

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Physical Housing Descriptions

Bureau Policy: 11.130.00 Male Housing Unit Description

Facility Policy: (34)11.130.00 Male Housing Unit Description

A male housing unit has eight segments. Six segments designated as inmate living quarters. Living quarters are either dorm style housing or celled units.

- A double occupancy cell contains a bunk bed, toilet, sink, table and stool.
- Each inmate living quarter segment contains a common area with shower stalls, toilets, sinks (one with hot water access), phones, kiosk, permanent tables, permanent stools, and a television.

One segment is designated as a Recreation Yard and contains phones, toilets, sinks, drinking fountain and exercise equipment.

One segment is a general-purpose room with a medical exam room, a barbershop, storage closets, equipment/cleaning closet, public and official visiting areas.

Each unit has 4 administrative housing cells. These cells are single occupancy containing a bed, sink, toilet, table and stool. There is a communal shower and phone in the common area.

Several units have been afforded additional accommodations based on the needs of the facility, such as:

- Elevators
- TTY telephones
- Video phone capabilities for the Probation Department

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Physical Housing Descriptions

Bureau Policy: 11.140.00 Dormitory Units

Facility Policy: (34)11.140.00 Dormitory Units

A dormitory unit has eight segments. Six segments designated as inmate living quarters with 48 bunk beds. Each inmate living segment contains a common area with shower stalls, toilets, sinks (one with hot water access), phones, kiosk, permanent tables, permanent stools, and a television.

One segment is designated as a Recreation Yard and contains phones, toilets, sinks, drinking fountain and exercise equipment.

One segment is a multi-purpose room with a medical exam room, a barbershop, storage closets, equipment/cleaning closet, public and official visiting areas. There are also four single occupancy cells in this area.

Several units have been afforded additional accommodations based on the needs of the facility, such as:

- Elevators
- TTY telephones
- Video phone capabilities for the Probation Department

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Physical Housing Descriptions

Bureau Policy: 11.150.00 Female Housing Units

Facility Policy: (34)11.150.00 Female Housing Units

A female housing unit has eight segments. Six segments designated as inmate living quarters. Living quarters are celled units.

- A double occupancy cell contains a bunk bed, toilet, sink, table and stool.
- Each inmate living quarter segment contains a common area with shower stalls, toilets, sinks (one with hot water access), phones, kiosk, permanent tables, permanent stools, and a television.

One segment is designated as a Recreation Yard and contains phones, toilets, sinks, drinking fountain and exercise equipment.

One segment is a general-purpose room with a medical exam room, a hair care room, storage closets, equipment/cleaning closet, public and official visiting areas.

Each unit has 4 administrative housing cells. These cells are single occupancy containing a bed, sink, toilet, table and stool. There is a communal shower and phone in the common area.

Several units have been afforded additional accommodations based on the needs of the facility, such as:

- Elevators
- TTY telephones
- Video phone capabilities for the Probation Department

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Physical Housing Descriptions

Bureau Policy: 11.160.00 Sheltered Housing

Facility Policy: (34)11.160.00 Sheltered Housing

Inmates in sheltered housing are placed in the unit at the direction of Health Services. Inmates are placed in sheltered housing due to developmental disabilities and/or mental health illnesses. Care is provided with the support of medical personnel and mental health personnel. Sheltered housing may house both female and male inmates in separate segments, privacy is afforded to each segment by using dividers.

A Sheltered Housing Unit has eight segments. Six segments designated as inmate living quarters. Living quarters are celled units.

- A double occupancy cell contains a bunk bed, toilet, sink, table and stool.
- Each inmate living quarter segment contains a common area with shower stalls, toilets, sinks (one with hot water access), phones, kiosk, permanent tables, permanent stools, and a television.

One segment is designated as a Recreation Yard and contains phones, toilets, sinks, drinking fountain and exercise equipment.

One segment is a general-purpose room with a medical exam room, a hair care room, storage closets, equipment/cleaning closet, public and official visiting areas.

Each unit has 4 administrative housing cells. These cells are single occupancy containing a bed, sink, toilet, table and stool. There is a communal shower and phone in the common area.

Several units have been afforded additional accommodations based on the needs of the facility, such as:

- Elevators
- TTY telephones
- Video phone capabilities for the Probation Department

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Physical Housing Descriptions

Bureau Policy: 11.170.00 Medical Clinic Housing Unit

Facility Policy: (34)11.170.00 Medical Clinic Housing Unit

The Medical Clinic Housing Unit at West Valley Detention Center has single occupancy cells. Each cell contains a bed, sink, toilet, stool and cell shower. The common area of the segments contains a shower, sink, phones, permanent tables, permanent stools, and a television. The recreation areas contain tables, seating, phone and a water fountain. The unit may house multiple classifications and both genders, so long as they are segregated within the unit.

Inmates in the Medical Clinic Housing Unit are housed at the direction of health services personnel based on inmate's medical diagnosis and level of care needed. It shall be the sole responsibility of health services personnel to complete the necessary form and route it to the Centralized Classification Unit prior to housing the inmate in the Medical Clinic Housing Unit. The unit may house multiple classifications and both genders, so long as they are segregated within the unit.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Housing Guidelines

Bureau Policy: 11.240.00 Tier Time

Facility Policy: (34)11.240.00 Tier Time

Non-discipline inmates shall receive as much tier time as possible between the completion of cleanup of the morning meal and lights out. During this time, inmates shall be locked down in cells or sit on their bunks for the minimum amount of time needed to prepare, serve, and clean up before and after meals. Inmates do not need to be locked down during shift change. The length of tier time may vary based on the number of inmates who will need to utilize the available showers, phones, and kiosks. Administrative Housing inmates shall not be allowed into housing segment dayrooms.

Generally, when an inmate classified as Administrative Housing, High Security, Protective Custody Administrative Housing, Seriously Mentally Ill Lockdown, or Problem Inmate is on tier time, staff shall not enter the segment. Deputies shall only conduct hourly safety checks when those inmates are locked in their cells, unless there are exigent circumstances which warrant staff entering for the protection of staff, inmates, or the security of the facility.

For the protection of inmates and staff, the tier time programs in all housing units shall be run according to the classification level of the inmates within each segment as follows:

- Single cell (1 cell at a time)
- Eighth tier (1 eighth of a segment at a time)
- Quarter tier (1 quarter of a segment at a time)
- Half tier (1 half of a segment at a time)
- Full tier (the entire segment at a time)

Generally, inmates who have been determined to be Administrative Housing inmates, High Security inmates, Protective Custody Administrative Housing inmates shall receive tier time in a single cell program. Seriously Mentally Ill Lockdown inmates shall receive tier time in a single cell program unless Mental Health determines the inmate may participate in a different tier program.

Generally, inmates who have a classification level of GP1, GP2, GP3, or PC2 shall be placed on a quarter tier program.

Generally, inmates who have a classification level of GP4 or GP5 shall be placed on a half tier program.

Generally, inmates who have a classification level of GP6, GP7 or PC3 shall be placed on a full tier program.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Housing Guidelines

Bureau Policy: 11.240.00 Tier Time

Facility Policy: (34)11.240.00 Tier Time

In segments where the classification of inmates is mixed, the sergeant(s) shall work with classification staff to identify the appropriate program which will allow all inmates within the segment to have as much tier time as possible, 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. Inmates shall be allowed to enter or exit their cells and retrieve items from their cells during cell calls. Cell calls lasting approximately five (5) minutes shall be conducted approximately every 90 minutes. The deputy shall check the showers and all applicable and available hiding locations for inmates between tier times to ensure no inmates are hiding. Inmates shall not be required to participate in tier time.

The shift supervisor responsible for reviewing and signing the tier time 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.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Housing Guidelines

Bureau Policy: 11.245.00 Lights Out

Facility Policy: (34)11.245.00 Lights Out

Facility Procedure Manual does not differ from Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Housing Guidelines

Bureau Policy: 11.260.00 Restricted Area

Facility Policy: (34)11.260.00 Restricted Area

Red lines are located in the interior common living areas of the segments in the housing units to outline restricted area. Inmates who disregard the use of these areas shall be subject to discipline.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Housing Guidelines

Bureau Policy: 11.297.00 Toilet Paper

Facility Policy: (34)11.297.00 Toilet Paper

Each housing unit shall regularly distribute toilet paper to inmates. Distribution of toilet paper shall be noted in the Housing Unit Log Book.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Housing Guidelines

Bureau Policy: 11.299.00 Sanitary Napkins

Facility Policy: (34)11.299.00 Sanitary Napkins

Inmates shall be allowed to maintain a maximum of 6 sanitary napkins in their possession at a time. Inmates shall not be denied sanitary napkins upon request, so long as they do not exceed the maximum limit already in their possession. Deputies shall keep a supply of sanitary napkins on the lower inside window ledge (inmate side) of every female housing segment. Inmates will be able to obtain their own supply of sanitary napkins as needed.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Universal Precautions/Contaminated Clothing

Bureau Policy: 11.310.02 Disposable Surgical Masks

Facility Policy: (34)11.310.02 Disposable Surgical Masks

Disposable surgical masks shall be provided to the inmate and exchanged as directed by qualified medical professional. These masks shall be considered biohazardous waste and shall be disposed of according to facility policy.

Staff having contact with any inmate ordered to wear a surgical mask, may also wear a surgical mask when having contact with the inmate.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Universal Precautions/Contaminated Clothing

Bureau Policy: 11.315.00 Biohazardous Waste

Facility Policy: (34)11.315.00 Biohazardous Waste

All biohazardous waste materials and items shall be bagged in red bags labeled BIOHAZARD. Staff shall not open, or allow inmates to open, red biohazard bags. Red biohazard bags containing clothing shall be taken to the Infirmary for destruction.

The deputy assigned to the area where the biohazardous waste is generated shall be responsible for escorting the bag to the biohazardous waste tubs located in the male entrance area of the Medical Clinic. A company shall be contracted to dispose of the biohazardous bags for final disposal based on need and scheduling. The deputy assigned to the Medical Clinic shall be responsible for organizing transport of the bags to the designated area for pick up. At no time shall these bags be transported by inmate workers without the direct supervision and escort by the deputy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 17, 2020

Bureau Policy Section: Observation Logs

Bureau Policy: 11.501.00 Safety Checks

Facility Policy: (34)11.501.00 Safety Checks

Safety staff shall make direct visual observations of each cell, bunk area, restrooms, showers, and other areas where inmates could be located or hiding within their housing areas. Safety shall ensure no more than a 60-minute lapse between safety checks. Safety checks must be random (e.g. 1045, 1141, 1239, etc.) Checks should not be logged at the same minute for each hour. Staff are encouraged to make additional safety checks and log entries whenever they are present in a monitored area. When a safety check is late, a notation detailing the reason for the delay shall be documented.

Generally, when an inmate classified as Administrative Housing, High Security, Protective Custody Administrative Housing, Seriously Mentally Ill Lockdown, or Problem Inmate is on tier time, staff shall not enter the segment. Deputies shall only conduct hourly safety checks when those inmates are locked in their cells, between tier time sessions, unless there are exigent circumstances.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 17, 2020

Bureau Policy Section: Observation Logs

Bureau Policy: 11.501.00 Safety Checks

Facility Policy: (34)11.501.05 Routing Observation Logs

Specialty cell logs shall be turned in daily at 0001 hours. These logs shall be turned into Security Administration, where they will be audited by a floor sergeant and a floor lieutenant. After the logs have been checked for accuracy and completeness by the floor lieutenant, they shall be routed to the sheriff's custody specialist (SCS) assigned to Security Administration, who will maintain the logs according to Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Observation Logs

Bureau Policy: 11.520.00 Specialty Cell Checks

Facility Policy: (34)11.520.05 Routing Specialty Cell Checks

Specialty Cell Logs shall be turned in daily upon replacement at 0001 hours. These logs shall be turned into Security Administration, where they shall be audited by a floor sergeant and a floor lieutenant. After logs have been checked for accuracy and completeness by the floor lieutenant, they shall be routed to the sheriff's custody specialist (SCS) assigned to Security Administration, who will maintain the logs according to Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Observation and Specialty Cell Logs

Bureau Policy: 11.523.00 Suicide Cell

Facility Policy: (34)11.523.00 Suicide Cell

Showers for male inmates shall be provided in the Receiving shower area of Male Intake. Showers for female inmates shall be provided in the Receiving shower area of Female Intake. Only the minimum number of deputies required for security shall accompany the inmate to the shower area. A deputy shall remain in the shower area during the inmate's shower. Only deputies of the same sex as the inmate shall accompany an inmate to the shower area. No professional staff shall be in the shower area while an inmate is bathing except for Health Services in the event of a medical emergency.

A deputy shall instruct the inmate to wear their modesty gown. The deputy shall handcuff the inmate to the rear through the tray door and remove the inmate from the safety cell. The inmate shall face the wall and be leg shackled. The minimum number of deputies required shall escort the inmate to the shower area. The inmate will be unhandcuffed but shall remain leg shackled. The inmate shall only be provided with soap.

At the conclusion of the shower, the inmate will be allowed a towel to dry. The deputy shall handcuff the inmate to the rear and escort the inmate to the suicide cell. The deputy shall remove the leg shackles and place the inmate in the cell. The deputy shall unhandcuff the inmate through the tray door.

Restraint chairs are for temporary use and inmates restrained in them shall not be permitted to take showers. Inmates who refuse to follow instructions, are combative, or threaten violence to themselves or others shall not be provided showers. Deputies shall articulate the specific reason(s) the inmate was not provided shower time on the Suicide Cell Log.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Observation and Specialty Cell Logs

Bureau Policy: 11.524.10 Safety Cell Procedures

Facility Policy: (34)11.524.10 Safety Cell Procedures

Showers for male inmates shall be provided in the Receiving shower area of Male Intake. Showers for female inmates shall be provided in the Receiving shower area of Female Intake. Only the minimum number of deputies required for security shall accompany the inmate to the shower area. A deputy shall remain in the shower area during the inmate's shower. Only deputies of the same sex as the inmate shall accompany an inmate to the shower area. No professional staff shall be in the shower area while an inmate is bathing except for Health Services in the event of a medical emergency.

A deputy shall instruct the inmate to wear their modesty gown. The deputy shall handcuff the inmate to the rear through the tray door and remove the inmate from the safety cell. The inmate shall face the wall and be leg shackled. The minimum number of deputies required shall escort the inmate to the shower area. The inmate will be unhandcuffed but shall remain leg shackled. The inmate shall only be provided with soap.

At the conclusion of the shower, the inmate will be allowed a towel to dry. The deputy shall handcuff the inmate to the rear and escort the inmate to the safety cell. The deputy shall remove the leg shackles and place the inmate in the cell. The deputy shall unhandcuff the inmate through the tray door.

Restraint chairs are for temporary use and inmates restrained in them shall not be permitted to take showers. Inmates who refuse to follow instructions, are combative, or threaten violence to themselves or others shall not be provided showers. Deputies shall articulate the specific reason(s) the inmate was not provided shower time on the Safety Cell Log.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 17, 2020

Bureau Policy Section: Observation Logs

Bureau Policy: 11.560.00 Administrative Housing Observation Logs

Facility Policy: (34)11.560.00 Administrative Housing Observation Logs

Deputies shall only conduct hourly safety checks when those inmates are locked in their cells. Staff shall not enter the corridor unless there are exigent circumstances which warrant staff entering for the protection of staff, inmates, or the security of the facility. The deputy shall check the showers for inmates between tier times to ensure no inmates are hiding.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 17, 2020

Bureau Policy Section: Observation Logs

Bureau Policy: 11.570.00 Administrative Housing Log Audit

Facility Policy: (34)11.570.00 Safety Check Log Audit

Floor sergeants shall audit the Safety Check Logs, located on SharePoint, daily during their shift. Floor sergeants shall review for:

1. Timely safety checks
2. Explanation of delayed safety checks
3. Review deputy comments

Floor sergeants shall select two (2) random logs, during their scheduled shift, to audit and compare to video surveillance.

WEST VALLEY DETENTION CENTER FACILITY SPECIFIC MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Meal Service

Bureau Policy: 11.740.00 Meal Service Procedures

Facility Policy: (34)11.740.00 Meal Service Procedures

The sheriff's custody specialists (SCS) assigned to North and South Control shall notify each housing unit via the radio when their meal cart is enroute. Meal service times generally occurs as follows:

Breakfast: 0445 hours

Lunch: 1000 hours

Dinner: 1630 hours

Times may vary based on the unit's feeding schedule and the order food is delivered from Culinary. If an unprecedented delay is expected, the housing unit deputy shall notify the floor sergeant, and the incident shall be documented in the Housing Unit Log Book.

Diabetic breakfasts shall be delivered along with the court breakfasts. On weekends and court holidays, breakfast for diabetic inmates shall commence at approximately 0400 hours.

Medical and housing unit staff shall work together to ensure diabetic inmates are fed as soon as possible after medical staff has visited the unit. Some diabetic inmates may need a blood sugar check before eating. An insulin dependent inmate who does not receive his meal shortly after receiving insulin may experience a life-threatening medical emergency. When in doubt, housing staff should consult with medical staff before delivering food to a diabetic inmate.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Meal Service

Bureau Policy: 11.750.00 Meal Service Requirements

Facility Policy: (34)11.750.00 Meal Service Requirements

Facility Procedure Manual does not differ from Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Clothing and Bedding

Bureau Policy: 11.810.00 Clothing and Bedding Issue

Facility Policy: (34)11.810.00 Clothing and Bedding Issue

Any inmate booked into and/or housed at the West Valley Detention Center shall be issued bedding and dressed into all county issued jail clothing by the sheriff's custody specialist (SCS) assigned to Receiving.

Any inmate found to have destroyed or hoarded inmate issued clothing may be placed on discipline and may be subject to prosecution. Staff shall take any damaged or destroyed clothing to Laundry.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Clothing and Bedding

Bureau Policy: 11.830.00 Standard Clothing Issue

Facility Policy: (34)11.830.00 Standard Clothing Issue

Facility Procedure Manual does not differ from Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Clothing and Bedding

Bureau Policy: 11.855.00 Clothing Exchange Schedule

Facility Policy: (34)11.855.00 Clothing Exchange Schedule

The clothing exchange schedule shall be maintained by Support Services. The schedule is subject to change based on the needs of the facility and at the discretion of the facility commander or designee. Support Services shall advise staff of alternative clothing exchange schedules.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Clothing and Bedding

Bureau Policy: 11.860.00 Exchange of Undergarments (White Roll)

Facility Policy: (34)11.855.00 Exchange of Undergarments (White Roll) (Females)

Females housed in Units 9 and 10 have a washer and dryer available for use in their unit. Females shall have their undergarment (whites) clothing exchanged within their unit under the direction of the housing unit deputy twice a week and shall launder their own supply of undergarment clothing.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Clothing and Bedding

Bureau Policy: 11.862.00 Exchange of Outer Garments

Facility Policy: (34)11.862.00 Exchange of Outer Garments

Facility Procedure Manual does not differ from Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Clothing and Bedding

Bureau Policy: 11.865.00 Inmate Worker Clothing Exchange

Facility Policy: (34)11.865.00 Inmate Worker Clothing Exchange

Inmate workers shall receive clothing exchange in Receiving. The housing unit deputy shall ensure inmates are searched for contraband upon returning to the housing unit.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Clothing and Bedding

Bureau Policy: 11.868.00 Sheet Exchange

Facility Policy: (34)11.868.00 Sheet Exchange

Facility Procedure Manual does not differ from Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Clothing and Bedding

Bureau Policy: 11.869.00 Blanket Exchange

Facility Policy: (34)11.869.00 Blanket Exchange

Facility Procedure Manual does not differ from Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Clothing and Bedding

Bureau Policy: 11.1010.00 Clothing Inventory at Intake

Facility Policy: (34)11.1010.00 Clothing Inventory at Intake

The sheriff's custody specialist (SCS) assigned to Receiving, shall inventory the inmate's personal clothing and enter the information into JIMSNet. Once the property has been inventoried, the Receiving SCS shall make sure the clothing is bagged and labeled, then placed in the corresponding bin. The bin containing the inmate's property shall be sent to the Property Room for storage. The inmate shall sign a receipt of their clothing inventory.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Clothing and Bedding

Bureau Policy: 11.1015.00 Personal Property/Money Release

Facility Policy: (34)11.1015.05 Personal Clothing Exchange

Inmate requests for personal clothing exchange shall make the initial request on the Automated Requests. The inmate will be sent the Inmate Property/Money Release/Clothing Exchange Request (ASU #000301). The inmate shall indicate his selection and sign the form. The completed form shall be sent to the sheriff's custody specialist (SCS) assigned to the Property Room. The form will be answered by the Property SCS and a copy forwarded to the inmate. If the request is denied an explanation of the denial will be provided.

Personal clothing exchanges may be done during regular visiting hours. Check in will be at the Public Information Window. The sheriff's custody assistant assigned to the Public Information Window, will issue a pass to the Property Window. The Lobby deputy will inspect the clothing to prevent contraband from entering the facility. The Property SCS will conduct the personal clothing exchange and obtain a signature from the visitor. The receipt shall be forwarded to the inmate's booking jacket. The visitor must take the old clothing. Duplicate articles of clothing are not allowed.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Clothing and Bedding

Bureau Policy: 11.1045.00 Retention of Personal Shoes

Facility Policy: (34)11.1045.00 Retention of Personal Shoes

Inmates in possession of personal shoes prior to August 1st, 2008, shall be allowed to retain them with authorization from Health Services staff.