

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Security Guidelines

Bureau Policy: 6.000.05 Perimeter Security

Facility Policy: (34)6.000.05 Perimeter Security

[REDACTED] Prior
to patrolling the perimeter, the deputy shall notify Master Control via radio broadcast. If the deputy observes suspicious activity he shall immediately notify the core rover deputy and take appropriate action.

The core rover deputy shall notify dispatch to have a patrol deputy respond for any reported crimes/emergencies outside the facility.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Security Guidelines

Bureau Policy: 6.010.00 Staff Reporting to and Leaving Work

Facility Policy: (34)6.010.00 Staff Reporting to and Leaving Work

Refer to Facility Procedure Manual (34)2.200.25.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Security Guidelines

Bureau Policy: 6.020.00 Inmate Contact/Repair Workers and Vendors

Facility Policy: (34)6.020.00 Inmate Contact: Repair Workers and Vendors

The administrative sergeant shall approve/deny all workers and vendors. Contract workers/vendors shall have their visit documented.

All contracted repair workers and/or vendors reporting to the facility, during business hours, shall enter through the back-dock gate or the Administration Lobby. Sheriff's personnel shall escort all workers/vendors.

Contracted workers/vendors arriving for emergency repairs after hours, shall have their identification and authorization to be on the facility verified by the kitchen support deputy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Security Guidelines

Bureau Policy: 6.040.00 Staff Identification Display

Facility Policy: (34)6.040.00 Staff Identification Display

Facility Procedure Manual does not differ from Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Security Guidelines

Bureau Policy: 6.060.00 Facility Tours

Facility Policy: (34)6.060.00 Facility Tours

The administrative sergeant or designee shall approve/deny all tours. Individual tours shall check in with Master Control.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Alarm Systems

Bureau Policy: 6.111.00 No-Dial Alarm

Facility Policy: (34)6.111.00 No-Dial Alarm (Knock Down Phone)

In the event of a no-dial alarm (commonly referred to as knock down phone):

- The sheriff's custody specialist (SCS) assigned to Master Control shall broadcast via radio transmission: "Attention all the facility, we have a no-dial (knock down) alarm at " _____ " (name of location)
- Safety staff shall respond to the location to assist as needed.
- _____

At this time, the SCS, shall verify the status, then clear the alarm.

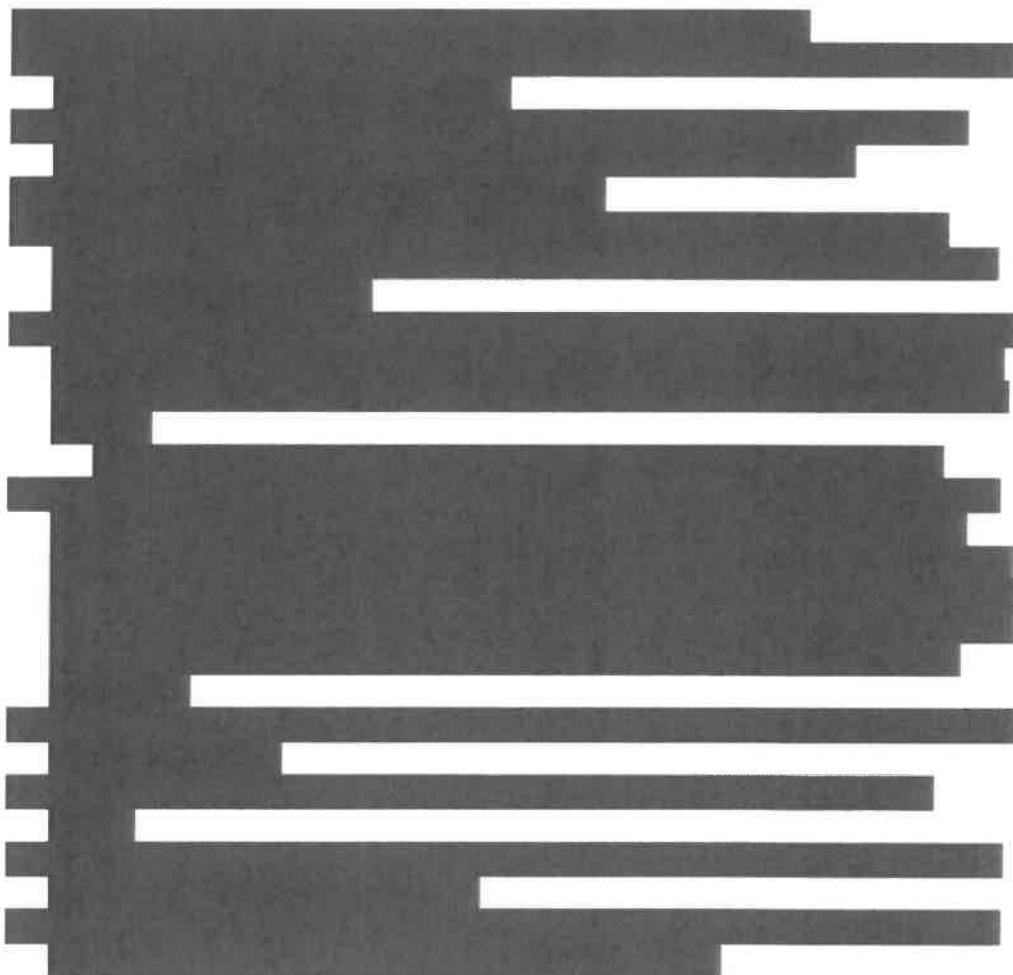
WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Alarm Systems

Bureau Policy: 6.115.00 Codes for Serious Incidents

Facility Policy: (34)6.115.05 Code Red



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Alarm Systems

Bureau Policy: 6.115.00 Codes for Serious Incidents

Facility Policy: (34)6.115.10 Code Blue

Only staff required to administer appropriate medical assistance or to secure the scene shall respond.

If the emergency is a suicide by hanging, Rescue knives are available for use to cut down hanging victims. [REDACTED]

Procedure for suicide by hanging:

- [REDACTED]
2. Immediately cut the materials that are used to support the inmate. Cut the material halfway between the knot on his/her neck and the other end tied to the support.
 3. Lay the inmate on his/her back. If the material around the inmate's neck is so tight the inmate cannot breathe, cut the material on the opposite side of the knot.
 4. Administer first aid. If the victim has vital signs but is unconscious, request an ambulance from the core rover deputy
 5. Isolate the other inmates in the same cell/housing unit for possible interviews
 6. Preserve the crime scene with the same integrity as a homicide scene until the circumstances surrounding the incident become clear
 7. If a qualified healthcare professional determines the victim is deceased, leave the victim in the cell, notify the watch commander who will notify the facility commander, Homicide, SID, the Crime Lab and Civil Liabilities
 8. All personal property belonging to the inmate, including personal items in the housing unit will be collected. (per Government Code Sec. 27491.3) All items will be inventoried by the investigating officer and an appropriate receipt prepared for the deputy coroner to sign. The deputy coroner will take possession of the property from the watch commander.

A supervising qualified healthcare professional will examine the inmate's medical record and prepare a written report to the facility commander which must contain the listed information:

- Analysis and summary of inmate's medical history
- Summary of complaints made by inmate regarding medical problems
- Observations made by jail staff suggestive of medical problems with inmate
- Summary of all medical examination. Including diagnosis and treatment
- Identify the specific cause of death
- Copies of all medical records

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Alarm Systems

Bureau Policy: 6.115.00 Codes for Serious Incidents

Facility Policy: (34)6.115.10 Code Blue

Following the completion of the report, the supervising nurse will route the original medical records to a special Inmate Death file. The qualified healthcare professional's report will be reviewed by the facility doctor prior to submitting it the facility commander. The facility doctor may submit his personal report with the qualified healthcare professional's report if deemed necessary. Copies of all reports will be retained in a special file maintained by the facility commander.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Alarm Systems

Bureau Policy: 6.115.00 Codes for Serious Incidents

Facility Policy: (34)6.115.15 Man Down

The following procedures shall be followed in the event of a Man Down alarm:

- The qualified healthcare professional assigned to the unit shall respond to the location.
- When the qualified healthcare professional arrives at the scene(s) he/she shall evaluate the situation and advise if any additional resources are needed. If the qualified healthcare professional determines hospital treatment is required, he/she shall coordinate with the core rover deputy via radio broadcast, to request inmate transport to the hospital via ambulance or hospital transportation deputy escort.
- Safety staff shall ensure an Inmate Injury Report (ASU# 021101) is completed and forwarded to the facility commander, when necessary.

Injuries involving employees shall be broadcast as “employee down” along with suspected injury and incident location. It shall be the floor sergeants’ duty to ensure all necessary injury related paperwork is completed regarding the incident.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Alarm Systems

Bureau Policy: 6.115.00 Codes for Serious Incidents

Facility Policy: (34)6.115.20 Code 33

In the event of an emergency, a Code 33 shall be issued by the core rover deputy or supervising staff. During a Code 33, all radio transmissions related to the emergency shall be made on the primary facility channel. All non-emergency radio transmissions shall halt until the Code 33 is cleared.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

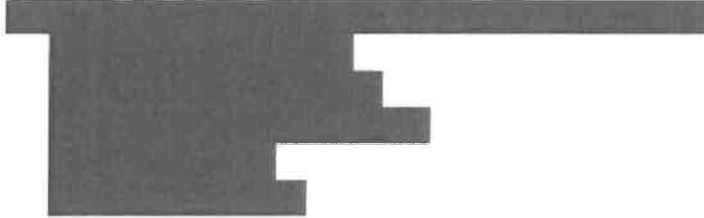
Revision Date: July 3, 2019

Bureau Policy Section: Facility Emergency Procedures

Bureau Policy: 6.400.00 Emergency Operations Plan (EOP)

Facility Policy: (34)6.400.00 Emergency Operations Plan (EOP)

The Emergency Operations Plan (EOP) shall be updated annually by the Operations sergeant and reviewed by the executive officer.



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Emergency Procedures

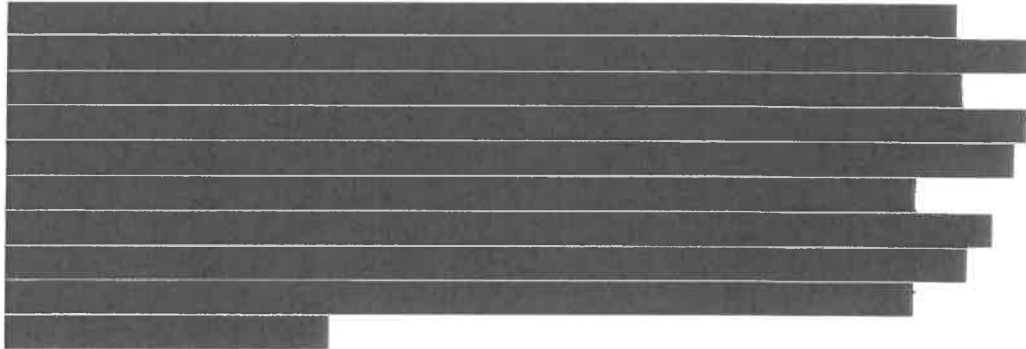
Bureau Policy: 6.402.00 Facility Ventilation

Facility Policy: (34)6.402.00 Facility Ventilation

Facility and housing unit ventilation shall be completed by contacting Facilities Management personnel assigned to the Boiler Room.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019
Bureau Policy Section: Door Security
Bureau Policy: 6.510.00 Control Panels
Facility Policy: (34)6.510.00 Control Panels



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Door Security

Bureau Policy: 6.510.05 Sallyports

Facility Policy: (34)6.510.05 Sallyports

[REDACTED]

[REDACTED]

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Door Security

Bureau Policy: 6.505.00 Door Security

Facility Policy: (34)6.505.05 Control Room Door Security

The control room door, commonly referred to as the bubble door, shall not be opened while an inmate is in the sallyport. The door shall remain closed until the inmate is in a secure area with no access to an opened control room door.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Door Security

Bureau Policy: 6.510.10 Non-Critical Doors

Facility Policy: (34)6.510.10 Non-Critical Doors

Non-critical doors are the glass hinged doors outside of the segment bar doors (commonly referred to as a Johnson door). The glass hinged door may be left open for normal unit functioning, so long as the Johnson door remain secure. In the event of a major disturbance, or emergency situation, these doors can be closed to maintain additional barriers and security.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Lockdown Procedures

Bureau Policy: 6.640.05 Staff Accountability

Facility Policy: (34)6.640.05 Staff Accountability

Immediately after inmates are locked in their cells, deputies shall physically account for all staff in their designated areas. *All staff must be visually accounted to ensure their safety.* Once all staff are accounted for, the deputy shall call and advise the duty officer. The duty officer shall advise the core rover deputy once everyone has been accounted for. Core rover deputy shall advise sergeant.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019
Bureau Policy Section: Lockdown Procedures
Bureau Policy: 6.645.00 Lockdown Procedures
Facility Policy: (34)6.645.00 Lockdown Procedures

[Redacted content]

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Count Procedures

Bureau Policy: 6.810.00 Count Procedures

Facility Policy: (34)6.810.05 Verification of Inmates Off the Facility

Core rover deputy shall keep a running log of all inmates temporarily off the facility including those attending court. During count, it shall be the responsibility of the core rover deputy to telephonically verify the attendance of inmates being held at off-site locations (such as the Jail Ward). The core rover shall note the name of the employee from the off-site location verifying the inmate's identification and the time the verification was made.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Count Procedures

Bureau Policy: 6.810.00 Count Procedures

Facility Policy: (34)6.810.10 Review of Facility Count Sheets

The core rover deputy shall review all returned and completed count sheets, making sure each inmate has been accounted for. If an inmate is found to be anywhere other than his assigned housing location, the housing unit deputies shall coordinate with one another to verify the actual location of the body and indicate it appropriately on their respective count sheets. It shall be the responsibility of the housing unit deputy to coordinate with the Centralized Classification Unit and have the inmate's housing location updated.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Count Procedures

Bureau Policy: 6.810.00 Count Procedures

Facility Policy: (34)6.810.40 Staff Responsibilities During Count

Sheriff's custody specialist (SCS) responsibilities:

- Make an announcement:
 - Count is about to begin
 - Instruct all inmates to:
 - Cell housing: lock it down
 - Dorms: line up on the walls of the segment day room
 - Instruct all inmates to be fully dressed
 - Instruct inmates to have their inmate ID card ready to present to the deputy.
- Turn off all televisions
- Ensure all doors register secured (cell housing)
- *Maintain visual observation of the deputy(s) as count is being conducted*

Deputy responsibilities:

- [REDACTED]
- Cell housing: Deputy shall take the count sheet and go from cell #1 to cell #16.
 - Dorm housing: 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 [REDACTED]
- [REDACTED]

Male/Female Intake Deputies

- Deputies in these areas are to compare the "ZZZZ" housing list to those inmates in all holding cells in the Intake areas. Inmates who have been booked in, but not yet processed, shall have their paperwork and FAST-ID photograph used for verification.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Cell Searches

Bureau Policy: 6.900.15 Housing Shakedown

Facility Policy: (34)6.900.15 Housing Unit Shakedown Procedure

Prior to the start of a housing unit shakedown, all available deputies shall respond to a pre-designated location on the facility, at the direction of the deputy whose housing unit or area will be searched.

The housing unit control SCS will be notified prior to the arrival of the shakedown deputies to coordinate the opening of doors for specific areas being searched. The housing unit control SCS shall maintain a visual observation of the area being searched, as well as frequent checks on other housing segments during the shakedown. When each cell has been searched, the housing unit control SCS will coordinate with deputies to close cell doors accordingly.

After deputies arrive at the shakedown location, all inmates shall be systematically removed from their cells/dorm area. Pat down searches are to be conducted on all inmates as they are removed and placed in an area designated for them to be supervised during the search. Inmates shall not be allowed to return to their cells or dorm areas until the search has been completed. After the search, a deputy shall systematically direct the inmates back into their cells/dorm area, where they are to remain "locked down" until the area has been cleared of any contraband or trash.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 17, 2020

Bureau Policy Section: Cell Searches

Bureau Policy: 6.900.15 Housing Shakedown

Facility Policy: (34)6.900.16 Shakedown Log

Shakedown logs are kept in the housing units and Security Administration. When a shakedown has been completed, the shakedown log shall be completed by the housing unit deputy and forwarded to the floor sergeant for review. A log will also be maintained in Security Administration. The log shall document:

- Location
- Date and time
- Equipment used
- Deputy assignments
- Contraband confiscated
- Shakedown supervising sergeant
- Sergeant review
- Lieutenant review

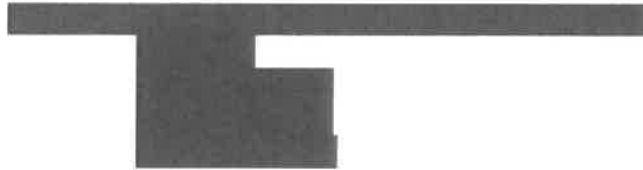
WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Cell Searches

Bureau Policy: 6.940.05 Contraband Storage Container and Log

Facility Policy: (34)6.940.05 Contraband Storage Container and Log



Staff shall enter the contraband on the log. Support Services personnel shall be responsible for disposing of the contraband when the contraband storage container is full.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Key Control

Bureau Policy: 6.1010.00 Staff Responsibility

Facility Policy: (34)6.1010.00 Staff Responsibility

Any employee who is unable to locate keys issued to them shall notify the floor sergeant immediately and without hesitation. It shall be at the discretion of the floor sergeant to determine necessary actions and make appropriate notifications.

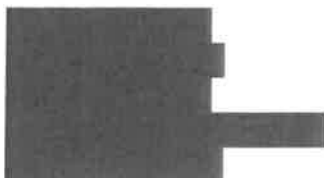
WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Key Control

Bureau Policy: 6.1020.00 Key Control Locations

Facility Policy: (34)6.1020.00 Key Control Locations



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Key Control

Bureau Policy: 6.1030.00 Key Inventories

Facility Policy: (34)6.1030.00 Key Inventories



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Escape Procedures

Bureau Policy: 6.1190.00 Facility Specific Policies

Facility Policy: (34)6.1190.00 Escape Investigation Team

Facility Procedure Manual does not differ from Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Escape Procedures

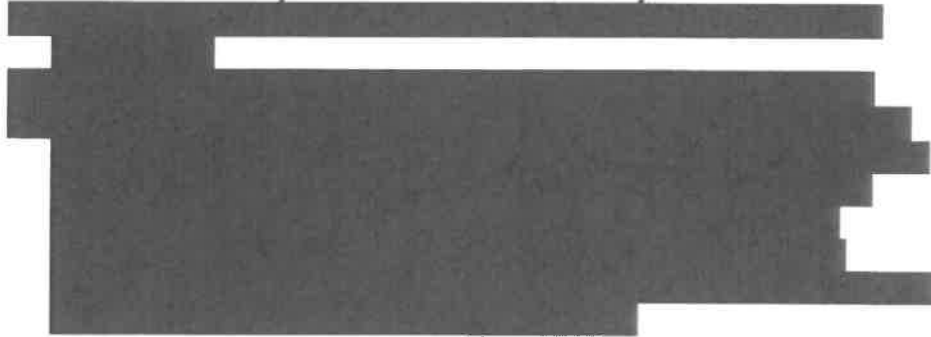
Bureau Policy: 6.1190.00 Facility Specific Policies

Facility Policy: (34)6.1190.05 Core Rover Responsibilities

CORE ROVER RESPONSIBILITIES:

In the event of an inmate escape, the core rover deputy shall be responsible for performing duties including, but not limited to:

- Create a log and document all notifications and tasks being performed in response to the escape. The documentation shall begin with the initial time of notification and the persons who made the discovery



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Escape Procedures

Bureau Policy: 6.1190.00 Facility Specific Policies

Facility Policy: (34)6.1190.15 Duty Officer Responsibilities

DUTY OFFICER RESPONSIBILITIES:

Upon the return of an escaped inmate, the duty officer shall ensure the escapee is booked back into custody under appropriate penal code sections and notify the floor sergeant upon completion.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Escape Procedures

Bureau Policy: 6.1190.00 Facility Specific Policies

Facility Policy: (34)6.1190.20 Visiting Lobby Procedures

Facility Procedure Manual does not differ from Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Escape Procedures

Bureau Policy: 6.1190.00 Facility Specific Policies

Facility Policy: (34)6.1190.25 Code Red Procedures

Refer to Facility Procedure Manual (34)6.115.05 Code Red.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Escape Procedures

Bureau Policy: 6.1190.00 Facility Specific Policies

Facility Policy: (34)6.1190.30 CCU Staff Responsibilities

Facility Procedure Manual does not differ from Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Escape Procedures

Bureau Policy: 6.1190.00 Facility Specific Policies

Facility Policy: (34)6.1190.35 Shift Supervisor Responsibility

Facility Procedure Manual does not differ from Bureau Policy.