

Post Orders Classification

August 2019

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CLASSIFICATION DEPUTY, DUTIES AND RESPONSIBILITIES

The classification of inmates within the Detention and Corrections Bureau is overseen by the Centralized Classification Unit (CCU). A classification officer from that unit is assigned to work at the High Desert Detention Center.

The assigned Classification Officer will follow Post Order set forth by CCU.

The following Post Order is to be used only if the responsibility of classifying inmates reverts back to High Desert Detention Center.

Inmate classification is defined as: “the evaluation and placement of inmates in housing areas with inmates of similar backgrounds and characteristics.” Classification evaluation is based on criminal sophistication, seriousness of crime charged, presence or absence of assaultive behavior, age, and other criteria that may contribute to the safety of the prisoners and staff. Housing unit assignment based on classification shall be accomplished to the extent possible within the limits of the available number of distinct housing units at High Desert Detention Center.

The Classification Deputy shall adhere to the guidelines and procedures that conform to, and be applied within, the Facility's Policy Manual.

All restricted housing classification requires justification through policy and guidelines.

The following is a list of responsibilities and duties for the Classification post. The responsibilities and duties of this post are not limited to the specific tasks. The Classification Deputy will assist in any other tasks and duties to ensure the safe and efficient operation of this facility.

DUTIES AND RESPONSIBILITIES

- A.** Interview inmates prior to housing and assign them accordingly.
- B.** Generate an inmate identification card when necessary.
- C.** Monitor inmates on discipline and other special classifications.
- D.** Reclassify inmates when necessary and make appropriate housing location changes, updating the changes in both the computer database and inmate files.
- E.** Monitor racial balance within each housing area, making changes when necessary.
- F.** Initiate classification housing request and transfer inmates as needed.
- G.** Gather intelligence on criminal gangs and groups.
- H.** Keep an accurate bed count, aware of housing shortages and availability.
- I.** Advise the Watch Commander of classification and housing issues or problems.

SCREENING AND INTERVIEWING OF INMATES

It is the primary responsibility of the Classification Deputy to classify and house all inmates according to their backgrounds, needs, safety concerns and most importantly the security of the facility, staff and inmates.

- A.** It will be the responsibility of the Classification Deputy to interview all incoming inmates and complete a classification form (ASU000401).

- B.** The Classification Deputy will research each inmate's criminal history through CNI, CII and any other available database to help determine an appropriate classification and housing assignment.
- C.** The Classification Deputy will use a process that is based on an objective point system that takes into account a person's history, background and needs, as well as those of the facility.
- D.** The deputy will take into consideration any unusual circumstances that would necessitate deviation from the point-based classification standard. Any deviation will be brought to a supervisor's attention for their review. In the event of a special housing need or a safety concern, the deputy shall complete a special housing memo (ASU090805). Not including Severe Mental Illness (SMI) or Severe Mental Illness Lockdown (SMIL).
- E.** In all cases, the Classification Deputy will maintain strict documentation of the classification process. Classification sheets and any other special memos or forms shall be filed in the inmate's jacket.
- F.** The Classification Deputy shall update housing information to reflect the incoming inmate.
- G.** Enter investigational comments JIMSNet
- H.** Nursing staff shall be notified if inmate has physical or mental or displays unusual behavior. Complete Special Housing Medical Recommendation (ASU 060401).

DRESSING IN AND HOUSING

- A.** After the classification process, the Classification Deputy will assign inmates to the appropriate housing area.
- B.** The Classification Deputy shall ensure the proper inmate identification card is made using the following guideline:

[REDACTED]

[REDACTED]

- D. The assigned housing will be written on the top of the inmate's right hand. The Classification Deputy shall ensure that inmates of different classifications are separated while waiting housing and dress in.
- E. The Classification Deputy shall advise the receiving/property SCS that inmates are ready to be dressed in.
- F. After the inmates are dressed in the appropriate colored clothing, the Classification Deputy shall advise the affected housing units by radio of the impending move and move the inmates to their assigned housing locations.

SPECIAL HOUSING DESIGNATIONS

Prior to placing inmates in special housing status, the Classification Deputy shall ensure that the inmate meets the criteria for that status as set forth below.

- A. **DISCIPLINES**
 - 1. Violates any minor facility rule or regulation.
 - 2. Assigned to single man housing, according to classification.
- B. **3056 (STATE PRISONERS)**
 - 1. Assigned to the same housing unit and segment if possible, taking into account their classification.

C. PIM (PROBLEM INMATES)

1. Assaultive to staff or other inmates.
2. Incites riots or is a participant in a riot.
3. Victimizes or organizes victimization of inmates, including extortion.
4. Threatens the tranquility of the facility.
5. Makes a threat to staff or witnesses.
6. Destruction of facility property.
7. Has multiple or continual disciplinary problems.
8. Manipulative behavior, e.g. feigning mental or physical illness.

Prepare the following:

- a) Rap Sheet
- b) Housing movement history
- c) Status sheet
- d) Classification Housing Request
- e) Gather disciplines memos of negative actions
(capstuns etc.)

D. PROTECTIVE CUSTODY

Inmates in protective custody are those inmates who need to be separated from the general population for their own safety. Some legitimate reasons for placing an inmate in PC status would be:

1. Informant
2. Gang drop out
3. Sex crimes involving children
4. Child abuse
5. Genuine threats from other inmates while in general population.

Prepare the following:


- a. Special housing memo (ASU090805)
- b. Documentation confirming need for PC status.

E. PROTECTIVE CUSTODY ADMINISTRATIVE HOUSING

PC Admin. Housing inmates are those who are legitimately in fear for their lives, even from other PC's. Generally, this includes:

1. Peace officers
2. Ex-peace officers
3. Judges
4. Informants
5. Prison gang drop outs
6. High profile criminals.

Prepare the following:

- a) Rap Sheet
 - b) Classification Housing Request (ASU090805)
 - c) Documentation showing reason for need to segregate
- 

F. HIGH SECURITY

Inmates classified as high security pose genuine threats to the safety of inmates and staff. This classification should not be given lightly and is a last resort. The following criteria should be used.

1. Assaultive to staff
2. High security housing in other jurisdictions (state prison), with supporting documentation
3. Involved in shanking or murder while committed at this facility
4. History of high security status
5. Inmates sentenced to death penalty or life without possibility of parole
6. In some cases, affiliation with or membership in high ranking prison gangs
7. Post supervisor shall approve placement of an inmate on high security status

Prepare the following:

- a) Classification Housing Request (ASU090805)
- b) Rap sheet
- c) Documentation from other jurisdictions justifying high security status
- d) Photo of inmate, including tattoos



G. UNIT 3 (GENERAL POPULATION)

Unit 3 general population inmates are those that pose a threat to the tranquility of the facility. They may currently be serving SHU terms in state prison due to gang membership or assaults on other inmates. They may also be housed in Unit 3 for excessive disciplines while committed at this facility.

1. Assaultive to staff or other inmates
2. SHU classification from state prison
3. Validated gang member (NLR, Eme, etc.)
4. Disruptive behavior
5. PC Seg. or high security classification

Prepare the following:

- a) SHU status form
- b) Classification Housing Request (ASU090805)
- c) Documentation from any other jurisdiction that may apply
- d) Photo of inmate

H. 3 STRIKERS

1. Those inmates designated as such by the District Attorney's Office
2. Classification will be notified by court personnel of 3-strike status

Prepare the following:


- a) Re-house if necessary
- b) Documentation justifying status



I. ESCAPE RISK

1. Those inmates who have a documented record of escape from a lockdown facility, especially those who used force or violence.
2. Other escapes will be reviewed on a case by case basis.

Prepare the following:

- a) Special housing memo (ASU090805)
 - b) Documentation justifying status
- 

J. HIGH PROFILE INMATES

Inmates with high profile status will be designated as such on the classification form. The Classification Deputy will ensure that the Duty Officer stamps “HIGH PROFILE” on the inmate’s jacket. High profile inmates shall not be housed in dorms. Criteria include:

1. High bail (\$1,000,000+)
2. High profile PC187, PC261, PC288 3.
3. All fugitive bookings
4. Narcotic violations with bail of \$1,000,000 or more.
(H&S11378, 11379, 11379.6, 11351, 11352, 11360)

K. SEVERE MENTAL ILLNESS(SMI)

Inmates classified as SMI are those inmates who have genuine mental impairments that would preclude them from placement in general population. The following criteria will be generally followed when placing an inmate in SMI status.

1. Referral from medical or mental health staff indicating probable SMI status
*Note: The following reasons may not necessarily be indicative of need for SMI status.
2. Prior SMI status in the facility
3. SMI status (or equivalent) in another jurisdiction
4. Threats of suicide

5. Behavior which may be attributed to drug or alcohol use or withdrawal (these inmates may be placed in unit 15 for medical observation, but not as SMI) Prepare the following:

a) Medical or mental health documentation of status

L. SEVERE MENTAL ILLNESS LOCKDOWN(SMIL)

SMI inmates who pose a danger to staff because of their mental condition shall be designated as SMI lockdowns. Criteria include:

1. High security SMI status
2. Inmates condition is so unusual or deteriorated, they cannot be housed with other SMI
3. A SMI that is also a PC Prepare the following:

- a) Classification Housing Request (ASU090805)
- b) Documentation from mental health staff giving reason for lockdown status
- c) Approval from post supervisor

M. MEDICAL HOUSING

1. Inmates requiring close medical supervision
2. Highly contagious diseases
3. By request of medical staff Prepare the following:
 - a) Medical housing form signed by medical staff

N. GBTI

Inmates designated GBTI are those who self-identify as gay, bisexual, transgender, or intersex. GBTI inmates may be housed in a designated area to prevent exploitation, however, they are not compelled to accept housing in this area.

ADDITIONAL CLASSIFICATION DEPUTY DUTIES

- A. Update inmate housing history.
- B. Monitor racial balance in housing units.

- C. Monitor housing assignments and make adjustments as necessary to ensure facility tranquility and safety.
- D. Maintain an accurate daily count of bed space available in the facility and advise the watch commander.
- E. Fill out special questionnaires for certain inmates, such as *Criminal Organization Information Sheet, Asian Questionnaire, Columbian National Questionnaire.*
- F. Upon sentencing, coordinate with support services and reclassify and interview potential inmate workers and assign accordingly.

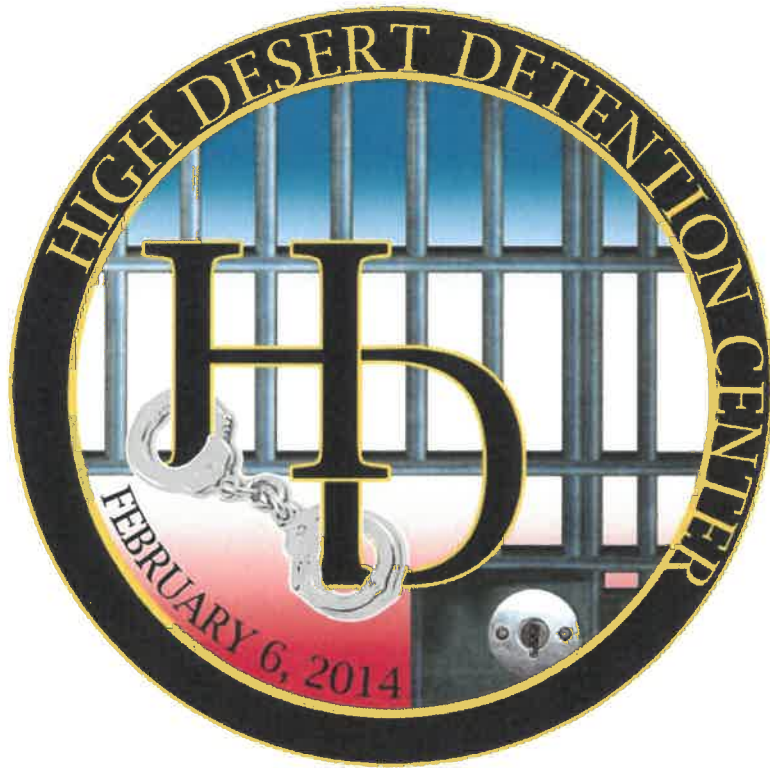
SHIFT SPECIFIC DUTIES

AM SHIFT

- ✓ Check mailbox, scan outgoing mail, review kiosk requests
- ✓ Check available housing
- ✓ Fill out new classification housing sheet
- ✓ Update new disciplines
- ✓ Classify all incoming inmates including transfers
- ✓ Field phone calls from outside agencies
- ✓ Handle housing concerns within the facility.
- ✓ Attend monthly meetings (NLR, Rancho DA, SMASH, CGTF)
- ✓ Utilize CAL GANGS input and review (time permitting)

PM SHIFT

- ✓ Check mailbox, scan outgoing mail, review kiosk requests
- ✓ Print out discipline and housing lists
- ✓ Verify and update current housing
- ✓ Maintain discipline records
- ✓ Field phone calls from outside agencies
- ✓ Maintain housing concerns within the facility
- ✓ Advise Core Deputy when count sheets are clear to run
- ✓ Utilize CAL GANGS, input and review (time permitting)



Post Orders
Deputy Core Rover

August 2019

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CORE ROVER DEPUTY, DUTIES AND RESPONSIBILITIES

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

The Core Rover, in general, is responsible for the security of the public visiting lobby; ensuring the safety of the visitors; monitoring all persons entering and leaving the public areas for proper authorization and/or paperwork; inspection of the public areas for contraband and damage. The Core Rover is also responsible for the public restrooms, janitor closets, the inmate visiting areas, the public parking lot and staff parking areas. When advised of an exterior problem, notify the Watch Commander immediately.

The Core Rover will also provide assistance to all positions in the bridge area to ensure efficient and effective handling of all inmates' records, including court scheduling, court returns, computer entry updating, inmate record work-ups, release information and authorization, court contacts, sentenced inmate work-ups, inmate count, and inmate record audits.

The Core Rover Deputy will take necessary action required when crimes are committed in his/her presence. Absent exigent circumstances, anything occurring in the parking lot shall be handled by the Adelanto Sheriff's Station. If the Adelanto Sheriff's Station is contacted to respond to the facility, the facility Watch Commander shall be advised. High Desert Detention Center initiated report/investigations occurring in the parking lot shall be issued a Jail DR.

GENERAL DUTIES AND RESPONSIBILITIES

- A.** The Core Rover Deputy position is an armed position. The deputy shall wear a class "A" uniform with a complete Sam Brown belt, vest and Taser.
- B.** The post, in general, is responsible for the security and safe operation of the bridge and all personnel.
- C.** The following are general duties for the Core Deputy assigned to AM and PM shifts.
- D.** The Core Rover Deputy shall remain at his/her post unless directed otherwise by the watch commander. The Core Deputy is the "Point of Contact" in the event of an emergency.
- E.** The Core Rover Deputy will issue the duty roster and send a copy to the Watch Commander, Captain, Lieutenant, Admin. Sergeant, and Bridge.
- F.** Complete the bridge logbook daily, accounting for all bridge equipment and noting any significant incidents occurring during the shift.
- G.** Log hospital runs and coordinate needed ambulance and/or paramedic services. Update the housing location on JIMS system when an inmate is admitted to the hospital.
- H.** Notify the watch commander of any inmate leaving the facility for medical or behavioral health reason, their destination and the time that they are leaving.
- I.** Monitor fire alarm panel, have personnel respond to alarmed area to assess situation. Follow fire alarm instructions for silencing and resets.

- J.** Coordinate with Classification to organize fish lines when necessary. Obtain approval from the Watch Commander for inmates that are transferred for “facility convenience” prior to the transfer. Core Rover is also responsible for CCU Population Management requests.
- K.** Assist with any bridge problems or questions that arise and advise the Watch Commander when applicable.
- L.** Monitor bridge workload and assist where needed.
- M.** During day shift, determine supplies needed on the bridge and order.
- N.** Log all “Off Facility” employee and vehicle movement.

CODE RED PROCEDURE

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]


[REDACTED]

[REDACTED]

[REDACTED]

COUNT

The objective of a facility count is to accurately track the exact location of all inmates housed at High Desert Detention Center. The Core Rover Deputy is the facility count officer.

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- A. Run and distribute JIMSnet computer generated printouts (count sheets) to each housing unit. The count sheets are divided according to housing location, with the name and booking number of each inmate assigned to that housing location.
 - B. After the count sheets are completed and returned to the bridge, review them, making sure that each inmate has been accounted for.
 - C. If an inmate is found to be anywhere other than his assigned housing location, the Core Deputy shall contact classification to update the inmate's housing location in the JIMSnet computer.
 - D. Make notations on the count sheets showing the actual location of any missing/found inmates. The Core Rover Deputy shall ensure that all inmates housed at the facility are accounted for. If an inmate cannot be found, the Watch Commander shall be notified. A Code Red on the facility will be called and the count procedure will be repeated.
 - E. When trying to locate inmates who are not in their proper housing location, the following areas may be checked:
 - JIMSnet computer
 - ZZZZ housing
 - GHRC, CDC, and WVDC
 1. Booking jacket for change of housing assignment
 - Court Calendar
 - Hospital Log
 - Previous day's count sheet
 - Courthouse holding
 2. Ask inmates in the housing unit where the inmate was supposed to be housed.
 3. Out of county and State Prison lists for the day

4. The release jacket stays at HDDC for five days before being sent to records
 5. Call records to check for the release jacket (as a last resort)
- F.** When the count is completed, the Core Rover Deputy shall fill out the 'Facility Count Sheet' and submit it to the Watch Commander for review and approval. Once approved, get the original to Administration for filing, and electronic copies to the Watch Commander and staff and a copy for bridge clipboard.
- G.** When the count has been cleared, an announcement shall be made over the facility radio, "Count clear _____ hours."

COURT PULL

- A.** PM Shift: Run housing lists and crew sheets in the JIMSnet computer for court calendar. Distribute housing lists and court calendar to housing units.
- B.** Oversee court pull on PM shift only and verify number of inmates going to court with the number of inmates listed on the court calendar.

INMATE ORIENTATION VIDEO

The Core Rover Deputy will play the Inmate Orientation Video every evening after county but before lights out. (Bureau Policy 2.400.01)

- A.** Go to the computer room located inside the secured area by the weight room.
- B.** Switch the bypass toggle to take over the programming on the inmate TVs.
- C.** Place the DVD in the player and hit play.

- D. Turn on the TV in the rack to ensure the Inmate Orientation DVD is playing.
- E. At the conclusion of the program, go back to the room and turn the system back to the satellite mode.

COMMISSARY

In the event that Commissary Kiosks are not functioning in the units, the Core Rover Deputy will get commissary slips passed out to the effected units. Slips will be collected and returned to the Bridge, *no later than 2200 hours*, Sunday. The Core Rover Deputy will make certain all of the slips have been collected and are kept at desk until Monday morning. On Monday notify support services that they have slips that need to be picked up and which kiosks are down.

Core Rover Deputy should contact the Communication Technician to ensure the technician has been notified of the broken kiosks.

PERIMETER CHECKS

[REDACTED]

[REDACTED] If unavailable, the Core Rover can assign another deputy to the perimeter check.

PROBATION PHONE CALLS

Probation sends over an appointment log for next day phone calls. This list is emailed and faxed over.

- A. Run each inmate in JIMSnet to determine if the inmate will be available for the call. Example: out to hospital or court.
- B. Notify Probation, by email, of any unavailable inmates.

- C. Update the emailed appointment log with the inmate's housing location.
- D. Save the updated log in the computer's Core Rover Deputy File, Probation Log File.
- E. Email the updated appointment log to the housing units in AM prior to briefing.

VISITS – Official & Public

VISITING

- A. Visiting is a right guaranteed by Title 15 of the Minimum Jail Standards (M. J. S.). Each inmate shall be allowed one or more visits totaling at least one hour per week. The High Desert Detention Center visiting policy allows each inmate visits in thirty (30) minute blocks. Visits from friends and relatives are deemed to be "personal visits". Do not deny "official visits" based on prior personal visits. Personal visiting hours occur between 0830 hours and 2000 hours. Adhere to the posted daily schedule. Per facility policy 12.1710., all inmate visits will be scheduled through the Inmate Visiting Center. Visitors must arrive 20 minutes prior to their scheduled visit
- B. Ensure that visitors have appropriate identification, Bureau Policy 12.1810.15. All visitors 18 years and older must have a government issued I.D. card such as:
 - 1. Driver's License
 - 2. DMV identification card
 - 3. Department of Defense identification card
 - 4. U.S. Citizenship and Immigration Services identification/ Consulate identification card
 - 5. Passport

Visitors under the age of 18 must be accompanied by a parent or legal guardian. Unescorted minor children 12 years of age and over shall be allowed to visit immediate family members.

A thorough verification shall be conducted to determine if the child is actually a relative of the inmate by at least one of the following methods:

Verification by telephone to another member of the family
Question the inmate

A review of any documents that may have listed the child's name, Birth certificate, etc. supplied by the child, proving that the inmate is actually a relative.

Final approval to allow the unescorted child a visit shall be left up to The Watch Commander.

- H.** Visitors are subject to search prior to entering into the facility. A hand-held metal detection wand maybe used or a pat down. Use good judgment and demeanor in requesting a pat down search of the visitor. Any visitor with a physical defect or injury requiring the use of a walker, wheelchair, crutches or other prosthetic device may be allowed to enter the facility with their equipment. The visiting deputy will complete a search of these visitors and their aiding equipment.
- I.** No visitor may bring weapons, purses, keys, toys, strollers, baby carriers, backpacks, pouches, pagers, cellular phones, or any other unauthorized items into the visiting areas. These visitors will be turned away, Facility Policy 12.1790.
- J.** All visitors must adhere to the Bureau's Visiting Dress Code, Policy 12.18.50.05. If visitors fail to comply with the dress code, their visits will be denied.

VISITING PROCEDURES

The following procedure shall be used to conduct visits.

- A.** The Core Rover deputy will obtain a visiting list for scheduled for the day from the SCA's on the bridge. Each visitor must arrive 20 minutes prior to their scheduled visit.

The Core Rover deputy will check each visitor's identification and check off their name on the visiting list.

- B.** The Core Rover deputy will open the V1 door and direct the visitors to the visiting room.
- C.** At the end of the visit, the Visiting SCS will have the V1 door opened for the exiting visitors.
- D.** After each visit, the visiting SCS will inspect the public visiting area for damage or contraband and will ensure all visitors have left the visiting area.

OFFICIAL VISITS

Official visits are visits conducted by the following:

Bureau Policy 12.2030.00

- A.** An attorney who is requested by the inmate or the inmate's family (All other attorneys shall use the regular visiting area)
- B.** After appointment of counsel, only the attorney of record shall be allowed to use the official visit area. This includes private investigators and legal assistants with letters of identification from the attorney of record. This does not include legal runners.
- C.** Peace officers, Parole Agents, Public Defenders, DA Investigators, and/or Probation Officers who are conducting an investigation.
- D.** A Notary Public having paperwork requiring the inmate's signature.
- E.** Bail agents having paperwork requiring the inmate's signature (Power of Attorney, Bail Agreement, or Promissory Note.)

- F.** Religious officials meeting the requirements set forth in Bureau Policy Section 12.1910.00. Religious visitors shall provide proof of their identity and official religious capacity. A license, certificate of ordination, or letter from church official (on church letterhead) shall be sufficient proof of a visitor's official religious capacity.

Facility commanders maintain authority to grant or deny visits for religious purposes in response to specific circumstances on an individual basis.

- G.** Clergy in possession of an original copy of their ordination certificate or letter from an official representative of the church or religious assembly and valid photo identification. Religious visitors shall have approved Security Clearance using the ASU #100714 application.
- H.** Any City, County, Federal and/or State Official with proper identification acting in an official capacity.
- I.** A licensed/certified process server or an unlicensed process server may be allowed in the official visiting room if the exchange between the inmate and server is monitored.
- J.** When a bail bondsman requests a visit, the inmate must first be asked if he requested a bail bondsman. If the inmate requested a bail bondsman the visit will take place at a standard visiting window. Only if a document must be signed, and the need for a signature is verified by a deputy, will a bondsman be allowed use of an official visiting room.

OFFICIAL VISIT PROCEDURE

The following procedures shall be used prior to allowing official visitors to enter the secured area of the facility.

- A.** The official visitor will obtain a pass and key from the public information SCA.

- B.** The Core Rover deputy will examine the visitor's briefcase, bag, paperwork and other property for contraband. The official visitor will be allowed to take the supplies needed to complete his work. After the items have been checked, the official visitor may be allowed to take the items into the facility.
- C.** Lap top computers and/or electronic recording devices are not allowed past the V1 door. Exception: Bureau Policy 6.030.00 allows Public Defenders to bring in agency issued laptop computers/tablets for the express purpose of accessing the Public Defender network. See Bureau Policy for complete information.
- D.** The official visitor will enter through the secured doors of the visiting corridor and use the key to enter the support services hallway or visiting area's interview room.
- E.** No official visitor privileges will be given to unlicensed process servers, private investigators not assigned to a defense team, unauthorized persons or unescorted interpreters.
- F.** Official visits will take priority over any facility level behavioral health visits/interviews.

JAIL DISCIPLINE REPORT (JDR)

Any inmate that is being written up for a discipline shall have a Jail Discipline Report number assigned to the report. The Core Rover is responsible for the distribution of the JDR number.

The numbering system is based off of

- A.** month
- B.** date of month
- C.** the number of disciplines that day

Example: 031905

03 = March

19 = March 19th

05 = 5th discipline written in March 19th.

The next JDR number to be issued in March 19th would be 031905.
March 20th first discipline would be 032001.

TRANSPORTATION CALL OUT

Notify the facility via radio when Transportation is close with inmates returning from court and/or fishlines.

- A.** Estimate the time of arrival
- B.** The number and type of inmates... (court, fish)
- C.** Request available deputies to respond.

AMERICAN FLAG

The Core Rover Deputy shall check the flag for any appearance of it being worn. A new flag shall replace any worn or distressed flag.

Placing the flag at Half Staff is to be done when directed by the Sheriff or Commander.

Order flags through the Warehouse SCS.

At this time, worn flags are given to SCS Love who then takes to an American Legion Post who then passes on to a Boy Scout Troop for proper disposal.



Post Orders

Hospital Trans

August 2019

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HOSPITAL TRANSPORTATION, DUTIES AND RESPONSIBILITIES

The following Post Orders and any attachments identify the duties and responsibilities for the deputy assigned to Hospital Transportation. The responsibilities of this post **ARE NOT** limited to the identified tasks only. The deputy will assist in other tasks and duties to ensure the facility operates in a safe and efficient manner.

DUTIES AND RESPONSIBILITIES

- A.** The Hospital Transportation Deputy is responsible for transporting inmates to the County hospital for emergency runs or to take inmates to a designated mental health facility.
- B.** The deputy shall be armed and wearing a class "A" uniform with a complete Sam Brown belt, vest and Taser.
- C.** The deputy shall coordinate all transportation of inmates to the hospital with the Core deputy. The deputy shall advise the Core deputy when leaving and returning to the facility via the unit radio.
- D.** The deputy shall verify the inmate's charges and classification before transport for security purposes. If a security concern exists, the Watch Commander shall be notified immediately.
- E.** The deputy shall inspect the assigned marked Sheriff's van or vehicle designated for hospital transportation. He shall ensure all equipment is operable and make a notation of any damage or missing equipment.
 - 1. A vehicle checkout sheet shall be completed at the beginning of the shift prior to driving the vehicle for the first time during your shift.
 - 2. The vehicle checkout sheet shall be given to Support Services prior to end of watch.
 - 3. The fuel tank should be filled at the end of watch and shall be kept at least ½ full at all times.

4. The vehicle fuel log shall be updated each time fuel is purchased. A receipt for the fuel shall be printed out and shall be attached to the vehicle check out sheet.
5. The oil and tires shall be checked at the beginning of each shift.
6. All transportation vehicles will be kept inside the secured fencing of the facility unless they are being utilized.
7. In the event of a traffic accident while in a transportation vehicle, the deputy shall immediately notify the Watch Commander while at the site of the accident. The Watch Commander will coordinate an investigation with the appropriate authorities within that jurisdiction. A report from the transportation deputy shall also be completed.
8. The Hospital Transportation deputy will also be responsible for security checks and inspections of the exterior grounds, perimeter fence, gates and equipment of the facility.

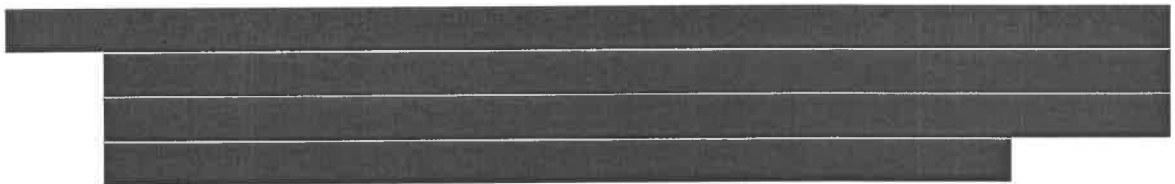
TRANSPORTING INMATES TO HOSPITAL

- A. When transporting an inmate, the deputy will log on to the MDC or notify dispatch to log them onto the dispatch system.
- B. The deputy will utilize the primary radio channel and upon leaving the facility they shall report the time and mileage to dispatch. When the deputy arrives at his destination he will advise dispatch of his arrival and mileage.
- C. The deputy shall obtain the hospital paperwork from the facility nurse.
- D. The deputy shall ensure the inmate(s) are properly secured per facility policy 17.330.05 (37).
- E. Should the inmate need to be transported by ambulance the deputy will ensure the inmate is properly secured in the ambulance according to Facility policy, 17.330.05.

The deputy will follow the ambulance in the marked patrol vehicle. If there is a security concern a second deputy may be required to ride in the ambulance with the inmate.

ARRIVING AT THE HOSPITAL

- A. Upon arriving at the hospital, the deputy shall give appropriate paperwork to the hospital ward clerk, and have the inmate checked in.



RELIEVING PRIOR SHIFT AT THE HOSPITAL

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

SUPERVISING INMATES AT THE HOSPITAL

- A. When an inmate is seen by a doctor or nurse, it is the deputy's responsibility to stay with the inmate.
- B. Upon the completion of the examination, the deputy shall obtain all completed paperwork from hospital staff.

MENTAL HEALTH – SUICIDAL INMATES

- A. Suicidal inmates will be transferred to West Valley Detention Center as soon as possible.
- B. Behavioral health concern inmates will generally be kept here unless determined by nursing staff to facility transfer to West Valley Detention Center.

- C. The facility nurse is responsible for the completion of all necessary medical paperwork that will be transported with the inmate.
- D. The facility nurse will notify the facility that the inmate is en route.
- E. In cases where an inmate is taken to Arrowhead Behavioral Health or other designated mental health facilities they shall be transported using the same procedure as inmates being transported to the hospital.
- F. If an inmate is being transported to a County mental health facility under W&I 5150, a deputy must complete the W&I 5150 application.





Post Orders Intake Deputy

August 2019

INTAKE DEPUTY, DUTIES AND RESPONSIBILITIES

The following Post Orders and any attachments identify the duties and responsibilities for the Deputy assigned to Intake. The responsibilities of this post ARE NOT limited to the identified tasks only. The Deputy will assist in other tasks and duties to ensure the facility operates in a safe and efficient manner

The Intake Deputy shall work in conjunction with the Classification Deputy and Receiving SCS to process fish-lines and court pulls and court returns. The Intake Deputy will initiate a housing log as needed. The Intake Deputy shall ensure the security of the intake area by recognizing and handling potential problems according to facility policy.

GENERAL DUTIES AND RESPONSIBILITIES

During the daily course of duties, the intake deputy shall:

- A.** Process in fish lines.
- B.** Process court pulls and returns.
- C.** Daily log and safety logs of any inmates housed in pre-discipline or intake cells. Including temporary suicide holding. Log all movement in the daily log book.
- D.** Assist with releases, property and intake booking.
- E.** Assist transportation and classification as needed.
- F.** Search all vehicles entering and leaving the facility through the delivery vehicle sally ports. Complete the vehicle check in/out log.

RECEIVING "COURT PULLS" FROM THE HOUSING UNITS

- A.** The intake deputy will look at the inmate's identification card and verify the correct inmate has been pulled for court.
- B.** The intake deputy will assist transportation as needed, as they pick up the inmates for court.

COURT RETURNS

- A.** The intake deputy will help receive the court returns from transportation. He will compare the inmate's identification card to the inmate and to the booking number on the court list.
- B.** The intake deputy will help separate the inmates by housing units, when placing them into marshalling. He will notify the housing units of their return and request their pickup.

FISH-LINES

- A.** The intake deputy will receive the fish-line from transportation. He will compare each inmate's identification card with the inmate and with the name on the list. He will ensure all inmates on the list are received.
- B.** The intake deputy will search all inmates on the fish-line along with their property. Classification may assist the intake deputy in this task.
- C.** The inmates will then be placed into intake cells pending classification and clothing from the property/receiving SCS.

RELEASES

Upon receiving inmates ready for release. The intake deputy will assist the release officer with the management of inmates during the release process.

SUICIDE/SOBERING/SAFETY “WATCH” CELL

High Desert Detention Center will not house “Suicide Watch” inmates. In the event an inmate believed to be suicidal and cannot be immediately transported he shall be placed in a “safety cell” only with the approval of the facility watch commander. The intake Deputy shall be responsible for the direct observation twice every 15 minutes. The Observation Log form shall be routed as per facility policy.

- A. High Desert Detention Center can house an incoming inmate that is intoxicated or under the influence of narcotics in the “sobering cells” located in intake/booking area. The inmate must be cleared from the nurse prior to acceptance into the facility. The sobering log must be noted and the intake Deputy must check the inmate every 30 minutes and note their finding on the sobering log.
- B. Both the safety cell and the sobering cell can be used for an inmate that is a danger to themselves or others, until the time the inmate can be evaluated by mental health and transferred to West Valley Detention Center. If either of these cells are used, a log must be created and maintained with inmate checked and findings documented every 30 minutes.
- C. In extreme case, the restraint chair can be used to restrain an inmate that is combative and displaying behavior resulting in the destruction of property, or reveals intent to cause physical harm to self or others. The restraint chair is only to be used when less restrictive alternatives would be ineffective in controlling the behavior. Health services should be contacted to conduct an assessment as soon as possible but no later than 8 hours after placement. Watch commanders shall review the need for continued retention in restraints a minimum of every hour, and document their review on the cell log.

INTAKE CELLS/ PRE-DISCIPLINE HOUSING

If inmates are held in the intake cells, the intake deputy will conduct safety checks per facility policy. As the deputy checks each intake cell, the status of the inmate shall be indicated on the housing log.

870 LESS-LETHAL SHOTGUN (Bean Bag)

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

At the beginning of each shift:

- A. The Intake deputy will obtain the less-lethal shotgun.
- B. The Intake deputy will visually and physically inspect the shotgun to ensure it is empty.
- C. A secondary deputy will visually and physically check the shotgun to ensure it is empty.
- D. The Intake deputy will inspect the shotgun to ensure it is in proper working order.
- E. The Intake deputy will point the shotgun muzzle in a safe direction, track the forearm forward, safety off, pull the trigger and release the firing pin.

- G. [REDACTED]
The deputy will document the inspection of the less-lethal shotgun onto the Intake Log Book along with their names and employee numbers.

Safety employees shall also read and understand the Sheriff's Department Manual on the procedures and requirements for the use of the 870 Less-Lethal Shotgun.

If possible, the Watch Commander shall be notified prior to the deployment of the weapon.



Post Orders

Kitchen Support

August 2019

KITCHEN SUPPORT DEPUTY, DUTIES AND RESPONSIBILITIES

The following Post Orders and any attachments identify the duties and responsibilities for the deputy assigned to Kitchen Support. The responsibilities of this post ARE NOT limited to the identified tasks only. The deputy will assist in other tasks and duties to ensure the facility operates in a safe and efficient manner

DUTIES AND RESPONSIBILITIES

- A.** Provide security in the kitchen/Officer's Dining Room (ODR) area.
- B.** Chow cart distribution/pickup.
- C.** Trash runs and cleanliness of trash cans.
- D.** The Kitchen Deputy shall remain at his/her post unless directed otherwise by the watch commander.
- E.** The Kitchen Deputy shall, when properly trained, wear a Taser.

MONITOR INMATE WORKCREW

- A.** Check the work-crew sheets to determine who is assigned to the kitchen and what jobs they are assigned.
- B.** Ensure inmate workers:
 - 1.** Eat only in the assigned area at the designated times.
 - 2.** Remain in their assigned area unless reassigned by the kitchen staff.
 - 3.** Wear the appropriate orange vest when they are using knives.
 - 4.** Wear hats and gloves when handling food.
 - 5.** Prior to inmate returning to their housing unit, search them and issue them clean clothing.

SEARCHING INMATE WORKERS AND EQUIPMENT

- A. Limit the passing of contraband, random searches of outgoing and incoming carts, cart contents, and inmate workers shall be conducted for contraband and/or damaged equipment.
- B. Daily inspections of all areas of responsibility shall be conducted and searched for contraband, weapons, and equipment tampering. When equipment appears to have been tampered with, the culinary staff shall be notified.

INMATE WORKER UNIFORM COLORS

- A. [REDACTED] - Inmate workers assigned to the kitchen. They are not authorized to leave the kitchen area, unless delivering food carts to the housing areas.
- B. [REDACTED] - Inmate workers assigned to Officer's Dining Room. They are permitted to leave the Officer's Dining Room and enter the kitchen area as needed to complete their duties.
- C. [REDACTED] - Inmate workers throughout the facility wear blue shirts and pants. They are not authorized to enter the kitchen.
- D. [REDACTED] - Inmate workers assigned to the Kitchen and are outside clear.

Note: Outside clear workers may conduct trash runs or retrieve food or supplies from the dock.

DOOR SECURITY

- A. The Kitchen Deputy will ensure the slider doors entering into the 1st floor corridor remain closed when not in use. The culinary

office is to remain closed and locked when unoccupied. The dry storage room is to remain closed and locked when unoccupied.

- B. Ensure food carts do not block the emergency escape route from the culinary office and main kitchen area.

REPORTS

- A. The Kitchen Deputy shall assist the culinary staff with discipline reports and inmate injury reports.
- B. An inmate injury report shall be filled out whenever an inmate claims he/she has suffered an injury, including first-aid injuries, regardless if treatment is requested.
- C. The Kitchen Deputy shall ensure that inmate workers obey all orders of the culinary staff personnel.

EMERGENCY PROCEDURES

- A. Follow proper evacuation and emergency procedures per the Emergency Evacuation Plan for the facility.
- B. If a fight or the potential for a fight exists, the Watch Commander shall be notified immediately.



SEARCHING THE DOCK, PERIMETER AND TRASH AREAS

- A. Vehicles entering and/or leaving the rear security area shall be searched. The primary responsibility shall be the Intake Deputy's. In the event the Intake Deputy is unavailable the Kitchen Deputy will search vehicles entering and leaving through the vehicle sally ports.

- B. All inmates taken outside shall be supervised/escorted.
- C. Only outside clear inmates shall be used for trash runs and deliveries. Inmates with holds or open charges shall not be permitted on the dock. [REDACTED]

CHOW CART / FOOD DELIVERY

- A. Chow carts shall be walked to each housing unit and passed off to an awaiting deputy.
- B. Announce over the radio when en-route to the unit.
- C. Carts maybe left in the rec yard of Units 1 & 2 or "G" rooms of Units 3 – 8 if no inmates are present.
- D. Prior to placing carts on the elevator, a deputy should be standing by on the 2nd Floor to receive the carts.
- E. No chow carts are to be left in the corridor or elevator when food is being distributed.
- F. Add-ons or missed diet trays, milk, or meals shall be delivered to the requesting unit by Kitchen Support.

870 LESS-LETHAL SHOTGUN (Bean Bag)

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

At the beginning of each shift:

- The assigned Kitchen Deputy will obtain the less-lethal shotgun and visually/physically inspect the shotgun to ensure it is empty and that it appears to be in proper working order.
- The Kitchen Deputy will point the shotgun muzzle in a safe direction, rack the forearm forward, safety off, pull the trigger and release the firing pin.

[REDACTED]

[REDACTED]

- [REDACTED] then document the inspection of the less-lethal shotgun onto the Kitchen Unit Log Book along with their names and employee numbers.

Safety employees shall also read and understand the Sheriff's Department Manual Section pertaining to the procedures and requirements for the use of the 870 Less-Lethal Shotgun.

If possible, the Watch Commander shall be notified prior to the deployment of the weapon.



Post Orders

Unit 1

August 2019

HOUSING UNIT 1 - POST ORDERS

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HOUSING UNIT 1, DUTIES AND RESPONSIBILITIES

The following Post Orders, with attachments, identify the duties and responsibilities for the Deputies and Sheriff's Custody Specialist assigned to the Housing Unit 1. The responsibilities of this post ARE NOT limited to the identified tasks only. The Deputies and Sheriff's Custody Specialist will assist in other tasks and duties to ensure the facility operates in a safe and efficient manner.

Deputies will be assigned to this unit and one SCS. Each deputy will be assigned to specific segments as their main area of responsibility. In addition to the control room employee, there shall be one deputy in the housing unit at all times. The control station will be covered by housing deputy during SCS lunch and breaks.

DIRECT SUPERVISION

Inmates housed at High Desert Detention Center will be managed under Direct Supervision philosophy.

Direct Supervision makes inmates accountable for the quality of their life during their jail sentence. Inmates who demonstrate good behavior are assigned to lower security levels with more privileges.

Direct Supervision has the deputies within the inmate living area, or pod. By placing the officer in the immediate area he or she has immediate visual observation of inmates which allows the deputy to deal with problems before they get out of hand. This results in creating a safer environment for both staff and inmates since interaction between inmates is constantly monitored.

In addition, Direct Supervision creates a more positive environment and reduces stress level on both deputies and inmates. Maintenance costs are also reduced in Direct Supervision units because the close supervision reduces the damage to equipment, furnishing, and walls.

When inmates are initially assigned to a housing unit, they are given an orientation by their Deputy. During this orientation, the basic ground rules and expected behavior are explained to the inmate.

HOUSING UNIT 1 - POST ORDERS

The inmates are presented with a choice: 1) Behave appropriately and be housed in a relatively desirable general population housing unit; or 2) Behave inappropriately, and spend time in a highly structured, celled housing unit.

HOUSING UNIT CLASSIFICATION MATRIX

The following is a housing and classification matrix for inmates housed in Unit 1:

<u>Dorm</u>	<u>Inmate Description</u>
--------------------	----------------------------------

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

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

GENERAL POPULATION INMATES

The following is a list of activities and procedures that will be used when working in Unit 1. See attachment #1 for Schedule of Events.

CONTROL PANEL

All employees shall sign on and off the control anytime you are not the employee running that panel. Use the function "Change User" to log off. Report any malfunctions to Master Control or your Watch Commander.

HOUSING UNIT 1 - POST ORDERS

DEPUTY SEGMENT ASSIGNMENTS

Each deputy will be assigned a set of segments to manage. This assignment will come from their Watch Commanders. The entire unit is every deputy's responsibility in time of crisis.

INMATE ORIENTATION / RELEASE

It is the ultimate responsibility of the Unit deputy assigned to the section where the inmate was housed to complete the orientation and exit forms.

Every inmate assigned to this unit shall receive verbal and written instructions from the unit deputies on the expectations of the inmate, mechanical workings of the unit, cell/mattress cleanliness, and bin condition.

The deputy will inspect all mattresses and bins and cells distribution to an inmate. The deputy will inspect the cell for any graffiti or damages immediately prior to the inmate entering the cell. Any damages to cell, mattress or bin will be noted on the *Inmate Orientation* form. The mattress number will be noted on the form. The form shall be signed by the inmate and the deputy. Forward the form to the bridge for filing in the inmate's booking jacket.

When an inmate is released or moved from this unit, the deputy will complete and *Inmate Exit Inspection* form. The deputy will re-inspect the mattress, bin and cell for damage. Any damage to the mattress or cell will require a criminal report and placement on discipline. The report should be filed long-form.

HOUSING UNIT CONTROL LOG (24 HOUR)

The SCS or person assigned to the control station is responsible for completing this log accurately. The departing shift should brief the on-coming shift on any pertinent safety issues. At the end of each month, the Housing Unit Control shall be forwarded to the Watch Commanders' office.

HOUSING UNIT DEPUTY LOG (24 HOUR)

The unit equipment inventory should be completed as early as possible at the beginning of shift.

HOUSING UNIT 1 - POST ORDERS

Equipment items received or removed from the unit should be recorded in the "Notes for Next Shift". At the end of each month, the Housing Unit Checklist shall be forwarded to the Watch Commanders' office.

UNIT COURT CALENDAR

On court days, the unit court calendar is received at approximately 0001 hours. Court days are Monday through Friday; except court holidays. All schedules are subject to change at any time. The bridge will notify the unit when the court calendar is emailed. When you receive the court calendar, you will also receive two (2) inmate housing order listings. One list is to be used to log inmate movement during outdoor recreation. The other list is used for transferring and highlighting all court calendar information from the court calendar to the housing list. The highlighted housing list is then used by the deputies when pulling inmates for court. The deputy will look at the inmate's identification card, verify the correct inmate has been pulled and check-off the inmate's name on the list. This will ensure only those inmates scheduled for court are allowed to depart the unit. See attachment #3 for further instructions on the court calendar and the court pull.

VIDEO ARRAIGNMENT

All inmates will be chained in the unit. Inmates will be escorted to Video Court by 1300 hours.

BARBERSHOP PRIVILEGES

Barbershop privileges will be allowed for inmates after their initial thirty (30) days of incarceration and every thirty (30) days thereafter. Inmate haircuts will be provided as needed daily from 0700 to 2200 hours

Inmates shall be allowed haircuts in accordance with the following schedule and conducted during regular operating hours of the unit and at the discretion of the Housing Unit Deputy and SCS, in coordination with other activities occurring in the unit (such as: clothing exchange, church services, etc). Staff shall allow exceptions to the schedule and normal operating hours due to special circumstances.

Segment "A"

HOUSING UNIT 1 - POST ORDERS

[REDACTED]

Hair care equipment shall be provided to the housing segment on their scheduled day. Inmates requesting a haircut shall be responsible for finding another inmate from within that segment who will act as a barber. The haircuts shall be conducted in the front of each housing dayroom and the inmate requesting the haircut is responsible for cleaning the equipment and haircut area at the conclusion of the haircut. The Housing Deputy shall inventory the barber tools after the last haircut. The allotted time for each haircut is a maximum of 30 minutes.

ARMORY BOX

[REDACTED]

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

HOUSING UNIT 1 - POST ORDERS

[REDACTED]

870 LESS-LETHAL SHOTGUN (Bean Bag)

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

At the beginning of each shift:

- A housing deputy will obtain the less-lethal shotgun.
- The housing deputy will visually and physically inspect the shotgun to ensure it is empty.
- A secondary deputy will visually and physically check the shotgun to ensure it is empty.
- The housing deputy will inspect the shotgun to ensure it is in proper working order.
- The housing deputy will point the shotgun muzzle in a safe direction, rack the forearm forward, safety off, pull the trigger and release the firing pin.

[REDACTED]

- [REDACTED] The housing deputy will document the inspection of the less-lethal shotgun onto the Housing Unit Log Book along with their names and employee numbers.

Safety employees shall also read and understand the Sheriff's Department Manual Section 3.628.10 on the procedures and requirements for the use of the 870 Less Lethal Shotgun.

If possible, the Watch Commander shall be notified prior to the deployment of the weapon.

SALLYPORT SECURITY



SHAKEDOWNS

Searches are to be routinely conducted by the deputies. Larger scale shakedowns are to be scheduled on a regular basis to reduce the amount of contraband in the unit. A facility supervisor shall be present during all large scale shakedowns of more than one cell. The housing deputies must keep in mind that different classifications of inmates require different security and handling procedures. A shakedown log shall be completed and forwarded to the Watch Commander. Contraband will be logged on the Contraband Log and disposed of in the contraband barrel in the watch commander's office.

INMATE PROGRAMS

Bible study, and GED and other various programs will be offered to the inmates. Schedules of activities will be provided to the housing units by Support Services and Chaplin. These programs will be held in the training rooms in the units. Deputies should do periodic visual checks of the classrooms while class is in session.

CLOTHING EXCHANGE – GP INMATES

Clothing exchange will be conducted twice a week. Clothing exchange personnel, the housing deputies and SCS will coordinate this activity. All TVs and telephones will be turned off during the clothing exchange operation. The housing deputies shall remain in the sally-port area and assist clothing exchange staff, as needed. Inmate blanket exchange is conducted every 30 days.

COMMISSARY

Ordering of commissary is completed via commissary kiosks. All kiosk orders need to be updated by 2200 Sunday evening. Units will be notified of any holiday schedules which may lead to adjustments in the ordering and or delivery days or times.

HOUSING UNIT 1 - POST ORDERS

Commissary will be delivered to the housing units on Tuesday by commissary employees. A deputy shall remain with the commissary staff at all times. Undeliverable commissary will be taken back with commissary staff. A redelivery for the "Out to Court" will be on Friday. Commissary staff shall be directed to Laundry and Kitchen to deliver commissary to at-work inmates when possible.

Any employee learning of an out-of-order kiosk, shall report it to Support Services personnel during weekdays. On weekends, notify the watch commander.

WELFARE BAGS

Any inmate may request an inmate welfare bag. Commissary personnel will offer inmates a bag consisting of one toothbrush, one tube of toothpaste, writing materials, stamped envelope, soap, comb, and a shaving razor. **A charge of \$3.25 will be deducted from the inmate's fiscal account.**

Inmates needing welfare bags must order a bag from commissary. Inmates needing a "ditty bag" may request one using a request slip. The housing deputy will obtain a ditty bag from property along with a debit slip. The inmate will sign the debit slip when receiving the ditty bag. The slip will then be forwarded to property for the debit of the account.

Bureau Policy 2220.00 Care Bags

COUNT

Count is conducted once a day during P.M. shift. The Core Rover will bring the count sheets to briefing on P.M. shifts. Upon returning to their respective housing units, the housing deputy begin count.

1. The housing SCS shall announce over the unit PA system: ***"Count time. All inmates get your I.D. cards return to your bunk, get fully dressed, and sit on the foot of your bunk. Inmates in the cells, line up inside of your cell door. The deputy will be checking your I.D. card during count"***.
2. All TVs are turned off.

HOUSING UNIT 1 - POST ORDERS

3. The two deputies shall count one segment at time. The SCS shall observe from the control station. [REDACTED]
[REDACTED]
[REDACTED] At this time, you should also take notice of any unreported injuries or medical conditions.
4. If the I.D. card appears to have been altered in any fashion, the Watch Commander shall be informed immediately. The inmate will be taken to Intake where a thumbprint will be taken using the IBIS system to verify the inmate's identity.
5. If an inmate ID is missing, the inmate will be taken to Intake where a thumbprint will be taken using the IBIS system to verify inmate's identity. Classification shall generate a new ID card.
6. [REDACTED]
[REDACTED] The housing deputy will then tell the inmate to lie on his bunk.
7. If an inmate is listed on the count sheet and cannot be found in that housing unit, his last name shall be circled to alert the core deputy of their absence. The housing deputy shall note any discrepancies on the count sheet.
8. If an inmate is located in the dorm but is not listed on the count sheet, write the inmate's full name and booking number on the bottom of the count sheet.
9. Upon completion, the two housing deputies shall sign and date the count sheets that they completed. The top tier count sheet will be merged with the bottom tier count sheet. Both deputies will confirm an accurate count. The top tier counting deputy will write his name and employee number on the bottom tier count sheet after the merge, attach the top tier count sheet behind the bottom tier count sheet, and immediately take it to the bridge.

HOUSING UNIT 1 - POST ORDERS

DAY ROOM PRIVILEGES

Phones and TVs shall be turned on after breakfast till lights out. Inmates may utilize the dayroom time for telephone privileges and TV privileges after breakfast [REDACTED] Sunday through Thursday. On Fridays, Saturdays and non-court days, the day room will be open after breakfast [REDACTED]

In segments where inmates are programming together, cells shall remain opened while dayroom is open.

FEEDING AND CLEAN UP

Food shall be served three times in any 24-hour period. Food shall be served only under the immediate supervision of a deputy and in accordance with the Facility Policy Manual 11/700 (37). For further information, see Attachments #2, Feeding Procedures and Schedules.

JANITOR CLOSET – INMATE SUPERVISION

Deputies shall supervise inmates when in the janitor closet. The deputy will stand directly outside the janitor closet and visually monitor the inmate. An inspection of the closet, looking for damaged and/or missing items, shall be conducted prior to the end of shift.

INMATE MOVEMENT INSIDE AND OUTSIDE THE DORM/UNIT

The deputies are responsible for the control of all inmates into, within, and out of the housing unit. All inmates will be signed out in the Housing Unit Log. When an inmate returns to the unit, he will be signed in on the log.

Inmates require different security measures based on their classification levels for movement, escorting, and holding cell placement.

Refer to the following matrix:

HOUSING UNIT 1 - POST ORDERS

MOVEMENT - IN THE UNIT								
	AHSEG 1	AHSEG 2	AHSEG 3	PC 1	PC SEG	PC 2	PC 3	GP 1- 7
H/C to Rear	X	X	X	X	X			
Black Box								
Waist Chain								
Leg Iron	X	X	X	X	X			
Escort with	AHSEG 1 Cellie	AHSEG 2 Cellie	Alone	PC 1	PC SEG	PC 2	PC 3	GP 1- 7
Holding Cells	AHSEG 1 Cellie	AHSEG 2 Cellie	Alone	PC 1	PC SEG	PC 2	PC 3	GP 1- 7
MOVEMENT - OUTSIDE THE UNIT WITHIN THE FACILITY								
	AHSEG 1	AHSEG 2	AHSEG 3	PC 1	PC SEG	PC 2	PC 3	GP 1- 7
H/C to Rear	X	X	X	X	X			
Black Box								
Waist Chain						VIDEO	VIDEO	VIDEO
Leg Iron	X	X	X	X	X			
Escort with	AHSEG 1 Cellie	AHSEG 2 Cellie	Alone	PC 1	PC SEG	PC 2	PC 3	GP 1- 7
Holding Cells	AHSEG 1 Cellie	AHSEG 2 Cellie	Alone	PC 1	PC SEG	PC 2	PC 3	GP 1- 7
MOVEMENT - LEAVING THE FACILITY								
	AHSEG 1	AHSEG 2	AHSEG 3	PC 1	PC SEG	PC 2	PC 3	GP 1- 7
Handcuff								
H/C to Rear	X	X	X	X	X			
Black Box	X	X	X	X				
Waist Chain						X	X	X
Leg Iron	X	X	X	X	X	X	X	X

HOUSING UNIT 1 - POST ORDERS

Escort with	AHSEG 1 Cellie	AHSEG 2 Cellie	Alone	PC 1	PC SEG	PC 2	PC 3	GP 1- 7
Holding Cells	AHSEG 1 Cellie	AHSEG 2 Cellie	Alone	PC 1	PC SEG	PC 2	PC 3	GP 1- 7

INMATE MOVEMENT / RELEASE

When there is a release, housing unit reassignment, or facility transfer inmates, the deputy shall supply the inmate with a clear plastic bag if needed for items in his or her bin. If released, the deputy will ensure that the inmate leaves the mattress, cup, spoon, blanket, sheet, and towel in the designated crate/bin/area.

The cup and spoons shall be sent back with chow carts.

The mattress and tub will be inspected for damage. The inmate bin and mattress shall be kept in the unit for distribution to incoming inmates. Depending on the condition of the mattress, that will determine if the mattress is kept for distribution or sent to warehouse for repair. Minor cuts in mattress can be kept for distribution but shall be noted on the Inmate Exit form, and when given out, that damage shall be noted on the Inmate Orientation form.

Damaged Mattress:

The Unit Deputy shall notify the warehouse by email of the damaged mattress. The email shall contain the mattress number. Place the damaged mattress in the Segment C, Cell 2.

INMATE MOVEMENT / COURT RETURNS

Deputy shall unchain and thoroughly search all inmates returning from court.

LIBRARY

The Support Service SCS will coordinate, distribute, and exchange library books as needed. The inmate must fill out a kiosk request to receive books from the library. Library books are delivered bi-weekly.

HOUSING UNIT 1 - POST ORDERS

MAIL

The deputies will distribute the incoming mail during the time Facility Count is being conducted. Under no circumstances will mail be held for more than one 24hour period in the deputy's station. Prior to the end of shift, the deputies will collect all mail. The deputies will ensure the mail is properly addressed with the inmate's name; booking number and jail return address on the envelope; 9438 Commerce Way, Adelanto, CA 92301. They will then scan and seal the mail. At the end of shift, the mail will be placed in the outgoing mail basket located outside the briefing room.

LEGAL MAIL

The Watch Commander will assign a deputy to deliver legal mail. The deputy will open the legal mail in the presence of the inmate and inspect the mail for contraband prior to handing the mail to the inmate.

ROUTINE SAFETY CHECKS AND OBSERVATION LOGS

Deputies will conduct hourly safety checks of inmates through direct visual observations. This includes walking the day room, checking cells and bunk areas to ensure all areas in segments have been, visually inspected. Twice during each shift an audit will be conducted by the shift supervisor. Deputies shall record their safety check on paper logs and by using the Guard Tour system.

RECREATION

Per Title 15, staff shall allow eligible inmates the maximum amount of recreation time possible based on inmate population and staffing levels. Inmates shall be provided a minimum of three hours of recreation time a week. (In addition to their day room privilege time) All inmates in the recreation yard segment must be of the same classification.

Recreation shall start at the conclusion of the A.M. meal and continue [REDACTED] hours, or darkness, whichever occurs first each day. Exceptions to this rule are during lunch, dinner, inclement weather. The deputies are responsible for scheduling, supervising, and coordinating all inmate movement for recreation.

HOUSING UNIT 1 - POST ORDERS

The deputies shall search the recreation yard segments for contraband and check all outside doors to ensure they are secured prior to beginning of recreation. Inmates should be signed out and in on the inmate housing order list. Recreation must also be recorded on the housing unit's recreation checklist log.

Recreation times will be documented by the SCS on a unit log. The times will be entered in an hour/minute format for each day recreation is provided to a given housing unit. The hours/minutes will then be added for the weekly total. Per Title 15 and facility specific policy, every effort will be made to provide inmates a maximum amount of recreation over and above the three (3) hours minimum required.

SICK CALL

Sick Call is conducted daily and will be coordinated with the facility nurse assigned to the unit. Inmates shall complete an Inmate Medical Request on the kiosk. Except for emergencies, the nurse will usually see inmates that turn in medical requests on the kiosk the following day. Medical staff will email the Sick Call list to the unit's control SCS. The SCS will call out all inmates scheduled for sick call at the time requested by the nurse. The SCS will call out the inmates in segment order. The deputy assigned to the segment is responsible for being present during sick call. At any time, no more than five (5) inmates shall be in the "G" segment waiting for sick call. All medical emergencies should be taken care of immediately by contacting the unit nurse to evaluate the inmate's medical problem.

MEDICATION DISTRIBUTION

The SCS will call out to all inmates directing anyone scheduled to receive medication to line up in the dayroom near the door of the dorm. The deputy assigned to the unit will open the door and maintain security as the medical staff member distributes medication.

MEDICATION

The medical staff issues prescription medications for the inmates. Proof of identity is required before the medication is issued. Medication must be taken as prescribed. Non-prescription medications are available through commissary (i.e. Aspirin, Tums). Deputies are not allowed to dispense medication to inmates.

MEDICAL EMERGENCIES

When an inmate requires emergency medical attention, the nurse and Watch Commander will be notified immediately. When an inmate is injured, a deputy will complete an Inmate Injury Report. The Watch Commander will review the report prior to the medical staff's written evaluation on the report. The report must be turned in by end of shift to the Watch Commander.

MEDICAL ALERT WRISTBANDS

A yellow colored wristband indicating the inmate's specific medical problem will be applied to all medical alert inmates. This procedure will be consistent with the coding of medical alert inmates throughout all San Bernardino County Sheriff Detention and Correction Facilities.

Red: Visual impairment

White: Hearing impairment

Blue: Physical impairment possibly requiring a mobility device

Bright Green: Inmate needs to be transferred to another facility ASAP

Inmates will continue to wear the wristband until they are released from custody or taken off medical alert status by the facility medical staff.

TELEPHONE PRIVILEGES

Inmate telephones are installed in each dayroom and in the recreation yard for use by the inmates housed in the unit. Inmates shall be allowed to use the telephones during regular dayroom and recreation times.

TELEVISION

Inmates shall have television viewing privileges during regular dayroom hours. However, these privileges may be limited at any time for safety, security, or disciplinary reasons (no mass punishment will be allowed).

HOUSING UNIT 1 - POST ORDERS

VISITING

Visiting appointments for inmates shall be scheduled according to the current facility visiting schedule. The Core Rover will distribute a "JIMS Visit by Housing Order Schedule" (the daily visiting schedule) to each housing unit, usually by the beginning of the day shift at briefing.

ORDERING HOUSING UNIT SUPPLIES

Janitorial supplies are kept in janitor closet in the housing unit's main hallway. Housing unit supplies that come from the warehouse shall be ordered on the PM shifts by the unit SCS and deputy for their respective areas. To avoid excess supplies, an inventory check should be done before any order is submitted to the warehouse. Email the order prior to 0900 hours for same day delivery. Any order after that time will be brought the following day. [REDACTED]

ORDERING HOUSING UNIT FORMS

The unit SCS or deputies on the PM shifts shall complete the proper request form when ordering and submit it to the Warehouse. Forms shall only be ordered as needed. Email the order prior to 0900 hours for same day delivery. Any order after that time will be brought the following day. [REDACTED]

SUICIDE WATCH / INMATE PROPERTY

When an inmate is believed to be suicidal, the unit nurse will immediately be notified. The Watch Commander will also be notified.

All suicidal inmates will be transported to West Valley Detention Center or designated County Mental Health facility.

All of the inmate's personal property (i.e. commissary, letters) shall be immediately gathered up to accompany the inmate.

If determined to be suicidal and no immediate transportation to West Valley Detention Center is available, the inmate shall be escorted to an intake cell and placed into a

HOUSING UNIT 1 - POST ORDERS

safety suit. An observation log shall be maintained until the inmate's transfer. The core deputy shall also be notified of the inmate's need of transportation.



Post Orders

Unit 2

August 2019

HOUSING UNIT 2 - POST ORDERS

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HOUSING UNIT 2, DUTIES AND RESPONSIBILITIES

The following Post Orders, with attachments, identify the duties and responsibilities for the Deputies and Sheriff's Custody Specialist assigned to the Housing Unit 2. The responsibilities of this post ARE NOT limited to the identified tasks only. The Deputies and Sheriff's Custody Specialist will assist in other tasks and duties to ensure the facility operates in a safe and efficient manner.

Deputies will be assigned to this unit and one SCS. Each deputy will be assigned to specific segments as their main area of responsibility. In addition to the control room employee, there shall be one deputy in the housing unit at all times. The control station will be covered by housing deputy during SCS lunch and breaks.

DIRECT SUPERVISION

Inmates housed at High Desert Detention Center will be managed under Direct Supervision philosophy.

Direct Supervision makes inmates accountable for the quality of their life during their jail sentence. Inmates who demonstrate good behavior are assigned to lower security levels with more privileges.

Direct Supervision has the deputies within the inmate living area, or pod. By placing the officer in the immediate area he or she has immediate visual observation of inmates which allows the deputy to deal with problems before they get out of hand. This results in creating a safer environment for both staff and inmates since interaction between inmates is constantly monitored.

In addition, Direct Supervision creates a more positive environment and reduces stress level on both deputies and inmates. Maintenance costs are also reduced in Direct Supervision units because the close supervision reduces the damage to equipment, furnishing, and walls.

When inmates are initially assigned to a housing unit, they are given an orientation by their Deputy. During this orientation, the basic ground rules and expected behavior are explained to the inmate. The inmates are presented with a choice: 1) Behave appropriately and be housed in a relatively desirable general population housing unit; or 2) Behave inappropriately, and spend time in a highly structured, celled housing unit.

HOUSING UNIT CLASSIFICATION MATRIX

The following is a housing and classification matrix for inmates housed in Unit 2:

Dorm

Inmate Description

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

GENERAL POPULATION INMATES

The following is a list of activities and procedures that will be used when working in Unit 2. See attachment #1 for Schedule of Events.

CONTROL PANEL

All employees shall sign on and off the control anytime you are not the employee running that panel. Use the function "Change User" to log off. Report any malfunctions to Master Control or your Watch Commander.

DEPUTY SEGMENT ASSIGNMENTS

Each deputy will be assigned a set of segments to manage. This assignment will come from their Watch Commanders. The entire unit is every deputy's responsibility in time of crisis.

HOUSING UNIT 2 - POST ORDERS

INMATE ORIENTATION / RELEASE

It is the ultimate responsibility of the Unit deputy assigned to the section where the inmate was housed to complete the orientation and exit forms

Every inmate assigned to this unit shall receive verbal and written instructions from the unit deputies on the expectations of the inmate, mechanical workings of the unit, cell/mattress cleanliness, and bin condition.

The deputy will inspect all mattresses and bins and cells distribution to an inmate. The deputy will inspect the cell for any graffiti or damages immediately prior to the inmate entering the cell. Any damages to cell, mattress or bin will be noted on the *Inmate Orientation* form. The mattress number will be noted on the form. The form shall be signed by the inmate and the deputy. Forward the form to the bridge for filing in the inmate's booking jacket.

When an inmate is released or moved from this unit, the deputy will complete and *Inmate Exit Inspection* form. The deputy will re-inspect the mattress, bin and cell for damage. Any damage to the mattress or cell will require a criminal report and placement on discipline. The report should be filed long-form.

HOUSING UNIT CONTROL LOG (24 HOUR)

The SCS or person assigned to the control station is responsible for completing this log accurately. The departing shift should brief the on-coming shift on any pertinent safety issues. At the end of each month, the Housing Unit Control shall be forwarded to the Watch Commanders' office.

HOUSING UNIT DEPUTY LOG (24 HOUR)

The unit equipment inventory should be completed as early as possible at the beginning of shift. Equipment items received or removed from the unit should be recorded in the "Notes for Next Shift". At the end of each month, the Housing Unit Checklist shall be forwarded to the Watch Commanders' office.

UNIT COURT CALENDAR

On court days, the unit court calendar is received at approximately 0001 hours. Court days are Monday through Friday; except court holidays. All schedules are subject to change at any time. The bridge will notify the unit when the court calendar is emailed. When you receive the court calendar, you will also receive two (2) inmate housing order listings. One list is to be used to log inmate movement during outdoor recreation. The other list is used for transferring and highlighting all court calendar information from the court calendar to the housing list. The highlighted housing list is then used by the deputies when pulling inmates for court. The deputy will look at the inmate's identification card, verify the correct inmate has been pulled and check-off the inmate's name on the list. This will ensure only those inmates scheduled for court are allowed to depart the unit. See attachment #3 for further instructions on the court calendar and the court pull.

VIDEO ARRAIGNMENT

All inmates will be chained in the unit. Inmates will be escorted to Video Court by 1300 hours.

BARBERSHOP PRIVILEGES

Barbershop privileges will be allowed for inmates after their initial thirty (30) days of incarceration and every thirty (30) days thereafter. Inmate haircuts will be provided as needed daily from [REDACTED]

Inmates shall be allowed haircuts in accordance with the following schedule and conducted during regular operating hours of the unit and at the discretion of the Housing Unit Deputy and SCS, in coordination with other activities occurring in the unit (such as: clothing exchange, church services, etc). Staff shall allow exceptions to the schedule and normal operating hours due to special circumstances.

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

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

HOUSING UNIT 2 - POST ORDERS

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

Hair care equipment shall be provided to the housing segment on their scheduled day. Inmates requesting a haircut shall be responsible for finding another inmate from within that segment who will act as a barber. The haircuts shall be conducted in the front of each housing dayroom and the inmate requesting the haircut is responsible for cleaning the equipment and haircut area at the conclusion of the haircut. The Housing Deputy shall inventory the barber tools after the last haircut. The allotted time for each haircut is a maximum of 30 minutes.

ARMORY BOX

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

[REDACTED]

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

HOUSING UNIT 2 - POST ORDERS

[REDACTED]
[REDACTED]
[REDACTED]

870 LESS-LETHAL SHOTGUN (Bean Bag)

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

At the beginning of each shift:

- A housing deputy will obtain the less-lethal shotgun.
- The housing deputy will visually and physically inspect the shotgun to ensure it is empty.
- A secondary deputy will visually and physically check the shotgun to ensure it is empty.
- The housing deputy will inspect the shotgun to ensure it is in proper working order.
- The housing deputy will point the shotgun muzzle in a safe direction, rack the forearm forward, safety off, pull the trigger and release the firing pin.

- [REDACTED]
[REDACTED]
- [REDACTED] The housing deputy will document the inspection of the less-lethal shotgun onto the Housing Unit Log Book along with their names and employee numbers.

Safety employees shall also read and understand the Sheriff's Department Manual Section 3.628.10 on the procedures and requirements for the use of the 870 LessLethal Shotgun.

If possible, the Watch Commander shall be notified prior to the deployment of the weapon.

SALLYPORT SECURITY



SHAKEDOWNS

Searches are to be routinely conducted by the deputies. Larger scale shakedowns are to be scheduled on a regular basis to reduce the amount of contraband in the unit. A facility supervisor shall be present during all large scale shakedowns of more than one cell. The housing deputies must keep in mind that different classifications of inmates require different security and handling procedures. A shakedown log shall be completed and forwarded to the Watch Commander. Contraband will be logged on the Contraband Log and disposed of in the contraband barrel in the watch commander's office.

INMATE PROGRAMS

Bible study, and GED and other various programs will be offered to the inmates. Schedules of activities will be provided to the housing units by Support Services and Chaplin. These programs will be held in the training rooms in the units. Deputies should do periodic visual checks of the classrooms while class is in session.

CLOTHING EXCHANGE – GP INMATES

Clothing exchange will be conducted twice a week. Clothing exchange personnel, the housing deputies and SCS will coordinate this activity. All TVs and telephones will be turned off during the clothing exchange operation. The housing deputies shall remain in the sally-port area and assist clothing exchange staff, as needed. Inmate blanket exchange is conducted every 30 days.

COMMISSARY

Ordering of commissary is completed via commissary kiosks. All kiosk orders need to be updated by 2200 Sunday evening. Units will be notified of any holiday schedules which may lead to adjustments in the ordering and or delivery days or times.

HOUSING UNIT 2 - POST ORDERS

Commissary will be delivered to the housing units on Tuesday by commissary employees. A deputy shall remain with the commissary staff at all times.

Undeliverable commissary will be taken back with commissary staff. A redelivery for the "Out to Court" will be on Friday. Commissary staff shall be directed to Laundry and Kitchen to deliver commissary to at-work inmates when possible.

Any employee learning of an out-of-order kiosk, shall report it to Support Services personnel during weekdays. On weekends, notify the watch commander.

WELFARE BAGS

Any inmate may request an inmate welfare bag. Commissary personnel will offer inmates a bag consisting of one toothbrush, one tube of toothpaste, writing materials, stamped envelope, soap, comb, and a shaving razor. **A charge of \$3.25 will be deducted from the inmate's fiscal account.**

Inmates needing welfare bags must order a bag from commissary. Inmates needing a "ditty bag" may request one using a request slip. The housing deputy will obtain a ditty bag from property along with a debit slip. The inmate will sign the debit slip when receiving the ditty bag. The slip will then be forwarded to property for the debit of the account.

Bureau Policy 2220.00 Care Bags

COUNT

Count is conducted once daily during P.M. shift. The Core Rover will bring the count sheets to briefing on P.M. shifts. Upon returning to their respective housing units, the housing deputy begin count.

1. The housing SCS shall announce over the unit PA system: ***"Count time. All inmates get your I.D. cards return to your bunk, get fully dressed, and sit on the foot of your bunk. Inmates in the cells, line up inside of your cell door. The deputy will be checking your I.D. card during count"***.
2. All TVs are turned off.

HOUSING UNIT 2 - POST ORDERS

3. The two deputies shall count one segment at time. The SCS shall observe from the control station. [REDACTED]
[REDACTED]
[REDACTED] At this time, you should also take notice of any unreported injuries or medical conditions.
4. If the I.D. card appears to have been altered in any fashion, the Watch Commander shall be informed immediately. The inmate will be taken to Intake where a thumbprint will be taken using the IBIS system to verify the inmate's identity.
5. If an inmate ID is missing, the inmate will be taken to Intake where a thumbprint will be taken using the IBIS system to verify inmate's identity. Classification shall generate a new ID card.
6. [REDACTED]
[REDACTED] The housing deputy will then tell the inmate to lie on his bunk.
7. If an inmate is listed on the count sheet and cannot be found in that housing unit, his last name shall be circled to alert the core deputy of their absence. The housing deputy shall note any discrepancies on the count sheet.
8. If an inmate is located in the dorm but is not listed on the count sheet, write the inmate's full name and booking number on the bottom of the count sheet.
9. Upon completion, the two housing deputies shall sign and date the count sheets that they completed. The top tier count sheet will be merged with the bottom tier count sheet. Both deputies will confirm an accurate count. The top tier counting deputy will write his name and employee number on the bottom tier count sheet after the merge, attach the top tier count sheet behind the bottom tier count sheet, and immediately take it to the bridge.

DAY ROOM PRIVILEGES

Phones and TVs shall be turned on after breakfast till lights out. Inmates may utilize the dayroom time for telephone privileges and TV privileges after breakfast until 2200 Sunday through Thursday. On Fridays, Saturdays and non-court days, the day room will be open after breakfast until 2300.

In segments where inmates are programming together, cells shall remain opened while dayroom is open.

FEEDING AND CLEAN UP

Food shall be served three times in any 24-hour period. Food shall be served only under the immediate supervision of a deputy and in accordance with the Facility Policy Manual 11/700 (37). For further information, see Attachments #2 Feeding Procedures and Schedules.

JANITOR CLOSET – INMATE SUPERVISION

Deputies shall supervise inmates when in the janitor closet. The deputy will stand directly outside the janitor closet and visually monitor the inmate. An inspection of the closet, looking for damaged and/or missing items, shall be conducted prior to the end of shift.

INMATE MOVEMENT INSIDE AND OUTSIDE THE DORM/UNIT

The deputies are responsible for the control of all inmates into, within, and out of the housing unit. All inmates will be signed out in the Housing Unit Log. When an inmate returns to the unit, he will be signed in on the log.

Inmates require different security measures based on their classification levels for movement, escorting, and holding cell placement.

Refer to the following matrix:

HOUSING UNIT 2 - POST ORDERS

MOVEMENT - IN THE UNIT								
	AHSEG 1	AHSEG 2	AHSEG 3	PC 1	PC SEG	PC 2	PC 3	GP 1- 7
H/C to Rear	X	X	X	X	X			
Black Box								
Waist Chain								
Leg Iron	X	X	X	X	X			
Escort with	AHSEG 1 Cellie	AHSEG 2 Cellie	Alone	PC 1	PC SEG	PC 2	PC 3	GP 1- 7
Holding Cells	AHSEG 1 Cellie	AHSEG 2 Cellie	Alone	PC 1	PC SEG	PC 2	PC 3	GP 1- 7
MOVEMENT - OUTSIDE THE UNIT WITHIN THE FACILITY								
	AHSEG 1	AHSEG 2	AHSEG 3	PC 1	PC SEG	PC 2	PC 3	GP 1- 7
H/C to Rear	X	X	X	X	X			
Black Box								
Waist Chain						VIDEO	VIDEO	VIDEO
Leg Iron	X	X	X	X	X			
Escort with	AHSEG 1 Cellie	AHSEG 2 Cellie	Alone	PC 1	PC SEG	PC 2	PC 3	GP 1- 7
Holding Cells	AHSEG 1 Cellie	AHSEG 2 Cellie	Alone	PC 1	PC SEG	PC 2	PC 3	GP 1- 7
MOVEMENT - LEAVING THE FACILITY								
	AHSEG 1	AHSEG 2	AHSEG 3	PC 1	PC SEG	PC 2	PC 3	GP 1- 7
Handcuff								
H/C to Rear	X	X	X	X	X			
Black Box	X	X	X	X				
Waist Chain						X	X	X
Leg Iron	X	X	X	X	X	X	X	X
Escort with	AHSEG 1 Cellie	AHSEG 2 Cellie	Alone	PC 1	PC SEG	PC 2	PC 3	GP 1- 7

HOUSING UNIT 2 - POST ORDERS

Holding Cells	AHSEG 1 Cellie	AHSEG 2 Cellie	Alone	PC 1	PC SEG	PC 2	PC 3	GP 1- 7
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INMATE MOVEMENT / RELEASE

When there is a release, housing unit reassignment, or facility transfer inmates, the deputy shall supply the inmate with a clear plastic bag if needed for items in his or her bin. If released, the deputy will ensure that the inmate leaves the mattress, cup, spoon, blanket, sheet, and towel in the designated crate/bin/area.

The cup and spoons shall be sent back with chow carts.

The mattress and tub will be inspected for damage. The inmate bin and mattress shall be kept in the unit for distribution to incoming inmates. Depending on the condition of the mattress, that will determine if the mattress is kept for distribution or sent to warehouse for repair. Minor cuts in mattress can be kept for distribution but shall be noted on the Inmate Exit form, and when given out, that damage shall be noted on the Inmate Orientation form.

Damaged Mattress:

The Unit Deputy shall notify the warehouse by email of the damaged mattress. The email shall contain the mattress number. Place the damaged mattress in the Segment C, Cell 2.

INMATE MOVEMENT / COURT RETURNS

Deputy shall unchain and thoroughly search all inmates returning from court.

LIBRARY

The Support Service SCS will coordinate, distribute, and exchange library books as needed. The inmate must request books on the kiosk under Library. Library books are delivered bi-weekly as available.

HOUSING UNIT 2 - POST ORDERS

MAIL

The deputies will distribute the incoming mail during the evening hours. Under no circumstances will mail be held for more than one 24hour period in the deputy's station. Prior to the end of shift, the deputies will collect all mail. The deputies will ensure the mail is properly addressed with the inmate's name; booking number and jail return address on the envelope; 9438 Commerce Way, Adelanto, CA 92301. They will then scan and seal the mail. At the end of shift, the mail will be placed in the outgoing mail basket located in the briefing hallway.

LEGAL MAIL

The Watch Commander will assign a deputy to deliver legal mail. The deputy will open the legal mail in the presence of the inmate and inspect the mail for contraband prior to handing the mail to the inmate.

ROUTINE SAFETY CHECKS AND OBSERVATION LOGS

Deputies will conduct hourly safety checks of inmates through direct visual observations. This includes walking the day room, checking cells and bunk areas to ensure all areas in segments have been, visually inspected. Twice during each shift an audit will be conducted by the shift supervisor. Deputies shall record their safety check on paper logs and by using the Guard Tour system.

RECREATION

Per Title 15, staff shall allow eligible inmates the maximum amount of recreation time possible daily based on inmate population and staffing levels. Inmates shall be provided a minimum of three hours of recreation time a week. (in addition to their day room privilege time). All inmates in the recreation yard segment must be of the same classification.

General population inmates shall be provided a minimum of three (3) hours of recreation a week. Recreation shall start at the conclusion of the A.M. meal and continue [REDACTED]. Exceptions to this rule are during lunch, dinner, inclement weather.

HOUSING UNIT 2 - POST ORDERS

The deputies are responsible for scheduling, supervising, and coordinating all inmate movement for recreation.

The deputies shall search the recreation yard segments for contraband and check all outside doors to ensure they are secured prior to beginning of recreation. Inmates should be signed out and in on the inmate housing order list. Recreation must also be recorded on the housing unit's recreation checklist log.

Recreation times will be documented by the SCS on a unit log. The times will be entered in an hour/minute format for each day recreation is provided to a given housing unit. The hours/minutes will then be added for the weekly total. Per Title 15 and Facility Specific Policy, every effort will be made to provide inmates a maximum amount of recreation over and above the three (3) hours minimum weekly required.

SICK CALL

Sick Call is conducted daily and will be coordinated with the facility nurse assigned to the unit. Inmates shall complete an Inmate Medical Request on the kiosk. Medical staff will email the Sick Call list to the unit's control SCS. The SCS will call out all inmates scheduled for sick call at the time requested by the nurse. The SCS will call out the inmates in segment order. The deputy assigned to the segment is responsible for being present during sick call. At any time, no more than five (5) inmates shall be in the "G" segment waiting for sick call. All medical emergencies should be taken care of immediately by contacting the unit nurse to evaluate the inmate's medical problem.

MEDICATION DISTRIBUTION

The SCS will call out to all inmates directing anyone scheduled to receive medication to line up in the dayroom near the door of the dorm. The deputy assigned to the unit will open the door and maintain security as the medical staff member distributes medication.

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The medical staff issues prescription medications for the inmates. Proof of identity is required before the medication is issued. Medication must be taken as prescribed.

HOUSING UNIT 2 - POST ORDERS

Non-prescription medications are available through commissary (i.e. Aspirin, Tums). Deputies are not allowed to dispense medication to inmates.

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When an inmate requires emergency medical attention, the nurse and Watch Commander will be notified immediately. When an inmate is injured, a deputy will complete an Inmate Injury Report. The Watch Commander will review the report prior to the medical staff's written evaluation on the report. The report must be turned in by end of shift to the Watch Commander.

MEDICAL ALERT WRISTBANDS

A yellow colored wristband indicating the inmate's specific medical problem will be applied to all medical alert inmates. This procedure will be consistent with the coding of medical alert inmates throughout all San Bernardino County Sheriff Detention and Correction Facilities.

Red: Visual impairment

White: Hearing impairment

Blue: Physical impairment possibly requiring a mobility device

Bright Green: Inmate needs to be transferred to another facility ASAP

Inmates will continue to wear the wristband until they are released from custody or taken off medical alert status by the facility medical staff.

TELEPHONE PRIVILEGES

Inmate telephones are installed in each dayroom and in the recreation yard for use by the inmates housed in the unit. Inmates shall be allowed to use the telephones during regular dayroom and outdoor recreation times.

TELEVISION

Inmates shall have television viewing privileges during regular dayroom hours. However, these privileges may be limited at any time for safety, security, or disciplinary reasons (no mass punishment).

HOUSING UNIT 2 - POST ORDERS

VISITING

Visiting appointments for inmates shall be scheduled according to the current facility visiting schedule. The Core Rover will distribute a "JIMS Visit by Housing Order Schedule" (the daily visiting schedule) to each housing unit, usually by the beginning of the day shift at briefing.

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Janitorial supplies are kept in janitor closet in the housing unit's main hallway. Housing unit supplies that come from the warehouse shall be ordered on the PM shifts by the unit SCS and deputy for their respective areas. To avoid excess supplies, an inventory check should be done before any order is submitted to the warehouse. Email the order prior to 0900 hours for same day delivery. Any order after that time will be brought the following day. [REDACTED]

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The unit SCS or deputies on the PM shifts shall complete the proper request form when ordering and submit it to the Warehouse. Forms shall only be ordered as needed. Email the order prior to 0900 hours for same day delivery. Any order after that time will be brought the following day. [REDACTED]

SUICIDE WATCH / INMATE PROPERTY

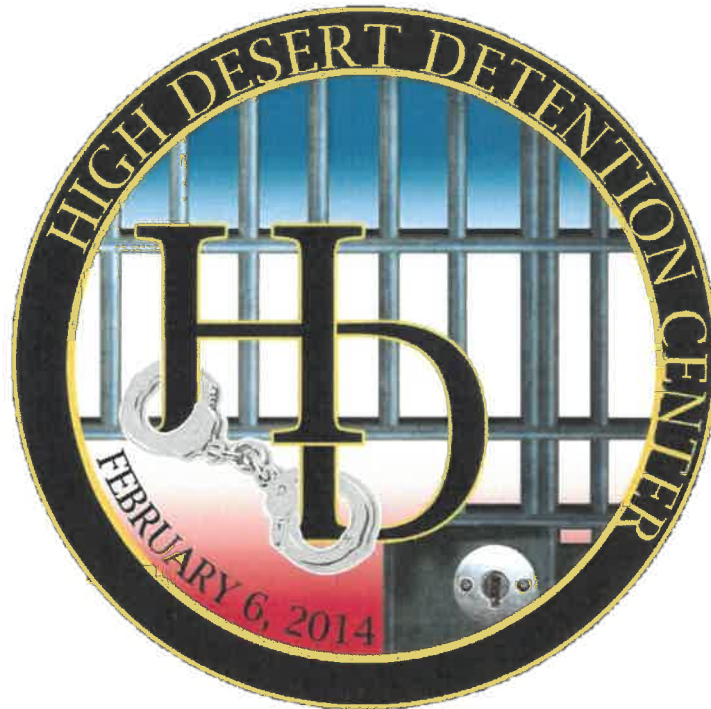
When an inmate is believed to be suicidal, the unit nurse will immediately be notified. The Watch Commander will also be notified.

All suicidal inmates will be transported to West Valley Detention Center or designated County Mental Health facility.

All of the inmate's personal property (i.e. commissary, letters) shall be immediately gathered up to accompany the inmate.

HOUSING UNIT 2 - POST ORDERS

If determined to be suicidal and no immediate transportation to West Valley Detention Center is available, the inmate shall be escorted to an intake cell and placed into a safety suit. An observation log shall be maintained until the inmate's transfer. The core deputy shall also be notified of the inmate's need of transportation.



Post Orders

Unit 3

August 2019

HOUSING UNIT 3 – POST ORDERS

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HOUSING UNIT 3 – POST ORDERS

HOUSING UNIT 3, DUTIES AND RESPONSIBILITIES

The following Post Orders, with attachments, identify the duties and responsibilities for the Deputies and Sheriff's Custody Specialist assigned to the Housing Unit 3. The responsibilities of this post ARE NOT limited to the identified tasks only. The Deputies and Sheriff's Custody Specialist will assist in other tasks and duties to ensure the facility operates in a safe and efficient manner.

Two deputies will be assigned to this unit and one SCS. Each deputy will be assigned to specific segments as their main area of responsibility. In addition to the control room employee, there shall be one deputy in the housing unit at all times. The control station will be covered by housing deputy during SCS lunch and breaks.

DIRECT SUPERVISION

Inmates housed at High Desert Detention Center will be managed under Direct Supervision philosophy.

Direct supervision makes inmates accountable for the quality of their life during their jails sentence. Inmates who demonstrate good behavior are assigned to lower security levels with more privileges.

Direct supervision has the deputies within the inmate living area, or pod. By placing the officer in the immediate area he or she has immediate visual observation of inmates which allows the deputy to deal with problems before they get out of hand. This results in creating a safer environment for both staff and inmates since interaction between inmates is constantly monitored.

In addition, Direct Supervision creates a more positive environment and reduces stress level on both deputies and inmates. Maintenance costs are also reduced in Direct Supervision units because the close supervision reduces the damage to equipment, furnishing, and walls.

When inmates are initially assigned to a housing unit, they are given an orientation by their Deputy. During this orientation, the basic ground rules and expected

HOUSING UNIT 3 – POST ORDERS

When inmates are initially assigned to a housing unit, they are given an orientation by their Deputy. During this orientation, the basic ground rules and expected behavior are explained to the inmate. The inmates are presented with a choice: 1) Behave appropriately and be housed in a relatively desirable general population housing unit; or 2) Behave inappropriately, and spend time in a highly structured, celled housing unit.

HOUSING UNIT CLASSIFICATION MATRIX

The following is a housing and classification matrix for inmates housed in Unit 3:

<u>Dorm</u>	<u>Inmate Description</u>
--------------------	----------------------------------

[REDACTED]	[REDACTED]
------------	------------

[REDACTED]	[REDACTED]
------------	------------

[REDACTED]	[REDACTED]
------------	------------

[REDACTED]	[REDACTED]
------------	------------

[REDACTED]	[REDACTED]
------------	------------

[REDACTED]	[REDACTED]
------------	------------

[REDACTED]

GENERAL POPULATION INMATES

The following is a list of activities and procedures that will be used when working in Unit 3. See attachment #1 for Schedule of Events.

CONTROL PANEL

All employees shall sign on and off the control anytime you are not the employee running that panel. Use the function “Change User” to log off. Report any malfunctions to Master Control or your Watch Commander.

HOUSING UNIT 3 – POST ORDERS

Each deputy will be assigned a set of segments to manage. This assignment will come from their Watch Commanders. The entire unit is every deputy's responsibility in time of crisis.

INMATE ORIENTATION / RELEASE

It is the ultimate responsibility of the Unit deputy assigned to the section where the inmate was housed to complete the orientation and exit forms.

Every inmate assigned to this unit shall receive verbal and written instructions from the unit deputies on the expectations of the inmate, mechanical workings of the unit, cell/mattress cleanliness, and bin condition.

The deputy will inspect all mattresses and bins and cells prior to distribution to an inmate. The deputy will inspect the cell for any graffiti or damages immediately prior to the inmate entering the cell. Any damages to cell, mattress or bin will be noted on the *Inmate Orientation* form. The mattress number will be noted on the form. The form shall be signed by the inmate and the deputy. Forward the form to the bridge for entry into JIMSnet and filing in the inmate's booking jacket.

When an inmate is released or moved from this unit, the deputy will complete an *Inmate Exit Inspection* form. The deputy will re-inspect the mattress, bin and cell for damage. Any damage to the mattress or cell will require a criminal report and placement on discipline. The report should be filed long-form.

HOUSING UNIT CONTROL LOG (24 HOUR)

The SCS or person assigned to the control station is responsible for completing this log accurately. The departing shift should brief the on-coming shift on any pertinent safety issues. At the end of each month, the Housing Unit Control shall be forwarded to the Watch Commanders' office.

HOUSING UNIT DEPUTY LOG (24 HOUR)

The unit equipment inventory should be completed as early as possible at the beginning of shift. Equipment items received or removed from the unit should be recorded in the "Notes for Next Shift". At the end of each month, the Housing Unit Checklist shall be forwarded to the Watch Commanders' office.

UNIT COURT CALENDAR

HOUSING UNIT 3 – POST ORDERS

UNIT COURT CALENDAR

On court days, the unit court calendar is received at approximately 0001 hours. Court days are Monday through Friday; except court holidays. All schedules are subject to change at any time. The bridge will notify the unit when the court calendar is emailed. When you receive the court calendar, you will also receive two (2) inmate housing order listings. One list is to be used to log inmate movement during outdoor recreation. The other list is used for transferring and highlighting all court calendar information from the court calendar to the housing list. The highlighted housing list is then used by the deputies when pulling inmates for court. The deputy will look at the inmate's identification card, verify the correct inmate has been pulled and check-off the inmate's name on the list. This will ensure only those inmates scheduled for court are allowed to depart the unit. See attachment #3 for further instructions on the court calendar and the court pull.

VIDEO ARRAIGNMENT

All inmates will be chained in the unit. [REDACTED]

BARBERSHOP PRIVILEGES

Barbershop privileges will be allowed for inmates after their initial thirty (30) days of incarceration and every thirty (30) days thereafter. Inmate haircuts will be provided as needed [REDACTED]

Inmates shall be allowed haircuts in accordance with the following schedule and conducted during regular operating hours of the unit and at the discretion of the Housing Unit Deputy and SCS, in coordination with other activities occurring in the unit (such as: clothing exchange, church services, etc). Staff shall allow exceptions to the schedule and normal operating hours due to special circumstances.

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

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

HOUSING UNIT 3 – POST ORDERS

Hair care equipment shall be provided to the housing segment on their scheduled day. Inmates requesting a haircut shall be responsible for finding another inmate from within that segment who will act as a barber. The haircuts shall be conducted in the front of each housing dayroom and the inmate requesting the haircut is responsible for cleaning the equipment and haircut area at the conclusion of the haircut. The Housing Deputy shall inventory the barber tools after the last haircut. The allotted time for each haircut is a maximum of 30 minutes.

ARMORY BOX

[REDACTED]

[REDACTED]

[REDACTED]

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

[REDACTED]

[REDACTED]

[REDACTED]

HOUSING UNIT 3 – POST ORDERS

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

At the beginning of each shift:

- A housing deputy will obtain the less-lethal shotgun.
- The housing deputy will visually and physically inspect the shotgun to ensure
- A secondary deputy will visually and physically check the shotgun to ensure it is empty.
- The housing deputy will inspect the shotgun to ensure it is in proper working order.
- The housing deputy will point the shotgun muzzle in a safe direction, rack the forearm forward, safety off, pull the trigger and release the firing pin.

- [REDACTED] The housing deputy will document the inspection of the less-lethal shotgun onto the Housing Unit Log Book along with their names and employee numbers.

Safety employees shall also read and understand the Sheriff's Department Manual Section 3.628.10 on the procedures and requirements for the use of the 870 Less-Lethal Shotgun.

If possible, the Watch Commander shall be notified prior to the deployment of the weapon.

SALLYPORT SECURITY

SHAKEDOWNS

Searches are to be routinely conducted by the deputies. Larger scale shakedowns are to be scheduled on a regular basis to reduce the amount of contraband in the unit. A facility supervisor shall be present during all large scale shakedowns of more than one cell. The housing deputies must keep in mind that different classifications of inmates require different security and handling procedures. A shakedown log shall be completed and forwarded to the Watch Commander.

HOUSING UNIT 3 – POST ORDERS

INMATE PROGRAMS

Bible study, and GED and other various programs will be offered to the inmates. Schedules of activities will be provided to the housing units by Support Services and Chaplin. These programs will be held in the training rooms in the units. Deputies should do periodic visual checks of the classrooms while class is in session.

CLOTHING EXCHANGE

Clothing exchange will be conducted twice a week. Clothing exchange personnel, the housing deputies and SCS will coordinate this activity. All TVs and telephones will be turned off during the clothing exchange operation. The housing deputies shall remain in the sally-port area and assist clothing exchange staff, as needed. Inmate blanket exchange is conducted every 30 days.

COMMISSARY

Ordering of commissary is completed via commissary kiosks. All kiosk orders need to be updated by 2200 Sunday evening. Units will be notified of any holiday schedules which may lead to adjustments in the ordering and or delivery days or times.

Commissary will be delivered to the housing units on Tuesday by commissary employees. A deputy shall remain with the commissary staff at all times.

Undeliverable commissary will be taken back with commissary staff. A redelivery for the "Out to Court" will be on Friday. Commissary staff shall be directed to Laundry and Kitchen to deliver commissary to at-work inmates when possible.

Any employee learning of an out-of-order kiosk, shall report it to Support Services personnel during weekdays. On weekends, notify the watch commander.

WELFARE BAGS

Any inmate may request an inmate welfare bag. Commissary personnel will offer inmates a bag consisting of one toothbrush, one tube of toothpaste, writing materials, stamped envelope, soap, comb, and a shaving razor. **A charge of \$3.25 will be deducted from the inmate's fiscal account.**

Inmates needing welfare bags must order a bag from commissary.

Bureau Policy 2220.00 Care Bags

HOUSING UNIT 3 – POST ORDERS

Inmates needing welfare bags must order a bag from commissary.

Bureau Policy 2220.00 Care Bags

COUNT

Count is conducted once daily. Once during P.M. shift. The Core Rover will bring the count sheets to briefing on P.M. shifts, upon returning to their respective housing units, the housing deputy begin count.

1. The housing SCS shall announce over the unit PA system: ***“Count time. All inmates get your I.D. cards return to your bunk, get fully dressed, and stand next to your bunk. Inmates in the cells, line up inside of your cell door. The deputy will be checking your I.D. card during count”.***
2. All TVs are turned off.
3. The two deputies shall count one segment at time. The SCS shall observe from the control station. [REDACTED]
[REDACTED] At this time, you should also take notice of any unreported injuries or medical conditions.
4. If the I.D. card appears to have been altered in any fashion, the Watch Commander shall be informed immediately. The inmate will be taken to Intake where a thumbprint will be taken using the IBIS system to verify the inmate’s identity.
5. If an inmate ID is missing, the inmate will be taken to Intake where a thumbprint will be taken using the IBIS system to verify inmate’s identity. Classification shall generate a new ID card.
6. [REDACTED]
[REDACTED] The housing deputy will then tell the inmate to lie on his bunk.
7. If an inmate is listed on the count sheet and cannot be found in that housing unit, his last name shall be circled to alert the core deputy of their absence. The housing deputy shall note any discrepancies on the count sheet.
8. If an inmate is located in the dorm but is not listed on the count sheet, write the inmate’s full name and booking number on the bottom of the count sheet.

HOUSING UNIT 3 – POST ORDERS

9. Upon completion, the two housing deputies shall sign and date the count sheets that they completed. The top tier count sheet will be merged with the bottom tier count sheet. Both deputies will confirm an accurate count. The top tier counting deputy will write his name and employee number on the bottom tier count sheet after the merge, attach the top tier count sheet behind the bottom tier count sheet, and immediately take it to the bridge.

DAY ROOM PRIVILEGES

Phones and TVs shall be turned on after breakfast till lights out. Inmates may utilize the dayroom time for telephone privileges and TV privileges after breakfast [REDACTED]
[REDACTED]
[REDACTED]

In segments where inmates are programming together, cells shall remain opened while dayroom is open. AHSeg 1 inmates shall be allowed out for dayroom a minimum of 30 minutes each day and more time whenever possible.

FEEDING AND CLEAN UP

Food shall be served three times in any 24-hour period. Food shall be served only under the immediate supervision of a deputy and in accordance with the Facility Policy Manual 11/700 (37). For further information, see Attachments #2, Feeding Procedures and Schedules.

JANITOR CLOSET – INMATE SUPERVISION

Deputies shall supervise inmates when in the janitor closet. The deputy will stand directly outside the janitor closet and visually monitor the inmate. The door shall remain locked when not in use. An inspection of the closet, looking for damaged and/or missing items, shall be conducted prior to the end of shift. Only floor door stops shall be used when holding the door in an open position, only while under direct deputy supervision.

INMATE MOVEMENT INSIDE AND OUTSIDE THE DORM/UNIT

The deputies are responsible for the control of all inmates into, within, and out of the housing unit. All inmates will be signed out in the Housing Unit Log. When an inmate returns to the unit, he will be signed in on the log.

HOUSING UNIT 3 – POST ORDERS

Refer to the following matrix:

MOVEMENT – IN THE UNIT								
	AHSeg 1	AHSeg 2	AHSeg 3	PC 1	PC SEG	PC 2	PC 3	GP 1 - 7
H/C to Rear	X	X	X	X	X			
Black Box								
Waist Chain								
Leg Iron	X	X	X	X	X			
Escort with	AHSeg 1 Cellie	AHSeg 2 Cellie	Alone	PC 1	Alone	PC 2	PC 3	GP 1 - 7
Holding Cells	AHSeg 1 Cellie	AHSeg 2 Cellie	Alone	PC 1	Alone	PC 2	PC 3	GP 1 - 7

MOVEMENT – OUTSIDE THE UNIT WITHIN THE FACILITY								
	AHSeg 1	AHSeg 2	AHSeg 3	PC 1	PC SEG	PC 2	PC 3	GP 1 - 7
H/C to Rear	X	X	X	X	X			
Black Box								
Waist Chain						VIDEO	VIDEO	VIDEO
Leg Iron	X	X	X	X	X			
Escort with	AHSeg 1 Cellie	AHSeg 2 Cellie	Alone	PC 1	Alone	PC 2	PC 3	GP 1 - 7
Holding Cells	AHSeg 1 Cellie	AHSeg 2 Cellie	Alone	PC 1	Alone	PC 2	PC 3	GP 1 - 7

MOVEMENT – LEAVING THE FACILITY								
	AHSeg 1	AHSeg 2	AHSeg 3	PC 1	PC SEG	PC 2	PC 3	GP 1 - 7

HOUSING UNIT 3 – POST ORDERS

Handcuff								
H/C to Rear	X							
Black Box	X							
Waist Chain						X	X	X
Leg Iron	X	X	X	X	X			
Escort with	AHSeg 1 Cellie	AHSeg 2 Cellie	Alone	PC 1	Alone	PC 2	PC 3	GP 1 - 7
Holding Cells	AHSeg 1 Cellie	AHSeg 2 Cellie	Alone	PC 1	Alone	PC 2	PC 3	GP 1 - 7

INMATE MOVEMENT / RELEASE

When there is a release, housing unit reassignment, or facility transfer inmates, the deputy shall supply the inmate with a clear plastic bag if needed for items in his or her bin. If released, the deputy will ensure that the inmate leaves the mattress, cup, spoon, blanket, sheet, and towel in the designated crate/bin area.

The cup and spoons shall be sent back with chow carts.

The mattress and tub will be inspected for damage. The inmate bin and mattress shall be kept in the unit for distribution to incoming inmates. Depending on the condition of the mattress, that will determine if the mattress is kept for distribution or sent to warehouse for repair. Minor cuts in mattress can be kept for distribution but shall be noted on the Inmate Exit form, and when given out, that damage shall be noted on the Inmate Orientation form.

Damaged Mattress:

The Unit Deputy shall notify the warehouse by email of the damaged mattress. The email shall contain the mattress number. Place the damaged mattress in the AHseg storage room.

INMATE MOVEMENT / COURT RETURNS

Deputy shall unchain and thoroughly search all inmates returning from court.

LIBRARY

HOUSING UNIT 3 – POST ORDERS

The Support Service SCS will coordinate, distribute, and exchange library books as needed. The inmate must complete a Library request on the kiosk to receive books from the library. Books are delivered on a bi-weekly basis.

MAIL

The deputies will distribute the incoming mail during the evening hours. Under no circumstances will mail be held for more than one 24-hour period in the deputy's station. Prior to the end of shift, the deputies will collect all mail. The deputies will ensure the mail is properly addressed with the inmate's name; booking number and jail return address on the envelope; 9438 Commerce Way, Adelanto, CA 92301. They will then scan and seal the mail. At the end of shift, the mail will be placed in the outgoing mail basket located in the hall near the Briefing Room.

LEGAL MAIL

The Watch Commander will assign a deputy to deliver legal mail. The deputy will open the legal mail in the presence of the inmate and inspect the mail for contraband prior to handing the mail to the inmate.

ROUTINE SAFETY CHECKS AND OBSERVATION LOGS

Deputies will conduct hourly safety checks of inmates through direct visual observations. This includes walking the day room, checking cells and bunk areas to ensure all areas in segments have been, visually inspected. Twice during each shift an audit will be conducted by the shift supervisor. Deputies shall record their safety check on paper logs and by using the Watchtour system.

RECREATION

Per Title 15, staff shall allow eligible inmates the maximum amount of recreation time possible daily base on inmate population and staffing levels. Inmates shall be provided a minimum of three hours of recreation a week. (In addition to their day room privilege time). This unit has three (3) segmented recreation areas. Classification of inmates determines the number of inmates allowed in segmented area during recreation.

All inmates in the recreation yard segment must be of the same classification.

HOUSING UNIT 3 – POST ORDERS

AHseg inmates and RH inmates will be placed in the recreation segment with cellie or individually.

Per Title 15 and Facility Specific Policy, every effort will be made to provide inmates the maximum amount of recreation time over and above the three hour's minimum weekly required. general population inmates shall be provided a minimum of three (3) hours of outside recreation a week. Inmates in this unit that are programming together can be placed in recreation segments evenly distributed between Rec1, Rec2 and Rec3.

Recreation shall start at the conclusion [REDACTED]. Exceptions to this rule are during lunch, dinner, inclement weather. The deputies are responsible for scheduling, supervising, and coordinating all inmate movement for recreation. The deputies shall search the recreation yard segments for contraband and check all outside doors to ensure they are secured prior to beginning of recreation. Inmates should be signed out and in on the inmate housing order list. Recreation must also be recorded on the housing unit's recreation checklist log. The times will be entered in an hour/minute format for each day recreation is provided to a given housing unit. The hours/minutes will then be added for the weekly total. Per Title 15 and facility specific issues, every effort will be made to provide inmates a maximum amount of recreation time over and above the three hour's minimum weekly required.

SICK CALL

Sick Call is conducted daily and will be coordinated with the facility nurse assigned to the unit. Inmates shall complete an Inmate Medical Request on the. Except for emergencies, the nurse will usually see inmates that turn in medical slips the following day. Medical staff will email the Sick Call list to the unit's control SCS. The SCS will call out all inmates scheduled for sick call at the time requested by the nurse. The SCS will call out the inmates in segment order. The deputy assigned to the segment is responsible for being present during sick call. At any time, no more than five (5) inmates shall be in the "G" segment waiting for sick call. All medical emergencies should be taken care of immediately by contacting the unit nurse to evaluate the inmate's medical problem.

MEDICATION DISTRIBUTION

The SCS will call out to all inmates directing anyone scheduled to receive medication to line up in the dayroom near the door of the segment. The deputy assigned to the unit will open the door and maintain security as the medical staff member distributes medication.

HOUSING UNIT 3 – POST ORDERS

MEDICATION

The medical staff issues prescription medications for the inmates. Proof of identity is required before the medication is issued. Medication must be taken as prescribed. Nonprescription medications are available through commissary (i.e. Aspirin, Tums). Deputies are not allowed to dispense medication to inmates.

MEDICAL EMERGENCIES

When an inmate requires emergency medical attention, the nurse and Watch Commander will be notified immediately.

When an inmate is injured, a deputy will complete an Inmate Injury Report. The Watch Commander will review the report prior to the medical staff's written evaluation on the report. The report must be turned in by end of shift to the Watch Commander.

MEDICAL ALERT WRISTBANDS

A yellow colored wristband indicating the inmate's specific medical problem will be applied to all medical alert inmates. This procedure will be consistent with the coding of medical alert inmates throughout all San Bernardino County Sheriff Detention and Correction Facilities.

Red: Visual impairment

White: Hearing impairment

Blue: Physical impairment possibly requiring a mobility device

Bright Green: Inmate needs to be transferred to another facility ASAP

Inmates will continue to wear the wristband until they are released from custody or taken off medical alert status by the facility medical staff.

TELEPHONE PRIVILEGES

Inmate telephones are installed in each dayroom and in the recreation yard for use by the inmates housed in the unit. Inmates shall be allowed to use the telephones during regular dayroom and recreation times.

HOUSING UNIT 3 – POST ORDERS

TELEVISION

Inmates shall have television viewing privileges during regular dayroom hours. However, these privileges may be limited at any time for safety, security, or disciplinary reasons (no mass punishment).

VISITING

Visiting appointments for inmates shall be scheduled according to the current facility visiting schedule. The Core Rover will distribute a “JIMS Visit by Housing Order Schedule” (the daily visiting schedule) to each housing unit, usually by the beginning of the day shift at briefing.

ORDERING HOUSING UNIT SUPPLIES

Supplies are kept in “G” segment, between the AHSeg Outer and Inner doors in the storage closet.

Housing unit supplies that come from the warehouse shall be ordered on the PM shifts by the unit SCS and deputy for their respective areas. To avoid excess supplies, an inventory check should be done before any order is submitted to the warehouse. Email the order prior to 0900 hours for same day delivery. Any order after that time will be brought the following day. [REDACTED]

ORDERING HOUSING UNIT FORMS

The unit SCS or deputies on the PM shifts shall complete the proper request form when ordering and submit it to the Warehouse. Forms shall only be ordered as needed. Email the order prior to 0900 hours for same day delivery. Any order after that time will be brought the following day. [REDACTED]

SUICIDE WATCH / INMATE PROPERTY

When an inmate is believed to be suicidal, the unit nurse will immediately be notified. The Watch Commander will also be notified. All suicidal inmates will be transported to West Valley Detention Center or designated County Mental Health facility. All of the inmate’s personal property (i.e. commissary, letters) shall be immediately gathered up to accompany the inmate.

HOUSING UNIT 3 – POST ORDERS

If determined to be suicidal and no immediate transportation to West Valley Detention Center is available, the inmate shall be escorted to an intake cell and placed into a safety suit. An observation log shall be maintained until the inmate's transfer. The core deputy shall also be notified of the inmate's need of transportation.



Post Orders

Unit 5

August 2019

HOUSING UNIT 5 - POST ORDERS

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HOUSING UNIT 5, DUTIES AND RESPONSIBILITIES

The following Post Orders, with attachments, identify the duties and responsibilities for the Deputies and Sheriff's Custody Specialist assigned to the Housing Unit 5. The responsibilities of this post **ARE NOT** limited to the identified tasks only. The Deputies and Sheriff's Custody Specialist will assist in other tasks and duties to ensure the facility operates in a safe and efficient manner.

The two deputies will be assigned to this unit and one SCS. Each deputy will be assigned to specific segments as their main area of responsibility. In addition to the control room employee, there shall be one deputy in the housing unit at all times. The control station will be covered by housing deputy during SCS lunch and breaks.

DIRECT SUPERVISION

Inmates housed at High Desert Detention Center will be managed under Direct Supervision philosophy.

Direct Supervision makes inmates accountable for the quality of their life during their jails sentence. Inmates who demonstrate good behavior are assigned to lower security levels with more privileges.

Direct Supervision has the deputies within the inmate living area, or pod. By placing the officer in the immediate area he or she has immediate visual observation of inmates which allows the deputy to deal with problems before they get out of hand. This results in creating a safer environment for both staff and inmates since interaction between inmates is constantly monitored.

In addition, Direct Supervision creates a more positive environment and reduces stress level on both deputies and inmates. Maintenance costs are also reduced in Direct Supervision units because the close supervision reduces the damage to equipment, furnishing, and walls.

When inmates are initially assigned to a housing unit, they are given an orientation by their Deputy. During this orientation, the basic ground rules and expected behavior are explained to the inmate. The inmates are presented with a choice: 1) Behave appropriately and be housed in a relatively desirable general population

HOUSING UNIT 5 - POST ORDERS

housing unit; or 2) Behave inappropriately, and spend time in a highly structured, celled housing unit.

HOUSING UNIT CLASSIFICATION MATRIX

The following is a housing and classification matrix for inmates housed in Unit 5:

<u>Dorm</u>	<u>Inmate Description</u>
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

GENERAL POPULATION INMATES

The following is a list of activities and procedures that will be used when working in Unit 5. See attachment #1 for Schedule of Events.

CONTROL PANEL

All employees shall sign on and off the control anytime you are not the employee running that panel. Use the function "Change User" to log off. Report any malfunctions to Master Control or your Watch Commander.

HOUSING UNIT 5 - POST ORDERS

DEPUTY SEGMENT ASSIGNMENTS

Each deputy will be assigned a set of segments to manage. This assignment will come from their Watch Commanders. The entire unit is every deputy's responsibility in time of crisis.

INMATE ORIENTATION / RELEASE

It is the ultimate responsibility of the Unit deputy assigned to the section where the inmate was housed to complete the orientation and exit forms

Every inmate assigned to this unit shall receive verbal and written instructions from the unit deputies on the expectations of the inmate, mechanical workings of the unit, cell/mattress cleanliness, and bin condition.

The deputy will inspect all mattresses and bins and cells distribution to an inmate. The deputy will inspect the cell for any graffiti or damages immediately prior to the inmate entering the cell. Any damages to cell, mattress or bin will be noted on the *Inmate Orientation* form. The mattress number will be noted on the form. The form shall be signed by the inmate and the deputy. Forward the form to the bridge for filing in the inmate's booking jacket.

When an inmate is released or moved from this unit, the deputy will complete and *Inmate Exit Inspection* form. The deputy will re-inspect the mattress, bin and cell for damage. Any damage to the mattress or cell will require a criminal report and placement on discipline. The report should be filed long-form.

HOUSING UNIT CONTROL LOG (24 HOUR)

The SCS or person assigned to the control station is responsible for completing this log accurately. The departing shift should brief the on-coming shift on any pertinent safety issues. At the end of each month, the Housing Unit Control shall be forwarded to the Watch Commanders' office.

HOUSING UNIT 5 - POST ORDERS

HOUSING UNIT DEPUTY LOG (24 HOUR)

The unit equipment inventory should be completed as early as possible at the beginning of shift. Equipment items received or removed from the unit should be recorded in the "Notes for Next Shift". At the end of each month, the Housing Unit Checklist shall be forwarded to the Watch Commanders' office.

UNIT COURT CALENDAR

On court days, the unit court calendar is received at approximately 0001 hours. Court days are Monday through Friday; except court holidays. All schedules are subject to change at any time. The bridge will notify the unit when the court calendar is emailed. When you receive the court calendar, you will also receive two (2) inmate housing order listings. One list is to be used to log inmate movement during outdoor recreation. The other list is used for transferring and highlighting all court calendar information from the court calendar to the housing list. The highlighted housing list is then used by the deputies when pulling inmates for court. The deputy will look at the inmate's identification card, verify the correct inmate has been pulled and check-off the inmate's name on the list. This will ensure only those inmates scheduled for court are allowed to depart the unit. See attachment #3 for further instructions on the court calendar and the court pull.

VIDEO ARRAIGNMENT

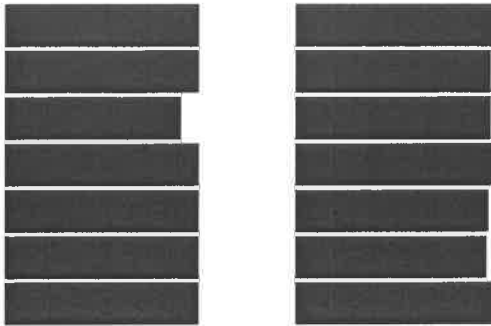
All inmates will be chained in the unit. [REDACTED]

BARBERSHOP PRIVILEGES

Barbershop privileges will be allowed for inmates after their initial thirty (30) days of incarceration and every thirty (30) days thereafter. Inmate haircuts will be provided [REDACTED]

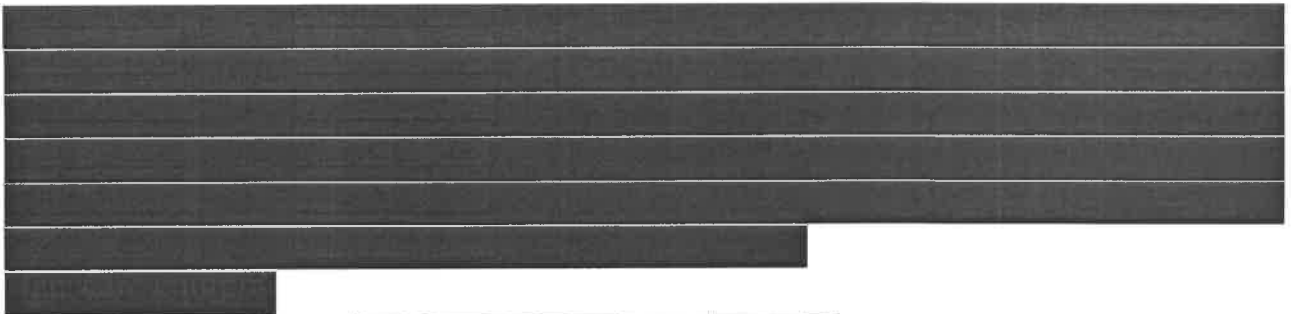
Inmates shall be allowed haircuts in accordance with the following schedule and conducted during regular operating hours of the unit and at the discretion of the Housing Unit Deputy and SCS, in coordination with other activities occurring in the unit (such as: clothing exchange, church services, etc). Staff shall allow exceptions to the schedule and normal operating hours due to special circumstances.

HOUSING UNIT 5 - POST ORDERS



Hair care equipment shall be provided to the housing segment on their scheduled day. Inmates requesting a haircut shall be responsible for finding another inmate from within that segment who will act as a barber. The haircuts shall be conducted in the front of each housing dayroom and the inmate requesting the haircut is responsible for cleaning the equipment and haircut area at the conclusion of the haircut. The Housing Deputy shall inventory the barber tools after the last haircut. The allotted time for each haircut is a maximum of 30 minutes.

ARMORY CABINET



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

HOUSING UNIT 5 - POST ORDERS

[REDACTED]
[REDACTED]
[REDACTED]

870 LESS-LETHAL SHOTGUN (Bean Bag)

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

At the beginning of each shift:

- A housing deputy will obtain the less-lethal shotgun.
 - The housing deputy will visually and physically inspect the shotgun to ensure it is empty.
 - A secondary deputy will visually and physically check the shotgun to ensure it is empty.
 - The housing deputy will inspect the shotgun to ensure it is in proper working order.
 - The housing deputy will point the shotgun muzzle in a safe direction, rack the forearm forward, safety off, pull the trigger and release the firing pin.
- [REDACTED]
[REDACTED]
- [REDACTED] The housing deputy will document the inspection of the less-lethal shotgun onto the Housing Unit Log Book along with their names and employee numbers.

Safety employees shall also read and understand the Sheriff's Department Manual Section 3.628.10 on the procedures and requirements for the use of the 870 LessLethal Shotgun.

If possible, the Watch Commander shall be notified prior to the deployment of the weapon.

SALLYPORT SECURITY



SHAKEDOWNS

Searches are to be routinely conducted by the deputies. Larger scale shakedowns are to be scheduled on a regular basis to reduce the amount of contraband in the unit. A facility supervisor shall be present during all large scale shakedowns of more than one cell. The housing deputies must keep in mind that different classifications of inmates require different security and handling procedures. A shakedown log shall be completed and forwarded to the Watch Commander. Contraband will be logged on the Contraband Log and disposed of in the contraband barrel in the watch commander's office.

INMATE PROGRAMS

Bible study, and GED and other various programs will be offered to the inmates. Schedules of activities will be provided to the housing units by Support Services and Chaplin. These programs will be held in the training rooms in the units. Deputies should do periodic visual checks of the classrooms while class is in session.

CLOTHING EXCHANGE

Clothing exchange will be conducted twice a week. Clothing exchange personnel, the housing deputies and SCS will coordinate this activity. All TVs and telephones will be turned off during the clothing exchange operation. The housing deputies shall remain in the sally-port area and assist clothing exchange staff, as needed. Inmate blanket exchange is conducted every 30 days.

COMMISSARY

Ordering of commissary is completed via commissary kiosks. All kiosk orders need to be updated by 2200 Sunday evening. Units will be notified of any holiday schedules which may lead to adjustments in the ordering and or delivery days or times.

HOUSING UNIT 5 - POST ORDERS

Commissary will be delivered to the housing units on Tuesday by commissary employees. A deputy shall remain with the commissary staff at all times. Undeliverable commissary will be taken back with commissary staff. A redelivery for the "Out to Court" will be on Friday. Commissary staff shall be directed to Laundry and Kitchen to deliver commissary to at-work inmates when possible.

Any employee learning of an out-of-order kiosk, shall report it to Support Services personnel during weekdays. On weekends, notify the watch commander.

WELFARE BAGS

Any inmate may request an inmate welfare bag. Commissary personnel will offer inmates a bag consisting of one toothbrush, one tube of toothpaste, writing materials, stamped envelope, soap, comb, and a shaving razor. **A charge of \$3.25 will be deducted from the inmate's fiscal account.**

Inmates needing welfare bags must order a bag from commissary.

Bureau Policy 2220.00 Care Bags

COUNT

Count is conducted once daily on P.M. shift. The Core Rover will bring the count sheets to briefing on P.M. shift. Upon returning to their respective housing units, the housing deputy begin count.

1. The housing SCS shall announce over the unit PA system: ***"Count time. All inmates get your I.D. cards return to your bunk, get fully dressed, and sit on the foot of your bunk. Inmates in the cells, line up inside of your cell door. The deputy will be checking your I.D. card during count"***.
2. All TVs are turned off.
3. The two deputies shall count one segment at time. The SCS shall observe from the control station. [REDACTED]
[REDACTED]
[REDACTED] At this time, you should also take notice of any unreported injuries or medical conditions.

HOUSING UNIT 5 - POST ORDERS

4. If the I.D. card appears to have been altered in any fashion, the Watch Commander shall be informed immediately. The inmate will be taken to Intake where a thumbprint will be taken using the IBIS system to verify the inmate's identity.
5. If an inmate ID is missing, the inmate will be taken to Intake where a thumbprint will be taken using the IBIS system to verify inmate's identity. Classification shall generate a new ID card.
6. [REDACTED] The housing deputy will then tell the inmate to lie on his bunk.
7. If an inmate is listed on the count sheet and cannot be found in that housing unit, his last name shall be circled to alert the core deputy of their absence. The housing deputy shall note any discrepancies on the count sheet.
8. If an inmate is located in the dorm but is not listed on the count sheet, write the inmate's full name and booking number on the bottom of the count sheet.
9. Upon completion, the two housing deputies shall sign and date the count sheets that they completed. The top tier count sheet will be merged with the bottom tier count sheet. Both deputies will confirm an accurate count. The top tier counting deputy will write his name and employee number on the bottom tier count sheet after the merge, attach the top tier count sheet behind the bottom tier count sheet, and immediately take it to the bridge.

DAY ROOM PRIVILEGES

Phones and TVs shall be turned on after breakfast till lights out. Inmates may utilize the dayroom time for telephone privileges and TV privileges [REDACTED] Sunday through Thursday. On Fridays, Saturdays and non-court days, the day room will be open [REDACTED]

HOUSING UNIT 5 - POST ORDERS

In segments where inmates are programming together, cells shall remain opened while dayroom is open.

FEEDING AND CLEAN UP

Food shall be served three times in any 24-hour period. Food shall be served only under the immediate supervision of a deputy and in accordance with the Facility Policy Manual 11/700 (37). For further information, see Attachments #2, Feeding Procedures and Schedules.

JANITOR CLOSET – INMATE SUPERVISION

Deputies shall supervise inmates when in the janitor closet. The deputy will stand directly outside the janitor closet and visually monitor the inmate. The door shall remain locked when not in use. An inspection of the closet, looking for damaged and/or missing items, shall be conducted prior to the end of shift. Only floor door stops shall be used when holding the door in an open position, only while under direct deputy supervision.

INMATE MOVEMENT OUTSIDE THE DORM/UNIT

The deputies are responsible for the control of all inmates into, within, and out of the housing unit. All inmates will be signed out in the Housing Unit Log. When an inmate returns to the unit, he will be signed in on the log.

Inmates require different security measures based on their classification levels for movement, escorting, and holding cell placement.

Refer to the following matrix:

MOVEMENT - IN THE UNIT								
	AHSEG 1	AHSEG 2	AHSEG 3	PC 1	PC SEG	PC 2	PC 3	GP 1- 7
H/C to Rear	X	X	X	X	X			
Black Box								
Waist Chain								
Leg Iron	X	X	X	X	X			

HOUSING UNIT 5 - POST ORDERS

Escort with	AHSEG 1 Cellie	AHSEG 2 Cellie	Alone	PC 1	Alone	PC 2	PC 3	GP 1- 7
Holding Cells	ADSEG 1 Cellie	ADSEG 2 Cellie	Alone	PC 1	Alone	PC 2	PC 3	GP 1- 7
MOVEMENT - OUTSIDE THE UNIT WITHIN THE FACILITY								
	AHSEG 1	AHSEG 2	AHSEG 3	PC 1	PC SEG	PC 2	PC 3	GP 1- 7
H/C to Rear	X	X	X	X	X			
Black Box								
Waist Chain						VIDEO	VIDEO	VIDEO
Leg Iron	X	X	X	X	X			
Escort with	AHSEG 1 Cellie	AHSEG 2 Cellie	Alone	PC 1	Alone	PC 2	PC 3	GP 1- 7
Holding Cells	ADSEG 1 Cellie	ADSEG 2 Cellie	Alone	PC 1	Alone	PC 2	PC 3	GP 1- 7
MOVEMENT - LEAVING THE FACILITY								
	AHSEG 1	AHSEG 2	AHSEG 3	PC 1	PC SEG	PC 2	PC 3	GP 1- 7
Handcuff								
H/C to Rear	X	X	X	X	X			
Black Box	X	X	X	X				
Waist Chain						X	X	X
Leg Iron	X	X	X	X	X			
Escort with	AHSEG 1 Cellie	AHSEG 2 Cellie	Alone	PC 1	Alone	PC 2	PC 3	GP 1- 7
Holding Cells	AHSEG 1 Cellie	AHSEG 2 Cellie	Alone	PC 1	Alone	PC 2	PC 3	GP 1- 7

INMATE MOVEMENT / RELEASE

When there is a release, housing unit reassignment, or facility transfer inmates, the deputy shall supply the inmate with a clear plastic bag if needed for items in his or her bin. If released, the deputy will ensure that the inmate leaves the mattress, cup, spoon, blanket, sheet, and towel in the designated crate/bin/area.

The cup and spoons shall be sent back with chow carts.

HOUSING UNIT 5 - POST ORDERS

The mattress and tub will be inspected for damage. The inmate bin and mattress shall be kept in the unit for distribution to incoming inmates. Depending on the condition of the mattress, that will determine if the mattress is kept for distribution or sent to warehouse for repair. Minor cuts in mattress can be kept for distribution but shall be noted on the Inmate Exit form, and when given out, that damage shall be noted on the Inmate Orientation form.

Damaged Mattress:

The Unit Deputy shall notify the warehouse by email of the damaged mattress. The email shall contain the mattress number. Place the damaged mattress in the AHseg storage room.

INMATE MOVEMENT / COURT RETURNS

Deputy shall unchain and thoroughly search all inmates returning from court.

LIBRARY

The Support Service SCS will coordinate, distribute, and exchange library books as needed. The inmate must fill out a Library Request on the kiosk to receive books from the library. Library books are delivered on a bi-weekly basis.

MAIL

The deputies will distribute the incoming mail during the evening hours. Under no circumstances will mail be held for more than one 24hour period in the deputy's station. Prior to the end of shift, the deputies will collect all mail. The deputies will ensure the mail is properly addressed with the inmate's name; booking number and jail return address on the envelope; 9438 Commerce Way, Adelanto, CA 92301. They will then scan and seal the mail. At the end of shift, the mail will be placed in the outgoing mail basket located in the Briefing Hallway.

HOUSING UNIT 5 - POST ORDERS

LEGAL MAIL

The Watch Commander will assign a deputy to deliver legal mail. The deputy will open the legal mail in the presence of the inmate and inspect the mail for contraband prior to handing the mail to the inmate.

ROUTINE SAFETY CHECKS AND OBSERVATION LOGS

Deputies will conduct hourly safety checks of inmates through direct visual observations. This includes walking the day room, checking cells and bunk areas to ensure all areas in segments have been, visually inspected. Twice during each shift an audit will be conducted by the shift supervisor. Deputies shall record their safety check on paper logs and by using the Watch tour system.

RECREATION

Per Title 15, Staff shall allow eligible inmates the maximum amount of recreation time as possible daily based on inmate population and staffing levels. Inmates shall be provided a minimum of three hours of recreation time a week (in addition to their day room privilege time). This unit has three (3) segmented recreation areas. Classification of inmates determines the number of inmates allowed in segmented area during recreation.

All inmates in the recreation yard segment must be of the same classification.

AHseg inmates will be placed in the recreation segment with cellie or individually.

General population inmates shall be provided a minimum of three (3) hours of recreation a week. Inmates in this unit that are programming together can be placed in recreation segments. Recreation shall start [REDACTED] [REDACTED] whichever occurs first each day. Exceptions to this rule are during lunch, dinner, inclement weather. The deputies are responsible for scheduling, supervising, and coordinating all inmate movement for recreation. The deputies shall search the recreation yard segments for contraband and check all outside doors to ensure they are secured prior to beginning of outside recreation. Inmates should be signed out and in on the inmate housing order list. Recreation must also be recorded on the housing unit's outside recreation checklist log.

HOUSING UNIT 5 - POST ORDERS

Recreation times will be documented by the SCS on a unit log. The times will be entered in an hour/minute format for each day recreation is provided to a given housing unit. The hours/minutes will then be added for the weekly total. Per Title 15 and facility specific issues, every effort will be made to provide inmates a maximum amount of recreation over and above the three (3) hours minimum weekly requirement.

SICK CALL

Sick Call is conducted daily and will be coordinated with the facility nurse assigned to the unit. Inmates shall complete an Inmate Medical Request Slip to be forwarded to the medical staff. The unit nurse will pick up these slips when they make their medical rounds. Except for emergencies, the nurse will usually see inmates that turn in medical slips the following day. Medical staff will email the Sick Call list to the unit's control SCS. The SCS will call out all inmates scheduled for sick call at the time requested by the nurse. The SCS will call out the inmates in segment order. The deputy assigned to the segment is responsible for being present during sick call. At any time, no more than five (5) inmates shall be in the "G" segment waiting for sick call. All medical emergencies should be taken care of immediately by contacting the unit nurse to evaluate the inmate's medical problem.

MEDICATION DISTRIBUTION

The SCS will call out to all inmates directing anyone scheduled to receive medication to line up in the dayroom near the door of the dorm. The deputy assigned to the unit will open the door and maintain security as the medical staff member distributes medication.

MEDICATION

The medical staff issues prescription medications for the inmates. Proof of identity is required before the medication is issued. Medication must be taken as prescribed. Non-prescription medications are available through commissary (i.e. Aspirin, Tums). Deputies are not allowed to dispense medication to inmates.

MEDICAL EMERGENCIES

When an inmate requires emergency medical attention, the Watch Commander will be notified immediately.

When an inmate is injured, a deputy will complete a report. The Watch Commander will review the report prior to the medical evaluation on the report. The report must be turned in to the Watch Commander.

MEDICAL ALERT WRISTBANDS

A yellow colored wristband indicating the inmate's medical alert status will be applied to all medical alert inmates. This procedure will be followed for all medical alert inmates throughout all San Bernardino County Correction Facilities.

Red: Visual impairment

White: Hearing impairment

Blue: Physical impairment possibly requiring a modification of diet

Bright Green: Inmate needs to be transferred to another facility

Inmates will continue to wear the wristband until it is removed or taken off medical alert status by the facility medical staff.

TELEPHONE PRIVILEGES

Inmate telephones are installed in each dayroom and recreation area for the inmates housed in the unit. Inmates shall be allowed to use the telephones during regular dayroom and outdoor recreation times.

TELEVISION

Inmates shall have television viewing privileges. However, these privileges may be limited at the discretion of the facility for disciplinary reasons (no mass punishment).

VISITING

Visiting appointments for inmates shall be scheduled according to the current facility visiting schedule. The Core Rover will distribute a “JIMS Visit by Housing Order Schedule” (the daily visiting schedule) to each housing unit, usually by the beginning of the day shift at briefing.

ORDERING HOUSING UNIT SUPPLIES

Supplies are kept in “G” segment, between the AHSeg Outer and Inner doors in the storage closet.

Housing unit supplies that come from the warehouse shall be ordered on the PM shifts by the unit SCS and deputy for their respective areas. To avoid excess supplies, an inventory check should be done before any order is submitted to the warehouse. Email the order prior to 0900 hours for same day delivery. Any order after that time will be brought the following day. [REDACTED]

ORDERING HOUSING UNIT FORMS

The unit SCS or deputies on the PM shifts shall complete the proper request form when ordering and submit it to the Warehouse. Forms shall only be ordered as needed. Email the order prior to 0900 hours for same day delivery. Any order after that time will be brought the following day. [REDACTED]

SUICIDE WATCH / INMATE PROPERTY

When an inmate is believed to be suicidal, the unit nurse will immediately be notified. The Watch Commander will also be notified. All suicidal inmates will be transported to West Valley Detention Center or designated County Mental Health facility. All of the inmate’s personal property (i.e. commissary, letters) shall be immediately gathered up to accompany the inmate.

If determined to be suicidal and no immediate transportation to West Valley Detention Center is available, the inmate shall be escorted to an intake cell and placed into a safety suit. An observation log shall be maintained until the inmate’s transfer. The core deputy shall also be notified of the inmate’s need of transportation.

HOUSING UNIT 5 - POST ORDERS



Post Orders

Unit 7

August 2019

HOUSING UNIT 7 - POST ORDERS

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HOUSING UNIT 7, DUTIES AND RESPONSIBILITIES

The following Post Orders, with attachments, identify the duties and responsibilities for the Deputies and Sheriff's Custody Specialist assigned to the Housing Unit 7. The responsibilities of this post ARE NOT limited to the identified tasks only. The Deputies and Sheriff's Custody Specialist will assist in other tasks and duties to ensure the facility operates in a safe and efficient manner.

The three deputies will be assigned to this unit and one SCS. Each deputy will be assigned to specific segments as their main area of responsibility. In addition to the control room employee, there shall be one deputy in the housing unit at all times. The control station will be covered by housing deputy during SCS lunch and breaks.

DIRECT SUPERVISION

Inmates housed at High Desert Detention Center will be managed under Direct Supervision philosophy.

Direct Supervision makes inmates accountable for the quality of their life during their jail sentence. Inmates who demonstrate good behavior are assigned to lower security levels with more privileges.

Direct Supervision has the deputies within the inmate living area, or pod. By placing the officer in the immediate area he or she has immediate visual observation of inmates which allows the deputy to deal with problems before they get out of hand. This results in creating a safer environment for both staff and inmates since interaction between inmates is constantly monitored.

In addition, Direct Supervision creates a more positive environment and reduces stress level on both deputies and inmates. Maintenance costs are also reduced in Direct Supervision units because the close supervision reduces the damage to equipment, furnishing, and walls.

CONTROL PANEL

All employees shall sign on and off the control anytime you are not the employee running that panel. Use the function "Change User" to log off. Report any malfunctions to Master Control or your Watch Commander.

DEPUTY SEGMENT ASSIGNMENTS

Each deputy will be assigned a set of segments to manage. This assignment will come from their Watch Commanders. The entire unit is every deputy's responsibility in time of crisis.

INMATE ORIENTATION / RELEASE

It is the ultimate responsibility of the Unit deputy assigned to the section where the inmate was housed to complete the orientation and exit forms

Every inmate assigned to this unit shall receive verbal and written instructions from the unit deputies on the expectations of the inmate, mechanical workings of the unit, cell/mattress cleanliness, and bin condition.

The deputy will inspect all mattresses and bins and cells distribution to an inmate. The deputy will inspect the cell for any graffiti or damages immediately prior to the inmate entering the cell. Any damages to cell, mattress or bin will be noted on the *Inmate Orientation* form. The mattress number will be noted on the form. The form shall be signed by the inmate and the deputy. Forward the form to the bridge for filing in the inmate's booking jacket.

When an inmate is released or moved from this unit, the deputy will complete and *Inmate Exit Inspection* form. The deputy will re-inspect the mattress, bin and cell for damage. Any damage to the mattress or cell will require a criminal report and placement on discipline. The report should be filed long-form.

HOUSING UNIT CONTROL LOG (24 HOUR)

The SCS or person assigned to the control station is responsible for completing this log accurately. The departing shift should brief the on-coming shift on any pertinent safety issues. At the end of each month, the Housing Unit Control shall be forwarded to the Watch Commanders' office.

HOUSING UNIT DEPUTY LOG (24 HOUR)

The unit equipment inventory should be completed as early as possible at the beginning of shift. Equipment items received or removed from the unit should be recorded in the "Notes for Next Shift". At the end of each month, the Housing Unit Checklist shall be forwarded to the Watch Commanders' office.

UNIT COURT CALENDAR

On court days, the unit court calendar is received at approximately 0001 hours. Court days are Monday through Friday; except court holidays. All schedules are subject to change at any time. The bridge will notify the unit when the court calendar is emailed. When you receive the court calendar, you will also receive two (2) inmate housing order listings. One list is to be used to log inmate movement during outdoor recreation. The other list is used for transferring and highlighting all court calendar information from the court calendar to the housing list. The highlighted housing list is then used by the deputies when pulling inmates for court. The deputy will look at the inmate's identification card, verify the correct inmate has been pulled and check-off the inmate's name on the list. This will ensure only those inmates scheduled for court are allowed to depart the unit. See attachment #3 for further instructions on the court calendar and the court pull.

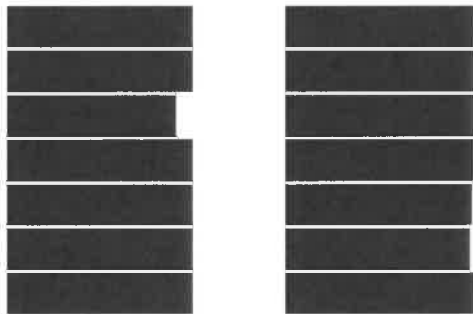
VIDEO ARRAIGNMENT

All inmates will be chained in the unit. [REDACTED]

BARBERSHOP PRIVILEGES

Barbershop privileges will be allowed for inmates after their initial thirty (30) days of incarceration and every thirty (30) days thereafter. Inmate haircuts will be provided

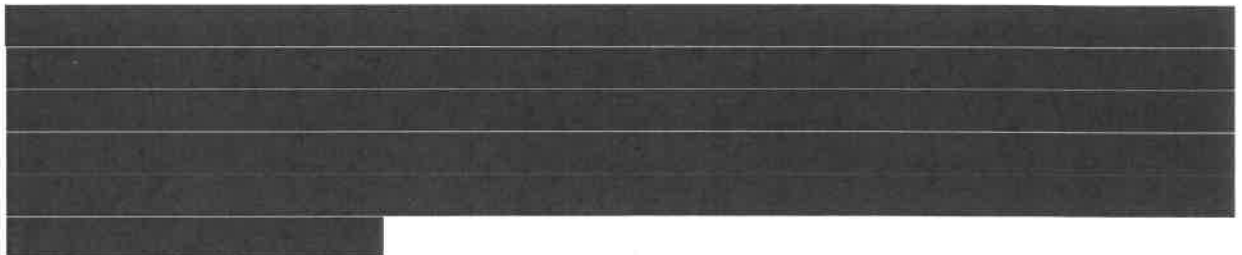
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The table consists of two columns of redacted text. The left column has seven rows of varying lengths, and the right column has seven rows of varying lengths. All text is obscured by black boxes.

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ARMORY BOX



A large table with multiple rows and columns, all of which are completely redacted with black boxes.

HOUSING UNIT 7 - POST ORDERS

[REDACTED]

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

[REDACTED]
[REDACTED]
[REDACTED]

870 LESS-LETHAL SHOTGUN (Bean Bag)

[REDACTED] qualified safety employees who have been trained and certified in the use of less-lethal munitions shall be authorized to deploy less-lethal munitions. [REDACTED]
[REDACTED]

At the beginning of each shift:

- A housing deputy will obtain the less-lethal shotgun.
- The housing deputy will visually and physically inspect the shotgun to ensure it is empty.
- A secondary deputy will visually and physically check the shotgun to ensure it is empty.

HOUSING UNIT 7 - POST ORDERS

- The housing deputy will inspect the shotgun to ensure it is in proper working order.
- The housing deputy will point the shotgun muzzle in a safe direction, rack the forearm forward, safety off, pull the trigger and release the firing pin.

[REDACTED]

- [REDACTED] The housing deputy will document the inspection of the less-lethal shotgun onto the Housing Unit Log Book along with their names and employee numbers.

Safety employees shall also read and understand the Sheriff's Department Manual Section 3.628.10 on the procedures and requirements for the use of the 870 LessLethal Shotgun.

If possible, the Watch Commander shall be notified prior to the deployment of the weapon.

SALLYPORT SECURITY

[REDACTED]

SHAKEDOWNS

Searches are to be routinely conducted by the deputies. Larger scale shakedowns are to be scheduled on a regular basis to reduce the amount of contraband in the unit. A facility supervisor shall be present during all large scale shakedowns of more than one cell. The housing deputies must keep in mind that different classifications of inmates require different security and handling procedures. A shakedown log shall be completed and forwarded to the Watch Commander. Contraband will be logged on the Contraband Log and disposed of in the contraband barrel in the watch commander's office.

INMATE PROGRAMS

Bible study, and GED and other various programs will be offered to the inmates. Schedules of activities will be provided to the housing units by Support Services and Chaplin. These programs will be held in the training rooms in the units. Deputies should do periodic visual checks of the classrooms while class is in session.

CLOTHING EXCHANGE

Clothing exchange will be conducted twice a week. Clothing exchange personnel, the housing deputies and SCS will coordinate this activity. All TVs and telephones will be turned off during the clothing exchange operation. The housing deputies shall remain in the sally-port area and assist clothing exchange staff, as needed. Inmate blanket exchange is conducted every 30 days.

COMMISSARY

Ordering of commissary is completed via commissary kiosks. All kiosk orders need to be updated by 2200 Sunday evening. Units will be notified of any holiday schedules which may lead to adjustments in the ordering and or delivery days or times.

Commissary will be delivered to the housing units on Tuesday by commissary employees. A deputy shall remain with the commissary staff at all times. Undeliverable commissary will be taken back with commissary staff. A redelivery for the "Out to Court" will be on Friday. Commissary staff shall be directed to Laundry and Kitchen to deliver commissary to at-work inmates when possible.

Any employee learning of an out-of-order kiosk, shall report it to Support Services personnel during weekdays. On weekends, notify the watch commander.

WELFARE BAGS

Any inmate may request an inmate welfare bag. Commissary personnel will offer inmates a bag consisting of one toothbrush, one tube of toothpaste, writing materials, stamped envelope, soap, comb, and a shaving razor. **A charge of \$3.25 will be deducted from the inmate's fiscal account.**

HOUSING UNIT 7 - POST ORDERS

Inmates needing welfare bags must order a bag from commissary.
Bureau Policy 2220.00 Care Bags

COUNT

Count is conducted once daily on P.M. shift. The Core Rover will bring the count sheets to briefing on P.M. shifts. Upon returning to their respective housing units, the housing deputy begin count.

1. The housing SCS shall announce over the unit PA system: ***“Count time. All inmates get your I.D. cards return to your bunk, get fully dressed, and sit on the foot of your bunk. Inmates in the cells, line up inside of your cell door. The deputy will be checking your I.D. card during count”.***
2. All TVs are turned off.
3. The two deputies shall count one segment at time. The SCS shall observe from the control station. [REDACTED]
[REDACTED] At this time, you should also take notice of any unreported injuries or medical conditions.
4. If the I.D. card appears to have been altered in any fashion, the Watch Commander shall be informed immediately. The inmate will be taken to Intake where a thumbprint will be taken using the IBIS system to verify the inmate’s identity.
5. If an inmate ID is missing, the inmate will be taken to Intake where a thumbprint will be taken using the IBIS system to verify inmate’s identity. Classification shall generate a new ID card.
6. [REDACTED]
[REDACTED] The housing deputy will then tell the inmate to lie on his bunk.

HOUSING UNIT 7 - POST ORDERS

7. If an inmate is listed on the count sheet and cannot be found in that housing unit, his last name shall be circled to alert the core deputy of their absence. The housing deputy shall note any discrepancies on the count sheet.
8. If an inmate is located in the dorm but is not listed on the count sheet, write the inmate's full name and booking number on the bottom of the count sheet.
9. Upon completion, the two housing deputies shall sign and date the count sheets that they completed. The top tier count sheet will be merged with the bottom tier count sheet. Both deputies will confirm an accurate count. The top tier counting deputy will write his name and employee number on the bottom tier count sheet after the merge, attach the top tier count sheet behind the bottom tier count sheet, and immediately take it to the bridge.

DAY ROOM PRIVILEGES

Phones and TVs shall be turned on after breakfast till lights out. Inmates may utilize the dayroom time for telephone privileges and TV privileges [REDACTED] Sunday through Thursday. On Fridays, Saturdays and non-court days, the day room will be open [REDACTED]

In segments where inmates are programming together, cells shall remain opened while dayroom is open.

FEEDING AND CLEAN UP

Food shall be served three times in any 24-hour period. Food shall be served only under the immediate supervision of a deputy and in accordance with the Facility Policy Manual 11/700 (37). For further information, see Attachments #2, Feeding Procedures and Schedules.

JANITOR CLOSET – INMATE SUPERVISION

Deputies shall supervise inmates when in the janitor closet. The deputy will stand directly outside the janitor closet and visually monitor the inmate. The door shall remain locked when not in use. An inspection of the closet, looking for damaged and/or missing items, shall be conducted prior to the end of shift. Only floor door stops shall be used when holding the door in an open position, only while under direct deputy supervision.

INMATE MOVEMENT OUTSIDE THE DORM/UNIT

The deputies are responsible for the control of all inmates into, within, and out of the housing unit. All inmates will be signed out in the Housing Unit Log. When an inmate returns to the unit, he will be signed in on the log.

Inmates require different security measures based on their classification levels for movement, escorting, and holding cell placement.

Refer to the following matrix:

MOVEMENT - IN THE UNIT								
	AHSEG 1	AHSEG 2	AHSEG 3	PC 1	PC SEG	PC 2	PC 3	GP 1- 7
H/C to Rear	X	X	X	X	X			
Black Box								
Waist Chain								
Leg Iron	X	X	X	X	X			
Escort with	AHSEG 1 Cellie	AHSEG 2Cellie	Alone	PC 1	Alone	PC 2	PC 3	GP 1- 7
Holding Cells	AHSEG 1 Cellie	AHSEG 2Cellie	Alone	PC 1	Alone	PC 2	PC 3	GP 1- 7
MOVEMENT - OUTSIDE THE UNIT WITHIN THE FACILITY								
	AHSEG 1	AHSEG 2	AHSEG 3	PC 1	PC SEG	PC 2	PC 3	GP 1- 7
H/C to Rear	X	X	X	X	X			
Black Box								

HOUSING UNIT 7 - POST ORDERS

Waist Chain						VIDEO	VIDEO	VIDEO
Leg Iron	X	X	X	X	X			
Escort with	AHSEG 1 Cellie	AHSEG 2 Cellie	Alone	PC 1	Alone	PC 2	PC 3	GP 1- 7
Holding Cells	AHSEG 1 Cellie	AHSEG 2 Cellie	Alone	PC 1	Alone	PC 2	PC 3	GP 1- 7
MOVEMENT - LEAVING THE FACILITY								
	AHSEG 1	AHSEG 2	AHSEG 3	PC 1	PC SEG	PC 2	PC 3	GP 1- 7
Handcuff								
H/C to Rear	X	X	X	X	X			
Black Box	X	X	X	X				
Waist Chain						X	X	X
Leg Iron	X	X	X	X	X			
Escort with	AHSEG 1 Cellie	AHSEG 2 Cellie	Alone	PC 1	Alone	PC 2	PC 3	GP 1- 7
Holding Cells	AHSEG 1 Cellie	AHSEG 2 Cellie	Alone	PC 1	Alone	PC 2	PC 3	GP 1- 7

INMATE MOVEMENT / RELEASE

When there is a release, housing unit reassignment, or facility transfer inmates, the deputy shall supply the inmate with a clear plastic bag if needed for items in his or her bin. If released, the deputy will ensure that the inmate leaves the mattress, cup, spoon, blanket, sheet, and towel in the designated crate/bin/area.

The cup and spoons shall be sent back with chow carts.

The mattress and tub will be inspected for damage. The inmate bin and mattress shall be kept in the unit for distribution to incoming inmates. Depending on the condition of the mattress, that will determine if the mattress is kept for distribution or sent to warehouse for repair. Minor cuts in mattress can be kept for distribution but shall be noted on the Inmate Exit form, and when given out, that damage shall be noted on the Inmate Orientation form.

HOUSING UNIT 7 - POST ORDERS

Damaged Mattress:

The Unit Deputy shall notify the warehouse by email of the damaged mattress. The email shall contain the mattress number. Place the damaged mattress in the AHseg storage room.

INMATE MOVEMENT / COURT RETURNS

Deputy shall unchain and thoroughly search all inmates returning from court.

LIBRARY

The Support Service SCS will coordinate, distribute, and exchange library books as needed. The inmate must fill out a Library Request on the kiosk to receive books from the library. Library books are passed out on a bi-weekly basis.

MAIL

The deputies will distribute the incoming mail during the evening hours. Under no circumstances will mail be held for more than one 24hour period in the deputy's station. Prior to the end of shift, the deputies will collect all mail. The deputies will ensure the mail is properly addressed with the inmate's name; booking number and jail return address on the envelope; 9438 Commerce Way, Adelanto, CA 92301. They will then scan and seal the mail. At the end of shift, the mail will be placed in the outgoing mail basket located in the Support Services Hallway.

LEGAL MAIL

The Watch Commander will assign a deputy to deliver legal mail. The deputy will open the legal mail in the presence of the inmate and inspect the mail for contraband prior to handing the mail to the inmate.

ROUTINE SAFETY CHECKS AND OBSERVATION LOGS

Deputies will conduct hourly safety checks of inmates through direct visual observations. This includes walking the day room, checking cells and bunk areas to

HOUSING UNIT 7 - POST ORDERS

ensure all areas in segments have been, visually inspected. Twice during each shift an audit will be conducted by the shift supervisor. Deputies shall record their safety check on paper logs and by using the Guard Tour system.

RECREATION

Per Title 15, staff shall allow eligible inmates the maximum amount of recreation time possible daily, based on inmate population and staffing levels. Inmates shall be provided a minimum of three hours of recreation time a week. (in addition to their day room privilege time). This unit has one recreation area. Classification of inmate/s determines the number of inmates allowed in segmented area during recreation.

All inmates in the recreation yard segment must be of the same classification.

High Security inmates will be placed in the recreation segment individually.

General population inmates shall be provided a minimum of three (3) hours of recreation a week. Inmates in this unit that are programming together can be placed in recreation segments evenly distributed between Rec1, Rec2 and Rec3. Recreation shall start at the conclusion of the A.M. meal and continue until 2000 hours, or darkness, whichever occurs first each day. Exceptions to this rule are during lunch, dinner, inclement weather. The deputies are responsible for scheduling, supervising, and coordinating all inmate movement for recreation. The deputies shall search the recreation yard segments for contraband and check all doors to ensure they are secured prior to beginning of recreation. Inmates should be signed out and in on the inmate housing order list. Recreation must also be recorded on the housing unit's outside recreation checklist log.

Recreation times will be documented by the SCS on a unit log. The times will be entered in an hour/minute format for each day recreation is provided to a given housing unit. The hours/minutes will then be added for the weekly total. Per Title 15 and facility specific policy, every effort will be made to provide inmates a maximum amount of recreation over and above the three (3) hours minimum required.

SICK CALL

Sick Call is conducted daily and will be coordinated with the facility nurse assigned to the unit. Inmates shall complete an Inmate Medical Request on the kiosk.

HOUSING UNIT 7 - POST ORDERS

Except for emergencies, the nurse will usually see inmates that turn in medical slips the following day. Medical staff will email the Sick Call list to the unit's control SCS. The SCS will call out all inmates scheduled for sick call at the time requested by the nurse. The SCS will call out the inmates in segment order. The deputy assigned to the segment is responsible for being present during sick call. At any time, no more than five (5) inmates shall be in the "G" segment waiting for sick call. All medical emergencies should be taken care of immediately by contacting the unit nurse to evaluate the inmate's medical problem.

MEDICATION DISTRIBUTION

The SCS will call out to all inmates directing anyone scheduled to receive medication to line up in the dayroom near the door of the dorm. The deputy assigned to the unit will open the door and maintain security as the medical staff member distributes medication.

MEDICATION

The medical staff issues prescription medications for the inmates. Proof of identity is required before the medication is issued. Medication must be taken as prescribed. Non-prescription medications are available through commissary (i.e. Aspirin, Tums). Deputies are not allowed to dispense medication to inmates.

MEDICAL EMERGENCIES

When an inmate requires emergency medical attention, the nurse and Watch Commander will be notified immediately.

When an inmate is injured, a deputy will complete an Inmate Injury Report. The Watch Commander will review the report prior to the medical staff's written evaluation on the report. The report must be turned in by end of shift to the Watch Commander.

MEDICAL ALERT WRISTBANDS

A yellow colored wristband indicating the inmate's specific medical problem will be applied to all medical alert inmates. This procedure will be consistent with the coding of medical alert inmates throughout all San Bernardino County Sheriff Detention and Correction Facilities.

Red: Visual impairment

White: Hearing impairment

Blue: Physical impairment possibly requiring a mobility device

Inmates will continue to wear the wristband until they are released from custody or taken off medical alert status by the facility medical staff.

TELEPHONE PRIVILEGES

Inmate telephones are installed in each dayroom and in the recreation yard for use by the inmates housed in the unit. Inmates shall be allowed to use the telephones during regular dayroom and outdoor recreation times.

TELEVISION

Inmates shall have television viewing privileges during regular dayroom hours. However, these privileges may be limited at any time for safety, security, or disciplinary reasons (no mass punishment).

VISITING

Visiting appointments for inmates shall be scheduled according to the current facility visiting schedule. The Core Rover will distribute a "JIMS Visit by Housing Order Schedule" (the daily visiting schedule) to each housing unit, usually by the beginning of the day shift at briefing.

ORDERING HOUSING UNIT SUPPLIES

Supplies are kept in “G” segment, between the AHSeg Outer and Inner doors in the storage closet.

Housing unit supplies that come from the warehouse shall be ordered on the PM shifts by the unit SCS and deputy for their respective areas. To avoid excess supplies, an inventory check should be done before any order is submitted to the warehouse. Email the order prior to 0900 hours for same day delivery. Any order after that time will be brought the following day. [REDACTED]

ORDERING HOUSING UNIT FORMS

The unit SCS or deputies on the PM shifts shall complete the proper request form when ordering and submit it to the Warehouse. Forms shall only be ordered as needed. Email the order prior to 0900 hours for same day delivery. Any order after that time will be brought the following day. [REDACTED]

SUICIDE WATCH / INMATE PROPERTY

When an inmate is believed to be suicidal, the unit nurse will immediately be notified. The Watch Commander will also be notified. All suicidal inmates will be transported to West Valley Detention Center or designated County Mental Health facility. All of the inmate’s personal property (i.e. commissary, letters) shall be immediately gathered up to accompany the inmate.

If determined to be suicidal and no immediate transportation to West Valley Detention Center is available, the inmate shall be escorted to an intake cell and placed into a safety suit. An observation log shall be maintained until the inmate’s transfer. The core deputy shall also be notified of the inmate’s need of transportation.



Post Orders
Movement Deputy
Unit 1 / 2

August 2019

MOVEMENT DEPUTY UNIT 1 & 2 - POST ORDERS

MOVEMENT DEPUTY, DUTIES AND RESPONSIBILITIES

The following Post Orders and any attachments identify the duties and responsibilities for the deputy assigned as a Movement Deputy. The responsibilities of this post ARE NOT limited to the identified tasks only. The deputy will assist in other tasks and duties to ensure the facility operates in a safe and efficient manner

The Movement Deputy will follow all post orders pertaining to the specific housing unit/s or position they are assigned work.

The Movement Deputy will work with Unit 1 and Unit 2 housing deputies to ensure safety and security of the unit.

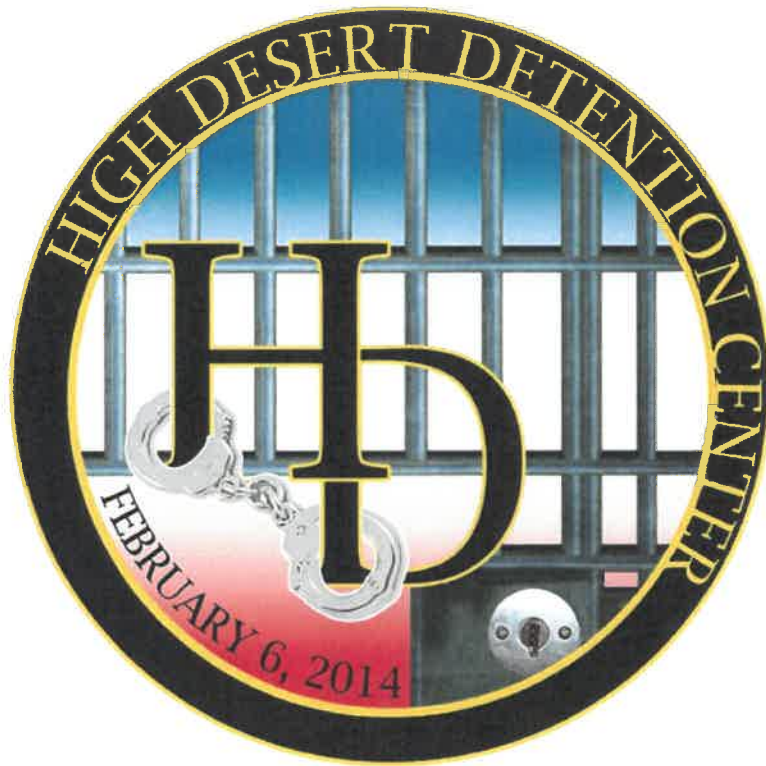
This position will assist Unit 1 and Unit 2 for the entire shift unless required for an emergency or other extraordinary circumstance deemed necessary by the Watch Commander.

DUTIES AND RESPONSIBILITIES

- A. Provide security in the assigned work areas.
- B. Initiate and complete hourly safety logs in the Marshalling area when the cells are being used for discipline housing.
- C. Assist Unit Deputies with count.
- D. Assist Unit Deputies with sick call.
- E. Move inmates to and from video court.
- F. Move inmates to and from marshalling for Probation calls.
- G. Assist in searching all inmates returning to housing unit from court and inmate workers.
- H. Assist with searching chow carts and serving chow.
- I. Assist deputies with control room employee lunch and breaks.
- J. Move inmates to Intake or Marshalling for phone enrollments.

MOVEMENT DEPUTY UNIT 1 & 2 - POST ORDERS

K. Move inmates to Intake for signatures on supplemental bookings.



Post Orders
Support Services
Deputy

August 2019

SUPPORT SERVICES DEPUTY – POST ORDERS

August 2019

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SUPPORT SERVICES DEPUTY – POST ORDERS

SUPPORT SERVICES DEPUTY, DUTIES AND RESPONSIBILITIES

The following Post Orders and any attachments identify the duties and responsibilities of the Deputies assigned to Support Services. The responsibilities of this post **ARE NOT** limited to only the identified tasks. The Support Services Deputy will assist in other tasks and duties to ensure the facility operates in a safe and efficient manner.

UNIFORM OF THE DAY

The Support Services Deputy shall wear a class “A” uniform with Taser, while inside the facility. The Support Services Deputy shall be armed outside of the facility while supervising a crew of inmate workers for clean-up, complete with Sam Brown belt, vest, duty weapon and Taser.

DUTIES AND RESPONSIBILITIES

The main duties of this position are landscaping, GED/Cognitive class security, commissary escort, video court security, and unoccupied housing unit maintenance.

INMATE SUPERVISION

- A. Inmate workers are never left alone or unsupervised in any area that could compromise the security of the facility.
- B. Do not allow the inmates to have contact with any member of the public.
- C. The inmate workers will understand and have a working knowledge of the equipment they are using.
- D. Ensure the workers are using the equipment in a safe manner with proper safety equipment.
- E. The inmate workers will have access to drinking water.

SUPPORT SERVICES DEPUTY – POST ORDERS

- F.** During the lunch meal, the inmates will be returned to their housing unit to obtain and consume their meal.
- G.** Prior to the inmate workers returning to any housing unit, and to limit the passing of contraband, the deputy shall search inmate workers for contraband and or damaged equipment.
- H.** The deputy shall use 4-5 outside clear workers.
- I.** Daily inspections of all areas of responsibility shall be inspected and searched for contraband, weapons and equipment tampering.

EQUIPMENT

- A.** Shed by the warehouse
- B.** Inventory all tools and equipment and report any discrepancies to the post supervisor.
- C.** Maintain all tools and equipment. Coordinate “off facility” repairs with the Admin SCS.
- D.** Order all supplies and equipment through the facility warehouse.

LANDSCAPING PROCEDURES

- A.** Remove weeds and rubbish from the non-landscaped areas of the facility.
- B.** Clean and maintain all drainage areas.
- C.** Fill and maintain water erosion areas i.e. holes and ruts near roof-drain downspouts.
- D.** Supervise inmate worker crew in the utilization of the proper tools and equipment to manicure all green vegetation.

SUPPORT SERVICES DEPUTY – POST ORDERS

- E.** Keep all non-landscaped areas free of weeds and rubbish.
- F.** Keep all outside fence lines and drainage areas free of weeds and rubbish, including the north area of the jail facility.
- G.** Repair and maintain the erosion caused by the roof-drain downspouts in the alligator pits.
- H.** Clear trash from south and west sides of facility, trash and cardboard compactor.
- I.** Remove weeds from the outside of the facility, trash from the fence line and inside the alligator pits.

GED AND COGNITIVE CLASSES

GED Classes and Cognitive classes will be held in the Classrooms of the same housing unit. GED and Cognitive class dates and times vary. The Support Deputy will assist the instructor by providing safety and security during class time. The deputy will assist in escorting all inmates scheduled for GED or Cognitive classes to the classroom to keep instructor on the set time scheduled. While inside the classroom, the deputy shall maintain order and a safe learning environment. Once the class is completed, the deputy shall escort the inmates back to their housing segments.

COMMISSARY

Prior to Commissary entering the facility housing units for distribution, the Deputy shall check each Commissary employee's I.D. and verify that the employee is on the approved list to enter facility.

The list is located in STARLINK, Detention and Corrections, Inmate Services, "Cleared Teachers and Vendors".

Once you have verified all employees are approved to enter the facility, the deputy shall X-RAY all incoming commissary bags for contraband. Once the commissary

SUPPORT SERVICES DEPUTY – POST ORDERS

bags have been scanned for contraband and deemed ok, the Commissary employees may enter into the facility to distribute commissary to the housing units.

TRANSPORTATION RUNS

From time to time the Support Services Deputy may transport inmates to the County hospital for emergency runs when no Transportation Deputy is available to take inmates to a designated County hospital.

Follow the Hospital and Transportation Post Orders located in the Facility Share file, Post Orders file.

EMERGENCY PROCEDURES

- A. Follow proper evacuation and emergency procedures per the Emergency Evacuation Plan for the facility.
- B. If a fight or the potential for a fight exists, the watch commander shall be notified immediately.
- C. In the case of an inmate fight inside the facility, the deputy shall secure the inmate workers in a cell (i.e. Marshalling, Intake, Housing unit) and assist the unit housing deputy.
- D. During a “Code Red” all inmates shall be placed into the nearest unit or Male Intake as quickly and safely as possible. The deputy shall assist in locking down the unit or Male Intake, depending on where the Inmate workers are placed during the “Code Red.”

REPORT WRITING

- A. The Support Services Deputy shall assist Support Services with discipline reports, inmate injury reports and/or criminal reports.
- B. An inmate injury report shall be filled out whenever an inmate claims he/she has suffered an injury, including First-Aid injuries, regardless if treatment is requested.

SUPPORT SERVICES DEPUTY – POST ORDERS

VIDEO ARRAIGNMENT

From time to time the Support Service Deputy may be needed for video arraignment. In the event the deputy is needed, listed below are the following duties and responsibilities for the Deputy Sheriff assigned to Video Arraignment. The responsibilities are not limited to the identified tasks:

- A. SCS's are never to be left alone in Video Arraignment room when inmates are present. This includes just stepping out to place someone into Trans holding, et cetera.
- B. All inmates shall be handcuffed, shackled, or restrained using the Inmate Movement Cuffing Matrix. It is located in the ADC-Facility Share, Post Order folder.
- C. Only inmates of the same classification should be seated together.
- D. Maintain safety and security of staff and inmates during video arraignment.
- E. Maintain a quiet environment during the court process.
- F. When GP inmates have completed video court, the inmates shall be staged in Trans holding whenever possible to clear space inside video arraignment.
- G. Once all inmates have completed video court, the deputy shall assist in escorting the inmates to their assigned housing locations.

GRIEVANCE ASSIGNMENTS

Periodically the Support Services Deputy will be assigned grievance investigations. The grievances will be either minor in nature, resolvable at the Deputy level, and/or a Support Services matter. The deputy is expected to conduct a thorough investigation and reply to the grievance in a timely manner.

SUPPORT SERVICES DEPUTY – POST ORDERS

ESCORTING/TOURS

The Support Deputy will assist in escorting official visits (i.e. L.E. Officers, Attorneys, Legal Runners, Bail Agents and or Parole) to official visiting when available.

The deputy will escort inmates to and from official visiting when there is no available deputy for escorting inmates from official visiting.

The deputy may also be asked to give tours to visitors.

BREAK RELIEF

The Support Deputy will assist in giving breaks to fellow employees when there is no one available to do so.

SCHEDULE OF EVENTS

Attachment #1

August 2019



SCHEDULE OF EVENTS

This schedule of events is a tentative list of events that may happen while you are working in a housing unit. All scheduled times are approximate and may be changed as necessary.



- Start new housing log page.
- Receive court/fish lists.



- Pull and escort inmate workers for 1st Kitchen. **(unit 2 only)**
- Pull and escort inmate workers for 1st ODR. **(unit 2 only)**



- Verify haircut eligibility for current day



- Identify inmates going to court on the Inmate List/Housing Order listing.



- Wake up and pull all courts. San Bernardino Court, Valley Court, Desert Courts, Chino Court, Redlands Court, Rancho Cucamonga Court, States, 3056's, and any medical runs.
- Deputy checks inmate's name and booking number with court pull list.
- Court Meds/Accu- Chek's in housing areas.



- Courts will be fed in the unit segments
- Deputy will escort court inmates to transportation.
- Trans deputy will recheck the inmate's name and booking number with court pull list.

SCHEDULE OF EVENTS



- Meds/Accu-Chek's in housing areas



- Wake up all inmates.
- Inmate breakfast arrives from kitchen.
- All inmates are notified that breakfast has arrived via the PA system.
- Deputy supervises the inmate chow servers as they distribute breakfast (see Attachment #3 for Feeding Procedures).



- Inmates will clean up their dayrooms.
- An assigned inmate will clean up the sally port area.
- Start the dayroom activities; turn on TV and phones after clean- up is completed.
- Pass out "Inmate Haircut Request" form for next day.
- Start inmate haircut privileges.
- Medical will email sick call list for the day



- Pull and escort 2nd ODR workers (**unit 2 only**)
- AM shift will go to Master Control and check out keys



- Shift change.
- The PM shift briefs the AM shift on the status of the unit and any other important details.
- The PM shift leave radios.
- The PM shift will go to Master Control and check in keys

SCHEDULE OF EVENTS

- The PM shift takes all out going inmate mail, etc., and places them in the appropriate distribution boxes in the support service hallway before they depart the facility.
- The AM Deputy and SCS complete the shift information in the Control Log book and Deputy Log Book and the deputy conducts an inventory and inspection of the unit.
- **During the shift**, pick up inmate mail, request slips, etc., from the dorms (Deputy). Outgoing mail is scanned and sealed by the deputy. The deputy shall answer all Inmate Request on the Kiosk on their shift. Those request that cannot be answered by the deputy shall be forwarded to the appropriate staff office (Support Services, Bridge, Medical, etc.) for further action. The Deputy and inmate chow servers pass out toilet paper as needed.



- The Deputy sorts and the Deputy delivers incoming inmate mail.
- Visiting starts for inmates (no visiting on Mondays, Tuesdays or Wednesday)
- Start recreation.



- Facility nurse arrives for sick call.
- The SCS shall send the inmates identified on the sick call list to the nurse's station.
- The SCS will call out the inmates based on segments. The Deputy assigned to those segments will stand by with nurse to assist as needed.



- Pull and escort 2nd Kitchen. (**unit 2 only**)
- Pull any fishline.
- Kitchen staff calls requesting a lunch chow count.



- 1st Kitchen returns to housing unit. (**unit 2 only**)
- 1st ODR returns to housing unit.

SCHEDULE OF EVENTS

- The Deputy searches returning inmate workers.
- The Deputy checks the inmate's name and booking number with fishline pull list and waist chains and escorts inmates to Intake.
- The receiving Deputy will recheck the inmate's name and booking number.
- Visiting stops.
- Dayroom activities stop and the segments or dorms prepare for chow.



- All inmates are notified that lunch has arrived via the PA system.
- Deputy supervises the inmate chow servers as they distribute the meal. (see Attachment #3 for Feeding Procedures)
- Deputy ensures all equipment is picked up after the meal.
- Inmates clean up their dayrooms.
- An assigned inmate will clean up the sally port area.



- Resume inmates' haircutting.
- Resume recreation.
- Resume visiting.
- Resume dayroom activities.



- Recreation stopped at this time.
- Inmate visiting stops.
- Kitchen staff calls requesting evening chow count.
- Dayroom activities stop and dorms/segments prepare for chow.



- All inmates are notified that dinner has arrived via the PA system.
- Deputy supervises the inmate chow servers as they distribute the dinner meal. (see Attachment #3 for Feeding Procedures) • Deputy ensures all equipment is picked up after the meal.
- Inmates clean up their dayrooms.
- An assigned inmate will clean up the sally port area.

SCHEDULE OF EVENTS



- Inmate visiting resumes.
- Recreation resumes.
- Resume dayroom activities.



- 2nd kitchen and ODR workers return to their housing units. (**unit 2 only**)



- Update the Housing Unit Log Book *before* shift change



- Shift change
- The AM shift briefs the PM shift on the status of the unit and any other important details.
- Leave all unit radios in the control room.
- The AM shift takes all out going inmate mail, etc., and places them in the appropriate distribution boxes before they depart the facility.
- The deputy and SCS completes their shift information in the Housing Unit Log Book and the deputy conducts an inventory and inspection of the unit.



- Deputy conducts count (see Attachment #5 for Count Procedures).



- Stop inmate haircut privileges
- Stop dayroom activities.
- Inmate TVs, phones, and lights will be turned off (Sunday through Thursday).
- Deputy picks up inmate outgoing mail, etc.

SCHEDULE OF EVENTS

- The deputy and/or SCS shall answer all requests on the kiosk on their shift. Requests that cannot be answered by the deputy or SCS shall be forwarded to the appropriate staff office (bridge, support services, medical, etc.) for further action.
- Inmate outgoing inmate mail should be scanned and sealed by the housing deputy.



- Inmate TVs, phones, and lights will be turned off (Friday, Saturday, and non-court days).



- Kitchen staff calls for the breakfast chow count.

FEEDING PROCEDURES AND SCHEDULES

Attachment #2

August 2019



FEEDING PROCEDURES & SCHEDULES

CHOW SERVERS

Chow servers at no time shall be left without Deputy supervision in the janitorial closet when retrieving food serving supplies or cleaning items.

Maximum number of chow servers to be used by Unit:

- Unit 1 and 2 - Six workers
- Unit 3,4,5,6,7, and 8 - Three workers

CHOW CART STAGING

Inmate “chow servers” will obtain serving supplies and stage

- Unit 1 and 2 - Recreation yard
- Unit 3,4,5,6,7, and 8 - “G” segment

Feeding Hospital Runs: Deputies making a hospital run shall obtain a sack lunch for each inmate going to the hospital. The hospital shall provide food for those inmates admitted to the Jail Ward.

11.740.00 (37) FEEDING PROCEDURES: The following procedure shall be followed while feeding:

- All inmates will be locked down on their bunks in the segment or in their cells and advised of chow.
- The Deputy will receive the chow carts and inspect the carts for contraband, and count the trays. (Special diets with multiple hot trays or liquid diets with no hot tray lids must be noted in the count.) The Control SCS will be notified of the total number of trays.
- Inmate “chow servers” will obtain serving supplies and stage.

FEEDING PROCEDURES & SCHEDULES

- The inmates will stand next to their bunk; inmates who eat in cells shall stand at the door prior to being fed. The Deputy shall walk the segment and count the number of inmates. It is at this time the Deputy makes a visual check of the inmates for any possible medical or behavioral problems. The Deputy will check all bunks regardless of the inmate count.
- The Deputy will advise the chow servers of the number to be fed. **** Note:** At no time shall the bottom of a tray or any other container touch food items. ******
- The Deputy will advise the chow servers of the number to be fed in each segment and dayrooms. In dormitory segments the tables will be set with the appropriate number of trays.
- Trash containers and trash bags shall be removed from the segments.
- Once the tables have been set, the Deputy will count the number of trays including cold trays, hot trays, lids and special diet set-ups. The deputy will notify the Control SCS of the total count for each segment and the SCS will enter this information into the log book.
- The Deputy will direct the inmates to be seated. All inmates must be seated for chow. If a special diet tray is brought into the segment, the inmate needing this special diet will be seated first.

DIET TRAY REFUSAL:

In the event that the inmate refuses the diet tray, the Deputy shall

- write “refused” on the diet slip
- write deputy name, employee number, date and time
- send the slip to the shift medical charge nurse.

No regular food tray shall be given to the inmate for that meal. The inmate shall return to his bunk.

FEEDING PROCEDURES & SCHEDULES

- When all the inmates have been seated, the Deputy will leave the segment and go to the next. No inmate shall move from his/her seat while the Deputy is in the segment.
- If an inmate does not wish to eat, he still must be seated until the Deputy has left the segment.
- Inmates shall be allowed a minimum of 15 minutes to eat.
- Those inmates with physical ailments or conditions that prevent them from eating with the 15-minute guideline, shall be given additional time to finish. If necessary, they will be placed at a “slow eaters” table.
- When the inmates finish their meal, they shall leave their trays at their table.
- All inmates shall return to their bunks and remain there, and cell units and dormitories shall be locked down until clean -up has been done.
- The Deputy shall return to the segment with the chow servers.
- Trash containers are brought back into the segments and the chow servers clear the tables. The chow servers will stack the trays for a final count by the Deputy.
- The Deputy will notify the Control SCS of the number of trays being removed from each segment and compare this to the initial count.
- Cleaning equipment shall then be placed in the segment for the inmates to clean their dayroom.
- The Deputy shall call the Kitchen Deputy to pick up the chow carts containing the empty trays.

FEEDING PROCEDURES & SCHEDULES

- The Deputy will count the last chow cart containing the unused meals and ensure the chow servers are fed. After the chow servers are finished eating, they will clean up the remaining trays. The Deputy will conduct a second count of the trays to verify all trays have been accounted for. The Control SCS will be notified of the number of trays from each count.

11.750.00 (37) FEEDING TIMES: The following times are approximate; if a delay is expected the Watch Commander shall be notified:

- Valley Courts – [REDACTED]
- Breakfast – [REDACTED]
- Lunch – [REDACTED]
- Dinner – [REDACTED]

COURT CALENDAR AND COURT PULL

Attachment #3

August 2019



COURT CALENDAR

Highlighting the Court Calendar:

Highlight with a highlighter all inmates going to court using the following color code guidelines. This is done to create an easy reference when pulling inmates from the units. One Housing Roster will be used for all Courts. Note the court the inmates are going to next to the inmate's last name. See attached sample highlighted court calendar.

a. YELLOW

These inmates will be going to court and will return to us after court.

SBSUP – San Bernardino (Green if drug court release)

RCSUP – West Valley (Rancho Cucamonga) (Green if drug court release)

VVSUP – Victorville (Green if drug court release)(Pink if Video)

PRCS – Post Supervision Release (WVDC)

This shall include inmates that the comment section of the calendar indicates "IN PERSON"

b. PINK

Pink is used only for inmates is set to go to Video Court here at HDDC.

There are two indicators to look for on the calendar to determine the use of PINK when an individual who is scheduled to go to Victorville Court. These inmates do not leave the facility.

- Court is VVSUP and there is no case number assigned
- Court is VVSUP and there is a comment "VIDEO"

They will be brought to the Video Arraignment room by the housing unit deputy or movement deputy. The hearing will take place via video.

c. GREEN

COURT CALENDAR AND COURT PULL

Roll- up is when an inmate is actually gathering up his/her belongings, commissary, books, magazines, bedding, cup & any other items that belong to them and will be:

- **sent** to stay at another facility while attending court. The inmate will show housed at the other facility after leaving with courts.
- **released** from custody and our transportation division will be taking that inmate with on the early morning court run.
- **released** from Drug Court in San Bernardino, Rancho Cucamonga or Victorville. RCSUP, SBSUP & VVSUP - DRUG COURT RELEASE

If indicated in the “Comments” area of the court calendar **“SEND MONEY AND PROPERTY”**, this is a roll up inmate and should be highlighted in **green**.

c. **BLUE** – Hospitals

Hospital Clinic Appointments (send when called)

d.

Line out

Line out all inmates that are for Out of County and Bail Bonds releases.

Example of a highlighted housing Roster:

Baltimore	RCSUP	Robert R	9702340123	WMA	4A	02	Salazar
SBSUP	Jimmy I	9812340321	HMA	4A	03	Bacos	Hosp
	Albert C	9808340432	OMA	4A	04		

2. Once you have transferred all the information from the court calendar to the housing roster, place the totals from each pull on the front of the housing roster. This information should note how many regular courts, roll-ups, and hospital referrals.

Example: Reg – 32
Roll-ups – 6
Hosp – 1

COURT CALENDAR AND COURT PULL

Call the Core Deputy with the total of Regular Courts and Roll-ups.

3. **Roll-ups:** All inmates highlighted in green are roll-ups and will need to take all of their property with them when they leave the housing unit for court. The mattress, cup and spoon are to be left in the G segment.
4. **Hospital referrals** are not rolled up.
5. **Court Chow/Feeding**

There are two court pull feeding times. This allows the inmates going down the hill to be ready for an earlier departure.

- a. RCSUP, SBSUP & RCSUP, hospital runs, out of county court inmates will be awakened at 0330 hours. Feeding will occur in segment.
 - b. VVSUP inmates will be awakened at the regularly scheduled morning chow time wake up.
6. **Pull Courts:**
 - a. The housing Deputy shall double check the court calendar with the inmates pulled out using their highlighted housing roster.
 - b. When your unit is notified to move your courts to transportation, one unit Deputy will walk courts to transportation corridor.
 - c. Inmates from Unit 4, 6, and 8 will be placed into elevators and sent to 1st Floor. Deputy will meet the elevator on the 1st floor and walk the inmates to transportation.
 - d. The Deputy may then assist other units, as necessary, with the facility court pull.

Court Calendar

San Bernardino County Sheriff
Jail Information Management System
12/2/2014 12:29:09 AM

Book No: Facility: 37 Court: Date: 12/02/2014 Time:

Time	Housing	Name	Book No	Disc	Class	Hold	Agency	Supp	Charge	Case	Court	Comments
1230	ZZZZ	MARQUEZ, LEONA	1412370024		GM	N	17	(A)	VC16028(A)	3280994LG	VVSUP	
***** CALENDAR FOR 12/02/14 *****												
*** ZZZZ ***												
*** 2A ***												
1230	2A /02	FUNK, TERRY	1411371048		GM	N	26	(-)	PC243(E)(1)		VVSUP	VIDEO
1230	2A /03	MUNOZ, GUILLERMO	1411371043		GM	N	18	(-)	PC273.6(A)		VVSUP	
1230	2A /08/PT	YATES, HARVEY	1412370002		GF	N	17	(A)	HS11377(A)	FVI1403602	VVSUP	
1230	2A /10/PT	POOLE, ROBERT	1411080187		GF	N	BA	(-)	PC245(A)(1)		VVSUP	
1230	2A /15/PT	GARCIA, MAXIMILIAN	1411371112		GM	N	17	(-)	PC417(A)(1)		VVSUP	
1230	2A /16/PT	FLANAGAN, BRADY	1411371118		GF	N	17	(-)	PC12022.1(B)		VVSUP	
0830	2A /19/PT	SALDANA, MARTINE	1411080153		GF	N	BA	(-)	PC273.5(A)	MVI1404955	VVSUP	
1230	2A /24/PT	HUNTER, DAVEION	1411371108		GF	N	17	(-)	VC2800.2(A)		VVSUP	
0830	2A /25	LUTE, HAROLD	1411370879		GM	N	18	(-)	PC647(F)	MVI1404924	VVSUP	
0830	2A /33	MADSEN, IEANN	1410371173		GF	N	18	(-)	VC10851(A)	FVI1301731	VVSUP	VIDEO
1230	2A /38/PT	BURRIS, LEVALE	1412370011		GF	N	17	(A)	VC16028(A)	3413639LB	VVSUP	
0830	2A /55	RUBIO, RAYMOND	1411370259		GF	N	17	(-)	VC23152(E)	FSB1402434	SBSUP	
1230	2A /66	MAGANA, LUIS	1411371054		GM	N	17	(-)	PC243(E)(1)		VVSUP	
*** 2D ***												
0830	2D /02	JONES, KENNETH	1411370915		GM	N	24	(-)	PC148(A)(1)	MVI049410	VVSUP	
								(A)	PC647(C)	MVI1400500	VVSUP	

Court Calendar

San Bernardino County Sheriff
Jail Information Management System
12/2/2014 12:29:09 AM

Book No: Facility: 37 Court: Date: 12/02/2014 Time:

Time	Housing	Name	Book No	Disc	Class	Hold	Agency	Supp	Charge	Case	Court	Comments
0830	2D /31	KLOHR, WILLIE	1410100027		GF	N	10	(A)	PC69	FSB1205754	SBSUP	
						*** 2E ***						
0830	2E /01	MOORE, JOSEPH	1411370908		GF	N	87	(-)	HS11350(A)	FVI1202822	VWSUP	
1230	2E /04	VASQUEZ VANN, QUINTON	1411371099		GF	N	17	(-)	PC245(A)(1)		VWSUP	
1230	2E /06/PT	LIVINGSTON, TERENCE	1411371127		GF	N	19	(-)	PC496D(A)		VWSUP	
0830	2E /14	GILES, CRAIG	1410371123		GF	N	PO	(-)	PC459	FVI1403321	VWSUP	
0830	2E /19	GORING, ROBERT	1410341578		GF	N	FO	(A)	PC496(A)	FSB1302249	RCSUP	
										FVW1404869	RCSUP	
0830	2E /29/PT	NANFITO, DEAN	1411370977		GF	N	26	(-)	HS11350(A)	FVI1300640	VWSUP	
0830	2E /39	HOVSEPIAN, DAVID	1410342477		GF	N	SB	(A)	PC594(A)	FSB1203549	SBSUP	
1230	2E /51	VAULT, ORBIE	1411080185		GM	N	HP	(C)	PC529		VWSUP	IN PERSON
												SEND MONEY AND PROPERTY
						*** 2F ***						
0830	2F /14/PT	SMITH, BRYAN	1411370805		GF	Y	18	(A)	VC23152(B)	TCH700206	RCSUP	

Court Calendar

Book No: **Facility:** 37 **Court:** **Date:** 12/02/2014 **Time:**

Time	Housing	Name	Book No	Disc	Class	Hold	Agency	Supp	Charge	Case	Court	Comments
0830	2F /18	BLANCAS, JORGE	1410343677		GF	N	11	(B)	VC23152(B)	TWV701269	RCSUP	
0830	2F /25	PARKS, SHANTE	1408370424		GF	N	17	(A)	PC273.5(A)	FWV1402503	RCSUP	
								(A)	PC487(A)	FWV1403690	RCSUP	
								(-)	PC243(C)(2)	FVI1403084	VVSUP	
								(B)	PC664/211	FVI1301025	VVSUP	
								(C)	PC166(A)(4)	MV1100312	VVSUP	
								(D)	VC23152(B)	TV900844	VVSUP	
0830	2F /27/PT	VALENTI, STEVEN	1411370688		GF	N	PO	(-)	PC1203.2	FVI1400771	VVSUP	
0830	2F /34	COLEMAN, GENE	1411370473		GF	N	19	(-)	PC422	FVI1404264	VVSUP	
0830	2F /62	SIQUIEROS, FRANCISCO	1411341096				CH	(B)	VC20002(A)	TV1401509	VVSUP	
					GF	N		(A)	PC594(B)(1)	FWV1404679	RCSUP	
0830	3C /02	SADDLER, EDWARD	1411370324		GF	N	17	(-)	PC207(A)	FVI1404210	VVSUP	
0830	3C /02	SCOTT, FOSTER	1410080281		GF	N	BA	(-)	PC69	FVI1401171	VVSUP	
								(A)	PC422	FVI1304090	VVSUP	
								(B)	PC243(E)(1)	MV11303271	VVSUP	
								(C)	VC14601.1	47725RLFS	VVSUP	
0830	3C /04	OARD, ADAM	1411370469		GF	N	19	(A)	PC273.5(A)	FVI1400481	VVSUP	
1230	3C /08/PT	WISE, STRATHER	1411080196		GF	N	29	(-)	PC664/187(A)		VVSUP	

*** 3C ***

*** 3D ***

Court Calendar

Book No: Facility: 37 Court: Date: 12/02/2014 Time:

Time	Housing	Name	Book No	Disc	Class	Hold	Agency	Supp	Charge	Case	Court	Comments
1230	3D /04/PT	FRANKLIN, DEVON	1411371028		GF	N	17	(-)	PC422		VVSUP	
*** 3E ***												
1231	3E /11	RICKWALT, DAVID	1411371098		GF	N	17	(-)	PC459		VVSUP	
0830	3E /13	HARRIS, VINCENT	1410343554		GF	N	31	(-)	PC182(A)(1)/21	FV1201622	VVSUP	
0830	3E /15	JONES, BIJON	1410343547		GF	N	31	(-)	PC182(A)(1)/21	FV1201622	VVSUP	
*** 3F ***												
0830	3F /13	VANDERDOES, MICHAEL	1411370603		GF	N	07	(-)	PC69	FV1404296	VVSUP	
1230	3F /27/PT	CAGLE, KYLE	1411371010		GF	N	24	(-)	PC30305(A)(1)		VVSUP	
0830	3F /33	DE LOS REYES, IGNACIO	1406341176		GF	N	ON	(A)	PC245(A)(1)	FWV1402110	RCSUP	
*** 5A ***												
1230	3F /37/PT	GRAHAM, ANTONIO	1411370995		GF	N	17	(-)	PC664/187(A)		VVSUP	
1230	3F /49	BACON, DONOVAN	1411370983		GM	N	07	(A)	PC459		VVSUP	
1230	3F /52/PT	BARRAZA, EDWIN	1411371130		GF	N	24	(-)	PC245(A)(1)		VVSUP	
*** 5A ***												

Court Calendar

San Bernardino County Sheriff

Jail Information Management System

12/2/2014 12:29:09 AM

Book No: Facility: 37 Court: Date: 12/02/2014 Time:

Time	Housing	Name	Book No	Disc	Class	Hold	Agency	Supp	Charge	Case	Court	Comments
1231	5A /02	JONES, JABRILLE	1411370984		GF	Y	18	(-)	PC236		VVSUP	
0830	5A /04	LARA, ISAAC	1411370926		GM	N	07	(-)	PC417(A)(1)		VVSUP	
0830	5A /04	SALDIVAR, AURELIO	1408371024		GF	N	24	(-)	PC4573.6	MV11302677 FV1021245 FV11102832	VVSUP	
0830	5B /02	AREVALO ZAVALA, VICTOR	1408341497		GF	N	03	(A)	HS11377(A)	FV11402266 FVA1400282	RCSUP	
0830	5B /10	STANDON, SHANE	1403342736		GF	N	11	(-)	PC191.5(A)	FV1403238 FSB1401083	RCSUP	
0830	5B /15	SIMS, ERIC	1410371000		GF	N	PO	(-)	HS11377(A)		SBSUP	MAY USE REASONABLE FORCE TO BRING TO CR
1230	5B /15/PT	WILLIAMS, CORY	1411371015		GF	Y	24	(-)	HS11352		VVSUP	
0830	5C /03	STEWART, TYRONE	1411370614		GF	N	24	(-)	PC245(A)(1)		VVSUP	
1230	5C /07	WALKER, WILLIAM	1411371066		GF	N	26	(-)	PC647(F)	3558825TS	VVSUP	
								(B)	PC148(A)(1)	MV11404812	VVSUP	
								(-)	PC273.5(A)		VVSUP	

Court Calendar

San Bernardino County Sheriff

Jail Information Management System

12/2/2014 12:29:09 AM

Book No: Facility: 37 Court: Date: 12/02/2014 Time:

Time	Housing	Name	Book No	Disc	Class	Hold	Agency	Supp	Charge	Case	Court	Comments
0832	5C /08	ESTRADA, ALEJANDRO	1411080138		GF	N	BA	(-)	PC211	FV11404306	VVSUP	SPANISH
								(A)	HS11550(A)	MV11402123	VVSUP	
								(B)	VC22356(B)	5GCV002JJAE	VVSUP	
0830	5C /09	JONES, HELDON	1411370521		GF	N	24	(-)	PC273.5(A)	FV11404288	VVSUP	
								(B)	PC245(A)(4)	FV11302778	VVSUP	
0830	5C /10	BATTLE, LARNELL	1410080008		GF	N	BA	(-)	PC459	FV11403725	VVSUP	
								(A)	HS11377(A)	FV11401621	VVSUP	
								(B)	PC459	FV11404026	VVSUP	
0830	5C /11	ROSE, JOHN	1404370844		GF	N	17	(-)	HS11378	FV11401422	VVSUP	
								(A)	PC273.5(A)	FV11303461	VVSUP	
								(B)	PC1203.2	FV11302898	VVSUP	
								(C)	HS11378	FV11402496	VVSUP	
0830	5C /12	MOORE, CHARLES	1411370689		GF	N	PO	(-)	PC245(A)(4)	FV11403858	VVSUP	
1330	5C /13	TAYLOR, MICHAEL	1411370706		GF	N	17	(A)	PC3455	CJR1401499	PRCS	
0830	5C /14	CHAGOLLA, DANNY	1410370322		GF	N	87	(-)	PC29800(A)(1)	FV11403229	VVSUP	
							CH	(-)	PC273.5(A)	FWV1302799	RCSUP	
0830	5C /15	ELIZONDO, MIGUEL	1410343409		GF	N		(-)	PC273.5(A)	FWV1302799	RCSUP	
									*** 5D ***			
1230	5D /03/PC	AGUILERA, SANTOS	1412370005		PC2	N	19	(-)	PC211	FV11301215	VVSUP	VIDEO
0830	5D /03/PT	MICHEL, ANTONIO	1411370656		PC2	N	19	(-)	HS11378	FV1404305	VVSUP	
								(A)	VC4462.5	TV11400897	VVSUP	

Court Calendar

San Bernardino County Sheriff
Jail Information Management System
12/2/2014 12:29:09 AM

Book No: Facility: 37 Court: Date: 12/02/2014 Time:

Time	Housing	Name	Book No	Disc	Class	Hold	Agency	Supp	Charge	Case	Court	Comments
0830	5E /01	MARTINEZ, CHRISTOPHE	1411080130		PC3	N	08 BA	(-)	PC209(B)(1)	FV11404315	VWSUP	
0830	5E /05	MADRID, THOMAS	1405080112		PC3	N		(-)	PC288A(C)(2)(A)	FV11401740	VWSUP	
*** 5E ***												
0831	5F /18	JACKSON, EDWIN	1402080169		PC3	N	BA	(-)	PC273A(A)	FV11400710	VWSUP	
*** 5F ***												
0830	5F /26	FLORES, ERIK	1408371501		PC3	N	19	(-)	PC206	FV11403349	VWSUP	
0830	5F /34	KELLY, TRACY	1311070606		PC3	N	17	(-)	PC288.5(A)	FV11303757	VWSUP	
0830	5F /36	HALEY, MARK	1403370803		PC3	N	26	(-)	PC288A(C)(2)(A)	FV11401024	VWSUP	
*** 7A ***												
0830	7A /11	COPAS, ADAM	1410370356		GF	N	17	(-)	HS11378	FV11403817	VWSUP	
0832	7A /11	COPAS, ADAM	1410370356		GF	N	17	(A)	PC148(A)(1)	MV11402839	VWSUP	
0830	7A /16	WILCOXSON, JAMES	1409342008		GF	N	31	(-)	PC187(A)	FWV1403879	RCSUP	
*** 7ADS ***												
0830	7ADS/03	MILLS, JOSHUA	1411370657		ADS3	Y	07	(-)	PC594(B)(1)	FV11404308	VWSUP	
*** 7B ***												
								(A)	HS11550(A)	MV11402926	VWSUP	

Court Calendar

San Bernardino County Sheriff

Jail Information Management System

12/2/2014 12:29:09 AM

Book No: Facility: 37 Court: Date: 12/02/2014 Time:

Time	Housing	Name	Book No	Disc	Class	Hold	Agency	Supp	Charge	Case	Court	Comments
1230	7B /01/PT	MONTENEGRO, GEORGE	1411370998		GF	N	19	(-)	PC273.5(A)		VVSUP	
0830	7B /11	SALGADO, GONZALO	1407343577		GF	N	22	(A)	PC667.5(B)	FWV1402989	RCSUP	
						*** 7C ***						
0830	7C /10	CHAGOLLA, RANDY	1410370321		GF	N	87	(-)	VC24250	TSB1400257	VVSUP	
0830	7C /12	VERA, JORGE	1410343241		GF	N	CH	(-)	PC245(A)(1)	FWV1304195	RCSUP	
0830	7D /15	REYES, URIEL	1410343463		GF	N	FO	(-)	PC496(A)	FVA1201213	RCSUP	
						*** 7D ***						
0830	7E /02	ROMERO, GILBERT	1410343354		SP	Y	31	(B)	WI355	J-256356-57	SBJUV	PARENTAL RIGHTS
0830	7E /05	CASTILLO, JOSEPH	1411100003		GF	N	PO	(-)	PC245(A)(4)	FV11302030	VVSUP	
0830	7E /10	ANDERSON, JONATHAN	1408371039		GF	Y	19	(-)	PC69	FV11403190	VVSUP	
						*** 7E ***						
						*** 7F ***						
								(A)	HS11377(A)	FV11403980	VVSUP	

Court Calendar

San Bernardino County Sheriff

Jail Information Management System

12/2/2014 12:29:09 AM

Book No: 0830 **Housing:** 7F /04 **Facility:** 37 **Court:** 12/02/2014 **Date:** 12/02/2014 **Time:** 12:29:09 AM

Time	Housing	Name	Book No	Disc	Class	Hold	Agency	Supp	Charge	Case	Court	Comments
0830	7F /04	LOPEZ, NICHOLAS	1410371100		GM	N	19	(-)	PC314.1	MV11404402	VVSUP	
0831	7F /10	JOHNSON, JASON	1411370477		GM	N	87	(A)	HS11550(A)	MV11403727	VVSUP	
0830	7F /22/PT	HUANTE, ANTHONY	1411370658		GF	N	19	(B)	HS11550(A)	MV11403530	VVSUP	
0830	7F /26	FISH, LLOYD	1407080154		GF	N	BA	(C)	PC148(A)(1)	MV11300475	VVSUP	
0830	7F /35	WEATHERS, MICHAEL	1409371170		GF	N	24	(-)	PC314(1)	MV11403988	VVSUP	
0830	7F /54	ACUNA, JOHN	1408371124		GF	N	62	(A)	PC242	MV11401793	VVSUP	
0830	7F /59	HENDERSON, LAVONTE	1403340380		GF	Y	11	(-)	HS11379(A)	FV11404305	VVSUP	
0830	7F /60	HOMMERSON, CHRISTOPHE	1411370522		GF	N	18	(-)	PC191.5(A)	FV11402775	VVSUP	
					GF	N		(A)	HS11379(A)	FV11401354	VVSUP	
					GF	N		(-)	HS11377(A)	FV11403661	VVSUP	
					GF	N		(C)	VC23103(A)	TV11300734	VVSUP	
					GF	N		(D)	PC12021(A)(1)	FBA1100680	VVSUP	
					GF	N		(-)	HS11358	FV11403229	VVSUP	
					GF	Y		(A)	PC422	FV11302243	VVSUP	
					GF	Y		(B)	VC23152(B)	TV11301086	VVSUP	
					GF	N		(A)	PC530.5(C)(3)	FWV1400782	RCSUP	
					GF	N		(-)	PC273.5(A)	FV11404277	VVSUP	

INMATE DISCIPLINE PROCEDURES

Attachment #4



August 2019

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PROCEDURE WHEN A DISCIPLINE OCCURS

Refer to Bureau Policy 12.2300 for policies pertaining to Inmate Disciplines.

This procedural document was developed to assist in the flow of paperwork when a discipline occurs.

Disciplines may be imposed on any inmate who violates facility rules and regulations or whose conduct or demeanor interferes with proper operation of the facility and/or inmate/officer relations.

Disciplines are a two-review process by two different Watch Commanders and a 3rd and final review by the Facility Manager.

During the 1st review, the inmate is to remain in his housing unit until the 2nd review has been completed, unless the severity of the violation is deemed by a

Watch Commander to warrant the inmate be moved, then the inmate may be rehoused in a Restricted Housing Unit until the Discipline Hearing (second Sgt review).

The 2nd Review Hearing can be no sooner than 24 hours, unless waived by the inmate, and no longer than 72 hours.

INMATE DISCIPLINE REPORT

Any inmate being placed on discipline must have an Inmate Discipline Report completed. This form can be found in the Word program, My Templates under the Corrections Tab, ASU# 000402. Always pull your form from Templates to ensure that you are using the current approved form.

The Jail Discipline Report Number (JDR) is issued by the Core Rover. That number is to be placed on the discipline report.

1ST REVIEW

1. The employee will write a report with the inmate's full name and accurate details of the incident.
2. Take the report to the Watch Commander for approval.
3. If approved, the Watch Commander will give you the original.
4. Make a copy of the report.
5. Take the original and copy to the inmate, and in front of the inmate write your Name/Employee number and the Date/Time the inmate is given the copy.
6. Give the copy to the inmate.
7. Take the original back to the Watch Commander.

2ND REVIEW

1. The Watch Commander will review the report and have a hearing with the inmate.
2. If approved for discipline, the Watch Commander will complete the form and have copies made for distribution.
 - 2 copies will be made; 4 copies if an inmate worker

3. The Original will remain with the Watch Commander.
4. Distribution of copies: ○ 1 copy to the inmate ○ 1 copy to Classification ○ 1 copy to Support Services, if inmate is worker.
 - 1 copy to Duty Officer, if inmate worker or sentenced to update loss of time, if any.
5. The Watch Commander will forward original to Executive Officer.

HEARING DETERMINATION

If, at the Hearing, it is determined that the inmate will be placed on discipline, the following will occur:

PROPERTY INVENTORY

Bureau 12/2305.00 Inmates placed on discipline shall be allowed to keep:

- Bedding and mattress, (Refer to Bureau Policy Section 12/2300.40 for exception);
- Personal hygiene items;
- Religious books;
- Legal paperwork;
- Writing material and letters.

1. The Deputy will remove all of the inmate's property with the exception of the above listed items.
2. Complete the Property Inventory form. (ASU#080502)
3. Have the inmate sign for the property on the (Inventoried) line.
4. Make two copies of the signed form:
 - 1 copy to inmate
 - 1 copy to be placed in bag with the property ○ Property must be securely store ○ Unit 1-2 Store in Control room, designated file cabinet ○ Unit 3-8 Store in "RH" sallyport storage room
5. Original goes to Watch Commander.

PROPERTY RETURN

When the inmate is removed from discipline and the property is returned, the inmate must sign and date the Property Inventory form that is with the property.

1. Pull the property form from the property bag
2. Have the inmate date and sign the form on the (Property Returned) line.
3. Take copy to Bridge for filing in the booking jacket.

INMATE WORKER

If the inmate is a sentenced inmate worker and he will be housed in discipline housing in lieu of good and work time being taken, with the Executive Officer's approval, the inmate may be transferred to Glen Helen Rehabilitation Center to serve his discipline.

SENTENCED INMATE: LOSS OF GOOD AND WORK TIME

A sentenced inmate worker may receive the loss of "good and work" time (4019 credits). The loss of good and work time only, does not require discipline housing or the transferring of the inmate.

If he is receiving only the loss of time, he can remain in assigned housing.

Note: It is imperative to have the copy of the discipline report given to the Duty Officer to update the inmate's adjusted outdate in the computer and on the booking jacket.

MINOR RULE VIOLATION REPORT FORM

Refer Bureau Policy 12/2507.00

This report is a green colored slip. The employee will fill out the form advising the inmate of the minor violation, have the inmate sign the form and route it to the Watch Commander. Upon the approval and signing by the watch commander, the form will then be routed to the Executive Officer. The Executive Officer will sign the form and route the form to the inmates booking jacket. The accumulation of three minors within a 30-day period equals a major discipline.

SPECIAL DISCIPLINARY ISOLATION DIET (BRICK)

Refer Bureau Policy 12/2521.00

The authority for special discipline isolation diet is covered under Title 15 of the California Code of Regulations. The use of the Disciplinary Isolation Diet is an exception to the three-meals-a-day standard (Disciplinary Isolation Diet is served twice in each 24-hour period).

The Disciplinary Isolation Diet may be recommended by the deputy writing the discipline, using the Disciplinary Isolation Diet Instructions form (#ASU-060701). The form must be approved by both the Executive Officer and medical staff.

Inmates receiving "Therapeutic Diets" shall not be placed on a Disciplinary Isolation Diet without the review of a physician or a written plan approved by a physician.

A disciplinary isolation diet shall not be continued for longer than 72 hours without the written approval of the facility commander.

Disciplinary Isolation Diets are generally authorized for the following violations:

- Battery to an Employee
- Forced Sodomy
- Robbery/Extortion
- Felonious Assaults
- Gang Beatings
- Party to a Major Disturbance
- Attempted Escape
- Possession of Files, Saw Blades, Tools
- Major Destruction of County Property
- Arson/Fire Damage
- Food Adulteration
- Weapon Fashioning/Possession
- Taking a Hostage

The Disciplinary Isolation Diet may also be authorized for other violations of facility rules and regulations if the circumstances warrant. If authorized, the Disciplinary Isolation Diet shall consist of the meat loaf described in "Guidelines for Establishment and Operation of Local Detention Facilities", two slices of whole wheat bread, and at least one quart of drinking water if the cell does not have a water supply.

SUSPENSION OF PRIVILEGES

Mass discipline is not permitted; however, in select cases we can suspend privileges in order to regain rules compliance by the inmates. This is generally restricted to a certain cell that has engaged in disruptive behavior. An entire block may be restricted only in cases when the majority of inmates are being disruptive and the privilege denied must be related to the offense.

Suspension of privileges must be documented and approved by the Watch Commander.

RETURN OF WORK TIME

Any inmate may work an extra detail (sweep floors, wash window, work kitchen, etc) to work back work time hours lost for disciplinary reasons. Good time lost *cannot* be worked back. If an inmate receives a discipline for any of the following reasons, they *cannot* work back any days:

- Taking a hostage
- Battery to an employee
- Forced sodomy
- Robbery/extortion
- Assault with a deadly weapon
- Attempted murder
- Party to strike or major disturbances (riot)
- Escape or attempt escape
- Possession of files, saw blades, or tools
- Drug related activities of any kind
- Consenting mutual sexual behavior
- Involvement in any felony not mentioned
- Destruction of county property (arson, equipment sabotage, breakage)
- Smuggling and possession of any weapon

In order to work back time, the inmate must submit a request slip to Support Services requesting a Request for Return of Lost Work Time Form (ASU 050301). If the inmate is eligible to work back the lost time a work back sheet will be forwarded to him. Once the work has been completed, the work sheet will be date stamped, and the amount of hours worked noted. ***If an inmate is assigned a job, he cannot use his assigned job to work back hours.*** The inmate will work eight (8) hours of time for each day he is requesting to be returned. Upon completing the required hours, the deputy will give the inmate the inmate copy of the hours worked back and forward the completed Request for Return of Lost Work Time to the Watch Commander.

The Watch Commander will ensure the information is correct and approve the return of time. They will then forward the form to the Facility Administrator for final approval. Upon final approval the form will be forwarded to the Support Services' SCS in-charge of the inmate workers to update the adjusted outdate in the computer and on the booking jacket. The form will then be placed into the booking jacket.

**RELIGIOUS SERVICES
&
EDUCATIONAL PROGRAMS
PROCEDURES**

Attachment #5

August 2019



PROGRAM CLASSROOMS

Religious services and InRoads programs shall be conducted in the program classroom dedicated to each housing unit.

Inmate classifications shall not be mixed.

PROGRAM SCHEDULES

Support Services shall provide the control rooms and housing units with religious services and educational programs schedule.

VOLUNTEER / INSTRUCTOR CHECK-IN / OUT

Religious volunteers shall comply with all rules and regulations set forth in Section 12.1915 of Bureau policy.

Religious volunteers and instructors shall check in with bridge staff. Bridge staff shall verify their identity, issue a pass and advise the Core Rover of their arrival.

Bridge staff shall notify the housing unit of the volunteer or instructor's arrival.

Bridge staff will retrieve the visitor pass and advise the Core Rover that they are leaving.

ESCORT

Religious volunteer(s) and instructors shall be escorted to the next location or back to the bridge area.

INMATE NOTIFICATION

The Control Room SCS shall notify the inmates from the scheduled dorms/housing locations prior to the volunteer/instructor arrival to allow them time to get ready.

HOUSING UNIT DEPUTY

The Housing Unit Deputy shall search all inmates prior to the inmates entering the program classroom and again upon the conclusion of the program, prior to the inmates returning to their housing unit.

The housing unit Deputies shall retrieve the assigned inmates (25 maximum), conduct a search of their person and verify their identity.

Inmates attending religious services are allowed to bring a bible and pencil.

SUPPORT SERVICE DEPUTY

The Support Service Deputy shall escort all InRoads instructors to/from classes. The deputy shall remain in the classroom at all times.

COMMUNICATION – EMERGENCY & NON EMERGENCY

All classrooms are equipped with an emergency pull-down alarm. This alarm should be used to alert the unit/master control during a time of duress.

NON EMERGENCY

Religious volunteers shall use the phone in the classroom in Unit 1 and Unit 2 to communicate with bridge personnel upon the conclusion of the program. In Units 3 through 8, volunteers shall use the intercom system on the outside of the classroom to notify the Control station at the conclusion of the program.