

West Valley Detention Center



Post Orders

WVDC BRIDGE CORPORAL POST ORDERS

INTRODUCTION

The following is a list of responsibilities and duties for the Bridge corporal post. The responsibilities of the post are not limited to the listed tasks. The Bridge corporal will assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner.

The Bridge corporal is a uniformed position directly subordinate to the Bridge sergeant. The Bridge sergeant shall assign a call sign, work station, and work schedule to the Bridge corporal.

DUTIES AND RESPONSIBILITIES

- Mentor and provide guidance to staff assigned to the WVDC Bridge, Female Intake, Male Intake, Releases, and Public Visiting Lobby areas.
- Conduct Bridge briefings
- Prepare and conduct training for Bridge personnel.
- Conduct work performance evaluations as directed by the Bridge sergeant.
- Work with Bridge and Male/Female Intake staff to ensure all inmates are housed or cite released in a timely manner.
- Supervise fiscal operations on the Bridge and in the Public Visiting Lobby.

INVESTIGATIONS

- Complete investigative tasks including but not limited to Claims Against the County and grievance investigations as assigned by the Bridge sergeant.

WVDC CORE ROVER
POST ORDERS

INTRODUCTION

The following is a list of responsibilities and duties for the deputy assigned to the core cover post. The responsibilities of the post are not limited to the listed tasks. The deputy will assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner.

DUTIES AND RESPONSIBILITIES

Responsible for the security and safe operation of the facility and all personnel.

DAILY TASKS

- Complete the daily Bridge log, accounting for all Bridge equipment and noting any significant incidents occurring during the shift.
- Receive the duty roster for the respective shift from the shift supervisor and distribute to necessary staff.
- Ensure the Bridge shotgun is loaded and secure at the beginning of each shift.
- Log hospital runs and coordinate needed ambulance and/or paramedic services. Update the housing location on JIMSnet when an inmate is admitted to the hospital or Ward B.
- Coordinate fish lines with the Centralized Classification Unit (CCU) and Transportation.
- Answer telephone calls and emails.
- Assist in Male/Female Intake when needed.
- Serve Temporary Restraining Orders sent over by outside agencies.

COUNT PROCEDURE

The objective of a facility count is to accurately track the exact location of all inmates housed at West Valley Detention Center. The count also includes inmates located in the County Hospital Jail Ward, those in the hospital emergency rooms, Ward B, and inmates out to court. The core rover is the facility count officer.

Generate daily count sheets utilizing JIMSnet and distribute to the housing units. Count

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sheets are divided according to housing location, with the inmate's name and booking number.

The count procedure will include verifying the status of all inmates placed OFF facility (ex: federal inmates receiving a medical procedure). This will be accomplished by calling the location the inmate has been sent to and confirming with their staff the inmate is still in their custody. Notate all information on the count sheet.

Review count sheets completed by the housing units, looking for inaccuracies. If all inmates are accounted for, make a radio announcement count was cleared. If an inmate is unaccounted for, notify a shift supervisor and determine if a code red is necessary.

Once count is complete, fill out the "Facility Count Sheet" and submit to email distribution list.

When trying to locate inmates who are not in their proper housing location, the following areas shall be checked:

- JIMSnet
- ZZZ housing
- GHRC
- CDC
- HDDC
- Court calendar
- Hospital log
- Previous day's count sheet
- Courthouse holding
- Booking jacket for change of housing assignment
- Out of county and state prison lists for the day
- The release jacket stays at WVDC for five days before being sent to records
- Request assistance of other staff members to make a physical and visual checks of areas the inmate may be
- Call records to check for the release jacket (as a last resort)

COURT PULL

Receive court calendar from Bridge staff and distribute to housing units by 0100 hours.

Oversee court pull and verify number of inmates going to court with the number of inmates listed on the court calendar.

FISH LINES

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Pull the booking jackets for inmates who meet the criteria for a facility transfer determined by CCU.

Arrange for the transportation of scheduled fishlines with Transportation and deputy rovers.

A perspective list of inmates, created by CCU, will be sent to the Clinic for approval from medical staff. Once the inmate has been medically cleared for a transfer, Property staff must be notified. The inmate's personal property will be placed in bags by the SCS in Property and sent with the transporting officer.

COMBATIVES / CELL EXTRACTIONS

Notify all necessary staff of the arrival of combative inmates (medical staff, Male/Female Intake, shift supervisor) over the radio.

Record all communication/behavior of all combative arrestees and cell extractions using the designated GoPro camera. This includes any contact with the arrestee/inmate and staff briefs/debriefs. This camera shall be left at the core rover's desk for this purpose.

EMERGENCY OPERATIONS CENTER

[REDACTED]

[REDACTED] The core rover will act as a liaison for jail staff with Volunteer Forces.

[REDACTED]

Once the equipment has been setup, the core rover or their designee will await the arrival of dispatch staff. Any additional requests from dispatch staff will be addressed by the core rover and forwarded to a shift supervisor if necessary.

WVDC INFIRMARY DEPUTY
POST ORDERS

INTRODUCTION

The following is a list of responsibilities and duties for the Infirmarium deputy. The responsibilities of this post are not limited to the listed tasks. The Infirmarium deputy will assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner.

This post, in general, is responsible for the safe and secure movement of staff and inmates entering or exiting the Infirmarium.

DUTIES AND RESPONSIBILITIES

- Assist the Infirmarium SCS with the entrance doors.
- Account for all radios and keys assigned to the Infirmarium deputy position.
- Be aware and familiar with all special security alarms and doors within the Infirmarium area.
- Regularly inspect the Infirmarium for damage, maintenance problems and cleanliness. Advise the proper personnel regarding broken equipment, (i.e. maintenance, county communications, etc.)
- When inmates are in the Infirmarium, the deputy shall not leave without a supervisor's approval or facility emergency.
- When medical staff is seeing inmates, the Infirmarium deputy shall be present. **AT NO TIME WILL AN INMATE BE SEEN WITHOUT THE INFIRMARIUM DEPUTY PRESENT.**
- Keep inmates of different classifications separated per policy.

WVDC FEMALE INTAKE AND ID POST ORDERS

INTRODUCTION

The following is a list of responsibilities and duties for the Female Intake deputy. The responsibilities and duties of this post are not limited to only the listed tasks. The Female Intake deputy shall assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner.

DUTIES AND RESPONSIBILITIES

- Ensure the security of the intake area by recognizing and handling potential problems.
- Assess the inmates located in Female Intake (i.e. an inmate in a sobering or safety cell, suspended booking cell, etc.).
- Determine which duties need to be completed from the previous shift and prioritize them accordingly.
- Review all logs for accuracy and ensure they are up to date.
- Account for all keys and equipment assigned to the Female Intake position.
- Inspect the intake area for any damage and/or security problems and report them to the shift supervisor.

NEW ARRESTEE PROCESS

A cursory search of all new bookings will be conducted prior to the arrestee being moved beyond the Search and Uncuff in Female Intake.

- Pat down search all arrestees in Search and Uncuff.
- Arrestees shall remain handcuffed until pat down search is completed.
- The Female intake deputy shall "Fast ID" all arrestees.
- Any property such as belts, jewelry, money or hair accessories shall be placed on the arrestee's property.
 - All bulk property is to be returned to the arresting officer unless special circumstances exist. In those cases, a watch commander's approval shall be obtained.

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- Any weapons or contraband not generally acceptable for storage on this facility shall be released to the arresting officer.
- Ensure the intake nurse screens the arrestee for any medical problems before accepting them into custody.
- Ensure the arresting officer stays with the arrestee until the booking officer completes the intake process.

SUSPENDED BOOKING PROCEDURE

- Place the arrestee on suspended booking if arrestee is uncooperative, combative or verbally abusive.
- Notify the watch commander after placing the arrestee on/off suspended booking.
- Prior to placing the arrestee on suspended booking status, all property, belts, keys, money, and jewelry will be inventoried by the booking staff, then signed for by the arresting officer.
- The deputy will remove the arrestee's footwear. The shoes will be tagged with the inmate's name and booking number (arrestee's shoes will be kept outside of Suspended Booking Cell).
- If the arrestee at the time of processing complains of missing property, a supervisor shall be notified immediately. Any complaints of missing money or property should be referred to the arresting agency.
- The deputy placing the arrestee on suspended booking will initiate the Suspended Booking Log and post it outside the cell.
- The shift supervisor shall respond to check the Suspended Booking Log for accuracy and complete the approving shift supervisor section.
- If the booking process is suspended longer than five (5) hours, a nurse must reevaluate the arrestee's condition.
- The shift supervisor shall be advised after the nurse's reevaluation of the arrestee. Document on the log that arrestee was evaluated by medical staff.
- All Suspended Booking Logs shall be checked once every hour and documented by the intake deputy.

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- Once intake deputy feels the inmate can successfully complete the booking process, the inmate will be removed from the cell and continue the booking process (this shall be documented on the log).

ARRESTEES UNDER THE INFLUENCE

- If an arrestee has been placed in a Sobering Cell, the intake deputy shall initiate a Sobering Log and post it outside the cell.
- All arrestees placed in the Sobering Cell shall be observed once every half-hour.
- The deputy shall log the time and the arrestee's behavior.
- All arrestees brought to WVDC and booked on an under the influence charge shall be held a minimum of four (4) hours, or until they are no longer under the influence.
- Arrestee's charged with DUI may stay in a sobering or suspended booking cell beyond four (4) hours. They will stay in these cells until the booking procedure can be completed.
- The intake deputy shall initiate an Intoxication Assessment Log after arrestee has been in the Sobering Cell for four (4) hours (and every four (4) hours thereafter).
- The deputy shall consult with medical staff to determine if medical care is needed and/or continued retention in the Sobering Cell is warranted.
- The arrestee shall be checked after the four (4) hour period by the medical staff and the deputy shall determine if the arrestee is still under the influence.
- If the arrestee is not under the influence and shows an ability to complete the booking process, they shall be removed from the Sobering Cell and continue the process. This shall be documented on the log.

SAFETY CELL PROCEDURE

- The safety cell shall be used to hold only those inmates who display bizarre behavior, which results in destruction of property or reveals intent to cause self-inflicted physical harm.
- Inmates shall be allowed to retain sufficient clothing or be provided with a

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safety/suicide gown and safety/suicide blanket unless specific identifiable risks to the inmate's safety or to the security of the facility are documented.

- There shall be direct visual observations twice every 30 minutes or at 15-minute intervals.
- The deputy shall log the time and the inmate's behavior on the log.
- Continued retention shall be reviewed by a supervisor every 4 hours.
- Medical staff shall be notified, and a medical evaluation made at the time of placement and every four (4) hours thereafter.
- A mental health evaluation shall be made within 12 hours of placement and every 24 hours thereafter.
- Inmate shall be offered water once an hour and at mealtime. Document water given or refusal on log.

SUICIDE WATCH CELL PROCEDURE

- Only with the approval of the shift supervisor, mental health or medical staff, shall inmates be placed on suicide watch.
- There shall be direct observation twice every 30 minutes by the intake deputy and the intake nurse and documented on a Suicide Watch Log.
- If an arrestee is determined by a facility nurse to be suicidal during initial booking, the shift supervisor or watch commander shall be notified. This shall also apply to existing facility housed inmates.
- The housing unit deputy placing the inmate on suicide watch shall complete the Strip Search Authorization form ASU#020402 and obtain supervisor approval prior to completing the strip search.
 - Strip searches in Female Intake shall ONLY be conducted in the shower area in Receiving.
- The housing unit deputy placing the inmate on suicide watch shall enter the findings of the strip search into JIMSnet.
- All inmates placed on suicide watch shall be issued a safety/suicide gown and safety/suicide blanket, until the inmate is removed from suicide watch.

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- When an inmate is placed on suicide watch, the housing unit deputy placing the inmate on suicide watch shall inventory his/her cell property.
 - The property shall be taken to Property by the housing unit deputy and handed to the Property officer and the Property officer shall put the property in a tub marked suicide watch.
 - Any food items will be discarded by the deputy placing the inmate on suicide watch.
- When the inmate is removed from suicide watch the intake deputy shall go to Property to retrieve the property.
 - The intake deputy shall have the inmate sign the property sheet that is to be filed in the inmate's jacket.
 - The intake deputy shall walk the inmate to his/her new housing location.
- Suicide watch inmates shall be assessed by medical staff at the time of placement and every 4 hours thereafter.

SPECIALTY CELL LOGS

- In specialty housing locations such as suicide watch cells, safety cells, sobering and suspended booking cells, paper observation logs are utilized.
- Only trained sheriff's personnel shall be authorized to handle or utilize the Specialty Cell Log.
- The intake deputy will conduct safety checks at each special housing location per facility policy.
- As the deputy passes each special housing location, they shall observe and document the status (sleeping, exercising, etc.) of each inmate.
- The deputy, facility nurse, and/or supervisor responsible for the intake area should take care of any problems noted.
- Under no circumstances shall any inmate be allowed to handle the Specialty Cell Log.
- Late Specialty Cell Log entries shall immediately be addressed to a supervisor. An entry will be noted on the comment section of the log indicating why the safety

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checks are unable to be completed within the specified time for each specific specialty housing location requirements.

RESTRAINT CHAIR PROCEDURES

- The restraint chair is used to secure and limit movement of inmates who display behavior that results in the destruction of property or reveals an intent to cause physical harm to self or others and who needs a confining environment and close supervision.
- The following are procedures for the restraint chair.
 - When putting an inmate in the chair, pull all restraining straps tight. Loose straps could allow an inmate to free himself.
 - Keep the chair away from walls and other obstructions. Persons in the chair may injure themselves after striking walls and obstructions by moving their head. Use caution when securing chest straps. The inmate may be able to head butt or bite staff.
 - Use caution when securing the leg strap. The inmate may be able to kick staff.
 - When necessary to secure violent/resisting inmates use only department approved control holds until the wrists are secured. Always double lock handcuffs.
 - The restrained person shall be allowed to exercise their arms every hour.
 - Document on the Restraint Log all movement given to the restrained person.
 - Offer restrained person water every hour and document on Restraint Log.
 - Restrained person must be assessed by medical staff at time of placement and every hour thereafter.
 - Restrained persons shall be housed alone. Safety staff shall conduct random direct visual observation of inmates at least twice every 30 minutes and document their behavior on the Special Observation Log (ASU#110709).

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- Use of the chair as a punishment, playful use or carelessness is strictly forbidden. Violation(s) of any of these can result in disciplinary action and could result in criminal prosecution.
- If force was used to place the inmate in the chair, the staff shall complete appropriate Use of Force documentation.
- Safety cell log procedures shall be followed. Staff shall check inmates restrained in the chair at least twice every half-hour.
- The shift supervisor and/or medical personnel shall approve any use of the chair or other alternative physical restraint device.
- The shift supervisor and medical staff shall review continued retention in the chair or restraint application every hour.
- A mental health consultation shall be secured no later than eight hours from the time of placement.

SERIOUSLY MENTALLY ILL ARRESTEES

- If an arrestee is identified as being seriously mentally ill (SMI), the deputy shall place the inmate in a separate cell from general population to be processed and booked.
- The intake deputy shall conduct a safety check for all inmates who are locked down every 60 minutes.
- Each observation check shall be documented on a log and signed.

STRIP SEARCHES

- There shall be no mass strip searches conducted.
- All inmates shall be afforded privacy during strip searches.
- Strip searches in Female Intake shall ONLY be conducted in the shower area in Receiving.
- Approved searches will only be conducted if new arrestee will be housed. Such searches should occur just before housing and in the presence of a supervisor.
- Strip searches may be permitted at the discretion of the shift supervisor without

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reasonable suspicion when arrestees are introduced into general population with the following charges:

- Any felony
 - Misdemeanor narcotics (sales or possession)
 - Misdemeanor weapons possession
 - Misdemeanor offenses involving violence
 - Administrative violations including Penal Code 1203.2, Penal Code 3000.08, Penal Code 3056, Penal Code 3454 and Penal Code 3455
- If a deputy has reasonable suspicion (based on specific facts) that a strip search involving an infraction or misdemeanor arrestee is necessary, written authorization must be obtained from a supervisor prior to the search.
 - The Strip Search Authorization Form ASU#020402, shall be completed and placed in the inmate's booking jacket. This form shall be made available upon request, to the person searched or his authorized representative.
 - The supervisor must explain his authorization by detailing the facts and circumstances upon which the "reasonable suspicion" determination was made and by which the search was granted.
 - If illegal contraband is recovered, a criminal report shall be completed.
 - Any contraband recovered shall be annotated in the contraband log.
 - Deputies shall not touch the arrestee during the strip search, except when necessary to restrain a combative or uncooperative arrestee, to prevent the loss or destruction of discovered evidence, to ensure a thorough search, or to protect themselves.

STRIP SEARCH PROCEDURE

- The deputy will escort arrestees to Receiving.
- The deputy will direct the arrestees to sit on the bench in Receiving to inventory their clothing.
- Staff will input property inventory into JIMSnet.

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- Once inventory is complete, the deputy will assign a shower stall number for the arrestee and provide her appropriate jail issued clothing.
- The deputy will direct each arrestee to enter her assigned stall to afford her privacy from other inmates.
- The deputy shall enter the shower area and position herself behind the red line, in view of the surveillance camera.
- The deputy shall remain behind the red line unless there are exigent circumstances present.
- Shift supervisors of the opposite gender of the arrestee/inmate shall position herself to keep a visual observation of the deputy conducting the search but shall not visually witness the arrestee during the search.
- The deputy will direct the arrestee to remove one item of clothing at a time.
Start with:
 - Shoes
 - Socks
 - Blouse/Dress
 - Bra
 - Pants
 - Underwear
- Have the female bend forward at the waist and run her fingers through her hair. Remove any object(s) from her hair. Check behind her ears.
- Have the female open her mouth and check under her tongue. Have her remove any dental plates for inspection.
- Have the female extend her hands above her head and examine her armpits.
- Have the female face away from you. Give her the following instructions:
 - "Separate your feet apart"
 - "Bend your knees" – Inmate should be placed into a squatting position.
 - "Cough three (3) times"
 - "Stand up, keeping your feet apart"

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- “Bend forward at your waist”
- “Using both hands, spread your cheeks apart”
- “Cough one (1) time” – If you think you see any contraband and need to check again, have the female repeat any of the steps.
- If you see any item, ask the female to remove it.
- Immediately notify the shift supervisor of the contraband or of any refusal to comply by the female.
- If the female is wearing a feminine napkin or is using a tampon which prevents the deputy from visually ensuring there is no items concealed in her vaginal area, she must remove the pad/tampon and replace it with a facility issued napkin.
- Have the female lift each foot for examination of heels and toes.
- Have the female pick up one item of clothing at a time for examination.
- Instruct her to turn the clothing inside out, then to shake the article briskly.
- Instruct her to hand you each item of clothing for inspection.
- It is the responsibility of the deputy conducting the strip search to ensure all inmate property is placed in the property mesh bag.
- Receiving staff will input property in JIMSnet.
- The deputy shall enter the findings of the strip search into JIMSnet.

FEMALE ID

- New arrestees shall be fingerprinted and photographed by the deputy using the Touchprint Livescan system.
- If the arrestee is a cite release or posting bail, the inmate shall be placed in the “HOLD FOR CITE RELEASE” cell. Inmates placed in these cells will be logged on the cite-release/hold for bail form.
 - If after six (6) hours the inmate has not been released, an intake deputy will ascertain the reason for the delay.
 - If the problem cannot be rectified immediately, the watch commander will be notified.
 - Inmates who cannot make bail will be removed from the cell, processed

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through the receiving procedure, dressed in the appropriate colored clothing and placed into the hold for housing cell.

- Place all other arrestee's in the "HOLD FOR DRESS" cell for the processing into the facility.

WVDC JAIL WARD POST ORDERS

INTRODUCTION

The following is a list of responsibilities and duties for deputies assigned to the Jail Ward. The responsibilities of the post are not limited to the listed tasks. The deputies assigned to the Jail Ward will assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner.

The Jail Ward is a four-bed detention unit [REDACTED] located at:
Arrowhead Regional Medical Center
400 North Pepper Avenue, Colton Ca 92324-1801

Inmates who are admitted to ARMC are generally confined in the Jail Ward except when medical conditions require inmates to be housed in other areas of the hospital.

Admitted inmates are subject to the same rules and regulations that apply to inmates confined in a county jail facility.

DUTIES AND RESPONSIBILITIES

- Ensure the safety and security of all admitted inmates
- Conduct observation checks and physically inspect the restraints on all inmates admitted to the hospital no less than once every hour. Document the checks on a Single Occupancy Room Log.
- Coordinate information with jail staff as necessary.
- Maintain the safety of medical staff during inmate contact.
- Assist hospital staff with escorting inmates to and from required hospital departments for treatment and/or examinations.
- Notify charge nurse assigned to the Jail Ward (or the housing unit assistant if the charge nurse is unavailable) whenever it becomes necessary for the deputy to leave the Jail Ward.

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- Work with hospital staff to ensure all admitted inmates are assigned to the Jail Ward unless an inmate's medical condition warrants his temporary housing in another medical/surgical unit or the Jail Ward is fully occupied.
- Check in with hospital staff assigned to admitted inmates at least twice a day (in the beginning and middle of the shift) to determine if additional assistance from safety staff is needed and for a status update on each inmate's progress towards discharge.
- Prevent inmates from making unauthorized contact with the public.
- Ensure inmates are admitted and discharged from the Jail Ward pursuant to a doctor's or charge nurse's order and WVDC Health Services staff is aware of each case.

ASSIGNMENT/BRIEFING

Except in an emergency, no deputy shall be assigned to the Jail Ward unless there has been prior orientation by ARMC or the Jail Ward staff.

Deputies assigned to WVDC can assist with being a "sitter" but are prohibited from working the Jail Ward without completing an orientation, unless directed by a supervisor.

Deputies assigned to the Jail Ward shall arrive 15 minutes prior to the start of shift to receive briefing information from the preceding shift. Briefings shall include information regarding the location, medical status, and security concerns of each inmate assigned to the jail ward.

Generally, [REDACTED]
[REDACTED]

[REDACTED] Deputies should spend as much time as possible in rooms, directly observing the admitted inmates when they cannot be housed in the Jail Ward [REDACTED]
[REDACTED]

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ASSIGNED CALL SIGNS

Deputies assigned to the Jail Ward shall use the following call signs:

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

Dispatch does not monitor the Jail Ward deputies on [REDACTED] WVDC Master Control monitors [REDACTED]. In the event of an emergency, such as an active shooter, Jail Ward deputies shall switch to [REDACTED], [REDACTED] or [REDACTED] to request assistance and coordinate with responding patrol deputies.

REQUIRED EQUIPMENT

Deputies assigned to the Jail Ward shall wear a class "A" uniform, and shall be armed with assigned duty weapon, duty belt and have an HT at all times.

Deputies should not use pepper spray (Oleoresin Capsicum, OC) at any time inside any area of the hospital. Possible OC contact to other patients could cause the evacuation of that area of the hospital.

There is one locker available for each deputy who is assigned to the Jail Ward.

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KEYS

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Any deputy assigned to the Jail Ward may request authorization from a shift supervisor to have an [REDACTED] issued to them for their use. The deputy will need approval of the shift supervisor and successful completion of the hospital's application prior to receiving a [REDACTED]. [REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

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GUN INVENTORY

Gun inventory shall be completed at the beginning of each shift. Unless needed, guns shall be secured and locked in the gun locker located in the Jail Ward (Mini-14, 870 shotgun and less lethal).

PROHIBITED ITEMS/ATTENTION TO DUTY

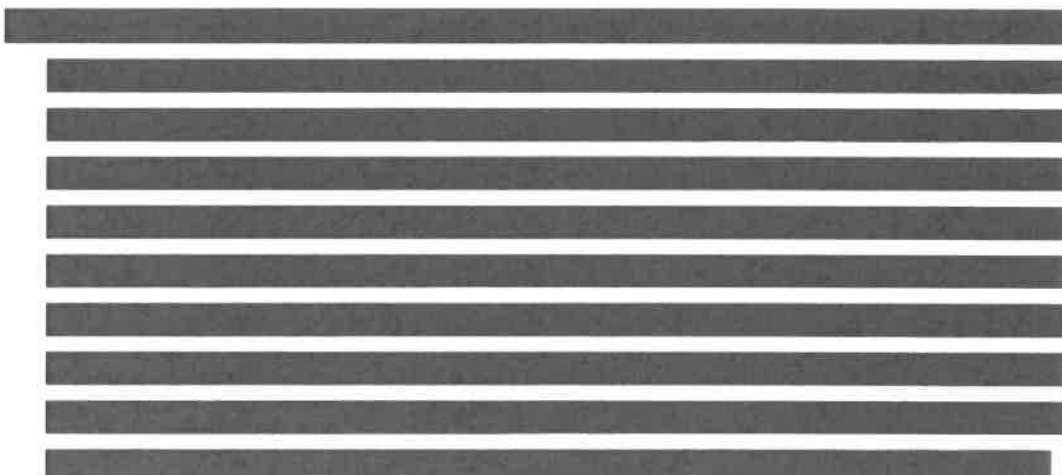
Deputies shall not bring personal electronics into ARMC while on duty without the assigned supervisor permission.

- Deputies may bring their own food and utilize the refrigerator located in the Jail Ward. Deputies shall not leave the hospital grounds for meal breaks unless authorized by the supervisor of the Jail Ward.

JAIL WARD SECURITY

Deputies shall physically verify all inmates under are properly restrained.

Checks on the inmate's leg restraints will be conducted at the beginning of each shift and towards the end of each shift documenting it on the Occupancy Room Log as "restraint check".



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[REDACTED]

ADMISSIONS

The Jail Ward deputy shall work with hospital staff to ensure admitted inmates are assigned to the Jail Ward whenever possible. When an inmate is assigned to a room outside of the Jail Ward, the deputy shall inspect the room and remove the bedside telephone. The deputy shall place a sign outside the room indicating unauthorized visitation is prohibited. The deputy shall complete the "Inmate Custody Hold Order" form (located in the Jail Ward) and give it to the inmate's assigned care provider. The deputy shall also ensure a "Rules for Dealing with Inmate Patients" notice is posted on the outside of the T.V. located in the inmate's room for hospital staff to see.

- In-Custody Inmates: Generally, the Jail Ward deputy assumes custody inmates only after the inmate is admitted to the hospital and assigned to a room. It is the responsibility of the transporting facility deputy to notify the Jail Ward deputy when this has occurred.
- Upon receiving custody of an admitted inmate, the Jail Ward deputy shall place the inmate's jail clothing, identification card, and any issued hospital paperwork in a hospital provided clothing bag. The bag shall be kept separate from the inmate.

ABSENTEE BOOKINGS

After a new arrestee has been admitted to the hospital and housed in an assigned room, they may be booked into WVDC. The Jail Ward deputy shall not assume supervision of the inmate until the booking process is complete and the deputy confirms the completion of the process with WVDC. The arresting officer is responsible for ensuring the inmate's

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booking application, personal property, clothing and money are delivered to WVDC at the time of the booking.

Upon receiving confirmation from WVDC that an absentee booking has been completed, the Jail Ward deputy shall assume custody of the inmate and ensure the inmate is provided an opportunity to complete his required phone calls. The phone calls shall be routed through the hospital operator to avoid disclosing the inmate's assigned room at ARMC. The deputy shall log all booking information, including the date and time of the inmate's phone calls, into the DAL.

The arrestee shall be identified through I.B.I.S. by the Jail Ward staff when the arrestee is assumed into custody by the Jail Ward deputies.

Fingerprinting, photographs, and creation of an inmate identification card shall be completed when the arrestee arrives at WVDC upon their discharge from the Jail Ward at ARMC.

INMATES WITH SPECIAL SECURITY CONCERNS

Deputies shall ensure inmate's special security concerns are addressed appropriately while they are at ARMC. Jail deputies may contact the Centralized Classification Unit with questions and concerns or if issues involving classification arise. Examples of special security concerns include but are not limited to:

- **Civil Commitment Inmates:** Civil commitment inmates shall be isolated from other inmates and supervised by deputies at all times when housed outside of the Jail Ward unit [REDACTED]
- **High Security Inmates:** High security inmates who are admitted to rooms outside the Jail Ward [REDACTED] shall be directly supervised by a deputy at all times.
- **Pregnant Inmates:** Generally, restraints shall not be used on pregnant inmates in labor, after delivery, or during recovery. If a deputy must leave the room the pregnant inmate shall be handcuffed to the bed and medical staff shall be advised. If a shift supervisor deems it is necessary for the safety and security of the inmate,

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staff, or the public to restrain a pregnant inmate in labor, during delivery, or in recovery after delivery, the inmate shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body. Supervisor approval and circumstances necessitating the use of restraints shall be documented using the Restraint of Laboring/Postpartum Inmate Authorization form (ASU# 121912). The completed form shall be filed in the inmate's booking jacket. The transporting deputy shall remain with an admitted pregnant inmate until medical staff gives clearance to restrain the inmate to a bed.

- **Suicide Watch Inmates:** Suicidal inmates must be directly supervised by ARMC staff members, per ARMC policy.
- **Contact Precautions:** Generally, deputies should comply with hospital contact precautions when interacting with inmates with contagious diseases.

ARMC JAIL WARD LOGS

Jail Ward deputies are responsible for the accuracy and completeness of the required Jail Ward logs. At least once per shift, the corporal or corporal's designee assigned to the Jail Ward shall inspect and sign the DAL. All completed logs shall be forwarded to the Operations Lieutenant at WVDC, at the end of each month by the Jail Ward supervisor.

Daily Activity Log: Entries shall include the names of the deputy, nurse, and nursing assistant assigned to the Jail Ward for each shift. The DAL shall also include the booking number, classification of the crime (misdemeanor or felony), name and hospital location of each inmate in custody. All persons entering or leaving the Jail Ward, discharges, deputy itinerary, visitations, and any other pertinent information shall be recorded in the log. Observation checks of admitted inmates shall also be documented in the DAL. Such observations checks shall include physically inspecting each inmate's restraints to ensure they remain secure. When conflicting responsibilities prevent deputies from completing the observation checks within the prescribed time, a late log memorandum shall be completed by the deputy detailing the reason for the late log and turned into the corporal of the Jail Ward. The late log memorandum will be attached to the log and turned into the lieutenant at the end of each month by the supervisor.

WVDC JAIL WARD
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- **The Admission and Release Log:** Entries shall include the booking number, date and time of admission, charges for arrest, full name, date of birth, "no file" date. Adjusted out date, and date and time of release from the Jail Ward of each Jail Ward inmate. When an inmate is released to an agency, the name of the officer and the agency who received the inmate shall be recorded in the Admission and Release log.
- **Visiting Log:** All visitors, including official visitors, shall be recorded in the Visiting Log by name, CDL or Bar Card number for attorneys.

VISITING

Inmates housed in the Jail Ward [REDACTED] are allowed scheduled visits Wednesday through Sunday between 0800 hours and 1600 hours. Inmates housed outside of the Jail Ward are not permitted visits due to security concerns unless authorized by a supervisor.

Visitors will be managed as follows:

- Generally, visiting shall be limited to 30 minutes per day, not to exceed one (1) hour per seven-day period. Only one inmate at a time shall be allowed a visit. Modifications to the visiting times and dates require the approval of the shift supervisor.
- No more than two (2) adults may visit an inmate at one time. Children are not permitted. Each visitor shall present identification to the Jail Ward deputy prior to receiving a visit.
- The Jail Ward deputy shall directly supervise all visits.
- There shall be no physical contact between visitors and inmates.
- All visitors and their personal property are subject to search for security measures.
- Visitors are not allowed to leave any items in the possession of the inmate.

Personal visits for inmates assigned to beds within the Jail Ward shall be scheduled in advance through the scheduling center at Glen Helen Rehabilitation Center (GHRC). The GHRC scheduling SCA receiving the request for a visit shall consult with the Jail

WVDC JAIL WARD
POST ORDERS

Ward deputy prior to scheduling an appointment. Such visits may be denied if valid security/medical concerns exist. The supervisor must be advised if a visit is denied.

Persons requesting official visits with inmates admitted to ARMC shall be referred to WVDC and check in at the official visitor window. The SCA will contact the Jail Ward verifying the visitor's credentials and a visit will be scheduled. A Jail Ward deputy shall observe official visits at all times. No physical contact shall be allowed between the inmate and visitor.

IN-CUSTODY DEATHS

When a Jail Ward deputy is notified an inmate's death may be imminent, the deputy shall immediately notify the Jail Ward supervisor if present or a WVDC shift supervisor.

The Jail Ward deputy shall respond to the inmate's location, activate his digital recorder, prepare a crime scene log, observe, and document all pertinent activity. The deputy shall record the official date and time of death along with the name and title of the medical personnel who pronounced the death. After the death has been pronounced, the deputy shall secure the room as a crime scene and prevent unauthorized persons from entering the room.

If an inmate death occurs in a shared room, and no foul play is suspected, the other inmates should be moved out of the room when possible. If an inmate cannot be moved due to medical or other reasons, a deputy shall remain in the room at all times.

If the inmate death occurred in a shared room under suspicious circumstance, the deputies shall treat the room as a crime scene and ensure homicide is notified of the suspicious circumstances. Homicide will determine whether the other inmates shall be removed from the room. If the other inmates cannot be moved due to medical or other reasons, a deputy shall remain in the room at all times.

The Jail Ward deputy shall advise the shift supervisor of any unusual circumstances surrounding an in-custody death or the scene. In the case of unusual circumstances, the

**WVDC JAIL WARD
POST ORDERS**

homicide detectives shall determine the proper course of action. Jail Ward deputies may request additional assistance from the shift supervisor.

A Jail Ward deputy shall make copies of all Jail Ward logs for the responding homicide detectives. Homicide will need to contact ARMC records (located in the basement of ARMC to obtain the inmate's medical record. If directed by homicide detectives or a shift supervisor, the Jail Ward deputy shall write a memorandum and/ or supplemental criminal report to document his actions and observations.

HOSPITAL TRANSFER

In the event ARMC deems it medically necessary to transfer an inmate to another hospital for a procedure, the Jail Ward shall immediately notify the shift supervisor and the core rover of WVDC.

DISCHARGES

ARMC charge nurse will contact WVDC charge nurse pending the inmate's discharge from ARMC. When a Jail Ward deputy is notified an admitted inmate may be discharged from the hospital, the Jail Ward deputy shall contact the core rover to make arrangements for secure transportation. Transporting deputies shall ensure all transported inmates are secured.

EMERGENCY EVACUATION PROCEDURES

In the event of an emergency requiring the evacuation of inmates, the Jail Ward deputy shall immediately notify the shift supervisor and request additional assistance if needed. The deputy shall coordinate with the hospital supervisory staff to ensure inmates are moved safely and efficiently according to the ARMC evacuation plan. Deputies shall be responsible for the security of the Jail Ward inmates.

The deputy shall ensure all Jail Ward inmates are properly restrained (handcuffed) to their beds prior to evacuation. All Jail Ward inmates will be evacuated at the same time, while remaining inmates will be secured to their beds. Inmates who cannot be evacuated in

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their beds shall be handcuffed and escorted by the deputy and hospital staff to the relocation area.

The deputy shall conduct a count of the Jail Ward inmates as soon as possible after the evacuation is complete. The deputy shall immediately notify a shift supervisor if any inmates cannot be accounted for or when the evacuation is complete, and all inmates are accounted for and secure.

OUTSIDE AGENCIES

Hospital staff may not assign unoccupied beds in the Jail Ward [REDACTED] to arrestees who have not been booked at WVDC, or prisoners who are in the custody of an outside agency. Jail Ward deputies shall not assume responsibility for the supervision of an arrestee or inmate who is not in the custody of the San Bernardino County Sheriff's Department.

WVDC PUBLIC VISITING LOBBY DEPUTY POST ORDERS

INTRODUCTION

The following is a list of responsibilities and duties for the deputy assigned to the Public Visiting Lobby Deputy post. The responsibilities of the post are not limited to the listed tasks. The deputy will assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner.

DUTIES AND RESPONSIBILITIES

- Security of the Public Visiting Lobby and safety of all visitors/staff
 - Ensure patio door is locked before end of watch
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- Enforce the dress code
- Monitor all persons entering and leaving the public areas for proper authorization and/or paperwork
- Inspect the public areas for damage or contraband and submit e-Works requests when needed
- Supervise inmate workers assigned to clean the Public Visiting Lobby
- Supervise work release inmates assigned to the Public Visiting Lobby
- Order supplies from the Warehouse as needed for inmate work crews
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- Check pass-down log for any pertinent information.

WVDC PUBLIC VISITING LOBBY DEPUTY
POST ORDERS

WORK RELEASE INMATES

- Sign in work release inmates by checking inmate identification, obtaining thumbprints and documenting the time in on the attendance sheet.
- Work release inmates report to work from 0800 to 1600.
- Ensure all inmates wear an orange vest while working.
- Sign out each inmate by checking inmate identification and documenting the time-out on the attendance sheet.
- Maintain control of the attendance sheets.
- Female inmate workers may be used to assist with Public Visiting activities in the event work release inmates are unavailable.

CODE RED

- The deputy shall not evacuate the visiting areas and upper corridors beyond the visiting entrance unless there is a fire or other immediate danger.
- The deputy shall not lock the Public Visiting Lobby doors with hand cuffs or leg restraints unless specifically ordered to do so by a supervisor.
- Physically account for all Public Visiting Lobby personnel. When all employees are accounted for, advise the core rover.

VISITOR SEARCHES

- Conduct metal detector searches of all visitors for contraband. This can be done by using the walk-through metal detector, the wand, or both.
- Visitors should only have a single car key and their issued visitor pass on their person.
- Generally, deputies shall not routinely search visitors beyond the use of the metal detectors.
 - Visitors may be more thoroughly searched when there is probable cause to believe criminal activity exists or with the visitor's consent.
- Visits shall be denied to visitors who do not consent to being searched.

WVDC PUBLIC VISITING LOBBY DEPUTY
POST ORDERS

- Cursory searches shall be conducted by deputies of the same gender as the visitors.
- Visitor searches shall be documented in the Facility Search Log (ASU#070902). The Search Log shall be maintained in the Lobby Security Search Log book (binder).
- After a page of the Search Log is completed, the completed page shall be routed to Security Administration

ELECTRONIC DEVICES/LEGAL MATERIALS

- All official visitors authorized to bring any electronic device into the facility for their visit shall read and sign the "Official Visitors with Electronic Devices" form #140813. The completed forms will be maintained in the jacket of the inmate receiving the official visit.
- County issued laptops are available for use by authorized personnel. The deputy shall use the ASU Laptop Checkout form #131106 when issuing a laptop for use.
- All legal documents are subject to inspection for contraband by the deputy prior to being delivered to an inmate

WVDC HOSPITAL TRANSPORTATION DEPUTY
POST ORDERS

INTRODUCTION

The following is a list of responsibilities and duties for the hospital transportation deputy. The responsibilities and duties of this post are not limited to the listed tasks. The hospital transportation deputy shall assist in any other tasks or duties to ensure the facility operates in a safe and efficient manner.

DUTIES AND RESPONSIBILITIES

Responsible for transporting inmates to ARMC for emergency treatment or taking inmates to Behavioral Health.

- The deputy shall be armed and wearing a Class A uniform with full duty belt.
- Coordinate all transportation of inmates to the hospital with the core cover.
 - Verify the inmate's charges and classification before transport.
 - If a security concern exists, a shift supervisor shall be notified.
 - If additional staff is needed due to security issues, a shift supervisor shall be notified.
- Inspect marked van/vehicle designated for hospital transportation and ensure all equipment is operable.
 - A vehicle checkout sheet shall be completed and given to the core cover.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

TRANSPORTING INMATES TO HOSPITAL

- Obtain the hospital paperwork from the facility nurse.
- Ensure inmates are properly secured (leg/waist restrains and/or handcuffs).

WVDC HOSPITAL TRANSPORTATION DEPUTY POST ORDERS

ARRIVING AT THE HOSPITAL

- Give hospital paperwork to the hospital clerk and ensure inmate is checked in.
- All inmates shall be handcuffed and secured in the emergency room, isolation cell, lock up cell, or secured to a chair and watched by the deputy at all times.
- Hospital security is not responsible for WVDC inmates and do not have peace officer powers.

RELIEVING PRIOR SHIFT AT THE HOSPITAL

- The deputy being relieved will thoroughly brief the relief deputy.

SUPERVISING INMATES AT THE HOSPITAL

- When an inmate is seen by a doctor or nurse, it is the deputy's responsibility to stay with the inmate.
- If the inmate is of opposite gender, stand guard at the door while the inmate is examined.
- Upon the completion of the examination, the deputy shall obtain all completed paperwork from hospital staff.

HOSPITAL JAIL WARD INMATES

When inmates are transferred from the hospital to WVDC, the hospital transportation deputy shall:

- Obtain the inmate's paperwork from the Jail Ward deputy, along with the inmate's property.
- Ensure inmates are searched in Male/Female Intake.
- Give all inmate property to the Male/Female Intake deputy.
- Give all medical paperwork to the WVDC medical clinic staff.
- Ensure inmates are medically screened by a facility nurse.
- If necessary, ensure inmates are re-classified and escort to appropriate housing unit.

**WVDC HOSPITAL TRANSPORTATION DEPUTY
POST ORDERS**

INMATES RELEASED FROM HOSPITAL

When an inmate is released from custody at the hospital, the hospital transportation deputy is responsible for the following:

- Take the inmate's property, clothing, and release paperwork to the hospital.
- Verify the identification of the inmate using jail records, booking photo, and thumbprint comparison.
- Have the inmate sign property receipt and release paperwork.

BEHAVIORAL HEALTH INMATES

- Inmates taken to Behavioral Health shall be transported using the same procedure as inmates being transported to the hospital.
 - The facility nurse is responsible for the completion of all necessary paperwork that will be transported with the inmate. The 5150 applications will be completed by the deputy or the facility behavior health staff.
 - The facility nurse will notify Behavioral Health when the inmate is enroute.
- ██
██

MAINTAINING HOSPITAL TRANSPORTATION VEHICLES

Maintain the transportation vehicles by ensuring the following:

- Vehicles should be filled using county gas pumps located behind West Valley Detention Center. If necessary, the vehicle can be filled at a gas station using credit card assigned to the unit.
- The oil and tires shall be checked while at the county yard during business hours.
- Keep the vehicle clean, inside and out.
- In the event of a traffic accident while in a transportation vehicle, the deputy shall immediately notify the watch commander while at the site of the accident. The watch commander will coordinate an investigation with the appropriate authorities within that jurisdiction. A report from the transportation deputy shall also be completed.

WVDC HOSPITAL TRANSPORTATION DEPUTY
POST ORDERS

PERIMETER SECURITY

[REDACTED]

MISCELLANEOUS DUTIES

The hospital transportation deputy is subject to miscellaneous assignments by the core sergeant.

WVDC LINEUPS
POST ORDERS

INTRODUCTION

The following is a list of responsibilities and duties for deputies assisting in live lineups. The responsibilities and duties of this post are not limited to the listed tasks. The lineup deputies will assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner

DUTIES AND RESPONSIBILITIES

- Scheduling lineups from 0900-1000, Tuesday through Thursday.
- Visually inspect the lineups area for damage. Notify a shift supervisor of any major issues.
- Receive and review all court orders for lineups.

LOOK-A-LIKE SELECTION PROCESS

[REDACTED]

[REDACTED]

- Inmates selected shall be escorted to the Lineup Holding cells and upon completion be provided lunch.

LINEUP PROCEDURE

- Inmates scheduled for lineups shall be in custody on that date.
- The investigating agency shall be notified if the inmate has been released or unable to participate in the lineup.
- All persons used in the actual lineup must be in the legal custody of the sheriff.
- Lineups must start promptly at the scheduled time and should be completed within 30 minutes.
- The investigating agency shall be responsible for contacting all victims, witnesses and attorneys whose presence is required at the lineup.
- All special props such as hats, bandannas, glasses, etc. shall be supplied by the agency requesting the lineup.

WVDC LINEUPS
POST ORDERS

- The investigating agency requesting the lineup shall arrange for photographs and assignment of an officer to be present at the lineup.

PROCEDURE FOR COURT-ORDERED LINEUP

- The court of jurisdiction must issue a written order with the following information:
 - The defendant shall be committed to the custody of the sheriff for the purpose of being the subject of a lineup.
 - The defendant shall be released following the completion of the lineup.
 - The lineup shall be conducted within 15 days from the date of the order provided the sheriff receives an original or certified copy of the order at least 10 days prior to the expiration.
 - The district attorney is ordered to contact the investigating police agency and provide an investigating officer to coordinate and schedule the lineup with WVDC for inmates housed at the facility.
 - The district attorney is further ordered to notify the defendant and counsel of scheduled date of the lineup.
- The lineup deputies shall be responsible for maintaining a copy of the court order.
 - The copy must reflect information such as date of scheduled lineup; date lineup is conducted and/or cancelled.
 - The copy should also reflect any other information that might be pertinent for statistical or other reasons.
- The defendant is ordered to:
 - Report to WVDC no later than 0800 hours on the scheduled day of lineup.
 - Obey all rules, regulations and lawful orders while in custody of the sheriff.
 - Submit to the booking process.
 - Not bring any cash or articles of personal property when reporting to the jail.

PROCEDURE FOR SURRENDER LINEUP

- Public Visiting Lobby staff will confirm the lineup is scheduled by calling the lineup deputies.

WVDC LINEUPS
POST ORDERS

- If defendants arrive at WVDC later than 0800 hours, they will not be accepted and told to contact his attorney for further instructions.
- Notify the investigating agency and inform them the lineup has been cancelled. The lineup may be rescheduled by the investigating agency for the next available date if the court order is still valid or obtain a new court order if the current one expires.
- The Public Visiting Lobby staff shall advise the defendant that cash or personal property cannot be brought into the facility prior to sending the defendant to the pedestrian gate located at the Intake Yard gates.
- The defendant shall be processed similar to a book and release except that a dummy warrant and clothing card will be needed.
- The charge used for booking shall be "OTLINEUP".
- The defendant shall be dressed in jail issued orange clothing and housed alone in an intake cell until the time of lineup.
- It is the responsibility of the lineup deputies to arrange for immediate release of the defendant once the lineup is completed.
- If the defendant's attorney desires to see the defendant after the lineup, the attorney must wait until the defendant is released. Official visits will not be allowed.
- Any failure on the part of the defendant to comply with WVDC rules or lawful orders will be grounds for immediate release of the inmate and cancellation of the lineup.

CONDUCTING THE LINEUP

- Lineup deputies are responsible for security of all inmates involved in the lineup procedure.
- The lineup deputies shall maintain a supply of lineup identification cards.
- The lineup deputies shall ensure each inmate is placed on the appropriate number on the stage area.
- The lineup deputies shall ensure the "Admonition Given to Suspect" is read to those inmates involved in the lineup (read only if suspect is not represented by counsel).

WVDC LINEUPS
POST ORDERS

- The lineup deputies shall ensure the investigating officer reads the “Admonition Given to Witness”.
- The lineup deputies shall be responsible for verbal communications with inmates involved in the lineups.
 - Face different directions
 - Move or walk
 - Say certain words
 - Face front
 - Face right side
 - Face left side
 - Face rear

WVDC KITCHEN SUPPORT POST ORDERS

INTRODUCTION

The following is a list of responsibilities and duties for the deputy assigned to the kitchen support post. The responsibilities of the post are not limited to the listed tasks. The deputy will assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner.

DUTIES AND RESPONSIBILITIES

- Monitor inmate workers assigned to the Kitchen and Officer's Dining Room (ODR)
- Monitor incoming/outgoing traffic through the dock/rear gate.
- Take daily inventory of keys/radio assigned to the post.
- Ensure the safety on non-sworn staff assigned to the Kitchen.
- Conduct random checks of various areas in the Kitchen (ex: walk-in refrigerator)

INMATE WORKERS

- Understand the various inmate uniform colors worn by inmate workers assigned to the Kitchen.
 - Tan shirt/tan pants – assigned to the Kitchen. Not permitted to leave the Kitchen area without escort.
 - Tan shirt/blue pants – assigned to the Kitchen. Permitted to leave the Kitchen without escort only to perform assigned duties.
 - White shirt/blue pants – assigned to the ODR. Permitted to leave the Kitchen without escort to enter the ODR to perform assigned duties.
 - Blue shirt/blue pants – not permitted to enter the Kitchen without staff escort or under the direction of staff.
- Ensure inmate workers comply with the Inmate Worker Regulations.
- Ensure inmate workers eat only in their assigned area and at designated times.
- Ensure inmate workers remain in their assigned area.
- Ensure inmates are presentable and wear designated hats, beard nets and gloves when handling food.

**WVDC KITCHEN SUPPORT
POST ORDERS**

- Enforce facility rules and regulations. Write disciplines if necessary.
 - Call South Control staff to log the inmate discipline and be assigned a Jail Discipline Report (JDR) number.
- If an inmate worker is injured while performing assigned duties, document information on an Inmate Injury Report.
 - Call South Control staff to log the inmate injury and be assigned an Inmate Injury Report number.
- Conduct random cursory searches on inmate workers to prevent the passing of contraband.
- Conduct searches of incoming/outgoing food carts/food cart contents to prevent the passing of contraband.
- Ensure inmates who work with knives are monitored. Knives are secured to a fixed post but should randomly be checked for signs of tampering.
- Ensure all ODR utensils are counted when leaving/returning to the Kitchen.

SECURITY OF THE DOCK, REAR GATE AND REAR FACILITY PERIMETER

- Vehicles entering/exiting the facility via the rear gate should be searched.
 - South Control will notify deputy via HT radio of all incoming/outgoing traffic
 - Deputy will notify South Control staff via HT radio when the incoming/outgoing traffic is clear
- Ensure all inmate workers assigned to duties on the Dock are monitored at all times. This includes, but is not limited to:
 - Emptying trash
 - Disposal of kitchen grease in the grease trap
 - Assisting with deliveries

[REDACTED]

[REDACTED]

[REDACTED]

- Door #1299B and storeroom door #1309
- Ensure the Culinary Office is closed and locked when unoccupied.

WVDC GUARD SHACK
POST ORDERS

INTRODUCTION

The following is a list of responsibilities and duties for the outside rover assigned to the Guard Shack post. The responsibilities of the post are not limited to the listed tasks. The outside rover will assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner.

- The Guard Shack is at the Etiwanda Avenue entrance on the east side of the West Valley Detention Center (WVDC).
- Generally, an armed deputy is assigned to patrol the perimeter 24 hours per day, 7 days per week.
- The deputy shall have a marked unit [REDACTED]

DUTIES AND RESPONSIBILITIES

- Provide safety and security to WVDC
[REDACTED]
- Inspect the post for any damage or maintenance problems and report any discrepancies to the post supervisor immediately
- Control access to the facility
 - Direct traffic entering to the appropriate location
 - Prevent those who do not have legitimate business from entering
- Assist the public and visitors with questions and provide directions
- Prevent inmates from escaping
- Prevent visitors from making unauthorized contact with inmates
- Conduct perimeter checks as necessary

WVDC GUARD SHACK
POST ORDERS

- Ensure the gate between the Administrative Building and the Transportation Yard remains closed and locked unless in use or in the case of an emergency

DEPUTY CONDUCT AND DEMEANOR

- The deputy must interact with the public, visitors, and delivery personnel.
- His conduct and demeanor shall be the first impression many visitors have of the facility and of the San Bernardino County Sheriff's Department.
- Conduct and demeanor shall be professional at all times.
- The deputy shall take appropriate action if confronting threatening subjects or criminal activity.
- Deputies should use their digital recorders when contacting the public.

ASSIGNMENT/BRIEFING

- Deputies assigned as the outside rover shall review the Daily Activity Log (DAL) with staff on the preceding shift.
- This briefing shall include information regarding incidents, security concerns, or other pertinent information.

DAILY ACTIVITY LOG (DAL)

- A gate activity log shall be prepared at the start of each shift.
- Log entries shall be made to document the following:
 - Supply deliveries
 - Cleaning and maintenance of the Guard Shack.
[REDACTED]
 - Unusual incidents or security violations
 - Notify a supervisor if/when there are any discrepancies

ASSIGNED CALL SIGN

- Deputies assigned as the outside rover shall use the call sign [REDACTED]

WVDC GUARD SHACK
POST ORDERS

ASSIGNED RADIO CHANNEL

- The outside rover deputies shall use [REDACTED] to remain in contact with the facility.
- If deputies require dispatch they shall use [REDACTED].
- Dispatch will not be monitoring the deputy on [REDACTED]
- In the event of an emergency, outside rover deputy generally should stay on [REDACTED] because WVDC deputies are his closest back-up.

REQUIRED EQUIPMENT

- Outside rover deputies shall be armed and wear the standard class A uniform and duty belt with all issued equipment as described in the Department Manual.
- Deputies are encouraged to wear their issued body armor.
- A locker is available to store lunch bags and personal items.

PROHIBITED ITEMS/ATTENTION TO DUTY

- Deputies are expected to be actively engaged in Department business while on-duty.
- Deputies shall not use personal electronic entertainment devices while on-duty.
- This includes, but is not limited to:
 - Electronic tablets/laptop computers
 - Portable DVD players or televisions
 - Video game devices
- Outside rover deputies may keep their personal cell phones with them but shall not enter the interior secure part of WVDC.
- Deputies may use a radio/CD player or MP3 player with external speakers that will not prevent the deputy from hearing facility HT traffic.
- Earphones for MP3s or other music devices shall not be used. Department computers shall not be used to stream videos or music.

WVDC GUARD SHACK
POST ORDERS

GUARD SHACK CLEANLINESS AND MAINTENANCE

- The deputy shall ensure the cleanliness and maintenance of the Guard Shack.
- The deputy shall request inmate workers from Support Services to maintain cleanliness as needed.
- A deputy shall be present whenever an inmate worker is inside the Guard Shack cleaning or assisting maintenance.
- Complete e-Works requests as necessary.
- The air conditioner takes approximately 90 seconds after being turned on to begin cooling the Guard Shack.
- The deputy shall not tamper with the overhead air conditioning unit. The deputy shall contact maintenance for assistance.

ACCESS TO THE FACILITY

- With the exception of Transportation buses, access to and from the facility shall only be through the Front Gate. There are no exceptions without the approval of a shift supervisor. There may be vehicle or pedestrian traffic.
- It is not necessary for the deputy to search every person or vehicle entering and leaving the facility.
- If the deputy needs to speak to the occupants of a vehicle for an extended period, the deputy shall instruct the driver to pull to the side of the road.
- The deputy shall not permit one vehicle to cause a long line of vehicles delaying access to the facility.
- The deputy shall summon assistance as necessary.
- The deputy shall direct the following to the north (right) side of the facility:
 - Employees and visitors who are going to the Probation Training facility
 - Visitors without appointments
 - Inmate visitors
 - Inmate official visitors
 - Others on inmate related business

WVDC GUARD SHACK
POST ORDERS

■ The deputy shall direct the following to [REDACTED]
[REDACTED]

- County employees taking county vehicles to the county yard for vehicle maintenance, refueling, and/or carwash
- Official visitors with appointments going to the Administration Building
- Visitors going to the Administrative Support Unit

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

PARKING PASSES

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

VISITOR SEARCHES

- Generally, outside rover deputies should not routinely search visitors.
- The outside rover may request assistance from a facility rover.
- Visitors may be searched when there is probable cause to believe criminal activity exists or with the visitor's consent.
- Visits shall be denied to visitors who do not consent to being searched.
- Cursory searches shall be conducted by deputies of the same gender as the visitors.
- Visitor searches shall be documented in the Guard Shack Daily Activity Log and the Facility Search Log (ASU#070902).
- The Search Log shall be maintained in the Guard Shack Search Log book.
- After a page of the Search Log is completed, the completed page shall be routed to the Security Administration Office.

WVDC GUARD SHACK
POST ORDERS

VEHICLE SEARCHES

Generally, outside rover deputies should not routinely conduct vehicle searches. However, in the event of a vehicle search, the deputy shall call for assistance.

- Searches of a visitor's vehicle may be conducted when there is reasonable suspicion to believe criminal activity exists or when it is known the vehicle contains weapons, drugs, or items illegal to possess on jail property.
- Unless there are exigent circumstances, vehicle searches shall only occur once an assisting deputy has arrived.
- Visits shall be denied to visitors who do not consent to the searches. Staff shall document each vehicle searched in the Guard Shack Daily Activity Log and the Facility Search Log (ASU#070902).
- The Search Log shall be maintained in the Front Gate Search Log book.
- After a page of the Search Log is completed, the completed page shall be routed to Security Administration Office.

TRAFFIC STOPS

[REDACTED]

[REDACTED]

CODE RED ALARM

- In the event of a Code Red, the deputy shall notify visitors they shall not be able to enter the building until the alarm is lifted.
- Visitors shall not be prevented from entering the facility's parking lots.

WVDC MALE INTAKE POST ORDERS

INTRODUCTION

The following is a list of responsibilities and duties for the Male Intake deputy. The responsibilities and duties of this post are not limited to only the listed tasks. The Male Intake deputy shall assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner.

DUTIES AND RESPONSIBILITIES

- Ensure the security of the intake area by recognizing and handling potential problems.
- Assess the inmates located in Male Intake (i.e. sobering or safety cell, suspended booking cell, etc.).
- Determine which duties need to be completed from the previous shift and prioritize them accordingly.
- Review all logs for accuracy and ensure they are up to date.
- Account for all keys and equipment assigned to the Male Intake position.
- Inspect the intake area for any damage and/or security problems and report them to the shift supervisor.

NEW ARRESTEE PROCESS

A cursory search of all new bookings will be conducted prior to the arrestee being moved beyond Search and Uncuff in Male Intake.

- Pat down search all arrestees in Search and Uncuff.
- Arrestees shall remain handcuffed until pat down search is completed.
- The Male Intake deputy shall "Fast ID" all arrestees.
- Any property such as belts, jewelry, money or hair accessories shall be placed on the arrestee's property.
 - All bulk property is to be returned to the arresting officer unless special circumstances exist. In those cases, a watch commander's approval shall be obtained.
 - Any weapons or contraband not generally acceptable for storage on this

WVDC MALE INTAKE
POST ORDERS

facility shall be released to the arresting officer.

- Ensure the intake nurse screens the arrestee for any medical problems before accepting them into custody.
- Ensure the arresting officer stays with the arrestee until the booking officer completes the intake process.

SUSPENDED BOOKING PROCEDURE

- Place the arrestee on suspended booking if arrestee is uncooperative, combative or verbally abusive.
- Notify the shift supervisor after placing the arrestee on/off suspended booking.
- Prior to placing the arrestee on suspended booking status, all property, belts, keys, money, and jewelry will be inventoried by the booking staff, then signed for by the arresting officer.
- The deputy will remove the arrestee's footwear. The shoes will be tagged with the inmate's name and booking number (arrestee's shoes will be kept outside of the Suspended Booking Cell).
- If the arrestee at the time of processing complains of missing property, a supervisor shall be notified immediately. Any complaints of missing money or property should be referred to the arresting agency.
- The deputy placing the arrestee on suspended booking shall start a Suspended Booking Log and post it outside the cell.
- The shift supervisor shall respond to check the Suspended Booking Log for accuracy and complete the approving shift supervisor section.
- If the booking process is suspended longer than five (5) hours, a nurse must reevaluate the arrestee's condition.
- The shift supervisor shall be advised after the nurse's reevaluation of the arrestee. Document on the log that arrestee was evaluated by medical staff.
- All Suspended Booking Logs shall be checked once every hour and documented by the intake deputy.
- Once intake deputies feel the inmate can successfully complete the booking

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process, the inmate will be removed from the cell and continue on (this shall be documented on the log).

ARRESTEES UNDER THE INFLUENCE

- If an arrestee has been placed in a Sobering Cell, the intake deputy shall initiate a Sobering Log and post it outside the cell.
- All arrestees placed in the Sobering Cell shall be observed once every half-hour.
- The deputy shall log the time and the arrestee's behavior.
- All arrestees brought to WVDC and booked on an under the influence charge shall be held a minimum of 4 hours, or until they are no longer under the influence.
- Arrestee's charged with DUI may stay in a sobering or suspended booking cell beyond 4 hours. They will stay in these cells until the booking procedure can be completed.
- The intake deputy shall initiate an Intoxication Assessment Log after arrestee has been in the Sobering Cell for 4 hours (and every 4 hours thereafter).
- The deputy shall consult with medical staff to determine if medical care is needed and/or continued retention in the Sobering Cell is warranted.
- The arrestee shall be checked after the 4-hour period by the medical staff and the deputy shall determine if the arrestee is still under the influence.
- If the arrestee is not under the influence and shows an ability to complete the booking process, they shall be removed from the Sobering Cell and continue the process. This shall be documented on the log.

SAFETY CELL PROCEDURE

- The safety cell shall be used to hold only those inmates who display bizarre behavior, which results in destruction of property or reveals intent to cause self-inflicted physical harm.
- Inmates shall be allowed to retain sufficient clothing or be provided with a safety/suicide gown and safety/suicide blanket unless specific identifiable risks to the inmate's safety or to the security of the facility are documented.

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- There shall be direct visual observations twice every 30 minutes or at 15-minute intervals.
- The deputy shall log the time and the inmate's behavior on the log.
- Continued retention shall be reviewed by a shift supervisor every 4 hours.
- Medical staff shall be notified, and a medical evaluation made at the time of placement and every 4 hours thereafter.
- A mental health evaluation shall be made within 12 hours of placement and every 24 hours thereafter.
- Inmate shall be offered water once an hour and at mealtime. Document water given or refusal on log.

SUICIDE WATCH CELL PROCEDURE

- Only with the approval of the shift supervisor or medical staff, shall inmates be placed on suicide watch.
- There shall be direct observation twice every 30 minutes by the intake deputy and intake nurse and documented on a Suicide Watch Log.
- If an arrestee is determined by a facility nurse to be suicidal during the initial booking, the shift supervisor or watch commander shall be notified. This shall also apply to existing facility housed inmates.
- The housing unit deputy placing the inmate on suicide watch shall complete the Strip Search Authorization form ASU#020402 and obtain supervisor approval prior to completing the strip search.
 - Strip searches in Male Intake shall ONLY be conducted in the shower area in Receiving.
- The housing unit deputy placing the inmate on suicide watch shall enter the findings of the strip search into JIMSnet.
- All inmates placed on suicide watch shall be issued a safety/suicide gown and safety/suicide blanket, until the inmate is removed from suicide watch.
- When an inmate is placed on suicide watch, the housing unit deputy placing the inmate on suicide watch shall inventory his/her cell property.

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- The property shall be taken to Property by the housing unit deputy and handed to the Property officer and the Property officer shall put the property in a tub marked suicide watch.
- Any food items will be discarded by the deputy placing the inmate on suicide watch.
- When the inmate is removed from suicide watch the intake deputy shall go to Property to retrieve the property.
 - The intake deputy shall have the inmate sign the property sheet that is to be filed in the inmate's jacket.
 - The intake deputy shall walk the inmate to their new housing location.
- Suicide watch inmates shall be assessed by medical staff at the time of placement and every 4 hours thereafter.

SPECIALTY CELL LOGS

- In specialty housing locations such as suicide watch cells, safety cells, sobering and suspended booking cells, paper observation logs are utilized.
- Only trained sheriff's personnel shall be authorized to handle or utilize the Specialty Cell Log.
- As the deputy passes each special housing location, they shall observe and document the status (sleeping, exercising, etc.) of each inmate.
- The deputy, facility nurse, and/or supervisor responsible for the intake area should take care of any problems noted.
- Under no circumstances shall any inmate be allowed to handle the Specialty Cell Log.
- Late Specialty Cell Log entries shall immediately be addressed to a shift supervisor. An entry will be noted on the comment section of the log indicating why the safety checks are unable to be completed within the specified time for each specific specialty housing location requirements.

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RESTRAINT CHAIR PROCEDURES

- The restraint chair is used to secure and limit movement of inmates who display behavior that results in the destruction of property or reveals an intent to cause physical harm to self or others and who needs a confining environment and close supervision.
- The following are procedures for the restraint chair.
 - When putting an inmate in the chair, pull all restraining straps tight. Loose straps could allow an inmate to free himself.
 - Keep the chair away from walls and other obstructions. Persons in the chair may injure themselves after striking walls and obstructions by moving their head. Use caution when securing chest straps. The inmate may be able to head butt or bite staff.
 - Use caution when securing the leg strap. The inmate may be able to kick staff.
 - When necessary to secure violent/resisting inmates use only department approved control holds until the wrists are secured. Always double lock handcuffs.
 - The restrained person shall be allowed to exercise their arms every hour.
 - Document on the Restraint Log all movement given to the restrained person.
 - Offer restrained person water every hour and document on Restraint Log.
 - Restrained person must be assessed by medical staff at time of placement and every hour thereafter.
 - Restrained inmates shall be housed alone. Safety staff shall conduct random direct visual observation of inmates at least twice every 30 minutes and document their behavior on the Special Observation Log (ASU#110709).
- Use of the chair as a punishment, playful use or carelessness is strictly forbidden. Violation(s) of any of these can result in disciplinary action and could result in criminal prosecution.

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- If force was used to place the inmate in the chair, the staff shall complete appropriate Use of Force documentation.
- Safety cell log procedures shall be followed. Staff shall check inmates restrained in the chair at least twice every half-hour.
- The shift supervisor and/or medical personnel shall approve any use of the chair or other alternative physical restraint device.
- The shift supervisor and medical staff shall review continued retention in the chair or restraint application every hour.
- A mental health consultation shall be secured no later than eight hours from the time of placement.

SERIOUSLY MENTALLY ILL ARRESTEES

- If an arrestee is identified as being seriously mentally ill (SMI), the deputy shall place the inmate in a separate cell from general population to be processed and booked.
- The intake deputy shall conduct a safety check for all inmates who are locked down every 60 minutes.
- Each observation check shall be documented on a log and signed.

STRIP SEARCHES

- There shall be no mass strip searches conducted.
- All inmates shall be afforded privacy during strip searches.
- Strip searches shall ONLY be conducted in the shower area in Receiving.
- Approved searches will only be conducted if new arrestee will be housed. Such searches should occur just before housing and in the presence of a supervisor.
- Strip searches may be permitted at the discretion of the shift supervisor without reasonable suspicion when arrestees are introduced into general population with the following charges:
 - Any felony
 - Misdemeanor narcotics (sales or possession)

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- Misdemeanor weapons possession
 - Misdemeanor offenses involving violence
 - Administrative violations including Penal Code 1203.2, Penal Code 3000.08, Penal Code 3056, Penal Code 3454 and Penal Code 3455
- If a deputy has reasonable suspicion (based on specific facts) that a strip search involving an infraction or misdemeanor arrestee is necessary, written authorization must be obtained from a supervisor prior to the search.
 - The Strip Search Authorization Form ASU#020402, shall be completed and placed in the inmate's booking jacket. This form shall be made available upon request, to the person searched or his authorized representative.
 - The supervisor must explain his authorization by detailing the facts and circumstances upon which the "reasonable suspicion" determination was made and by which the search was granted.
 - If illegal contraband is recovered, a criminal report shall be completed.
 - Any contraband recovered shall be annotated in the contraband log.
 - Deputies shall not touch the arrestee during the strip search, except when necessary to restrain a combative or uncooperative arrestee, to prevent the loss or destruction of discovered evidence, to ensure a thorough search, or to protect themselves.

STRIP SEARCH PROCEDURE

- The deputy will escort arrestees to Receiving.
- The deputy will direct the arrestees to sit on the bench in Receiving to inventory their clothing.
- Staff will input property inventory into JIMSnet.
- Once inventory is complete, the deputy will assign a shower stall number for the arrestee and provide him appropriate jail issued clothing.
- The deputy will direct each arrestee to enter his assigned stall to afford him privacy from other inmates.

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- The deputy shall enter the shower area and position himself behind the red line, in view of the surveillance camera.
- The deputy shall remain behind the red line unless there are exigent circumstances present.
- Shift supervisors of the opposite gender of the arrestee/inmate shall position herself to keep a visual observation of the deputy conducting the search but shall not visually witness the arrestee during the search.
- The deputy will direct the arrestee to remove one item of clothing at a time.
Start with:
 - Shoes
 - Socks
 - Shirts
 - Pants
 - Underwear
- Have the male bend forward at the waist and run his fingers through his hair. Remove any object(s) from his hair. Check behind his ears.
- Have the male open his mouth and check under his tongue. Have him remove any dental plates for inspection.
- Have the male extend his hands above his head and examine his armpits.
- Have the male face away from you. Give him the following instructions:
 - "Separate your feet apart"
 - "Bend your knees" – Inmate should be placed into a squatting position.
 - "Cough three (3) times"
 - "Stand up, keeping your feet apart"
 - "Bend forward at your waist"
 - "Using both hands, spread your cheeks apart"
 - "Cough one (1) time" – If you think you see any contraband and need to check again, have the male repeat any of the steps.
- If you see any item, ask the male to remove it.
- Immediately notify the shift supervisor of the contraband or of any refusal to

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comply by the male.

- Have the male lift each foot for examination of heels and toes.
- Have the male pick up one item of clothing at a time for examination.
- Instruct him to turn the clothing inside out, then to shake the article briskly.
- Instruct him to hand you each item of clothing for inspection.
- It is the responsibility of the deputy conducting the strip search to ensure all inmate property is placed in the property mesh bag.
- Receiving staff will input property in JIMSnet.
- The deputy shall enter the findings of the strip search into JIMSnet.

MALE ID

New arrestees shall be fingerprinted and photographed by the Male ID deputy using the Touchprint Livescan system.

- If the arrestee is a cite release or posting bail, the inmate shall be placed in the "HOLD FOR CITE RELEASE" cell.
- Inmates placed in these cells will be logged on the cite-release/hold for bail form. If after 6 hours the inmate has not been released, an intake deputy will ascertain the reason for the delay. If the problem cannot be rectified immediately, the watch commander will be notified.
- Inmates who cannot make bail will be removed from the cell, processed through the receiving procedure, dressed in the appropriate colored clothing and placed into the hold for housing cell.
- Place all other arrestees in the "HOLD FOR DRESS" cell for processing into the facility.
- A classification sheet will be placed in the receiving officer's IN basket. The receiving officer will call for the arrestee when ready to dress the arrestee in facility clothing.

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INTRODUCTION

The following is a list of responsibilities and duties for a housing unit post. The responsibilities of the post are not limited to the listed tasks. The housing unit staff will assist in any other tasks and duties to ensure the facility operates in a safe and efficient manner.

DUTIES AND RESPONSIBILITIES

- Provide safety and security for staff, inmates, visitors and the facility
- Maintain all sections of the Housing Unit Log
- Conduct hourly safety checks
- Conduct inmate, cell, and chow cart searches
- Provide the inmates with meals
- Assist other staff members, Health Services, Maintenance, etc., in the performance of their duties, as needed
- Prevent inmates from escaping by monitoring activity, especially in the recreation yard
- Maintain door security. Do not use the over-ride function or fire doors unless it is an emergency or exigent circumstance.
- Prevent inmates and visitors from making unauthorized contact
- Ensure recreation yard and corridor doors are secure

STINGBALL GRENADES

An entry shall be made in the 24-Hour Housing Unit Checklist containing an inventory, by serial number of each sting ball and MK9 canister located in the ammunition box.

40 MM LESS-LETHAL 4-SHOT LAUNCHER

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Only qualified safety employees, who have been trained and certified in the use of less-lethal munitions, shall be authorized to deploy

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less-lethal munitions.

The deputy shall conduct an inspection of the 40MM Less-Lethal 4-shot Launcher at the beginning of each shift.

870 LESS-LETHAL SHOTGUN

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED] Only qualified safety employees, who have been trained and certified in the use of less-lethal munitions, shall be authorized to deploy less-lethal munitions. The deputy shall conduct a visual inspection of the 870 Less-Lethal Shotgun at the beginning of each shift.

FIREDOORS

Fire doors shall be inspected by the deputy at the beginning of each shift to ensure safe operation and functionality.

INMATE CONTACT

Male and female deputies shall make a concerted effort to ensure they do not enter a segment where inmates of the opposite sex are showering, using the restroom, or in a state of undress (except in emergencies). When a deputy is required to enter a segment with inmates of the opposite sex, a warning should be given to allow the inmates to cover themselves.

INMATE CLASSIFICATION AND MOVEMENT

GENERAL POPULATION (GP) 1-7

GP inmates are escorted by a deputy and traffic shall be cleared by the control booths. [REDACTED]

[REDACTED]

PROTECTIVE CUSTODY 1 (PC1)

PC1 inmates are escorted by a deputy [REDACTED]

[REDACTED] All traffic shall be cleared by the control booths when escorting a PC1. All inmates of this classification shall be locked down in their cells each time a deputy enters their segment.

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PROTECTIVE CUSTODY 2 (PC2)

PC2 inmates are escorted by a deputy and traffic shall be cleared by the control booths.
[REDACTED]

PROTECTIVE CUSTODY 3 (PC3)

PC3 inmates are escorted by a deputy and all traffic shall be cleared by the control booths.
[REDACTED]

ADMINISTRATIVE HOUSING (AH) 1, 2, 3

AH inmates are escorted by a deputy and [REDACTED]
[REDACTED] All traffic shall be cleared by the control booths when escorting an AH inmate. All inmates of this classification shall be locked down in their cells each time a deputy enters their segment.

HIGH SECURITY (HS)

High security inmates are escorted by a deputy [REDACTED]
[REDACTED] All traffic shall be cleared by the control booths when escorting a HS inmate. All inmates of this classification shall be locked down in their cells each time a deputy enters their segment.

INMATE ON DISCIPLINE

Inmates on discipline are escorted by a deputy [REDACTED] Traffic shall be cleared by the control booths.

PROBLEM INMATE (PIM)

PIMs are escorted by a deputy [REDACTED]
[REDACTED] All traffic shall be cleared by the control booths when escorting a PIM. All inmates of this classification shall be locked down in their cells each time a deputy enters their segment.

SERIOUSLY MENTALLY ILL (SMI)

SMI inmates are escorted by a deputy and traffic shall be cleared by the control booths [REDACTED]
[REDACTED]

SERIOUSLY MENTALLY ILL LOCKDOWN (SMIL)

SMIL inmates are escorted by a deputy [REDACTED]
[REDACTED] All traffic shall be cleared by the control

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booths when escorting an SMIL inmate. All inmates of this classification shall be locked down in their cells each time a deputy enters their segment.

ORDERING HOUSING UNIT SUPPLIES

Housing unit supplies can be ordered from the Warehouse on any shift by the deputy or SCS. To avoid excess supplies, an inventory check shall be done prior to submitting an order. All orders shall be placed using the IPOL (CHROME ONLY) icon on Starlink.

HOUSING UNIT LOG

The Housing Unit Log shall be used to document daily activities and occurrences for later reference. These include unique incidents and day to day activities. All sections of the Housing Unit Log shall be completed with the appropriate notes, numbers, names, etc. The term "n/a" shall be used in blank spaces to indicate the section was not accidentally left blank.

The Housing Unit Log consists of multiple sections, including:

- Pass Down Log
- 24 Hour Housing Unit Checklist
- Cleaning Inventory
- Administrative Housing Tier Log
- Segment Tier Log
- Meal Schedule
- 24 Hour Inmate Traffic Log
- Weekly Outside Recreation Log

PASS DOWN/CCAP LOG

The Pass Down Log and CCAP Log shall be used to document any information or incidents that may be relevant to subsequent shifts. Staff is encouraged to document as much daily activity as possible. Examples of incidents staff should document include but are not limited to:

- Fights
- Suspected or confirmed criminal activity
- Maintenance visits
- Commissary delivery

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- Inappropriate comments by inmates
- Medical emergencies
- Other incidents staff think should be documented

24 HOUR HOUSING UNIT CHECKLIST

The deputy and SCS shall work together to complete the Inventory section of the 24-Hour Housing Unit Checklist at the beginning of every shift. If safety and security issues are identified, staff shall notify a shift supervisor and log the supervisor's name and concern(s) in the Housing Unit Log. The departing shift deputy and SCS shall brief the on-coming shift of any missing inventory items and other pertinent issues.

CLEANING INVENTORY

The deputy shall complete an inventory of all cleaning supplies at the beginning of each shift. The results shall be recorded in the Cleaning Inventory section of the Housing Unit Log. Brooms, cleaning cleanser, disinfectant spray, mops, mop buckets, squeegees, trash bags, and other cleaning items shall be maintained in the G-Room broom closet. The closet shall be closed and locked unless inmates are removing or returning cleaning equipment and under direct deputy supervision. Inmate workers or chow servers shall not complete the inventory for the deputy.

If an item is broken or missing the deputy or SCS shall make note of it on the log. Every attempt shall be made to locate any broken or missing pieces of equipment. If the deputy cannot locate it within a short amount of time, the shift supervisor shall be advised of the known circumstances. Unless a broken item is evidence, the deputy shall turn it in to the warehouse.

Prior to ordering new cleaning supplies such as cleanser or trash bags, staff shall first physically verify the need. Staff shall not take an inmate's word that additional cleaning supplies are needed. Inmates shall not be allowed to hoard cleaning supplies in their segments. When supplies are ordered, the amount and type shall also be recorded.

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SEGMENT TIER LOG

CELL UNIT

Staff shall use the Segment Tier Log to document the amount of time each inmate is provided the opportunity for tier time in the dayroom. Each inmate's name, booking number, time out, and time returned to their cell shall be documented on the log. If an inmate refuses to come out for tier time, staff shall note the refusal and time on the log. If exigent circumstances prevent tier time (i.e. code red, maintenance, etc.), it shall be documented.

DORM UNIT

Staff shall use the Segment Tier Log to document the amount of time each segment is open for dayroom use. Each time tier is stopped for meal time, count, etc., it shall be documented. If exigent circumstances prevent tier time (i.e. code red, maintenance, etc.), it shall be documented.

MEAL SCHEDULE:

Staff shall document the number of trays received, trays returned, meals reordered, final meal count, the time the meals arrived at the unit, time the meals were served, and deputy initials confirming all trays were returned. Meals shall be served within 20 minutes after arriving to the housing unit. When a housing unit staff fails to serve within the 20 minutes, the housing unit staff shall contact the culinary supervisor who will determine if the food is safe to serve. Housing unit staff shall document these incidents in the Housing Unit Log Book.

24 HOUR INMATE TRAFFIC LOG:

Staff shall use the 24-Hour Inmate Traffic Log to document when an inmate leaves and returns to the unit. Staff shall document the inmate's last name, booking number, and assigned cell. The inmate's destination shall also be documented with departure and return times.

WEEKLY OUTSIDE RECREATION YARD LOG

CELL UNIT

Staff shall use the Weekly Outside Recreation Log to document the amount of time each inmate is provided the opportunity to go to the recreation yard. Each inmate's name, booking

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number, and time in and out of the recreation yard shall be documented on the log. If an inmate refuses to participate, staff should note the refusal and time on the log. If exigent circumstances prevent outside recreation (i.e. code red, maintenance, inclement weather, etc.), it shall be documented.

DORM UNIT

Staff shall use the Weekly Outside Recreation Log to document the amount of time each segment is provided the opportunity to go to the recreation yard. Staff shall document how many inmates went to outside recreation, how many returned, and time in and out of the recreation yard. If exigent circumstances prevent outside recreation (i.e. code red, maintenance, inclement weather, etc.), it shall be documented.

SAFETY CHECKS AND OBSERVATION LOGS

The deputy shall enter each segment, look into every cell, or at every bunk and visually check the wellbeing of each inmate. The deputy shall look in the toilet and shower areas in each segment. Any unusual observations of the inmates shall be documented on the observation logs. The deputy shall address any identified problems and immediately summon assistance if necessary.

COUNT

Inmate count is conducted once during the P.M. shift. The count sheet can be picked up at North or South Control.

ALL UNIT COUNT PROCEDURES:

- Turn off all televisions.
- The housing unit SCS shall announce over the unit PA system that it is count time
- The housing unit SCS shall check HMI to ensure all cell doors are secured
- The deputy shall search the dayroom and showers for hiding inmates
- The SCS shall watch the deputy until he has ensured the dayroom and showers are clear of any inmates

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- The deputy shall note any discrepancies on the count sheet and attempt to locate the inmate in other areas of the facility (i.e. Infirmary, Male/Female Intake, Releases)

CELL UNIT

The SCS shall instruct inmates to go inside their cells, close the door, and be prepared to show their inmate identification card to the deputy when he comes to the cell. The deputy shall go from cell to cell visually comparing each inmate to the identification card and compare the identification card to the count sheet. The deputy shall inspect each inmate for signs of injury.

DORM UNIT

The SCS shall instruct all inmates to line up in bunk order around the dayroom. The deputy will ensure all inmates are off their bunks and out of the bathrooms. All inmates are to be lined up on the walls of the segment day room, while the deputy confirms their identity.

INMATE WORKER UNIT

The deputy shall go to the different work assignments throughout the facility and physically account for the inmate workers.

COURT CALENDAR AND COURT PULL PROCEDURES

COURT CALENDAR

The core rover is responsible for delivering the court calendars for each housing unit to North and South Control. The delivery time is approximately 0030 – 0130. Due to time sensitivity, each housing unit deputy shall retrieve the court calendar and deliver it to the housing unit SCS as soon as possible.

To ensure the accuracy of the court pull, the deputy or SCS shall highlight both the court list and one housing roster using the colored highlighters as follows:

YELLOW: Regular courts

PINK: Video courts (indicate "AM" or "PM" on the housing roster); some inmates shall have both so refer to the JIMSNET inmate status screen.

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- A.M. VIDEOCOURT is usually Rancho Cucamonga/RCSUP (FWV, MWV)
- P.M. VIDEOCOURT is usually San Bernardino/SBSUP (FSB, MSB) or Victorville/VVSUP (FVI, MVI)

BLUE: Hospital clinics (white area of the hospital list) shall walk with courts. Hospital specials (grey shaded area of the hospital list) shall walk to the area instructed when called for by Transportation.

GREEN: Roll-up courts (label and a bag for personal property, need to roll it up) shall walk with regular courts. Roll-ups (label and a bag for personal property) shall go to Releases when called for. They shall go to Releases when called for via HT. Fishlines shall walk with the courts. Personal property does not include books marked WVDC. These shall be returned to the library or the chaplain's office as applicable.

ROLL-UP COURTS (walk with courts) include:

- DRUG COURTS – are indicated by “Send Property & Money For Release”

ROLL-UPS include:

- Inmates going to other in county jails (fishlines)
- State prison inmates (3056s, transfers to CIM, etc)
- ICE
- Inmates going to out of county jails such as Los Angeles, Orange, Riverside (commonly referred to as “out of counties”)

SPECIAL TRANSPORTATION RUNS include:

- State Hospitals (Patton, Atascadero, etc.)
- all other out of county runs

DRUG REHABILITATION PROGRAMS

- In County Drug Treatment Program (ICDTP)

Example of a highlighted Court Calendar:

0830	Baltimore,	Robert R	1404340123	GF	4A	02	SBSUP
0700	Salazar,	Jimmy I	1404090321	GF	4A	03	Drug Court Rel
1230	Wardlow,	Marcus L	1404301234	GF	4A	03	VIDEO COURT
0700	Bacos,	Albert C	1404340432	GF	4A	04	HOSPITAL

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Once highlighting all the inmate names on the court calendar is complete, the totals shall be placed on the front of the housing unit roster. This information shall note how many regular courts, video courts and times, roll-ups, hospital referrals, Parole Revocation and PRCS hearings.

Example of highlighted totals:

Reg - 32

V-0700 - 4

V-1230 - 2

Roll-ups - 6

Hosp - 1

PROCESSING THE COURT CALENDAR AND UNIT HOUSING ROSTER

The deputy or SCS shall run the booking numbers of all ZZZZ (non-housed inmates) in JIMSNET to verify that they have not been housed. ZZZZ inmates are most likely in Intake.

The deputy or SCS shall run the booking numbers of all new bodies that come into the unit to ensure that they are pulled for court, even though they are not on the court calendar (the bodies could have come in after the calendar was printed).

If the deputy or SCS find ~~that~~ an inmate's location has changed and is no longer in the unit or should be in the unit, they shall notify the housing unit (or Intake) that has the inmate.

When two asterisks (**) appear on the far-left margin below the scheduled court time, it is a flag to notify the deputy or SCS of a conflict. The deputy or SCS shall run the booking number in JIMSNET Inmate Status screen and check the reason for the conflict. The inmate may be scheduled for two separate court appearances in different court rooms or in different court houses. In most instances one court will state "Paper Only". If not, immediately notify the core rover so that the Court Calendar SCS can identify at which court the inmate shall appear.

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In female housing units, hospitals and all other roll-ups, excluding 3056s, will usually be sent at court pull. If there is limited bed space in the units, sometimes they will be sent to Female Intake after count. The female classification deputy shall advise the units in this circumstance.

It is imperative the court calendar be processed as soon as possible so any conflicts may be resolved in a timely manner. The Court Calendar SCS is EOW at 0200 hours.

The deputy shall correct all inmate identification and clothing problems prior to court pull.

PULLING INMATES FOR COURT

At approximately 0345 to 0400 hours or when breakfast arrives, the deputy or SCS shall turn on the segment lights, use the intercom to wake up only those inmates going to court, and turn on the cell lights and/or the dayroom lights. Depending on tier schedules and classification levels, only allow those inmates going to court to gather in the segment dayroom.

The deputy shall use the court housing roster (the court calendar has the inmate's charges on it and should not go into the segment for other inmates to see) to verify by inmate name and identification card the correct inmates are in the dayroom and roll-ups have all of their belongings.

The inmates going to court shall remain in the segment dayroom. Inmates scheduled for morning video court shall eat with the regular court inmates and return to their bunks or cells. They do not walk to Transportation with the regular courts.

If "NPO" is written on the hospital sheet, the affected inmate shall not be fed before their appointment or surgery. Generally, the P.M. housing unit nurse will advise the unit staff and the inmate that the inmate should not eat or drink anything after midnight.

After breakfast, the inmates shall line up on the wall in the segment and the deputy shall search them for contraband. Items that can be taken to court what is indicated on the court calendar and medication mandated by Health Services.

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After the inmates have been searched, they shall stage in the G-Room by segment. The deputy shall double check the court calendar with the inmates' identification cards to verify the correct inmates shall be departing the unit. When the housing unit staff is notified to move the inmates to Transportation, the deputy shall watch them exit the housing unit and escort them to Transportation. The deputy may then assist other units, as necessary, with the facility court pull procedure.

COURT PULL ORDER

The core rover shall determine the order in which inmates are moved to Transportation. This order is flexible and may change from day to day depending on the needs of the facility and Transportation.

Depending on the circumstances, problem inmates and discipline inmates may be walked with the unit. The deputy or SCS shall contact the core rover if questions arise or assistance is required.

ADA INMATES

Inmates who are identified as ADA, will walk separately to Transportation. The SCS or deputy shall inform Transportation of any ADA inmates, prior to court pull. Transportation will notify the housing unit when they are ready for the ADA inmates to walk.

SCHEDULE SUMMARY

The following is a sample schedule of inmate activities and approximate times. These may vary or change depending on the needs of the facility and Transportation. The deputy or SCS shall contact the core rover if questions arise or assistance is required.

2030 – 0100	0415 – 0600	0645 – 0715	0645 – 0700
Out of County	Court Pull	Hospital referrals	AM Video
State Prison		Special Runs	

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RELEASES/DISCHARGES

When Releases contacts the unit to have an inmate released, the deputy or SCS shall advise the inmate to collect all his property, including the issued blanket, clothing, cup, identification card, sheet, spoon, and towel. The inmate shall only leave the unit with his personal property, exterior clothing, identification card, and sandals on his person. The deputy shall ensure any county property issued to the inmate, such as a cup, spoon, blanket, sheet, underwear, socks, T-shirt and towel, are deposited in the appropriate receptacles by North Control. The unit mattress shall be collected in the segment.

CELL SEARCHES AND HOUSING SHAKEDOWNS

Deputies shall conduct random and routine single cell/bunk searches. Large scale housing shakedowns are to be scheduled on a regular basis to reduce the amount of contraband in the unit. A shift supervisor shall be present during all large-scale cell searches/shakedowns. A Shakedown Log shall be completed by the housing unit deputy, indicating all contraband found during the shakedown.

INMATE SEARCHES

Deputies are encouraged to search inmates randomly and routinely. Regardless of classification, all inmates shall be searched when leaving or returning to the unit.

MEALS AND CLEAN UP

When the food cart arrives, the deputy shall check the cart for contraband. Once the deputy has concluded his/her check, the inmate workers for the unit may transport the cart into the segment.

Staff shall only feed inmates the food provided by the culinary staff. Food shall only be served under the immediate supervision of a staff member.

The following procedure shall be followed while feeding a full dayroom program. This procedure shall be modified as needed to accommodate the safety and security needs of the inmate classification levels

- The inmate food servers shall remove the trash container from the segment, into the sally port and place near the segment door

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- Inmate food servers shall wear food service gloves and hair coverings while serving food
- All inmates shall be advised it is meal time and be directed to lineup against the wall
 - They shall all be in possession of their issued cup and spoon at this time
- All phones and televisions shall be turned off
- The deputy shall compare the tray count sheet with the actual items on the food delivery cart; the deputy or SCS shall advise the shift cook supervisor of any discrepancies
- The deputy shall advise the inmate food servers of the number of inmates and the inmate food servers shall set the tables with the appropriate number of trays
 - At no time shall the bottom of a tray or any other container touch food items
- The deputy shall count the number of inmates and, if there is a variation i.e., less than the original number, he shall check the segment and for the inmates
- If a special diet is brought into the segment, the inmate needing this special diet will be seated first
- The deputy shall direct the remaining inmates to the designated table
- When the inmates finish their meal, they shall stack their trays near the segment door
- Once the inmates are finished eating, the deputy shall count all the trays from each segment
- If a tray is missing, all inmate programming must stop until the tray is recovered. If the tray can not be found, a shift supervisor shall be notified.

The following meal service procedure shall be followed for a tier program in which inmates eat in their cells due to safety and security concerns. This procedure shall be modified as needed to accommodate the safety and security needs of the inmate classification levels. This procedure shall also apply to inmates housed in Administrative Housing.

- All inmates shall be locked down in their cells.
- The deputy shall compare the tray count sheet with the actual items on the food delivery cart; the deputy or SCS shall advise the shift cook supervisor of any discrepancies.
- The deputy shall open the food tray slot for the first occupied cell.
- Inmates with special diets or other trays wrapped in clear plastic shall remove their

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plastic and return the wrap to the deputy.

- Inmate food servers shall not be permitted to pass trays or any other items directly to inmates in a cell. The deputy shall give the tray to the inmate.
- The deputy shall instruct the inmates to inspect the tray and verify all food items are present.
- The deputy shall secure the food tray slot and move to the next cell.
- When the inmates finish their meal, the deputy shall open the tray door and retrieve the trays from the inmates.
- The deputy shall inspect the trays to ensure they have not been tampered with and do not contain contraband.
- The deputy shall secure the food tray slot and move to the next cell until the process is complete.

After the meal, inmate workers are to leave the food cart in the corridor for pick up.

TIER TIME/DAYROOM

In segments where the classification of inmates is mixed, the assigned shift supervisor shall work with classification staff to identify the appropriate tier program, while keeping inmates of differing classifications from intermingling.

Once inmates in cell units are allowed out for tier time, their cell doors shall be closed and locked. Cell calls lasting approximately five (5) minutes shall be conducted approximately every 90 minutes to allow inmates to enter or exit their cells.

Once established, a segment's tier time program shall remain the same on every shift and every day of the week. A segment's tier time program may only be altered or modified when necessary to ensure the safety and security of the facility, staff, and/or inmates; and with a shift supervisor's authorization. When there is a change, the authorizing shift supervisor shall ensure the date, time, and the reason for the change is recorded in the Tier Time Log. The shift supervisor shall initial the log entry and notify the shift watch commander and on-call Centralized Classification Unit (CCU) representative (via e-mail) of the program change before the end of shift.

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The shift supervisor responsible for reviewing and signing the Tier Logs, shall initial next to the tier program entry on the first page and review the tier time log entries to ensure inmates are receiving tier time pursuant to policy.

INMATE WORKER TIER TIME

Inmate workers shall be provided with tier time/dayroom at different hours of the day to accommodate all work crews. Upon arrival to the unit after scheduled work hours, inmate workers will be allowed to be out on tier.

Generally, lights out shall be at 2300 hours. This may be extended at the housing unit staff's discretion to 0200 hours to accommodate the schedules of late workers for showers, television time, day room, etc.

OUTSIDE RECREATION

Inmates shall be provided a minimum of three (3) hours of outside recreation each week. Outside recreation time is in addition to their tier time. All inmates in the recreation yard must be of the same classification and sex unless the unit contains recreation yard enclosures. The enclosures enable multiple classifications of inmates to participate in physical recreation at the same time and in the same recreation yard. Outside recreation shall start at the conclusion of breakfast and continue until lights out. Exceptions are during lunch, dinner, inclement weather conditions, and exigent circumstances.

The deputy and SCS shall work together to schedule, supervise and coordinate all inmate movement for outside recreation. The deputy shall search the inmates for contraband, the recreation yard for contraband and check all outside doors to ensure they are secure prior to beginning outside recreation.

INMATE WORKER OUTSIDE RECREATION TIME

Inmate workers shall be provided outdoor recreation time at different hours of the day to accommodate all work crews.

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HAIRCARE

Haircare is offered to all inmates. The following classifications shall only be allowed to utilize the haircare tools and not be allowed to receive haircare from other inmates.

- High Security
- Administrative Housing inmates
- Inmates on discipline

Seriously Mentally Ill Lockdowns (SMIL) are offered haircare in their housing units by assigned staff on a schedule.

Generally, haircare should be scheduled after the morning meal and conclude at 2200 hours on the following rotation:

Monday	Segment A
Tuesday	Segment B
Wednesday	Segment C
Thursday	Segment D
Friday	Segment E
Saturday	Segment F
Sunday	Make-Up

The SCS or deputy may alter the haircut schedule based on the needs of the unit and the individual medical needs of the inmate(s).

Staff shall provide "Inmate Haircut Request Sheets" to inmates housed in each segment. The completed request sheet shall be submitted the night prior to the segment's scheduled day. This will allow staff time to verify the inmate's eligibility.

An inmate may choose to utilize an inmate barber, provided the inmate barber is of the same classification and housed in the same segment as the inmate receiving the haircut. The dayroom will serve as the barbershop. The barber and the inmate receiving the haircut shall be the only inmates allowed in the dayroom at the same time. Inmates housed in Administrative Housing medical isolation cells shall cut their own hair.

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HAIRCARE AND SHAVING EQUIPMENT

Inmates shall only cut their hair with electric clippers. Scissors shall not be allowed under any circumstances. The deputy or SCS shall ensure all haircutting and shaving equipment is thoroughly sanitized before and after each haircut. After each use, the deputy or SCS shall examine the equipment for damaged or missing pieces. The equipment and sanitizer shall be stored in the housing unit control room. Equipment and sanitizer shall not be allowed in a housing segment.

NAIL CLIPPERS

Nail clippers shall be kept in the housing unit control room. Inmates may check the clippers out one at a time. The deputy or SCS shall ensure the nail clippers are thoroughly sanitized before and after each use. After each use, the deputy or SCS shall examine the nail clippers for damaged or missing pieces.

MATTRESS SANITIZATION AND STORAGE

Unused mattresses shall be stored off the floor. Prior to storing or re-issuing used mattresses, inmate workers shall thoroughly sanitize each one with Solsta 710. Solsta 710 is the only authorized disinfectant for sanitizing mattresses. Sanitized and non-sanitized mattresses shall not be stored together.

HOUSING UNIT KIOSKS AND REQUESTS

Each housing unit segment has a kiosk. Inmates shall only use the kiosks in their assigned housing segment. Inmates shall only use their assigned account information at the kiosk.

In the case of inmate misuse of the kiosk, the deputy shall submit a memorandum to the shift supervisor describing the circumstances. The shift supervisor shall contact the facility coordinator if determined the kiosk should be temporarily disabled.

REQUESTS

Housing unit staff shall answer all general requests categorized under MISC/Other and Maintenance within 24 hours of being submitted.

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KIOSK TROUBLESHOOTING

In the event of a technical problem with the kiosks, staff shall notify the shift supervisor as soon as possible. The shift supervisor shall notify the facility coordinator of the problem(s) via email or telephone. The facility coordinator shall be responsible for arranging necessary repairs or maintenance. Technical Services Division (TSD) does not maintain or repair kiosks and shall not be contacted regarding kiosk problems.

MEDICAL CARE/ SICK CALL

Nurse/Doctor sick call is done daily. Health Services staff will provide a list of inmates to be seen. The deputy shall be present when Health Services staff is in contact with an inmate.

Should additional care be necessary (i.e. procedures requiring inmates to be moved to an exam room, dental office, etc.), the unit deputy and/or SCS shall be notified, and arrangements shall be made to move the inmate. Should the inmate require care above and beyond the limitations of the facility, the deputy or SCS shall immediately notify Health Services.

MEDICATION DISTRIBUTION

When Health Services staff arrives at the unit to distribute medication to inmates, the deputy and SCS shall make every effort to accommodate them. The televisions shall be shut off. The deputy or SCS shall notify the segments via speaker that Health Services staff is in the unit to distribute medication. Staff shall instruct the inmates receiving medication to have their identification card and cup of water. The deputy shall escort the Health Services staff to the segments to ensure inmates receive their medications and address any issues that may arise.

MAIL

Unit mail boxes are located outside the conference rooms between the skywalk and Master Control. At the start of each shift, the deputy or SCS shall collect the incoming mail from the unit mailbox. The deputy shall distribute the mail during the shift it is received, on an "as time allows" basis. Under no circumstances shall mail be held for more than one 24-hour period in the control room. The deputy shall ensure the mail is delivered to the correct inmate. Inmates shall not be allowed to deliver mail to other inmates.

The deputy shall pick up all outgoing mail prior to the end of shift. The deputy or SCS shall

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scan and seal the mail. They shall ensure that all outgoing mail is properly addressed with the inmate's name; booking number and jail return address (9500 Etiwanda Avenue, Rancho Cucamonga, CA 91739) are on the envelope. Mail that does not have a complete and correct return address shall be returned to the inmate. The deputy or SCS shall place the mail in the U.S. Mail outgoing mail box at the end of shift. Staff shall contact the mailroom if there are any questions.

TELEVISION

Generally, inmates should have television viewing privileges during regular tier time hours. However, the television privilege may be canceled or limited at any time for safety and security reasons. The deputy shall turn the closed caption feature on the television to "on" if he notices it is off.

VISITING

Visiting for inmates is between the hours of 0830 and 2130 hours, Wednesday-Sunday. Visits are scheduled by the Visiting Center. Housing unit staff shall retrieve the list from the housing unit mailbox at the start of each AM shift.

INMATE WORKER VISITS

Visiting appointments for inmate workers shall be scheduled in the same manner as other inmate visiting appointments. All attempts will be made to schedule visits during non-work hours. If the inmate worker's visitor is unable to visit during off work hours, inmate worker could be reassigned to a different work crew, at staff's discretion, to not interfere with visiting hours.

OFFICIAL VISITING

Official visiting for inmates may take place at any time, but it is generally between the hours of 0830 and 2130 hours. The deputy shall search the inmate upon completion of an official visit.

JAIL BASED COMPTENCY PROGRAM (JBCT)

Inmates housed in Unit 2 are participating in the JBCT Program. The inmates housed in this segment participate in one-on-one sessions, as well as group sessions with this

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JBCT team. These sessions take place in the dayrooms. During these sessions, the treatment team complete several evaluations of the inmates in the program. The team attempts to familiarize the JBCT inmates with the court proceedings and assess the level of competency for each inmate.

During these sessions the deputies assigned to JBCT shall be present in the dayroom room at all times. While a session is in progress, the inmates and team members generally sit at the table provided in the dayroom. Severely Mentally Ill (SMI) inmates are generally not handcuffed or secured with leg irons during the sessions. Severely Mentally Ill Lockdown (SMIL) inmates are secured both with handcuffs to the rear and leg irons during each session. Deputies are to use their discretion based on the behavior of the inmate. One leg iron is secured to the SMIL and the other leg iron is secured to the table. Deputies may handcuff SMIL inmates to the front when leg shackled to the table. An additional attachment has been added to the tables in the dayroom, so the leg iron may be secured to it.

Any deputy may discontinue any session where an inmate displays behavior or actions which are safety issues for staff or other inmates in the dayroom.

- To facilitate continuity and quality of care, inmates housed in Housing Unit 2 shall be managed medically and custodially by a treatment team, which consists of a physicians, nurses, clinicians, and deputies (both unit deputies and JBCT deputies). In all matters regarding care of the inmate, housing, discipline and additional privileges, the health care team will work together to make the best possible decision.
- Generally, inmates in Housing Unit 2 are given Styrofoam trays and cups during mealtime, with a plastic spoon.

ADDITIONAL PROCEDURES FOR INMATE WORKERS

WORK CREW SHEETS AND WAKE UP PROCEDURE

PM shift housing unit staff will collect Count Sheet and Work Crew Sheets located in North Control. The housing unit SCS will file the Work Crew Sheets accordingly in a three-ring binder. The housing unit SCS will give the work crew a 30-minute wakeup call via the

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intercom. Once the workers are dressed out, the housing unit SCS will direct the workers, from their respective segments, to the G Room. The housing unit deputy will contact the workers in the G Room. The housing unit deputy will verify identification cards are legible, conduct pat down cursory searches and document escort time on the Work Crew Sheet. The housing unit deputy will escort the work crews to their work assignments, except for the floor crews. The schedule for all work crews, hours of work, and uniform color will be posted in Receiving.

- Confirm the accuracy of the inmate worker's work schedules with the support services deputy
- Document inmate worker movement on the Work Crew Sheet
- Conduct pat down searches of inmate workers
- Verify inmate identification
- Conduct count
- Collaborate with the kitchen support deputy and escort workers from housing unit to work assignments
- Collaborate with the kitchen support deputy and escort workers from work assignments to Receiving and or housing unit
- Provide security during the distribution of clean clothing

LARGE WORK CREW ESCORTS

[REDACTED]

FLOOR CREW SUPERVISORS

[REDACTED]

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[REDACTED]

[REDACTED]

ADDITIONAL PRECAUTIONS

[REDACTED]

[REDACTED]