

9.100. SEARCHES

9.105.00. SEARCH DEFINITIONS:

STRIP SEARCH: A search that requires an arrestee/inmate to remove or arrange some or all clothing so as to permit a visual inspection of their breasts, buttocks, or genitalia.

GENERAL POPULATION: General population shall be defined as the inmates' living or housing area. This is the location the inmate resides and sleeps in. General population shall not be confused with the commonly used term of the same name for inmate classification.

TRANSGENDER: An arrestee/inmate whose gender identity (internal sense of feeling male or female) is different from the arrestee's/inmate's assigned sex at birth.

INTERSEX: An arrestee/inmate whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.
(Add 04/2020)

9.110.00. CURSORY SEARCHES: As used in this policy section, a cursory search means a search of an arrestee/inmate by a Department staff member for the purpose of discovering any object or substance in the possession of the arrestee/inmate that could be used to harm themselves or others, damage the jail facility, or attempt escape and to discover any evidence of a crime, contraband, undeclared property, money or valuables.

Cursory searches may be conducted at any time, on any arrestee/inmate, by staff in order to discover and retrieve concealed weapons and/or contraband which may be hidden under an arrestee's/inmate's clothing.

Every arrestee/inmate entering a jail facility shall be required to submit to a cursory search. Such a search may initially be accomplished by the arresting or transporting officer; however, prior to processing the arrestee into a facility, the cursory search shall be repeated by a staff member at that facility.

While conducting cursory searches, staff shall use their hands and fingers to examine the arrestee's/inmate's body and clothing for any non-clothing items not voluntarily declared or surrendered previously. Patting of the arrestee's/inmate's body and clothing and squeezing of the clothing, especially seams, pockets, and unexplained masses, shall be utilized to accomplish the cursory search. Detected objects shall be removed by the searching staff member. Staff shall be cautious of the potential presence of sharp objects, such as razor blades and hypodermic needles, while searching arrestees/inmates. (Refer to Department Manual Section 3.454 and Detention and Corrections Bureau Policy Sections 7.110.10, 8.130.00, and 8.130.05)

9.100. SEARCHES

Whenever a female arrestee/inmate is confined in any jail facility, there shall be an appropriately trained female safety staff member or female Sheriff's professional staff member assigned, available, and accessible for the supervision of the female arrestee/inmate.

Custody staff shall not search an arrestee/inmate of the opposite sex or enter the room, dorm or cell occupied by any arrestee/inmate of the opposite sex, except in the company of an employee of the same sex as the arrestee/inmate. At no time shall the observing female Sheriff's professional staff member search an arrestee, unless they are a Sheriff's Station Officer. Staff may enter the room, dorm or cell occupied by any arrestee/inmate of the opposite sex without the company of an employee of the same sex as the arrestee/inmate if there is a medical or safety emergency. (Refer to Penal Code Section 4021 and Type I Corrections Bureau Policy Section 3.000.01)

(Rev. 05/2020)

9.111.00. HEAD COVERINGS: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

9.113.00. CURSORY SEARCHES OF VISITORS: Although visitors shall not routinely be the subject of cursory searches, they may be searched at any time they enter a non-public area of the station/division or jail facility, based on probable cause. If the search of a visitor is conducted, the watch commander shall be notified of the circumstances as soon as possible. Staff shall refer to Detention and Corrections Bureau Policy Section 9.113.00 prior to searching visitors.

(Rev. 03/2020)

9.120.00. STRIP SEARCHES: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

9.132.00. STRIP SEARCH UPDATE IN JIMSnet: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

9.150.00. BODY CAVITY SEARCHES: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

9.400. TELEPHONE CALLS

420.00. BOOKING TELEPHONE CALL PROCEDURE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

423.00. TELEPHONE SWITCHES: Generally, inmate telephones shall remain on and operational. Telephones may be turned off to ensure or restore order within the facility.
(Rev. 05/2019)

430.50. LOCATION OF TELECOMMUNICATIONS DEVICE FOR THE DEAF OR TELETYPEWRITER (TTY) DEVICE: A teletypewriter (TTY) device shall be readily available in the jail/booking office of a Type I facility.
(Rev. 05/2019)

9.500. FINGERPRINTING

510.00. FINGERPRINTING: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

510.03. ELECTRONIC SCAN FAILURE: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

570.00. FINGERPRINTS TO CAL-ID: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

9.600. INMATE CLOTHING

610.00. INMATE DRESS IN: Arrestees booked into a Type I 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 arrestee's 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.

Inmates shall be offered a shower upon assignment to a housing unit and at least once every other day thereafter.

(Rev. 05/2019)

620.10. RETENTION OF PERSONAL SHOES: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

630.00. RECEIVING OFFICER RESPONSIBILITIES: Safety staff assigned to a Type I facility shall have the responsibility of providing inmates with jail-issued clothing and bedding, when necessary.

(Rev. 05/2019)

640.00. RELEASE OFFICER RESPONSIBILITIES: Safety staff assigned to a Type I facility shall perform the functions of a release officer, as identified in Detention and Corrections Bureau Policy Section 10.100.

(Rev. 05/2019)

660.00. INMATE WORKERS IN RECEIVING: Type I facilities do not have a formal receiving area/room.

(Rev. 05/2019)

660.05. INMATE WORKERS IN CLOTHING STORAGE: Inmate workers shall be allowed in the inmate clothing/supply storage area only for cleaning and replenishing the shelves and only with permission from a staff member.

(Rev. 05/2019)

670.00. ISSUANCE OF CUP AND SPOON: Inmates at Type I 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.

(Rev. 05/2019)

9.800. INMATE CLASSIFICATION PROCEDURES

803.00. CLASSIFICATION AT BOOKING: Due to the operation at Type I facilities, the classification of inmates is limited in scope. The housing areas within a Type I facility are typically used for only three inmate classification types:

- Females
- General population
- Restricted population (includes Protective Custody (PC) inmates, High Security (HS) inmates, Seriously Mentally Ill (SMI) inmates, Seriously Mentally Ill Lockdown (SMIL) inmates, GBTI inmates, Problem Inmates (PIM), inmates with medical disabilities, etc.)

At Type I 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, booking safety staff will assign inmates to housing locations within the Type I facility based on their needs. Inmates transferred to Type I facilities from a Type II facility shall be housed according to their most recent classification assignment.

(Rev. 05/2019)

805.05. LOCATION OF INTERVIEWS: Inmate interviews conducted at Type I facilities shall be accomplished in a location that ensures confidentiality.

(Rev. 05/2019)

820.10. CLASSIFICATION INTERVIEWS FOR SMI/SMIL INMATES AND INMATES WITH MEDICAL: If an inmate has or is suspected of having a medical problem or if the inmate is displaying mental illness, the staff member observing such conditions shall notify a registered nurse at West Valley Detention Center (WVDC).

(Rev. 05/2019)

830.00. RECLASSIFICATION: If the circumstances or considerations surrounding the classification or housing of an inmate change, jail safety staff shall make the appropriate housing reassignment and notify the Centralized Classification Unit (CCU) at the inmate's primary housing facility.

(Rev. 05/2019)

870.00. COMPLETION OF CLASSIFICATION FORMS: Type I facilities shall not complete classification forms.

(Rev. 05/2019)

870.05. ROUTING OF INMATE CLASSIFICATION FORMS: Type I jail staff do not participate in formal classification reviews or procedures.

(Rev. 05/2019)

9.800. INMATE CLASSIFICATION PROCEDURES

880.00. HOUSING PLAN: 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 I facility. Type I 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.
(Rev. 05/2019)

890.00. CLASSIFICATION REVIEW: Type I jail staff do not participate in formal classification reviews or procedures.
(Rev. 05/2019)

9.900. INMATE CLASSIFICATIONS

902.00. PROTECTIVE CUSTODY (PC) INMATES: 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 the Centralized Classification Unit (CCU) at the inmate's primary housing facility of the inmate's need for protective custody.
(Rev. 05/2019)

903.00. PROTECTIVE CUSTODY ADMINISTRATIVE HOUSING (PC-AH) INMATES: 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 CCU at the inmate's primary housing facility of the inmate's need for protective custody.
(Rev. 05/2019)

904.10. HIGH SECURITY (HS) INMATES: 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 CCU at the inmate's primary housing facility of the inmate's need for a higher level of security.

High security inmates transferred to a Type I facility shall be separated from the general population at all times.
(Rev. 05/2019)

910.00. INMATES WITH MEDICAL CONCERNS/DISABILITIES: (Refer to Type I Policy Section 8.120.04)
(Rev. 05/2019)

910.30. PROCESSING PREGNANT INMATES: (Refer to Type I Policy Section 8.120.04)
(Rev. 05/2019)

915.00. CIVIL COMMITMENTS: Type I facilities shall not book or otherwise house or maintain civil commitments.
(Rev. 05/2019)

921.00. SUICIDAL ARRESTEES: Arrestees who are a danger to themselves or suicidal shall not be booked at a Type I facility. [REDACTED]
(Rev. 05/2019)

925.00. INMATE CLASSIFICATION CLOTHING COLORS: Detentions and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)