

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Pro Per Privileges/Legal Research Service

Bureau Policy: 12.105.15 Support Services Staff Responsibilities for Legal Research Associates
Service

Facility Policy: (34)12.105.15 Support Services Staff Responsibilities for Legal Research
Associates Service

Support Services staff assigned to the Law Library shall be responsible for ensuring
Bureau Policy is adhered to.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Discipline

Bureau Policy: 12.2512.05 Inmates Transferring with Pending Discipline

Facility Policy: (34)12.2512.05 Inmates Transferring with Pending Discipline

When an inmate is transferred with a pending discipline, staff will ensure the process is completed in accordance with discipline guidelines set in Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Grievances

Bureau Policy: 12.240.00 Supervisor/Watch Commander Responsibilities

Facility Policy: (34)12.240.00 Supervisor/Watch Commander Responsibilities

The watch commander or designee shall review the Grievance Queue routinely and ensure grievances are being properly investigated. The watch commander or designee shall review and approve all inmate grievances responses.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Grievances

Bureau Policy: 12.250.00 Investigation Procedure

Facility Policy: (34)12.250.05 Paper Grievances

Paper grievances shall be routed to the sheriff's custody specialist (SCS) assigned to Security Administration. The SCS shall screen the grievance, log the grievance, assign the grievance a number, and direct it to the appropriate division for investigation. Once a grievance is assigned to the appropriate division supervisor, it becomes the duty of the supervisor or supervisor designee to ensure the grievance is properly investigated and answered within twenty calendar days. All paper grievances shall be answered using the Inmate Grievance Investigation Form (ASU #050402). If at any time the investigation requires more than the twenty days staff shall notify the inmate by submitting an extension form (ASU#001001) with an estimated completion date. It shall not be routinely used unless there is a viable reason for the additional time needed. It shall become the duty of the watch commander or designee to review and approve all inmate grievances.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Grievances

Bureau Policy: 12.252.00 Inmate Grievance Log

Facility Policy: (34)12.252.00 Inmate Grievance Log

The Inmate Grievance Log is maintained by the sheriff's custody specialist (SCS) assigned to Security Administration.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Request Slips

Bureau Policy: 12.330.00 Supervisor/Watch Commander Responsibilities

Facility Policy: (34)12.330.00 Supervisor/Watch Commander Responsibilities

Shift supervisors shall ensure inmate request slips on are being answered in a timely manner by the all staff.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019
Bureau Policy Section: Inmate Mail
Bureau Policy: 12.605.00 Inmate Mail
Facility Policy: (34)12.605.05 Facility Address

All inmate mail shall be addressed:

Inmate Name

Booking Number

9500 Etiwanda Avenue

Rancho Cucamonga, CA 91739

All outgoing mail shall show this return address along with the inmate's full name, booking number and housing location.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Mail

Bureau Policy: 12.650.00 Delivery/Storage of Inmate Mail

Facility Policy: (34)12.650.00 Delivery of Inmate Mail

Housing unit deputies shall inspect all U.S. Mail and material for contraband, criminal conspiracies, and information regarding facility security. Distribution of incoming inmate mail shall be conducted by the graveyard housing unit deputy. The deputy shall personally deliver the mail after verification of inmate's identity by using the inmate's issued ID.

At no time shall any inmate other than the intended recipient be allowed to handle the mail. Any undeliverable inmate mail shall be returned at the end of the shift to the mail room mailbox with the appropriate notation written on the outside of the envelope (Example: NIC or rehoused to).

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Mail

Bureau Policy: 12.714.00 Incoming Legal Mail

Facility Policy: (34)12.714.00 Incoming Legal Mail

The mail room staff will separate regular mail from legal mail and forward all legal mail to Support Services. The assigned deputy will deliver legal mail to the housing units. The deputy will verify inmate's identity and the inmate shall sign for their legal mail on the deputy's log. The deputy shall open the legal mail in the presence of the inmate and thoroughly inspect it for contraband before allowing the inmate to possess it. When an inmate is not available to accept legal mail delivery, the deputy will notate the reason and attempt delivery the following day.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Grooming

Bureau Policy: 12.912.00 Hair Care Procedures

Facility Policy: (34)12.912.00 Hair Care Procedures

Each housing unit at the West Valley Detention Center shall allow inmates to conduct hair care using the following schedule:

- Monday: Segment "A"
- Tuesday: Segment "B"
- Wednesday: Segment "C"
- Thursday: Segment "D"
- Friday: Segment "E"
- Saturday: Segment "F"
- Sunday: Make-up day

Hair care shall be conducted during regular operating hours of the unit and at the discretion of the housing unit staff in coordination with other housing unit activities. Exceptions to the schedule and normal operating hours can be made for special circumstances and with approval from the housing unit staff. Units housing inmates with special classifications shall be exempt from this schedule and shall abide by a schedule located in their specific Housing Unit Post Orders.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Grooming

Bureau Policy: 12.912.00 Hair Care Procedures

Facility Policy: (34)12.912.05 Hair Care Log

A Hair Care Log Book shall be maintained in each housing unit. This log book shall contain the loose pages of current and past hair care lists for inmates housed in their units. The following procedures shall be followed regarding the hair care list and Hair Care Log book in the unit:

- The day before a segment is scheduled for hair care, housing unit staff shall place the hair care list in the segment for inmates to sign up.
- The sheriff's custody specialist (SCS) assigned to the housing unit, shall check the inmate's eligibility by using the Hair Care Log Book to verify the inmate has not received hair care in the previous thirty (30) days.
- Inmates who are not eligible shall have a notation made as to why they were not eligible
- Inmates who are eligible and receive hair care shall have their name highlighted and a notation made indicating they received hair care.

Hair care lists shall be maintained in the log book for reference and eligibility checks for at least thirty (30) days. After the thirty (30) days retention period, the pages shall be routed to Security Administration for filing.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Grooming

Bureau Policy: 12.925.00 Grooming Equipment

Facility Policy: (34)12.925.05 Electric Grooming Equipment

Housing units with special security concerns due to inmates with special classifications shall not allow the use of razors in their units. Inmates housed in these specified units shall be provided with electric shavers. These electric shavers shall be accounted for and inspected at the start of each shift and in between each inmate use. Each electric shaver shall be disinfected in between inmate use. Housing units prohibiting the use of razors shall enforce the use of electric shavers in accordance with the schedule set forth in their specific Housing Unit Post Orders.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Newspapers

Bureau Policy: 12.1110.00 Newspapers

Facility Policy: (34)12.1110.05 Newspapers

A sheriff's custody specialist (SCS) assigned to Support Services, shall retrieve the delivery of newspapers designated for inmates at West Valley Detention Center. Upon retrieval, the SCS shall remove all commercial inserts and distribute enough newspapers for each housing unit segment into the housing unit mail boxes.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Outside Recreation

Bureau Policy: 12.1610.00 Minimum Requirements for Outside Recreation

Facility Policy: (34)12.1610.00 Minimum Requirements for Outside Recreation

Facility Procedure Manual does not differ from Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Outside Recreation

Bureau Policy: 12.1630.00 Housing Safety Staff Responsibilities

Facility Policy: (34)12.1630.00 Housing Safety Staff Responsibilities

When conducting outside recreation, the housing unit deputy shall be responsible for the following procedures:

- Conduct a search of the Recreation Yard, before and after each set of inmates use the yard, checking for contraband and ensuring gates and doors are secured.
- Coordinate with the sheriff's custody specialist (SCS) assigned to the housing unit, to allow access to the Recreation Yard.
- Deputy shall search inmates for contraband and confirm they are only taking permitted items outside.
- Search and move special classification inmates according to Facility Policy.
- Coordinate with the housing unit SCS to conduct a head count of all inmates exiting a segment and entering the Recreation Yard.
- Monitor the inmate's activities in the Recreation Yard and handle any unusual or suspicious behavior appropriately.
- Enforce rules pertaining to inmate conduct while outside recreation is being conducted.
- Coordinate with the housing unit SCS to conduct a head count of all inmates returning to the segment from the Recreation Yard.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Outside Recreation

Bureau Policy: 12.1630.00 Housing Safety Staff Responsibilities

Facility Policy: (34)12.1630.00 Housing Unit SCS Responsibilities

When conducting outside recreation, the sheriff's custody specialist (SCS) assigned to the housing unit, shall be responsible for the following procedures:

- The housing unit SCS shall coordinate the scheduling of outside recreation and document it in the Housing Unit Log Book.
- The housing unit SCS shall allow a reasonable amount of time for inmates to prepare for outside recreation, by making an announcement over the intercom.
- The housing unit SCS shall coordinate with the housing unit deputy to conduct a head count of inmates exiting the segment and entering the Recreation Yard.
- The housing unit SCS shall observe the deputy as he/she conducts searches for contraband on inmates exiting the segments and entering the Recreation Yard.
- The housing unit SCS shall monitor the inmate's activities in the Recreation Yard and report any unusual or suspicious behavior to the housing unit deputy.
- The housing unit SCS shall keep count and document the movement of any inmate moved from outside recreation under special circumstances (such as: an official visit, sick call, etc.).
- The housing unit SCS shall make an announcement when outside recreation time has ended.
- Coordinate with the housing unit deputy to conduct a head count of all inmates returning to the segment from the Recreation Yard.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Outside Recreation

Bureau Policy: 12.1650.00 Types of Activities

Facility Policy: (34)12.1650.00 Types of Activities

Inmates shall be prohibited from exercising in groups of three (3) or more or regimented by any one inmate.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Outside Recreation

Bureau Policy: 12.1660.00 Time Periods

Facility Policy: (34)12.1660.00 Time Periods

A minimum of 3 hours of recreation time shall be distributed over a 7-day period for inmates at West Valley Detention Center. The week begins on Monday and ends on Sunday.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Outside Recreation

Bureau Policy: 12.1600.00 Outside Recreation

Facility Policy: (34)12.1695.00 Yard Enclosures

Recreation yard enclosures are designed to accommodate a maximum of four inmates. The enclosures enable multiple classifications of inmates to participate in physical recreation at the same time and in the same recreation yard. The enclosures allow staff to restrict inmate access to each other to prevent fights or for other safety and security concerns. Inmates of different classifications shall not be placed together in an enclosure.

Housing unit staff shall notate the names of inmates and times in and out of the enclosures. Staff shall document whether an inmate was placed in the yard or in an enclosure and in which enclosure an inmate was placed. The enclosures shall be referred to as Left or Right as viewed from the housing unit control room. Generally, staff shall rotate inmates in and out of the enclosures at different recreation time periods.

When exigent circumstances exist, an excess of four inmates may be temporarily placed in an enclosure. During these exigent circumstances, inmates shall not be held in an enclosure longer than one hour without supervisor approval. Inmates shall not be placed in an enclosure as a form of punishment.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.1710.00 Minimum Requirements for Visiting

Facility Policy: (34)12.1710.00 Minimum Requirements for Visiting

All inmate social visits at West Valley Detention Center are scheduled for 20 minutes. Visits are available 5 days a week. Visiting programming is set up according to the unit classification of inmates and maintained by Sheriff's Technical Services Division (TSD).

Centralized Classification Unit (CCU) shall be responsible for notifying TSD of any changes made to the Classification Housing Matrix. TSD shall ensure the appropriate updates are made to the visiting programming to prevent delays and problems with scheduling. Units housing inmates of special classifications may vary on their visiting dates based on facility needs.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.1720.00 Visiting Locations

Facility Policy: (34)12.1720.00 Visiting Locations

The following areas at the West Valley Detention Center have been designated as inmate visiting locations:

- The upper area of every housing unit has a visiting area for inmates and the public, with a barrier of glass and a two-way phone to facilitate the visit.
 - The Medical Housing Unit does not have a visiting area, inmates will be redirected to Unit 15
- The upper area of every housing unit is also equipped with Official Visiting rooms for visitors considered official visits.
- Official law enforcement visits may be conducted in the Officer Interview Rooms located behind South Control.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.1740.10 Pro Per Inmates-Investigator Visits

Facility Policy: (34)12.1740.10 Pro Per Inmates-Investigator Visits

Facility Procedure Manual does not differ from Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.1750.05 Visiting Schedule

Facility Policy: (34)12.1750.05 Visiting Schedule

Inmate visiting days and hours are: Wednesday through Sunday from 0830 to 2100 hours. There may be a half-hour (1/2 hour) to one-hour (1 hour) delay in each unit during meal times. Visitors need to schedule visits 24 hours in advance, by calling the Visiting Appointment Line at 909-887-0364 and must arrive 30 minutes prior to their scheduled visit.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.1790.00 Visitor's Personal Property in Visiting Areas

Facility Policy: (34)12.1790.00 Visitor's Personal Property in Visiting Areas

Visitor's at West Valley Detention Center may rent lockers to store their personal property. The use of the lockers shall be at the risk of the visitor. When checking in for their visit, visitors are allowed their government issued ID and one car key.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.1810.00 Visiting Procedures

Facility Policy: (34)12.1810.00 Visiting Procedures

All visitors are required to complete a West Valley Detention Center Visitor Sign-In form (ASU#180906) and must provide identification according to Bureau Policy 12.1810.15. Visitors are subject to a search of their criminal history background to determine their eligibility to visit the facility.

Visitors shall be screened for contraband and weapons by use of the metal detector. When probable cause exists, a cursory search of the visitor shall be conducted in compliance with Bureau Policy 9.113.00. Once cleared by the Visiting Lobby deputy, the visitor shall proceed directly to their visiting destination and complete their visit as scheduled. Any visitor who deviates from their authorized destination or attempts to visit any inmate they are not scheduled to see, shall be subject to immediate removal of the facility and denial of future visits in accordance with Bureau Policy 12.1185.05.

Visitors shall adhere to all visiting rules and regulations as enforced by the Visiting Lobby deputy. Housing unit staff shall coordinate with the Visiting Lobby deputy to report and appropriately handle any visitor incidents violating laws or facility rules.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.1885.10 Temporary Suspension of Visiting Privileges

Facility Policy: (34)12.1885.10 Temporary Suspension of Visiting Privileges

Facility Procedure Manual does not differ from Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.1890.00 Inmates in Intake

Facility Policy: (34)12.1890.00 Inmates in Intake

Law enforcement visits may be conducted in the intake area and when confidentiality issues exist, may be conducted in the Officer Interview room.

Officials other than law enforcement, requesting to visit an inmate who is in intake, shall conduct their official visit according to their credentials and appropriate room per policy. Generally, the visit will be held at the nearest available housing unit, at the convenience of the intake deputies. (For example: a bail bondsman requesting to meet with an inmate in intake may conduct their official visit in Unit 1). Inmates proceeding to areas outside of intake for an official visit, shall be dressed out in county issued jail clothing for security and easy identification.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.1910.00 Visits for Religious Purposes

Facility Policy: (34)12.1910.00 Visit for Religious Purposes

If exigent circumstances exist, a shift supervisor may allow a family member of an inmate to accompany an official religious visitor. The visit shall be conducted in the general visiting area and not in the official visitor's room.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.2005.00 Official Visits

Facility Policy: (34)12.2005.00 Official Visits

Official visitors are not required to make appointments; however, appointments are recommended to help speed up the check in process. The facility has a separate phone line for officials to set up appointments. To obtain the phone number, officials may present their credentials at the Public Information Window in the Public Lobby. This number is not to be shared with the public or the inmate's family.

The official visitor will fill out the Request for Official Visit form at the visitor's window. Custodial staff shall verify the visitor's credential(s) and valid government issued ID and upon approval, staff will provide a visitor's pass. The official visitor shall proceed to the lobby deputy's office to be searched, check in, obtain a key and be directed to the correct visiting area.

The lobby deputy shall ensure official visitors do not bring prohibited items into the facility.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.2030.00 Official Visitors

Facility Policy: (34)12.2030.00 Official Visitors

Photocopies of identification belonging to official visitors shall be filed in the booking jacket of the inmate they are visiting.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Visiting

Bureau Policy: 12.2030.02 Private Investigator Employees

Facility Policy: (34)12.2030.02 Private Investigator Employees

Private investigator's employees shall be approved/denied by the administrative sergeant.
Requests for approval must be submitted two weeks prior to the desired visiting date.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Commissary

Bureau Policy: 12.2210.05 Commissary and iCare Package Procedure

Facility Policy: (34)12.2210.05 Commissary and iCare Package Procedure

Commissary shall be distributed by the commissary vendor under the supervision of the Support Services sheriff's custody specialist (SCS). All commissary bags shall be scanned through security machines. The SCS shall escort the vendor through the facility to each housing unit while ensuring compliance with the Detentions and Corrections Bureau Commissary policies.

Commissary shall be provided once per week. Days and time for commissary delivery shall vary according to the housing unit. All schedules are subject to change. Holidays may affect commissary schedule changes. Support Services shall advise staff of alternative holiday commissary schedules.

Commissary staff and the housing unit staff shall coordinate commissary. All televisions and telephones shall be turned off during commissary distribution. The deputy shall remain in the segment/sally-port and assist the commissary SCS. The primary role of the deputy and SCS is to prevent the passing of contraband and to address safety concerns.

Commissary workers distribute the bags to the inmates. Distribution may be through the segment bar door or at individual cell doors through the tray slot. After signing for their commissary bag, inmates should check their bags for missing items. If there are any missing items or concerns, the inmate should bring the problem to the attention of the commissary worker. Commissary disputes are between the commissary company and the inmate. Staff may provide inmates with a Commissary/iCare Question/Comment form.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Commissary

Bureau Policy: 12.2210.10 Staff Accepting Commissary and iCare Packages

Facility Policy: (34)12.2210.10 Staff Accepting Commissary and iCare Packages

Staff at West Valley Detention Center shall not accept or sign for inmate's commissary or iCare packages.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Care Bags

Bureau Policy: 12.220.02 Receiving Responsibilities

Facility Policy: (34)12.2220.02 Receiving Responsibilities

Newly booked inmates shall be offered the option to purchase a care bag (commonly referred to as a fish kit) by the sheriff's custody specialist (SCS) assigned to Receiving.

Inmates previously housed, may order a care bag on the housing unit kiosk in the commissary section. Care bags are delivered to the housing unit during the assigned commissary distribution date.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Commissary

Bureau Policy: 12.2200. Commissary and iCare package

Facility Policy: (34)12.2230.05 Paper Commissary Order Forms

In the event the kiosks are out of order before Tuesday at 0930 hours, the shift supervisor shall advise the facility coordinator via telephone or email. The housing units shall distribute paper commissary order forms to the inmates. The forms shall be obtained from the commissary mail box. Housing units shall distribute and collect the forms from the inmates. Staff shall turn the completed forms in to commissary mail box on Tuesdays before 0930 hours.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Discipline

Bureau Policy: 12.2300.30 Suspension of Visiting Privileges

Facility Policy: (34)12.2300.30 Suspension of Visiting Privileges

Inmates placed on discipline status shall lose social visiting privileges.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Discipline

Bureau Policy: 12.2305.00 Property Inventory

Facility Policy: (34)12.2305.00 Property Inventory

If the inmate does not have any property, the deputy shall document "No Property" on the form. Property Inventory forms shall be completed as soon as reasonably possible after the final discipline review and prior to the end of shift. The original signed copy will be given to the sergeant, a copy placed in the property bag, and a copy given to the inmate.

All confiscated property will be placed in a property bag. The deputy shall apply a label to the exterior of the bag with the inmate's name and booking number. Confiscated property shall be stored in the Property Room. Inmate property shall not be stored in housing unit closets or control rooms.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Discipline

Bureau Policy: 12.2315.00 Storage of Inmate's Property

Facility Policy: (34)12.2315.00 Storage of Inmate's Property

The deputy shall take the property to the Property Room and complete the Inmate Property Sign-In Log. The deputy shall not place torn or open bags in the Property Room. The sheriff's custody specialist assigned to the Property Room, shall verify the property and store it until the inmate is no longer on discipline. Inmate property shall not be stored in housing unit closets or control rooms.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Discipline

Bureau Policy: 12.2325.00 Discipline Property Locker

Facility Policy: (34)12.2325.00 Discipline Property Locker

West Valley Detention Center does not maintain a discipline property locker. All discipline property shall be stored in the inmate's assigned bin in the Property Room.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Discipline

Bureau Policy: 12.2335.00 Returning Inmate Property

Facility Policy: (34)12.2335.05 Discipline Inmate Property Return

Every night before midnight, the sheriff's custody specialist (SCS) assigned to the Property Room, shall run an Inmate Discipline Report to determine which inmates are completing their discipline time. The Property Room SCS shall advise the housing unit deputies to pick up the discipline property.

The deputy shall complete the "Inmate Property Sign-Out Log" located in the Property Room. The SCS shall release the property to the inmate's housing unit deputy. The deputy shall return the property to the inmate and have him sign the Property Inventory Form (AS#080502). The deputy shall route the signed form to the inmate's booking jacket.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Discipline

Bureau Policy: 12.2345.00 Inmates Out for Hospital/Clinic Appointments

Facility Policy: (34)12.2345.05 Property Storage for Inmates with Health or Safety Circumstances

The following are health and safety circumstances in which a deputy shall collect and inventory an inmate's property to prevent theft:

- An inmate is placed on suicide watch
- An inmate is scheduled for clinic visits, and the nature of the visit indicates the inmate may be absent from the housing unit for an extended period of time
- An inmate is scheduled for a hospital visit and the nature of the treatment indicates they may be absent from the facility for an extended period of time
- An inmate is transported to the hospital without advance notice or in an emergency situation, and is not expected to return to the facility for an extended period of time

The housing unit deputy shall document the inmate's property on the Property Inventory Form (ASU#080502). The deputy shall write "NONE" on the "JDR No." line and document why the property was taken. If the inmate does not have any property, the deputy shall document on the form. The deputy shall make reasonable attempts to inventory the property in the inmate's presence and have the inmate sign the form. The deputy shall document the reasons an inmate did not sign the form and/or was not present during the property inventory. Original forms shall be placed inside the property bag and a copy shall be given to the inmate. The deputy shall take the inmate's property to the facility Property Room. The sheriff's custody specialist assigned to the Property Room, shall verify the property and store it until the inmate is rehoused. Inmate property shall not be stored in housing unit closets or control rooms.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Discipline

Bureau Policy: 12.2345.00 Inmates Out for Hospital/Clinic Appointments

Facility Policy: (34)12.2425.10 Property Return for Inmates with Health or Safety Circumstances

When an inmate whose property was stored, returns from the clinic, hospital, or suicide watch, the housing unit deputy shall retrieve the inmate's property from the Property Room. The sheriff's custody specialist assigned to the Property Room, shall release the property to the deputy. The deputy shall return the property to the inmate and have the inmate sign the Property Inventory Form (ASU#080502). The deputy shall route the signed form to the inmate's booking jacket.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Discipline

Bureau Policy: 12.2512.05 Inmates Transferring with Pending Disciplines

Facility Policy: (34)12.2512.05 Inmates Transferring with Pending Disciplines

When an inmate is transferred with a pending discipline, staff will ensure the process is completed in accordance with discipline guidelines set in Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Discipline

Bureau Policy: 12.2517.00 Discipline Report

Facility Policy: (34)12.2517.00 Discipline Report

Completed Inmate Discipline Report forms shall be retained in an administrative file managed by the sheriff's custody specialist assigned to Security Administration.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Discipline

Bureau Policy: 12.2517.00 Discipline Report

Facility Policy: (34)12.2519.00 Earning Back Good and Work Time

Any discipline taken on an inmate worker resulting in the loss of days worked shall be reported to Support Services and the Bridge liaison for re-computation of the inmate's release date.

Inmate workers who desire to earn back good and work time lost due to discipline shall complete the following procedure:

- Submit a "Request for the Return of Lost Good and Work Time" (ASU#050301) form to Support Services
- Support Services shall forward the request to the Bridge liaison for investigation and make a recommendation to the amount of time that may be worked back
- The Bridge liaison shall forward a copy of a written response to the inmate either denying or approving the request and place the original in the inmate's booking jacket
- If approved, and the required number of hours have been worked and signed off by the proper authority, the completed form shall be submitted to the Bridge liaison for re-computation of the inmate's release date
- The completed form shall be submitted to the Bridge sergeant or shift supervisor for final approval
- The Bridge liaison shall provide the inmate with written notification of the new Adjusted Out Date (AOD)

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Library Services

Bureau Policy: 12.2820.00 Library Book Distribution

Facility Policy: (34)12.2820.00 Library Book Distribution

The sheriff's custody specialist (SCS) assigned to the Law Library, shall also serve as the facility librarian. The Law Library SCS shall fulfill requests for library books and return read books into open inventory. The Law Library SCS shall coordinate with housing units to distribute and deliver requested publications to inmates throughout the facility. Book distribution shall generally take place at least once every two (2) weeks for every unit and shall rotate between the south and north side units of the facility.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Library Services

Bureau Policy: 12.2800.00 Library Services

Facility Policy: (34)12.2825.00 Civil Rights Complaint Distribution

The sheriff's custody specialist (SCS) assigned to the Law Library, will (upon the request of the inmate) issue any inmate information reference a Civil Rights Complaint. Once requested, the Law Library SCS shall provide the inmate with a Civil Rights Complaint packet. It is the inmate's responsibility to route the necessary paperwork to the proper location with pre-paid postage.

If the inmate does not have money to pay the full filing fee, the inmate must complete the Request to Proceed Without Prepayment of Filing Fees portion of the Civil Rights Complaint packet. It is the inmate's responsibility to route this paperwork through the Law Library. The Law Library SCS will send the completed package to the Fiscal supervisor. Upon receiving the completed packet, the Fiscal supervisor shall complete the Certification Section on the complaint and attach a certified copy of the inmate's jail trust account statement for the six months immediately preceding the filing of the complaint. The Fiscal supervisor shall then return the forms to the inmate. The inmate shall be responsible for mailing the packet.

If the inmate's request to proceed without prepayment of filing fees is granted, the court may assess an initial partial filing fee at the time the complaint is filed. The prepayment generally ranges from 20% of the average monthly deposits for the preceding six months, or 20% of the average monthly balance in the inmate's trust account, whichever is greater. The Fiscal supervisor will follow the court order to take the initial partial filing fee out of the inmate's trust account, as soon as funds are available, and forward the money to the clerk of court. It is the inmate's responsibility to request payment be sent to the clerk of the court until the amount of the filing fee is paid in full. Upon the request of the inmate, the Fiscal supervisor will abide by the court order, collect the money, and send payments to the clerk of the court, anytime the inmate's trust account exceeds \$10.00. The percentages and payments are determined by the United States District Court.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Education Programs

Bureau Policy: 12.2902.00 Inmate Education Programs

Facility Policy: (34)12.2902.00 Inmate Education Programs

Programs currently offered at West Valley Detention Center are:

- Five Keys Charter School: Provides inmates access to curriculum needed to obtain a high school diploma
- INROADS: Independent Study - Life Skills Journaling Program
- Inmate Services Unit Partnership with Cal State San Bernardino University
 - Trauma and Recovery (pre-requisite for TALK)
 - TALK (Teaching and Loving Kids)– A guided contact visit with inmates and their children to practice skills developed in parenting classes.
- Alcoholics Anonymous/Narcotics Anonymous
- STAR Program: Voluntary court referred treatment program for non-violent offenders with a history of persistent mental illness. Individualized service plans are created in partnership between the client and the treatment team. The comprehensive recovery orientated treatment emphasizes coping skills, communication in relationships, symptom management, relapse prevention, hope and empowerment.
- Telecare's San Bernardino ACT (Assertive Community Treatment): Programs for individuals with serious mental illness. These programs exist to help people live successfully in the community and make strides towards achieving their personal recovery goals, while avoiding unnecessary psychiatric hospitalization.
- START (Sheriff's Transitional Assistance Reentry Team): Release assistance for inmates not on parole or probation who need veteran's programs, homeless assistance, substance abuse, GED or educational programs, job training, or vital document paperwork.
- Religious Services provided through religious volunteers:
- Regional Occupation Program
 - Culinary: Restaurant Operations and Off-site Catering
 - Custodial Occupation: OSHA standards, chemical safety and biohazard handling

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Education Programs

Bureau Policy: 12.2902.00 Inmate Education Programs

Facility Policy: (34)12.2902.05 Five Keys Charter School and Housing Unit Operations

Instruction for the Five Keys Charter School will occur in the general-purpose room (commonly referred to the "G room") of a housing unit. When the instructor arrives to the unit, the instructor will provide the housing unit staff a list of enrolled inmates who will participate in instruction. Only those inmates on the list will be allowed in the multipurpose room to participate.

All Five Keys instructors shall remain standing during instructional time in the general-purpose room. The one exception is the special education instructor who will be the second instructor in the room with the lead instructor. The special education instructor will be seated at a table across from the special education inmates, separate from all other inmates, while the lead instructor is providing class instructions.

The housing deputy does not need to remain inside the segment during instruction. The deputy shall be available in the housing unit to respond should the need arise. The sheriff custody specialist (SCS) assigned to the housing unit, shall monitor the instruction via video camera and intercom to ensure the instructor's safety. Generally, other inmate services needing access to the general-purpose room shall be accommodated as normal. If there is a need for the deputy assigned to the housing unit to leave while instruction is still underway, the deputy shall arrange for a relief deputy to respond to the unit prior to leaving.

Inmates on discipline shall not participate in the classroom instruction. The instructor may see the inmate, individually, at the segment bar door (commonly referred to as the Johnson door).

PC-AH inmates enrolled in the program are not allowed to participate in group class sessions with other inmates in the segment. Five Keys staff will provide independent study packets for inmates requiring specialty housing as defined in Detentions and Corrections Policy Section 9.910.00.