shall notify the shift supervisor and make an entry in the facility shift log.
(Rev. 05/2019)

850.00. LOCATING INMATES NOT ACCOUNTED FOR: In the event of a discrepancy in count, safety staff, after notifying the shift supervisor, shall conduct a second count. All inmate booking jackets and dummy warrants shall be reviewed for accuracy and information and compared to the Inmate Housing Name list. The transportation list shall be reviewed. If necessary, the Transportation Division and/or the housing facility may be contacted to check for possible discrepancies in their transportation list or facility count.
(Rev. 05/2019)

6.900. CELL SEARCHES

900.01. INTRODUCTION: Housing unit inspections, searches and shakedowns are a necessary function of custodial staff in order to maintain proper security and eliminate the accumulation of contraband by inmates. If safety staff conduct searches in a thorough and proper manner, the chance of lost or damaged inmate property is reduced to a minimum; thus reducing inmate complaints of theft and destruction by inmates and staff.

(Rev. 05/2019)

900.05. CELL INSPECTIONS: Cell inspections shall be conducted as often as possible on all shifts and shall include but not be limited to: viewing the interior of a cell from the doorway area, checking on inmate welfare and safety hazards (plumbing, lighting, and integrity of construction).

(Rev. 05/2019)

900.10. CELL SEARCHES: Cell searches shall include inspection and searching for contraband. These searches shall be conducted randomly or based on specific information obtained. Cell searches shall not be conducted after lights out unless emergency or exigent circumstances exist. In these instances, a shift supervisor shall be contacted and be present whenever possible.

(Rev. 05/2019)

910.00. SHAKEDOWN LOGS: Type I facilities shall complete shakedown logs whenever shakedowns are conducted. Logs shall be retained according to Detention and Corrections Bureau policy 11.550.00.

(Rev. 05/2019)

920.10. SAFETY STAFF ASSEMBLING: Prior to the beginning of a shakedown, safety staff involved should not assemble in an area open to view by the "target" housing unit.

(Rev. 05/2019)

920.25. INMATE HOLDING AREA: Inmates removed from the housing unit being inspected should be secured in an alternate housing location or holding cell which has been thoroughly checked prior to the beginning of the shakedown. Once the cell inspection/search is complete, inmates may be returned to their original housing location.

(Rev. 05/2019)

960.00. INMATE WORKERS: Inmate workers are subject to housing area searches/inspections at any time. They are allowed to possess issued clothing, books, issued hygiene items, commissary items, and hobby craft. They are also allowed to possess board games within the housing unit.

6.900. CELL SEARCHES

NOTE: The station/division commander may authorize additional items for inmate workers to possess.

(Rev. 05/2019)

970.00. CLOTHING AND BEDDING ITEMS ALLOWED: At Type I 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.

Inmate workers shall be provided with the following items of clothing:

- Clean socks and footwear
- Clean outer-garments (blue shirt and blue pants)
- Clean undergarments (underwear and undershirt)
- Additional clothing for special work assignments or extreme weather

The standard issue of clean bedding and linen for each inmate expected to remain overnight shall include, but not be limited to, the following:

- One mattress, which meets the requirements of section 1272 of Minimum Jail Standards
- One sheet/mattress cover
- One towel
- One blanket

Inmates are not allowed to accumulate clothing and bedding items in excess of that which is standard issue.

(Rev. 05/2019)

980.05. CONTRABAND BOX: Type I facilities do not maintain contraband boxes. A Type I facility shall not accept the following items, which may be in the possession of an arrestee:

- Alcoholic beverages
- Perishable food
- Animals
- Weapons and/or ammunition
- Items of personal property constituting a threat to security

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 they leave the facility. (Refer to Department Manual Section 3.452.15)

6.900. CELL SEARCHES

(Rev. 05/2019)

6.1000. FACILITY KEY CONTROL

1010.00. STAFF RESPONSIBILITIES: Keys are the property of the Department and shall not be duplicated. Issued keys shall be recorded on New Employee Check Off Forms (ASU#080802). Other keys shall not be removed from a facility without approval from its commander.

Staff shall maintain physical possession of keys while on the facility. Staff shall be familiar with keys assigned to their workstation. Staff shall not allow inmates to touch keys, or view key numbers or letters. (Refer to Department Manual Section 2.546 and Facility Specific Policy)
(Rev. 05/2019)

1011.00. GRAND MASTER KEYS: Grand master keys shall be serialized and an accounting and tracking system shall be established by each Facility Commander/designee. Grand master keys shall not be duplicated without approval from the Facility Commander/designee.
(Rev. 05/2019)

1012.00. KEY CONTROL BOXES: Staff assigned to work areas containing key control boxes shall inventory keys prior to relieving staff going off duty. Staff shall immediately report missing keys to a shift supervisor.
(Rev. 05/2019)

1020.00. KEY CONTROL LOCATIONS: [REDACTED]

(Rev. 05/2019)

1030.00. KEY INVENTORIES: [REDACTED]

(Rev. 05/2019)

6.1100. ESCAPE PROCEDURES

1115.00. ESCAPE INVESTIGATION TEAM: Upon learning of an escape from a Type I facility, the supervisor shall establish a team to investigate the escape.
(Rev. 05/2019)

1120.00. SUPERVISORY RESPONSIBILITIES: The watch commander shall assign duties to members of the escape investigation team based on situational need and available resources. (Refer to Detention and Corrections Bureau Policy Section 6.1120.00)
(Rev. 05/2019)