

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Searches

Bureau Policy: 9.122.00 Procedures for Conducting a Strip Search

Facility Policy: (34)9.122.00 Procedures for Conducting a Strip Search

The investigating deputy authoring the strip search shall be present for the search and is personally responsible for inputting all necessary information into the JIMSNet. This information shall be entered into JIMSNet immediately after the completion of the search. The original forms shall be filled out in their entirety and routed to Security Administration for filing.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Inmate Identification Cards and Medical Wristbands

Bureau Policy: 9.310.00 Yellow Medical Alert Wristband

Facility Policy: (34)9.310.00 Yellow Medical Alert Wristband

In the event an inmate refuses to have a yellow medical alert wristband applied, Health Services staff shall ensure the appropriate medical form(s) are completed. The San Bernardino County Sheriff's Department Health Services Division: Refusal of Examination and/or Treatment form, shall be completed, witnessed and filed in the inmate's medical jacket for documentation.

Any inmate who intentionally and/or maliciously alters their yellow medical alert wristband or provides the band to any other inmate for purposes of medical misrepresentation, shall be subject to disciplinary procedures.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Telephone Calls

Bureau Policy: 9.430.05 TTY Telephone Operation

Facility Policy: (34)9.430.05 TTY Telephone Operation

TTY phones are located in the following areas of the West Valley Detention Center:

- Male Intake
- Female Intake
- Housing Unit 1
- Housing Unit 11
- Housing Unit 14
- Housing Unit 15

To prevent the passing of contraband between inmates in the facility, male inmates shall use the TTY phone closest to their respective housing location (Example: inmates housed in north side units shall utilize the TTY phones in Housing Unit 11-14-15. Inmates housed in south side units shall utilize Unit 1). The housing unit staff shall coordinate with the other housing unit prior to the inmate leaving. After the inmate has completed the call, the deputy escorting the inmate, shall collect the TTY printout and turn it into Security Administration with the inmate's name and booking number.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Fingerprinting

Bureau Policy: 9.510.00 Fingerprinting

Facility Policy: (34)9.510.00 Fingerprinting

Inmates shall be fingerprinted and palm-printed in their respective Male/Female Intake area upon booking.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Fingerprinting

Bureau Policy: 9.501.03 Electronic Scan Failure

Facility Policy: (34)9.501.03 Electronic Scan Failure

3 Fingerprint cards must be completed for each inmate:

- 1) CAL ID
- 2) DOJ
- 3) FBI

The right and left palm shall be captured manually for each inmate.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Inmate Dress In

Bureau Policy: 9.630.00 Receiving Officer Responsibility

Facility Policy: (34)9.630.00 Receiving Officer Responsibility

The sheriff's custody specialist (SCS) assigned to Receiving shall be responsible for issuing and maintaining the inventory of all clothing, bedding, cups and spoons issued to each inmate. The inmate's personal clothing shall be inventoried and documented in JIMSNet. Personal clothing shall be placed in the Property Room for storage. Refer to Post Orders for receiving officer's responsibilities.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL /

Revision Date: July 3, 2019

Bureau Section: Inmate Dress In

Bureau Policy: 9.660.00 Inmate Workers in Receiving

Facility Policy: (34)9.660.00 Inmate Workers in Receiving

Inmates or inmate workers not assigned to Receiving are not allowed in any area of Receiving except the shower and dress-in area. The counter and supply area shall contain an adequate amount of clothing and bedding to be issued to inmates by the Receiving inmate workers. Whenever the sheriff's custody specialist (SCS) leaves the Receiving area, the SCS shall ensure all doors are secured, including the roll-down shutter.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Inmate Dress In

Bureau Policy: 9.660.05 Inmate Workers in Clothing Storage

Facility Policy: (34)9.660.05 Inmate Workers in Clothing Storage

Inmate workers shall be allowed in the inmate clothing storage area only for cleaning and replenishing the shelves, and only under the direct and constant supervision of a deputy or the sheriff's custody specialist (SCS) assigned to Receiving.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Inmate Dress In

Bureau Policy: 9.670.00 Issuance of Cup and Spoon/Plastic Bin and Lid

Facility Policy: (34)9.670.00 Issuance of Cup and Spoon/Plastic Bin and Lid

All new inmates shall be issued a cup and spoon when processed through Receiving (this shall include inmate transfers). The cup and spoon shall be the only cup and spoon allowed in the inmate's possession during meal time. It shall be the responsibility of the inmate to keep his cup and spoon clean and serviceable.

When inmates are released/transferred from the facility, they shall deposit the cup and spoon into the receptacle located by North Control. The deputy escorting the inmate shall ensure that the cup and spoon are placed in the container.

At no time will the cup and spoon be removed from the facility. Any inmate with more than one cup/spoon shall be subject to discipline per facility policy. Inmates who lose or destroy their issued cup/spoon shall also be subject to charges for replacement of the items, as well as subject to discipline per facility policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Inmate Classification Procedures

Bureau Policy: 9.801.00 Classification Plan

Facility Policy: (34)9.801.00 Classification Plan

The Classification Plan shall be located in the Centralized Classification Unit's office.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Inmate Classification Procedures

Bureau Policy: 9.805.05 Location of Classification Interviews

Facility Policy: (34)9.805.05 Location of Classification Interviews

Classification interviews at West Valley Detention Center shall be conducted in the designated Classification offices. If necessary, other confidential locations on the facility may be used such as Officer Interview rooms.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Inmate Classification Procedures

Bureau Policy: 9.805.20 Special Housing/Medical Recommendation

Facility Policy: (34)9.805.20 Special Housing/Medical Recommendation

Facility Procedure Manual does not differ from Bureau Policy

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Inmate Classification Procedures

Bureau Policy: 9.805.20 Special Housing/Medical Recommendation

Facility Policy: (34)9.805.25 Diabetic Inmates

Health Services staff shall issue all diabetic inmates, a yellow wristband and ensure appropriate information is entered into JIMSNet. The yellow wristbands make inmates with diabetic concerns easily identifiable to safety staff.

Each evening, Health Services staff shall ensure the core rover and Culinary staff are provided with a list of the diabetic inmates in each housing location. The core rover shall disseminate the diabetic list to safety staff in the housing units