

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Administration	Date: 05-08-2018	Number 101
Subject:	Publication System		
Reference:	Title 15 CCR, Section 1029(a)		

I. POLICY

The purpose of this order is to develop a publication system for the Corrections Division. It is very important that Division Policy and Procedures (BPP) is user friendly. Within every BPP there will be procedures for the Regional Adult Detention Facility, Herbert Hughes Correctional Center, and the Oren R. Fox Medium Detention Facility.

II. PROCEDURE

A. WRITING A NEW BPP

All BPP are to be written using the format described in BPP 102.

B. BPP NUMBERING SYSTEM:

The numbering system has been designed to be user friendly and to reach information quickly. It will be the responsibility of the Chief Deputy of Corrections or their designee to issue numbers for new policies.

C. TABLE OF CONTENTS:

Each time a new BPP has been written and they have been assigned a number; the Chief Deputy of Corrections or their designee will print an updated table of contents with the new policy listed.

D. DISTRIBUTION LIST

The distribution list is an inventory of all BPP. It will be the responsibility of the Chief Deputy of Corrections or their designee to update all manuals on the distribution list. The following are the only manuals that will make up the distribution list:

1. Chief Deputy of Corrections
2. RADF Facility Commander
3. HHCC Facility Commander
4. OFDF Facility Commander
5. Day Reporting Center
6. Classification Sergeant
7. Internal Affairs Unit
8. RADF Watch Commander's Office
9. HHCC Tower
10. OFDF Watch Commander's Office

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11. Corrections Training Supervisor

E. BPP REVIEW:

In compliance to Title 15, Sec. 1029 - Policy and Procedures Manual, the BPP will be updated annually. At the beginning of each calendar year, the Chief Deputy of Corrections will develop a committee to review the BPP. It will be the responsibility of the committee to review, update or delete as needed.

F. REPLACING OLD BPP

If a BPP is to be replaced, the old policy will be removed completely and the new policy will take its place. It is the responsibility of the Administrative Lieutenant to update all BPP.

G. ARCHIVING BPP

It is important that all old BPP be retained for future reference. All old BPP will be archived in the Administrative Lieutenant's Office.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

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Title:	Administration	Date:	05-22-18	Number 102
Subject:	Bureau Policy and Procedures Characteristics			

I. POLICY

The intent of this order is to develop a consistent format in the writing of Bureau Policy and Procedures. It is important that the Corrections Bureau have a clear and concise policy and procedures manual, in which every order has the same characteristics.

II. PROCEDURE

Each Bureau Policy and Procedure will be constructed in the following format:

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Title: **XXXXXXXX** **Date:** **XXXX** **Number:** **XXXXX**
Subject: **XXXXXXXXXX**
Reference: **XXXXXXXXXX**

I. POLICY

When writing policies, the following guidelines should be observed:

- A. Policy statements must be composed of complete sentences. Phrases or incomplete sentences are usually less effective in communicating.
- B. Policy statements must reflect action. Policy statements tell what the organization intends to do. Consequently, policy statements should be written so they inform the reader of what action must be taken in specific circumstances.
- C. Policy statements should include the rationale for the policy. Staff has the right to know the rationale for the policies they are expected to enforce and follow.
- D. Policy statements should be general but directive. Although in certain instances, specific times and/or locations must be included in the policy statements, usually such detail should be included in the accompanying procedure.
- E. Policy statements should be as concise as possible. The longer and more involved the

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policy statement, the less likely it is that staff will read or understand it.

- F. Policy statements must be clear and unmistakable in their meaning. Policy statements cannot serve their purpose if they are worded in a way that makes them unclear or open to varying interpretations.

EXAMPLE

To prevent the possible loss of life to staff and inmates during a fire, or other similar emergency, an emergency evacuation plan has been established. This plan will be started during a fire emergency and during any other emergency that requires the evacuation of the entire institution or an individual housing unit.

II. PROCEDURE

When writing procedures, the following guidelines should be observed;

1. A procedure cannot exist without a policy. Procedures implement policy therefore procedures cannot exist independently of a policy statement.
2. Procedures should be presented in the appropriate sequence. Procedures should give the reader a description of steps in the order they are to be accomplished.
3. Procedures should identify the title of the individual(s) or a functional unit(s) responsible for completing each step. By referring to the title of the person(s) who will do each step, responsibility for the completion of the procedure is assigned and accountability is clear.
4. Procedures should show the time(s) and location(s) which indicate completing each procedural step. When writing procedures, try to include exactly when and where procedural steps are to be completed. Deadlines should be clearly stated. If precise information cannot be given, some references should be made to indicate approximate or relative times.
5. Procedures should show the form of communication to be served. Most procedures require some form of communication with either staff or inmates. When communication occurs, show the method to be used (written, telephone, intercom,

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radio, face-to-face, etc.)

6. Procedures should identify forms used in completing a step. If a form is used in completing a step, refer to the form by title and number. Include the forms in the policy and procedures manual for reference.
7. Procedures should include provisions for handling major problems that may affect the completion of a step. Show anticipated problems that may affect the completion of a step. This is especially important for emergency procedures. If the problem is already addressed in another policy or procedure, refer the reader to that policy or procedure by title and number.
8. Procedures should identify where discretion may be used. One major reason for the development of policies and procedures is to promote consistency in staff behavior. Obviously, such consistency cannot be developed if staff is allowed to exercise individual discretion in the completion of procedures. Because of the nature of the profession, however, there are situations in which staff must be flexible in completing a procedure. Such situations and the types of behavior allowable should, whenever possible, be identified. If all such situations cannot be identified, at a minimum, the title(s) of the individual(s) who can authorize discretionary behavior should be noted in the procedure.

EXAMPLE:

Discovery:

A Correctional Officer who discovers a fire or a similar emergency will:

1. Advise Housing Control, via two-way radio, intercom or telephone.
2. Remove the inmates from the affected area according to Procedure #4.
3. Attempt to extinguish the fire if feasible and if sufficient resources are available.

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Notification: The Correctional staff member working Housing Control will, upon notification of a fire:

1. Call the Fire Department (via Dispatch at ext. 2021)
2. Notify the Chief of Corrections, on call Lieutenant, Sheriff, or Undersheriff via telephone or two-way radio.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Chief Deputy of Corrections.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

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Title:	Administration	Date:	01-17-2019	Number 103
Subject:	Chain of Command			
Reference:	Title 15, Sec. 1029 (a) (1)			

I. POLICY

Every member of the Bureau of Corrections derives his authority directly from the constitutional office of Sheriff. In an organization of larger size of distribution it is impossible for the agency head to issue every direction or command to every subordinate. As a result the Sheriff has appointed several levels of leadership positions to act in his behalf. This system, known as the *chain of command*, identifies those individuals, their relative position to all others, and facilitates communications between all levels. Command succession is a systematic, predetermined method of replacing those leaders in case of death, disaster or incapacitation. It is important that each member know and understand both the chain of command and command succession in tranquil times so that they might be instantly implemented in time of turmoil.

II. PROCEDURE

A. CHAIN OF COMMAND FOR CORRECTIONS DIVISION

1. Sheriff-Coroner
2. Undersheriff
3. Chief Deputy of Corrections
4. Lieutenant
5. Watch Commander (Sgt./Cpl.)
6. Assistant Watch Commander (Cpl.)
7. Jail Training Officer

B. COMMAND SUCCESSION FOR THE CORRECTIONS DIVISION

1. Undersheriff
2. Chief Deputy of Corrections
3. Lieutenant
4. Classification Sergeant
5. Senior Watch Commander RADF
6. Senior Watch Commander HHCC

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Subject:	Chain of Command			
Reference:	Title 15, Sec. 1029 (a) (1)			

C. UNITY OF COMMAND

1. Operations of the Bureau of Corrections will be commanded only by those individuals within the Bureau of Corrections chain of command. Those officers who are not assigned as part of the Bureau of Corrections chain of command have no authority. Relating to the operations of the facility.
 - a. The Staff Duty Officer is deemed to be the Sheriff on holidays, weekends, and after business hours. As such the Staff Duty Officer is a member of the Bureau of Corrections chain of command and has full authority of operations.
2. Non-Bureau of Corrections officers of superior rank will be afforded courtesy and respect in all cases. They will be informed tactfully of their lack of operational authority should circumstance require.

III. Effective date:

This order becomes effective as of this date and supersedes all prior orders on this subject.

IV. By the Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

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Title:	Administration	Date: 05-08-2018	Number 105
Subject:	Media Policies		
Reference:	(A) Section 6254 (f) Government Code (B) Section 409.5 Penal Code (C) ICSO Policy Manual 346 Media Relations		

I. BACKGROUND

This Bureau exists to serve the people and is accountable to the people for the fair and impartial application of law. Likewise, this command has an obligation to provide accurate, timely information regarding facility activities to the people. The constitutionally free press is essential to our democratic society and serves as the public informer and common advocate. Within established law and without compromise for justice or infringement upon individual rights, members of this facility will cooperate fully in meeting the relevant needs of the news media in providing public information.

II. POLICY

- A. Within established guidelines and procedures this command shall notify on a timely, fair, and impartial basis, member of the media on matters of public interest. Such notification will not be made during such time that notice would compromise the integrity of any on-going criminal investigation or facility operation. In such cases media notifications will be made as soon as practical.
- B. Public information and communication is a direct responsibility of management personnel. This authority may be delegated operationally within established procedures. The facility employee, rank not withstanding, who is most familiar with an investigation, crime, or event should be designated to respond to media inquiries. When this is not practical an immediate supervisor or superior should respond after being fully informed by knowledgeable subordinates. At no time will members of this command intentionally mislead or misinform members of the media.
- C. Members of this command will strive for consistency in releasing information to the media for public dissemination. Information that is normally released should not be withheld based solely on the personal prominence of those involved. Conversely, information generally not routinely distributed should not be put forth solely as a result of personal prominence.

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- D. Normally, statements of policy expressing official positions of the department, official responses to criticism of the department, or statements pertaining to pending or on-going civil litigation involving the department shall be made only by the Sheriff or his designee. Likewise, statements about internal investigations, disciplinary matters, and officer-involved shooting shall be made by the Sheriff or his designee.

- E. As the department exists to serve the citizens, individually as well as collectively, consideration should be given to victim's requests for no publicity. Victims should be informed the Reference (A) requires that information regarding department activities be released to the public "unless such disclosure would endanger the safety of a witness or other person involved in the investigation, or unless disclosure would endanger the successful completion of an investigation." No employee of this command should ever guarantee that an event will not receive publicity.

- F. The ranking facility employee present at a disaster or crime scene is responsible for providing relevant, timely, and accurate information to the news media.
 - 1. Disaster, riots and accident scenes may be closed to the public in accordance with Reference (B); however news media representatives are exempt from this restriction generally. A disaster or accident within the facility will not automatically authorize entry by the media. The security of the institution will be paramount in these circumstances.

 - 2. Crime scenes may be closed to all unauthorized persons including the news media.

 - 3. The scene of a tactical operation is the same as a crime scene and the media may be denied access.

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- G. When the department is involved with other agencies in incidents or matters of mutual responsibility and concern, facility personnel will cooperate and coordinate fully with those agencies in releasing public information. Generally the agency of primary jurisdiction should make appropriate news releases citing assisting or secondary agencies. At any time other agencies assist this command in an operation or investigation, the assistance will be noted on any news release.

III. PROCEDURES

- A. The Chief Deputy of Corrections or their designee may release the following information relating to an event.
1. A factual statement of the accuser's name, age, residence, occupation and family status; and if the accused has not been apprehended, further information necessary to aid in his apprehension or to warn the public of any dangers which may exist.
 2. The fact and circumstance of an arrest, including the time and place of arrest, resistance, pursuit, and use of weapons.
 3. The identity of the investigating and arresting officer or agency and the length of the investigation.
 4. The identity of the victim or complainant if the release of that information is not otherwise prohibited by law. Under no circumstances will the name of a juvenile or sexual assault victim be released.
 5. The announcement of the seizure of any physical evidence, limited to a description of the evidence.
 6. To quote from or refer without comment to public records of the courts in the case.
 7. To announce the scheduling or result of any stage in the judicial process.

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8. To request assistance in obtaining evidence.
- B. Representatives of the news media shall have access to the facilities limited by offender privacy, security and order within the institution.
1. Under no circumstances shall a person in custody be forced to pose for cameramen or submit to an interview by the news media. Nothing in this policy prohibits the person in custody from consenting or requesting an interview however.
 2. In view of the special dangers posed by news media interviews, a clear and complete reminder of the right to consult with an attorney and of the right to refuse to grant an interview is necessary for inmates..
 3. The person in custody shall execute a written confirmation that he desires to submit to the interview.
- C. The following practices and subjects are expressly prohibited:
1. "Off-the-record" comments of any nature.
 2. The existence or contents of any confession, admission or statement given by the accused.
 3. The failure of the accused to make a statement or submit to any investigative procedure.
 4. The guilt or innocence of the accused, or the likelihood of conviction.
 5. The possibility of any disposition of the case.
 6. The meaning or value of any evidence seized.

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D. Records and Public information

1. Title 15 and 24 CCR, and the inmate handbook (facility rules and procedures) will be available in the Sheriff's Services Center at the request of any private person.
2. A log will be filled out containing the person's name, date of birth, address, and the information requested.
3. Inmates confined in the Jail can review the inmate handbook on the Telmate system and Title 15 and 24 CCR is available upon request.

IV. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title: Administration

Date: 07-13-2018

Number 106

Subject: Minimum Staffing

Reference: Title 15, Sec. 1027 Number of Personnel

I. POLICY

The intent of this policy is to establish the minimum staffing requirements for the Imperial County Sheriff's Corrections Bureau. A sufficient number of personnel must be on duty to ensure intermittent, direct visual supervision of all inmates and to ensure the implementation and operation of the programs and activities required by state and federal regulations in all local detention facilities.

Per Penal Code Section 4021, gender specific custodial persons must be assigned, available, and accessible for the supervision of same sex inmates; thereby requiring at least one (1) female and one (1) male Correctional Officer on duty at all times. To meet staffing requirements for the Regional Adult Detention Facility, the Corrections Bureau will maintain a minimum of three (3) gender specific positions (Floor Officer, Recreation and Transportation) for each sex. This policy does not prohibit staff from being appointed to or working other positions, unless otherwise required or permitted by state or federal law.

II. PROCEDURE

A. Regional Adult Detention Facility/Video Visitation Center

The following posts must be staffed at all times (unless otherwise noted):

<u>Post</u>	<u>Classification Title</u>
1. Assistant Watch Commander	Correctional Corporal
2. Housing Control Officer	Correctional Officer or Clerk
3. Floor One*	Correctional Officer
4. Floor Two*	Correctional Officer
5. Release Officer	Correctional Officer
6. Relief Clerk**	Correctional Clerk
(**Staffed during Swing shift and Graveyard shift only)	
7. Restrictive Housing Unit x (2)	Correctional Officer
8. Video Visitation Information Clerk**	Correctional Clerk
(**Staffed during Day shift and Swing shift only)	

(*There must be a minimum of one (1) male and one (1) female floor officer)

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B. Herbert Hughes Correctional Center

The following posts must be staffed at all times (unless otherwise noted):

<u>Post</u>	<u>Classification Title</u>
1. Facility Sergeant** (**Staffed during Day shift only)	Correctional Sergeant
2. Floor One*	Correctional Officer
3. Floor Two*	Correctional Officer
4. Officer in Charge	Correctional Officer

(*There must be a minimum of one (1) male and one (1) female floor officer)

C. Oren R. Fox Detention Facility

The following posts must be staffed at all times (unless otherwise noted):

<u>Post</u>	<u>Classification Title</u>
1. Booking Clerk	Correctional Clerk
2. Booking Officer	Correctional Officer
3. Central Control	Correctional Clerk
4. Housing Officer	Correctional Officer
5. Pre-Trial Services** (**Staffed during Day shift only)	Correctional Clerk

The following posts will be staffed once the units open:

6. Rover Officer	Correctional Officer
7. Unit 901	Correctional Officer
8. Unit 902	Correctional Officer
9. Unit 903	Correctional Officer
10. Unit 904	Correctional Officer
11. Unit 905	Correctional Officer
12. Unit 906	Correctional Officer
13. Watch Commander	Sergeant

The current minimal staffing requirement for all three (3) facilities is eighteen (18) staff members. Once all units open at the Oren R. Fox Detention Facility, the minimal staffing requirement will increase to twenty-six (26) staff members.

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D. Shortage of Personnel

It is the responsibility of the on-duty Watch Commander to ensure that the current and incoming shifts are fully staffed. If vacancies occur, the on-duty Watch Commander will assign staff to cover. AT NO TIME WILL A SHIFT RUN SHORT.

E. Watch Commander Shortage

If no coverage for Watch Commander can be found, and the on-duty Watch Commander is approaching sixteen (16) hours of being on-duty without knowing that s/he will get relieved, the Facility Commander will be notified of the situation.

All means of finding coverage must be exhausted before assigning a Correctional Officer as a Watch Commander.

The Chief Deputy of Corrections or Lieutenant are the only individuals, in addition to the Undersheriff, who are authorized by the Sheriff to assign a Correctional Officer as a Watch Commander.

F. Voluntary Overtime

1. Whenever there is a known or unforeseen absence requiring overtime relief, Voluntary Overtime will be authorized. This will be on a first-come, first-serve basis. Voluntary Overtime work assignments will be distributed among employees by the same classification (e.g. Officer for Officer, Sergeant for Sergeant, Corporal for Corporal).
2. All available Voluntary Overtime will be posted on a sign-up list located on the Watch Commander's office window. If there are still open vacancies seven (7) calendar days after the list is posted, employees outside the division and the classification may sign up.
3. Any unforeseen vacancies will be announced by the Watch Commander as they become available.

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G. Mandatory Overtime

1. Mandatory Overtime is initiated to supplement Voluntary Overtime. This can be done by any Watch Commander or Supervisor, at any time.
2. Mandatory Overtime may be initiated after a voluntary sign-up list was posted but the facility staffing projections do not yet meet the minimum staffing requirements.
3. In the event any unforeseen, unscheduled vacancy occurs which Voluntary Overtime does not fill, the vacancy will be filled from a mandatory inverse departmental seniority list held by the Watch Commanders.
4. As much notice as is reasonable under the circumstances will be provided to employees who are directed to perform Mandatory Overtime. Supervisors will also attempt to assign an equally qualified replacement where the employee has a previously existing obligation after the completion of the employee's regular work hours.

H. Emergency Mandatory Overtime

1. Whenever the Sheriff determines an emergency situation exists, Emergency Mandatory Overtime may be initiated by the Chief of Corrections or her/his designee, as needed.
2. During Emergency Mandatory Overtime, regular tours of duty may be extended and/or days off, including vacation time, of any or all personnel may be cancelled, as otherwise permitted by law. Emergency Mandatory Overtime may also include the suspension of overtime restrictions.
3. Emergency Mandatory Overtime may be initiated to reach the minimum staffing levels (dayshift 18 / graveyards 18).
4. Emergency Mandatory Overtime will be conducted based on inverse

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departmental seniority; however, depending on the emergency and the needs of the department, Emergency Mandatory Overtime may be initiated without regard to seniority.

All department staff, including employees working special assignments, shall be included.

5. When circumstances permit, Voluntary and Mandatory Overtime shall be exhausted first before implementing Emergency Mandatory Overtime. Employees receiving Emergency Mandatory Overtime will receive a written memorandum notifying each person that they have been ordered to work. Emergency Mandatory Overtime cannot be given away by employees to another employee.

I. Voluntary List

1. All available Voluntary Overtime will be posted on the Watch Commander's Office window.
2. Any employee who signs up for Voluntary Overtime is committed to work that shift. Employees may **not** remove their own names from the Voluntary Overtime sign-up list. Only the Watch Commander for that overtime shift may remove names from the list.
3. Any employee who signs up and then fails to work a schedule time, will not be allowed to sign up for Voluntary Overtime for a period of thirty (30) days.
4. Employees who fail to report for **any** confirmed Voluntary Overtime may be subject to disciplinary action.
5. Employees are not allowed to sign up other employees for Voluntary Overtime positions. Every employee must sign up for his/her own Voluntary Overtime.

J. Mandatory List

1. Upon reporting for duty and after briefing has occurred, the Watch Commander maintaining the Mandatory Overtime list will identify the next two (2) eligible staff members and inform them of their position on the Mandatory Overtime list (stand-by list).

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2. The Watch Commander maintaining the Mandatory Overtime list shall coordinate with the incoming Watch Commander to ensure all vacancies are filled.
3. In the event a vacancy occurs, and no one has volunteered, the vacancy will be filled from the Mandatory Overtime list held by the Watch Commander.
4. It will be the responsibility of the Watch Commander to ensure that any employee working a sixteen (16) hour shift will be relieved prior to all other staff. Reasonable effort will be made to avoid causing employees to work Mandatory Overtime in excess of two (2) consecutive days.
5. Holding staff over for one (1) hour beyond a scheduled shift will be considered Mandatory Overtime only if it is for the purpose of filling a vacant position.

Any illness preventing an employee from working Mandatory Overtime must be documented in a memorandum with a doctor's excuse attached, and forwarded to the Division Chief through the Chain of Command. The employee will immediately become eligible for subsequent Mandatory Overtime shifts.

K. Limited duty

1. All employees with **temporary** physical work restrictions will not be allowed to work overtime until medically cleared for full duty. The exception to this rule is pregnant employees on limited duty.

L. Trainee Status

1. Employees in a training status may **not** work overtime until their completion of the Jail Training Officer program.
2. In emergency situations, the Division Captain, or designee, may authorize trainees to work overtime. Employees in training will only be allowed to work in areas in which they have completed training.

M. Overtime Restrictions

1. Employees must have at least eight (8) hours off between shifts.

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Reference: Title 15, Sec. 1027 Number of Personnel

2. Absent emergency operations, employees should not work more than:
 - 16 hours in one day (24 hour) period or
 - 30 hours in any 2 day (48 hour) period or
 - 84 hours in any 7 day (168 hour) period
3. Supervisors should give considerations to reasonable rest periods and are authorized to deny overtime and/or relieve to off-duty status any employee who has exceeded the above guidelines.
4. Overtime restrictions on the number of hours worked apply to shift changes, shift trades, rotation, training, general overtime, and any other work assignments.

III. EFFECTIVE DATE

This order becomes effective as of this date and supersedes all prior orders.

IV. BY DIRECTION OF THE CORRECTIONS BUREAU COMMANDER

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

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Title: Administration

Date: 07-10-2018

Number 106

Subject: Minimum Staffing

Reference: Title 15, Sec. 1027 Number of Personnel

I. POLICY

The intent of this policy is to establish the minimum staffing requirements for the Imperial County Sheriff's Corrections Bureau. A sufficient number of personnel must be on duty to ensure intermittent, direct visual supervision of all inmates and to ensure the implementation and operation of the programs and activities required by state and federal regulations in all local detention facilities.

Per Penal Code Section 4021, gender specific custodial persons must be assigned, available, and accessible for the supervision of same sex inmates: thereby requiring at least one (1) female and one (1) male Correctional Officer on duty at all times. To meet staffing requirements for the Regional Adult Detention Facility, the Corrections Bureau will maintain a minimum of three (3) gender specific positions-(Floor Officer, Recreation and Transportation) for each sex. This policy does not prohibit staff from being appointed to or working other positions, unless otherwise required or permitted by state or federal law.

II. PROCEDURE

A. Regional Adult Detention Facility/Video Visitation Center

The following posts must be staffed at all times:

Assistant Watch Commander	Correctional Corporal
Housing Control Officer	Correctional Officer or Clerk
Floor One*	Correctional Officer
Floor Two*	Correctional Officer
(*There must be one (1) male and (1) one female floor officer)	
Release Officer	Correctional Officer
Relief Clerk*	Correctional Clerk
(Swing shift and Graveyard shift)	
Restrictive Housing Unit x (2)	Correctional Officer
Video Visitation Information Clerk	Correctional Clerk*
(Days and Swing shift only)	

B. Herbert Hughes Correctional Center

The following posts must be staffed at all times:

Facility Sergeant	Correctional Sergeant*(M-F)
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**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

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Reference: Title 15, Sec. 1027 Number of Personnel		

Floor One*	Correctional Officer
Floor Two*	Correctional Officer
(*There must be one (1) male and (1) one female floor officer)	
Officer in Charge	Correctional Officer

C. Oren Fox Detention Facility

The following posts must be staffed at all time:

Booking Officer	Correctional Officer
Booking Clerk	Correctional Clerk
Central Control	Correctional Clerk
Housing Officer	Correctional Officer
Pre-Trial Services*	Correctional Clerk
Rover Officer	Correctional Officer
Unit 901	Correctional Officer
Unit 902	Correctional Officer
Unit 903	Correctional Officer
Unit 904	Correctional Officer
Unit 905	Correctional Officer
Unit 906	Correctional Officer
Watch Commander	Sergeant

The minimal staffing requirement for all facilities is sixteen (16) staff members.

D. Shortage of personnel

It is the responsibility of the on duty Watch Commander to ensure that the current and in-coming shift are fully staffed. If vacancies occur, the on-duty Watch Commander will assign staff to cover. AT NO TIME WILL A SHIFT RUN SHORT.

E. Watch Commander Shortage

If no coverage for Watch Commander can be found and the on-duty Watch Commander has been on duty in excess of sixteen (16) hours, the Facility Commander will be notified of the situation.

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All means of finding coverage must be exhausted before assigning a Correctional Officer as a Watch Commander.

The Chief Deputy of Corrections or Lieutenants are the only individuals authorized to assign a Correctional Officer as a Watch Commander.

F. Voluntary Overtime

1. Whenever there is a known unforeseen absence requiring overtime relief, Voluntary Overtime will be authorized. This will be on a first come, first serve basis. Overtime work assignments will be distributed among employees by the same classification.
2. All available overtime will be posted on a sign-up list located on the Watch Commander's office window. If there are still open vacancies seven (7) calendar days after the list is posted, employees outside the division and outside the classification may sign up.
3. Any other unforeseen vacancy will be announced by the Watch Commander as it becomes available.

G. Mandatory Overtime

1. Mandatory overtime is initiated to supplement voluntary overtime. This can be done by any Watch Commander or Supervisor, at any time.
2. Mandatory overtime may be initiated when a voluntary sign-up list has been exhausted and the facility staffing projections do not meet the minimum staffing requirements.
3. In the event any unforeseen, unscheduled vacancy occurs and voluntary overtime is not available, the vacancy will be filled from a mandatory inverse departmental seniority list held by the Watch Commanders.

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H. Emergency Mandatory Overtime

1. Whenever the sheriff determines an emergency situation exists, emergency mandatory overtime may be initiated by the Chief of Corrections or her/his designee, as needed.
2. During emergency mandatory overtime, regular tours of duty may be extended and/or days off, including vacation of any or all personnel may be cancelled, as otherwise permitted by law. Emergency mandatory overtime may also include the suspension of overtime restrictions.
3. Emergency mandatory overtime may be initiated to reach the minimum staffing levels (dayshift 16 / graveyards 16).
4. Emergency mandatory overtime shall be conducted based on inverse departmental seniority (Emergency Mandatory Overtime may result in the needs of the department without regard to seniority). All department staff including employees working special assignments shall be included.
5. When circumstances allow for coverage, voluntary and mandatory overtime shall be exhausted first. Employees receiving emergency mandatory overtime will receive a written memorandum notifying each person that they have been ordered to work. Emergency mandatory overtime cannot be given away to another employee.

I. Voluntary List

1. All available overtime will be posted on the Watch Commander Office window.
2. Any employee who signs up for overtime is committed to work that shift. Employees may **not** remove their own names from the overtime sign-up list. Only the Watch Commander for that overtime shift may remove names from the list.

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3. Any employee who signs up and then fails to work a schedule time, will not be allowed to sign up for voluntary overtime for a period of thirty (30) days.
4. Employees who fail to report for **any** confirmed overtime may be subject to disciplinary action.
5. Employees are not allowed to sign up other employees for overtime positions. Every employee must sign up for his/her own overtime.

J. Mandatory List

1. Upon reporting for duty and after briefing has occurred, the Watch Commander maintaining the mandatory overtime list will identify the next two (2) eligible staff members and inform them of their position on the mandatory overtime list (stand-by list).
2. The Watch Commander maintaining the mandatory overtime list shall coordinate with the incoming Watch Commander to assure that all vacancies are filled.
3. In the event a vacancy occurs, and no one has volunteered, the vacancy will be filled from the mandatory overtime list held by the Watch Commander.
4. It will be the responsibility of the Watch Commander to ensure that any employee working a sixteen (16) hour shift will be relieved prior to all other staff. Reasonable effort will be made to avoid causing employees to work mandatory overtime in excess of two (2) consecutive days.
5. Holding staff over for one (1) hour beyond a scheduled shift will be considered mandatory overtime only if it is for the purpose of filling a vacant position.

Any illness preventing an employee from working mandatory overtime must be documented in a memorandum with a doctor's

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excuse attached, and forwarded to the Division Chief through the Chain of Command. The employee will immediately become eligible for subsequent mandatory overtime shifts.

K. Limited duty

1. All employees with **temporary** physical work restrictions will not be allowed to work overtime until medically cleared for full duty. The exception to this rule is pregnant employees on limited duty.

L. Trainee Status

1. Employees in a training status may **not** work over time until their completion of the Jail Training Officer program.
2. In emergency situations the Chief Deputy of Corrections or designee may authorize trainees to work overtime. Employees in training will only be allowed to work in areas in which they have completed training.

M. Overtime Restrictions

1. Employees must have at least eight (8) hours off between shifts.
2. Absent emergency operations employees should not work more than:
 - 16 hours in one day (24 hour) period or
 - 30 hours in any 2 day (48 hour) period or
 - 84 hours in any 7 day (168 hour) period
3. Supervisors should give considerations to reasonable rest periods and are authorized to deny overtime and/or relieve to off-duty status any employee who has exceeded the above guidelines.
4. Overtime restrictions on the number of hours worked apply to shift changes, shift trades, rotation, training, general overtime, and any other work assignments.

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III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title:	Administration	Date:	01-09-2018	Number 107
Subject:	Organizational Philosophy			
Reference:	(A) Section 26605, Government Code			
	(B) Title 15 CCR			
	(C) Penal Code Section 4000			

I. Background

The Corrections Bureau is an operational bureau of the Imperial County Sheriff's Office. Its very existence is authorized by Reference (A), which provides that the Sheriff is responsible for operation of the jail. There are literally hundreds of individual laws, regulations, case law decisions, and Attorney General's opinion relating to the operations of the Corrections Bureau, many of them incorporated as a part of reference (B), the Minimum Jail Standards. Of equal importance, the philosophy of this Bureau must be articulated, understood and enforced.

II. Policy

A. Regional Adult Detention Facility-Maximum Security Facility

1. Those individuals confined at the Regional Adult Detention Facility are confined here *as* punishment and *not* for punishment. It is the proper role of the court to exact punishment and a significant mode of punishment is the deprivation of individual liberty. It is not, and will not be our role to punish those in our charge.
2. The majority of inmates confined at the Regional Adult Detention Facility are detained awaiting court process. Consequently, they are presumed to be innocent by our system of laws. We recognize that presumption of innocence.
3. It is the duty of every member of the staff of the Regional Adult Detention Facility to ensure the care, custody, and control of inmates confined there.
4. Inmates confined at the Regional Adult Detention Facility will be treated with the greatest degree of courtesy, dignity, and respect consistent with the safety and security needs of the facility.

B. Herbert Hughes Correctional Center- Medium and Minimum Security Facility

1. The Herbert Hughes Correctional Center was designed and constructed to provide the citizens of Imperial County with a safe and secure facility that

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Reference:	(A) Section 26605, Government Code			
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	(C) Penal Code Section 4000			

either meets or exceeds the standards articulated by local, state, federal and professional agencies.

2. The operation of the HHCC will ensure that those remanded to our care are provided with a safe, secure and humane treatment consistent with applicable standards, laws and judicial decisions.
3. Alternatives to incarceration will be utilized in every case consistent with our responsibility to ensure the public safety and to protect inmate rights.
4. Upon receipt inmates will be classified in the least restrictive classification possible with due consideration to the safety of the public, inmates and staff.
5. Inmates will be encouraged to take responsibility for their conduct, and will be allowed to make many decisions about their confinement. Good decisions are to be recognized, while poor judgment and bad decision making should also be recognized, and immediately remedied to ensure that the inmate begins to develop a habit of making good decisions.
6. Inmates may choose to appeal the finding(s) and/or sanction of the Disciplinary Hearing Officer(s) to the **Disciplinary Review Board**. An appeal form must be filed within 48 hours of the hearing or will be deemed to be waived. The **Disciplinary Review Board** shall be convened within 48 hours of an appeal to hear the matter. The reviewer should look at the final decision to verify that it was appropriate for the action based on adequate evidence and facts. Upon review of the appeal, the **Disciplinary Review Board** may impose the following:
 - a.) Remand the proceedings to the Disciplinary Hearing Officer(s) for a rehearing in the event that the procedures contained in this directive have not been properly administered.
 - b.) Reduce the sanction imposed.
 - c.) Reverse the findings of sustained and direct a finding of not sustained.

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- d. Approve the findings of the Disciplinary Hearing Officer(s).
 - e.) Direct the forfeiture of good time/work time credit if previously recommended by the Disciplinary Hearing Officer(s).
 - f.) With the exception of the forfeiture provision of subparagraph above, the Disciplinary Review Board may not increase the sanctions imposed by the Disciplinary Hearing Officer(s).
7. The essentials of human life, medical and mental health care, nutritious meals, recreation, clean environment, religious counseling, and educational opportunities will be provided to all within our care.
8. The continuity of family and community contact will be encouraged by appropriate policies governing visitation, telephone usage, and mail.

C. Oren R. Fox- Medium Security Facility

- 1. This facility is designed to be incentive based and housing location for inmates who have earned it through rule compliance and commitment to programming. All inmates housed in this facility are held individually accountable for their behavior and compliance with rules.

The "9 Principles of Direct Supervision"

- a. Effective Control
- b. Effective Supervision
- c. Competent Staff
- d. Safety of inmates and staff
- e. Manageable and cost-effective operations
- f. Effective Communication
- g. Classification and Orientation

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Corrections Bureau Policy and Procedures Manual**

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Reference:	(A) Section 26605, Government Code			
	(B) Title 15 CCR			
	(C) Penal Code Section 4000			

- h. Justice and Fairness
- i. Ownership of the Operations

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Administration	Date: 01-15-2019	Number: 108
Subject: Administration Position Selection Process		

I. POLICY

The purpose of this policy is to establish a fair and equitable method for the selection of personnel for administrative positions that meet the operational needs of the Corrections Division.

Correctional Officer Positions (two year assignment)

Transportation Officer
Transportation Officer – Bus Driver
Medical Security Officer
Recreation Officer – RADF
Recreation Officer – HHCC
Laundry Officer
Rover Officer
Day Reporting Officer-**Exempt from (2) two year assignment**
Classification Officer- **Exempt from (2) two year assignment**
Inmate Disciplinary Officer
K-9 Officer-**Exempt**

Correctional Supervisor Positions (two year assignment)

Classification Corporal- **Exempt from (2) two year assignment**
Classification Sergeant- **Exempt from (2) two year assignment**
Federal Inmate Liaison Sergeant- **Exempt from (2) two year assignment**
Transportation Corporal- **Exempt from (2) two year assignment**
Training Corporal
Administrative Sergeant
Inmate Program Sergeant- **Exempt from (2) two year assignment**
Day Reporting Corporal- **Exempt from (2) two year assignment**
Administrative Investigations Unit-**Exempt from (2) two year assignment**
Grounds keeping Corporal
Relief Sergeant
Relief Corporal
HHCC Sergeant

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Administration	Date: 01-15-2019	Number: 108
Subject: Administration Position Selection Process		

II PROCEDURE:

1. All Corrections Bureau administrative positions shall be published in the Corrections Division Policy and Procedure manual. As administrative position openings occur, a memo announcing the opening will be published by the Facility Commander. The memo will be directed to each shift supervisor and will also be placed on the Corrections bulletin board for viewing.

2. When a position becomes open, the Facility Commander will post a memo announcing the opening of the position for a two week period.**See Addendum A.** Employees interested in the position shall direct a memo to the Facility Commander. The selection process may include some or all of the following: an interview, resume, and memorandum submission. Some positions will require that you qualify with the department issued weapons. The selection for the position shall be conducted as soon as possible to the close of the announcement. All applicants will be rated in an objective manner based on skills/ability & performance. In the case of a tie, seniority will be the deciding factor. When there are no applicants for a specialized position, Corrections Bureau Administrative staff reserves the right to assign staff to serve in the capacity that best suits the needs of the division.

3. The Chief Deputy of Corrections shall ensure that a tracking process is maintained by the Facility Commander to ensure that rotation of employees is conducted in a fair and systematic manner.

The tracking process shall include:

- Assigned employees name
- Date employee was assigned
- Scheduled employee's rotation date out of assignment

4. Employees assigned to administrative positions shall receive appropriate training in their newly assigned position.

5. Assignments for Correctional Officers and Correctional Supervisors shall be for a minimum of two or three years and may be extended to a maximum time of 5 years.

**Imperial County Sheriff's Office
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If an individual is interested in applying for a position that is currently filled but has exceeded the two or three year minimum, the applicant may submit required documentation as posted in the directive issued for the position announcement.

The Corrections Bureau Administrative Staff will evaluate the current applicant, the staff member currently assigned to the position and determine the best suited appointment based on the needs of the division (which shall include opportunities for a variety of staff to be assigned to different positions and staff development).

6. When new administrative positions are created, the new position will be included in the rotation of assignments as listed above with the same policy requirements.

Addendum A: Example

TO: All Correctional Sergeants/Corporals/Officers
FROM: Lt. R. Cortez
SUBJECT: Transportation Sergeant Opening
Date: October 8, 2018

To all Correctional Sergeants, the Corrections Division is currently accepting memorandums of interest for one position as Transportation Supervisor. ***This position will also require you to be in charge of facilitating all local, federal, and state inspections.*** Please state on your memorandum as to the reasons why you feel you should obtain this position. To be eligible you must submit your memorandum by 1700 hours Monday October 22, 2018 to me. If there are any questions please feel free to contact me at extension 2224.

Desired Qualities:

1. Must have successfully completed probationary period.
2. Must be free of disciplinary action for a period of one year.
3. Recognized competence and ability as evidenced in their performance.
4. Demonstrate good judgment and perform well under stressful situations.
5. Commitment to the unit, realizing that the assignment may necessitate unusual working hours, conditions and training obligations.
6. Must have qualified with the Department issued weapons for a year.
7. Must have the ability to network and work with other law enforcement agencies.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Administration	Date: 01-15-2019	Number: 108
Subject: Administration Position Selection Process		

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Administration	Date: 03-16-12	Number: 109
Subject: Facilities Rated Capacity		
Reference: California Code of Regulations, Title 24		

I. POLICY

It is the policy of the Imperial County Sheriff's Office, Corrections Bureau that the Regional Adult Detention Facility (RADF) and the Herbert Hughes Correctional Center (HHCC) comply with the California Board of Corrections – Board Rated Capacity, in reference to the housing of all inmates.

Board Rated Capacity is the number of inmates that are allowed to be housed in a module or Dorm per Title 24, CCR.

II. PROCEDURE

A. Board Rated Capacity for RADF:

1. Module A	16
2. Module B	20
3. Module C	40
4. Module D	40
5. Module E	40
6. Module F	40
7. Module G	40
8. Module H	40
9. Module I	20
10. Module J	20
11. Module K	20
12. Module L	20
Total	356

B. Board Rated Capacity for HHCC:

1. Dorm 1	50
2. Dorm 2	50
3. Dorm 3	62
4. Dorm 4	62
5. Dorm 5	50
6. Dorm 6	40
Total	392

C. Over Crowding

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Administration	Date: 03-16-12	Number: 109
Subject: Facilities Rated Capacity		
Reference: California Code of Regulations, Title 24		

It is the intent of the Imperial County Sheriff's Office Corrections Bureau not to surpass the Board Rated Capacity. In the event this does occur, it should only be for a very short duration. If the population does break the Board Rated Capacity, the following procedure will be used:

1. Notification

Notification will be made as soon as possible to the following personnel in succession:

- (a) Watch Commander
- (b) CIM Sergeant
- (c) Custody Division Lieutenant or On-Call Administrator
- (d) US Marshals Representative **(For Federal inmates only)**

2. Alleviation

The CIM Sergeant will make all attempts to alleviate the overcrowding situation as soon as it is possible.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Department
Corrections Bureau
Bureau Policy and Procedures**

Title: Administration	Date: 4-8-03	Number 111
Subject: Incident Reporting to On Call Staff Member		

I. PURPOSE

To outline procedure to be used when Custody Division facilities report significant incidents to the On Call Staff Member.

II. POLICY

It is the policy of the Imperial County Sheriff's Department Corrections Bureau, to ensure that all facility-related occurrences that jeopardize or have the potential to jeopardize staff, inmates, visitors, the security of the facility, or the safety of the community at large, are reported in a timely fashion, and the command personnel are available to line supervisors for consultation at all times.

III. PROCEDURES

All significant incidents taking place within the institution, including but not limited to acts of violence, escape, hostage-taking, duty-related death or serious injury of staff members, or other major institutional disruptions, will be reported to the Custody Division Commander. During normal working hours, typical reporting channels will be used. During off-duty hours, this reporting will be through an On Call Staff Member structure. In the absence of command staff in the typical chain of command, the Department on Call Officer is delegated the authority to make such decisions as are otherwise delegated by the Sheriff.

The Corrections Bureau Commander will identify staff members who are to be available to shift supervisors in times of crises and for consultation and notification during unusual management situations. This duty will be shared on a rotational basis by all command staff. The Watch Commander will be provided with a listing of the phone numbers of the On Call Staff Member, and a schedule of their assignments. The On Call Staff Members will have pager and cell phones, and those numbers will be available in the Watch Commander's Office.

A. Reporting Requirements

For reporting purposes, incidents will be organized into levels of seriousness. These levels are defined below:

**Imperial County Sheriff's Department
Corrections Bureau
Bureau Policy and Procedures**

Title: Administration	Date: 4-8-03	Number 111
Subject: Incident Reporting to On Call Staff Member		

Priority I:

Priority I incidents are those that will be reported at once to the On Call Staff Member and are listed, but not limited to the following:

1. Service-related death of inmate, employee, volunteer or visitor.
2. Extensive property damage resulting from fire, man-made or natural disaster, or inmate actions.
3. Actual, suspected or attempted hostage action.
4. Sexual assault of any type, or assaults when a weapon was involved.
5. Riot or use of riot control equipment, including chemical agents are needed.
6. Escape or attempted escapes.
7. Actual or suspected sabotage resulting in major property damage or prolonged disruption of operations, such as suspected arson, cut power or telephone lines, or inoperative heating/cooling/ventilation plant.
8. Any occurrence that the Watch Commander believes may result in an unusual level of public attention.
9. Power outage in excess of one hour or any time during non-daylight hours.
10. Use of a firearm by any person on Department Property.
11. Any alleged criminal act committed by a person visiting or working in the facility, including any act committed by staff that may result in criminal charges.
12. Attempted or actual suicide.

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Corrections Bureau
Bureau Policy and Procedures**

Title: Administration	Date: 4-8-03	Number 111
Subject: Incident Reporting to On Call Staff Member		

13. Hospitalization of any inmate, staff or visitor.

Priority II:

Priority II incidents will be reported by phone within 24 hours (0800-2200) and include, but are not limited, to the following:

1. Suspected or reported inmate abuse.
2. Use of restraints or physical force by correctional staff in the performance of their duties in other in other than routine inmate movements.
3. Accidental discharge of a firearm.
4. Self mutilation
5. Possession of suspected possession by inmate of serious contraband.
6. Physical altercations between inmates.
7. Substance abuse, possession of illegal substances, or unauthorized possession by inmates of substance that could cause them harm if ingested or inhaled.
8. Reported or suspected illness from highly contagious disease

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

**Imperial County Sheriff's Department
Corrections Bureau
Bureau Policy and Procedures**

Title: Administration	Date: 4-8-03	Number 111
Subject: Incident Reporting to On Call Staff Member		

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date:	01-16-2018	Number	201
Subject:	Emergency Planning				
Reference:	Title 15 CCR, Section 1029(a)(7)				

I. PURPOSE

The purpose of this policy is to provide a general tactical approach that is applicable across a broad range of emergencies.

II. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that all reasonable steps will be taken to prevent emergencies from occurring. To reduce injuries to staff, inmates and damage to the facility during an emergency, every effort will be made to maintain and regain control to insure a safe and secure environment for staff, inmates and the public.

III. PROCEDURES

A. IDENTIFICATION OF HAZARDS:

The emergencies faced in the Corrections Bureau generally fall into one of the following categories:

1. Natural Disasters: Disaster resulting from destructive forces of nature.
2. Man-made Disaster: Including hazards unique to correctional and law enforcement agencies, initiated or created by man (i.e., disturbance/riots, hostage situations, arson, escape, food strikes, work stoppages, etc.).
3. Technological Disasters: Hazards resulting from technological advancements (i.e., gas, water or electricity loss, prolonged computer outage, etc.).

B. GENERAL APPROACH TO EMERGENCY PREPAREDNESS:

1. For any specific type of emergency, some procedures must be added to this general policy. Nevertheless, this policy has the advantage of providing a simple procedure for emergency mobilization of the jail facilities. It will provide a consistency that will enable jail staff to respond with a single tactical approach.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date:	01-16-2018	Number	201
Subject:	Emergency Planning				
Reference:	Title 15 CCR, Section 1029(a)(7)				

2. Successful handling of operational issues demands time. In some emergencies, sufficient time is just not available. Under such conditions, staff actions should be approximations of optimal procedures, but there will be tasks left undone and other bases not covered.

C. **PRIORITY CONCERNS:**

The priority of responsibilities for all staff members during an emergency is as follows:

1. The safety and protection of the public.
2. The safety and welfare of any hostages.
3. Safeguard personnel to prevent loss of life or injuries.
4. Prevent loss of life or injuries to inmates. Those inmates not involved directly in the emergency will be isolated and protected.
5. Maintaining the security of the facility.
6. Protections of county property.
7. Restoring services.

D. **TACTICAL PLAN:**

The tactical plan consists of five (5) phases:

1. **VERIFICATION, NOTIFICATION AND ASSESSMENT:** Verify the initial contact information; report the situation; assess the extent and seriousness of the emergency.
2. **ISOLATE, CONTAIN AND CONTROL:** isolate and contain the emergency; secure unaffected areas of the facility.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date:	01-16-2018	Number	201
Subject:	Emergency Planning				
Reference:	Title 15 CCR, Section 1029(a)(7)				

3. EVACUATE: Remove all inmates, staff and visitors in the danger zone. Identify, debrief and interrogate.
4. RESOLVE: Restore order and normal conditions as quickly and as fully as possible.
5. DEACTIVATE/DOCUMENTATION: Debrief involved staff; document emergency procedures and preserve evidence.

E. VERIFICATION:

Initial notice of an emergency may come from a call from outside the facility, from an inmate or from staff.

1. If the initial communication about an emergency is from inmates, or is from an unverified phone call from outside the facility, then staff should seek some corroboration immediately. If there is any question about the nature, extent or validity of the emergency, then staff should be dispatched to assess the emergency.
2. Most frequently, staff will report emergency notification. Notification should be sufficiently detailed so that no additional verification is needed prior to instituting emergency procedures.
3. In the event the security and integrity of the facility is in jeopardy, **CODE RED** will be broadcasted via the radio and hallway intercoms. Both facilities will immediately lock all door and secure all inmates. At RADF is it imperative that H1/H2/I-1/I-2 /I-3/1-4/I-5/I-6/I-7 and V-1 remain secured. These doors will remain secured until the Watch Commander has given the **CODE GREEN** command over the radio. If a Watch Commander has been taken hostage, they can not authorize anything.

F. NOTIFICATION:

1. The first and primary duty of any staff member encountering an emergency is to notify Housing Control, Intake Control or the Tower, whichever is closer. Even if the staff member feels they can resolve

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the problem, they will report before taking action. What initially seems manageable may quickly escalate into a critical incident (i.e., the staff member may be accidentally injured, cut off from communications or assaulted by inmates).

a. Staff reporting an emergency should be concise, but should include:

1. Name and location of reporting officer.
2. Location of incident.
3. Nature of incident.
4. Injuries (if any).
5. Number of inmates involved (if any).
6. Weapons involved (if any).

2. The Housing Control, Intake Control or the Tower officer will immediately notify the Watch Commander on duty.

3. If necessary, the Watch Commander will notify the Facility Commander of the problem.

4. If necessary, the Watch Commander will notify the Patrol Sergeant and advise him of the incident. The Patrol Sergeant may be requested to activate outside support agencies, equipment, personnel, and dispatch a deputy investigator to the scene for the crime report.

5. The Facility Commander will notify the Bureau Commander.

G. ASSESSMENT:

1. The Watch Commander will assess the situation and determine the course of action to be taken. They will try to gather the following information.

- a. Exact location and nature of the emergency.
- b. Identify any agitators
- c. Identify any weapons involved.
- d. Identify any staff member(s) involved.

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- e. Identify the extent of any injuries.
- f. Determine any breaches of security.
- g. Determine amount of damages.

- 2. The Watch Commander will complete the Incident Commander Checklist/Situation Assessment form as necessary (see page 11).

H. CONTAINMENT OF THE SCENE:

- 1. Once initial notification has been made, the first staff priority is to isolate and secure the area involved. The speed of this initial containment of the emergency can be critical in reducing the possibility of involvement of the other kinds of problems will emerge from the tension and turmoil. Locking down all inmates and doors in the area and not allowing any inmate movement will accomplish this. All positively identified non-involved civilians will be removed from the area when possible.
- 2. All nonessential personnel will leave the area. Spectators will not be allowed at the scene. All necessary personnel and staff members at the scene will participate in solving the problem as directed, or be required to leave the area.
- 3. Officers will be used to establish an inner perimeter (area closely surrounding the site) to enclose the incident area. The inner perimeter will contain and block all possible avenues of escape.
- 4. The outer perimeter (an established buffer zone designed to control all traffic into the effected area) will be established using sworn staff to keep the public and press a safe distance from the scene and provide an area for assigned staff to operate.
- 5. No one may enter or leave the inner or outer perimeter area without the explicit approval of the Incident Commander.
- 6. The Incident Commander will be notified of the scene containment and all participant identities.

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7. If the Watch Commander orders the facility locked down, the Housing Control, Intake Control or the Tower Officer will initiate a complete facility lock down as follows:
 - a. Notify all officers to cease all inmate movement and instruct all visitors to leave the visiting area and return to the lobby.
 - b. Any additional personnel arriving at the facility to help will only enter the facility via the following:

RADF - I-7 will be the only door opened.
HHCC - The front.

I. CONTROL OF THE SCENE:

1. The on-duty Watch Commander will act as the Incident Commander until officially relieved by a higher-ranking officer in the chain of command. The Incident Commander will be responsible for the supervision and direction of all necessary personnel during the incident. Involved staff members will execute only those orders issued and will not initiate any activity on their own.
 - a. A staff member will be assigned at the scene to keep a log of all events, concerning the incident, as they occur.
 - b. The Housing Control, Intake Control or the Tower Officer will be responsible for documenting all information received at the location. This documentation will be used when reports are written following the incident.
2. Command of the emergency should not be held at the scene.
3. If the facility is placed on lock down or if the situation deems it necessary, the Incident Commander will establish a Command Post Station, outside the inner perimeter and inside the outer perimeter, to determine further logistic and personnel requirements and applications.
4. If the Incident Commander needs to personally assess the situation,

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they should return to the Command Post as quickly as possible and establish command from there.

5. The highest-ranking officer at the scene should take charge of the scene in an attempt to establish contact with the Incident Commander at the Command Post.
6. As soon as possible, the staff member having initial contact with the situation should be relieved of their post and brought to the Command Post to inform the Incident Commander about the nature of the situation and its development.
7. No one will be allowed to contact any staff members or inmates at the scene without the Incident Commander's knowledge and approval.
8. The Incident Commander will make available all information to the person that is designated by the Sheriff to make the press release. The designee will disseminate all releasable information to the news media, unless determined otherwise by the Sheriff or a member of the executive staff.

J. **EVACUATE:**

1. Initial evacuation of visitors and nonessential staff should be initiated immediately.
2. Uninvolved inmates in the affected area should be given the opportunity to get out. It may be necessary to make repeated announcements into the affected area asking that uninvolved inmates leave by a designated door or go to a certain area and sit or lie down.
 - a. Normally, many of the inmates in an area of disturbance do not want to remain there and if staff is successful in getting those inmates out of the area, the size of the problem may be much easier deal with.
 - b. This tactic will not always work because of peer pressure.

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3. In the event of an emergency, inmate evacuation should be a last resort and should be considered in the following order:
 - a. Evacuate to another unaffected area within the same facility.
 - b. Evacuate to another jail facility.
 - c. Evacuate to other secure area.
4. Whether evacuation is immediate or not, it should follow predetermined routes and the destination known prior to beginning transport.

K. RESOLVE:

1. This is the only phase of the tactical plan that will be dramatically different for almost every type of major emergency. For a fire, this part of the plan means simply putting out the fire, but it can also mean securing the release of hostages, or regaining control of a housing unit.
2. Although resolving different types of emergencies involves very different kinds of staff actions, there is at least one commonality. Staff actions should be directed from the Command Post. The Incident Commander (in conjunction with the Bureau Commander) will formulate a plan to take the necessary actions to terminate the emergency.

L. DEACTIVATE/END THE INCIDENT:

1. Upon the termination of the emergency, the Incident Commander will insure that the following steps are taken:
 - a. Account for all staff and clear an inmate count.
 - b. Check involved staff, inmates and visitors for medical and/or psychiatric needs. Insure medical attention is given to those in need.
 - c. Begin to interview and interrogate witnesses and suspects (and

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hostages, if any). Any inmates involved in the emergency situation will be isolated and kept under close observation.

- d. Secure the scene and preserve all available evidence for the investigation.
 - e. Notify all uninvolved staff and inmates that the situation is over.
 - f. Return the facility to full normal operations as soon as possible after the incident.
2. All staff members involved will be assigned to write a supplemental report regarding their role in the incident.
 3. An incident and crime report will be completed and forwarded to the Facility Commander.
 4. A critical incident will be reviewed by the Corrections SERC committee. A SERC report will be completed within a reasonable amount of time.

INCIDENT COMMANDER CHECKLIST

TIME

- _____ Assume the role of Incident Commander and make appropriate notification to on-duty personnel.
- _____ Designate ON-SCENE SUPERVISOR.
- _____ CONTAIN the incident.
- _____ LOCK DOWN the facility.
- _____ EVACUATE non-custody civilian staff from effected area.
- _____ EVALUATE THE SITUATION and determine if additional resources are or may be necessary.
- _____ NOTIFICATION is necessary.
- _____ C-SORT Call out – C-SORT Commander _____
- _____ Ambulance or Fire Department if necessary.

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SITUATION ASSESSMENT

Type of incident _____

— Location _____

Number of inmates involved _____

Hostages _____

Inner perimeter established _____

Outer perimeter established _____

Command Post established _____

Staging area(s) _____

Number of Jail Personnel _____

Ambulance/Fire _____

Medical Personnel _____

Other law enforcement agencies _____

Injured staff _____

— Injured Inmates _____

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Facility _____

Damage _____

NOTES

IV. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

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Subject:	Escape				
Reference:	Title 15 CCR, Section 1029(a)(7)(B) P.C. 4532				

I. PURPOSE

The purpose of this policy is to establish and maintain strict facility security in case of escape or intrusion to ensure the safety of the community.

II. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that staff members will take the necessary actions to prevent any escapes, attempted escapes and/or intrusions with department and bureau policies and procedures regarding the use of force.

III. PROCEDURES

A. ESCAPE/INTRUSION DETECTION METHODS

There are four (4) basic ways that staff members become aware of an escape/intrusion and breach of facility security:

1. Alarm activation
2. A staff member suspects and/or observes an escape/intrusion or a breach of security.
3. Information from an outside source.
4. Count not reconciled

B. ALARM ACTIVATION

1. When an alarm activation occurs, staff members assigned to monitor the alarms will acknowledge the alarm panel.
2. The staff member will ascertain alarm validity and the situation from the annunciation alarm area, via direct communication from someone who has visual observation with that area and by dispatching necessary staff members to the area to investigate the activated alarm.

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3. If the alarm condition is found invalid based upon the direct visual observation of someone who has been dispatched to the scene of the alarm, the staff member will complete the following steps:
 - a. Acknowledge the alarm.
 - b. Notify the affected facility area, via radio, that the alarm condition has been restored to normal.
 - c. If the alarm condition is found valid, and positively confirmed, the Housing Control (RADF), Central Control (OFDF) or HHCC Officer will then follow the procedure for a suspected and/or observed escape/intrusion or breach..

C. SUSPECTED AND/OR OBSERVED ESCAPE/INTRUSION

1. When any staff member suspects and/or observes an escape/intrusion from the facility, that staff member will immediately complete the following steps:
 - a. Notify Housing Control, Central Control or an HHCC Officer, whichever is closer. Provide the following information:
 - 1) The location of the suspected and/or observed escape/intrusion.
 - 2) The number of escapee/intruders, if possible.
 - 3) Whether or not a breach of security exists, such as damaged access doors, broken windows, etc.
 - 4) Whether or not any staff may be in danger.
 - b. Lock down all inmates in the affected area.

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- c. If possible, the officer will capture, restrain, separate and isolate the inmates(s) involved in the escape if the inmate is within the fence line or inside perimeter of the facility.
 - d. Ensure that all evidence in the affected area is preserved.
 - e. Write and submit a crime report.
2. If the Watch Commander orders the jail compound to be locked down, the Housing Control, Central Control or the HHCC Officer will immediately complete the following steps:
 - a. Secure ALL entries and exits into the facility, including the vehicular sallyport gates. There will be NO inmate movement in or out of the facility until a perimeter check can be completed and a positive confirmation can be made of the escape, unless approved directly by the Watch Commander.
 - b. Notify the Facility Commander that a suspected and/or observed escape/intrusion has occurred and that the facility has been locked down.
3. In the event an escape occurs while an inmate is housed at the hospital or while in route, the observing officer will immediately notify the Watch Commander at 442-265-2272 or ICSO Dispatch at 442-265-2021.
4. If an escapee leaves outside the perimeter (fence), the observing officer will not pursue the inmate. The officer will try to keep a visual and communicate the location to Patrol Deputies.

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D. INMATE COUNT

The Watch Commander will direct that both a positive identification count (reference BBP 503 Headcounts) of all inmates be conducted and their location(s) be verified to confirm that an escape has actually occurred. Confirmation of an escape can be made, before this count, if staff members can provide eyewitness information and can positively identify the inmate(s), however this count will be conducted primarily to decide if any other inmates are involved.

E. STAFF ROLL CALL

1. The Watch Commander will direct Correctional Officers to conduct an interior perimeter check of all housing areas originating at the area from where the escape/intrusion occurred, if known. This search will be conducted room by room and will include a thorough search of the roof and maintenance area.
2. Any point(s) of escape discovered will be secured and searched for evidence. Any breaches of security will be secured and a sworn staff member posted at the area until repairs can be completed to correct the breach.
3. The Watch Commander will direct Correctional Officers to conduct an outer perimeter search and secure the parking lot area outside the vehicular sallyport walls.

F. NOTIFICATIONS

1. The Watch Commander will notify the Facility Commander and the on call Staff Officer of an escape or an intrusion.
2. The Watch Commander will do the escape crime report.

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3. The Patrol Sergeant and Investigations Unit Sergeant will also be notified of the escape/intrusion, a crime report requested and provided with the following information.
 - a. The name of the escapee(s) and their date of birth(s).
 - b. A physical description of the escapee(s)/intruder(s) (i.e., scars, marks, tattoos, height, weight, hair/eye color, clothing description, etc.).
 - c. The escapee's most recent address.
 - d. Any other information that would be helpful in detecting the escapee(s)/intruder(s) whereabouts.

4. If the escapee is a federal inmate, the following federal agencies will be contacted:

U.S. Deputy Marshal Jeryl Isaac	Federal Bureau of Prisons
Office phone 760-312-2144 (working hours)	Susan Forcum
Cellular Phone 760-497-9632 (after hours)	602-514-7094
	(working hours)

Or

U.S. Deputy Marshal Jamie Schimmel	Federal Bureau of Prisons
Office Phone 619-546-4349 (working hours)	Wes May Hew
Cellular Phone 619-723-9052 (after hours)	562-355-3667 (after hours)

G. INMATE PROPERTY

1. When an escape is confirmed, the escapee's bunk and living area will be secured. If applicable, the escapee's housing mate(s) will be transferred to a holding cell until all necessary evidence can be gathered and/or all

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necessary reports have been completed and submitted to the appropriate personnel.

2. All personal property belonging to the escapee(s), will be gathered by designated staff, an evidence tag filled out and attached to the property and the property will then be placed in the evidence locker. It will remain in the custody of the ID unit until a further determination can be made as to its disposition.

H. WRONGFUL RELEASES

1. There are two (2) basic types of wrongful releases:
 - a. An attempt to falsify or deceive staff members regarding identification and/or paperwork to affect a wrongful release.
 - b. An error in the proper identification process and/or an oversight in the processing of the release paperwork.
2. In both situations, stated above, the staff member discovering the wrongful release will immediately notify the Watch Commander.
3. The Watch Commander will notify, or cause to be notified, the Patrol Sergeant and notify them of the situation and relay the following information:
 - a. The names of the escapee(s) and their date of birth(s).
 - b. A physical description of the escapee(s) (i.e., scars, marks, tattoos, etc.).
 - c. The escapee(s) most recent addresses.
 - d. Any other information that would be helpful in learning the escapee(s)

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whereabouts.

- e. Visitation log and contacts log along with any other helpful information will be retrieved from the Spillman and Telmate System.
4. Notify the Facility Commander and on call staff officer.
5. A count will be completed in case of improper identification release to decide the proper identification of the person released and determine the status of the inmate pending release from custody.
6. The Watch Commander on duty will do the wrongful release report.

IV.EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all orders.

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

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Title:	Emergency Plans	Date: 10-01-2018	Number 203
Subject:	Riots		
Reference:	Title 15, Sec. 1029 (a)(7)(B) BP&P 201		

I. PURPOSE:

The purpose of this policy is to provide a means for the protection of life, property and facility security in the event of an inmate riot/disturbances.

II. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that all reasonable steps will be taken to prevent riotous or destructive inmate behavior. In order to minimize injuries to staff and/or inmates and damage to the facility, every effort will be made to de-escalate and resolve the situation with the minimal use of force necessary.

III. PROCEDURES

A. TYPES OF RIOT/DISTURBANCES

1. Riot/disturbance by a large number of inmates will usually involve at least one (1) of three (3) identifiable groups listed:
 - a. Ethnic groups
 - b. Inmate (prison) gangs.
 - c. Administrative segregation inmate classifications or Special Housing Units.
2. Disturbances can be attributed to real or contrived grievances.
3. The implied cause can sometimes be a diversion to cover other criminal activity by inmates including assaults and/or escape attempts.

B. CONTRIBUTING FACTORS

The following is a list of some possible contributing factors among the inmate population, which may provide a warning to a possible riot/disturbance situation:

1. Racial unrest is one of the most dangerous causes of riotous behavior.

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2. The quality and quantity of the food provided to the inmates.
3. Certain staff members, by their actions or words, may become the focus of widespread inmate complaints.
4. Lack of proper medical care.
5. Continued complaints about recreation, visitation and mail privileges.
6. Misinformation relayed to prisoners by staff members, which entails a serious breach of security.

C. WARNING SIGNS OF INMATE UNREST

Specific changes in behavior or signs of tension among the inmate population may provide a direct warning to a possible group disturbance. The indicators or signs may be evident for hours, days or months. Staff members must be able to identify, document and report these indicators to their supervisor. Some indicators of direct warning signs are as follows.

1. Individual inmates are restless. Inmates may be sullen, restless and flare up easily.
2. Inmates avoid contact with staff. Inmates who are normally pleasant and talkative suddenly are avoiding contact with staff and staying to themselves.
3. Abnormal number of requests for housing change. Possible trouble about to take place in a housing area may cause a large number of inmates to request a housing change.
4. Abnormal number of incident reports. A large number of incident reports may indicate a change in the atmosphere of the housing area(s).
5. Absence of inmates from popular functions. Examples may include a popular dinner being served and only a few want to eat; a sunny day and only a handful of

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inmates go to the recreation yard; a popular movie on TV show is on and only a few watch.

6. Excessive commissary sales. Excessive sale or hoarding of coffee, cookies, candy and /or other items of food may be a sign that the inmates are preparing themselves for a long stay in their cells. Excessive sales of hoarding could also indicate a food strike or sit-down strike is about to take place.
7. Disturbances at other institutions. A work strike, for example at another institution or a civil disturbance in the community, may cause a sympathetic response from the general population.
8. Forming of racial groups or cliques. When any identified groups or clique starts grouping in the housing area, recreation yard, etc, it is a sign that trouble may be brewing between groups.
9. Group assaults upon an individual of another group or race. Retaliation is almost a certainty when any member of a group is assaulted.
10. Continual complaints by more radical inmates. When the more radical inmates start complaining about food, housing, or privileges, it is a possible sign of trouble.

D. PREVENTATIVE ACTION

1. Staff members will create and maintain good communication with all inmates regarding plans, programs and procedures.
 - a. Staff members who are knowledgeable of policies and procedures create trust and confidence in inmates.
 - b. Well informed staff members are better able to relay appropriate information to the inmates in a timely manner.

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2. Open communication between staff members and supervisors will increase the reporting of unrest among the inmates.
 - a. Staff briefings shall include a reasonable time allotment for all staff members to contribute information to the group and the supervisor.
 - b. Supervisors shall make themselves available to staff members regularly. Private conversations often contain very sensitive information that may bear directly upon inmate unrest.
3. Morale among inmates is maintained in a variety of ways. The objective in maintaining morale is to develop a feeling that the inmate's basic needs are being adequately met in such matters as food, clothing, medical attention, etc. Equally important to the inmates is a sense of being treated fairly and justly; having the opportunity to appeal to authority in the writing of grievances; and a belief that their basic welfare is a matter of concern to management.
4. The administration of fair and even-handed discipline is fundamental to maintaining an orderly facility. This cannot be accomplished if some staff members are inexcusably lax and others are needlessly harsh. Rules and regulations in the policies and procedures manual must be specifically spelled out for the administration of discipline. All staff and inmates must be informed of the policies top management will enforce. Otherwise, laxity and severity will exist side by side and prepare the scene for dissension and disturbances.
5. Prompt and positive handling of inmate complaints and grievances is essential in maintaining good morale. A firm "no" can be as effective as granting a request in reducing an individual's tensions, particularly if the inmate feels the problem has been given genuine consideration by the appropriate officials and if given a reason for the denial. An individual can live with "yes" or "no" but a "maybe" or "perhaps" create frustration. Equivocation and vague answers create false hopes and increase a person's anger when nothing is done.
6. Food complaints are one of the primary causes of disturbances in an institution.

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Institutional food must provide and maintain a proper diet, be wholesomely prepared and effectively served in clean surroundings. It is important that cold food is served cold and hot food is served hot.

7. Clothing is another issue where many complaints are heard. Ill-fitting clothing, improperly laundered, poor issue or exchange procedure could be very costly to the facility. It is important that inmates be provided the appropriate clothing.
8. Disturbances in a correctional setting can often be prevented by being able to interpret and act on changes in the institution atmosphere and behavior patterns of inmates. For every form of behavior there is a reason. It is up to the staff member to find out why. It is better to act on, rather than react to, behavior, which can be eruptive as well as destructive.

E. NOTIFICATION, CONTAINMENT AND CONTROL OF A RIOT SITUATION

Emergency procedures and notification shall be implemented as per Emergency Planning procedures (BPP # 201).

IV. EFFECTIVE DATE

This order becomes effective as of this date and supersedes all orders.

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

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Title:	Emergency Plans	Date:	01-16-2018	Number 204
Subject:	Hostages			
Reference:	(A) Title 15 CCR, Section 1029 (a)(7)(B) (B) California Penal Code, Section 236			

I. PURPOSE

The purpose of this policy is to establish procedures that provide for the resolution of a hostage taking incident while preserving the safety of staff, public, inmates, and hostages and maintaining facility security.

II. POLICY

The Imperial County Sheriff's Office Corrections Bureau maintains a NO HOSTAGE POLICY and will not consider bargaining with hostage takers for any reason, to include the following:

- A. Escape
- B. Exchange of hostages
- C. Release of other inmates
- D. Furnishing weapons
- E. A supply of dangerous drugs or alcohol
- F. Granting amnesty
- G. Transportation

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to define a hostage situation as any staff member, citizen or inmate held against their will by another person for escape, monetary gain or any reason that may place an individual in danger of losing life or suffering serious injury.

Any staff member taken hostage immediately loses their authority and any orders issued by that person will not be followed despite their rank or status.

The primary responsibility of all staff members in a hostage situation is to protect every person involved, if possible, from serious injury or death.

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Subject:	Hostages				
Reference:	(A) Title 15 CCR, Section 1029 (a)(7)(B) (B) California Penal Code, Section 236				

III. PROCEDURES

A. NOTIFICATIONS, CONTAINMENT AND CONTROL OF THE SITUATION

1. The Watch Commander will notify the Bureau Commander and Facility Commander. The Facility Commander will notify the C-SORT Commander who will activate C-SORT.
2. Additionally, the Watch Commander will notify the Patrol Sergeant and advise him of the incident. They may request the Patrol Sergeant to activate the established Hostage Negotiation Team and SERT, outside support agencies, equipment, and personnel.

B. DURING NEGOTIATIONS

1. While at the scene, the Hostage Negotiation Team members will conduct all verbal or written communications between the hostage taker(s). The Hostage Negotiation Team will immediately notify the Bureau Commander of any changes in the following situations:
 - a. Hostage status
 - b. Incident changes and developments
 - c. Hostage taker(s) demands
 - d. Any pertinent information concerning the incident.
2. Staff members at the scene not actively involved with negotiations, will not act or speak out to the hostage taker(s) or hostages.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title:	Emergency Plans	Date:	01-16-2018	Number	204
Subject:	Hostages				
Reference:	(A) Title 15 CCR, Section 1029 (a)(7)(B) (B) California Penal Code, Section 236				

3. The Bureau Commander, the Facility Commander, the C-SORT Commander, and the SERT Commander will formulate a plan to take the necessary actions, using the appropriate force, to end the hostage situation in the event negotiations fail. Hostage safety will be of paramount concern.

C. DOCUMENTATION:

It will be the responsibility of the Watch Commander to complete a crime report on the hostage situation.

IV. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date:	05-30-2018	Number	205(A)
Subject:	Mobile Bookings				
Reference:					

I. POLICY

It is the policy of the Imperial County Sheriff's Office to provide emergency mobile booking services as directed by the Sheriff to facilitate the booking of prisoners in the event of a large scale operation, emergency or crisis. The purpose of this service is to decrease the amount of time that field officers must commit to the booking process, thereby freeing the officer to return to needed patrol/enforcement duties much quicker and in a timely manner.

II. PROCEDURE

A. Mobile Booking

1. Mobile booking will be designed so that the processing of new arrests can take place in the field at a Mobile Jail Command Post.
2. The arresting officer will be responsible for completing all paperwork.
3. All pre-screening (health and pre-arrest), searches, and processing of paperwork will take place at this command post.
4. Contract Jail Medical Provider (CJMP) personnel may be on-site at the Command Post to medically clear new arrestee's in the field for booking.
5. If CJMP are not on-site, other trained, licensed and qualified personnel or agencies (EMT's, RN's, LVN's, etc.) who are not affiliated with CJMP, but are participating in the operation, may have the authority to medically clear new arrestee's in the field for booking, provided that there is a written agreement between the person/agency and CJMP. Such written agreement shall be maintained on file with CJMP, Jail Administration, and the Jail Watch Commander.
6. Absent any written agreement for sections 4 and 5, the arresting officer will be responsible for transporting any new arrestee to a licensed medical facility for medical clearance if the need for such clearance is established during pre-screening procedures. Jail transportation personnel shall not be used to transport new arrestee's to a licensed medical facility for pre-booking clearance.
7. The arresting officer shall not leave a new arrestee with Jail personnel until the arrestee has been properly and medically cleared.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date:	05-30-2018	Number	205(A)
Subject:	Mobile Bookings				
Reference:					

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By direction of the Corrections Bureau Commander

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Emergency Plans	Date: 01-16-2018	Number 205(B)
Subject: Mass Arrest		
Reference: ACA Guidelines, 3.2.18		

I. PURPOSE

To describe procedures that Jail staff will use in the event a civil disturbance or other circumstances cause mass arrests for large-scale detention.

II. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain a high level of operational readiness with respect to responding to county law enforcement needs to detain large numbers of new arrestees in the event of a civil disturbance or other event.

PROCEDURAL GUIDELINES

In the event of a mass booking, Jail Watch Commander will notify the Facility Commander or on-call Staff Officer. Additional staff will be assigned as needed, and off-duty personnel will be called in or on-duty staff will be held over as needed.

Processing of Mass Arrestees

A search of the arrestees and property/evidence collection should be completed by the arresting officer prior to their arrival at the Jail in accordance with the arresting agency's policies and procedures. In the event property/evidence is removed during initial intake procedures by Jail personnel, the property/evidence will be handled in accordance with Jail policy on contraband.

Arrestees will be processed in accordance with standard Jail intake policy, with the following exceptions:

1. During a mass arrest, congregate holding cells (i.e., court holding cells) will be used to confine arrestees awaiting processing.
2. In the event that congregate holding space is inadequate in size, the RADF recreation yard will be used as a holding area for preprocessed arrestees. At least one (1) officer shall be assigned to the recreation yard at all times for direct visual supervision. The officer shall maintain observation from either

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date:	01-16-2018	Number	205(B)
Subject:	Mass Arrest				
Reference:	ACA Guidelines, 3.2.18				

- the recreation office, or from the recreation tower.
3. Any seized property will be placed in a heat sealed bag. Property bags will be labeled with the arrestee's name and booking number including the personal property inventory receipt form. The property will then be stored in a secure area.
 4. A log of arrestees' locations will be maintained at the booking counter for reference.
 5. Booking officers will process arrestees according to the time the arrestee entered the receiving area, unless there is an overriding reason to reprioritize.
 6. All arrestees can be tracked through our Spillman System even if the pre-book process has been established or commenced.
 7. All arrestees will be calendared to appear in court on the next available court day.

Mass Booking Bond Determinations

After an arrestee has been processed, he or she will be interviewed by the Pre-Trial Clerk for OR release eligibility. Those ineligible for an OR release or who cannot post bond will be processed for housing.

Arrestees will be searched again and his or her personal clothing inventoried per standard Jail procedures prior to housing. All arrestees detained for permanent holding will be afforded attorney/client visits, water, food, sanitation, and medical treatment and care.

As a result of mass arrest, immediate access to the Jail's programs and services may initially be limited due to staffing and physical plant limitations.

Mass Housing

If necessary, the Watch Commander may use holding cells, module dayrooms, or multi purpose rooms for housing. Port-a-Bunks and mattresses will be placed in these areas for housing. The Watch Commander will make arrangements for additional staff to be on-site to supervise these areas.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Emergency Plans	Date: 01-16-2018	Number 205(B)
Subject: Mass Arrest		
Reference: ACA Guidelines, 3.2.18		

If the number of incoming arrestees is so great as to compromise the safety of staff or the security of the facility, contact will be made by Jail Administration and the Sheriff with the Department of Corrections, INS, and or the Sheriffs of adjacent counties to establish temporary detention facilities and to assist with housing. Such aid may include, bedding, logistical support, provide other agency staff to assist with Jail operations, and allow for transporting processed arrestees to other jurisdictions until they can be accommodated in the Jail.

Transportation of the arrestees to any other locations shall be accomplished in accordance with standard Jail policy and procedures on inmate transportation.

EFFECTIVE DATE

This order becomes effective as of this date and supersedes all prior orders.

BY DIRECTION OF THE CORRECTIONS BUREAU COMMANDER

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date:	12-15-2017	Number	206
Subject:	Civil Disturbance				
Reference:	(A) Title 15, Sec 1029(a)(7)				
	(B) BPP 105 Media Policies				

I. POLICY

Civil disturbances in connection with penal institutions are relatively rare today. Most events of this nature are coupled to highly emotional, political issues such as capital punishment. There should be little reason to expect protest, rallies, or other civil disturbances in relation to our facilities. Generally, a disturbance relating to the institution will be a political protest concerning the inmates confined here or a mass complaint about a particular inmate or group of inmates.

II. PROCEDURE

A. POLITICAL PROTESTS

1. In the event of a non-violent protest outside the facility, little direct action will be necessary. The Watch Commander shall take the following action:
 - a. Notify the Facility Commander, the Bureau Commander, the Staff Duty Officer and the Sheriff.
 - b. Notify the ICSO Dispatch Center and request patrol officers to respond to perform crowd control duties.
 - c. Remove inmates from sight or hearing of the protest group.
 - d. Recall sufficient manpower to protect the inmates and facility should the protest become violent.
2. In the event of a violent protest outside of the perimeter of the jail compound, the Watch Commander shall take the following action:
 - a. Lock down the facilities and maintain the lock-down until the protest group is safely dispersed.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date:	12-15-2017	Number	206
Subject:	Civil Disturbance				
Reference:	(A) Title 15, Sec 1029(a)(7)				
	(B) BPP 105 Media Policies				

- b. Notify ICSO Dispatch and request patrol officers to respond and perform crowd control duties.
 - c. Initiate the Emergency Call Out Procedure - See BPP 208.
 - d. Notify the Facility Commander, the Bureau Commander, the Staff Duty Officer and the Sheriff.
 - e. Divert those officers freed by the emergency lock-down to a tactical position where they can protect the inmates and facility from a violent breach of the perimeter.
 - f. Visibly videotape and photograph the disturbance.
 - g. Those engaging in violent protest will not be permitted to enter the security perimeter of the facility under any circumstances.
- B. Mass complaint situations are usually more emotional and more volatile than a political protest. As such they constitute a greater danger to a segment of the inmate population. Consequently, the Watch Commander shall implement the procedures outlined in Paragraph A (2) immediately
- C. In accordance with Reference (B) the BPP 105, the Bureau Commander shall be prepared to provide the news media with appropriate, accurate and timely information

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date:	12-15-2017	Number	206
Subject:	Civil Disturbance				
Reference:	(A) Title 15, Sec 1029(a)(7)				
	(B) BPP 105 Media Policies				

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date: 09-18-2018	Number: 207
Subject:	Correctional Armories		
Reference:	(A) Title 15 CCR, Section 1029(a)(7)(F); (B) Title 24 CCR, Section 470A.3.12		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to provide adequate locker storage space for firearms and other weapons/devices in order to restrict the introduction of such devices within the secured perimeter of the facilities. This policy reflects the basic principle that firearms and other weapons shall be handled and secured to restrict the possibility of an inmate obtaining possession of the weapon. Special care shall be taken to locating weapons lockers outside of security areas and to design policy and procedures for transferring weapons out of the presence of inmates.

II PROCEDURE:

There are two (2) designated weapons locker/storage sites for the Corrections Bureau. One is located in the I-7 hallway for firearms and the other is located at the Oren R. Fox Detention Facility Riot Control Equipment room for Riot Control equipment. Each area has a specific storage use and will be used as follows:

A. I-7 Hallway locker:

The I-7 hallway locker consists of twelve (12) individual, wall mounted lockers. Each locker shall contain the following when in use:

1. one (1) Sig Sauer .40 caliber handgun.
2. one (1) handgun holster.
3. three (3) magazines.
4. one (1) magazine holder.
5. thirty-six (36) rounds of department issued ammunition.
6. one (1) expandable (auto-lock) baton.
7. one (1) baton holder (swivel, black).

These items will be issued out as needed by the Watch Commander, Assistant Watch Commander, or Transportation Unit Supervisor in accordance with Corrections Bureau policy #1701 (Firearms Issuance).

Each Watch Commander shall conduct an inventory of the firearms locker at the

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date: 09-18-2018	Number: 207
Subject:	Correctional Armories		
Reference:	(A) Title 15 CCR, Section 1029(a)(7)(F); (B) Title 24 CCR, Section 470A.3.12		

start of each shift to ensure that weapons and accessories are turned in or

accounted for. This inventory will be recorded by the Watch Commander into the Spillman system, under jmjlog, id # 66, event code "WLI" (Weapons locker inspection) noting that each item is accounted for. A CR report for lost county property will be done by the off going Watch Commander if any weapon or accessory is missing or unaccounted for.

The Transportation Unit Supervisor will complete a monthly inspection and cleaning of firearms and accessories. Any item found to be in need of maintenance will be reported and turned in to the Range Master for repair and or replacement.

B. Riot Locker:

The Riot Locker is used to store all other weapons systems and equipment to be used for riot control. The Riot Locker will contain the following items:

1. Riot Vests
2. Riot Helmets
3. Riot Shields
4. 37mm Riot Gun and ammunition
5. OC Pepperball systems, accessories, and ammunition
6. Distraction/Diversion devices (Flash-Bang grenades)
7. Chemical Agent Grenades (OC & CS)
8. Smoke Grenades
9. Stingball Grenades
10. Short Batons (wood)
11. Riot Batons

Access to the Riot Locker will be granted by Corrections Bureau Supervisory personnel only. Items removed from the Riot Locker for deployment or training purposes will be carefully inventoried upon removal and upon return for accountability. The Jail Training Officer shall be responsible for completing a monthly inventory and inspection of the riot locker.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date: 09-18-2018	Number: 207
Subject:	Correctional Armories		
Reference:	(A) Title 15 CCR, Section 1029(a)(7)(F); (B) Title 24 CCR, Section 470A.3.12		

- C. Authorized Use of Weapons Systems within the Facilities:
1. Sergeants and Corporals assigned to the Corrections Bureau are authorized to issue orders for the deployment and use of the following items within the facilities:
 - a. Riot Helmets
 - b. Riot Vests
 - c. Riot Shields
 - d. Short Batons
 - e. Riot Batons
 2. Approval must be granted by a Lieutenant or above for the deployment of any other riot control equipment within the facilities.
 3. Approval for the deployment and use of firearms within the facilities can only be granted by the following:
 - a. Corrections Bureau Commander (Chief Deputy)
 - b. Staff Duty Officer
 - c. Chief Deputy
 - d. Assistant Sheriff
 - e. Sheriff

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date:	12 -12-2017	Number:	208
Subject:	Call Out List				
Reference:	(A) ICSD Manual of Policies & Procedures 206.1 (B) Policy/Procedure #106				

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain an accurate and up to date list of employee telephone numbers. This list shall be used to make contact with employees to find overtime coverage when needed, and to call in employees in the event of an emergency.

II. PROCEDURE

A. EMPLOYEE RESPONSIBILITIES:

1. Employees shall have a telephone in their residences, and shall immediately report any changes of telephone numbers, names, or addresses to their supervisor and to such persons as may be required by this department.
2. Employees shall maintain up to date and accurate information on the "Employee Contact/Information" form. Employees shall report any changes to their supervisor immediately.
3. All stand-by or on-call personnel will keep the dispatch center informed of his/her whereabouts at all times when they are on stand-by or on-call.

LOCAL STATE OF EMERGENCY

During a declared local state of emergency, it shall be the responsibility of each employee of this department to inform their immediate supervisor of their expected whereabouts, if they are expected to leave the county on their days off. This will assist the department if suddenly the employee is requested or needed for emergencies. All stand-by or on-call personnel will keep the dispatch center informed of his/her whereabouts at all times.

B. EMPLOYER RESPONSIBILITIES

Watch Commanders will utilize the call out list to find coverage for vacancies, overtime coverage as needed, and for emergencies.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date:	12 -12-2017	Number:	208
Subject:	Call Out List				
Reference:	(A) ICSD Manual of Policies & Procedures 206.1 (B) Policy/Procedure #106				

Watch Commanders will attempt to handle the situation by having on-duty employees stay over, and or relief duty personnel come in early. If additional personnel are needed, and it is deemed necessary to call in off-duty personnel, personnel who are scheduled to work that day should be contacted first. Personnel who have already gone off-duty for the day shall be called next, and as a last resort, personnel on their days off will be called last. Please refer to Policy/Procedure #106 for voluntary, mandatory, and emergency mandatory overtime.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date:	10-19-2018	Number	209
Subject:	Hunger Strikes				
Reference:	(A) Title 15 CCR, Section 1029(a)(7)				

I. POLICY

Hunger strikes are usually protests made by inmates to call attention to real or perceived grievances. Only rarely will a hunger strike constitute a real danger to the individual, as he usually will abandon his protest long before his health is endangered. It is important that the custody staff remain aware of the eating habits of inmates so that an unannounced hunger strike can be quickly detected.

II. PROCEDURES

- A. In the event of a hunger strike the inmate will be given the opportunity to eat if he chooses to do so.
- B. The Watch Commander will be notified of the hunger strike.
- C. The hunger strike will be recorded in the JMJLOG under the inmates name number. The event type "HUN" (Hunger Strike) will be used.
- D. The inmate(s) will be asked to complete an "Inmate Grievance" to state whatever complaint they choose in the proper manner. Grievances will not be resolved by a hunger strike.
- E. Should the inmate(s) refuse to eat for twenty-four consecutive hours, they will be taken to the infirmary for medical evaluation. Minimally, they will be evaluated medically each twenty-four hours during the hunger strike.
- F. If he/she is determined to be in no danger by a physician, he/she will be returned to his/her housing unit and afforded the opportunity to eat at the next and subsequent meals.
- G. If the inmate is found to be medically endangered as a result of his/her hunger strike, he/she will be moved to the infirmary.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date:	10-19-2018	Number	209
Subject:	Hunger Strikes				
Reference:	(A) Title 15 CCR, Section 1029(a)(7)				

- H. In the event of a continued hunger strike, which jeopardizes the inmate's health, the Facility Commander in consultation with the Facility Medical Director, will seek an order of the Superior Court directing the involuntary delivery of sustenance.
- I. The Mental Health Unit will be advised of the circumstances and requested to provide appropriate mental health services to the inmate involved.
- J. The inmate will be fed against his/her objections if authorized by Judicial authority.
- K. Capitulation. Eventually the hunger strike will end with or without medical intervention.
- L. If there has been no medical intervention beyond evaluation, the inmate will be returned to his/her pre-strike situation with no further action.
- M. If medical intervention has taken place, the inmate will be returned to health and returned to his/her pre-strike circumstances with no further action. Mental Health services may continue if appropriate.
- N. Notification
 - 1. If the inmate is a federal prisoner, then the U.S. Marshals Service will be notified.
 - 2. If the inmate is being held for another agency, that agency will be contacted.
 - 3. If the inmate requests to speak to the Mexican Consulate, contact will be made as soon as possible.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date:	10-19-2018	Number	209
Subject:	Hunger Strikes				
Reference:	(A) Title 15 CCR, Section 1029(a)(7)				

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders.

VI. By Direction of the Corrections Bureau Commander:

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date:	12-15-2017	Number	210
Subject:	Bomb Threats				
Reference:	Title 15 CCR, Section 1029(a)(7)				

I. POLICY

Generally, bomb threats are hollow and intended to disrupt orderly operations. While almost invariably a false alarm, this command will assume that a bomb threat is real and take appropriate action.

II. PROCEDURES

- A. Upon receipt of a bomb threat, the employee receiving it will notify the Watch Commander without delay. Employees should be alert to details of the threat including:
1. Type and location of device.
 2. Time of threatened detonation
 3. Reason for action
 4. Voice of caller
 5. Background noises
- B. The Watch Commander, based on the information received may choose to evacuate certain areas. Normally it would be impractical to evacuate all housing units simultaneously.
1. Should the Watch Commander elect to evacuate facility housing areas, inmates may be moved to recreation yards or within the secured perimeter (fenced area), whichever is safest.
 2. The Watch Commander will notify the Facility Commander, the Bureau Commander, the Staff Duty Officer and the Sheriff.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date:	12-15-2017	Number	210
Subject:	Bomb Threats				
Reference:	Title 15 CCR, Section 1029(a)(7)				

3. The Watch Commander will ascertain from on duty staff or search teams if they have seen anything that looks out of the ordinary. Inmates will not be used as searchers. An employee from the affected area will be assigned to the search team to open doors, identify equipment, and similar functions.
4. If a suspected device is located, it should not be moved or tampered with in any manner. Explosive Ordinance Disposal Teams will be requested to respond and neutralize the device. EOD can be reached through the ICSO Dispatch Center (442-265-2021). County Fire Department will also be notified if a suspected device is located.
5. If after a diligent search no device is found, or if a device has been rendered safe and removed, the facility can stand down and resume normal operations.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders.

VI. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date: 07-06-2018	Number 211
Subject:	Fire		
Reference:	(A) Title 15 CCR, Sections 1029 (a)(7)(A) and 1032 (B) California Penal Code, Section 6031.1 (b) (C) California Health & Safety Code, Sections 13146.1 (a) and (b)		

I. PURPOSE

The purpose of this policy is to provide and maintain fire suppression preplanning programs to prevent and /or curtail the spread of fire in the facility.

II. POLICY

It is the purpose of the Imperial County Sheriff's Office Corrections Bureau to provide all employees with the knowledge of fire and safety practices in order to prevent the occurrences of a fire. All employees will have access to equipment and plans for fire suppression as well as familiarity with the approved procedures and routes to be used in the event of a fire.

III. PROCEDURES

A. INSPECTIONS:

1. State Fire Marshal inspections will be performed at least annually as per H&S 13146.1(a) and (b).
2. Once each week, an official visual inspection of all facility-housing units will be made by the assigned 1st Watch Commander. Documentation will be entered into the jmjlog under INSPECTIONS.
3. Fire extinguishers will be serviced yearly in accordance with standards contained in sub chapter 3, Title 19, California Administrative Code.

B. FIRE EXTINGUISHERS:

Fire extinguishers are designed to fight one or more classes of fire. There are four classes for fire, for their locations see Addendum B:

1. Class "A" fires involve ordinary combustible materials such as wood, paper, grass, litter, bedding and similar materials. Class "A" fires are most commonly extinguished by water.
2. Class "B" fires involve combustible liquids such as gasoline, kerosene, grease and similar materials. Class "B" fires are more difficult to fight.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date: 07-06-2018	Number 211
Subject:	Fire		
Reference:	(A) Title 15 CCR, Sections 1029 (a)(7)(A) and 1032		
	(B) California Penal Code, Section 6031.1 (b)		
	(C) California Health & Safety Code, Sections 13146.1 (a) and (b)		

Flammable liquids generally burn much hotter than ordinary combustible materials. Class "B" extinguishers generally contain a powder or gas.

3. Class "C" fires involve energized electrical equipment. Examples would be motors, switchboards, and wiring. An extinguisher designed for Class "C" fires must contain an agent, which does not conduct electricity. Carbon dioxide gas, special powders or halogenated liquids are used on this type of fire.
4. Class "D" fires involve combustible metals such as magnesium, sodium and others. The extinguishment of Class "D" fires generally requires a specialized agent such as graphite or sodium chloride. There is no need for Class "D" extinguishers in the jail facilities.
4. Most extinguishers in the jail facilities can be used on all classes of fire, "A", "B" and "C".

C. SELF CONTAINED BREATHING APPARATUS:

The self-contained breathing apparatuses may be found in both facilities. See Addendum A for locations in both facilities.

D. FIRE HOSES:

Fire Hoses and Fire Hydrants are located in both facilities. See addendum B for locations in both facilities.

E. IN THE EVENT OF A FIRE:

If an officer notices smoke and/or fire, they will perform the following actions:

1. Notify control area (Central Control, Housing, Intake or Tower).
2. If small enough, attempt to extinguish the fire with portable fire extinguishers.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date: 07-06-2018	Number 211
Subject:	Fire		
Reference:	(A) Title 15 CCR, Sections 1029 (a)(7)(A) and 1032 (B) California Penal Code, Section 6031.1 (b) (C) California Health & Safety Code, Sections 13146.1 (a) and (b)		

3. If necessary, extinguish or suppress fire in the area of an evacuation route.
4. If possible, attempt to prevent and/or curtail the spread of fire.
5. If an evacuation is ordered, follow the established policies and procedures for each facility and/or as instructed by the Incident Commander.
 - a. Whenever feasible, the most affected portion of the facility will be evacuated first.
 - b. Inmates in the area to be evacuated will be notified via an intercom or verbally of the pending evacuation.
 - c. Only persons on floors directed to evacuate, or in personal danger, should evacuate. Unnecessary evacuation could crowd corridors, thus preventing emergency crews from reaching the site of an emergency.

F. GENERAL RULES AND GUIDELINES DURING FIRE EMERGENCIES:

1. Stay off the roof.
2. Close the door after an area has been evacuated. It will slow the spread of the fire.
3. Listen for emergency announcements.
4. Keep low when traveling through smoke. The air will be cooler.
5. Respond quickly and calmly if an evacuation is required. Do not go back for personal items.
6. Help others who may need assistance.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date: 07-06-2018	Number 211
Subject:	Fire		
Reference:	(A) Title 15 CCR, Sections 1029 (a)(7)(A) and 1032 (B) California Penal Code, Section 6031.1 (b) (C) California Health & Safety Code, Sections 13146.1 (a) and (b)		

7. Before opening any door, touch it with the back of a hand to see if it is hot. A fire on the other side will blast through the slightest opening with tremendous force.
8. Don't break windows to vent smoke. Falling glass is a serious threat to pedestrians, staff, support service agencies and fire fighting personnel below.
9. Remain calm and don't panic.

G. EVACUATION:

1. In the event of an evacuation, Central Control, Housing, Intake or Tower will be notified of the emergency and its location. The Incident Commander will determine the routes and the area to use for holding area(s) for evacuated inmates. The most desirable area for assembly upon evacuation is the Recreation Yard (both facilities). If the Recreation Yard is unavailable, the Incident Commander will determine an alternate location
 - a. RADF - The maximum number of modules to be evacuated into the recreation yard is two. If the fire is affecting a large part of the facility, then all modules need to be evacuated out of the facility and into the fenced area on the eastside.
2. Inmate evacuation should be a last resort, however, should it be necessary inmates will be moved to another unaffected area within the same facility (i.e., move to another module or dorm, kitchen or holding cell).
3. Each officer will insure that they have a hand-held radio and working flashlight. The facility will be dark if there is a total loss of power.
4. After evacuation is completed and if possible, designated officers will conduct a visual inspection of each individual cell and office to ensure that all persons have exited the area.

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Subject:	Fire		
Reference:	(A) Title 15 CCR, Sections 1029 (a)(7)(A) and 1032		
	(B) California Penal Code, Section 6031.1 (b)		
	(C) California Health & Safety Code, Sections 13146.1 (a) and (b)		

5. A headcount will be conducted by assigned officers as soon as possible after the evacuation is completed and verified with the Incident Commander. This will insure that all staff, visitors and inmates are accounted for.

H. EMERGENCY FIRE DEPARTMENT PERSONNEL REQUEST:

1. If the responding officer feels that the fire is out of control and the fire department is needed, he will notify Central Control, Housing, Intake or Tower and indicate the appropriate response of code 3.
2. The Housing, Intake or Tower officer will call Imperial County Sheriff's Office Dispatch Center for Fire Department requests.
3. An emergency fire department will be notified of the location of the emergency and the route of access to and into the appropriate building.
4. Central Control, Housing, Intake or Tower officer will notify the Watch Commander that the fire department has been initiated.
5. The Watch Commander will notify the other facility watch commander and the Facility Commander, the Chief Deputy of Corrections, the Staff Duty Officer, and the Sheriff as soon as possible of the situation.

I. OFFICER RESPONSE TO SMOKE/FIRE ALARMS:

1. When a smoke/fire alarm is activated, the staff member assigned to monitor the smoke/fire alarms will dispatch correctional deputies to the area of the alarm's origin and insure that a visual assessment is conducted.
2. The first correctional officer arriving on the scene will report to the staff member assigned to monitor the smoke/fire alarms the following information:

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Subject:	Fire		
Reference:	(A) Title 15 CCR, Sections 1029 (a)(7)(A) and 1032 (B) California Penal Code, Section 6031.1 (b) (C) California Health & Safety Code, Sections 13146.1 (a) and (b)		

- a. Explain the reason for the smoke/fire alarm activation.
 - b. Notify if additional assistance is necessary.
3. The staff member assigned to monitor the smoke/fire alarms will respond to the situation as appropriate per established emergency policies and procedures.
 4. The staff member assigned to monitor the smoke/alarm will notify the Watch Commander on duty of every alarm activation, including false or accidental alarms.
 5. The Watch Commander will insure that an incident report is written on each occasion when a smoke/fire alarm is activated, including false or accidental activation. This report will be entered into the Spillman Inmate Log, under Fire Alarm.

IV. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
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Title:	Emergency Plans	Date: 07-06-2018	Number 211
Subject:	Fire		
Reference:	(A) Title 15 CCR, Sections 1029 (a)(7)(A) and 1032 (B) California Penal Code, Section 6031.1 (b) (C) California Health & Safety Code, Sections 13146.1 (a) and (b)		

Addendum A

BREATHING APPARATUS LOCATIONS

REGIONAL ADULT DETENTION FACILITY

QUANTITY

LOCATION

1	Hallway between Modules Kilo & Lima
1	Module India
1	Hallway between Modules Foxtrot & Gulf
1	Hallway between Modules Delta & Echo
1	Hallway between Modules Bravo & Charlie
1	Inside Housing Control
2	Inside Intake Control
1	Booking area
2	Hallway North of I-6
1	Module Alpha

HERBERT HUGHES CORRECTIONAL CENTER

2	Visitation Hallway
2	Down stairs tower area
1	In front of Dorm #2
1	Between Dorm #4 and Dorm #5
1	East wall in the Dining Room

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Reference:	(A) Title 15 CCR, Sections 1029 (a)(7)(A) and 1032		
	(B) California Penal Code, Section 6031.1 (b)		
	(C) California Health & Safety Code, Sections 13146.1 (a) and (b)		

Addendum B

FIRE EXTINGUISHER LOCATIONS

REGIONAL ADULT DETENTION FACILITY

QUANTITY	LOCATION	SIZE/TYPE
1	Intake Control	5lb/Carbon Dioxide
1	Housing Control	5lb/Carbon Dioxide
1	South wall in front of Module Kilo & Lima	5lb/Carbon Dioxide
2	Clothing Room - on west wall	200lbs/water
2	Booking area	5lb/Carbon Dioxide 200lbs/water
1	Medical Office by their supply room	5lb/Carbon Dioxide
1	Between H-2 door and Module Alpha	200lbs/water
1	Between Modules Charlie & Delta	200lbs/water
1	Between Modules Echo & Foxtrot	200lbs/water
1	Between modules Gulf & Hotel	200lbs/water
1	East of Module Juliet	200lbs/water

HERBERT HUGHES CORRECTIONAL CENTER

4	Down stairs Tower area	200lbs/water
1	Upstairs Tower area	5lbs/Carbon Dioxide
1	In the Dinning area on the east wall	5lbs/Carbon Dioxide
1	In the kitchen area on the west wall	5lbs./Carbon Dioxide

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	(B) California Penal Code, Section 6031.1 (b)		
	(C) California Health & Safety Code, Sections 13146.1 (a) and (b)		

Addendum B

FIRE HOSE LOCATIONS

REGIONAL ADULT DETENTION FACILITY

QUANTITY	LOCATION
1	Between H-2 door and Module Alpha
1	Between Modules Charlie & Delta
1	Between Modules Echo & Foxtrot
1	Between modules Gulf & Hotel
1	East of Module Juliet

HERBERT HUGHES CORRECTIONAL CENTER

1	Between Dorm #2 and Dorm #3
1	Between Dorm #4 and Dorm #5

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Emergency Plans	Date:	12-22-2017	Number:	212
Subject:	C-SORT (Corrections Special Operations Response Team)				
Reference:	ACA Guidelines, 1.4.5				

I. PURPOSE

The purpose of this policy is to establish and maintain an emergency response unit, known as the Corrections Special Operations Response Team (C-SORT), to assist in providing coordination, security, and/or resolution in the event of an emergency, unusual event, or natural disaster, which affects the Corrections Bureau. The purpose of the C-SORT is to enhance the security and safety of the Imperial County Sheriff's Office jail facilities operations by providing highly trained staff to respond to various emergencies and security threats.

The C-SORT is generally activated when lesser means of resolving a situation have failed or are impracticable. Once activated, the C-SORT Commander and designated Team Leader are responsible for direct control of team members for the duration of incidents.

II. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that there shall be a C-SORT comprised of one (1) Correctional Lieutenant, and twelve Correctional Officers (Sergeants, Corporals, and Correctional Officers).

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that C-SORT members shall utilize department issued cellular phones with direct connect capabilities in order to be readily available at all times.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that C-SORT's function shall be to assist in maintaining facility security, and providing for staff, inmate, and public safety, in the event of any emergency, unusual event, or natural disaster, which affects the Corrections Bureau.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that the role of the C-SORT Commander shall be to confer and coordinate with the designated Incident Commander to establish a goal for the particular operation and to properly deploy the C-SORT members toward achieving that goal.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that C-SORT members that do not meet prescribed training requirements will be removed from the team.

C-SORT Member Conduct

Assignment to C-SORT is voluntary by staff, but dismissal is not considered disciplinary action. Team members are to present themselves in a professional manner at all times. Negativity

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toward the team, its members or the department will not be tolerated in any capacity. The following will be grounds for automatic dismissal from C-SORT:

- a. Any disciplinary action.
- b. Unauthorized absents from team training.
- c. Failure to obtain assigned certification.
- d. Conduct that discredits the team, team members or the department.
- e. Failure to follow orders (insubordination).
- f. Unsatisfactory performance during training and call out.
- g. Unnecessary use of force during an incident.
- h. Actions that put team members in danger.

III. PROCEDURES

A. Administration

The C-SORT is ultimately the responsibility of the Corrections Bureau Commander. The Corrections Commander, C-SORT Commander, Team Leaders and members are involved in decision making as appropriate.

The selection process is at the discretion of the Corrections Bureau Commander in conjunction with C-SORT Commander. C-SORT equipment and resources are stored and maintained in the prescribed manner by designated staff.

B. C-SORT Structure

C-SORT consists of both tactical and non-tactical elements. The C-SORT will operate in conjunction with the Sheriff's Emergency Response Team (SERT) when requested and authorized by the C-SORT Commander.

1. C-SORT Commander

Responsible for the overall management of the C-SORT and for coordinating C-SORT functions with division and section leaders as well as incident commanders during emergencies.

2. C-SORT Team Leader

Responsible for coordinating the training and deployment of the assigned team members.

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When possible, team assignments are adjusted regularly to allow Assistant Team Leaders and members to work the same schedule.

C-SORT Commander recommends Team Leaders and Assistant Team Leaders. Recommendations are subject to the approval of the Corrections Bureau Commander.

3. C-SORT Team Members

Thirteen Correctional Officers who are responsible for emergency response and call-back functions as well as other duties assigned by the C-SORT Commander and Team Leaders (e.g. equipment manager, munitions specialist, weapons specialist, trainers, etc.)

4. Incident Commander

Corrections Bureau Commander or designee shall communicate with the C-SORT through the C-SORT Commander or designated Team Leaders. C-SORT members are responsible to the C-SORT Commander and Team Leaders who are appointed by the Corrections Bureau Commander.

Other specialty assignments within the C-SORT structure are determined by the C-SORT Commander and Team Leader and are subject to the approval of the Correction Bureau Commander

5. The C-SORT is a strictly voluntary assignment.

Team member receive no additional pay for their participation in the C-SORT, when a position(s) is vacant, correctional staff may apply for the C-SORT regardless of their regular duty assignment.

C. Selection of Personnel

1. The Corrections Division Commander or his designee will post a memo notifying the Corrections Division that there is an opening in C-SORT. Interested Correctional Officers who are off probation, shall submit a memorandum requesting membership in C-SORT. The memorandum shall be submitted to the Corrections Commander for recommendation of acceptance. Interested personnel shall be evaluated by the following criteria:

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Reference:	ACA Guidelines, 1.4.5				

- a. Must have successfully completed probationary period.
- b. Must receive favorable recommendation from C-SORT Commander and the employee's supervisor.
- c. Must be free of disciplinary action a period of one year.
- d. Recognized competence and ability as evidenced in their performance.
- e. Demonstrate good judgment and perform well under stressful situations.
- f. Commitment to the unit, realizing that the assignment may necessitate unusual working hours, conditions and training obligations.
- g. Must pass the two-part C-SORT Physical Agility Test.
- h. Must pass the Psychological Test.
- i. Must pass an oral interview.

The Sheriff with recommendations of the Corrections Commander and the C-SORT Commander, will have the final approval of Correctional Officers for the team.

D. Negotiations Management Team

- 1. Refer to C-SORT Manual
- 2. HNT Manual
- 3. Situation where C-SORT may be utilized includes the following, inmate disturbances, hostage situations, death or serious injury, situations where HNT skills will benefit the department.

E. Training

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1. Both C-SORT and SERT components participate in training exercises as deemed appropriate by the C-SORT Commander. The goal of C-SORT participants is to mesh operations with the tactical component.
2. The C-SORT Commander maintains descriptions of training exercises and records of those attending. C-SORT members participate in training at least 8 hours each month. All training is documented and retained by the C-SORT Commander.
3. Members are notified of training as far in advance as possible. Team Leaders are responsible for notifying tactical members. Team Leaders are also responsible for notifying the Watch Commanders as soon as possible in order to facilitate any overtime that may incur during the absence of the C-sort member attending training. The C-SORT Commander notifies any C-SORT members that may need to be involved in a training exercise.
4. C-SORT members provide ongoing "in-service" training to Corrections Bureau personnel in emergency response and tactics.
5. The C-SORT Commander must submit a quarterly report to the Corrections Bureau Commander detailing the status of:
 - a. Training
 - b. Times activated
 - c. Nature of the response
 - d. Outcomes/Resolutions
 - e. Recommendations
6. All C-SORT members must successfully pass the two-part C-SORT Physical Agility Test two times a year in order to remain an active member of C-SORT. The C-SORT Commander will be responsible for scheduling two testing dates a year in conjunction with C-SORT training exercises.

C-SORT members that do not successfully pass the two-part C-SORT Physical Agility Test will be placed on an in-active status until they pass the C-SORT Physical Agility Test the next time it is administered. If they do not successfully pass this second time, they are dismissed from C-SORT.

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In-active C-SORT members must participate in all C-SORT training exercises but are not allowed to participate in C-SORT activations.

The two-part C-SORT Physical Agility Test will consist of the following for both C-SORT members and C-SORT applicants:

Part One

A timed Obstacle Course must be completed in two minutes. C-SORT members/applicants will have two opportunities to take this agility test. This agility test consists of a Pass/fail.

- Scale of 6-foot wall.
- Low Crawl on the ground underneath an enclosure.
- Climb a 12-foot chain link fence and decline down the 12-foot chain link fence.
- Run to a dummy on the ground. Drag the dummy 5 yards.
- Run to a 12-foot ladder. Climb up the ladder and back down the ladder.
- Run 30 feet to a group of staggered bars and run through the staggered bars without touching the bars.
- Climb up 3 steps. Jump to the ground. Climb up to the top of the steps and then down the 3 steps.
- Run 50 yards to the obstacle course finish line.

Part Two

Three timed simulated responses in the jail with a SCBA on. The facemask of the SCBA will not be donned during the tests. All three simulated responses must be completed in the allocated times in order to pass this physical agility test. C-SORT members/applicants will have two opportunities to take this physical agility test.

- A. A timed response from the open door of a Module, up a flight of stairs in the Module, back down the other flight of stairs in the Module, run to a cell and move a weighted dummy on the ground inside the cell 5 yards to a designated location outside of the cell. Allocated time is 45 seconds.
- B. A timed response from the entrance door of the lobby of the jail Front Office to the front entrance door of the HHCC. Allocated time is 60 seconds. Pass/fail.
- C. A timed response from the open door of Dorm 2 to the rear of Dorm 2. Move a weighted dummy on the ground at the rear of Dorm 2 five yards to a designated location. Allocated time is 20 seconds. Pass/fail.

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Reference:	ACA Guidelines, 1.4.5		

F. Acquisition, Storage, Maintenance and Transportation of C-SORT Equipment

1. The C-SORT Commander prepares an annual budget for C-SORT equipment and submits it to the Corrections Bureau Commander. The C-SORT Commander may assign any or all C-SORT members to assist in the budget process.
2. The C-SORT Team Leader assigns C-SORT members as necessary to properly store and maintain receipts and other documentation relating to equipment issue as well as requesting replacements for lost or damaged equipment.

Most C-SORT equipment is stored in the C-SORT room or the Correctional Armory as appropriate. The C-SORT member assigned as Quarter Master is responsible for maintaining receipts and other documentation relating to equipment issues as well as requesting replacement for lost or damaged equipment.

3. Equipment that is assigned to individual C-SORT members must be cleaned and maintained by the member to whom the equipment is assigned. Each member must sign a receipt for Custody Division issued equipment.

If a C-SORT member leaves the team for any reason, he or she must return all Custody Division equipment in the best condition possible.

4. C-SORT members may desire or be required to purchase additional equipment (e.g. boots, additional uniforms, etc.) This equipment is owned and maintained by the C-SORT member and is their responsibility to maintain it.

Personal equipment must meet the approval of the C-SORT Commander.

5. If there is need to transport equipment from the C-SORT room to another location, the Team Leaders are responsible for appointing C-SORT members to transport specific items.

The Team Leaders should conduct at least a verbal inventory of equipment being transported to ensure all necessary equipment for the type of response is included.

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G. STAND-BY (on call status)

1. C-SORT members and Team Leaders may be placed on stand-by for emergency callback on their workday during their off hours.
2. All C-SORT members may be called / paged regardless of their schedule if the need exists.
3. All Stand-by status upgrades will be at the discretion of the agency and the authorization of the C-SORT Commander.

H. C-SORT Activation

The purpose of C-SORT is to provide quick and deliberate action in times of facility crisis. C-SORT is to be activated as a last option. If possible, negotiations will have been tried to resolve the situation prior to calling C-SORT. C-SORT is the final option. The following procedure will be used in the activation of C-SORT:

C-SORT will be activated in the following situations:

1. Riot (loss of control of large area of the facility)
2. Module or Dormitory disturbance (refusing to lockdown)
3. Cell Extraction of two or more inmates
4. Large fire
5. Escape
6. Hostage
7. High Risk Transport
8. Work stoppage in the Kitchen (HHCC)
9. Security Search

C-SORT will be activated by the following protocol:

1. Authorization from C-SORT Commander, OIC, Watch Commander, or Bureau Commander.
 - a. This will be bypassed in situations of imminent danger (RIOT).
2. Once authorization has been received, the Watch Commander will complete the following:

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- a. **Call the Primary C-SORT Leader Sgt. Wilson by dialing 455-0152 or the secondary C-SORT Leader Cpl. Estrada by dialing 455-0117. The primary or secondary leader will then activate the members via direct connect capabilities and inform them of the situation at hand.**
- b. The C-Sort Commander or the On-Call Corrections Duty Officer will notify the Sheriff as soon as possible and advise him of the situation.
- c. Watch Commander will instruct Front Office to stay at their post to open the V-1 door for the incoming C-SORT members.

I. Authority to Activate

1. The C-SORT Commander may activate C-SORT. Command and authority of the tactical operation of the team is the responsibility of the C-SORT Commander or designated Team Leaders.

Overall responsibility for managing the incident remains the responsibility of the Corrections Bureau Commander or his designee.

2. In situations requiring "Command Operations" (where the incident has progressed beyond the scope of the Shift Supervisor), the C-SORT Commander considers the exigencies of the situation and determines if the C-SORT should be activated (if they have not been to this point).

If the C-SORT has not been activated, the Corrections Bureau Commander or his designee shall determine the use of C-SORT and other resources.

3. Once C-SORT has been activated, the C-SORT Commander reviews available information and, where appropriate, provides any preliminary instructions of direction.
 - a. Authority of the C-SORT Commander may be transferred to a C-SORT Team Leader as appropriate. If this occurs, the Assistant Team Leader assumes command of the immediate area of the emergency.
4. C-SORT Members are contacted by telephone, paging system, radio, or verbally as appropriate. When activated, C-SORT members report to the C-SORT

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room (or other designated area) to receive orders and dress out in the uniform designated by the C-SORT Commander.

The C-SORT Commander and Team Leaders assign equipment to be utilized or employed during C-SORT operations to the appropriate team members.

5. If any C-SORT personnel are on-duty at a post, the Shift Supervisor shall provide relief staff for these personnel as soon as possible.
6. If possible all C-SORT members will respond to all C-SORT callbacks, whether they are on or off duty.
7. If C-SORT members are called while away from work and are in some way incapacitated (e.g. temporary light duty, impaired, etc.), they will if possible, respond by telephone as soon as possible.
8. All able members should respond by telephone and/or in person as requested by the C-SORT Commander or his designee.

J. Communications

1. The C-SORT Commander maintains communication with the Tactical Command Center by appropriate means (e.g. a radio would be appropriate for most situations but not during a bomb threat).

In many cases, the C-SORT Commander may be a part of the Command operation. The Team Leaders are responsible for direct command during deployments.

2. The number of team members communicating with persons or groups outside the C-SORT during emergencies is kept to a minimum. When feasible, only the Team Leaders and/or C-SORT Commander should talk or issue verbal orders to team members or subjects.
3. The C-SORT Commander is responsible for notifying the Team Leaders of scheduled events or general information as far in advance as reasonable. The Team Leaders are in turn responsible for notifying team members.

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K. Tactical Command Post

1. Upon activation of C-SORT, the C-SORT Commander rendezvous with the Facility Commander or Shift Supervisor in the designated Tactical Command Post (TCP). The TCP is to collect, evaluate, and disseminate information to staff directly involved in an incident.
2. Unless specifically needed on the scene, the C-SORT Commander remains in the TCP as part of the Commander Operations Staff.

L. Inter-Agency Operations and Agreements

1. The C-SORT works with various divisions and sections within the Imperial County Sheriff's Office to ensure unified responses to emergencies and incidents. The C-SORT trains with the various divisions and sections when possible, to ensure responses are consistent and well organized.

The C-SORT Commander may arrange with the Custody Training Manager to use quarterly training assessments as a means for arranging drills and other training exercises within the Imperial County Sheriff's Office.
2. The C-SORT works with other agencies (e.g. Police, Fire, EMS, etc.) to ensure emergencies are met and resolved through cooperative effort. The C-SORT Commander regularly communicates with other emergency services liaisons to arrange joint training and exercises within the Imperial County Sheriff's Office.
3. In addition to working with other agencies, the Imperial County Sheriff's Office C-SORT works with other emergency response agencies and teams to improve training and cooperation, and to insure that the latest techniques are available. This includes sharing training sites and exchanging communication and emergency response methods.
4. The C-SORT Commander or designated Team Leaders may arrange to borrow or loan equipment between the Imperial County Sheriff's Office and other agencies. The equipment manager is responsible for documenting such exchanges.

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M. C-SORT Operations Tier 1

Tier 1 C-SORT operations are confined to the Imperial County Sheriff's Office Jail facilities and its immediate surroundings.

C-SORT members perform as a team, regardless of whether or not the entire C-SORT is assembled.

IV. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
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Title:	C-SORT RESPONSE	Date:	12-22-2017	Number:	212-1A
Subject:	C-SORT (Corrections Special Operations Response Team)				
Reference:	Policy 212				

I. PURPOSE

The purpose of this C-SORT Operations Manual is to provide procedures for responses to incidents. Since not every conceivable emergency can be accounted, the following procedures are considered a guideline rather than a rigid procedure.

C-SORT RESPONSE

- A. Security Searches- Detention Facilities**
- B. High Risk Inmate Escort and Movement**
- C. Use of Force/Chemical Agent Deployment**
- D. Cell Extractions/Barricades**
- E. Minor Disturbance Unit Disturbances**
- F. Major Disturbance-Riot Control**
- G. Correctional Hostage-Correctional Facility**
- H. Fires**
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A. Security Searches – Detention Facilities

1. If a search is required to find items or substances, which may be a serious threat to the security and/or safety of the Detention Facility or where conditions may be hazardous, the C-SORT may be activated to conduct searches.
2. When searching housing units, all inmates must be in lock down status. Cell lights are generally turned down or off and all cell windows are covered to insure inmates do not observe the search process.
3. If more than one inmate is uncooperative or refuses to lock down, the situation may be upgraded to a minor disturbance. Once the disturbance is quelled, the search is conducted as planned.
4. Common areas are generally searched prior to searching individual cells. When possible/feasible, staff shall work in two member teams to conduct individual cell searches.
5. The C-SORT is on standby at all times while the search is being conducted. On-duty staff may assist in the actual search of cells but are not normally assigned to response/extraction details.
6. Cells are normally opened one at a time. The Team Leaders and/or C-SORT Commander are the only members who speak.

The following steps are the normal procedures for C-SORT Task Force Searches, the procedures are designed to protect staff and insure that inmates cannot act in concert to disrupt the operation (e.g. assault staff/other inmate, observe search procedures, or provide warning to other inmates, etc.):

- a. The inmate(s) is instructed to lie on the ground or face the rear wall of the cell and to remove all outer garments to include shoes and socks. Staff assigned to search the cell are responsible for insuring the inmate removes any items that could pose a threat to staff.
- b. The inmate(s) is then told to place his/her hands on the back of his/her head and walk backward toward the staff member assigned to conduct the search.

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- c. The inmate(s) is ordered to stop at a safe distance (relative to individual staff). Staff then asks the inmate(s) if he/she has any contraband or sharp items hidden on their person or in the cell.
- d. Staff then handcuffs the inmate(s) and may cover his/her eyes/head. Sight blocking is used to prevent interaction with other inmates and to prevent observation of **C-SORT** maneuvers and tactics as well as to protect the identity of **C-SORT** members.
- e. The inmate is placed outside the cell, facing/leaning on the door. If the inmate poses or may pose an additional threat, he/she may be placed on his/her knees with legs crossed or relocated to the recreation yard.
- f. Once the search is completed, the inmate(s) is returned to the cell. He or she is then strip-searched and told to face the rear wall until the door is closed.

NOTE:

If the inmate(s) does not speak English or it can be determined that he/she cannot understand the instructions given, an interpreter may be located or two or more **C-SORT** members may physically guide the inmate(s) through the process.

7. If at any time an inmate becomes defiant or displays uncooperative behavior, the Team Leaders or **C-SORT** Commander may order a cell extraction. **NOTE:** Cell extractions are videotaped whenever possible.
8. All reports and forms will accompany searches and cell extractions. The appropriate staff will complete other incidents/findings.
9. All documentation is submitted to the **C-SORT** Commander or appropriate Team Leaders to be copied and forwarded to the appropriate management staff.

B. High Risk Inmate Escort and Movement

1. As with any **C-SORT** operation, the **C-SORT** Commander is contacted to coordinate **C-SORT** activities for high security risk transports. The **C-SORT** Commander and/or Team Leaders determine the number of staff necessary to safely and securely, conduct the transport.

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2. High-risk escorts / movements are conducted in "low profile."
3. It is mandatory to wear your ballistic vest during high risk escorts or transports which require leaving the jail.
4. The Team Leaders that are designated as responsible for the escort/movement are responsible to ensure preparations are conducted prior to leaving the Jail Facility. Preparations may include but are not limited to:
 - a. Assigning staff to escort and or move High Risk Inmates.
 - b. Establishing checkpoints and emergency resources and stopping points along the route and disseminating this information to participating members.
 - c. Ensuring all documentation pertaining to the prisoner(s) is collected and properly completed.
 - d. Ensuring that **C-SORT** members have the equipment (to include weapons) necessary for the function.
 - e. Ensuring that **C-SORT** members properly secure the inmate(s) and follow appropriate safety and security precautions.
5. Upon arrival to the escorted movement site, the Team Leaders are responsible for disseminating documentation and information to the receiving person.

C. Use of Force / Chemical Agent Deployment

1. The **C-SORT** staff employs defensive tactics within the guidelines of the General Orders and Custody Policy and Procedures Manual. In addition to individual tactics, **C-SORT** members train and conduct defensive tactics in teams and formations.
2. The Imperial County Sheriff's Office Use of Force Continuum applies to **C-SORT** operations in the following manner:

**Level 1
Conflict Resolution / Verbal Direction**

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Use of interpersonal communication skills, commands and directions to calm individuals to regain control and obtain compliance. The Team Leaders generally conducts this. **C-SORT** members normally remain silent and alert during attempts at verbal resolution. There is normally only one opportunity for the subject(s) to comply once **C-SORT** is activated.

**Level 2
Leading by the arm**

Used when the person does not respond to verbal commands, but does not appear to be a physical threat (e.g. When locking down a housing unit, some inmates may have a tendency to want to stay out and observe the incident.) **C-SORT** staff would physically guide the inmate to his or her cell.

**Level 3
Pain compliance techniques**

If the person continues to demonstrate a hostile, aggressive or combative nature, these tactics are often employed as a "come-along" when inmates refuse to be escorted or to allow them selves to be restrained. The use of oleoresin capsicum (O.C.) is considered a pain compliance technique.

**Level 4
Takedown**

Active countermeasures are employed when lesser forms of physical force have been unsuccessful or are inappropriate in the situation. When possible or applicable, takedowns are conducted as a team. Once on the floor, restraints are applied as appropriate.

**Level 5
Less-lethal measures**

Use of control shields, batons, stun grenades, chemical agents or other approved/designated equipment will be utilized accordingly. The **C-SORT** Commander or Team Leaders designates **C-SORT** equipment as appropriate.

1. Mass effect devices and chemical agents (e.g. grenades) are employed as needed to quell disturbances or enforce lock downs.

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2. Mass effect devices are employed at the discretion of the Team Leaders on the scene or the **C-SORT** Commander as appropriate.
3. Shields, restraints, and other protective/restraining devices are employed as necessary to protect the safety of staff and inmates and the security of the Jail Facilities.

**Level 6
Lethal force**

To prevent imminent infliction of serious injury or death to one's self, or other people when all other measures have failed or are not reasonable.

1. In any situation where the use of Lethal Force is necessary, the **C-SORT** and **SERT** will be deployed.
2. If a situation is planned where Lethal Force may be employed, the Sheriff is notified and involved in the decision process.
3. If Lethal Force is necessary without prior planning, staff follows Imperial County Sheriff's Office Policy and Procedure regarding Lethal Force and the Sheriff is notified as soon as possible.

D. Cell Extractions / Barricades

1. If an inmate is refusing to leave a cell or other confined area (e.g. Library, Classroom) for any reason and all other means of gaining cooperation have been exhausted or deemed infeasible, the Shift Supervisor can contact the **C-SORT** Commander or an available Team Leader to organize and conduct a cell extraction.
2. Once **C-SORT** has been activated to conduct an extraction, on-duty staff will monitor the inmate until **C-SORT** members are prepared. The **C-SORT** Commander or Team Leaders will designate equipment to be used and assign staff to various duties as appropriate. Equipment should include provisions for several scenarios (e.g. protective masks, flour to cover wet or oiled floors).
3. Once prepared, the **C-SORT** assembles outside the extraction area. The leader of the extraction team may provide a last verbal warning to the inmate involved. If there are non-participants in the cell/area (e.g. roommate) the leader of the

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extraction team may attempt to allow them to leave the cell/area or merely inform the extraction team of their presence as deemed appropriate. In either case, nonparticipants are removed and/or restrained as soon as possible.

NOTE: Extractions are videotaped whenever possible.

4. Initial Notification of Cell Extractions / Barricaded Individual

Once the team has been notified of a Cell Extraction / Barricade situation, the **C-SORT** Commander and team will be called out using the **C-SORT** Unit call out procedure. Notification will also include Medical and Shift Commanders and other logistical personnel deemed necessary by the **C-SORT** Commander or his designee. Medical will be prepared to treat for the possibility of chemical agents and or Specialty less lethal munitions type injuries.

5. Initial Briefing

During the initial briefing with the staff all of the following personnel will be on hand. Medical, **C-SORT** Members, Shift Commander. The following information will be on hand (Inmate Records, Inmate History of Visit, Inmate Medical Records, inmate housing location, current photo of the inmate, housing Unit record, current charge sheet) These records will be used to assist the **C-SORT** unit in developing a sound tactical resolution. This briefing will also have tactical assignments as follows:

a. Shieldman

The first position on the team establishes the foot position of the team and will use the shield in the proper manner to protect the teams, strike the inmate and pin the inmate in that order. The Shieldman is the only person to speak when entering the cell and will initiate the check off before entering the cell. While entering the cell the Shieldman will if at all possible, continue to give the inmate verbal instructions until contact. Additionally, the Shieldman will be responsible for the inmate head area when the shield is removed from the cell. The Shieldman will use a number of commands. (Ref to training manual)

b. Overwatch

The second position of the Overwatch is to cover and assist the shield

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man with the dealing the threat that the inmate is using. The Overwatch is to assist the Shieldman in the entry and exit. Once the Shieldman and Overwatch have secured the threat, the Overwatch will then adjust to the closest area that is unsecured and assist with the restraint and removal of the inmate.

c. **Restraint Man**

The third position on the team is the Restraint Man. This position requires the team member of this position to be the exclusive one that puts on the restraints on an inmate. The restraint man will ensure that the restraints will be put on in a safe and systematic way. This position can be moved from either the 3rd to the 5th position based on the team commanders option. This position is solely responsible for the restraint of the inmate from the time of removal to the completion of the removal and safe transport of the inmate to a new location. (See **C-SORT** Manual)

d. **Security 1 and 2**

This position is reserved for generally the 4th and 5th members on the team. This position is very flexible in responsibility and position. The Security position primary responsibility is to go in with the team and then to assess the situation and determine if they are still needed in the restraint of the inmate. At the discretion of the team **C-SORT** Commander the security position can replace any member of the team as necessary.

6. **Pre--Deployment of team**

Prior to the team being deployed a final security check and safety check will be conducted on the team. If at all possible the **C-SORT** Commander will request that the electricity and utilities to the housing area where the inmate is housed be turned off. Additionally, all housing unit cell door windows will be covered with a cover so that the identity and techniques of the team will not be compromised. Medical will be deployed with a medical kit. Video, if requested will follow the team and will stay in a wide angle and if possible will be video-taped by a team member.

7. **Deployment**

Once the team has been deployed, the team will in a covert fashion, deploy to

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the inmates cell and then set up on the doorknob side of the door. Team will do a check off and will set up.

8. Challenge of Inmate

Once the team has set up, the team commander will open the inmate's cover and shine a light on the room of the inmate and begin the challenge process. Inmate will be ordered to get on the floor and inter-lace their fingers behind their head. The inmate will then be ordered to strip down out of their inmate clothing to only the underwear portion. (This is done for strictly security purposes until the inmate has been restrained). The inmate will be told again if the inmate does not comply to any of the orders then the team at the commanders discretion, will be sent in or chemical / specialty impact munitions will be deployed again at the commanders discretion. Chemical agents will not be deployed if a team has been sent without gas masks. If an inmate does comply, then a pin and restraint of the inmate will still take place for security purposes.

At no time will a team go into a cell without a shield. Team commander will consider the following options:

a. Pregnant Female

When dealing with a pregnant female inmate, it is important that the following precautions be taken in order to minimize injury to the inmate and the baby that the inmate is carrying. The following steps should be taken:

1. Inform Medical and wait for the medical doctor to assess the situation and give the final OK for the extraction to be conducted.
2. Have soft restraints on hand instead of hard restraints.
3. Use a soft shield and go up on the target.
4. Chemical agents and other types of devices are used only with the approval from the medical unit.
5. Have LVN/RN standing by along with a wheel chair.

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6. Once removed from the cell, medical will evaluate the pregnant female and make a determination if the inmate needs additional medical care.

b. Handicap Inmate

During a cell extraction, the team may encounter the possibility of dealing inmates that have the following disabilities. Deaf inmates, blind inmates, or inmates that have prosthesis, etc. The following steps should be taken:

1. Have soft restrains as an option.
2. Use soft shield as an option.
3. Have medical give clearance if possible.
4. Have instruction for deaf inmates on a card.
5. Have medical standing by.

c. Non-English Speaking Inmate

Teams have many times faced the scenarios that require them to communicate in different foreign languages. In a effort to not mistake the inmate lack of communication for non-compliance, the following steps have been taken:

1. Have instruction written on a card in the language of choice.
2. Have a book or tape recording with instructions on them.
3. Have a language specialist give the orders if possible.

d. Mentally ill Inmate

In order to deal with mentally ill inmates, the team has been trained in dealing with special circumstances. The following steps have been taken in order to ensure the safe removal of an inmate:

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1. Have medical on stand-by with the inmates medication if necessary.
2. Use of Specialty impact munitions may have to be altered or minimized.
3. Use of chemical agents may have to be minimized.
4. Have soft restraints.
5. May use 4 – 6 point restraint as an option during the cell extraction.

9. Entry

When a team enters a cell, it is important that only the person who is speaking is the Shieldman. The team will move together and use the rocking method to initiate the count. Team will then enter once the door has opened. The team will go into the cell and immediately take the inmate down and neutralize the threat. The following procedures will be in place when the team has made entry:

a. Team Positions

The team members will take control of the inmate and restrain the inmate.

b. Security Check of Inmate

Once the inmate has been restrained the immediate command from the Team Commander will be to check the status of the inmate followed by a status check for the team members.

c. Shieldman

Once the security check has been conducted, the team leader will then give the security clearance to have the shield brought out. The team shield man will then call for "Shield out". At that point the shield will be taken out of the cell.

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d. Restraint Applications

Once the shield is out, the team leader will then call for restraints to be placed on the inmate by the restraint man exclusively.

e. Security Procedures

Special security procedures can be taken as an option by the team Leaders. The application of the protective devices will be applied to the inmate(s) i.e. Spit Hoods, eye blinder.

10. Removal

The removal of the inmate will be taken with great care. The following steps will be taken to ensure the safe retrieval of the inmate. At the team leaders discretion and depending upon the inmate compliance, the team can either drag the inmate out of the cell using the approved blanket or stretcher or the inmate can walk out backwards on their own power.

a. Medical

Will be on immediate stand-by once the inmate has been extracted from the cell. The inmate will be evaluated by medical for any injuries or complaints.

b. Inmate Decontamination

If an inmate has been exposed to a chemical agent then the inmate will be brought to a separate decontamination area where the inmates face will be flushed with water or the inmate will be placed into an area where fresh air is circulating.

c. NOV

Upon the inmate being evaluated by medical and being decontaminated, the inmate will also be given a notice of violation for his/her behavior.

11. Transport of Inmate

Inmate will be escorted to the Ad-Seg. unit or an isolation cell for his or her safety. The inmate will either be escorted to the new assigned cell or

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they will be moved using alternative tools (Mobile Stretcher, wheel chair, Restraint Chair etc).

a. Inmate Uniform removal

Before the inmate is put into another cell, the inmate's clothes will be taken off either by voluntary or involuntary means. Medical will be on hand through the entire process. The inmate will only remain in their underwear. The inmate clothing will be replaced with a paper suit or another inmate uniform. Only special agency approved cutter will be used.

b. 4 Point restraints

If the inmate has to go into a 4 – 6 point restraint system, the supervisor on duty and the team leaders will make the necessary logistical arrangements. Medical will be involved through the entire process.

c. Placement of Inmate into new cell

The inmate will be placed into the cell in restraints and once the team leader has given the OK to un-restrain the inmate then the restraints will be removed while he is face down on the bed or kneeling next to the bed. The option is up to the team leaders and depending on the compliance of the inmate.

d. Medical Review

Medical will conduct the final evaluation of the inmate once the inmate has been placed into the new assigned cell. Once medical has given the OK, the cell door will be secured and Medical may return to normal operations. If possible, medical will conduct a briefing with the Team Leaders, Watch Commander, and the C-Sort Commander of the inmate's condition and any concerns.

12. Closing

During the post operations briefing, the team will be debriefed and a safety check will take place.

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a. Team Safety Check

The team leaders will check with the team for any injuries and concerns. Any team member will immediately report any injury to medical and get treated. They will get medically evaluated and return back to the operations mode depending on the severity of the injury.

b. Team decontamination

In the event the team needs to be decontaminated a separate area will be made available for the team. Secondary clothing will be available and the team will be evaluated by medical.

c. Inmate cell decontamination

Decontamination will be the responsibility of any floor officer and a certified chemical agent user. Inmate bedding will be removed and decontaminated properly. Cell walls and floors will be washed accordingly.

d. Reports

Team leaders will be required to write a comprehensive report and ensure that it is complete, thorough, grammatically correct, and turned in a timely manner.

e. Equipment- Care and preparations

Once briefing has been completed, all team members will be required to care and maintain their equipment and prepare it for its next operational use

E. Minor Housing Unit Disturbances

1. A minor disturbance can involve one or several inmates. Minor disturbances involve a disruption of normal operations of the Jail Facility and minor property damage. If there is a threat or imminent possibility of injury to staff, the public, or inmates or to the security of the Jail Facility, the responding **C-SORT** Commander or Team Leaders may upgrade the incident to a major disturbance.

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2. The **C-SORT** Commander is responsible for organizing support elements such as the medical unit. The Custody Division Commander is notified as necessary. The **C-SORT**, if activated, is responsible for regaining control of the unit.
3. The **C-SORT** Commander or Team Leader on the scene deploys staff and equipment as necessary to:
 - a. Confine the incident to as small an area as possible and to remove nonparticipants if possible.
 - b. Contain the incident by separating and locking down all inmates in affected areas.
 - c. Consolidate information from Shift Supervisor to insure an appropriate basis for approaching the situation.
 - d. Control the inmates by restraint or employing equipment or resources such as OC grenades, the restraint chair, etc. Reestablish control of the affected area and insure to the degree possible, that the area will remain secure and safe. This includes conducting searches and inspections, applying disciplinary procedures, and reassigning inmates as necessary.

NOTE:

Generally, in both minor and major disturbances, the **C-SORT** normally enters through the main entrance. Inmates who are not locked down during the initial sweep are "pushed" to the dayroom area. In the dayroom area, the inmates are extracted individually.

F. Major Disturbance – Riot Control

1. Major disturbances involve threat or imminent possibility of danger to safety or security. If **C-SORT** is activated to respond to a major disturbance, the **C-SORT** Commander, along with the Custody Division Commander shall determine the best approach to regain control without further damage to staff, the public, inmates, or the Jail Facility.
2. The C-SORT Commander or Team Leader is responsible for organizing assault teams as needed. If hostages are involved the **C-SORT** Commander is

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responsible for insuring that the **C-SORT** (SERT, HNT) is activated.

3. The **C-SORT** Commander and Team Leaders are responsible for assigning **C-SORT** members to gather and deploy equipment as appropriate. Responses to a major disturbance may include:
 - a. Mass or individual deployment of OC and/or chemical agents.
 - b. Riot Control formations and tactics, to include the use of shields and/or batons.
 - c. Use of mass effect measures/devices.
 - d. Use of force up to Lethal Force to prevent serious injury or death. (SERT) will initiate operations where Lethal Force is required).

4. The **C-SORT** Commander and/or Team Leader(s) determine assignments within the assault team, Assignments **may** include:
 - a. Shield bearers to protect assault team members from objects, substances and physical blows.
 - b. Baton bearers to employ active countermeasures to force inmates to lock down or submit restraint.
 - c. Mass effect devices team.
 - d. Back-up/perimeter security to insure a route is open if it is necessary to retreat and/or regroup.
 - e. Restraint team, to apply restraints and remove inmates who refuse to lock down.
 - f. Left and right clearing to insure all inmates are locked down in their cells and all cells are properly secure on both levels of the housing unit and locating/removing injured staff or inmates.
 - g. Special breaching team on hand to assist with opening all entry points
 - h. Point team members will be assigned to handle intelligence gathering

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- i. Special weapons team in place to employ specialty impact munitions if necessary.
5. The Custody Division Commander, in cooperation with the **C-SORT** Commander, is responsible for assigning the containment team. The containment team is directly supervised by the Custody Division Commander and deployed by the request of the **C-SORT** commander to best support efforts to contain the situation. Containment team operations may include:
- a. Establishing a triage area (with Correctional Officers to secure)
 - b. Arranging for staff to escort or move people extracted from the affected area or injured.
 - c. Organizing other support and emergency response personnel (in cooperation with the **C-SORT** Commander).
 - d. If requested by the **C-SORT** Commander, directing maintenance staff to cut off power/utilities to the affected unit.
 - e. Arranging for videotaping of the incident.
 - f. Providing a back-up force for the assault team by establishing a perimeter around the affected area and insuring the disturbance does not spread throughout the Jail Facility.

G. Correctional Hostage - Correctional Facility

1. In the event the **C-SORT** is activated for a hostage situation, the **C-SORT** Commander keeps the team on stand-by. The **SERT & HNT** shall be activated to conduct hostage negotiations.
2. The **C-SORT** may be ordered to actively stand-by on the scene in the event there is eminent threat of harm to the hostage. A spontaneous assault by **C-SORT** may be required as the situation allows/demands.
3. The **C-SORT** may also be ordered into static stand-by (away from the scene awaiting further instructions but remaining in a group) in the event of long negotiations.

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At least one team should be fully dressed and ready to respond. Static stand-by is held in a location designated by the **C-SORT** Commander or appropriate Team Leader.

4. If the **C-SORT** is required to take active countermeasures against the hostage taker(s), all persons are considered to be a party to the event and are restrained accordingly. Only after all parties involved are restrained are hostages and hostage takers identified/separated.
5. Any staff member taken hostage loses all rank and authority (for the duration of the incident). The **C-SORT** and other staff are **NOT** obligated to follow the orders of a hostage.
6. Reports by the Custody Division and Investigation will be conducted by Investigations Division.

H. Fires

1. Unless otherwise instructed, the **C-SORT** responds to fires according the Custody Division Policy and Procedures. Some additional **C-SORT** duties during a fire may include:
 - a. Assisting fire department staff in reaching the fire safely.
 - b. Controlling people who panic.
 - c. Establishing a perimeter if the physical perimeter is breached.
 - d. Assisting in escort / movement and off-site security if inmates are evacuated to an off-site location.
 - e. Assist in providing a High Risk Inmate transport detail for PC inmates
 - f. Provide internal security control and building recovery purposes

I. Bomb Threat – Explosions

1. If a bomb threat is called, the **C-SORT** may be activated to assist in evacuating the Jail Facility or to relieve posts where staff have been evacuated.

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2. **C-SORT** members remain alert but wait for bomb squad staff or conduct search with bomb dog to conduct active searches for bombs if possible.
3. Bomb threats are taken seriously and all radio communication ceases for the duration of the crisis.
4. If the threat is specific (e.g. location of device, time of detonation) the **C-SORT** may conduct the evacuation by first insuring a "clear route" to check for triggering devices in the way of the evacuation route.
5. Bomb explosions are treated the same as fires **except there is increased alertness for secondary devices and explosions.**
6. Reports and Investigation will be conducted by Outside Patrol Division, County Fire, Federal Agencies if required.

J. Natural and Man Made Disasters

1. The **C-SORT** shall be activated in cases where there is a breach or eminent danger of a breach in security due to natural or man-made disasters (e.g. floods, power outages). The **C-SORT** may be called to active or static posts or both.
2. Primarily, **C-SORT** is assigned to augment the safety and security of staff, the public and inmates during such disasters.

IV. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title:	Admission and Release	Date: 12-12-2017	Number 301
Subject:	Intake		
Reference:	(A) Title 15 CCR, Section 1029(a)(5) (B) California Penal Code, Sections 849(b)(2) and 853.6		

I. POLICY

All arrestees will be processed without unnecessary delay, ensuring the arrestee's rights are met and that all steps of the arrestee's process are completed as required.

II. DEFINITIONS

- A. Arrestee - A person in custody by authority of law.
- B. Inmate – A person confined/committed to the Imperial County Jail.

III. PROCEDURES

A. DELIVERING AN ARRESTEE FOR BOOKING:

1. Incoming vehicles with arrestees will drive up to the intercom pedestal, located outside of the outer gate. The arresting/transporting officer must request admittance via intercom to Central Control. The officer must give the following information:
 - a. Officer's name, department and number of arrestees.
 - b. Identification – Officers/Agency not recognizable by Central Control will be required to produce I.D. Personal recognition may be used when applicable.
 - c. The Roving Officer will be advised if identity is questionable and respond to assist in identification of Officer/Agency.
2. Vehicle Sally Port Parking – When the Fox Gate 1 is open, the officer will drive into the area and park in a designated parking spot close to the Pre-Booking door, handicap parking is available if needed. Vehicles will be secured at all times while parked in the Sally port.
3. Securing Weapons – The Officer will exit the vehicle, leaving the arrestee inside. All firearms, impact weapons, chemical agents, taser devices not secured inside the vehicle gun rack or trunk will be placed inside one of the two gun lockers stations in the vehicle sally port.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

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4. Entrance into Pre-booking – All arrestees will be restrained prior to entrance. (The only exception would be pregnant females which will be handcuffed in the front only). Juveniles are not to be allowed in the Facility for any purpose.
5. Responsibility for Arrestees- Until the arrestee is accepted by the Booking Officer, the care and custody of the arrestee will be the responsibility of the arresting/transporting officer. Holding cells are available, only same gender arrestees should be placed into the same cell. Access to the holding cell will be through the intercom to Central Control.
6. Medical Clearance – the Arresting Officer can notify the Booking Officer or Central Control they are ready for the nurse to medically clear their arrestee via the intercom or phone located in the pre-booking area. The Nurse assigned to Booking will immediately respond to pre-book and see the arrestee and the officer in the medical exam room located in the pre-booking area. When an arrestee has been transported to the hospital for treatment, the arresting/transporting officer must obtain a copy the Emergency Record Sheet. The Emergency Record Sheet indicates that the arrestee has been seen and treated (when applicable) and contains medical instructions for jail medical staff.
7. Pre-booking Stations – there are 4 processing stations located in the pre-booking area. Arresting Officers will complete an “out of custody booking” in Spillman, inventory property/booking sheet, complete prints of their arrestee on the Identix machine, and enter any cash into the Telmate kiosk. Imperial County Jail staff will continue to fingerprint for Imperial County Sheriff's Office.
8. Health Questionnaire – The Health Questionnaire will be completed by the Nurse assigned to Booking, prior to the arrestee being accepted. The inmate's responses to the health questions will be recorded on the Health Questionnaire.

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9. Arrestee Property-Arresting/transporting officers will complete their own pat-down search prior to turning them over to us. It will be the responsibility of the Arresting/transporting officer to collect, inventory, bag, and seal all of the inmates personal property in a plastic bag available at the processing stations. Plastic bags will be accepted when sealed, properly inventoried, tagged and verified by both the booking and arresting officer. The inventory list will be visible through the bag.
10. Receiving Inmates – The Booking Officer will observe the arrestee's physical appearance and emotional behavior to determine if the arrestee is acceptable for booking as indicated by medical. The Booking Officer will request information from the arresting/transporting officer regarding possible or actual problems concerning the arrestee and process accordingly. Property that does not fit into the bag provided will not be accepted.
11. Injured Arrestees – Facility personnel will refuse to accept any arrestee who is semiconscious or has signs of moderate or more serious traumatic injury until the arresting agency has transported the arrestee to the hospital for examination. At no time will an unconscious arrestee be accepted for booking into the facility. Inmates with chemical exposure or being tased with a conductive electric CEW Weapon will be evaluated by medical staff to determine if an Emergency Room clearance is necessary.
12. Problem Inmates - The SEO will request the Watch Commander for assistance when booking and/or handling any inmate who is violent or combative or is deemed to be a security or escape risk.
13. Completed Paper Work and Data Entry – The Booking Officer will insure that all arrest paper work and data entry is completed prior to receiving any inmates. The arresting/transporting officer will complete the booking sheet legibly.
14. Self Surrenders – Inmates are often scheduled by the courts to turn themselves in to the custody of the Sheriff, on a given date and time.

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Those under the influence of drugs or alcohol will not be accepted. Assigned available officers will escort the subject to OFDF for booking and processing.

B. SEARCH AND SECURE PROPERTY

1. Booking Search – An arrestee presented for booking will be pat-searched inside booking on the wall by the booking door. The initial search will include, but not limited to, taking custody of all personal effects and personal property (except for clothing) that the arrestee has possession of. If the arrestee has possession of any item or substance that the mere possession of is in itself a crime, such item or substance is to be turned over to the arresting/transporting officer. It will be the arresting/transporting officer's responsibility concerning additional charges and disposition of the item/substance. Anything deemed as contraband must be taken out of the facility and not thrown away in the trash containers in pre-booking. Items that do not fit in the property bag will not be accepted.
2. Arrestees will not be permitted to take money and or valuables into any holding cell including, but not limited to, pencils, pens, belts, cigarettes, neckties, sharp objects, etc.
 - a. Searches of female arrestees will be conducted by a female officer except in an emergency situation.
 - b. Alcohol, firearms, weapons, live ammunition and knives of any type or any explosive substance in the personal property of an arrestee will not be accepted in the facility. Any such property must be retained by the arresting agency.
 - c. Perishable items, i.e., fruits, vegetables, milk, ice cream, plants, etc, belonging to the arrestees will not be accepted into the facility. Perishable items must be retained or disposed of by the arresting agency.
 - d. Prescribed medication belonging to an arrestee will immediately be turned over to the jail medical staff.

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Title:	Admission and Release	Date: 12-12-2017	Number 301
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- e. Prescribed medications belonging to an arrestee to be Book and Released will be normally placed in the arrestee's property.
 - f. Jail medical personnel will be requested for approval prior to allowing any inmate to consume/take medication.
- B. Receiving an arrestee into the booking lobby
- a. After a cursory pat-down, the arrestee will be screened by the body scanner. Exceptions to this may include pregnant females, those with pacemakers, etc. See Body Scanner information provided by the manufacturer.
 - b. Orientation to Direct Supervision begins at the booking door. The Booking Officer will ensure he/she gives clear direction on expectations and consequences. The Booking Officer will take the time to answer questions and de-escalate disruptive behaviors.
 - c. If the arrestee displays a calm demeanor and is receptive to instruction he/she may sit in docile holding pending the booking process.
 - d. Arrestees that are disruptive, violent, or not compatible with others will be placed into the appropriate holding cell. Retention in a holding cell longer than an hour requires an incident to be immediately logged into Spillman. Inmates needing Protective Custody will be an exception and not require an entry.

IV. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Admission and Release Date: 12-18-2017	Number: 302
Subject:	Release Procedure	
Reference:	(A) Title 15 CCR, Sections 1029 (c)(4), 1041 (B) Corrections Bureau Policy #1802 (C) ACA Guidelines, 4.7.1	

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to release inmates under proper legal conditions using procedures that ensure the security of the Jail and the welfare of the arrestee/inmate.

II. PROCEDURE

Inmates are entitled to a timely release when they have made bond, been found not guilty, ordered released by a court of competent jurisdiction, completed a sentence, or when their sentence has been modified by the court.

All releases will follow standard procedures to ensure proper documentation of the release. The collection and return of Jail property issued during incarceration, and the collection and storage of records related to the offender's confinement.

A. General release processing will include the following elements

1. Authentication of releasing documents by the releasing staff member.
2. Verification of all bail/bond release paperwork.
3. Verification that there are no outstanding warrants or detainers.
4. Verification that any supervising authorities in the community have been properly notified of the impending release.
5. Authentication of the offender's identity by photograph and comparison of physical description.

Facsimile or computer generated release authorizations will be verified by telephone with a recognized representative of the authorizing agency. No offender shall be released on the strength of a FAX or computer authorized message alone.

B. Release to Other Jurisdictions

All inmates being released to other jurisdictions on detainers, warrants, or commitments will be searched before being released to the custody of the transporting or receiving officers.

The inmate will sign the housing card indicating that he/she has received all property and

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monies, or will provide a forwarding address for those items if they are not allowed for transport.

Transporting Officers will sign Housing Card acknowledging receipt of inmate and property.

Any necessary medical and security related information will be provided to the transporting officer. All other release authentication and identification procedures in Jail policy will be followed. No federal inmate (s) will be released to nonfederal agents without the written approval of the U.S. Marshal's Service, until US Marshal case adjudicated.

C. Temporary Releases

Offenders serving intermittent sentences (e.g., weekends only) and work-release cases will be processed using a separate log of their admission and release, in addition to all other automated and manual systems. The Watch Commander and Front Office Clerk will review this log each day to determine the on-time records of all offenders involved in these programs.

Offenders leaving the institution on work release will not be permitted to take any property other than street clothes with them each time they leave, nor will they be permitted to return with other items. Special clothing, tools, and other items must be stored at the work site.

The use of minimum security offenders for public service work assignments will be handled under this category of release.

No property will be permitted to be taken out of the jail on these categories of trips. Court call cases may take with them legal materials, and approved medications that must be taken during the time the offender will be out of the facility. All such offenders will be dressed in jumpsuits according to their classification, except for offenders involved in jury trials, in which case personal clothing may be worn to court. If so ordered by a court order.

Offenders removed for these purposes will be out-counted to court or to the health care facility, as appropriate.

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D. Family Emergency (e.g., Funeral) Releases

The temporary release of an offender to attend the funeral of a family member can be done with the approval of the Facility Commander.

The inmate will be escorted to the service(s) by armed Transport Officer(s). The offender will remain in marked jail clothing, to include a marked jail issued jumpsuit. Offenders will remain fully restrained (handcuffs and leg irons) throughout the detail. Offenders will be kept separate from the general audience in a secure area that provides an immediate route of egress should an emergency arise or circumstances dictate such action. Offenders will be allowed to communicate with immediate family members at the audience only with the permission of the officer in charge. The offender will not be allowed to have physical contact with family members or other civilian personnel.

E. Court Call and Medical Trip Releases

Based on documentation provided by the Clerks of the Courts, a court call list will be posted each morning Monday through Friday, no later than 0300 hours. Medical staff will provide a similar list of offenders scheduled to leave the facility for treatment in the community to the Transportation Unit and Housing officer.

Offenders will be sent to the receiving area by 0800 hours for search and dress-out processing; they will be in holding cells and ready to depart by 0800 hours. For medical cases, the offender will be sent to the receiving area for search, dress-out, and placement in holding cell one (1) hour before the scheduled departure time.

No Property will be permitted to be taken out of the jail on these categories of trips. Court call cases may take with them legal materials and approved medications that must be taken during the time the offender will be out of the facility.

All such offenders will be dressed in jumpsuits according to their classification, except for offenders involved in jury trials, in which case personal clothing may be worn to court, if so ordered by a court order.

Offenders removed for these purposes will be out-counted to court or to the health care facility, as appropriate.

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Title:	Admission and Release Date: 12-18-2017	Number: 302
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F. Separates

Staff in the receiving area will pay particular attention to the need to keep separatees isolated from each other. In addition, court staff will be advised of the need to separate specific cases, when Jail staff is aware of those needs.

G. Records

A record of each release will be filed in the offender's central file, including the date, time, type of release, and authority by which the release was authorized, along with a copy of the document authorizing the release.

For final releases, all court, medical, and other outlying records will be placed in the central file as they arrive from other divisions. Central files of finally released offenders will be stored and archived in accordance with Department policy and law.

H. Release Duties

1. FRONT OFFICE

- a. Check all offense and arrest screens to insure all cases have been taken care of.
- b. Check for HOLDS.
- c. Have booking clear for warrants.
- d. Notify housing or tower of the impending release.
- e. Issue check.
- f. Take file to Watch Commander.

2. DRESS OUT FOR RELEASE

- a. The floor officer or laundry officer will retrieve all jail issue clothing and linen before dressing the inmate for release.
- b. Once jail clothing and linen have been returned, the inmate will be given their personal clothing for release.
- c. The inmate's property bag will be taken to intake master control by a custody staff member.

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- d. The inmate will be placed in a release holding cell by a floor officer or the search and escort officer to allow a phone call to arrange for a ride when being released to the street.

3. WATCH COMMANDER

- a. The Watch Commander will verify all release information in file and Spillman system.
- b. Fill in all information on the back of the housing card. Apply "Release to Other Agency" sticker to housing card if applicable.
 - 1. All "ROA'S" to remain in Watch Commander's office until Agency / Officer taking custody of inmates arrives, SEO will then take control of paperwork and complete releasing process.
- c. The Watch Commander will release the inmate from the Spillman system.
 - 1. Use the time of release that the system gives you.
 - 2. The Watch Commander will place his/her name in Spillman as the releasing officer.
- d. Take housing card, check and copy of holds or detainers (if present) to intake master control.
- e. File and or route all paperwork.
- f. Check housing card for any hold information.
- g. Call authorized representative(s) for releases to other agency(s) if applicable.
- h. Check inmate property for copy of hold (if applicable).
- i. If no hold is present – proceed with release.
- j. If hold is present ALERT Watch Commander (only if the hold or detainer did not accompany the paperwork from the Watch Commander).

4. SEARCH AND ESCORT OFFICER

- a. Verify offender physical description and information with housing card.
- b. Review back of housing card for the following:
 - 1. Watch Commanders signature.

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2. Reason for release.
3. Border Patrol hold box checked or highlighted, or "Release to Other Agency" sticker is affixed if applicable.
- c. Sign out inmate with actual time.
- d. Have inmate sign card.
- e. Fingerprint inmate right index finger on check-out box.
- f. The officer and the inmate will sign the property inventory form at the time of release.
- g. Release inmate.
- h. Take all paperwork back to the Watch Commander for distribution and routing of paperwork.

5. DISPOSITION OF UNCLAIMED PERSONAL PROPERTY

Any personal property that is left behind by the transporting agency or the inmate shall be kept for a period of forty-five (45) days.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title:	Admission and Release	Date: 12-15-2017	Number 303
Subject:	Security of Inmate Property		
Reference:	(A) 4th Amendment, US Constitution		

I. POLICY

Inmates confined at the Imperial County jail have clear property rights guaranteed to them by Reference (A), which states that no person can be deprived of his/her property without due process of law. As correctional institutions, we are empowered to limit those property rights for security reasons, but we have the absolute obligation to protect that property that we hold in trust, whether it be money, valuables, clothing, or other items. As the Corrections Bureau has been made responsible for all inmate property by this policy, the following procedures will be followed.

II. PROCEDURES

A. Cash

Inmates are not permitted to possess cash money on their person while in custody. All monies are held in trust for the inmate in his individual trust account and are accessible for him to conduct his normal business.

1. Upon booking, the arresting officer shall search the inmate for weapons and contraband. Any cash money will be counted by the arresting officer, recorded on the Booking Application Form, and deposited into the Telmate kiosk under the related inmate's PIN number. The arresting officer will attain the printed deposit receipt and place in the personal property bag. Any discrepancy of the amount deposited is between the arresting agency and the arrestee. In the event the receipt paper runs out, the arresting officer will notate the deposited amount and confirmation number on the property inventory sheet. In the event the Kiosk is out of order, cash will be accepted, inventoried on the property sheet, and delivered to the booking clerk for manual posting to the corresponding inmate account.
2. Subsequent to booking, any cash received for an inmate will be deposited to the Telmate Kiosk. All monies received/deposited under this section will be in accord with BPP number 310 (Inmate Monies).
3. Foreign currency, particularly pesos, will be counted by the arresting officer and handled in the same manner as US currency. Foreign currency however will be kept with the inmate's valuable in the storage provided for that purpose in the Inmate Clothing/Property.

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B. Clothing

Inmates housed at the Imperial County jail will not be permitted to wear their personal clothing.

1. New booking inmates who will be housed will be escorted to the dress-in room at the OFDF by a Correctional Officer. The inmate will remove all clothing and he/she will be searched for contraband on his/her person and in his/her clothing. At the conclusion of the search, certain inmates will be given an opportunity to shower at the ADA holding cell. The Correctional Officer will take the inventoried inmate clothing and temporarily secure it, along with the corresponding personal property bag, inside the Security Cage in the Dress-in Room using a yellow clothing bag.
 - a. The receiving officer will inventory all inmates clothing received, noting complete descriptive information such as color, size, brand, and condition for each item.
 - b. Normally worn, but missing items will be listed as "none" on the inventory.
 - c. The clothing inventory will be completed in Spillman at the ID area
 - d. The inmate will sign for the clothing inventory receipt acknowledging it is true and correct
2. The inmate will be given appropriate jail issue clothing according to classification and/or facility assignment

C. Court Clothing

1. Court clothing will be accepted for inmates who are appearing in jury trials. Court clothing will only be accepted at the Front Office and received by the Property Clerk. All clothing received will be recorded in Spillman and a receipt will be printed out and issued to the deliverer.

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2. The Property Clerk will have an available Officer search the jury clothing for contraband. The clothing will be secured at the RADF Property Storage Room in the area designated for Court Clothing. The inmate's name, booking number, and Name Number will be attached to the clothing.
- D. Safety Cell and Sobering Cell
1. Safety Cell and Sobering Cell placements will require special actions. As those confined in Safety or Sobering cells are a danger to themselves and usually unable or unwilling to cooperate with custody staff, they will only be issued safety garments while housed in that setting.
 2. In the case of new bookings, the procedures for dressing out the inmate are identical with exceptions that the inmate will be changed into a safety garment inside the special cell and his/her clothing will be inventoried, searched, and secured in accord with section (B)(1) of this policy. No personal clothing will be left unsecured or unattended outside of the Safety or Sobering cells at the OFDF or RADF for any reason.
 3. Occasionally an in-custody inmate will require a placement in a Safety or Sobering cell. In these rare events the following procedure will be followed to ensure the security of his personal property.
 - a. Retrieve all personal property from the inmate and his/her living area immediately. Inspect for items of contraband. Dispose of these items appropriately.
 - b. Secure retained property in a bag from the OFDF Dress-in or RADF Property Storage Room. Secure the bag with the appropriate inmate information.
 - c. File the secured property in the secured area designated for inmates under observation at RADF or OFDF

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Corrections Bureau Policy and Procedures Manual**

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Reference:	(A) 4th Amendment, US Constitution		

- E. Medical and Isolation Housing
 - 1. Inmates assigned to Medical Housing and Isolation Housing will not be allowed to possess excess amounts personal property while confined there for security, safety, and space restrictions. The following procedures apply:
 - a. Remove all excess personal property from the inmate. He/she will be admitted to Medical or Isolation Housing with only his/her issued clothing, bedding, and property deemed reasonable by the escorting Officer.
 - b. Secure the inmate's personal property deemed excessive in a plastic bag and tag it with the appropriate inmate information. This will be stored in the designated area for inmates under observation at the RADF and OFDF property rooms.
 - c. The inmate's property will then be placed and secured in the RADF Property Storage Room or in the OFDF Dress-in Room depending on housing location.
 - d. Upon release from custody or from Medical/ Isolation Housing, all property will be returned to the inmate indicating in Spillman the property being returned.
 - e. Upon request, hygiene packs will be given
- F. Inmate valuables other than US currency or clothing worn on the body will be secured temporarily at the OFDF Dress-in Room. The arresting officer is responsible for taking charge and inventorying all inmate property prior to ICJ acceptance. After doing so, he/she will present the property, along with the inventory sheet signed by the arrestee. Property will be processed in the following manner:
 - 1. The arresting officer will search the inmate for all personal property including, but not limited to, watches, rings, chains, monies, wallets, purses, belts, or any other thing that has intrinsic value. He/she will record all property taken on the Property Inventory Form with a complete description.

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Reference:	(A) 4th Amendment, US Constitution		

In the event that personal property, such as jewelry, cannot be removed the Watch Commander will be notified. When he/she has completed his/her inventory and search he/she will place all property in a clear plastic bag provided in the Pre-book processing area and sealed shut. Personal Property will be turned over to the Booking Clerk for temporary secured storage in the locking drop box located in the booking center casework.

2. Larger items will not be accepted. Only property that will fit in the plastic bag will be accepted.
3. No property other than US currency will be accepted for any inmates being booked on federal charges or by a federal agent.
4. Once sealed, the property bag will not be opened and property will not be removed without the inmate's authorization or a judicial order. Representatives of the US Department of Justice may seize immigration documents, however the bag will only be opened in the presence of the Watch Commander or his/her designee. Inmate Property Receipt will be completed and placed in the property bag before resealing, which details when the documents were seized and by whom.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title:	Admission and Release	Date: 05-02-2018	Number: 304
Subject:	Inmate Claims for Lost Property		
Reference:	(A) BPP 303 (B) Chapter 9, Auditor's Cash Control SOP		

I. POLICY

Reference (A) places the responsibility for the security of inmate property on the RADF and the established practices for the proper safeguarding of property. Despite our best efforts, on occasion, inmate property will be missing. Usually the property has been lost, given to the wrong inmate, or otherwise not returned to it's rightful owner. If property appears to be missing the following procedures will apply.

II. PROCEDURE

A. Money

Cash monies believed to be missing will be investigated in accordance with Reference (B), the standard County Auditor-Controller SOP. In addition to the actions required by Reference (B), the employee discovering a cash shortage will immediately notify the Division Commander of the nature, circumstances, and amount of any shortage.

B. Missing clothing

Frequently suspected missing clothes are in reality only misplaced. All inmate clothing is secured in the Security cage in the Laundry Room in either an inmate clothing bag or garment bag designated for court clothing. When releasing an inmate follow the steps listed below.

1. Place the inmate in the dressing room and select the clothing bag with the inmate's booking number.
2. Select the proper bag and compare its contents to the Housing Card. If contents are correct, simply dress out the inmate.
3. If the contents are missing or incorrect, verify the bag being examined against the documentation. A very common error is number transposition.
4. If unsuccessful, contact the Laundry Officer if he is on duty and request assistance in the search.
5. If the property cannot be found by following the steps outlined above, notify the Watch Commander. The Watch Commander will repeat the steps previously taken, and if unsuccessful, will authorize the inmate and a custody officer to

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Title:	Admission and Release	Date: 05-02-2018	Number: 304
Subject:	Inmate Claims for Lost Property		
Reference:	(A) BPP 303 (B) Chapter 9, Auditor's Cash Control SOP		

enter the Security Cage to search for the missing clothing together. The Watch Commander will supervise the search.

6. In the event that the clothing cannot be located, the Watch Commander will:
 - a. Issue the inmate seasonal clothing from the Inmate Welfare Clothing.
 - b. Provide the inmate with a "Claim Against the County" form, signing and dating the form. The Original copy will be given to the inmate.
 - c. Attach a copy of the claim form to the Housing Card, along with a memo detailing the circumstances of the loss. All documents will be forwarded to the Administrative Sergeant for action.
 - d. Enter information concerning the missing clothes into the computer on the inmates additional information screen.
 - e. The Watch Commander will notify the Corrections Chief Deputy via email.

C. Missing Property

Inmate personal property is secured in the inmates' yellow clothing/property bag in the Clothing Storage Room. If an inmate's property is believed to be missing the following procedures will be followed.

1. Compare the inmate's receipt with the contents of the sealed property bag. Often the inmate will release property to a free person and records of the release will be logged in to the jms under the inmates additional information screen. In addition a receipt will be made using the Inmate Property Release receipt book. A copy of that receipt will be place in the property bag.
2. The Watch Commander will search for the missing property by repeating the above procedure. The Watch Commander will insure that a complete search is conducted of the Clothing Room for the inmate's property.
3. If the property still cannot be located, the releasing officer will pull a CR and do a missing property report.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title:	Admission and Release	Date: 05-02-2018	Number: 304
Subject:	Inmate Claims for Lost Property		
Reference:	(A) BPP 303 (B) Chapter 9, Auditor's Cash Control SOP		

4. The inmate will be given a Claim Against the County form. The same procedure will be followed as outlined in section 6 of this policy.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Admission and Release	Date:	07-25-2018	Number:	305
Subject:	Inmate Wristbands				
Reference:	(A) ICSO Corrections BPP 503-1 Headcounts (B) ICSO Corrections BPP 511 Inmate Movement				

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain accountability of all inmates under our care, part of that is being able to easily identify inmates quickly. All inmates will be issued a wristband to be worn at all times. Only in rare circumstances when it is determined that wearing a wristband would be a hazard to the inmate would they be precluded from this requirement.

II. PROCEDURE

A. Application

Once it has been determined that an inmate will be transferred out of the booking area for the purposes of housing a wristband will be prepared.

1. The Booking Clerk will:

- a. Get the inmate ID numbers for all inmates that will be moved to housing.
- b. Print all wristband inserts from the JMS and cut them to the appropriate size.
- c. Place the inserts into the new wristband.
- d. Using the included reusable carrier, the wristband will be laminated. (The lamination machine should only be turned on when in operation. This will prohibit the lamination machine from overheating.)
- e. Provide the completed wristbands to the Booking Officer

2. The Booking Officer will:

- a. Receive the prepared wristbands from the Booking Clerk
- b. Verify the identity of the inmate using the picture on the wristband.
- c. Place the wristband on the inmate's right wrist with the provided clip, ensuring that there is sufficient space between the wrist and wristband for the band to move freely, but not loose enough to allow the inmate to remove the band.
- d. If there is a valid reason that the right wrist could not be used the left wrist would be acceptable.

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Subject:	Inmate Wristbands				
Reference:	(A) ICSO Corrections BPP 503-1 Headcounts (B) ICSO Corrections BPP 511 Inmate Movement				

- e. Instruct the inmate that their wristband is property of the county and any modification, destruction, or removal of the wristband will be subject to disciplinary action.

B. Removal

As part of the release procedure the inmate's wristband will need to be removed

1. The Booking Officer will:
 - a. Verify the identity of the inmate using the picture on the wristband.
 - b. As the release process is completed the wristband will be cut to be removed.
 - c. Care should be taken to make sure that the wristband could not be recovered by another inmate and used.

C. Inmate ID Cards

Inmates that are not able to wear a wristband due to a medical condition or physical limitation will be issued an ID Card.

1. The Booking clerk will prepare the ID Card by Affixing the appropriate label to the blank ID card and laminate it using the provided laminator in the same manner as the wristbands.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title:	Admission and Release	Date:	08-31-2018	Number:	305
Subject:	Local Misdemeanor Warrants				
Reference:	(A) Section 827.1 Penal Code (B) Section 853.6 Penal Code				

I. BACKGROUND AND INTENT

- A. Not every individual arrested in obedience to a local warrant of arrest requires booking and confinement in the Imperial County Jail. In many cases, the individual may be eligible for a release on his/her own recognizance, thereby saving time, effort and money on the part of the facility staff. It is the Commander's intent that in those appropriate cases, the individual be released without Housing.
- B. The criteria established by statute which prohibits release are set forth in References (A) and (B). Generally an individual may not be released if his/her release will endanger himself/herself or others.

II. PROCEDURE

- A. The Booking Clerk will notify the Watch Commander whenever a person is presented for booking on a single arrest warrant in which bail has been set at \$500.00 or less.
- B. The Watch Commander will work with Pre-Trial Services for release eligibility after considering public safety and the restrictions found in References (A) and (B).
- C. Those determined to be eligible will be released on a written promise to appear in accordance with Reference (B).

III. EFFECTIVE DATE:

This directive is effective immediately and supercedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Admission and Release	Date: 09-19-2018	Number: 306
Subject: Warrant Criteria		
Reference:		

I. POLICY

The intent of this policy is to establish criteria whereby personnel who are arrested on an outstanding warrant are properly booked into the Imperial County Sheriff's Office.

II PROCEDURE

The intake officer/clerk shall insure that a warrant is valid before booking a person into custody on the warrant.

A. LOCAL WARRANTS

Local (County of Imperial Superior Court) warrants must contain the following information to be valid:

1. Must be original warrant (photocopies or facsimiles are ok).
2. Issuing Court name (e.g., Superior Court – Calexico).
3. List the charges.
4. List the bail amount.
5. Name of the wanted person (a physical description and information is not necessary).
6. Name of the Judge issuing the warrant.
7. Warrant number (e.g., CF-0001, MVI-00001-CX, etc.).
8. Original Court Seal.

B. OUT OF COUNTY/STATE WARRANTS

Wanted persons may be booked with abstract warrants for Out-of-County and Out-of-State warrants. Abstract warrants are teletype warrants sent over law enforcement communication networks. A teletype that is marked "Hit" is not considered a valid abstract.

Abstracts must contain the following information:

1. Issuing Court name (e.g., County of Los Angeles Superior Court).
2. List the charges.
3. List the bail amount.

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4. Name of the wanted person (a physical description and information is not necessary).
5. Name of Judge issuing the warrant.
6. Warrant number.
7. Point of Contact (name and telephone number of originating jurisdiction representative).
8. ORI number of originating jurisdiction. Mnemonic for out of county agency.
9. Date of Service.

C. INVALID WARRANTS

No person arrested on a warrant will be booked into custody under any circumstance until the validity of the warrant or abstract has been established.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
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Title: Admission and Release	Date: 12-21-2017	Number: 307
Subject: OR/849 Releases		
Reference: (A) Title 15 CCR, Section 1029(a)(5)		
(B) California Penal Code, Section 849(b)(2)		
(C) California Penal Code, Section 853.6		
(D) Imperial County Sheriff's Office S.O.P. #420		

I. POLICY

It is the intent of this policy, through Pre-Trial Services, to establish the criteria by which arrested persons are eligible for Own Recognizance release, and cases where persons arrested shall be released under 849 PC or in accordance with PC 827.1 and PC 853.6

II PROCEDURE

A. OWN RECOGNIZANCE (OR) RELEASE:

The criteria for OR release shall be as follows:

The arrested person shall:

- a. Be a legal resident of California or reside within a 400 mile radius within Arizona and Nevada excluding Mexico.
- b. Be arrested for an on-site misdemeanor charge (no bench warrant, holds, or other detainers).
- c. Have a valid home address (no P.O. Box, General Delivery, or Rural Route addresses). Or be transient in Imperial County.

B. RELEASES PRIOR TO ARRAIGNMENT

Persons arrested on local charges must be taken to a magistrate within two (2) court days (48 hours) of arrest for arraignment. This two (2) day period is exclusive of holidays, weekends. If an inmate is not arraigned within this two (2) day period, he or she shall be released and CRT dark days per 849.

Persons released on their own recognizance will receive a notice to appear as a condition of release. This notice shall include the following information:

- a. Arrested persons name, address, phone number, D.O.B., height, weight, hair and eye color.
- b. Arrest date and time.
- c. Arresting Officer and Agency name.

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- d. Charges.
- e. Appearance date (21 business days or 30 calendar days from the release date or as directed by court staff).
- f. Court of Appearance (All misdemeanors and misdemeanor warrants- the city of jurisdiction, except for Calexico Police Department appear in El Centro Superior Court. All Felonies and Felony Warrants- Brawley Superior Court).
- g. Address and phone number of Court to appear at.

Persons who are released on their own recognizance shall sign and date the notice and shall be given a copy of the notice upon release.

C. MISDEMEANOR RELEASES ONLY

- a. All arrestees with misdemeanor charges will be interviewed. (see interview sheet marked A)
- b. Criminal history reviewed
- c. At least one reference will be contacted and verify information provided they score a medium or maximum.
- d. Assessment scoring, cooperation with interview, current charge and previous history review and likeliness to FTA will be evaluated
- e. If interviewer and Watch Commander assess the arrestee is a low/medium low risk to FTA, a Conditional Release Agreement will be signed by Watch Commander, Interviewer and arrestee
- f. Arrestee given specific directions to conditions of release (assessment level scored will dictate level of interaction with Day Reporting Center)
- g. Follow up contact with and by Day Reporting Center staff regarding court date reminders and any potential failure to comply issues
- h. Failures will return to jail on original charge and given priority court date.
- i. Arrestees who get released on Pre-Trial Services O/R, and get re-arrested within 45 days of the first arrest, will not be eligible for further PTS O/R Release during those 45 days. They however, may be re-considered after that time.

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Charges that are ineligible for release consideration; sex crimes, violence, stalking, witness intimidation, bench warrants, or holds.

D. MISDEMEANOR AND FELONY RELEASES

- a. All arrestees will be interviewed by AB109 staff
- b. Criminal history reviewed
- c. At least one reference will be contacted and verify information provided they score a medium or maximum.
- d. Assessment scoring, cooperation with interview, current charge and previous history review and likeliness to FTA will be evaluated
- e. If interviewer assesses the arrestee as meeting the low risk category, their name, charge, assessment scoring and synopsis of arrest will be forwarded to the On Call Judge for OR approval
- f. If interviewer assesses the arrestee as meeting the low risk category, their paperwork will be submitted to the Watch Commander for a secondary approval for potential OR release
- g. Conditional Release Agreement and Own Recognizance paperwork will be signed by the interviewer, Watch Commander and arrestee
- h. Arrestee will be given specific directions to conditions of release and will have mandatory reporting at the Day Reporting Center if they score a medium or maximum.
- i. Failures will return to jail on original charge and given priority court date

Charges that are eligible for release considerations; any low level felony that does not include any sex crimes, violence, stalking, witness intimidation, bench warrants, holds, residential burglary (with resident home) and commercial burglary.

***Refer to Appendix 1, 2, and 3 for list of charges.**

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**E. PROCESSING OFFENDERS WHO FAIL TO MEET THE
CONDITIONS OF RELEASE**

- a. When an offender fails to report to the Day Reporting Center, as agreed to on the O/R conditions, two attempts will be made to contact the arrestee via phone call. If the arrestee fails to report, a reminder letter will be mailed out to the address given. If the arrestee continues to fail to report, a failure letter will be mailed out and the arrestee will no longer qualify for future PTS O/R release

(Refer to Attachment A-Reminder letter and Attachment B-Failure letter)

b. FAILURES THAT ARE COMPLIANT WITH SELF SURRENDER

When an offender fails to report, an attempt will be made to contact offender via phone call. If the offender is reached, he/she will be advised to report to the Day Reporting Center to self-surrender. If PTS staff is unable to contact offender, then Correctional Staff assigned to the DRC may go to offender's residence and have offender self-surrender. The offender will then be returned to the jail on the original booking and charges. The original booking number will be re-activated and the assigned court date by PTS will be vacated through the courts.

**c. FAILURES THAT ARE NON-COMPLIANT WITH SELF
SURRENDER**

When an offender who fails to report is non-compliant and refuses to self-surrender, a Sheriff's Deputy will be notified to conduct the arrest. If the offender resides in the Winter haven area, then the patrol lieutenant will be notified to send a deputy sheriff to conduct the arrest. If the offender resides in the South County or North County areas, then the on duty patrol sergeant will be notified to send a deputy sheriff to conduct the arrest. PTS staff will provide the patrol lieutenant or sergeant with a packet that will include all of the offender's information for arrest.

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F. RELEASE Under Section PC 849:

Persons arrested may be 849 released by the arresting agency for on-site charges only. If the arrestee has a bench warrant, detainer, or other hold, they may be 849'd for the on-site only, but will remain in custody on the warrant, detainer, hold, etc.

The arresting agency must fill out the proper paperwork and submit it to the Jail for the arrested person to be 849 released.

G. Confidentiality:

Pre-trial services has established guidelines concerning the collection and distribution of information obtained during the pretrial service process. Confidentiality of information obtained during the course of the pretrial interview and during post-release, will remain confidential.

***Refer to Attachment C**

H. Subpoena procedures

*** Refer to Attachment D**

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Appendix 1

Penal Code Section 667.5

Enhancement of prison terms for new offenses because of prior prison terms shall be imposed as follows:

(a) Where one of the new offenses is one of the violent felonies specified in subdivision (c), in addition to and consecutive to any other prison terms therefor, the court shall impose a three-year term for each prior separate prison term served by the defendant where the prior offense was one of the violent felonies specified in subdivision (c). However, no additional term shall be imposed under this subdivision for any prison term served prior to a period of 10 years in which the defendant remained free of both prison custody and the commission of an offense which results in a felony conviction.

(b) Except where subdivision (a) applies, where the new offense is any felony for which a prison sentence or a sentence of imprisonment in a county jail under subdivision (h) of Section 1170 is imposed or is not suspended, in addition and consecutive to any other sentence therefor, the court shall impose a one-year term for each prior separate prison term or county jail term imposed under subdivision (h) of Section 1170 or when sentence is not suspended for any felony; provided that no additional term shall be imposed under this subdivision for any prison term or county jail term imposed under subdivision (h) of Section 1170 or when sentence is not suspended prior to a period of five years in which the defendant remained free of both the commission of an offense which results in a felony conviction, and prison custody or the imposition of a term of jail custody imposed under subdivision (h) of Section 1170 or any felony sentence that is not suspended. A term imposed under the provisions of paragraph (5) of subdivision (h) of Section 1170, wherein a portion of the term is suspended by the court to allow mandatory supervision, shall qualify as a prior county jail term for the purposes of the one-year enhancement.

(c) For the purpose of this section, "violent felony" shall mean any of the following:

- (1) Murder or voluntary manslaughter.
- (2) Mayhem.

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(3) Rape as defined in paragraph (2) or (6) of subdivision (a) of Section 261 or paragraph (1) or (4) of subdivision (a) of Section 262.

(4) Sodomy as defined in subdivision (c) or (d) of Section 286.

(5) Oral copulation as defined in subdivision (c) or (d) of Section 288a.

(6) Lewd or lascivious act as defined in subdivision (a) or (b) of Section 288.

(7) Any felony punishable by death or imprisonment in the state prison for life.

(8) Any felony in which the defendant inflicts great bodily injury on any person other than an accomplice which has been charged and proved as provided for in Section 12022.7, 12022.8, or 12022.9 on or after July 1, 1977, or as specified prior to July 1, 1977, in Sections 213, 264, and 461, or any felony in which the defendant uses a firearm which use has been charged and proved as provided in subdivision (a) of Section 12022.3, or Section 12022.5 or 12022.55.

(9) Any robbery.

(10) Arson, in violation of subdivision (a) or (b) of Section 451.

(11) Sexual penetration as defined in subdivision (a) or (j) of Section 289.

(12) Attempted murder.

(13) A violation of Section 18745, 18750, or 18755.

(14) Kidnapping.

(15) Assault with the intent to commit a specified felony, in violation of Section 220.

(16) Continuous sexual abuse of a child, in violation of Section 288.5.

(17) Carjacking, as defined in subdivision (a) of Section 215.

(18) Rape, spousal rape, or sexual penetration, in concert, in violation of Section 264.1.

(19) Extortion, as defined in Section 518, which would constitute a felony violation of Section 186.22 of the Penal Code.

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(20) Threats to victims or witnesses, as defined in Section 136.1, which would constitute a felony violation of Section 186.22 of the Penal Code.

(21) Any burglary of the first degree, as defined in subdivision (a) of Section 460, wherein it is charged and proved that another person, other than an accomplice, was present in the residence during the commission of the burglary.

(22) Any violation of Section 12022.53.

(23) A violation of subdivision (b) or (c) of Section 11418. The Legislature finds and declares that these specified crimes merit special consideration when imposing a sentence to display society's condemnation for these extraordinary crimes of violence against the person.

(d) For the purposes of this section, the defendant shall be deemed to remain in prison custody for an offense until the official discharge from custody, including any period of mandatory supervision, or until release on parole or post release community supervision, whichever first occurs, including any time during which the defendant remains subject to re-imprisonment or custody in county jail for escape from custody or is re-imprisoned on revocation of parole or post release community supervision. The additional penalties provided for prior prison terms shall not be imposed unless they are charged and admitted or found true in the action for the new offense.

(e) The additional penalties provided for prior prison terms shall not be imposed for any felony for which the defendant did not serve a prior separate term in state prison or in county jail under subdivision (h) of Section 1170.

(f) A prior conviction of a felony shall include a conviction in another jurisdiction for an offense which, if committed in California, is punishable by imprisonment in the state prison or in county jail under subdivision (h) of Section 1170 if the defendant served one year or more in prison for the offense in the other jurisdiction. A prior conviction of a particular felony shall include a conviction in another jurisdiction for an offense which includes all of the elements of the particular felony as defined under California law if the defendant served one year or more in prison for the offense in the other jurisdiction.

(g) A prior separate prison term for the purposes of this section shall mean a continuous completed period of prison incarceration imposed for the particular offense

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alone or in combination with concurrent or consecutive sentences for other crimes, including any re-imprisonment on revocation of parole which is not accompanied by a new commitment to prison, and including any re-imprisonment after an escape from incarceration.

(h) Serving a prison term includes any confinement time in any state prison or federal penal institution as punishment for commission of an offense, including confinement in a hospital or other institution or facility credited as service of prison time in the jurisdiction of the confinement.

(i) For the purposes of this section, a commitment to the State Department of Mental Health as a mentally disordered sex offender following a conviction of a felony, which commitment exceeds one year in duration, shall be deemed a prior prison term.

(j) For the purposes of this section, when a person subject to the custody, control, and discipline of the Secretary of Corrections and Rehabilitation is incarcerated at a facility operated by the Division of Juvenile Justice, that incarceration shall be deemed to be a term served in state prison.

(k) (1) Notwithstanding subdivisions (d) and (g) or any other provision of law, where one of the new offenses is committed while the defendant is temporarily removed from prison pursuant to Section 2690 or while the defendant is transferred to a community facility pursuant to Section 3416, 6253, or 6263, or while the defendant is on furlough pursuant to Section 6254, the defendant shall be subject to the full enhancements provided for in this section.

(2) This subdivision shall not apply when a full, separate, and consecutive term is imposed pursuant to any other provision of law.

Appendix 2

Penal Code Section 1192.7

(a) (1) It is the intent of the Legislature that district attorneys prosecute violent sex crimes under statutes that provide sentencing under a "one strike," "three strikes" or habitual sex offender statute instead of engaging in plea bargaining over those offenses.

(2) Plea bargaining in any case in which the indictment or information charges any serious

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felony, any felony in which it is alleged that a firearm was personally used by the defendant, or any offense of driving while under the influence of alcohol, drugs, narcotics, or any other intoxicating substance, or any combination thereof, is prohibited, unless there is insufficient evidence to prove the people's case, or testimony of a material witness cannot be obtained, or a reduction or dismissal would not result in a substantial change in sentence.

(3) If the indictment or information charges the defendant with a violent sex crime, as listed in subdivision (c) of Section 667.61, that could be prosecuted under Sections 269, 288.7, subdivisions (b) through (i) of Section 667, Section 667.61, or 667.71, plea bargaining is prohibited unless there is insufficient evidence to prove the people's case, or testimony of a material witness cannot be obtained, or a reduction or dismissal would not result in a substantial change in sentence. At the time of presenting the agreement to the court, the district attorney shall state on the record why a sentence under one of those sections was not sought.

(b) As used in this section "plea bargaining" means any bargaining, negotiation, or discussion between a criminal defendant, or his or her counsel, and a prosecuting attorney or judge, whereby the defendant agrees to plead guilty or nolo contendere, in exchange for any promises, commitments, concessions, assurances, or consideration by the prosecuting attorney or judge relating to any charge against the defendant or to the sentencing of the defendant.

(c) As used in this section, "serious felony" means any of the following:

(1) Murder or voluntary manslaughter; (2) mayhem; (3) rape; (4) sodomy by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person; (5) oral copulation by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person; (6) lewd or lascivious act on a child under 14 years of age; (7) any felony punishable by death or imprisonment in the state prison for life; (8) any felony in which the defendant personally inflicts great bodily injury on any person, other than an accomplice, or any felony in which the defendant personally uses a firearm; (9) attempted murder; (10) assault with intent to commit rape or robbery; (11) assault with a deadly weapon or instrument on a peace officer;

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(12) assault by a life prisoner on a nominate; (13) assault with a deadly weapon by an inmate; (14) arson; (15) exploding a destructive device or any explosive with intent to injure; (16) exploding a destructive device or any explosive causing bodily injury, great bodily injury, or mayhem; (17) exploding a destructive device or any explosive with intent to murder; (18) any burglary of the first degree; (19) robbery or bank robbery; (20) kidnapping; (21) holding of a hostage by a person confined in a state prison; (22) attempt to commit a felony punishable by death or imprisonment in the state prison for life; (23) any felony in which the defendant personally used a dangerous or deadly weapon; (24) selling, furnishing, administering, giving, or offering to sell, furnish, administer, or give to a minor any heroin, cocaine, phencyclidine (PCP), or any methamphetamine-related drug, as described in paragraph (2) of subdivision (d) of Section 11055 of the Health and Safety Code, or any of the precursors of methamphetamines, as described in subparagraph (A) of paragraph (1) of subdivision (f) of Section 11055 or subdivision (a) of Section 11100 of the Health and Safety Code; (25) any violation of subdivision (a) of Section 289 where the act is accomplished against the victim's will by force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person; (26) grand theft involving a firearm; (27) carjacking; (28) any felony offense, which would also constitute a felony violation of Section 186.22; (29) assault with the intent to commit mayhem, rape, sodomy, or oral copulation, in violation of Section 220; (30) throwing acid or flammable substances, in violation of Section 244; (31) assault with a deadly weapon, firearm, machinegun, assault weapon, or semiautomatic firearm or assault on a peace officer or firefighter, in violation of Section 245; (32) assault with a deadly weapon against a public transit employee, custodial officer, or school employee, in violation of Section 245.2, 245.3, or 245.5; (33) discharge of a firearm at an inhabited dwelling, vehicle, or aircraft, in violation of Section 246; (34) commission of rape or sexual penetration in concert with another person, in violation of Section 264.1; (35) continuous sexual abuse of a child, in violation of Section 288.5; (36) shooting from a vehicle, in violation of subdivision (c) or (d) of Section 26100; (37) intimidation of victims or witnesses, in violation of Section 136.1; (38) criminal threats, in violation of Section 422; (39) any attempt to commit a crime listed in this subdivision other than an assault; (40) any violation of Section 12022.53; (41) a violation of subdivision (b) or (c) of Section 11418; and (42) any conspiracy to commit an offense described in this subdivision.

(d) As used in this section, "bank robbery" means to take or attempt to take, by force or violence, or by intimidation from the person or presence of another any property or money

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or any other thing of value belonging to, or in the care, custody, control, management, or possession of, any bank, credit union, or any savings and loan association.

As used in this subdivision, the following terms have the following meanings:

(1) "Bank" means any member of the Federal Reserve System, and any bank, banking association, trust company, savings bank, or other banking institution organized or operating under the laws of the United States, and any bank the deposits of which are insured by the Federal Deposit Insurance Corporation.

(2) "Savings and loan association" means any federal savings and loan association and any "insured institution" as defined in Section 401 of the National Housing Act, as amended, and any federal credit union as defined in Section 2 of the Federal Credit Union Act.

(3) "Credit union" means any federal credit union and any state-chartered credit union the accounts of which are insured by the Administrator of the National Credit Union administration.

(e) The provisions of this section shall not be amended by the Legislature except by statute passed in each house by roll call vote entered in the journal, two-thirds of the membership concurring, or by a statute that becomes effective only when approved by the electors.

**Appendix 3
AB 109 Exclusion List**

Final Crime Exclusion List	Code Section
Administering stupefying drugs to assist in commission of a felony	PC 222
Battery against a juror	PC 243.7
Gassing of a peace officer or local detention facility employee	PC 243.9
Abduction or procurement by fraudulent inducement for prostitution	PC 266a
Purchasing a person for purposes of prostitution or placing a person for immoral purposes	PC 266e
Sale of a person for immoral purposes	PC 266f
Pimping and pimping a minor	PC 266h
Pandering and pandering with a minor	PC 266i

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Procurement of a child under age 16 for lewd or lascivious acts	PC 266j
Felony child abuse likely to produce great bodily injury or death	PC 273a
Assault resulting in death of a child under age 8	PC 273ab
Felony domestic violence	PC 273.5
Poisoning or adulterating food, drink, medicine, pharmaceutical product, spring, well, reservoir, or public water supply	PC 347
Felony physical abuse of an elder or dependent adult	PC 368b
Brandishing firearm or deadly weapon to avoid arrest	PC 417.8
Unlawfully causing a fire that causes an inhabited structure or inhabited property to burn	PC 452
Felony stalking	PC 646.9
Solicitation for murder	PC 653f(b)
Possession of a firearm by a prohibited person	PC 12021/12021.1
Possession of an explosive or destructive device	PC 12303.2
Escape	PC 4532
Possession of a controlled substance while armed with a firearm	HS 11370.1
Evading a peace officer by driving in a willful or wanton disregard for safety of persons or property	VC 2800.2
Evading a peace officer causing death or serious bodily injury	VC 2800.3
Hit and run driving causing death or injury	VC 20001
Felony driving under the influence causing injury	VC 23153
Felony convictions with a Penal Code Section 186.11 enhancement	PC 186.11
Bribing an Executive Officer	PC 67
Executive or Ministerial Officer Accepting a Bribe	PC 68
Bribing a Legislator	PC 85
Legislator Excepting a Bribe	PC 86
Judicial Bribery	PC 92/93
Peace Officer Intentionally Planting Evidence	PC 141
Local Official Accepting a Bribe	PC 165
Misappropriation of Public Funds	PC 424
Embezzlement of Public Funds	PC 504/514
Conflict of Interest by Public Officer or Employee	GC 1090/1097

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Taking Subordinate Pay	GC 1195
Destruction of Documents	GC 1855
Public Official Who Aids and Abets Voter Fraud	EC 18501
Assault on a Peace Officer	PC 245(d)
Persuading, Luring, or Transporting a Minor Under 13	PC 272(b)
Employment of Minor to Sell Controlled Substance	HS 11353
Employment of Minor to Sell Controlled Substance	HS 11354
Use of Minor to Transport/Possess/Possess for Sale	HS 11380(a)
Employment of Minor to Sell Marijuana	HS 11361(a)(b)
Brandishing Firearm in Presence of Peace Officer	PC 417(c)
Brandishing Firearm or Deadly Weapon to Resist Arrest	PC 417.8
Vehicular Manslaughter While Intoxicated	PC 191.5 (c)
Knowingly Exposes Someone to HIV	HS 120291
Knowingly Facilitates the Collection of Wrongfully Attributed DNA Specimens	PC 298.2
Wrongful Use of DNA Specimens	PC 299.5
Criminal Gang Activity	PC 186.22
Street Gang Activity	PC 186.26
Gang Registration Violation	PC 186.33
Possession or Importation of Horse Meat	PC 598c
Sale of Horse Meat	PC 598d
Manufacture/Distribution of False Documents for Citizenship Purposes	PC 113
Use of False Documents for Citizenship Purposes	PC 114

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Attachment A-Reminder Letter (Example)

March 18, 2014

Name

Address

Re; El Centro Superior Court appearance date of April 8, 2014 at 8:30 am

Ms./Mr. :

On March 9, 2014 during your booking process, you were interviewed and approved for a Pre-Trial Services release on booking #000000. The approval was based on your agreement to follow these terms/conditions of release:

- Obey all laws
- do not leave country
- Abstain from any use of drugs & alcohol
- submit to drug testing
- Abstain from any sales of drugs
- submit to searches at lawful request
- stay away from victim
- **Call Day Reporting Center twice a week**

As of today, 3/18/14 you have failed to meet your condition of release by failing to contact the Day Reporting Center by **Monday, 3/17/14**. Our office has attempted to contact you, without any success. This letter is intended to remind you of this obligation to report and to serve as a reminder to the terms and conditions you agreed to.

You will have until **Tuesday 3/25/14 at 3:00** pm to contact Officer Almodovar at the Day Reporting Center at (760)339-6581 or Corporal Arreola at (760)339-6582. If you fail to contact the Day Reporting Center by this date and time, we will forward a letter to the El Centro Court, the District Attorney and Public Defender with notification of your failure to comply.

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Attachment B- Failure Letter (Example)

February 27, 2014

Name

Address

Re; El Centro Superior Court appearance date of March 18, 2014 at 8:30 am

Mr./Ms.:

On February 13, 2014 during your booking process, you were interviewed and approved for a Pre-Trial Services release on booking #000000 via an Own Recognizance. The approval was based on your agreement to follow these terms/conditions of release:

- Obey all laws
- do not leave country
- Abstain from any use of drugs & alcohol
- submit to drug testing
- Abstain from any sales of drugs
- submit to searches at lawful request
- stay away from victim
- **Call Day Reporting Center twice a week**

On 2/21/14 you failed to meet the original terms/conditions (contact the Day Reporting Center) you agreed to on 2/13/14. The Sheriff's Office mailed a letter to you on 2/21/14. The intent of that letter was to serve as a reminder of your compliance with release terms and conditions on your Own Recognizance release. In that writing, you were given until **Thursday, 2/27/14 at 3:00pm** to contact Officer Almodovar at the Day Reporting Center at (760)339-6581 or Corporal Arreola at (760)339-6582. As of today, 2/28/14 you have yet to contact the Day Reporting Center, therefore your participation is being filed as a failure to meet the terms and conditions of the signed agreement. El Centro Superior Court, Imperial County District Attorney, and Public Defender will also receive a copy of this notice.

Although you have failed to meet the terms and conditions of your O/R, you are strongly encouraged to appear for your previously scheduled court date of March 18, 2014 at El Centro

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Superior Court. If you do not appear for this court date, a bench warrant may be issued for your arrest.

Attachment C

California Association of Pretrial Services

Standard 2.11 Confidentiality

- (a) Each pretrial services agency or program should develop written guidelines setting agency policy concerning the collection and distribution of information obtained during the pretrial services process. The guidelines should provide for confidentiality of information obtained during the course of the pretrial investigation and during post-release monitoring and supervision of the defendant.
- (b) Subject to applicable limitation on disclosure of information, the policy guidelines should provide for disclosure as follows:
 - (i) The pretrial agency or program should maintain confidentiality of pretrial program records.
 - (ii) Information obtained during the course of the pretrial release investigation and during post-release supervision should remain confidential and should not be disclosed unless authorized by these Standards and California State/Federal laws that regulate the release of medical information (e.g. HIPAA - Health Insurance Portability and Accountability Act). Any disclosure of pretrial services information should be limited to the minimum information necessary to carry out the purpose of such disclosure.
 - (iii) At the time of the initial interview, a defendant should be clearly advised of the potential uses of the information offered so that he or she may make a voluntary decision whether to participate in the pretrial release interview.
 - (iv) The pretrial agency or program's reports used to determine eligibility/suitability for release should be made available to the court and, upon request, to the prosecutor and the defense counsel in the instant criminal action. Reports related to defendant compliance issues should be made available to the court, the prosecutor and the defense counsel.
- (d) The program may disclose information under the following circumstances:

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- (i) To the court for the purposes of setting conditions of release, providing notification of court appearances, or notifying the court of violations of conditions of release, including orders of protection and failures to appear;
 - (ii) To other service programs to which the defendant has been referred by the court or the pretrial agency or program, or to another pretrial program, provided the defendant consents to disclosure;
 - (iii) to law enforcement authorities, upon reasonable cause to believe that such information is necessary to assist in apprehending an individual for whom a warrant has been issued for failure to appear or for the commission of a crime while on own recognizance release;
 - (iv) to a probation department for use in any court ordered investigation such as a pre-sentence report or to assist in the supervision of a pretrial defendant who is subsequently convicted and placed on probation; and
 - (v) to individuals or agencies designated by the defendant, upon specific written authorization of the defendant.
- (e) In cases in which pretrial agency or program staff has specific information leading to a good faith belief that the defendant intends to harm law enforcement authorities, particular individuals (e.g. victims), or the community at large, the agency or program should inform the court of the nature of the potential harm. The agency or program should disclose only such information as is necessary to fully advise the court of the nature and source of potential harm, and to assist in locating the defendant.
- (f) All contracts and written communications between the pretrial agency or program and individuals or organizations agreeing to provide supportive services for the custody or care of pretrial defendants must contain a nondisclosure clause. No person or public or private agency receiving information from a pretrial program may re-disclose such information, except as is necessary to accomplish the purpose for which such information was disclosed by the pretrial program.
- (g) Information contained in pretrial program files may be made available for research purposes to qualified personnel pursuant to a written research

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agreement which states the terms and conditions of each information transfer. Such an agreement should, at a minimum, address the following matters:

- (i) The purpose of the research;
 - (ii) The characteristics of the cases for which information is sought;
 - (iii) The manner in which cases will be selected;
 - (iv) The specific pieces of information on each case that will be extracted from the files of the pretrial agency or program;
 - (v) The estimated length of time during which the researcher will maintain the information in a manner that permits the personal identification of a case;
 - (vi) The specific plan for removing personal identifiers from the research database after the designated time period expires; and
 - (vii) The procedures to be used by the researcher to protect the security and confidentiality of all personally identifiable research data.
- (h) All research agreements concerning access to information in the files of any pretrial agency or program should assure that the identity of any defendant is not revealed in research publications, reports or any other materials distributed to anyone who is not a member of the research team.
- (i) The research agreement should describe the procedure to be used by the researchers to protect the security and confidentiality of all personally identifiable research.
- (j) All formal requests will approved by County Counsel for release.

Related Standards

NAPSA (2004), Standard 3.8

ABA Standards on Pretrial Release (2002), Standard 10-4.2 (b)

Attachment D

California Association of Pretrial Services

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Standard 2.12 Subpoena Procedures

(a) Pretrial agency or program staff and their files should not be subject to subpoena for purposes of providing defendant information gathered during the agency or program's investigation or post-release monitoring of the defendant. No information obtained by pretrial services should be used to determine guilt or innocence in the instant case and should not to be used in any other criminal or civil investigation except in those instances set forth in these Standards. A request for information concerning the role of the pretrial services agency or program and their policies and procedures during the interview or supervision of a defendant is appropriate to provide under subpoena. This issue should be specifically covered by written agency or program policy.

(b) If a subpoena is received for information that is considered confidential under agency or program policy, efforts should be made to have the subpoena withdrawn or quashed. This may be as simple as explaining policy to the issuing agency or as complex as making a formal request of a judicial officer to review the policy and information for the appropriateness of the subpoena. Those agencies or programs that have legal representation (county counsel, city attorney, etc.) may find it beneficial to ask for assistance from those entities.

(c) A subpoena is a legal order to produce information or documents and cannot be ignored. If a judge, after review of the policy or documents, orders the pretrial agency to honor the subpoena, the information must be provided. The reasons for providing defendant information under subpoena should be documented in the defendant/supervision files.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All

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officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Admission and Release	Date: 05-29-2018	Number: 308
Subject:	Paperwork Distribution		
Reference:	Title 15 CCR, Section 1041		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain a complete and accurate accounting of inmate records and Jail records.

II. PROCEDURE:

Records pertaining to the running of the facilities and inmate records shall be promptly and accurately routed to the appropriate division, unit, department, or agency in accordance with established Jail Watch Commander duties and responsibilities.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Admission and Release	Date: 11-01-2007	Number: 309
Subject: DNA Collections		
Reference: PC Section 296, Title 15 Section 1059		
PC Section 298.1, Preposition 69		

I. PURPOSE

To establish policies and guidelines for the collection of DNA samples along with palm print impressions of persons arrested or convicted of specified offenses pursuant to California Penal Code Section 296.

II. POLICY

The Transportation Sergeant will be responsible for coordinating the collection of DNA samples and palm print impressions required for DNA testing, and for mailing these samples to the respective State of California offices.

II. PROCEDURE

I. Identification of Qualifying Offenders

- A. All inmates arrested on or after November 3, 2004 for a felony 290PC offense, 187 PC Murder, 192(a) Voluntary Manslaughter charge, or an attempt to commit one of these crimes, is required to provide a DNA sample and palm print impression unless the DNA sample and palm print impressions are already in the possession of the California Department of Justice.

The **Search and Escort Officer** will be responsible for collecting DNA evidence and palm print impressions for qualifying new arrestees at the time of booking. Once the DNA evidence is collected, the **Booking Officer** will enter a "C" in the DNA required field of the person's NAMES screen. This will indicate that DNA evidence has been collected.

- B. When a court order or minute order comes to the facility which identifies an inmate as being convicted of a felony or a misdemeanor with a prior felony conviction, the **Correctional Officer** reviewing the court document will be responsible for reviewing the CII Criminal History sheet for a previous qualifying offense and will be responsible for collecting the DNA evidence and palm print impressions. Once the DNA evidence is collected, the **Correctional Officer** will enter a "C" in the DNA required field of the person's NAMES screen-indicating that DNA evidence has been collected.

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- C. The **Booking Officer** will be responsible for running CII criminal history sheets of inmates that are going to be housed and will attach the live scan response to the booking package.
- II. Buccal DNA Collection Kit and Palm Print Processing
- A. Facility medical personnel will not be used to collect DNA specimens and samples.
 - B. The officer collecting the DNA sample will obtain the following information from the inmate's history and will record the information on the DOJ Specimen Information Card:
 - 1. Inmate's last name, first name, middle initial and race code.
 - 2. Date of birth, sex, CII number and social security number.
 - 3. FBI number, qualifying violation (code only), and Agency case number.
 - 4. The collecting agency's name, date sample is collected, the printed name and signature of person verifying the inmate qualifies for collection of samples pursuant to Penal Code section 296.
 - 5. Check the box of the qualifying offense (Felony, Misdemeanor, Sex Registration or Other Arrestee)
 - 6. The reverse side of the DOJ Specimen Card requires the inmate's printed name and signature, collector's signature, collection location, and CII number. There is also a box asking how the inmate was identified. Select the appropriate answer.
 - 7. The inmate's right thumbprint is required on both sides of the specimen card.

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- C. The Collecting Officer will notify the inmate that pursuant to Penal Code Section 296, he or she must submit to DNA testing prior to being released from custody. The officer will advise the inmate that if they refuse to submit to testing, they will be arrested and charged with Penal Code section 298.1 (a misdemeanor).

- D. The officer will then obtain a Buccal swab sample from the inmate. After obtaining the samples, the officer will finish processing and packaging the Buccal DNA Collection kit.
 - 1. Once the security seal has been placed on the kit, it is ready for mailing and considered "sealed" until the Cal-DNA lab opens it. The sealed Buccal DNA Collection kit will be given to the Watch Commander.
 - 2. The officer will obtain the palm print and thumb print impressions from the offender. The palm print impressions should be sent via Live-Scan whenever possible.
 - 3. The officer will immediately notify the Watch Commander if an inmate refuses to submit DNA evidence.
 - 1. The Watch Commander will order the inmate to be rebooked for 298.1 PC and the officer will complete an arrest report. The arrest report will be forwarded to the report to the District Attorney's Office for prosecution.
 - 2. Use of Reasonable Force.
 - a. Reasonable force may be used in order to collect DNA samples. Inmates that refuse to provide a DNA sample will be taken to the hospital and will have blood drawn.

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The Correctional Sergeant on duty will assign an Officer to transport the inmate to the hospital.

- b. Reasonable force to collect DNA samples must be approved by the Watch Commander. The Watch Commander will sign the DNA Data Collection form and authorization shall include information that reflects the fact that the offender was asked to provide the requisite specimen, sample, or impression and refused.
 - c. The use of reasonable force shall be preceded by efforts to secure voluntary compliance with section 298.1PC.
 - d. If the use of reasonable force is necessary to include cell extractions, the incident shall be videotaped.
 - e. Within 10 days of use of reasonable force, the Chief Deputy of Corrections shall send a report to the Board of State of Community Corrections documenting the refusal to voluntarily submit the requisite specimen, sample or impression; the use of reasonable force to obtain the specimen, sample or impression, if any; the type of force used; the effort undertaken to obtain voluntary compliance; and whether medical attention was needed by the prisoner or other person as a result or reasonable force being used.
- D. The officer will notify the Booking Officer that DNA samples have been taken and will enter a "C" into the DNA required field of the persons' names screen indicating that DNA samples have been collected.

III. Logging and Mailing of Specimens and Print Impressions

- A. The Watch Commander will ensure the Buccal DNA Collection kit is properly packaged and labeled, Buccal DNA collection kits do not need to be refrigerated.

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B. Buccal DNA kits will be stored in the Watch Commanders Office and will be mailed by the Supply Officer.

1. The Buccal DNA Collection kit will be mailed to:

State of CAL. Department of Justice
DNA Date Bank Program
1001 W Cutting Blvd. Suite 110
Richmond, CA 94804-2028

2. The DOJ Palm Print cards will be mailed to:

Department of Justice
Automated Latent Print Program
P.O. Box 168007
Sacramento, CA 95816-8007

V. Supplies

A. The Buccal DNA Collection kits can be ordered at:

California Department of Justice DNA Lab
PC296.PC296Adoj.ca.gov

B. Palm Prints Card

Imperial County Sheriff's Office Print Shop
Extension 2242

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and

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PC Section 298.1, Preposition 69		

should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Admission and Release	Date: 12-22-2017	Number: 310
Subject: Inmate Monies		
Reference: Title 15 CCR, Section 1041		

I. POLICY

It is the policy of the Imperial County Sheriff's Office to maintain an accurate financial record of inmate monies.

II. PROCEDURE

A. BOOKING OF NEW INMATES

1. Any U.S. currency in the inmates possession will be entered into the Telmate Kiosk by the Arresting/Transporting Officer, utilizing the assigned PIN number.
2. Checks from other custodial institutions (e.g., State Prisons, County Jails) may be placed on the inmates account if the inmate endorses the back of the check.
3. Money orders, checks from non-custodial third parties, and foreign currency will be placed in the inmates sealed personal property bag.

B. SELF BAIL

Inmates will be allowed to "self bail" using monies in their possession, providing that they have enough money to make the bail amount. Self bails will be processed in accordance with established Jail procedures.

C. CONTAMINATED MONEY

On occasion, inmates will be booked into our facility with contaminated money. Contaminated money includes but is not limited to the following: money exposed to polluted water (e.g., the New River); money exposed to blood, semen, or other bodily fluids; money exposed to chemical agents/compounds (e.g. pesticides).

The Watch Commander shall be notified of any contaminated money. The Booking Clerk will count the money and the Watch Commander will verify the count. The contaminated money will then be placed in a separate sealed plastic bag. This bag will in turn be placed inside of the inmates sealed personal property bag. The Booking Clerk will make a Booking Check list entry under the inmates name id number indicating the contaminated money was placed into the inmate's property bag. This entry will include the name of the officer/clerk, the Watch Commanders name, and the amount of money placed into the inmate's personal property.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Admission and Release	Date: 12-22-2017	Number: 310
Subject: Inmate Monies		
Reference: Title 15 CCR, Section 1041		

Contaminated money will not be entered into the Telmate Kiosk.

D. RELEASE OF INMATE MONIES

1. Inmates booked into custody may release their monies to another party who is not in custody, within twenty-four (24) hours of booking. After this initial 24 hour period, inmates will not be allowed to release their money to another party.
2. Inmates being released from custody will be issued a check for all monies on their account at the time of release.

E. PLACING MONEY ON INMATE ACCOUNTS

Money may be placed onto an inmates account by non-custody parties within established Jail policies and procedures. U.S. currency or U.S. Postal Money orders are the only acceptable forms of payment for inmate accounts. U.S. Postal Money Orders will be made out to the Imperial County Sheriff's Department, with the inmate's name, booking number, and id number printed in the comments section of the money order. Inmates will receive a receipt for all monies placed onto their account.

Money may be placed onto the inmate's account by utilizing the Telmate Kiosk located at the VVC lobby, or on-line at gettingout.com. No money will be accepted the VVC Clerk to be placed on an inmate's account.

Valid forms of payment received through the U.S. mail may be placed on an inmates account in accordance with established Jail policies and procedures. Invalid forms of payment will be placed into the inmate's personal property, and the inmate will be given a receipt for said placement.

III. EFFECTIVE DATE

This order becomes effective as of this date and supersedes all prior orders.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Admission and Release	Date: 12-22-2017	Number: 310
Subject: Inmate Monies		
Reference: Title 15 CCR, Section 1041		

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Admission and Release	Date: 12-15-2017	Number: 311
Subject: Clothing/Property Room Security		
Reference: (A) Corrections Bureau Policy number 303 (B) ACA guidelines, 4.1.3		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to safeguard personal clothing and property of the inmate population in a secured storage area.

II PROCEDURE

A. INVENTORY

All personal property will be inventoried on a standard personal property inventory form by the arresting agency. Clothing will be inventoried in Spillman by the Booking Officer. The inmate will receive a copy of both inventory forms. If the inmate has no property, a property inventory form will still be filled out indicating "No Property Taken", and the inmate will be given a copy. A copy of the clothing inventory form will be placed inside the sealed clothing/property yellow bag. All clothing and property received will be zip-tied in a yellow clothing/property bag and temporarily secured at the OFDF until its permanent storage at the RADF Property Storage Room.

B. STORAGE

The Jail will maintain a secure storage area for all inmate personal property items and clothing, filed in sequential Spillman bag number. All inmates, including inmate workers will be restricted from entering the property/clothing storage area at the RADF and OFDF. No inmate, including inmate workers will be involved in the search, inventory, or storage process.

C. SECURITY

1. The RADF Property Storage Room and the OFDF Dress-in Room security doors will remain secured at all times, even when occupied by custody staff or Laundry Officers.
2. The clothing/property storage areas will remain secured when not in actual use.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Admission and Release	Date: 12-15-2017	Number: 311
Subject: Clothing/Property Room Security		
Reference: (A) Corrections Bureau Policy number 303 (B) ACA guidelines, 4.1.3		

D. ACCESS:

1. Access to the secured clothing/property storage area is restricted to the following:
 - a. Corrections Bureau Authorized Custody Staff.
 - b. Corrections Bureau Property Clerk.
 - c. Laundry Officers.
2. No inmates, (to include inmate workers) will be allowed in the secure clothing/property storage area for any reason at any time.
3. All other access to the secured clothing/property storage area will only be granted by the Corrections Bureau Facility Commander or his/her designee.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title:	Admission and Release	Date: 10-19-2018	Number 312
Subject:	Intake Prioritization		

I. BACKGROUND AND INTENT:

The RADF receives federal prisoners in connection with a contract with the US Marshal's Service. These prisoner runs normally involve several prisoners, often as many as twenty at a time. When local officers arrive immediately after the Marshal's Service to book a prisoner they have been required to wait until all federal prisoners have been received. The result of this policy has been to waste valuable patrol time in the local communities.

It is the Commander's intent to provide excellent service to the U.S. Marshal's Service without an undue degradation to local police service. The following practices are provided for guidance.

II. PROCEDURES:

- A. The current practice of "batch processing" U.S. Marshal's prisoners will continue.
- B. Local officers arriving with one or two arrestees from a single event will be allowed to book their prisoners out of order.
 - 1. All processing to the point of RADF acceptance of the prisoner will be accelerated so that the officer can be released to return to field duties. Subsequent processing can be deferred until U.S. Marshal's bookings are completed.
- C. Local officers arriving with a number of arrestees, particularly in the context of a prisoner run will not be granted priority booking and will be expected to wait their turn.
- D. Similarly, if several local officers arrive with arrestees at the same approximate time, we will be unable to accommodate priority booking and will have to return to a first come-first served basis.

III. Effective Date:

This directive becomes effective immediately and supercedes all prior orders.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title:	Admission and Release	Date: 10-19-2018	Number 312
Subject:	Intake Prioritization		

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Admission and Release	Date: 12-18-2017	Number: 313
Subject: In-Absentia Bookings		
Reference: (A) California Penal Code, Section 825		
(B) Corrections Bureau Policy number 1409 (Hospital Guards)		

I. POLICY

In-Absentia booking refers to the process by which an arrested person is placed into custody or "booked" at the county jail, without the physical presence of the arrestee. The most common in-absentia booking occurs with hospitalized arrestees.

It is the policy of the Imperial County Sheriff's Office not to place into custody or book any arrested person who is not physically present and ambulatory at the county jail, with the exception of arrested persons in custody of an officer of the Imperial County Sheriff's Office and with the approval of one of the following: Sheriff, Under-Sheriff, Corrections Chief Deputy, or Correctional Lieutenant.

II. PROCEDURE

- A. Until the completion of the booking process, the arrested person is the responsibility of the arresting agency during all aspects of his/her custody. This includes: security, medical treatment, transportation, etc.
- B. Once an arrestee has been booked in-absentia, the security/custody of that inmate becomes the responsibility of the Sheriff's Office.
- C. The Watch Commander on duty at OFDF is responsible for providing the appropriate level of security for the inmate (See BPP number 1409 – Hospital Guards).

In providing for security of an in-absentia inmate, the Watch Commander shall consider the following:

- 1. The nature of the crime for which the person has been booked.
 - 2. The escape risk of the inmate.
 - 3. The danger the inmate potentially poses to the hospital staff, community, or victim.
- D. Absent the below listed exceptions, the Watch commander shall, when possible, attempt to release the inmate:
- 1. Via Pre-Trial Services if the inmate is charged with a misdemeanor.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

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(B) Corrections Bureau Policy number 1409 (Hospital Guards)		

2. Own Recognizance:

- a. Misdemeanor- Via Pre-Trial Services
- b. Felony – by contacting the On-Call Judge for approval, or in accord with BPP number 1409 – Hospital Guards, section II, paragraph B.

3. Exceptions:

- a. The inmate is a potential threat to a victim or the community.
- b. The inmate is likely to flee or escape.
- c. The release would likely embarrass the Sheriff's Office.
- d. The Custody Division Lieutenant or his/her superior(s) will not allow the release (as when the arresting agency or Sheriff's unit oppose the release).

E. Court Arraignments:

- 1. Inmates in all cases shall be taken before a magistrate without unnecessary delay within 48 hours after his/her arrest pursuant to 825 P.C.
- 2. Exceptions to the 48 hour rule:
 - a. In rare cases, exceptions exist to the 48-hour limit for taking an arrestee before a magistrate. For example, People v. Lane (1961) Cal. 2d 773, 780-781, "It would be an unreasonable application of 825 to require a hospitalized defendant to be taken before a magistrate until it was possible to do so without jeopardy to his health."
 - b. If an inmate's state of health makes it impractical or impossible for them to appear at an arraignment, the jail commander or his/her designee shall consult with a representative from the District Attorney's office for the purpose of solving the appearance problem. In some cases, a magistrate may go to the hospital to arraign the individual.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Admission and Release	Date: 12-18-2017	Number: 313
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Reference: (A) California Penal Code, Section 825		
(B) Corrections Bureau Policy number 1409 (Hospital Guards)		

- c. Hospitalized individuals are to be added to the court list and all delays and proceedings noted.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Admission and Release	Date: 10-24-02	Number: 314
Subject: Intoxilyzer (alcohol testing) Room Access		
Reference:		

I. POLICY

It is the policy and responsibility of the Imperial County Sheriff's Office to provide and maintain a secure location for the operation of the intoxilyzer machine and for the use of this machine by law enforcement personnel.

II PROCEDURE

1. Location

The intoxilyzer machine will be located in the X-Ray room (next to Detox cell) at the Regional Adult Detention Facility.

2. Access

- a. Access to this machine shall be limited to: Sheriff's Office personnel, California Department of Justice Personnel, any other law enforcement officer trained to use this machine, and county health department x-ray technicians.
- b. Inmate workers shall be allowed into this room for the purpose of cleaning only when directly supervised by custody staff at all times.
- c. This room shall remain locked at all times, unless being utilized and occupied by authorized personnel.
- d. Access to the room is authorized through the following procedures:
 - 1. The access key to the security door will be located inside the intake control room, in the key lock box. The intake officer/clerk will be responsible for maintaining the accurate location of this key.
 - 2. Personnel requesting to utilize this key/room shall be required to retrieve this key from the intake officer/clerk. Personnel requesting this key must exchange a proper form of identification: "star", "chit", "identification card", "patrol unit keys", or "business card". The intake officer/clerk shall make the appropriate log entry into Spillman, the event type shall be "KEY" (key issued) and "KRT" (key returned). The log entry shall include the name of the person

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Admission and Release	Date: 10-24-02	Number: 314
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Reference:		

being issued the key or utilizing the room and their agency name.

2. Personnel terminating their use of this room shall then secure the door to the room by locking it with the key and returning the key to the intake officer/clerk. The intake officer/clerk shall receive the key and verify that the door has been secured by asking the personnel. The Intake officer/clerk shall then return the personnel's form of identification to the specific personnel.
3. The Search and Escort officer and the Watch Commander shall be responsible for periodically checking the room and security door to ensure that the door is secure and that the intoxilyzer machine has not been damaged or tampered with. This check will also be to ensure that the x-ray machine is still plugged in.
4. The Watch Commander shall be responsible for inspecting the intoxilyzer room at the beginning and end of their shift. These inspections shall be documented in the Watch Commander's log.

III. EFFECTIVE DATE

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Admission and Release	Date:	12-22-2017	Number:	315
Subject:	Live Scan D.O.J. Response				
Reference:	Policy/Procedures #309- DNA Collections				

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to conduct a complete warrant check on all persons booked into the Jail.

- A. This process will include receiving a response from the California Department of Justice for all persons fingerprinted on the LIVE SCAN system.
- B. Booking paperwork will not be submitted / forwarded to the Records Division until a response has been received from DOJ and is attached to the booking paperwork.
- C. Excluding those persons already housed in the jail population, no person who is booked on a charge that is eligible for release on their own recognizance, or who has posted bail (cash and/or bail bond) will be released from custody until a LIVE SCAN response has been received from DOJ, and the response is attached to the booking paperwork.

II. PROCEDURE

- A. A response should be received from DOJ within two (2) hours of the submission. If a response is not received, the Booking Clerk/Officer will call the GTC Record 24 hour Inquiry Hotline for Status of Transmission and request a response for the submission. The telephone number to call is (916) 227-3312. The clerk/officer will provide the LIVE SCAN I.D. number (LS044) for authentication.
- B. Once the response is received, the Booking Clerk/ Officer will read the entire response to insure the prisoner printed, is the one listed on the return. If a DOJ response indicates that the person is known under a different name, that name will be ran for wants and warrants. It is not necessary to run all AKA through NCIC. Once the Booking Clerk/ Officer is done with the response, he/she will highlight (yellow only) the name on the response and sign their name to the document.
- C. The Booking Clerk/Officer shall attach all responses to the appropriate booking packet before the packet is submitted/forwarded to the Watch Commander.
- D. Inmates posting bail (cash and/or bail bond) shall be released within eight (8) hours of bail being posted. Therefore, it is imperative that all personnel involved in the receiving process closely monitor DOJ responses to LIVE SCAN submissions.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Admission and Release	Date:	12-22-2017	Number:	315
Subject:	Live Scan D.O.J. Response				
Reference:	Policy/Procedures #309- DNA Collections				

- E. The Watch Commander will read each response and ensure all the information matches the person being booked into the facility is correct. Any information that needs to be changed, any finger prints that need to be re-done and any DNA collection that needs to be collected shall be completed before the DOJ response is given to records. Once the Watch Commander has ensured that the response is correct and changes have been completed, the Watch Commander will attach the response to the packet before submitting the packet to records. This process will also be completed before releasing a person through Pre-trial services or bail (cash and/or bail bond).
- F. Inmates posting bail (cash and/or bail bond) shall be released within eight (8) hours of bail being posted. Therefore, it is imperative that all personnel involved in the receiving process closely monitor DOJ responses to LIVE SCAN submissions.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Admissions and Release	Date: 12-15-17	Number: 316
Subject: Surrender of Defendant by Bondsman		
Reference: California Penal Code, sections 1300.1 & 1301		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to accept into custody those persons whose court of jurisdiction is within the County of Imperial, whose bail has been surrendered or revoked, and who have been detained by a bondsman or agent for the purposes of surrendering the defendant.

II. PROCEDURE

1. The Imperial County Sheriff's Office Corrections Bureau will only accept into custody those person(s) whose bail has been surrendered or revoked for cases where the court of jurisdiction is within the County of Imperial. Any person arrested for the purposes of surrender by a bondsman or agent within the state of California must be delivered without unnecessary delay, and in any event, within 48 hours of the arrest to the court or magistrate before whom the defendant is required to appear or to the custody of the sheriff or police for confinement in the appropriate jail in the county or city in which the defendant is required to appear.
2. Any person so arrested outside of the state, must be delivered to the court or magistrate or sheriff or police for confinement in the appropriate jail in the county or city in which the defendant is required to appear within 48 hours of entering the state.
3. The officer to whom the defendant is surrendered shall, within 48 hours of the surrender, bring the defendant before the court in which the defendant is next to appear on the case for which he/she has been surrendered.
4. If any 48 hour period specified in section 1301 of the penal code terminates on a Saturday, Sunday, or holiday, delivery of a defendant by a bondsman or agent or other person to the court or magistrate or to the custody of the sheriff or police may, without violating this section, take place before noon on the next by following which is not a Saturday, Sunday, or holiday.
5. The bondsman or agent must present a certified copy of the certificate of deposit where a deposit is made, or an affidavit given by the bail licensee or surety company listing all that specific information that would be included on a certified copy of an undertaking of bail, upon booking the defendant.

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Corrections Bureau Policy and Procedures**

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6. For the purposes of booking, the following information will be entered into the Non-Custody Booking Module in Spillman:

A. Under the ARREST Tab:

1. Arrest Agency – ABAI (Bail Bond Agency).
2. Arrest Type – TAKE (Custody on/Warrant or Incident).
3. Pre-Sentence Class – FA (First Arrest Charge).

B. Under the OFFENSE Tab:

1. The arrest charge (Statute) will be the original charge that the defendant posted bail on.
2. The bail amount will be the amount of bail originally posted for the release, i.e., \$25,000.00 bail bond.

III. Effective Date

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Admissions and Release Date: 11-25-2011	Number: 317
Subject:	Bondsman Procedures and Identification	
Reference:	California Penal Code, sections 1300.1 & 1301	

I. AUTHORITY

Penal Code Sections 851.5, 1268, 1300, 1301 and California Government Code Insurance Section 1802 and 12147; Title 10, Sections 2068 and 2077.1; C.C.P. 2015.5, and County Counsel Opinion, dated December 2, 1994.

II. PURPOSE

The purpose of this policy is to insure that inmates have access to bail agents for the purpose of securing their release from custody.

III. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Division that licensed bail agents shall have access to inmates and be allowed to interview them in the non-contact interview rooms for the purpose of arranging bail. This process shall be completed while maintaining the safety and security of the facility. All inmates shall be provided access to bail agent's telephone numbers. A list of local bail agents are posted in the holding cells and in the inmate housing units.

IV. PROCEDURES

A. DEFINITIONS

1. **Bail Agents** - A Office of Insurance certified agent who issues financial insurance security bonds (bail bonds), for the appearance of an inmate in court in order to obtain their release from custody.
2. **Non-contact Interview Room** - A designated area which does not allow physical contact. Interview rooms with plastic screens next to Attorney Visiting Rooms.

B. IDENTIFICATION/SECURITY

1. The California Office of Insurance (DOI) issues all bail agents a Bail Identification card. The license is issued for a one year term and expires on June 30 of each year. Bail agents are required to produce their identification card before being allowed to interview an inmate or post a bond. If there is a dispute regarding the agent's validity, the DOI provides a website where bail

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agent's licenses can be verified by entering either the agent's name or license number.

<http://www.insurance.ca.gov/docs/FS-Licensestatus.htm>

2. Once identified with with his/her Office of Insurance license and drivers license, the Front Office Clerk will check the Spillman system to see if the bail agent is registered as a "Bail Bond Agent". This will be done prior to conducting any transactions. Bail agents must be registered with the Jail Administration in order to conduct business.

All licensed bail agents are required to be on file with the Jail Administration. The bail agent's name and identifying characteristics will be entered into the Spillman system, the Sheriff's data base, with an alert code "Bail Bond Agent". This must be done prior to conducting any transactions.

In order to be on file licensed bail bonds agents must submit valid, legible copies of the following documents to the Jail Administration:

- Office of Insurance
- Copy of their Department of Insurance issued Identification card (both sides)
- A current photograph.

3. Bail agents shall conduct all interviews in the non-contact interview rooms.

C. BAIL AGENTS FACILITY RULES

1. Bail agents shall be responsible for complying with the following rules:
 - a. Interview inmates only in response to a request.
 - b. Request to interview an inmate by contacting the Front Office clerk and providing proper identification to the clerk.
2. Bail agents shall insure that the following rules are adhered to while in the facility:
 - a. Bail agents shall not loiter in or about the facility.
 - b. Bail agents shall not have conversations with any inmate other

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than the one who has requested their services.

- c. Bail agents shall not advertise inside of the facility, except via the posted telephone directory at booking.
 - d. Bail agents shall not bring gifts or food to staff members or inmates.
 - e. Bail agents can receive bail information from the front office, Intake, Booking and Housing.
 - f. Bail bonds must be delivered in person by the licensed bail agent.
3. Bail agents are subject to a search of their person and possessions at any time while they are in the facility when there is a valid security reason for the search. This search may include but is not limited to purses, brief cases, and/or a pat down search of the individual.

D. STAFF MEMBER RESPONSIBILITY TOWARD BAIL AGENTS

1. Licensed bail agents are to be admitted only into the non-contact interview rooms and only for the purpose of interviewing inmates for release on bond.
2. Staff members shall furnish complete and accurate information regarding the inmate's charges, bail information, date of birth (DOB), and court appearance date(s) to the bail agent.
3. Staff members shall be impartial in dealing with the bail agents.
4. Staff members shall insure that no inmate is denied the opportunity to talk to the bail agent of their choice. Licensed bail agents shall have access to inmates 24 hours a day, 7 days a week.
5. Staff members shall not recommend any particular bail agent to an inmate or other person, even if a recommendation is requested.
6. Gifts or favors shall not be accepted from a bail agent, either at or away from the facility.

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7. Any staff member having knowledge of any violation of these rules shall immediately advise the appropriate Sergeant on duty.
8. Any bail agent who violates facility rules or becomes a threat to facility security is subject to having their access to the facilities revoked or restricted by review of the Corrections Chief, based upon the security needs of the facility, as well as staff and inmate safety.

F. FORMAT FOR SURETY BONDS

1. The printed forms for surety bonds and the attached Power of Attorney forms are approved in advance of their use by the California Office of Insurance. These bonds may appear in various forms and printed information such as expiration dates which appear on one company's bond may not appear on another.
2. Handwritten information such as the inmate's name, the relevant case number, the amount of the bail, and the date, time, and place of the inmate's scheduled court appearance will be filled in by the bail bond agent. Jail staff will not modify or alter this information on the bail bond. Should it become necessary to request that additional information be added to the surety bond face sheet or the Power of Attorney, the Watch Commander will notify the bail bond agent of the need to correct information on the bail bond. The bail bond agent will then respond to the jail and make the changes to the bail bond.

G. BOND ACCEPTANCE AND DISTRIBUTION

1. Bonds shall be delivered by a licensed bail agent only. The Sheriff's Office **will not** accept bail bonds from anyone other than a licensed bail agent. The bondsman's identification shall be checked to confirm the bond's legitimacy. The Front Office Clerk will log the bail bond into the "Bail Bond Book". In the involvements screen of the bail bond agent, the bail bond information will be logged in: Defendant's name, charges, power of attorney number and amount of bond.
2. The Watch Commander shall check issued bail bonds to insure that they are properly prepared, and promptly release the inmate.
3. Changes may be made on an accepted surety bond **only** by the licensed Bail Agent. If a bail bond needs to be returned to a bail bond agent, the bond will only

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be returned to the agent that originally delivered the bond. The Identification will again be checked to insure that the bond is being returned to the bail agent that delivered the bail bond to the jail. The return of a bail bond will also be noted in the involvement screen of the bail bond agent.

4. Out of county bail bond companies are allowed to post bonds for inmates in the custody of the Imperial County Sheriff Office. Out of county licensed bail bond agents must show proper identification- California Office of Insurance Identification card and a valid photo when submitting a bail bond to the jail. This information will be logged in the bail bond log book and a memo will be forwarded to the Corrections Division Office Technician identifying the bail bond company name, licensed bail bond agents's Office of Insurance number and the drivers license number of the bail bond agent. The Corrections Division Office Technician will then "register" this bail bond agent into the Jail Administration bail bond company file.
5. Once the inmate's release has been processed, the bond shall be placed into the Civil Mail slot in the Watch Commanders Office.
6. The Civil Division is responsible for picking up bail bonds from the Watch Commander's Office and processing them accordingly.

V. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

VI. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Classification	Date:	08-08-2012	Number:	401
Subject:	Classification Procedure				
Reference:	Title 15 CCR, Section 1050				

I. POLICY

It is the policy of the Imperial County Sheriff's Office, Corrections Bureau to set forth a uniform standard for the purpose of classifying inmates booked into the Jail in accord with Title 15, Section 1080 of the California Code of Regulations. The classification plan provides an outline of information needed to assess the safety risks of the inmates held in custody.

Imperial County Corrections Bureau will house inmates in the least restrictive housing necessary to maintain safety and security of staff, inmates, and the facilities. Housing assignment will be behavior based and inmates will be held responsible for their behavior while incarcerated. Classification will assign housing based on the inmate's behavior (current and past), current criminal charge, criminal sophistication level, gang affiliation, willingness to follow facility rules, predatory behaviors, likeliness to be victimized, assaultiveness and while accommodating special needs.

II. PROCEDURE

A. Intake Classification Profile

1. The Classification Supervisor and Search & Escort personnel will assist with the initial preliminary assessment of each inmate being booked into jail. During initial booking, the Search & Escort Personnel will determine whether or not the inmate will be housed in general population. At this time, certain vital factors concerning the classification of the inmate may be revealed to staff, which can cause immediate segregation and separation of the inmate from general population. If any problems arise at the time of booking, the Search and Escort personnel will contact the Classification Supervisor who will decide whether the inmate is suitable for general population or has special needs. These special needs can be categorized within three areas:

- a. Medical/Mental health problems.
- b. Protective custody/Administrative segregation.
- c. Unusual behavior patterns observed/Officer safety concerns.

B. Pre-Housing Classification

2. Under special circumstances, Classification may be called to do an immediate pre-housing assessment of a new arrestee. The normal course of processing is outlined in Intake Classification Profile, on page 1 of this policy.

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***Note:** The Classification Supervisor shall review all housing assignments prior to an inmate being housed. It shall be the Classification Supervisors discretion to modify housing assignments at this time.

C. RADF:

Module A	Female Intake Housing/Evaluation/SNY
Module B	Female Reception Medium/Max Security
Module C	Male General Population Med. 3 to Max 2
Module D	Male General Population Medium/Medical Needs
Module E	Male Reception-General Population
Module F	Male Protective Custody/Gang Drop-out
Module G	Male Protective Custody/Active Gang/SNY
Module H	Male Protective Custody/Sexual Charges
Module I	Female Restrictive Housing Unit
Module J	Male Restrictive Housing Unit/GP-PC
Module K	Male Restrictive Housing Unit
Module L	Mental Health Assessment Unit
Sobering cells	Intoxicated inmates / risk to self or others
Safety cells	Mentally disordered inmates / danger to self or others

D. HHCC:

Dorm 1	Male General Population Medium
Dorm 2	Male General Population Minimum/Medium
Dorm 3	Male U.S. Marshal Federal inmates
Dorm 4	Male General Population inmates/outside workers
Dorm 5	Male General Population Kitchen workers
Dorm 6	Female General Population inside/outside workers

E. Formal Classification

Staff assigned to the Classification Unit will conduct a face to face interview with every new inmate, within 72 hours of arrival. During the interview, an assessment form (see attachment) will be completed. Based on the information revealed during the interview and recommended classification level from the assessment form, appropriate housing and classification level will be determined. The inmate will be advised of his classification level, advised of facility rules, and the process for a classification review.

The interview will be logged in the Spillman computer in the jmintake under the

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inmates name ID number.

F. History

To confirm an inmate's history, it will be necessary to locate the following information:

1. Criminal Offender Record Information (CORI)
2. Probation Status
3. Parole Status
4. Inmate jail records
5. Officer report/arrest information

G. Restrictive Housing

Administrative segregation is the removal or segregation of an inmate from general population into a restrictive housing unit. These housing units consist of a separate and secure housing, but do not involve any deprivation of privileges other than those necessary to obtain the objective of protecting the safety and security of the inmate, staff and facility.

1. Criteria for Restrictive Housing:

- a. Escape risks.
- b. Prone to assault staff.
- c. Prone to assault inmates.
- d. Communicable diseases causing concern for contagion
- e. Mentally disordered inmates with unpredictable assaultive behavior
- f. High victimization potential
- g. To obtain the objective of protecting the welfare of the inmates and/or staff and security of the facility.
- h. Inmate in immediate and/or foreseeable danger.

2. Custody Personnel

Custody Personnel shall immediately notify the Classification Supervisor of an inmate meeting these criteria who may require more secure housing.

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3. Watch Commander

If it is determined the inmate needs different housing, and Classification is unavailable, the Watch Commander shall complete a JMlog entry using the inmates name, ID type of event and new housing location.

- a. Narrative must be detailed as to the problems of/or with the inmate.

H. Protective Custody

Some inmates have needs that require a greater level of protection; The inmate is in obvious immediate and foreseeable danger of victimization if housed with general population inmates. When the safety and security of the inmate is at such a risk, he/she shall be classified into protective custody.

1. Criteria for Protective Custody:
 - a. Inmate requests protective custody
 - b. High victimization potential
 - c. Last classification in custody was protective custody
2. Custody staff shall immediately notify the Classification Supervisor of any inmate meeting the mentioned criteria.
3. If any inmate meets the criteria mentioned the Watch Commander shall enter the following information into the Spillman computer system in the jmintake comments section and jmjlog log, and on the inmates housing card.

I. Classification Reviews

1. Administrative Segregation Review:

- a. The Classification Supervisor will review the request for restrictive housing within 72 hours of the inmate's placement. The review is to assure proper classification of the inmate and to ensure the inmate knows why he/she was placed into administrative segregation.
- b. The Classification Supervisor will review the restrictive housing status on or before the 10th day and give an opinion on the inmate's classification and any changes thereof.

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Corrections Bureau Policy and Procedures**

Title:	Inmate Classification	Date:	08-08-2012	Number:	401
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- c. The Classification Supervisor will review the restrictive housing status on or before the 30th day, and every 30 days thereafter and give an opinion on the inmate's classification status and any changes thereof.
- d. The Classification Supervisor will enter all restrictive housing reviews into the Spillman computer under the jmintake comments section.

L. Reclassification:

The Classification Supervisor is responsible for the reclassification of all the inmates for the proper housing assignment if required. The following factors and documents in the inmate's record are to be considered when reclassifying an inmate:

- a. A complete review of all forms and documents in the inmate's jail record folder.
- b. Re-classification will often require a referral and examination or evaluation by medical or mental health staff, as well as personal discussions with inmates, custody staff, probation/parole staff, and other facility support staff.
- c. Reclassification shall be undertaken immediately upon the occurrence of the situations or circumstances, which will or may affect the safety and security of inmates and staff. Staff actions shall include immediate control and supervision and referral to the appropriate command officer. The Classification Supervisor is to be informed immediately of such occurrences through copies of incident reports, disciplinary reports, inmate request forms, and/or other staff reports and re-classification request forms.
- d. Appropriate entries shall be annotated by the Housing/Tower control personnel on the inmates housing card and on the Spillman computer Intake and Housing screen logs.
- e. If an inmate wishes to appeal his or her classification, the following will take place. The inmate will request via Telmate to speak to the Classification Supervisor regarding his or her status. The Classification Supervisor will set up a time to interview and review with the inmate all the documentation pertaining to the initial classification. The Classification Supervisor will explain to the inmate the decision that was made and justify his decision based on information and documentation collected. If the inmate is still not satisfied with the decision, he or she can request

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to speak to the Facility Lieutenant. The Classification Supervisor will advise the Facility Lieutenant of the outcome. The Facility Lieutenant will set up a time to further discuss the inmate's classification. The Facility Lieutenant will have the final say regarding the inmate's re-classification.

M. Restrictive Housing Removal Status:

- a. Only the Classification Supervisor and the Bureau Commander can authorize the removal of an inmate from administrative segregation.
- b. Criteria for removal:
 1. Medically approved for general population.
 2. Inmate is no longer in immediate and foreseeable danger.
 3. Inmate is interviewed by the Classification Supervisor or Bureau Commander regarding removal.

N. Protective Custody Status Review:

- a. The Classification Supervisor will review the request for protective custody within 72 hours of the inmate's placement. The review is to assure proper classification and to ensure the inmate knows why he/she was placed into protective custody.
- b. The Classification Supervisor will review the inmate's protective custody status on the 10th day and give an opinion of the inmate's classification status and any changes thereof.
- c. The Classification Supervisor will review the inmate's protective custody status on the 30th day and every 30 days thereafter, giving an opinion on the inmate's classification status and any changes. The 30-day review will include a medical opinion of the inmate's physical and mental status.

O. Protective Custody Removal:

- a. Only the Classification Supervisor and/or the Bureau Commander may remove an inmate who has requested protective custody from that classification if the inmate does not meet the criteria. When an inmate requests removal from protective custody through his/her attorney, the Classification Supervisor or the Bureau Commander is not obligated to release the inmate, if the inmate still meets protective custody criteria.
- b. The Classification Supervisor shall thoroughly document all findings and releases from protective custody on the Spillman inmate log and housing screen.

P. Guidelines for inmate transfers to HHCC without Classification Supervisors authorization:

1. Transfer Criteria:
 - a. Sentenced county inmates.
 - b. Non-sentenced county inmates with bail amounts of less than \$75,000.00

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The Classification Supervisor must approve all other inmate transfers.

- Q. Guidelines for inmate transfers to HHCC with the Classification Supervisors authorization only:
1. Transfer Criteria:
 - a. County inmates must be moderate to low level classification.
 - b. Federal inmates non-escape risk.
 - c. County non-sentenced inmates with Bail of \$50,000.00 or less.
 - d. County probation violations with no bail who are moderate to low risk.

- R. Transfer to other Jail facilities:

The Imperial County Sheriff's Office provides an efficient means of security for the well being of all custody staff and inmates. However, there may be circumstances in which an inmate for specific reasons (i.e., security risks, civil unrest, riot, etc.) shall be transported to another detention facility and remain housed for an undetermined length of time. This determination shall solely fall under the coordination and direction of the Bureau Commander.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

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Corrections Bureau Policy and Procedures**

Title:	Inmate Classification	Date: 08-31-2018	Number: 402
Subject:	Heat Related Pathologies		
Reference:	Title 15-#1206		

I. POLICY

The Imperial County Sheriff's Office recognizes that inmates who are under certain prescribed medications may be susceptible to heat related medical problems when temperatures reach or exceed 90 degrees Fahrenheit, whether inside or outside the facility. The classification plan will provide an outline for the assessment, safe movement, and assignment of inmates under this classification.

II. PROCEDURE

Inmates identified by Medical Staff as "heat risk" or prescribed with "hot meds" will be monitored and directed in order to insure maximum protection from the serious threats to life and health, which can be posed by excessive heat.

A. Identification of Heat Risk Inmates

1. Medical staff will identify a "heat risk" inmate when he/she is prescribed with certain medications, which may cause them to be susceptible to heat related medical problems.
2. Medical staff will inform inmates identified as "heat risk", both in writing and orally, to the risks and signs of heat sickness in conjunction with taking the medications.
3. Medical staff will provide training in heat-related symptoms to Custody staff.

B. Monitoring of Inmates

All staff must be able to notice signs of heat-related pathology and take appropriate action. Symptoms such as:

1. Red, flushed or mottled skin, or skin that is turning bluish.
2. Mental confusion or convulsive behavior.
3. Fainting.
4. Fatigue, nausea, severe headache or giddiness.

Alertness and quick response to such signs are critical to preventing serious effects from excessive heat.

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C. Staff Responsibilities

1. Medical Staff
 - a. Identify and list all inmates who are categorized as "heat risk".
 - b. Provide training in heat-related illness to Custody staff.
 - c. Observe temperatures inside infirmary and notify the Watch Commander when inside temperatures reach 90 degrees Fahrenheit.
2. Watch Commander
 - a. Observe the inside/outside temperature at the institution for compliance.
 - b. Notify The Facility Commander Lieutenant, Programs Supervisor, Recreation Officers and medical staff when temperatures reach 90 degrees Fahrenheit, inside or outside of the facility.
3. Recreation officers and Program Supervisor
 - a. Observe the outside temperature of the institution for compliance.
 - b. Notify the Watch Commander when outside temperature reaches 90 degrees Fahrenheit.

D. Heat Risk List

1. Each Monday, medical staff will prepare a list of all inmates who have been identified as "heat risk". This list will be given to The Facility Commander for distribution.
4. Seven (7) copies will be prepared and distributed as follows
 - a. Original – Facility Commander (RADF).
 - b. Copy – Facility Commander (HHCC).
 - c. Copy – HHCC Recreation Officer.
 - d. Copy – RADF Recreation Officer.
 - e. Copy – Inmate Programs Supervisor.
 - f. Copy – Watch Commander.
 - g. Copy – Classification Sergeant.

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CONFIDENTIALITY OF THESE NAMES MUST BE PROTECTED AT ALL TIMES!!!

E. Temperature Record

1. The Watch Commander, Recreation Officer, and Inmate Programs Officer will monitor the inside/outside temperature, as displayed on the thermometers placed/assigned to their areas.
2. Medical staff will monitor temperatures inside the medical area using the Thermometer placed in their area.

F. Heat Alert

1. When temperatures reach 90 degrees Fahrenheit as shown in the thermometers, staff will direct as follows:
 - a. All "heat risk" inmates conducting outside activities must return indoors.
 - b. Indoor temperature monitored for compliance.
 - c. If an inmate housing area exceed 90 degrees Fahrenheit, the following measures must be instituted Corrections Bureau Commander:
 1. Provisions of increased fluids and ice;
 2. Allowance of additional showers to provide for cooling;
 3. Increased ventilation to the area as much as possible to reduce housing area temperatures to less than 90 degrees Fahrenheit;
 4. If the housing area remains consistently above 90 degrees Fahrenheit, temporary transfer of the inmate to an area of the institution or other institution that is more compatible with the inmate's clinical status.
2. Inmates who show signs of heat-related pathology, e.g. nausea, fatigue, headache, muscle cramps, dry flushed skin, alteration in consciousness, must be immediately referred to the medical department for evaluation and treatment, according to the "Protocol for Treatment of Heat-Induced Syndrome".

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Corrections Bureau Policy and Procedures**

Title:	Inmate Classification	Date: 08-31-2018	Number: 402
Subject:	Heat Related Pathologies		
Reference:	Title 15-#1206		

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Security	Date: 01-22-2018	Number: 501
Subject: Key Control		
Reference: Title 15, Section 1029(a)(6)		

I. PURPOSE

The purpose of this policy is to establish and maintain a secure and consistent method of key control for all Correctional Bureau facilities.

II. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau:

- A. All keys will be maintained under one of the following conditions at all times:
 - 1. In the possession of authorized and designated personnel.
 - 2. Locked inside of the designated key lock boxes.
 - 3. Security keys will never be left lying around or in a door/lock.
- B. Only authorized personnel will possess, utilize, remove and/or return keys to or from a key storage area.
- C. All authorized personnel will maintain personal control of their designated facility keys or key set assigned to them and will be held responsible in the event any Corrections Bureau key or key set assigned or issued to them is lost or misplaced.
- D. Authorized personnel will not give or allow any inmate or other unauthorized personnel to utilize any Corrections Bureau key or key set.
- E. That there will be a duplicate set of all Corrections Bureau emergency keys maintained in the Bureau Commanders office and Correctional Armory Locker to be utilized in the event of an emergency.
- F. Correctional Bureau keys will only be duplicated with the written permission of the Chief Deputy of Corrections or Correctional Lieutenants.
- G. All Corrections Bureau keys will be secured in area under the exclusive control of the Bureau Commander.
- I. The Bureau Commander will be provided a key inventory for all Corrections Bureau keys maintained by the Administrative Sergeant.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Security	Date:	01-22-2018	Number:	501
Subject:	Key Control				
Reference:	Title 15, Section 1029(a)(6)				

III. PROCEDURE

A. R.A.D.F.

1. All staff members that need access to Corrections Bureau keys will be issued two key check-out stars (chits). These chits will allow staff members to check out jail and vehicle keys. These chits will be considered a control and security issue item. Theft or loss of this item shall be reported immediately to a supervisor.
2. To reduce the loss of property, money and keys, Housing Control will remain secured at all times. Personnel allowed access should be limited to Staff Officers (Lieutenant or above), Watch Commanders, Front Office Clerks and Correctional Officers assigned to the position.
3. Security keys that open exterior doors will not be used, issued, placed on everyday keysets. Security keys that open exterior doors shall be on emergency sets only and issued under exigent circumstances with the Watch Commander or Lieutenant's prior approval.
4. Inmates are never allowed into Housing Control. Cleanliness of this workspace is the responsibility of staff assigned to work there.
5. Accountability:
 - a. At the beginning of each shift the Intake Control Officer will inventory all keys on the shadow board located in Intake Control. If the keys are not on the board, there will be a check-out chit in its place. If no chit or key is present, the Intake Control Officer will notify the Watch Commander immediately.
 - b. Once all keys have been issued to the on coming shift, the Intake Officer should once again account for all keys. A log entry will be made into the Spillman Computer System, using log event code KEY. The log entry will state that all keys are accounted for.
 - c. In the event that any key can not be located, the following procedure will be utilized:
 1. Watch Commander will be notified immediately.

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2. The Watch Commander will attempt to locate and contact the last person assigned to that keyset.
 3. The Watch Commander will lock down the facility.
 4. The Watch Commander will notify the Facility Commander.
 5. The Watch Commander will notify the H.H.C.C. Assistant Watch Commander of the situation.
 6. The Watch Commander will direct staff to conduct an extensive search of the entire facility.
 7. The facility will remain in lockdown until the key is located or the Facility Commander authorizes to proceed with normal operations.
6. Issuance and Return:
- a. At the end of the shift, all off going staff members that have been issued keys will report to Housing Control.
 - b. Staff members will turn in keys to the Housing Control Officer.
 - c. Housing Control Officer will hang up keys in the proper location and return the check-out chit to the officer.
 - d. The incoming staff members will give the Housing Control Officer their chit and state which keys are needed.
 - e. Housing Control Officer will replace the keys with the chit of the officer, and issue the keys.
 - f. After all keys have been issued, Housing Control Officer will make a log entry into the Spillman Computer System using log event code KEY.

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Subject:	Key Control				
Reference:	Title 15, Section 1029(a)(6)				

B. H.H.C.C.

1. All staff members that need access to Corrections Bureau keys will be issued two check-out stars (chits). These chits will allow staff members to check out jail and vehicle keys.

These chits will be considered a control and security issue item. Theft or loss of this item shall be reported immediately to a supervisor.

2. To reduce the loss of keys, Tower Control will remain secured at all times. Other than Administrative staff, only staff assigned to work Tower Control will be allowed access. Staff on breaks, etc., shall not hang out in this area.

7. Accountability:

- a. At the beginning of each shift, the Tower Control Officer will inventory all keys on the shadow board located in Tower Control. If the keys are not on the board, there will be a chit in its place. If no chit or key is present, the Intake will notify the Watch Commander immediately.
- b. Once all keys have been issued to the on coming shift, the Tower Officer should once again account for all keys. A log entry will be made into the Spillman Computer System, using log event code KEY. The log entry will state that all keys are accounted for.
- c. The Tower Control Office will also account for the following keys:
 1. Dorms 1 through 6 front and rear door keys.
 2. 3 - multi-purpose room door keys
 3. 2 - side door keys for Dorm 3
 4. 2 - side door keys for Dorm 4
 5. 1 - 309 key
 6. 1 - weight room exit key

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- d. In the event that any key cannot be located, the following procedure will be utilized:
 1. Watch Commander will be immediately notified.
 2. The Watch Commander will attempt to locate and contact the last person assigned that keyset.
 3. The Watch Commander will lock down the facility.
 4. The Watch Commander will notify the Facility Commander.
 5. The Watch Commander will notify the R.A.D.F. Watch Commander of the missing keyset.
 6. The Watch Commander will conduct an extensive search of the entire facility.
 7. The facility will remain in lockdown until the key is located or the Facility Commander authorizes to proceed with normal operations.
4. Issuance and Return:
 - a. At the end of the shift, all off going staff members that have been issued keys will report to Tower Control.
 - b. Staff members will turn in keys to the Tower Control Officer.
 - c. The Tower Control Officer will hang up keys in the proper location and return the check-out chit to the officer.
 - d. The Tower Control Officer will return the chit to the appropriate officer.
 - e. The oncoming staff members will give the Tower Control Officer their chit and state which keys are needed.
 - f. The Tower Control Officer will replace the keys with the chit of the officer, and issue the keys.

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- g. After all keys have been issued, the Tower Control Officer will make a log entry into the Spillman Computer System, using log event code KEY.

B. OFDF

- 1. All staff members assigned to work at OFDF will check-out keys for their assignment in the keylock box located in the employee mailroom on the 2nd floor of OFDF. Keys are considered a control and security issue item.

Theft or loss of any key shall be reported immediately to a supervisor. Some positions (booking/housing) keys will be passed hand to hand from the officer on shift to the officer coming on duty during their position briefing.

- 2. Accountability:
 - a. At the beginning of each shift, the Watch Commander will inventory all keys in the keylock box. If the keys are not in their assigned position the Watch Commander will verify its location and use is still valid. Any missing keysets will be dealt with immediately (see item e).
 - b. Once all keys have been issued to the on coming shift and the off going shift has secured their sets, the Watch Commander will again account for all keys. The keylock box will generate a report for review and approval.
- e. In the event that any key cannot be located, the following procedure will be utilized:
 - 1. Watch Commander will be immediately notified.
 - 2. The Watch Commander will lock down the facility.
 - 3. The Watch Commander will notify the Facility Commander.
 - 4. The Watch Commander will notify the R.A.D.F. Assistant Watch Commander of the situation.
 - 5. The Watch Commander will conduct an extensive search of the entire facility.

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6. The facility will remain in lockdown until the key is located or the Facility Commander authorizes to proceed with normal operations.

4. Issuance and Return:

- b. At the end of the shift, keys will be handed to the officer relieving that position. In the case where there is no relief, issued keys will be returned to the keylock box.

C. General

1. All keys will be returned at the end of shift or after use.
2. No keys will be taken off of the premises, secured off site, in offices or vehicles.
3. Keys will only be issued to specific employees; employees cannot receive keys for co-workers.
4. At **NO** time will an inmate be given a key for any reason.

IV. Effective Date:

This order becomes effective this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

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Title: Security	Date: 01-22-2018	Number: 501
Subject: Key Control		
Reference: Title 15, Section 1029(a)(6)		

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title:	Security	Date: 03-15-2011	Number: 502
Subject:	Module and Dormitory Searches		
Reference:	(A) Title 15 CCR, Section 1027 (B) Title 15 CCR, Section 1029(a)(6)		

I. BACKGROUND

Inmates will find, hide, create, barter, and use items of contraband, unless prevented by a vigorous program of internal searches. It shall be the policy of this command that every area to which inmates have access will be searched thoroughly at least monthly.

II. PROCEDURES

- A. The Watch Commander Sergeant will schedule major searches on a random basis.
- B. Searches will be conducted without announcements by teams of security staff members under the direction of the Watch Commander Sergeant.
 - 1. Overtime is authorized for search team members if necessary.
 - 2. Routine operations will not be curtailed. It will be "business as usual" during searches.
 - 3. Random searches will only be conducted of Housing Units during normal waking hours. Inmates will not be awakened for a random search, but may be upon a showing of probable cause.
 - 4. Inmate property will be neatly searched and replaced after searching.
 - 5. Contraband, which is prohibited but legal to possess, will be confiscated and placed in the inmate's personal property.

All illegal contraband will be seized and disposed of according to statute. Possession of contraband will be grounds for disciplinary action.

III. EFFECTIVE DATE:

This order becomes effective immediately and supersedes all prior orders.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title:	Security	Date: 03-15-2011	Number: 502
Subject:	Module and Dormitory Searches		
Reference:	(A) Title 15 CCR, Section 1027		
	(B) Title 15 CCR, Section 1029(a)(6)		

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Security	Date: 01-25-2018	Number: 503-1
Subject: Headcounts		
Reference: (A) Title 15 CCR, Section 1029(a)(6)		
(B) ACA Guidelines 3.1.10		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain safe and secure institutional operations through a comprehensive system of 24-hour-a-day inmate accountability that includes counts, record keeping systems, and other internal supervision programs.

II. PROCEDURE

A. GENERAL

Inmate count and accountability procedures are the backbone of supervision. All inmates are subject to count procedures on a schedule established by the Custody Division Commander and in coordination with record keeping systems. Inmates will never be permitted to participate in the preparation, documentation, or operation of the count process, or in the preparation of emergency count cards or other accountability or identification records.

B. OFFICIAL COUNTS

Official counts are conducted at specific times of the day or night in an organized manner. All inmates will be counted simultaneously, including those out of the facility on furlough, at the hospital, or other categories of temporary release. All inmate movement will cease before the count begins and remain suspended until the total institutional count is clear and correct. Other than life threatening emergencies, there will be no inmate movement during formal counts; such movement must be kept to a minimum and immediately reported to the officer responsible for the count. Each inmate will be counted at a specific location. Officers will allow nothing short of an emergency to distract them during a count. There are two different types of counts, one being an informal count of all the inmates in the facility, the second type being the Location, Identification and Verification Count that balances the actual count with Spillman and the Emergency Count Cards.

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C. COUNT TIMES

There will be a minimum of seven (7) counts conducted each day. Count times are as follows:

RADF:

0400 (Feeding) – Number Count
0700 – Number Count
1000–(Feeding) Location, Identification and Verification Count
1300– Number Count
1600 (Feeding) – Number Count
1900- Number Count
2200 – Location, Identification and Verification Count

HHCC:

0400 (Feeding) – Number Count
0700 – Number Count
1000–(Feeding) Location, Identification and Verification Count
1600 (Feeding) – Number Count
1900- Number Count
2200 – Location, Identification and Verification Count
0100 – Number Count

OFDF:

0400 (Feeding) – Number Count
0700- Number Count
1000–(Feeding) Location, Identification and Verification Count
1300– Number Count
1600 (Feeding) – Number Count
1900- Number Count
2200– Location, Identification and Verification Count

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D. GENERAL COUNT GUIDELINES

Each count must be made accurately and promptly. If there is any doubt as to the correctness of the count, a recount will be taken. Inmates must be visually identified on each count.

A report of each count will be communicated to the control center for that facility (Housing, Tower, and Central Control). All reports will then be checked and coordinated to verify that the total institutional count is correct and all inmates are accounted for. An incorrect count from a unit will result in an order for a recount from the officer(s) taking the count. After verifying the count, the officer will insure it balances with the Spillman Housing Report. The institution count will not be cleared until all inmates are accounted for and all unit and area counts are reconciled. No inmate movement out of the count area is permitted until the Control Officer or Clerk accepting the count announces the count is clear and correct.

E. FACILITY SPECIFIC PROCEDURES FOR LOCATION, IDENTIFICATION AND VERIFICATION COUNT

1. RADF:

- a. Housing Officer will print out a current Housing Assignment Report (from Spillman) using the Inmate List Tab accessing the Assigned Housing Area drop down menu.

Assigned Housing Area: A-H, RHU's (I-L), and North of H-2, Court, Outside Medical, Etc...

- b. Staff will insure each inmate is accounted for in respect to their location.
- c. Floor One and Two Officers will responsible for A-H. Restrictive Housing Officers One and Two will be responsible for the RHU's (I-L). The Release Officer will be responsible for all the areas North of H-2 Door. The Watch Commander and Assistant Watch Commander will be responsible for the overall headcount verification and identification.
- d. Staff will verify the location and identification of each and every inmate by opening each cell door, verifying the inmate ID card, and the Spillman Inmate Count.

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- e. In inmate housing areas opposite gender, Correctional Staff must announce their presence prior to commencing headcount.
- f. While in each cell, the officer will do a visual inspection for contraband and maintenance problems.
- g. Staff will advise Housing Control, via radio, as each of their assigned area are verified and secured or not secured.
- h. The Housing Control Officer/Clerk will make log entries confirming the headcounts as they are being completed and secured.
- i. The Housing Control Officer Officer/Clerk will verify the Spillman Inmate Count with the emergency count cards, ensuring all are accounted for and in the correct order by location.
- j. The Watch Commander will notate each facility headcount and initial verifying the count to be true and accurate on the shift Roster Log/Shift Attendance Roster and turn in to the Custody Division Commander.

2. HHCC:

- a. Tower Control Officer will print a Current Housing assignment report (from Spillman) using the Inmate List Tab accessing the Assigned Housing Area drop down menu:

Assigned Housing Area: Herbert Hughes Correctional Center (D1-D6), Court, Outside Medical, Inmate worker Locations, Day Reporting Center, Etc...
- b. Facility Sergeant, Floor Five and Six Officer will start Location, Identification and Verification Count at Dorm One.
- c. Staff will insure each inmate is accounted for in respect to the Spillman Inmate Count
- d. Staff will verify the location and identification of each and every inmate by having all inmates stand at their assigned bunk. The inmates will have their ID card on their person. Each inmate will be called by name and their identification will be verified with the Spillman Current Housing Assignment

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Report against their Inmate ID.

- e. While in each dorm, Correctional Staff will do a visual inspection for contraband and maintenance problems.
- f. As all dorms are being verified, Correctional Staff will communicate with Tower Control via radio that the counts are secured or unsecured.
- g. The Tower Control Officer will verify the Spillman Inmate Count with the emergency count cards, ensuring all are accounted for and in the correct order by location.
- h. The Watch Commander will notate each facility headcount and initial verifyint the count to be true and accurate on the shift Roster Log/Shift Attendance Roster and turn in to the Custody Division Commander.

2. OFDF

- a. The Housing and Booking Officers will print a current housing assignment report (from Spillman) using the Inmate List Tab accessing the Assigned Housing Area drop down menu and select their area of responsibility. This report will show names, bed location, booking number and the amount of bodies to be accounted for.
- b. **Informal Count-** the Housing and Booking Officers will announce formal count. All occupants will remain somewhat still to allow for the officer to count the number of bodies in a unit or holding areas. Once that number is obtained he/she will verify against Spillman ensuring it corresponds with the jail management system. Any discrepancy will require a re-count. If after the second count there is still a discrepancy, the Watch Commander and Central Control will be notified immediately.
- c. **Formal Count-** there will be a formal count held two (2) times in a 24 hour period. The Housing and Booking Officer will print a current housing assignment report (from Spillman) using the Inmate List Tab accessing the Assigned Housing Area drop down menu and select their area of responsibility
 - a. **Housing Formal Count-** once count is announced, every inmate will be required to stand at their bunk with their identification card visible. The housing officer will verify the ID card with the inmate against the Spillman print out. If any discrepancy occurs, the Officer

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shall immediately re-count. If a discrepancy remains, the Watch Commander and Central Control will be notified immediately.

b. **Booking Formal Count-** The Booking Officer or Rover will go to each holding cell, medical cell, staging cells, and docile holding area to verify the presence of those reflected in the Jail Management System. Each inmate will be required to state his/her name that will be verified against the Spillman report. If any discrepancy occurs, the Officer shall immediately re-count. If a discrepancy remains, the Watch Commander and Central Control will be notified immediately.

F. COUNT RECORDS

The inmate count is maintained by the facility control officer/clerk (Housing/Tower/Central). Movement and Assigned Housing tabs will be used in Spillman system for inmate tracking, to enable staff to determine the assignment of all inmates at all times, and to conduct an emergency count at any time.

Control Officers/Clerks must be provided up-to-the-minute information regarding all inmate housing moves, work assignment changes, admissions to the hospital, commitments, releases, temporary releases, Etc... and any other changes that could affect the accountability.

G. HOUSING UNIT PROCEDURES – INFORMAL COUNT

Inmates will ordinarily (except for feeding) be counted in their housing units. In a dormitory, the inmates will be at bedside and two (2) officers will conduct the count; one officer will count while the second officer observes all inmate movement. In single/double cell units, the inmate will be locked in the cell, and one officer may count.

Officers must be positive that they see a live human body before counting an inmate as present. The counting officers will remain in the area until the count is verified as correct. When making night counts, flashlights should be used judiciously, but enough light should be thrown on the inmate to ensure that an inmate is actually being counted; the officer must see "living, breathing flesh". If an inmate is in the wrong count area, the inmate will be escorted to the correct

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count area, and the officer in that area will count again and recall the count to the control officer/clerk accepting the count.

H. EMERGENCY COUNTS

An emergency count is an official count taken at other than one of the times specified for a regular official count; when an inmate is suspected of being missing; or for other purposes. In an emergency count, all inmates will be returned to their assigned housing units at once to be counted. After a major disturbance is under control, a count must be taken to determine that no one has escaped or is in hiding. For that reason, the control center will maintain count records that reflect the unit assignments of all inmates at all times.

I. PICTURE COUNTS

Picture counts may be necessary in the event of an escape. In such cases, the staff member taking the count will verify the identity of each inmate through the use of the Emergency Count Card. Control room staff will regularly review all Emergency Count Cards on file to assure that they accurately portray the likenesses of the inmates; when necessary, inmates will be sent to the receiving area to have a new set of pictures taken, which will then be distributed to all locations with pictures on file.

J. TRANSPORTATION COUNTS

When escorting large numbers of inmates, it is necessary to conduct a count to ensure the proper number of inmates going to court. Before groups of inmates are confined to seats in a vehicle, they will be placed in line and as their names are called, they will pass by the officer giving their name and booking number. The officer will identify them by their Inmate ID. Another count will be taken after all inmates are seated in the vehicle. Numerical counts will be repeated whenever the vehicle stops and again when the trip resumes.

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III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Security	Date: 07-25-2018	Number: 504
Subject:	Inmate Supervision		
Reference:	Title 15 CCR, Section 1027		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to provide intermittent direct visual supervision of inmates housed within the Jail facilities, and of all security areas of the facilities. No inmate will be allowed outside of their housing unit, work area, or program area without an officer escort.

II PROCEDURE:

Visual supervision of inmate housing areas, program areas, and other security areas will be accomplished through various methods including:

- a. CCTV monitoring and or recording systems (OFDF) – These systems provide for 24 hour continuous monitoring and or recording of these areas.
- b. Inner Module/Dormitory/Unit /Medical Unit Security Checks-Will be conducted by officers at a minimum of once each hour. Inner Security Checks will be recorded with the hand held Data Recorder (DR), or logged into the Spillman event code "SI" if the DR system is not working.

Inner Module/Dormitory/Unit/Medical Unit Security Checks requires that a Correctional Officer will visually check each and every inmate hourly to insure the welfare and safety of each inmate.

Only female Correctional Officers, female Senior Correctional Officers, and female Sergeants are permitted to enter the housing areas of female inmates to perform an Inner Module/Dormitory/Unit/Female Medical Unit Security Checks. Male officers will not enter the female housing areas to do an Inner Module/Female Medical Unit Security Check.

- c. Visual Security checks – Are conducted each time an officer walks by housing units or areas. Staff are to remain constantly alert and aware of their surroundings and area at all times. Visual security checks will be logged in Spillman event code "SI".

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Title:	Security	Date: 07-25-2018	Number: 504
Subject:	Inmate Supervision		
Reference:	Title 15 CCR, Section 1027		

- d. Outer Perimeter Security checks – Are to be conducted at a minimum of once every two hours during daylight hours, and once every hour during evening hours. Outer perimeter security checks will be recorded with the data recorded “DR” or will be logged in the Spillman jmjlog if the DR is not working. Two supervisors are not permitted to do Outer Perimeter Security Checks together.
- e. Roof-Top Security checks – Are to be conducted at a minimum of once per shift. Roof top security checks will be logged into Spillman.

Staff will remain constantly alert and vigil in monitoring inmate movement and activity both inside of and outside of secured areas (e.g., housing unit, work area, program area).

No inmate will be allowed outside of secured areas without security staff escort and supervision. No inmate will be allowed to open or close security doors, or exterior doors for any reason.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title: Security	Date: 12-28-2017	Number: 505
Subject: Security Checks		
Reference: Title 15 CCR, Section 1027		

I. POLICY

Title 15 of the California Code of Regulations requires a certain level of staffing in order to assure institutional safety. Safety checks of inmates through visual observation shall be conducted at least each hour. It is the policy of the Imperial County Sheriff's Office Corrections Bureau that interior module/dormitory security checks shall be conducted minimally once each hour.

It is the Policy of the Imperial County Sheriff's Office Corrections Bureau that each occupied holding cell, medical housing area, or any area where inmates are located will be checked by an officer responsible for that area minimally once each hour. Checks are conducted to ensure inmates are alive and safe.

Security checks are conducted to ensure the space has not been compromised, and inmates are Safe and free of any medical emergency.

II. PROCEDURE

The **Floor Officer** shall enter each dormitory/module and conduct a general inspection and security check at least once each hour during his/her shift. The Floor Officer will conduct the inspection/security check inside all dormitories and modules utilizing the Pipe System. This will be completed by placing the pipe into the puck located in and out of all dormitories and modules. In any case where the Pipe System is non operable, the Floor Officer will call in the security check to the Housing/Tower Officer and the security check will be logged into the jmjlog under event code "SI".

Male Officers and Female Officers of the RADF and the HHCC will conduct hourly security checks of male inmates. **Female officers** will conduct interior security checks in the areas of the jail **where female inmates are housed**. Under exigent circumstances male officers can conduct inner security checks only after announcing his presence.

The **Search & Escort Officer** shall conduct a general inspection and security check of the Medical Housing Unit at least once each hour and documented through the pipe system. Holding cells, safety cells, and sober cells (when occupied) will be checked twice in thirty minutes. All checks will be documented on the Observation Log indicating what the inmate is doing and continued retention is merited. In any case where the Pipe System is non operable, the S/E Officer will call in the security check to the Housing/Intake Control Officer and the security check will be logged into the jmjlog under event code "SI".

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Subject: Security Checks		
Reference: Title 15 CCR, Section 1027		

The **Floor Officers or Search/Escort** will be responsible for conducting hourly security checks of the Female Medical Unit if female inmates are housed there. Under exigent circumstances, male Officers can conduct inner security checks only after announcing their presence.

When an officer is conducting a security check within a module of the opposite gender of the officer, presence will be announced upon entering the module.

The Shift Watch Commander will be responsible for conducting an initial inner security check and inspection of holding cells, Safety Cells, medical inmate living areas, and inmate housing areas (RADF & HHCC). This will be completed by utilizing the Pipe System. In any case where the Pipe System is non operable, the security check will be logged into the Spillman jmjlog by the Housing Control Officer, Intake Control Officer, or the Tower Officer under event code "SI". The Watch Commander inner security check will be completed once per shift. The Prison Rape Elimination Act has also implemented a guideline which includes an inner module security check shall be conducted "unannounced". This inner security check may be conducted in conjunction with the Watch Commander inner security check.

If the Watch Commander is a male officer, he may conduct an inner security check in all the modules or dorms only after announcing his or her presence.

- a. **RADF/HHCC Visual Security Checks** – Are conducted each time an officer walks by housing units or areas. Staff is to remain constantly alert and aware of their surroundings and area at all times. The intent of the security check is to ensure the inmate safety within that area. All visual security checks will ensure the inmate is alive and safe. This can be done through observation of body movement, the chest rise/fall indicating breathing, etc. Visual security checks will be logged in the Spillman jmjlog event code "SV".
- b. **HHCC Outer Perimeter Security Checks** – Are to be conducted at a minimum of once every four hour period for a total of (3) during day or night hours. Checks are conducted to look for signs of escape, escape attempts, unusual activity and contraband. Outer perimeter security checks will be logged in the Spillman jmjlog utilizing event code "SO".
- c. **RADF Roof-Top Security Checks** – Are to be conducted at a minimum of once per shift. On Day Shift Monday through Friday, the Escort/Rover Officer will conduct the Roof Top Security check between the hours of 10:00-10:30.

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Reference:	Title 15 CCR, Section 1027				

On Graveyard Shift an assigned Floor Officer will conduct the Roof Top Security check upon completion of 22:00 hour headcount. An assigned Floor Officer will conduct the Roof Top Security check during weekends, holidays, and in the event the Escort/Rover Officer is not on duty. A Roof Top Security check by an Officer will consist of but not limited to inspecting for any contraband, broken windows, structural damage, obvious signs of maintenance issues, and signs of attempted escape or escape(i.e. clothing, food, jail paperwork, breaching tools).

HHCC Roof-Top Security Checks Are to be conducted at a minimum of once per shift. On Day Shift and during weekends and holidays an assigned Floor Officer will conduct the Roof Top Security check within the first four hours after the 07:00 a.m. headcount. On Graveyard Shift and during weekends and holidays an assigned Floor Officer will conduct the Roof Top Security check upon completion of 22:00 hour headcount. A Roof Top Security check by an Officer will consist of but not limited to inspecting for any contraband, broken windows, structural damage, obvious signs of maintenance issues, and signs of attempted escape or escape (i.e. clothing, food, jail paperwork, breaching tools). Roof Top Security checks will be logged into Spillman jmjlog utilizing event code "SEC".

- d. **RADF Inner Perimeter Security Checks** Are to be conducted at a minimum of once per shift. On Day Shift Monday through Friday, the Escort/Rover Officer will conduct the Inner Perimeter Security check upon completion of the Roof Top Security check. On Graveyard Shift an assigned Floor Officer will conduct the Inner Perimeter Security check upon completion of the Roof Top Security check. An assigned Floor Officer will conduct the Inner Perimeter Security check during weekends, holidays, and in the event the Escort/Rover Officer is not on duty. An Inner Perimeter Security Check by an officer will consist of but not limited to inspecting windows, exterior doors, the ground for contraband, locks and security fences for any obvious signs of tampering.

HHCC Inner Perimeter Security Checks Are to be conducted at a minimum of once per shift. On Day Shift and during weekends and holidays an assigned Floor Officer will conduct the Inner Perimeter Security check upon completion of the Roof Top Security check. On Graveyard Shift and during weekends and holidays an assigned Floor Officer will conduct the Inner Perimeter Security check upon completion of the Roof Top Security check. An Inner Perimeter Security Check by an officer will consist of but not limited to inspecting windows, exterior doors, the ground for contraband, locks and security fences for any obvious signs of tampering.

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The security cages located at the rear of Dorm One, Two, Five, and Six will be inspected for any signs of compromised security. The outside of the rear doors of Dorm Three and Four will be inspected for any signs of compromised security. Inner Perimeter Security checks will be logged into Spillman jmjlog utilizing event code "SIP".

Staff will remain constantly alert and vigilant in monitoring inmate safety, movement and activity both inside and outside of secured areas (e.g., housing unit, work area, program area).

No inmate will be allowed outside of secured areas without security staff escort and supervision. No inmate will be allowed to open or close security doors, or exterior doors for any reason.

III. EFFECTIVE DATE

This directive becomes effective immediately

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Security	Date:	05-03-2007	Number:	506
Subject:	Tool Control				
Reference:	(A) Title 15 CCR, Section 1029(a)(6) (B) ACA Guidelines 3.1.15				

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain in a safe manner all tools, knives, food service implements, and hazardous materials necessary for institutional purposes and to ensure that these items are used only for their intended purposes.

II. PROCEDURE

Positive tool control is ultimately the responsibility of every employee who is issued or otherwise has tools in their work area. The Administrative Lieutenant in charge of Inmate Programs is responsible for the overall operation of the tool control program in the Jail.

The head of each unit/division with tools shares responsibility for the day-to-day operation of the tool control program. Every employee of the Corrections Bureau is directly responsible for control of the tools in his or her particular work area.

Each facility will have a designated tool control officer who will be responsible for tool inventories, tool marking, location of tool storage, the security of the tools, and overall tool accountability and use. The tool control officer for the respective facilities is as follows:

- a. RADF – Classification Sergeant.
- b. HHCC – Inmate Programs Officer.

A. TOOL CATEGORIES

Categories of tools will be established to enable staff to effectively supervise all tools without unduly restricting the use of noncritical items. Although it is difficult to classify every specific tool in use in a Jail, two general tool categories will be established, as follows:

Class A Class A tools are items that can themselves be used as weapons or in an escape or can be used to fabricate weapons or facilitate an

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escape. Class A tools will be used by staff or inmate workers under constant direct staff supervision. Typical examples of Class A tools are drills, end snippers, large pliers, allen wrenches, ice picks, knives, carpenter or box-cutter knives, pipe and conduit benders, saw blades, bolt cutters, cutting torches, drills, electric grinders, files, hones, gear pullers, and come-alongs.

Class B Class B tools are those tools that have nominal weapon or escape potential and are subject to lesser controls. Class B tools may be issued to inmate workers under less restrictive circumstances. Typical examples of Class B tools are small pliers, screwdrivers, hammers, and hand wrenches.

B. TOOL ISSUE AND STORAGE

Tool control will include establishing secure storage areas, enforcing restrictions on issue to inmate workers, and maintaining rigid inventories of all tools.

All tools so adaptable to this method will be stored in a locked and secure storage area. Examples of locked and secured storage areas include but are not limited to:

- a. Locked drawers.
- b. Lockable cabinets.
- c. Lockable chests.
- d. Lockable rooms.

Inventory sheets will be stored in each tool location.

Ladders and lifts will be stored in secure areas, away from buildings or fence lines, and procedures will ensure these items cannot be used in an unauthorized manner.

Control boxes for lifts will be stored in a separate secure area. Inventory sheets will be maintained in the immediate vicinity of the ladders and lifts.

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Subject:	Tool Control		
Reference:	(A) Title 15 CCR, Section 1029(a)(6) (B) ACA Guidelines 3.1.15		

Ropes, cables, and extension cords over ten feet in length will be stored in a secure room and will remain under direct staff supervision when in use.

Inventory sheets will be maintained in the immediate vicinity of these items.

Tool pouches and carts will be stored in a secure area and issued at a supervision level consistent with the most sensitive tools they contain. An inventory sheet will be maintained with each pouch and cart at all times.

C. TOOL QUOTAS

The Inmate Programs Administrative Lieutenant, department, and work area supervisors will establish the number of tools to be stored in each tool storage area within the Jail. Supervisors and work area supervisors will maintain and account for all tools in their areas.

Employees will maintain only required tools and, with periodic checks, determine if any tool is in excess of need. All tools in excess of daily needs should be transferred from the tool inventory to the tool control officer, who will store the tool in a safe and secure area prior to disposal or reassignment.

Tools to be disposed of will be removed from the inventory lists and turned over to the county Purchasing Department for re-issue or public auction.

D. PROCUREMENT AND RECEIPT OF TOOLS

The tools may be ordered or delivered to the Jail without approval from all of the following:

- a. Tool Control Officer.
- b. Administrative Lieutenant – Inmate Programs.
- c. Administrative Lieutenant – Supply.
- d. Supply Sergeant.

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Subject:	Tool Control		
Reference:	(A) Title 15 CCR, Section 1029(a)(6) (B) ACA Guidelines 3.1.15		

The tool control officer will receive all tools and mark and inventory them prior to issue. The tool control officer will maintain supplies of extra tools in a secure area. These items will be on a master tool inventory and will be used to replenish supplies of broken or worn-out tools. Regular tool issue will not be from this location.

E. TOOL INVENTORIES

The tool control officer will maintain a complete inventory of all tools and their locations and will prepare a master inventory of tools for each area in which tools are stored or used. A complete set of master lists will be maintained in the office of the Administrative Lieutenant-Inmate Programs, and the tool control officer. These master inventory lists must either be typewritten or computerized, signed by the supervisor, and kept in loose-leaf binders. These inventories will be current, filed, and readily available for tool inventory and daily tool accountability.

Each tool storage area, including tool boxes, pouches, and carts will have an inventory of all tools assigned to that area, which will remain with the tools at all times.

A daily check of assigned tools will be made by each supervisor on a tool inventory form to reflect all items in that area.

Each week, a tool report attesting to the accountability of all tools in each area will be submitted to the Administrative Lieutenant-Inmate Programs.

Each month, a tool audit will be made by the tool control officer, who will check inventories, tool markings, and tool storage. An audit report with necessary comments and suggestions for improvements will be forwarded to the work area supervisor and Administrative Lieutenant-Inmate Programs.

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F. TOOL MARKING

All tools issued to any area will be permanently marked with an etching tool prior to issue. This marking will consist of a two-letter code distinguishing the area to which the tool is assigned and a numerical code keyed to the tool itself for identification purposes (e.g., Front Yard – FY-1).

For visibility and classification awareness, Class A tools will be color coded, carrying a band of red paint at least one inch wide at the point of least wear.

G. LOST TOOLS

Any tool determined to be lost will be reported immediately to the Watch Commander, Tool Control Officer, Custody Lieutenant, and Administrative Lieutenant-Inmate Programs. A CR report will be drawn and completed prior to the end of shift.

Any inmate who had access to the tool will be detained at that location until a thorough search has been made.

H. RESTRICTED TOOLS

Acetylene cutting torches, and explosive driven tools such as "Ramset" or "Hilty" guns will only be used by maintenance personnel or licensed contract personnel. At no time will these tools be used by any inmate.

I. CONTRACTORS AND OTHER NON-INSTITUTIONAL TOOLS

Control of contractors' and other incoming tools will include inspection and inventory on entry to the Jail and re-inspection and reconciliation of the inventory on exit. All Class A tools in this category will remain under direct supervision at all times, and no more than an arms length away in areas where inmates are present.

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A security officer or other assigned employee will escort tradesmen or other non-employee workers while in the Jail. This will ensure they do not leave tools behind, their activities are confined to the authorized area, and their work is performed with proper security and safety precautions. On departure, the inventory will be checked to ensure all tools are present. This will be noted in the entrance log. The inventory sheet will be filed and retained for thirty (30) days.

J. HAZARDOUS MATERIAL CONTROL

Procedures for managing hazardous materials will include positive controls on inventory, storage, and use. These procedures will cover flammables, corrosives, caustics, toxics, and aerosols in pressurized cans.

In coordination with the department head involved, the Corrections Bureau Commander will establish strict controls on the issue, supervision during use, and storage of these materials.

All hazardous substances will be stored outside of the facilities in locked cabinets or other secure storage areas that are approved by the National Fire Protection Association (NFPA).

Staff will maintain inventories of all flammable, hazardous, poisonous, and toxic material used in the Jail. These may include, but are not limited to, alcohols, ditto fluids, acids, glues, insecticides, and gasoline.

Gasoline and other flammables will be strictly controlled to prevent their use in arson or the manufacture of destructive devices. Gasoline will be stored or carried only in approved safety containers. Surplus gasoline will be carefully controlled and accountability maintained at all times. Gasoline pumps or siphons will be located outside the main compound and will be locked when not in use.

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Gasoline propelled lawn mowers and other small engines will be stored in a secure place when not actually in use. An employee will supervise movement of gasoline within the Jail perimeter for use in small engines.

All flammable and toxic materials will be stored in original containers, and manufacturers' labels describing contents or antidotes will not be removed.

An employee will draw hazardous materials only when authorized by a department supervisor.

K. FOOD SERVICE TOOLS

Control of certain kitchen items, such as knives and yeast, is critical in reducing serious assaults and preventing inmates from making "homebrew" intoxicants. Food Service Staff will conform to handling their tools under the Class A provisions outlined in this policy.

Kitchen knives, cleavers, ice picks, knife sharpeners, meat saws, etc., will be stored on a shadow board in locked cabinets. An inventory will be kept in the cabinet at all times. This cabinet will be securely anchored to the wall in a fixed and easily visible location. All hazardous tools and knives will be marked with the food service identification symbol, and knives will be consecutively numbered to facilitate inventory.

An issue system will be in place on a durable receipt basis. Extra cutting saw blades, knives, etc., will be maintained in secure storage under the control of the Food Service Manager and issued as required.

Kitchen knives used in areas such as the butcher shop, vegetable preparation area, or food preparation/cutting stations, without direct employee supervision will be properly secured (e.g., cabled or chained to a table or other immovable fixture).

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All knives will be accounted at the beginning and end of each shift. At shift change, both the relieving employee and the employee being relieved will inventory the tools. This inventory will be called in/reported to the Tower Control Officer who will make a Spillman jmjlog entry. This inventory will also be noted on a control sheet and signed by both employees. This form will remain in the cabinet until all tools have been returned at the end of each day. The form will then be signed by the food service employee and forwarded to the Food Service Manager, who will sign the form and file it for thirty (30) days.

The Food Service Manager will check the kitchen tool cabinets weekly for inventory accuracy. A report of this inspection will be forwarded to the Administrative Lieutenant-Food Services. Missing knives will be reported as outlined in this policy for other missing tools.

All yeast or other cooking substances that may be used improperly by inmates will be kept under lock and key. A perpetual inventory will be maintained on all stocks of yeast and similarly controlled items. Yeast wrapping paper will be controlled by staff until disposed of outside the Jail.

L. MEDICAL TOOL CONTROL ISSUES

Medical staff will have the prime responsibility for needle, syringe, and controlled medication control.

Because of their size and character, medical department tools will not be marked but will be maintained in a locked storage area or container with an inventory sheet. The CFMG Director will maintain an accurate inventory of instruments such as scalpels and other tools. These items will be inventoried at the end of each shift during which the area has been manned.

Ordering and receiving of all instruments, controlled medications, needles, and syringes will be done through procedures that ensure that none of

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these items enter the Jail without proper inventory and physical controls. The CFMG Director will receive delivery of these items at a location outside the Jail's secure perimeter. They will be moved to a secure bulk storage area at a time when there is no inmate traffic on the route involved.

Only the minimum number of syringes and needles needed for proper operation of the medical department will be available for daily use. These items will be kept in a convenient but secure place. Each shift will maintain a daily perpetual inventory of all current-used needles and syringes by size. These amounts can be replenished from bulk supply periodically as they are used, and the inventory will be adjusted accordingly.

Reserve stocks of hypodermic needles and syringes will be kept in a locked, secure area, and an accurate and current inventory will be maintained. Inventory procedures while in bulk storage will involve joint monthly reconciliation of amounts on hand. This will be done by the CFMG Director.

Disposal of needles and syringes will be off-site, using procedures approved by local health authorities. Interim storage while awaiting disposal will be in a secure container located in a locked, staff-only area.

Narcotics and other controlled drugs will be stored, dispensed, and inventoried in compliance with state regulations.

III. EFFECTIVE DATE

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

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Reference:	(A) Title 15 CCR, Section 1029(a)(6)				
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Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

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Corrections Bureau Policy and Procedures**

Title:	Body Scanner & Radiation Safety	Date: 05-22-2018	Number: 507(B)
Subject:	ADANI Compass Body Scanner		
Reference:	(A) Corrections Bureau Policy Number 510		
	(B) CCR Title 17 Chapter 5, Subchapter 4 & 4.5		
	(C) CFR Title 21 Chapter I, Subchapter J, Part 1020		
	(D) USC Title 21, Chapter 9, Subchapter V, Part C, Sec 360hh-360ss		
	(E) ANSI/HPS N43.17 Radiation Safety for Personnel Security Screening Systems		

I. POLICY:

The Imperial County Sheriff's Office utilizes the ADANI COMPASS SV Body Scanner to provide a level of contraband detection beyond that of a clothed pat down search. Body scans will be utilized on newly committed arrestees at the time of intake to prevent the introduction of contraband into the Imperial County Jail (ICJ) and to ensure the safety and security of staff, inmates, and the public. Body scans may also be conducted periodically on any inmate suspected of concealing contraband on or within their person to maintain a safe environment and overall well-being for inmates and staff. To meet or exceed PREA standards and best practices, cross-gender body scans will not occur between custody staff and our inmate population absent exigent circumstances. The Body Scanner is strictly to be used on inmates at the ICJ and not to be used on Sheriff Staff unless voluntarily for training purposes.

Definitions:

Body Scan: X-ray technology used to produce an image revealing the presence of contraband concealed on or inside of an individual

Body Scanner: Generally, a stationary system for obtaining full height radiographic images of a person to detect any kind of weapons, explosives, drugs, and other contraband either concealed under clothing, swallowed, or hidden in anatomical cavities of the human body; specifically, the ADANI COMPASS SV Body Scanner.

II. PROCEDURE:

A. GUIDELINES FOR SCANNING

1. All arrestees will be scanned using the following procedure, unless a condition exists that would prohibit scanning:

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- 1.1 Following the removal of all property by the arresting agency in the Pre-book Area, the arrestee will be instructed to step in to the Body Scanner and stand on the black foot markings for proper placement. The subject's face must point down toward the platform for a proper scan of the mouth area.
- 1.2 If it is suspected that the inmate may have concealed contraband the Watch Commander will be notified and the arrestee will be turned over to the arresting officer.
- 1.3 The intake process will continue if no anomalies are detected.
2. To prevent the introduction, transfer or concealment of weapons, drugs, and contraband inside the facility, all booked and housed inmates may be scanned at any time (unless pregnant). Considerations that may warrant use of the Scanner for housed inmates:
 - 2.1 Inmates returning from court, outside medical appointments, hospital stays, inmate work details/assignments, or any other contact with the public where they may have not been under continuous supervision.
 - 2.2 Inmates within housing units who demonstrate signs or symptoms of drug intoxication.
 - 2.3 Any time there is a reasonable suspicion to believe the inmate may have unauthorized or dangerous items concealed on their person.
 - 2.4 Prior to placement in a safety cell or Observation cell, when feasible.

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B. EXEMPTIONS AND CONSIDERATIONS

1. Pregnancy

Although the amount of radiation is minute and extremely unlikely to cause any sort of fetal effect, in order to mitigate any concerns or claims otherwise, the Body Scanner shall not be used to scan anyone known or alleged to be, or who may be, pregnant. A statement by the subject that they are, or may be pregnant, is sufficient to exempt the subject from a Body Scan at that time, unless otherwise refuted by medical staff.

2. Disabilities

Persons who have a disability that prevents the effective use of the Body Scanner shall be afforded reasonable accommodation. Any physical body searches conducted shall be thorough and professional, with safety and security being of paramount concern.

3. Intoxication

Care should be exercised when scanning persons who demonstrate an acute level of intoxication such that standing or remaining still for the duration of the scan might not be possible. If the person demonstrates objective symptoms of intoxication to an extent that their safety may be compromised by the moving platform, the scan should be delayed until a later time, or deferred completely if the person will be released when sober.

4. Pacemakers and Medical Devices

There is no Food and Drug Administration (FDA) published material indicating the use of the Body Scanner will adversely affect implanted medical devices such as a pacemaker, and pacemaker manufacturers regard full-body scanners as safe for pacemakers and (Implantable Cardioverter Defibrillators) ICD's. The presence of such devices should not preclude the use of the Body Scanner, unless other circumstances known to medical staff or Jail staff indicate otherwise.

5. Cancer Patients

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Persons who are being treated for cancer with Radiation Therapy will not be scanned.

C. REFUSAL TO COOPERATE / COMBATIVE SUBJECT

1. Due to the nature of the scanning process, scanning a combative subject will not produce a usable image. The Watch Commander will be notified of subjects who refuse to cooperate with the scanning process. These individuals should be placed in a cell, away from the Docile Holding population, where their activities can be separately monitored until they are scanned or otherwise searched for weapons, drugs, or other contraband.
2. If the uncooperative/combative subject is a new arrestee, they may be accepted into custody and booked subject to the following:
 - 2.1 A pat down search will be conducted unless they meet the criteria for a strip search pursuant to ICSO Corrections Bureau Policy 510.
 - 2.2 Refusal to submit to a scan may be considered with other factors such as behavior, statements, symptoms of drug use, or other observations indicating an attempt to conceal contraband. If reasonable suspicion exists that the arrestee may be concealing contraband, the Booking Officer shall request that a strip search be completed with approval from the Watch Commander. The Watch Commander shall evaluate the information and circumstances, and approve or deny the request, as warranted.

D. DETECTION OF CONTRABAND

If the scanning process reveals an object that is clearly identifiable as a weapon, drug, contraband, or personal property the arrestee will be returned to the arresting officer.

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1. The Arresting Officer will be responsible for hospital transport and clearance for ICJ acceptance if it is determined or suggested that an object is ingested or inserted into a body cavity as this presents a medical threat to the health and welfare of the subject.
2. If an arrestee is refused admittance for Booking:
 - 2.1 The Booking Officer who performed the scan shall initiate a log entry for the inmate under "Body Scan Refusal" (BSR). This entry should indicate the arrestee's name, DOB, reason for refusal, and a description of the suspected contraband and approximate area where the object appears to be located.
 - 2.2 The Watch Commander will provide the arresting/transporting officer with the following:
 - a. A copy of the Custody Refusal log entry with all pertinent information.
 - b. A copy of the Body Scan image of the arrestee.
 - c. The arresting/transporting officer will be required to obtain a medical clearance prior to return and acceptance of the arrestee.
 - d. If the arrestee is accepted into custody, a Body Scan shall be conducted prior to placement into a holding cell.
 - e. Any contraband produced from a body cavity, or suspected to be contaminated, shall be handled using appropriate safeguards.

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E. PRESERVATION OF IMAGES

1. Scanned images are automatically preserved under each inmate's last name, first name, and ID number. Cross-gender Body Scans will not be conducted or previewed by ICJ staff, absent exigent circumstances.
2. In the event weapons, drugs, or other contraband items are identified or suspected, the image shall be flagged as positive (with added comments) and saved to the Positives Folder.

F. SCANNER SAFETY

1. Operators of the Body Scanner shall use it in a responsible manner, in accordance with this policy and the manufacturer's operating instructions.
2. The operator's manual shall not be removed from the operator workstation.
3. The operator shall continuously monitor the position of the person being scanned while the mobile platform moves. In case of an incident, the mobile platform shall be stopped by pressing the red Emergency Stop button mounted at the operator's station, or by pressing the STOP button on the operator screen. Doing so will stop X-radiation output and halt movement of the platform.
4. Upon becoming aware of any safety issue related to the Body Scanner, staff shall immediately report any concerns to their supervisor, who will forward the concerns to the Radiation Safety Officer and any other appropriate personnel.
5. Any installation of scan device components or parts removal shall be completed by a service engineer of the representative company and/or service contractors. Staff shall not
6. disassemble or attempt any repair on the Body Scanner.

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G. RADIATION DOSES

1. The Body Scanner's radiation doses are preset at 0.25, 0.50, and 0.75 μSv per scan. The level selected should be based on the individual's density (i.e., weight), utilizing the dose as low as is reasonably achievable (ALARA). Total exposure will not exceed 1.0 μSv in a 24 hour period.
2. The single radiation dose for each inmate or arrestee shall not exceed the following maximum limits:

NUMBER OF ALLOWED SCREENINGS FOR ONE INDIVIDUAL			
Approximate Weight of Individual to be Scanned	Effective Dose per Screening	Setting	Number of Screenings per Year Not to Exceed
75 – 200 pounds	0.25 μSv	Low	1000
200 – 300 pounds	0.50 μSv	Med	500
300 + pounds	0.75 μSv	High	333

Dose per screening	Maximum number of screenings			
	Day (24hr)	Week	Quarter	Year
0.25 μSv	4	19	250	1000
0.50 μSv	2	9	125	500
0.75 μSv	1	5	93	333

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H. RADIATION SAFETY OFFICER (RSO)

1. A staff member shall be appointed by the Facility Commander to serve as the Radiation Safety Officer (RSO) responsible for maintaining a Radiation Safety and Protection Program, and ensuring the operation of the Body Scanner in compliance with applicable policies and procedures, and state and federal requirements.
2. The RSO will ensure all new or relocated radiation sourcing equipment operated within the ICJ is registered and annual fees are paid to the Radiologic Health Branch of the California Department of Public Health (refer to form RH2261), on or before the anniversary of the effective date of the license.

Title 17 of the California Code of Regulations, Section 30231 requires above payment and mandates that failure to do so requires usage of the scanning devices to immediately cease by placing the sources of radiation in storage until all fees (including late fees) have been paid.

3. The RSO will ensure all radiation sourcing equipment operated within the ICJ is serviced and maintained by qualified service engineers in compliance with all applicable State and Federal requirements, and will arrange for any required annual surveys.
4. The RSO shall immediately notify the appropriate vendor, manufacturer, and/or service representative of any maintenance or safety issues related to the Body Scan device.
5. The RSO shall ensure that all survey, service, inspection and instrument calibration records are retained for the lifetime of the respective body scan device.
6. The RSO shall maintain a separate copy of the operator's manual for each Body Scanner located at the ICJ.

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I. TRAINING

Body Scanner operator training will consist of, but is not limited to, the following subject matter:

1. Design of the scanner;
2. Purpose of the basic components;
3. Principals of scanner operation;
4. Radiation and scanner operation safety principles;
5. X-ray history, penetration and absorption, X-ray scanner features, limitations of X-rays, and prohibited items;
6. Control of scanner device;
7. Principles of investigation of digital images;
8. Malfunction diagnostics;
9. Health and Safety;
10. Concept of ALARA (As Low As Reasonably Achievable);
11. Radiation units;
12. Biological Effects and radiation risk; and
13. Practice and knowledge testing

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J. RADIATION SAFETY

1. The CONPASS SV Body Scanner is equipped with an X-ray Shielding Cabin (XSC). This is a security solution developed for the minimization of the radiation safety zone around the full Body Scanner. Door interlocks and equivalent lead penetration allow operators and bystanders to be in close proximity to the full X-ray Body Scanner without any radiation effect.
2. The CONPASS SV Body Scanner has built-in shielding to minimize radiation leakage:
 - 2.1 2 mm lead on collimator sides;
 - 2.2 6 mm lead beam stopper behind vertical part of detector;
 - 2.3 X-ray source lead shielding.
3. Inbuilt dosimeter to monitor the personal dose rate under any mode of the X-ray generator operation.
4. Emergency stop switch on the portal with the fixed position of the red mushroom shaped button, when activated, cuts off the X-ray radiation from the generator with the X-ray protection shutter and stops the platform.
5. Red signal lights (on the portal) indicate X-ray generation and platform movement.

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III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. BY DIRECTION OF THE CORRECTIONS BUREAU COMMANDER:

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
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Title:	Security	Date:	01-05-2018	Number:	507
Subject:	Contraband Control				
Reference:	(A) Title 15 CCR, Section 1029(a)(6) (B) ACA Guidelines 3.1.17				

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to have procedures in place that detect and deter the introduction, fabrication, possession, and conveyance of contraband and to advise staff and inmates of prohibitions against these items.

It is the purpose of this policy to provide Correctional staff with information regarding approved procedures for suppression of contraband in the Jail.

II. PROCEDURE

A. CONTROL AT THE PERIMETER

This will be accomplished through establishing routine inspections of windows, fences, rooftops, and other areas where contraband may be directly introduced. These may include, but are not limited to, inspection of the areas and items in policies on security inspections.

ALL PERSONS ENTERING THE FACILITY ARE SUBJECT TO SEARCH AT ANY TIME.

B. GENERAL SEARCHES

Searches will include the following elements:

1. Searches of individuals entering the Jail, including search of persons, packages, and other items.
2. Searches of vehicles entering and leaving the Jail compound, including vendor, construction, maintenance, and emergency equipment.
3. Inspection of packages and other non-vehicular items entering the Jail, to include x-ray and other electronic methods.
4. Use of walk-through and hand-held metal detectors to detect and deter the movement of contraband by pedestrian traffic.
5. The use of depository procedures for law enforcement weapons, ammunition, batons, mace/OC, etc., in a secure gun locker outside the inmate traffic area of the Jail.

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C. INMATE SEARCHES

Inmate searches will include the following elements:

1. Pat and body searches, to be conducted by staff in a dignified manner that does not degrade or humiliate the inmate; body searches will be performed in private and secure areas.
2. Body Scan searches, conducted by same gender trained Correctional Staff.
3. Intrusive body cavity searches and non-intrusive searches with equipment approved by the Jail Administrator to be performed by qualified medical staff.
4. Housing unit shakedowns carried out in accordance with established procedures.
5. Shakedowns in other common areas, including all inmate program and work areas such as the kitchen, visiting room, multi-purpose rooms, as well as corridors, dayrooms, activity areas, and outside recreation areas.

D. INTERCEPTING MOVING CONTRABAND

Methods to intercept moving weapons and other contraband will include the use of fixed posts with metal detectors; random interception of offender traffic, such as in searches coming out of activity areas; and shakedowns of moving materials, food carts, etc.

E. CONTRABAND FABRICATION

Methods of contraband fabrication will be covered in the training provided to all staff, as will procedures for control of raw materials and control of and access to tools by inmates. Particular attention will be paid to control of shears, grinders, and other similar tools.

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Subject:	Contraband Control				
Reference:	(A) Title 15 CCR, Section 1029(a)(6) (B) ACA Guidelines 3.1.17				

F. STAFF CONTRABAND ISSUES

Each staff member must take steps to secure their personal belongings in the facilities each day to prevent them from theft by inmates. Staff must take extra precaution in leaving "MK" keys, handcuff keys, car keys, safety equipment, etc., unattended in areas where inmates have access (e.g., photo/fingerprint area – booking moppo's).

Probable cause standards and guidelines will apply to staff searches. Disciplinary action and prosecution referral procedures will be developed in accord with Jail and Department policy.

G. INTRODUCTION BY MAIL

Mail and package inspection procedures will be in accordance with Corrections Bureau policy number 1103.

H. DISPOSITION OF CONTRABAND

Disposition of contraband is a critical function that starts with logging the discovery of contraband in the Spillman log, and the Watch Commanders' log.

A secure storage area will be identified, and methods will be developed for ensuring the proper chain of evidence is maintained.

All contraband items will be lawfully and safely disposed of in accordance with established Jail procedures. Proper records will be maintained of all property disposition or destruction; this is particularly important with respect to drugs and other items that are intrinsically illegal.

Money and other valuables identifiable with a specific inmate will be placed into the inmate's clothing/property bag and a receipt will be given to the inmate.

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	(B) ACA Guidelines 3.1.17				

Other items found in an inmate's possession which are not illegal, but are considered contraband will be placed into the inmates clothing/property bag and a receipt will be given to the inmate.

Found property will be processed in accordance with standard Jail procedures.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title: Security	Date: 05-03-2018	Number: 508(A)
Subject: Safety Cells		
Reference: Title 15 CCR, Sections 1052 & 1055		

I. POLICY:

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to house those inmates who are mentally disordered in a safe, segregated situation in order to lesson the possibility of injury to those inmates or others. Those considered to be mentally disordered in the context of this directive are those who appear to be a danger to themselves or others, or who appear to be gravely disabled.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that the determination that an inmate is mentally disordered does not have to be clinically exact to justify the use of a safety cell. If the inmate is behaving bizarrely, or acting in a violent manner and does not appear to be influenced by chemical substances, he/she may be a proper candidate for a safety cell. It is far better to err on the side of caution. The use of chemical substances does not preclude the use of the safety cells. Many individuals who are under the influence of drugs such as PCP behave so violently that a safety cell placement is necessary.

It is the policy of the Imperial County Sheriff's Department Corrections Bureau that the provisions of sections 1052 and 1055 of Title 15 of the California Code of Regulations apply to the use of the safety cell within this facility.

II. PROCEDURE:

- A. No inmate will be placed in a safety cell without the express authorization of the Watch Commander.
- B. The inmate will be placed in the safety cell if approved and appropriate.
 - 1. The cell will be inspected prior to occupancy for health, safety, and contraband conditions.
 - 2. The inmate will be allowed to wear only a safety garment issued by RADF custody staff.
 - 3. Inmates will not be provided blankets.
 - 4. Inmates will be fed inside the safety cell with disposable utensils and vessels.

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5. Fluids will be provided with each meal and made available freely during required safety checks. Dehydration is a common occurrence during safety cell placements and the inmates may require additional fluids.

D. Observations and Examinations.

1. An Individual Observation Record will be completed at the direction of the Watch Commander and placed on the door of occupied safety cells. Detailed information regarding the reasons for special housing will be filled out completely. A new IOR will be prepared at least daily, at midnight. Completed I.O.R.'s will be forwarded to Records Division for inclusion in the inmate's file. All Sergeants and staff names will be printed legibly on the I.O.R.
2. Observations will be conducted not less than twice every half hour in accordance with Title 15 regulations. It is not sufficient to simply look at the individual. The inmates shall be checked to determine that he/she is breathing without apparent distress, is responsive and safe. Physical observations are the responsibility of both custody and medical staff. Staff members passing by safety cells, unless moving other inmates, should make a safety check and record it in passing. Compliance with Title 15 regulations and this policy are the responsibility of the Watch Commander who will ensure that those inmates are properly checked.
3. A medical opinion on placement and retention shall be secured within 12 hours and mental health opinion within 24 hours.
4. The inmate shall be medically cleared for continued placement every 24 hours thereafter by Mental Health of CFMG.
5. The need for continued placement will be reviewed by each succeeding Watch Commander. The Watch Commander will at least once every four hours review inmates in the safety cell for continued placement and review of all entries.
6. No inmate will be housed in a safety cell over six hours without the recorded observation of medical staff.

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- 7. Inmates can only be cleared for release from the safety cell by the appropriate member of the California Forensic Medical Group.

- E. Inmates will not be placed in the safety cell for disciplinary reasons or for punishment.

III. DOCUMENTATION:

- A. Upon placement into the safety cell, the Intake Control Officer will make a jmjlog entry as to the officers present and the reason for the placement.
- B. If force is used to secure any inmate into the safety cell, the Watch Commander will ensure that a use of force "UFO" jmjlog entry is made detailing the incident.
- C. The Intake Control Officer will log in to the jmjlog all security checks, water/fluids given, medical events, feedings and refusals to eat. These entries will be made under the inmates name ID number.

IV. Effective Date:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title: Security	Date: 05-10-2018	Number: 508(B)
Subject: Sobering Cell Security Checks		
Reference: Title 15 CCR, Sections 1056 & 1213		

I. POLICY:

The RADF and Oren R. Fox Medium Detention Facility (OFDF) is equipped with a special housing unit identified as a detoxification cell for the sole purpose of temporarily housing those inmates who are so intoxicated that they cannot be processed.

The provisions of Sections 1056 and 1213 of Title 15 of the California Code of Regulations apply to the use of sobering cells within RADF and OFDF.

The circumstances leading to the decision to house an inmate in a sobering cell should be considered of grave medical concern. It is impossible for staff to know with certainty the level of intoxication, the possible effects of digestion of other substances in combination with alcohol, or the hazards presented by pre-existing injuries or health problems. As a result, the use of detoxification cells must be both a custody and medical issue in each and every case. The Watch Commander and medical staff shall confer prior to placing an inmate in sobering.

II. DECISION FACTORS:

A. Examine subject for objective symptoms of intoxication. These may include:

1. Moderate to strong odor of alcohol.
2. Slurred, incoherent, or thick speech.
3. Red, bloodshot, unfocused, or glassy eyes.
4. Impaired balance and coordination.
5. Disorientation as to time and location. This symptom may also be the result of illness or injury and should not be considered alone.
6. Stated consumption of alcohol.

B. Determine the need for detoxification cell placement. Some applicable factors are:

1. Inmate is unwilling to cooperate or is combative.
2. Inmate is unable to cooperate.
3. Inmate is so impaired that he/she is a risk to himself/herself and others.

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Subject: Sobering Cell Security Checks		
Reference: Title 15 CCR, Sections 1056 & 1213		

4. Inmate has a history of alcohol related seizures.

III. PROCEDURES:

- A. No inmate will be placed in a sobering cell without the express authorization of the Watch Commander, with the concurrence of jail medical staff.
- B. Medical Staff will be summoned to examine the inmate in accordance with established medical protocols and the Standing Orders of the Medical Director. Remember that severe intoxication is a grave medical concern.
- C. The inmate will be placed in the sobering cell if approved.
 1. The cell will be inspected prior to occupancy for health, safety and contraband conditions.
 2. The inmate will be allowed to keep only a safety garment. All clothing will be inventoried, receipted for, and stored in the Laundry Room.
 3. Inmates may be provided blankets as necessary, with medical approval.
 4. Male inmates will be provided boxers.
 5. Female inmates will be provided a nightgown.
 6. Lights will be left on at all times when the sobering cell is occupied. Lights will be extinguished at all other times.
 7. Inmates will be fed inside the sobering cell with disposable utensils and vessels.
 8. Inmate will be removed from the sobering cell at the earliest possible time.
- D. Observation is critically important throughout the sobering process.
 1. An Individual Observation Record will be completed and placed on the door of the sobering cell.

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Subject:	Sobering Cell Security Checks		
Reference:	Title 15 CCR, Sections 1056 & 1213		

2. Observations will be conducted not less than twice every thirty minutes. To simply look at the individual is insufficient. The inmate should be physically checked to determine that he/she is breathing without apparent distress and is responsive.

IV. LIMITATIONS:

- A. Male and female inmates shall not be placed in the sobering cell together. Should a new inmate of the opposite sex require detoxification cell placement, attempt to safely remove the other sex to general population. If it is not possible or safe to make such a movement, consider placing the most impaired inmate in a medical setting in accordance with section 1213 of Title 15 CCR.
- B. No more than three inmates of the same gender shall be placed in the sobering cell at the same time.
- C. No inmate will be housed in a sobering cell over six hours without the recorded observations of medical staff.

V. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

VI. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title: Security	Date: 05-03-2007	Number: 509
Subject: Adverse Weather		
Reference: Title 15 CCR, Section 1065		

I. BACKGROUND

Imperial County is blessed with excellent year-round weather, which essentially forecloses adverse weather conditions. Summer heat however can certainly be considered adverse.

II. PROCEDURES

- A. The Watch Commander shall consider weather conditions when authorizing vigorous outdoor exercise.
- B. When the local temperature reaches 100 degrees Fahrenheit or more, the Watch Commander shall consult the Facility Medical Director for advice concerning outdoor exercise.
- C. If outdoor recreation is restricted due to adverse weather, inmates will be allowed indoor recreation.
- D. If outdoor recreation is authorized in times of high heat and humidity, staff shall be alert to the possibility of heat injuries.

III. EFFECTIVE DATE

This order becomes effective immediately and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Department
Corrections Bureau Policy and Procedures Manual**

Title:	Searches	Date: 1-29-2018	Number: 510
Subject:	Inmate Searches		
Reference:	(A) California Penal Code, Section 4030 (B) Bull v. City and County of San Francisco, 595F.3d 964 (9th Cir.2010).		

PURPOSE

To establish guidelines and procedures for inmate searches. The body scanner will be utilized to detect contraband into the facility but does not serve as a substitute for strip searches.

POLICY

All inmate searches shall be conducted for the purpose of providing a safe and secure environment for inmates and staff in compliance with legal standards. Searches will be done in an area providing modesty and privacy. They will be completed by the same gender and one on one whenever possible.

PROCEDURE

To ensure inmates are searched under appropriate conditions, the following procedures shall apply:

I. Strip Searches

1. If an arresting agency believes there is cause for a strip search prior to booking, they will responsible to conduct the search and retrieval of any contraband. Prior to booking and housing, corrections staff do not have authority to strip search an individual.
2. Inmates will be strip-searched immediately preceding their placement into general population housing. However, no strip search will be conducted on an inmate, unless a minimum of three hours has elapsed from the time of initial booking, and one hour after a wants/warrants check has completed, except as provided in Subsection G. The clearance of wants and warrants mark the point at which personnel will begin accepting bail bonds. This one-hour period, in conjunction with the initial three-hour period, will ensure inmates have the opportunity to post bail prior to being subject to a strip search.

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3. Strip searches will not be conducted on inmates who are being “booked and released”, in the process of posting bail, or when it is not intended that the inmate will serve any time in custody beyond the time necessary to complete the booking process.
4. Absent exigent circumstances, inmates will be strip-searched under the following conditions:
 - A. Inmates who are returning to the facility from court, clinic runs, temporary out-of-custody, work assignments, or any other event that caused the inmate to be removed from the secure area of the facility.
 - B. Inmates returning from contacts/social visits.
 - C. Inmate workers returning to their housing unit after performing their assigned duties.
5. Inmates may be strip searched any time they are being returned to their housing unit or there is reasonable suspicion to believe the inmate may be concealing contraband, weapons, or narcotics. Additionally, inmates are subject to strip search during scheduled or unscheduled housing unit searches, weekly hygiene inspections, laundry exchanges, criminal investigations. etc.
6. All persons conducting or otherwise present during a strip search shall be of the same sex as the inmate being searched, except for physicians or licensed medical personnel.
7. Persons conducting a strip search shall not touch the breast, buttocks, genitalia, or body cavity of the person being searched. Any inmate may be strip searched before it is determined that he or she will be placed in general population housing if a correctional officer has reasonable suspicion to believe the inmate is concealing drugs or weapons in a manner that would not be detectible by a pat-down search. Reasonable suspicion may not be based solely on the nature of the arrest and must be based on factors observed by the correctional officer. Prior to conducting a strip search based on reasonable suspicion, the correctional officer will complete a Strip Search Authorization Request Form. The request must be approved by the on-duty Watch Commander before the strip search is conducted.

Inmates that are eligible for, but do not intend on posting bail may sign the form to indicate they chose to forego the three-hour waiting period and request to be strip searched and housed after the booking process.

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Inmates that are booked on charges with no bail or not eligible for bail may be strip searched and housed before the three-hour period has elapsed. The form will be completed to indicate the charge(s) or reason why the inmate was not eligible for bail.

II. UNCOOPERATIVE INMATES

Arrestees who meet the requirements of a mandatory strip search per this section.

- A. The minimal amount of force necessary to conduct the search will be used.
- B. A sergeant will be present and supervise, but not participate in, the procedure. If the sergeant and the inmate are the opposite sex, the sergeant will be in the immediate area, but not in the line of sight. An effort should be made to request a sergeant of the same sex to supervise the use of force.
- C. When at all possible, the strip search will be conducted in a sobering cell/safety cell to minimize injuries to the staff or the inmate.
- D. A Use of Force entry will be made into the Spillman System under the subject's ID number to document the circumstances and amount of force used.

III. PAT DOWN SEARCH

- A. Absent exigent circumstances, correctional officers will pat down inmates under the following conditions. This section does not preclude the use of a strip search if the correctional officer determines it to be necessary.
 - 1. Prior to the inmate being transported out of the facility.
 - 2. Prior to a professional or contact social visit.
 - 3. Following a professional contact visit.
 - 4. Returning to housing unit from programs.

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Title:	Searches	Date: 1-29-2018	Number: 510
Subject:	Inmate Searches		
Reference:	(A) California Penal Code, Section 4030 (B) Bull v. City and County of San Francisco, 595F.3d 964 (9th Cir.2010).		

- B. At any time, all inmates are subject to pat-down searches, body scanner screening, and examinations of the their clothing and belongings.
- C. Generally, pat down searches should not be performed on inmates of the opposite sex, except in the company of a correctional officer of the same sex. However, if no correctional officer reasonably available that is of the same sex as the inmate; a correctional officer of the opposite sex may conduct the pat down.

IV. BODY CAVITY SEARCHES

No physical body cavity search will be conducted without a search warrant. Upon receipt of a search warrant the inmate will be transported to the hospital where medical personal will perform the search. If necessary, correctional officers may assist with controlling the inmate. If force is used, a "Use of Force" report shall be made and submitted. Under no circumstances shall personnel conduct such a search.

I. SEARCH PROCEDURES FOR TRANSGENDER AND INTERSEX INMATES

Searches of transgender and intersex inmates shall be conducted in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

Security staff of either gender may conduct an immediate cursory search of such inmates in exigent circumstances. Staff shall not search or physically examine a transgender or intersex inmate for the sole purpose of determining the inmate's genital status. If the inmate's genital status is unknown, it may be determined during conversations with the inmate, by reviewing medical records, or, if necessary, by learning that information as part of a medical examination conducted in private by health services staff. Security staff shall ask the inmate what gender they identify with.

Split searches may be conducted by the Security staff member of the gender requested by the transgender person (if available) to search those parts of the body that are anatomically similar to those of the safety staff who is requested to do the search.

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Staff shall document in the Spillman system under the subject's identification number, all cross gender strip searches, cross gender visual body cavity searches, and cross gender female pat downs.

II. DEFINITIONS

- A. Intake search- Initial search of an inmate prior to booking includes a pat-down and body scanner search in the receiving sally port. It also includes an inventory/verification of inmate property obtained from the arresting officer.
- B. Strip search- Is defined as any search that requires a person to remove or arrange some or all of his/her clothing to permit visual inspection of the underclothing, breast, buttocks, genitalia, or body cavity.
- C. Clothing exchange- the exchange of an inmate's personal clothing for facility clothing.
- D. Body cavity- the stomach or rectal cavity, and the vagina of a female.
- E. Physical body cavity search- the physical intrusion into a body cavity for the purpose of discovering or recovering any concealed contraband.
- F. Reasonable suspicion- the belief, based on specific and articulable facts, that an inmate may be carrying or concealing contraband.
- G. General population housing- as used in this section refers to all housing areas, as distinguished from temporary holding areas.

III. COURT RELEASES

It is to be expected that inmates returning from court may have been granted a release from custody. Personnel shall make every effort to investigate any inmate's claim that he/she was granted a release from the court. Until confirmation can be made by contacting the court and or detention processing staff, detention facility correctional officers shall NOT conduct a strip search of the inmate.

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Reference:	(A) California Penal Code, Section 4030 (B) Bull v. City and County of San Francisco, 595F.3d 964 (9th Cir.2010).		

However, to maintain the security of the facility and safety of staff and inmates, correctional officers shall conduct a pat-down search of these inmates for contraband and/or weapons.

VII. EFFECTIVE DATE:

This directive is effective immediately and supersedes all prior orders.

VIII. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Security	Date: 05-29-18	Number: 511
Subject:	Inmate Movement and tracking utilizing JMS		
Reference:	(A) Title 15 CCR, Section 1029(a)(6) (B) Corrections Bureau Policy Number 503		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain Inmate Movement and tracking within and outside of the facilities to ensure accurate inmate counts at all times. This will be accomplished through Spillman scheduled events and log entries.

Accurate tracking of inmate movement is essential to help prevent escapes, unauthorized inmate access to non-assigned or secure areas, and to help facilitate the contraband control policies. All inmates will wear a wrist band issued by Corrections staff. ID cards will be issued to inmates that are unable to wear wrist bands.

II PROCEDURE:

A. RADF:

1. All inmates who will be escorted north of the I-5 security door will track utilizing Spillman until the inmate is rehoused. This includes all courts, visitations, out of facility medical appointments, interviews, and all other instances in which the inmate will be escorted north of I-5.
2. The housing officer will utilize the JMS "Spillman" and make the proper movements for tracking under the inmate current housing / location.
3. The housing position will make the appropriate entry under the inmates ID number.
4. If an inmate does have an issued jail ID card it will remain with the inmate at all times.

B. HHCC:

1. All inmates leaving HHCC for court, medical, etc., will maintain their ID card. This is for inmates that are unable to wear wrist bands.

The responsible Officer will make the appropriate JMS entry under the inmates ID number utilizing the Spillman JMS, under the inmate current

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Reference:	(A) Title 15 CCR, Section 1029(a)(6) (B) Corrections Bureau Policy Number 503		

housing / location.

C. OREN R. FOX MEDIUM DETENTION FACILITY

1. All inmates leaving their OFDF housing unit will be tracked utilizing Spillman JMS until the inmate is rehoused. This includes all courts, visitations, out of facility medical appointments, interviews, and all other instances.
2. It is the responsibility of the Unit Housing Officer to track the inmates using the inmate ID number.

D. ISSUANCE OF INMATE ID CARDS OR WRISTBANDS:

1. A complete and thorough entry under "IDI" (Inmate ID card issued) will be made under the inmates ID number each time an inmate is issued a new ID card or wristband. This entry will include the circumstances requiring a new ID card or wristband and the name of the officer who issued the new ID card or wristband.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Security	Date: 11-02-2007	Number: 512
Subject: Panic Alarms		
Reference: Title 15 CCR, Section 1029(7)		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to have in place a "Panic" or "Duress" alarm system to be used in cases of emergency.

II. PROCEDURE

Panic alarms are to be used only in cases of emergency. If an alarm is activated, the employee assigned to monitor the touch screen station shall advise the appropriate custody staff by using the radio, paging systems, and intercom systems.

The following will be completed when a panic alarm is activated:

1. A panic alarm is activated at a specific location.
2. Employees assigned to monitor the touch screen at the specific screen where the alarm is activated shall advise the appropriate staff of the activation of this alarm so that they shall respond to assist. This employee shall broadcast "Panic Alarm"- at area of activation (all radio traffic cease for emergency traffic only) to clear this frequency immediately and only emergency radio traffic will be broadcast. All other traffic shall be transmitted via telephone or intercoms.
3. Employees assigned at a touch screen station shall open or secure any door needed so that officers can provide back up assistance in the appropriate manner, overriding the door inter-locks is authorized for these types of incidents.
4. All employees assigned to a touch screen shall monitor the CCTV's where the alarm is activated.
5. Employees at the touch screen shall accurately record the incident in the Spillman computer system under the correct event number for that location.
6. After the incident is under control, the officers present at the location of the alarm shall be responsible for deactivating the alarm. To deactivate the alarm, the officer needs to turn the red knob clockwise and pull.
7. Employees at the touch screen where the alarm was activated are to acknowledge the alarm and clear it on the touch screen.
8. After the deactivation of the alarm, the employee at the touch screen shall advise that the incident is "CODE-4", and continue making the appropriate log entries into the Spillman computer system, recording the incident appropriately.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Security	Date:	11-02-2007	Number:	512
Subject:	Panic Alarms				
Reference:	Title 15 CCR, Section 1029(7)				

9. The Watch Commander will advise as soon as possible by announcing "Resume normal traffic".

Example of proper announcement

1. Panic alarm is activated at module Delta.
2. Employee monitoring the touch screen where the alarm was activated - **"Panic alarm D-Delta, Panic alarm D-Delta."** If officers are not responding to the location, continue to announce the alarm **"Panic alarm D-Delta, Panic alarm D-Delta"**.
3. Responding officers or supervisors - **"D-Delta is Code 4"** (when the situation is under control).
4. The officer will then deactivate the alarm.
5. The employee at the touch screen where the alarm was activated will acknowledge and clear the alarm, and announce **"D-Delta is Code 4"**.

Testing/Inspecting Panic Alarms

The graveyard shift is responsible for Testing/Inspecting all panic alarms during the headcount. Discrepancies with the alarms or buttons will be reported Monday, Wednesday and Friday nights, maintenance log. These discrepancies will be reported on the maintenance report until the discrepancy is fixed.

All panic alarm activations are logged into a center intelligence monitoring system. A report is available for printing for alarm activations.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Security	Date:	05-03-2007	Number:	513
Subject:	Facility to Facility Transfer				
Reference:	(A) Title 15 CCR, Section 1050(a) (B) Corrections Bureau Policy Number 401				

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain proper classification of inmates at all times. There are times when an inmate's classification status changes or other factors (i.e. inmate disturbances, assaults, etc.) will require that the inmate be transferred from one facility to the other, or the need to make bed-space at one facility arises.

II. PROCEDURE

A. NON-DISCIPLINARY TRANSFERS

1. All non-disciplinary transfers will take place in accordance with established Jail procedures. Non-disciplinary transfer authorization must come from at least the Watch Commander level.
2. County inmates who are housed at HHCC, and are:
 - a. Sentenced to State Prison.
 - and/or
 - b. Whose bail is raised above \$100,000.00

Will be transferred to RADF for more secure housing.

B. DISCIPLINARY TRANSFERS

During normal business hours (Monday-Friday, 0800-1700 hours), all disciplinary transfers must be authorized by the Classification Supervisor, Custody Division Lieutenant, or other Corrections Bureau Command Staff.

The Watch commander is authorized to conduct emergency disciplinary transfers after normal business hours. Such transfers will be recorded in the Spillman jmjlog under the inmates name ID number, and in the Watch Commanders log. The Classification Supervisor will be notified of all such transfers upon return to duty.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Security	Date: 05-03-2007	Number: 513
Subject:	Facility to Facility Transfer		
Reference:	(A) Title 15 CCR, Section 1050(a) (B) Corrections Bureau Policy Number 401		

C. FEDERAL INMATES HOUSED AT HHCC

All federal inmates who are housed at HHCC and are transferred to RADF, regardless of reason, will be listed on the Federal Transfer List. This list will be turned into the Classification Supervisor each day in order to ensure proper billing to federal authorities.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Security	Date: 05-03-2007	Number: 514
Subject:	Security Clearance Procedures		
Reference:			

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to conduct security clearances on non-sheriff's department personnel that work or volunteer within the Corrections Bureau. The Sheriff's Department retains the right to refuse access to security areas by individuals that perform work within the correctional facilities and are not employed by the Sheriff's Department. All personnel shall be deemed acceptable to the Sheriff's Department upon determination of acceptability.

Determination of acceptability will be based on the successful completion of a background check conducted by the Corrections Bureau. This includes, but is not limited to the following categories of personnel: medical, county properties, volunteer church workers, church guest speakers, inmate program employees (i.e., V.O.A., G.E.D., etc.), and private construction contractors that work in the correctional facilities.

II. PROCEDURE

A. The Inmate Program Sergeant is responsible for conducting security clearances on non-sheriff's department personnel. Information systems such as warrant checks, Sheriff's Department "R" file, and the DOJ IDENTIX computer system will be used for conducting security clearances. All personnel must successfully complete a security clearance prior to working.

B. Categories of personnel and procedure for conducting the security clearance:

1. Medical Personnel:

A security clearance application will be completed by the applicant. The Inmate Program Sergeant will make a complete warrant, R file, and DOJ Identix criminal history check of the applicant. If the applicant passes a preliminary security check prior to being fingerprinted, applicant may begin working. If the applicant fails the fingerprint security check, applicant will not be given a security clearance. DOJ IDENTIX processing fees will be paid by the medical provider.

2. County Properties Personnel:

County Properties will provide information on prospective employees to be cleared for work at the Sheriff's Department to the Inmate Program Sergeant with employee information. The Inmate Program Sergeant will make a complete warrant, R file, and DOJ IDENTIX criminal history check of applicant. DOJ IDENTIX fees will be paid for by County Properties.

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3. Private Construction Contractors:
The contractor conducting work within the jails will provide a list of employees to the Inmate Program Sergeant with employee information. The Inmate Program Sergeant will make a complete warrant, R file, and DOJ IDENTIX criminal history check of the applicant. DOJ IDENTIX fees will be paid for by the construction contractor.
4. Volunteer Church Workers:
The applicant must complete the Church Volunteer worker application. Applications are provided by the religious program coordinator. The Inmate Program Sergeant will make a complete warrant, R file, and DOJ IDENTIX criminal history check of the applicant. DOJ IDENTIX fees will be paid for by the Sheriff's Department.
5. Program Providers (New Creations, Turning Point, etc.):
Personnel working for the various religious programs do not normally enter into the jails. They interview prospective clients either by telephone at HHCC or in the attorney visitation rooms at RADF. A security clearance application is completed by the applicant. The Inmate Program Sergeant will make a warrant, and R file check on the applicant.
6. Contracted Program Providers (V.O.A.):
Instructors must complete a security clearance application. The Inmate Program Sergeant conducts a warrant, R file, and DOJ IDENTIX criminal history check of the applicant. DOJ IDENTIX fees will be paid for by the V.O.A. program.
7. Guest Speakers for Programs (VOA):
Guest speakers must complete a security clearance application. The Inmate Program Sergeant will conduct a warrant, R file, and a DOJ IDENTIX criminal history check. Persons on parole are not allowed to participate in this program. Persons on probation may be allowed to participate as a guest speaker, and each applicant will be evaluated on a case by case basis. Guest speakers will always be supervised by the program supervisor and are not allowed to be with inmates without the program manager or supervisor being present. DOJ fees will be paid for by the VOA program.

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Corrections Bureau Policy and Procedures**

Title:	Security	Date: 05-03-2007	Number: 514
Subject:	Security Clearance Procedures		
Reference:			

8. Student Interns (College students):
The Inmate Program Sergeant will conduct a security clearance on the student. A complete warrant and R file check will be conducted prior to allowing the student to enter the jail facilities.

C. Responsibilities of the Inmate Program Sergeant:

1. Conduct security clearances for personnel working in the jail facilities.
2. Maintain a filing system of applications.
3. Enter into the Spillman computer system "Alert Codes" for persons that have been granted a security clearance.
4. Notification of results of security check to the program manager, and making arrangements for an ID card to be made for the person.

D. Information Systems used for conducting security clearances:

1. Local, state, and NCIC warrant checks will be run by the booking officer/clerk at the request of the Inmate Program Sergeant.
2. The Sheriff's Department Records Division will access R-file information at the request of the Inmate Program Sergeant.
3. The DOJ IDENTIX Live Scan Fingerprint Identification system check of applicants will be processed by the Records Division. The results of the Live Scan check will be forwarded to the Inmate Program Sergeant for review. Appointments for fingerprinting applicants will be coordinated with the Records Division.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Security	Date:	07-16-2018	Number:	517
Subject:	Fiber Optic Scope				
Reference:					

I. POLICY

It is the intent of the Imperial County Sheriff's Office Corrections Bureau to conduct scheduled and random searches in the Jail facilities. To help facilitate the control and discovery of contraband, the use of fiber optic scopes will be used to search in hard to reach or see areas. These scopes will also help to reduce the risk of injury to staff by allowing staff to inspect these areas from a safe distance and steady ground.

The fiber optic scopes may also be used in cell extractions or other tactical operations by allowing staff to conduct stealth observation to locate inmate(s) who may be hiding, or have barricaded doors and covered windows.

II. PROCEDURE

A. General Information

There is one (1) Fiber Optic Scopes available in the Jail. One is the Pro-Vision 100, model FS-1, 18 inch scope. The other is the Pro-Vision 300, model FS-2, 36 inch scope.

Using fiber-optic technology, the Pro-Vision scopes have flexible cables that can fit into openings as small as 1/2 inch in diameter – allowing staff to look behind walls, down into drains, inside engines, around corners, under doors, or hundreds of other places without costly demolition or disassembly.

The high resolution lens provides a clear image of objects as close as 3/4 inch away while providing a wide, 40 degree field of view. A powerful lamp illuminates dark crevices on-demand with the push of a button conveniently located on the handle. The ergonomically designed handle is comfortable to hold and allows one-handed focusing and light activation.

Pro-Vision scopes are made of high impact ABS with a flexible omnidirectional cable that bends in every direction to allow precise viewing, and stays in a set position upon positioning (**The cable should never be bent in excess of a 9 inch radius to avoid damage to the fiber-optic cables**). Adjust the watertight cable into any position and it will stay fixed in place until you decide to change it.

Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures

Title:	Security	Date:	07-16-2018	Number:	517
Subject:	Fiber Optic Scope				
Reference:					

This feature permits one-handed operation, freeing your other hand to work.

Pro-Vision scopes are equipped with an integrated focus ring for smooth, continuous focusing. The pressure activated switch cannot be accidentally left "on".

The sealed lens on the cable, and the cable are submersible and waterproof, allowing for underwater use (i.e., toilets, drains, etc.).

B. Operation

Remove Pro-Vision scope from case. Grip the handle with one hand and maneuver cable into position with the other while looking through the eyepiece. Rotate focus ring until image appears clear. For dark areas, activate light by pressing and holding down light activation button on top of handle. Clean and return the scope to its storage case after use. Cleaning instructions are described in section "F".

Operators of the Pro-Vision scope will wear a pair of latex or disposable gloves, since the unit may have been used by someone else in toilets or drain pipes.

Operators of the Pro-Vision scope will carry a towel with them while operating the scope. The towel is to be used to wipe down the shaft (cable) each and every time it has been used in a wet environment (toilets, drain pipes, etc.).

C. Batteries

Pro-Vision scopes operate on two (2) AA batteries. To install or remove batteries, lift the door at the shaft end of the Pro-Vision scope to reveal the battery compartment. Batteries must be inserted with both contacts facing the same direction. Snap the compartment door closed.

D. Precautions

1. Avoid over-bending the shaft. (Over-bending will void the warranty).

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Corrections Bureau Policy and Procedures**

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Subject:	Fiber Optic Scope				
Reference:					

2. Do not open the handle for any reason. There are no user serviceable parts in the handle. Batteries and the light bulb are accessible via the door on the shaft end of handle. (Opening the handle will void warranty).
3. Do not submerge the handle in any liquid.
4. Do not immerse the shaft (cable) in any solvent for extended periods.
5. Do not use in the proximity of live electrical circuits.
6. Do not use in explosive environments.
7. Not intended for Medical or Veterinary use.
8. Storage and operating temperatures are -10 degrees to 120 degrees F.

E. 45 Degree Angled View Lens Accessory

Each Pro-Vision scope comes with a 45 degree angled view lens accessory. This accessory comes in a clear plastic container, and is located in the storage case. Each accessory pack contains the following:

1. One (1) 45 degree clip-on mirror.
2. One (1) Pro-Lite 1000 Halogen Bulb.
3. One (1) set of instructions.

The 45 degree mirror is used to see in corners or other areas where the Pro-Vision scope does not provide a clear view. To attach the 45 degree mirror, use the following steps:

1. Grasp the shaft (cable) of the Pro-Vision scope firmly near the tip.
2. Press the open side of the clip portion of the mirror against the metal portion of the shaft then slide the clip back on to the black portion of the shaft.
3. The mirror surface should be as close to the end of the shaft as possible to provide optimum viewing.
4. Always make sure that the mirror surface is clean to assure optimum reflectivity.

The clip portion of the mirror should grip the shaft firmly. If the mirror is loose, it may be necessary to remove it and squeeze the clip area slightly with pliers to create a tighter fit.

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To install the Pro-Lite 1000 Halogen light bulb:

1. Open the battery door on the shaft end of the handle.
2. Locate the existing bulb. It will look like a small metal disk.
3. Grasp the visible portion of the bulb and pull it straight out of its mounting hole. It may be necessary to use a thin blade inserted under the edge of the disk to loosen the bulb.
4. Insert the Pro-Lite 1000 Halogen bulb.
5. Close the battery door.
6. Place the removed bulb in the foam container, and then into the clear plastic accessory box.
7. If the new bulb does not light when you activate the switch, open the battery door and carefully bend the metal strip attached to the battery door a small amount on the end that contacts the bulb.
8. Replace the original bulb when you are finished using the Pro-Lite 1000 Halogen bulb.

Precautions:

1. Always assure that the mirror is secure on the shaft of the scope before inserting it into an inaccessible area.
2. Do not use abrasive cloth or cleaners on the mirror surface. Scratches will reduce your image quality.

F. Cleaning and Storage of Pro-Vision Scopes

The Pro-Vision scope and accessories will be cleaned after each use before it is placed back into the storage case.

1. Make sure the scope and accessories are free of any dirt, debris, liquid, etc.
2. Wipe down with a clean, non-abrasive cloth.
3. Return the scope and/or accessories to its storage case.

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Reference:					

If the scope was used in a wet environment (toilets, drains, etc.), it will be disinfected as follows:

1. Wipe down with warm (Not Hot) water and a mild, non-abrasive soap solution (Do not get the handle wet).
2. Mild disinfectants such as Lysol may be sprayed onto the shaft after washing with soap (Do not spray the handle).
3. Remove all liquids, soap, and disinfectant sprays with a clean, non-abrasive cloth.
4. Let the scope air-dry for a minimum of ten minutes.
5. Return the scope and/or accessories to its storage case.

Storage

The Pro-Vision scope will be stored in the Correctional Armory/Riot Locker when not in use.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title: Security	Date: 04-23-2018	Number 519
Subject: Restrictive Housing Units Operations		
Title 15 CCR Section 1050 Classification Plan		
Title 15 CCR Section 1053 Administrative Segregation		

I. Purpose

To describe operations standards for holding inmates in restrictive and disciplinary housing status while confined in the Imperial County Sheriff's Office Jail Facilities.

II. Policy

It is the policy of the Imperial County Sheriff's Office, Corrections Bureau to maintain safe, secure housing for inmates who require detention or protection or whose behavior indicates they require more physical controls than are available in typical housing units.

III. Procedural Guidelines

The Corrections Bureau will operate restrictive housing units that will constitute its prime resource for inmate who area unmanageable, present a threat to themselves or others, or who for other reasons require protections or removal from the facilities' general population. This unit will provide living conditions that approximate those of the general inmate population, permitting conversation with and observation by staff. The reason for using any features and procedures within a designated restrictive unit will be used to ensure the security of the institution and the safety of staff and inmates. These may include additional grilles, cuff pass through and other security features, enhanced movement control, searches, and other security procedures necessary to the operation of the unit.

A. Reasons for Use

Inmates may be confined to restrictive housing units for reasons described in policy and at the recommendation of the Classification Sergeant on disciplinary detention and or restrictive housing operations.

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Corrections Bureau Policy and Procedures Manual**

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Subject: Restrictive Housing Units Operations		
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Title 15 CCR Section 1053 Administrative Segregation		

B. Release

The Classification Sergeant and Custody Division Commander are delegated authority to release an inmate from a restrictive housing unit status. The reasons for each release will be clearly documented.

C. Conditions of Confinement

Condition of confinement in restricted units will reflect the least restrictive amount of control necessary to adequately supervise and safeguard inmates and staff. Whenever an emergency arises that requires variance from approved conditions on a temporary basis, an immediate report will be made to the Custody Division Commander. The quarters used for restrictive housing will be well ventilated, adequately lighted, appropriately heated, and maintained in a sanitary condition at all times. All cells and inmate treatment will be Title 15 compliant.

D. Operating Procedures

Restrictive housing unit operational procedures may specify the necessary physical security features of the unit, including interlocking doors or grills at entrances, emergency access, capability for restricting water flow; handcuff ports and food slots in doors, grills, and gates; locking capability for shower enclosures; necessary food service equipment; and other salient features of the unit. Operating procedures and staff coverage specifications will insure the unit is operated safely at all times and that inmates are personally observed by staff at least every 30 minutes on an irregular schedule. No officer will open a cell door when in the unit alone. The keys to the outer door will never be in contact with inmates.

E. Movement

All restrictive housing unit Inmates will be in complete restraints anytime they leave the module. It is imperative that all staff follow this policy to promote

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Subject: Restrictive Housing Units Operations		
Title 15 CCR Section 1050 Classification Plan		
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consistency and eliminate security problems. Staff is to use the following procedure for removing and placing inmates into a restrictive housing unit:

1. Some restrictive housing unit inmates are considered a two-officer move.
2. The officer(s) will make a visual inspection of the cell and inmate to determine if there are any threats (weapons).
3. The officer will unlock the cuff pass.
4. The officer will remain at a safe distance and instruct the inmate place their hands through the cuff pass, palms up and fingers spread open.
5. Once the officer has determined there is no threat, cuffs will be placed on the inmate and doubled locked.
6. The officer will insure to keep control of the leg iron portion of the restraints.
7. Cell door will be opened while the officer maintains control of the leg iron portion of the restraints.
8. All inmates will have their restraint to the front position.
9. Inmates that are going to be let out for tier time, cell inspections or any other circumstances that will cause them to remain in the dayroom will be handcuffed only. **Officers will not open cell doors until the inmate's hands are secure.** Only in cases of medical emergencies and cell extractions will this order be bypassed.
10. Inmates will be patted down when exiting and returning to the module.

VI. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title: Security	Date: 04-23-2018	Number 519
Subject: Restrictive Housing Units Operations		
Title 15 CCR Section 1050 Classification Plan		
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V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Use of Force	Date:	02-18-2011	Number:	601
Subject:	Use of Force Continuum				
Reference:	(A) Title 15 CCR, Sections 1029(a)(3)				
	(B) Title 15 CCR, Section 1044				
	(C) ICSD Manual of Policies and Procedures 2.3.05				
	(D) ICSD Manual of Policies and Procedures 2.3.06				

I. POLICY

- A. Reference (A) requires that a use of force policy be established as a standard operating procedure within the Corrections Bureau while Reference (B) requires that an incident report be generated when force is applied against an inmate.
- B. Reference (C) states in its entirety "Officers shall not use more force in any situation that is necessary under the circumstances. Officers shall use force in accordance with law and established departmental procedures."
- C. Reference (D) deals specifically with those in custody and states "Officers shall not mistreat persons who are in their custody. Officers shall handle such persons in accordance with law and established departmental procedures."
- D. Many of the individuals confined here will behave in such a way that the safety and security of the facility, the other inmates and the staff safety are jeopardized. The appropriate use of force is acceptable in those circumstances to regain control providing:
 - 1. The level of force is defensive in its application and intent. This does not mean that an officer cannot act first. If an officer is confronted with a potentially violent situation, he/she may use necessary force in order to prevent an escalation of violence and danger; clearly a defensive response.
- E. Definitions. The following definitions will apply to this directive:
 - 1. Use of Force - are any physical actions upon an inmate by an officer equal to or greater than a firm grip.
 - 2. Use of Force Continuum - is defined as an escalation from the least forceful to the most forceful techniques authorized by the Imperial

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	(D) ICSD Manual of Policies and Procedures 2.3.06				

County Sheriff's Office.

II. PROCEDURE

- A. Use of Force Continuum
 - 1. Oral Commands
 - 2. Unarmed restraints
 - 3. Mechanical restraints/Pro-strait chair
 - 4. Oleoresin Capsicum (O.C. spray)
 - 5. PepperBall Launcher system
 - 6. Taser
 - 7. Bean Bag Rounds
 - 8. Concussion grenades
 - 9. Sting ball grenades
 - 10. Batton/striking instruments
 - 11. CN/C.S./O.C. canister grenades
 - 12. 37mm Stun gun, FN 303, shotgun less lethal projectiles
 - 13. Firearms

- B. Oral commands, although a part of the Use of Force Continuum, require no incident report. All other uses of force must be documented in accordance with Reference (B).
 - 1. If there is any injury to the involved officer or inmate, a CR will be drawn from the ICSO Communication Centers, completed, and will be turned in before the reporting officer goes off duty.
 - 2. Absent any injury, no CR will be required, but a concise USE OF FORCE (UFO jmjlog event code) memorandum detailing the names of the persons involved, a description of the incident, the actions taken and the date and time of the event will be logged under the inmate name number.

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Corrections Bureau Policy and Procedures**

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	(C) ICSD Manual of Policies and Procedures 2.3.05		
	(D) ICSD Manual of Policies and Procedures 2.3.06		

- C. The concussion grenades, sting ball grenades, and 37-mm stungun shall be considered non-lethal force and may only be applied when reasonably necessary. These weapons will be stored safely outside the security perimeter and will not be introduced into the facility without the Facility Commander or Staff Officer being present.
- D. The Facility Commander or Staff Officer can authorize the use of CS gas grenades.
- E. Batons, helmets, and CS grenades are maintained in the Correctional Armory located at the Regional Adult Detention Facility. These items will be issued and deployed as needed.
- F. Due to the danger presented by positional asphyxia, "hog-tying" is prohibited. Hog-tying is the technique of tying the feet of a subject to the handcuff hands behind his/her back in a bow-like fashion. The restraint is dangerous and made worse when the individual is placed in a prone position. If a subject is brought in for booking and has been hog-tied or is hog-tied, that subject will not be received for booking until cleared by hospital medical personnel.
- G. The bar-armchoke hold is not authorized for use by members of this command. The bar-armchoke hold is a "sleeper hold" in which the officer's forearm is used across the throat, sometimes resulting in a fatally damaged trachea. An acceptable alternative is the carotid sleeper hold. The carotid sleeper hold is potentially life threatening and should be thought of as an application of deadly force. Anytime the carotid sleeper hold is utilized upon an inmate a CR will be drawn.
- H. Specialty Impact Weapons (less lethal weapons) shall apply to and include the PepperBall Launcher system which is designed to or which has been converted to expel or propel less lethal ammunition by any action,

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	(B) Title 15 CCR, Section 1044		
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	(D) ICSD Manual of Policies and Procedures 2.3.06		

mechanism, or process for the purpose of incapacitating, immobilizing, or stunning a human being through the infliction of any less than lethal impairment of physical condition, function or senses, including physical pain or discomfort. The 37mm riot gun is also included in the Specialty Impact Weapons classification of weapons. The use of any of these devices must be authorized by the Facility Commander or Staff Officer.

The C-SORT Team is authorized to use the FN 303 gun and the 12-gauge shotgun using less than lethal projectiles. These weapons are designed to immobilize a person through the infliction of any less than lethal impairment of physical condition function or senses, including physical pain or discomfort. The C-SORT will deploy its' use of force weapons according to division policy number 212 and 212-1A.

- I. The use/deployment of firearms is considered to be deadly force and can only be authorized by the Corrections Bureau Commander or Staff officer.
- J. Officers are not expected or required to exhaust every level of force in order. Again, they should only use the amount of force reasonable under the circumstances, but conceivably could escalate from oral commands to the use of deadly force without intermediate action.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and

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Title:	Use of Force	Date: 02-18-2011	Number: 601
Subject:	Use of Force Continuum		
Reference:	(A) Title 15 CCR, Sections 1029(a)(3)		
	(B) Title 15 CCR, Section 1044		
	(C) ICSD Manual of Policies and Procedures 2.3.05		
	(D) ICSD Manual of Policies and Procedures 2.3.06		

should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Use of Force	Date:	04-03-2018	Number:	602
Subject:	Pro-Straint Chair				
Reference:	(A) Title 15 CCR, Sections 1029, 1052 and 1058 (B) California Penal Code, Sections 147, 149, and 3407				

I. PURPOSE

It is the purpose of this policy to set forth a standard use, procedure and operation in order to use the restraint chair to control inmates who need a confining environment and close supervision.

II. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that inmates will only be placed into the restraint chair with the prior approval of the Watch Commander.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that inmates will only be placed into the restraint chair under the direct visual supervision of the Watch Commander.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that custody staff may utilize the restraint chair to control inmates who display behavior that results in the destruction of property, or reveals intent to cause physical harm to self or others. The restraint chair will be used when it appears fewer restrictive restraints would be ineffective in controlling the disorderly behavior.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that the chair may be used in a preemptive fashion to restrain inmates who have a high violence potential or who are high security risks during movement. This may be done only at the direction and with the prior approval of the Watch Commander.

It is the policy of the Imperial County Sheriff's Office Correction Bureau that only staff trained in the use of the restraint chair will place an inmate into the restraint chair.

III. PROCEDURES

A. Definitions:

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Use of Force	Date:	04-03-2018	Number:	602
Subject:	Pro-Straint Chair				
Reference:	(A) Title 15 CCR, Sections 1029, 1052 and 1058 (B) California Penal Code, Sections 147, 149, and 3407				

1. Restraint Device - Equipment utilized to restrict the movement of an inmate. This includes handcuffs; leg shackles, soft restraints and any other device, which immobilizes an inmate's extremities, and/or prevents the inmate from being ambulatory.
2. Pro-Straint Restraining Chair - Is a specifically manufactured metal and ABS plastic chair. It is equipped with buckles and retracting straps capable of securing a person to the chair in such a fashion as to limit their ability to move. The chair can also be equipped with a wheeled transport carriage for easy movement from one point to another after the inmate has been secured in it.

B. Use of Restraint Chair:

The restraint chair will only be used on inmates who fall under the following provisions:

1. Mentally disordered inmates who appear to be a danger to themselves or others.
2. Inmates who display behavior that reveals intent to cause physical harm to self or others or which results in the destruction of cell furnishings.
3. Inmates who are extremely combative and where a cell extraction team has been used to restrain the inmate. The chair may be used to transport the inmate out of the affected area to another location within the facility.
4. The chair may be used in a preemptive fashion to restrain inmates who have high security risks during movement.

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5. The Pro-Straint Chair will not be used on a pregnant female inmate.

C. Pre-Chair Restraints:

All inmates placed into the Pro-Straint Chair will be restrained with leg shackles and handcuffs (in the back) prior to placing them in the chair. Insure that the optional back support is taken out and place the inmate in the chair using departmentally approved control techniques and reasonable force, if necessary.

D. Placement into the Chair:

1. The Watch Commander and a minimum of three officers will be present and assist with the placement of an inmate into the chair.
2. Whenever possible, inmates will be fully clothed when placed in the restraint chair.
3. The chair will be kept away from walls and other obstructions. The inmate does have some freedom to move their head and may be capable of butting into a nearby wall or other obstruction resulting in self-injury.
4. The inmate will be backed up to the chair with one officer on each side. One officer will be in front with a concave shield and will step on the leg restraint to the inmate's feet to reduce the likelihood of injury to staff from kicks by the inmate.
5. Two officers will assist the inmate into the chair. The officers will help support the inmate, usually by the elbows and shoulders, and lower the inmate into the chair by having the inmate sit down. Once seated, strap the inmate in using the securing procedure.

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6. Maintain officer safety. Be cognizant of attempts by the inmate to head butt, spit on, bite, or kick staff.
 - a. A surgical mask or spit hood may be placed over the mouth and nose of an inmate who is spitting. The chin portion of the mask will be cut out to prevent the inmate from aspirating their vomit or saliva.
 - b. When an inmate is seated in the chair, the potential for staff being successfully kicked by the inmate is greater because of the high degree of the cant in the chair. The cant is purposefully placed in the chair so that it is easier to seat an inmate and it is more difficult for the inmate to rise up and out of the chair.

E. Securing Procedures:

The following procedure for securing an inmate into the restraint chair depicts securing the chest straps prior to restraining the hands. However, procedures (1) and (2) may be reversed, and the hands may be secured before applying the chest straps.

1. Secure the two cross straps. Upper right to lower left and upper left to lower right. The straps should go across the upper biceps portion of the arms and not across the shoulders of the inmate. Improper placement across the shoulder could restrict blood flow and cause injury.
 - a. When securing the cross-chest straps, control the inmate's head so the inmate is unable to head-butt or bite an officer.
 - b. Pull the straps tight by pulling on the "D" ring retractor handle. Loose straps could result in an inmate tipping over or freeing himself or herself.

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- c. The "D" ring retractor handle must be pulled straight back from its retainer to make the cinching mechanism function property. Do not jerk the handle outward as it may cause damage to the retainer.
 - d. When completed, return the "D" handles to its retainer.
 2. Secure the Hands.
 - a. If the inmate's hands are unsecured attach one of the chair's cuffs to the inmate's wrist. Duplicate the process for the other wrist. Next, secure the inmates hands into the soft restraints, making sure that they are tight enough not to allow movement.
 - b. If the inmate is handcuffed in the front, or in a waist chain, the cuffs must be exchanged. If necessary, utilize departmental approved control techniques to safety control the inmate while removing the cuff from one hand. Cuff the wrist (the one with the officer's cuff still attached to it) to the chair using the chair's handcuff. Remove the officer's handcuff (and the waist chain if in place) after both wrists have been secured. Tighten the chest straps.
 3. Secure the waist strap and pull it tight by pulling on the retractor handle.
 4. Secure the leg restraint cuffs tight enough so the inmate cannot pull their legs out.
 5. Secure the leg restraint strap and pull it tight by using the retractor handle.

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6. Secure a second smaller restraint band between the inmate's legs and around the outside of the leg restraint strap. Cinch it tight. Without this second strap it is possible for the inmate to pull their legs up and through the leg restraint strap, thus freeing their legs.
7. Once secured, transport the inmate to the desired isolated holding cell (not to be placed into the Safety Cell). Inmates in restraints will not be placed into a cell with other inmates.
8. Medical Staff will check all restraint belts and hard restraints to insure the inmate has proper circulation.

F. Restraint Removal:

1. The inmate will be considered for removal from the chair at least hourly.
 - a. Continued retention in the restraint chair will be reviewed by the Watch Commander every two (2) hours.
 - b. Staff must remove the restraints (one at a time) every two (2) hours and allow the inmate to exercise their extremities in range of motion exercises.
 - c. No inmate will remain in the restraining chair for longer than eight (8) continuous hours.
2. An inmate may be removed from the restraint chair only under the direction of the Watch Commander.
3. The chest and waist strap buckles may be released using a standard handcuff key or ink pen. Insert the key or pen into the hole on the buckle assembly. This will release the tip assembly. The leg restraint can be released by pressing on the buckle release on the back of the buckle assembly (like a standard car seatbelt buckle).

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4. After each use, all buckles and straps on the restraint chair will be returned to the "ready position".

G. Use of the Transport Carriage:

1. The chair has a transport carriage, which can be separated from the chair. It is attached to the chair with two keepers (wing-nuts and screws, located just above the base of the side legs of the chair).
2. To engage the wheels, step down on the upper lever bar of the compound lever mechanism. Press the lever down until the hook latches.
3. To disengage the wheels, press the edge of the locking mechanism with the toes and let the lever up slowly.
4. If it is necessary to disengage the hook with a finger, be aware that the lever can fly up and pinch the fingers between the lever and the seat of the chair.
5. The inmate will not be left unattended when the carriage wheels are engaged. Set the chair down in the disengaged position.
6. The carriage and chair should be stable in themselves. However, if the inmate is extremely violent, it may be advisable to remove the keepers. Remove the wing nuts and place the round keepers in the holes on the carriage.

H. Documentation:

1. The restraint chair will not be utilized without prior approval from the Watch Commander.

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2. The Watch Commander will directly supervise the placement of an inmate into the restraint chair.
3. A jmjlog entry will be made under the inmates name number. The Event Code of "PSC" (Pro-Straint Chair) will be used. The Watch Commander who authorized and supervised the placement of an inmate into the restraint chair will be responsible for the completion of the entry.
 - a. Reason for the placement into the restraint chair.
 - b. Staff members involved.
 - c. Watch Commander who approved the placement.
4. If the placement into the restraint chair is accomplished in conjunction with housing into a safety cell, one report stating the reasons for both placements will suffice.
5. If the restraint chair is being used at the direction of the Watch Commander for preemptive movement or high security movement, a JMJLOG entry under the inmates name I.D. will be written on each use.
6. If the inmate is injured during the placement, the Watch Commander will assign an officer to complete a CR or a JMJLOG entry will be completed depending on the severity of the injury.
7. The inmate will be visually checked and it will be documented on the Observation Sheet twice every (30) minutes.
8. A JMJLOG entry will be completed by the Watch Commander documenting the removal of the inmate from the chair. The date and time the restraints were removed will be included.

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I. Training Requirements:

Correctional staff will attend a two (2) hour instructional course specific to the restraint chair and its securing procedures prior to their participation as a member of a restraint chair team.

J. Cleaning:

1. Clean the belt webbing only with a mild soap solution recommended for cleaning upholstery or carpets. Follow the instructions provided with the soap. The restraint chair can also be disinfected with Lysol
2. The plastic seat can be shined up with "Pledge" or "Armor All".

K. Repair:

The seat should be virtually indestructible. However, should a crack develop in the seat or belts are torn, notify the Administrative Lieutenant.

IV. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Use of Force	Date: 01-29-2018	Number: 603
Subject:	Handcuffing and Soft Restraints		
Reference:	(A) Title 15 CCR, Sections 1029,1052 and 1058 (B) California Penal Code, Sections 147, 149, 3407, and 2652.5		

I. PURPOSE

It is the purpose of this policy to establish and maintain a procedure for the use and application of restraints upon inmates who are in custody.

II. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that inmates shall only be placed into restraints as described in this policy with the notification and approval of the Watch Commander. Restraints that include attached shackles are approved for use in this policy.

This policy does not apply to the routine use of handcuffs and shackles or other restraint devices when used to restrain inmates for security reasons related to the transportation within or outside the facility.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that custody staff shall only utilize restraints to control inmates who display behavior that results in the destruction of property or reveals intent to cause physical harm to self or others. In no case shall restraints be utilized as punishment.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that only trained and qualified staff members are authorized to utilize restraints. All restraints used in accordance with this policy shall be those approved for use in advance by the Department.

This policy is to be used when other security options are not available, the Pro-Strait Chair and Safety Cells are full, or the incident does not allow for their immediate deployment.

III. PROCEDURES

A. Definition:

Restraint Device - Equipment utilized to immobilize an inmate's extremities and/or prevent the inmate from being ambulatory.

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This includes handcuffs, leg shackles, belly chains, Pro-Straint restraining chairs and soft restraints.

B. Securing Procedure:

1. Restrain the inmate and place handcuffs on them using departmentally approved control techniques.
2. Insure the restraints are double-locked.
3. Escort the inmate to the desired isolated holding cell. Inmates in restraints shall not be placed into a cell with other inmates who are not restrained.

C. Notification:

1. Restraints shall not be utilized without approval from the Watch Commander.
 - a. In situations of an unpredictable nature, prior approval for the use of restraints may not be possible. Notify the Watch Commander immediately to inform them of the circumstances and obtain their approval.
 - b. Whenever the situation is one of a predictable nature, prior approval shall be obtained.
2. A medical opinion on placement of the restraints shall be obtained as soon as possible, but no later than four (4) hours from the time of placement. If the inmate requires obvious medical attention, medical staff shall be contacted immediately.
3. A mental health consultation shall be secured as soon as possible after placement of the restraints, but in no case longer than eight (8) hours from the time of placement to assess the need for medical

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health treatment.

If the inmate has attempted or expressed imminent suicide, medical staff shall be contacted immediately.

D. Documentation:

1. The inmate shall be visually checked and it will be documented on an Observation Sheet twice every (30) minutes to insure that the restraints are properly employed and to insure the safety and well being of the inmate.
2. A log entry will be made under the inmates name number. The Event Code of "UFO" (Use of Force) will be used. The officer who initiated the placement of an inmate into restraints will be responsible for the completion of the entry.
 - a. Reason for the placement into the restraints.
 - b. Staff members involved.
 - c. Watch Commander who approved the placement.
3. If the placement into restraints is accomplished in conjunction with housing into a Safety Cell or Pro-Straint Chair, one report stating the reasons for both placements will suffice.
4. If the inmate is injured during the placement, the Watch Commander will assign an officer to complete a CR or a LOG entry will be completed depending on the severity of the injury.
5. A supplemental incident report will be completed by the Watch Commander documenting the removal of the inmate from the restraints. The date and time the restraints were removed will be included.

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E. Subsequent Measures:

1. If the inmate attempts to cause damage to the cell (e.g., continues to kick the cell door), restraints may be applied to their legs. The cuffs and the restraints may be interlaced in front of their body.

NOTE: handcuffs and leg restraints shall NOT be intertwined behind the back of an inmate for any reason.

2. The inmate shall be left in a position away from walls and other obstructions.
3. Medical staff shall check all restraints to insure the inmate has proper circulation.
4. If handcuffs and leg restraints appear to be ineffective in controlling the disorderly behavior, reevaluate the inmate for transfer to either the Pro-Strait Restraining Chair or a Safety Cell (See BPP 602 Pro-Strait Chair).

F. Continued Retention of Restraints:

1. The inmate shall be considered for a removal of restraints at least hourly.
2. Inmates who continue to intentionally cause physical harm to themselves (e.g., hit their head on the floor) or whose bizarre behavior resulted in the placement of restraints, shall be transported as soon as possible for housing in a Safety Cell.
3. Continued retention in restraints shall be reviewed by a Watch Commander at a minimum of once every hour.
4. The inmate shall be medically cleared for continued retention in restraints at least every six hours.

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G. Temporary Restraint Removal:

1. If an inmate requires temporary mobility and/or use of their hands, the following shall be performed:
 - a. If the inmate is handcuffed with their arms behind their back, the handcuff shall be re-affixed in front of their body.
 - b. If the inmate's handcuffs and shackles are intertwined in front of their body, the restraints shall be disengaged from each other.
2. Provisions for mobility include, but are not limited to:
 - a. Personal hygiene and sanitation. Upon request of the inmate, they shall be given the opportunity to eliminate body waste with an appropriate reduction of restraints. If the actions or behavior of the inmate poses a threat to their safety or that of others, then such privileges may be denied until it is determined by a Watch Commander to be safe to do so.
 - b. If the inmate requests water, up to one quart shall be furnished every hour from the initial deprivation. It is imperative that water be offered in order to keep inmate hydrated. A LOG entry will be made indicating that water was offered or given.
 - c. Meal Distribution will be uninterrupted unless behavior of the inmate puts anyone at risk.
 - d. Breathing difficulty is the sign of a medical emergency. Medical staff will be notified immediately.
 - e. Exercise of extremities. Staff must remove the restraints (one at a time) every two (2) hours and allow the inmate to exercise

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their extremities in range of motion exercises.

- f. Transportation (i.e., disengage the restraints from each other if the restraints are interlocked.

H. Staff member responsibility:

1. At no time shall any restraint device be utilized in such a way as to intentionally inflict pain.
2. At no time shall any restraints or any thing be placed around the neck of an inmate for any purpose. A surgical mask or spit hood may be placed over the mouth and nose of an inmate who is spitting. The chin portion of the mask will be cut out to prevent the inmate from aspirating their vomit or saliva.
3. Staff shall monitor restrained inmates and immediately remove the restraints and notify medical staff if the inmate displays any of the following symptoms:
 - a. Difficulty breathing/shortness of breath.
 - b. Unconsciousness.
 - c. Choking.
 - d. Discoloration.
 - e. Swelling of extremities.
 - f. Complaint of numbness.

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4.

The Imperial County Sheriff's Office is concerned with the treatment of incarcerated prisoners who are pregnant.

- a. A prisoner known to be pregnant while in housing, transportation to and from court, in recovery and after delivery, and hospital visits will be handcuffed in the front.

Pregnant inmates will not be restrained by the use of leg irons, waist chains, or handcuffs behind the body.

- b. A pregnant prisoner in labor, during delivery, or in recovery after delivery, will not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the prisoner, the staff, or the public.
- c. Restraints will be removed when a professional who is currently responsible for the medical care of a pregnant prisoner during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.
- d. This section shall not be interpreted to require restraints in a case where restraints are not required pursuant to a statute, regulation, or correctional facility policy.
- e. Upon confirmation of a prisoner's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant prisoners, including, but not limited to the provisions of 3407 PC, the relevant regulations, and the correctional facility policies.
- f. Pregnant or lactating inmates will be given 8 ounces of milk at each meal and a snack with 8 ounces of milk during the evening. The officer or medical staff will assure the snack is received by you.

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- I. Inmates should be kept in restraints for the least amount of time necessary to handle each particular situation. The inmate shall be released from the restraints as soon as their behavior and safety considerations allow it.
- J. Restraints are not to be used as punishment or as a substitute for treatment.

IV. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Use of Force	Date: 02-23-2011	Number: 604
Subject:	Cell Extractions		
Reference:	Title 15 CCR, Section 1029(a)(3)		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that the forced cell extraction procedure **SHALL ONLY BE UTILIZED** when there is a legitimate penological interest in the expeditious movement or transfer of an inmate, **AND THE INMATE REFUSES TO VOLUNTARILY MOVE OR TRANSFER.**

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that prior to the use of a cell extraction team to extract inmates, authorization must first be obtained from the Watch Commander.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that only those correctional staff who have received department approved training in this cell extraction procedure shall participate as a member of a cell extraction team.

II. PROCEDURE

A. Justification and authorization for cell extraction:

1. An inmate refuses instruction to exit cell/area.
2. An inmate is in possession of a weapon.
3. An inmate is in possession of dangerous contraband.
4. Preventing an attempted suicide.
5. Preventing the destruction of a substantial amount of county property.
6. Preventing a breach of security.

B. Training in the use of the cell extraction team:

1. Correctional staff shall attend a two (2) hour instructional course specific to cell extraction techniques prior to their participation as a member of a cell extraction team.
2. All Correctional Sergeants and Correctional Corporals shall attend a four (4) hour instructional course on the use of the 37mm riot gun, prior to use of the 37mm riot gun.

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C. Equipment:

During cell extraction it is essential the following equipment be readily available in order to effect a successful removal of an inmate.

1. Protective Shield:

- a. This device is to be utilized during cell extractions.
- b. The concave shield is used to deflect thrown objects and control the inmate by pinning him/her to the wall or floor.
- c. The concave shield is held at 45-degree angle when entering the cell with the handles at a chest high level, sticking the inmate in the upper chest area with the top portion of the shield.

2. Protective clothing:

- a. For maximum protection against injury during physical contact, a protective helmet is designed to absorb heavy shock, i.e., assaultive blows, and sharp edges of the cell fixtures, etc. The face shield provides protection from liquid and solid substance, which may be thrown at the officers.
- b. Black Entry/Protective vests will be worn to protect from puncture wounds.
- c. Towels, to be placed around the neck of the officer, secured inside the protective vest to avoid assaultive blows to the neck and throat area.
- d. Knee/Elbow pads are to be worn to prevent injuries to these areas.

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e. Protective gloves/clothing for staff. Universal precautions shall be practiced in all instances.

3. Oleoresin Capsicum (O.C.) Pepper Spray:

O.C. is available and should be used (if appropriate) before the extraction team enters the cell. If OC Pepper Spray is used or the Pepper Ball launcher is used, the Extraction Team will be quipped with the Department Respiratory Protection Mask.

4. Bean Bag Rounds:

The use of a Bean Bag Round is considered deadly force in a cell extraction due to the point blank range. Only the Bureau Commander or Duty officer may authorize the use of Bean Bag Rounds.

5. 37mm Riot Gun:

The use of the 37mm Riot Gun is considered deadly force in a cell extraction due to the point black range. Only the Facility Commander or higher may authorize the use of the gun and must be present at it's use.

6. Pro-Straint Chair:

It is highly recommended that the subject being removed from a cell/area be placed in the Pro-Straint Chair for his/her and staff protection.

D. Use of the Cell Extraction Team:

1. Reasonable efforts to gain voluntary compliance from the inmate to move shall be utilized prior to the use of force and/or cell extraction procedure.
2. Utilization of the extraction procedure and team shall be for the purpose of controlling the inmate.

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3. The cell extraction procedure **SHALL NOT BE USED** in the following manner.
 - a. In any manner or condition inconsistent with the approved department training.
 - b. In any manner inconsistent with legal, professional or ethical conduct.
 - c. As punishment.
 - d. With equipment or personnel other than that authorized by this policy.
 - e. On a passive inmate or an inmate who is in restraints.

- E. Tactical Operation:
 1. Each cell extraction team shall be comprised of five members plus a team leader, who will be a Correctional Sergeant or Correctional Corporal.
 2. Each staff participant shall be assigned to perform a specific assignment during the tactical operation. The strategic placement of staff is as follows:
 - a. **TEAM LEADER/SUPERVISOR:**
The tactical commander responsible for the operation. The team leader/supervisor shall give the signal for the extraction unit to enter the cell **ONCE EVERY REASONABLE ATTEMPT HAS BEEN MADE TO ALLOW THE INMATE TO EXIT THE CELL ON THEIR OWN**. It is their responsibility to signal the start of the extraction, to fire the stun gun, and if necessary, to help create diversionary tactics immediately upon opening the cell door.

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b. DOOR CONTROLLER:
Upon command, shall be responsible for keying, opening and holding the cell door open during the cell extraction.

c. SHIELD OFFICER:

The shield officer shall be the first to enter the cell and make initial physical contact with an inmate. Upon a signal from the team leader, the shield officer shall enter the cell with the shield held at approximately a forty-five-degree angle to the floor; the shield handles held at chest level. During the initial entry they shall make contact with the front of the shield and simultaneously push the inmate to the wall helping to immobilize the inmate.

d. HANDCUFF AND LEG RESTRAINT OFFICERS (2):

As the inmate is pinned against the wall by the shield officer, the officers carrying the handcuffs will immediately and forcibly pin the inmate at the shoulder area while the officers carrying the leg restraints will grasp and pull out on the inmate's lower legs. The shield officer will then follow through by assisting in pushing the inmate down with the protective shield. This is all done in one rapid and coordinated action. The handcuff and leg restraint officers will then place their respective restraints on the inmate. The inmate will be handcuffed behind the back.

3. During the tactical operation there shall be no talking amongst the extraction team members once the signal to enter the cell is given by the team leader, with the following exceptions:

a. The handcuff officer shall announce to the team, "HANDS SECURE" when the handcuff restraints are securely placed.

b. The leg restraint officer shall announce to the team, "LEGS SECURE" as soon as the leg restraints are securely placed on

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the inmate.

4. Use of O.C. Pepper Spray and/or Pepper Ball Launcher System:
 - a. Prior to the use of O.C. Pepper Spray, Medical Staff will be summoned to the immediate area to render medical attention.
 - b. O.C. Pepper Spray will be used under the directions of, or by the Watch Commander.
 - c. The Watch Commander will be designated as the team leader, who will approach the cell door and give a direct order to the inmate to present himself/herself in a manner to facilitate his/her removal from the cell (this must be done a least three times and in Spanish if necessary). If the inmate refuses the verbal commands and upon entry to the cell, a one (1) to (2) second burst will be sprayed at the inmate's face. In the event the inmate has barricaded the cell door and the opening at the bottom of the door is not accessible, the O.C. fogger and/or Pepper ball Launcher System may be utilized. It may be necessary to utilize more than one burst to penetrate the barricades. The O.C. fogger may take longer to take effect. The Watch Commander will give the inmate a direct order to lay face down on the floor with his hands behind his back. The cell door will be opened to allow the extraction team to enter the cell to facilitate a soft extraction. Once the inmate is placed in mechanical restraints (handcuffs) and removed from the cell, the process of decontamination will begin. Upon completion of the decontamination process the inmate will be examined by Medical Staff and rehoused.

5. Critical Instructions:
 - a. The team leader shall ensure that each tactical cell/area extraction team member clearly understands their role, appropriate signals, and is familiar with the Department's use of force policy.

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- b. All tactical extraction equipment is inspected prior to all cell extractions to ensure it is functional.
 - c. Constant supervision of the inmate(s) in the cell is optimal for proper planning and staff safety. (i.e., wet floors, barricades, making weapons, etc.)
 - d. Ensure that all staff involved in the incident are debriefed immediately. Ascertain whether any injuries were incurred by staff.
 - e. If warranted, post trauma counseling should be requested through the Facility Commander or his/her designee.
6. Video taping procedure for cell extractions:
- a. Video tape recording **SHALL BE** utilized when it is believed that an inmate may have to be forcibly removed from a cell, yard, day room, housing unit, or infirmary, etc. The use of an extraction team shall be video taped, with exception to immediate life threatening situations. (i.e., attempted suicides, hanging, etc.)

The purpose of video taping the forcible extraction of an inmate is for the protection of staff and inmate. The video tape recording of the extraction is to provide a documented video record of the incident. The video tape recording shall be retained and stored for a minimum of three (3) years from the date of the extraction incident.

The video recording shall be retained in the evidence room of the Scientific Investigations Unit.

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b. Video Taping Instructions - Tactical Explanation:

On-site Team Leader shall designate the video camera operator. The Team Leader must begin the tape by clearly stating his name and title, the operators name, title/rank, date, time and location of extraction.

1. Prior to the extraction a briefing will take place on video. It is required that the extraction team members, supervisors, managers and Medical staff identify themselves on videotape indicating their name and title/rank.
2. The Team Leader in charge of the extraction will advise the extraction team members that the entire extraction will be video recorded per departmental policy. The video camera operator will record the extraction team briefing instructions, which will include but not limited to the details of the situation precipitating the need to extract the inmate(s), and goals in completing an effective extraction.
3. The Team Leader shall ensure that Medical staff is present at the briefing and throughout the duration of the extraction.
4. At the conclusion of the extraction, the videotaping shall continue by panning an overview of the location of the extraction. The overview may include, the housing unit, cells, tiers, day room, weapons, infirmaries, etc.
5. The video camera operator must ensure that the Team Leader is video taped in the following inmate instruction process:
 - a. Address inmate(s) by appropriate names.

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- b. Advise inmate(s) of his videotaping.
 - c. Directing inmate(s) to voluntarily submit to the placement of mechanical restraints.
 - d. Advise inmate(s) of intent to physically extract inmate if the inmate elects not to comply or becomes resistive to instruction to comply.
 - e. Advise inmate(s) of intent to utilize Oleoresin Capsicum (O.C.) Pepper Gas during the extraction process.
 - f. Advise inmate(s) that sufficient force will be utilized in the extraction process. No threats will be made, merely a statement of intention.
6. The video camera operator will continue videotaping until the inmate has been removed from the extraction area and the medical staff has conducted an initial evaluation of the inmate in the housing unit. The initial medical evaluation process will be video taped, with focus on a close-up of the inmate's body and record of the presence or absence of any injuries, a visual description of injuries should be included in the video recording.
7. As soon as reasonably possible, photograph/record injuries sustained by any staff members as a result of inmate assault and/or battery during an extraction. Request the Scientific Investigations unit for photography of staff injuries.
- c. Continuous Taping:
- The entire extraction incident must be video taped in one segment. If the videotaping is interrupted for any reason once the extraction

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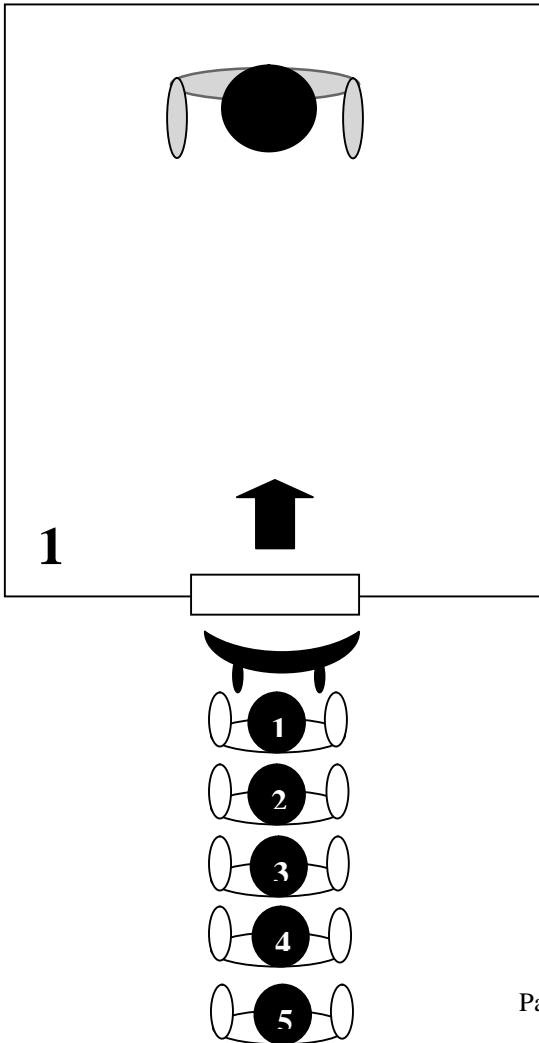
Title:	Use of Force	Date: 02-23-2011	Number: 604
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incident has commenced, the video camera operator will provide an explanation upon continuing the videotaping. At no time will the video taping cease. If the inmate's injuries are of a serious nature, the video will continue until the inmate is under medical care.

The 5 man Cell extraction team concept is intended to be used against; violent, combative, resistive, or non-compliant individuals when a lesser form of removal would not be safe or practical, for the employee or inmate.

The configuration of the team and individual responsibilities are as follows.

Figure #1



Team Leader:

- Provides direction, coordination and supervision to the team.
- Deploys oleoresin Capsicum (OC) into the cell when needed.
- Opens the cell door.
- Secures the Riot/Stun Shield after use if needed.

#1 Member (Shield Person):

- Guides the team into the cell.
- Captures and secures the inmate against the interior cell wall using the Riot/Stun Shield.
- Once inside the cell, directs the team.
- Gives voice commands to the inmate and team members.

#2 Member (Handcuffing Person)

- Captures and controls the inmate's left arm/wrist.
- Assists #3 Member with handcuffing.

#3 Member (Handcuffing Person)

- Captures and controls the inmate's right arm/wrist.
- Assists #2 Member with handcuffing

#4 Member (Leg Restraint Person)

- Captures and controls the inmate's left leg/ankle.
- Assists #5 Member with cuffing ankles.

#5 Member (Leg Restraint Person)

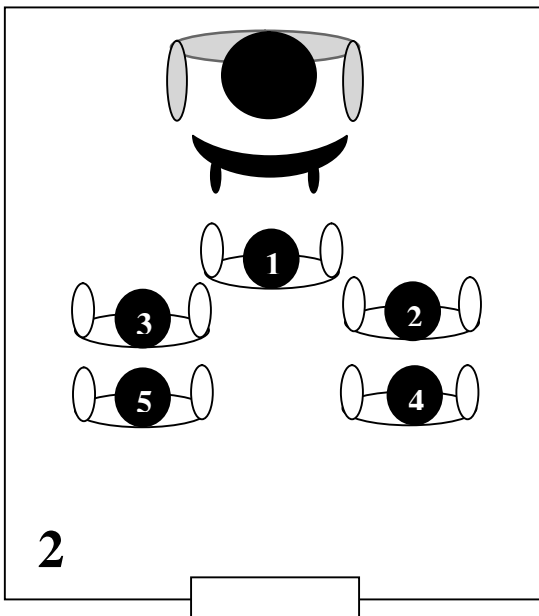
- Captures and controls the inmate's right leg/ankle.

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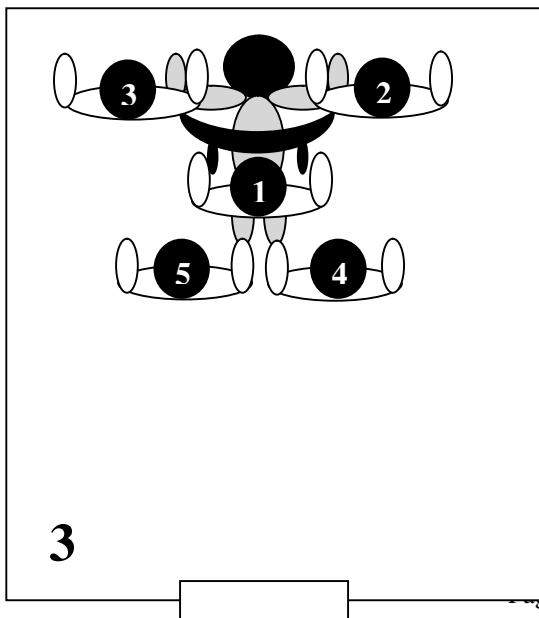
- Assists #4 Member with cuffing ankles.

Figure #2



Once the team enters the cell, the #1 Member captures and secures the inmate against interior cell wall using the Riot/Stun Shield. Each member turns immediately breaks the formation and takes control of their assigned limb. The use of joint locks/control holds is appropriate if the inmate is not complying or physically resisting.

Figure #3

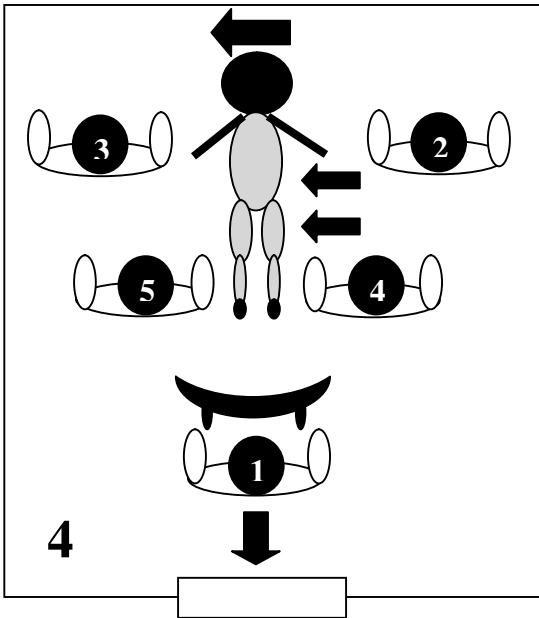


The #1 Member assumes control of the extraction. Once each of the inmate's limbs are controlled, the #1 Member gives the command, "Pull" to the #4 and #5 Members. The #4 and #5 Members pull on the inmates legs/ankles removing his ability to stand, and guide him to the floor. The #1 Member continues to control the inmate with the Riot/Stun Shield until the inmate stops resisting. If the inmate complies and stops his/her physical resistance. The #1 shield Deputy may decide that the shield is no longer needed and hand the shield to the Team Leader.

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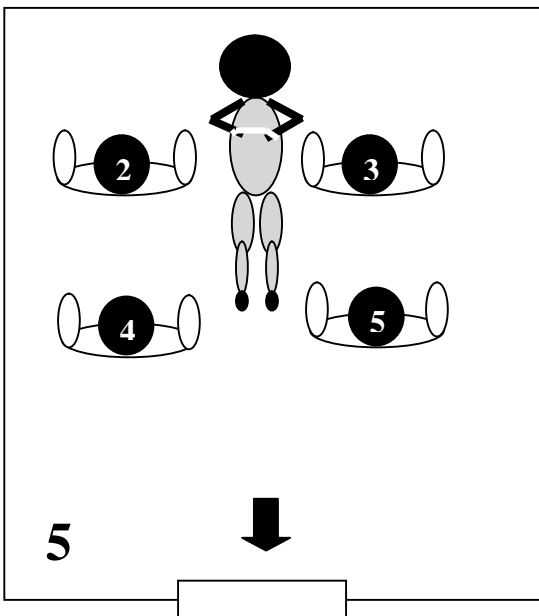
Figure #4



When the inmate is lying on his back, the #2 Member, while holding onto the inmate's left arm/wrist will step over the inmate causing the inmate to roll onto his stomach. Simultaneously, the #4 Member, while holding onto the inmate's left leg/ankle, will also step over the inmate. If the inmate is not physically resisting at this point, the #4 and #5 Members may choose to cross the inmate's ankles. Crossing the inmate's ankles allows the #4 and #5 Members to remain in their positions without having to physically switch positions.

If there is not enough room for the team to maneuver the inmate within the cell, the team may pull the inmate out of the cell before attempting to roll the inmate over.

Figure #5



Once the inmate is on his back, the #2 and #3 Members handcuff the inmate. The #4 and #5 Members will cuff the inmate's ankles. The inmate will then be assisted into the seated position, then allowed to stand-up and be escorted to an alternate location.

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III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Use of Force	Date: 02-18-2011	Number: 606
Subject:	Less Than Lethal Weapons		
Reference:	(A) ICSD Manual of Policy and Procedure, Section 9.1.01 (B) Title 15 CCR, Section 1029(a)(7)(F)		

I. POLICY

This policy shall provide guidance for the storage, handling, deployment, and reporting of the use of Less Than Lethal Weapons.

II. DEFINITIONS

For the purpose of this policy, Less Than Lethal Weapons authorized for use within the Corrections Bureau are the following:

- a. **CHEMICAL AGENT** (OC or CS) grenades – Used to disperse a gaseous cloud of OC or CS chemical agents over a wide area.
- b. **SMOKE GRENADES** – Used to dispense a gaseous cloud of white or green smoke over a wide area for concealment, or to enhance the effects of OC/CS grenades.
- c. **FLASH/SOUND DIVERSIONARY DEVICES** (also known as flash-bang grenade) – A device designed to emit a loud noise and intense light for the purpose of distracting or disorienting a suspect.
- d. **STINGER GRENADES** (also known as sting-ball grenades) – A device containing a light explosive charge and designed to propel rubber pellets over a wide area.
- e. **PEPPERBALL OC WEAPONS SYSTEM** – A device similar in design to a commercial paintball gun, but designed to fire projectiles containing OC chemical agents in either a powder or liquid form.
- f. **37 MM, RIOT GUN** – Used for riot suppression or crowd control. Authorized munitions for the Corrections Bureau are the Rubber Baton rounds, Sting-ball rounds, OC Liquid Barricade, Wooden Baton rounds, and Scat rounds.
- g. **FN 303- A** device used to launch a projectile to incapacitate immobilize or stun a person through the infliction of less than lethal impairment of physical condition, function or senses, including physical pain or discomfort.

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Reference:	(A) ICSD Manual of Policy and Procedure, Section 9.1.01 (B) Title 15 CCR, Section 1029(a)(7)(F)		

- h. **12 GAUGE SHOTGUN WITH IMPACT ROUNDS.-THE SHOTGUN IS USED ONLY** to launch less lethal impact rounds to immobilize, incapacitate, or stun a person through the infliction of less than lethal impairment of physical condition, function or senses, including physical pain or discomfort.

III. AUTHORIZED DEPLOYMENT

ONLY PERSONNEL who have successfully completed a departmentally approved training course in the proper use and deployment of Less Than Lethal Weapons Systems shall be authorized to use them during actual operations.

IV. AUTHORIZATION FOR USE

Except in extreme emergencies (i.e., life threatening situations), authorization to use Less Than Lethal Weapon Systems (chemical or smoke grenades, flash-bang grenades, stinger grenades, Pepper ball gun, a 37mm Riot Gun, FN 303, and 12 gauge shot gun with impact rounds), shall come from the rank of Lieutenant and above.

V. JUSTIFICATION FOR USE

The employment and use of these devices are aggressive and decisive actions that can assist in achieving the goal of protection of life and property and/or the restoration of order. They should be considered whenever the use of a less-lethal option would assist in facilitating an entry, enabling an arrest, restoring order or reducing the risk of injury. Circumstances justifying the use of these devices would include, but not be limited to:

- a. Barricaded suspect and/or hostage situations.
- b. High-risk entry.
- c. Circumstances wherein distraction of violent or mentally deranged persons or those under the influence of alcohol or drugs is believed to be necessary in order to facilitate apprehension.
- d. Restoration or maintenance of order during riots or civil disturbances.
- e. Situations wherein the authorizing person deems their use necessary to safely resolve the incident.

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VI. REPORTING THE USE OF STINGBALL GRENADES OR FLASH-BANG GRENADES

These devices are classified by the federal government as destructive devices. Consequently, the serial numbers must be reported under the National Firearms Act to the Bureau of Alcohol, Tobacco & Firearms. The training unit will report all expended or misfired devices each quarter.

Once each quarter, units having used these devices shall report the serial number of each expended device to the training unit. This requirement includes devices which were used in training or misfired. A report must be made in writing and is due at the training unit by the last day of March, June, September, and December.

The following information will be required in the report:

- a. Reporting Unit.
- b. Date each device was used.
- c. Type of device (include brand and model number).
- d. Serial number of each device expended.
- e. Name and employee number of person responsible for tracking and inventory.

VII. STORAGE

These devices must be kept in a cool dry area and must not be kept in the same cabinet or on the same shelf with firearms ammunition. However, they may be kept in the same room.

VIII. HANDLING

All devices should be retained in their original packing containers until issued to personnel for use or deployment.

The safety pins shall not be removed for any reason until it becomes apparent that the immediate use of the device is imminent. The safety pin should be

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retained in the event it becomes necessary to make the device "safe".

The person assigned to use the device shall wear eye and ear protection and wear tight fitting leather or Nomex gloves as a safety precaution.

In the event of a misfire:

- a. Whenever possible, the area should be cleared of all nonessential personnel for a minimum of thirty (30) minutes.
- b. **Never pick up the device with your hands!** If it must be moved, pick it up carefully using a shovel or some other similar long handled tool.
- c. A flash-bang can be placed in a container of water because of its cardboard composition. However, a sting ball device will not be affected by water because it is double wrapped in rubber.
- d. In addition, sting ball grenades require further precautions listed below:
 - (1) The device should be isolated to prevent injuries from the blast or rubber pellets or other fragments. It should be moved with a shovel or some other long handled device. **Do not pick a device up with your hands.** Inmates are to be removed from the area.
 - (2) These devices should not be covered because it causes problems for the arson investigator when they come to handle the device but cannot see it.
 - (3) Immediately notify the Arson/Explosive Detail of the County Fire Department for removal and destruction of the sting ball grenade.

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Reference:	(A) ICSD Manual of Policy and Procedure, Section 9.1.01 (B) Title 15 CCR, Section 1029(a)(7)(F)		

IX. EFFECTIVE DATE

This order becomes effective as of this date and supersedes all prior orders.

X. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Sanitation	Date: 01-23-2018	Number: 701
Subject:	Cleaning Supplies		
Reference:	Title 15 CCR, Section 1280		

POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to ensure that the jail provides staff and inmates with a clean, sanitary environment consistent with all applicable codes, standards and sound detention practice.

The purpose of this policy is to establish a procedure for issue and proper use of cleaning supplies for the maintaining of facility sanitation.

II PROCEDURE:

A. Issuance:

It will be the responsibility of the graveyard shift (1st watch) Watch commander to insure that cleaning supplies are distributed each morning. Floor Officers will account for each item that is issued. Floor and Housing Officers will make a log entry under Spillman event code HCA under each inmate housing area.

B. Retrieval and Working Condition:

HHCC & RADF:

It is the responsibility of the graveyard shift Watch Commander to insure that cleaning supplies are retrieved from each dorm/module each night while making note that all items are in good working condition. Floor Officers will re-issue proper and approved cleaning and disinfectant solutions for inmate housing/living areas.

OFDF:

It will be the responsibility of the Housing Unit Officer that the cleaning solution dispensers in the housing units are functioning properly and not tampered with. The assigned Unit Officer will be responsible for refilling the solution dispensers and ensuring cleaning supplies are in good working order.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Sanitation	Date: 01-23-2018	Number: 701
Subject:	Cleaning Supplies		
Reference:	Title 15 CCR, Section 1280		

1. Broken or Worn Items:

All broken and worn items will be replaced and re-issued in a timely manner. The Laundry Officer and/or Facility Sergeant will be notified of the needed items or replacement.

2. Lost Items:

All cleaning items and equipment is to be accounted for. Unaccounted items will be considered contraband and searched for. A log entry for the search and re-issuance of equipment and supplies (HCA) will be generated.

D. Cleaning of Mops:

HHCC & RADF:

It will be the responsibility of the graveyard shift Floor Officers to ensure that each mop is thoroughly cleaned with disinfectant every night. After cleaning, the mops will be hung outside to air dry. Soiled mop heads (bodily fluids) will be exchanged and disposed of properly.

OFDF:

The Housing Unit Officer will ensure mops are cleaned and hung in the broom/mop handle wall holders, allowing the mops to dry when not in use. Soiled mop heads (bodily fluids) will be exchanged and disposed of properly.

E. Location of Cleaning Supplies:

RADF - Supply Room & H-2 Hallway Janitor Closet
HHCC – Officer Break Area & Facility Sergeant Office
OFDF – Laundry Facility & Unit Hub Janitor Closet

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Corrections Bureau Policy and Procedures**

Title:	Facility Sanitation	Date: 01-23-2018	Number: 701
Subject:	Cleaning Supplies		
Reference:	Title 15 CCR, Section 1280		

F. Inventory and Supply:

It is the responsibility of each officer to insure that cleaning supplies are not excessively used. It is the responsibility of each officer to insure that inmates do not steal, hide, or use excessive amounts of cleaning supplies. It is the responsibility of the floor and unit officers to advise when supplies are needed. The Watch Commanders and Facility Sergeants will work with the Laundry Officers to ensure needed supplies are ordered and supplied in a timely manner.

G. Items to be Issued Daily:

HHCC:

1. (1) Mop
2. (1) Mop Bucket
3. (1) Broom
4. (1) Bottle with Neutral Disinfectant Cleaner (deodorizer)
5. (1) Bottle with Peroxide Multi Surface Cleaner and Disinfectant
6. (1) Scrub Brush with handle
7. (1) Scrub/Scouring Pad
8. (1) Pair of dish gloves
9. (1) Trash Can with liner

RADE:

1. (1) Mop
2. (1) Mop Bucket
3. (1) Broom
4. (1) Bottle with Neutral Disinfectant Cleaner (deodorizer)
5. (1) Bottle with Peroxide Multi Surface Cleaner and Disinfectant
6. (1) Scrub/Scouring Pad
7. (1) Scrub Brush with handle
8. (1) Trash Can with liner

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Sanitation	Date: 01-23-2018	Number: 701
Subject:	Cleaning Supplies		
Reference:	Title 15 CCR, Section 1280		

H. Toilet Paper/ Sanitary Napkins

HHCC /RADF /OFDF:

A box of toilet paper will be issued to each inmate housing area for use and replenished as needed.

The Laundry Officers will supply toilet paper and sanitary napkins to all three (3) facilities.

I. Excess Supplies:

It is the intent of this policy to prevent inmates from hoarding supplies. Any time an officer enters a living area (dorm, module, or unit), the officer will take note of excessive amount or hoarded supplies and an NOV will be issued accordingly.

The mentioned supplies will be accessible in a designated common area in each inmate living area for use. If supplies are replenished as needed, the likelihood of hoarding is reduced.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Sanitation	Date: 01-23-2018	Number: 702
Subject:	Housekeeping Plan		
Reference:	(A) Title 15 CCR, Section 1280 (B) Corrections Bureau Policy number 701		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to ensure that the jails provide staff and inmates with a clean, sanitary environment consistent with all applicable codes, standards and sound detention practice.

This plan is implemented as a general guideline for the expected responsibilities of staff and inmates in ensuring a safe, clean, and healthy environment.

II PROCEDURE:

A. RADF General Area Clean Up:

The following areas will be cleaned (swept, mopped, and all trash removed) **DAILY** as specified by the assigned shift or personnel:

- | | | | |
|-----|-------------------------------|---|--|
| 1. | Holding Cells | - | Each Shift. |
| 2. | Male/Female Dress out | - | Each Shift. |
| 3. | Clothing Room | - | Laundry Officer (M-F, 1200-2000).
Each Shift when the Laundry Officer is not on duty. |
| 4. | Medical | - | 1 st and 2 nd watch. |
| 5. | Kitchen and Dining Room | - | After each meal. |
| 6. | H1 and H2 hallways | - | Each Shift. |
| 7. | Module Door Hallways | - | Graveyard Shift. |
| 8. | Mop closets | - | Graveyard Shift. |
| 9. | Control rooms | - | Each shift. |
| 10. | Booking area | - | Each shift. |
| 11. | Sally port | - | Each shift. |
| 12. | Delivery Area | - | Each shift. |
| 13. | Safety cells | - | Every 24 hours from the time of placement, must be noted on the Observation sheet. |
| 14. | Visitation area | - | After last visit on Graveyard Shift. |
| 15. | Recreation yard & weight room | - | Recreation Officer. |

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Sanitation	Date: 01-23-2018	Number: 702
Subject:	Housekeeping Plan		
Reference:	(A) Title 15 CCR, Section 1280 (B) Corrections Bureau Policy number 701		

B. HHCC General Area Clean Up:

The following areas will be cleaned (swept, mopped, and all trash removed)

DAILY

as specified by the assigned shift or personnel:

1. Tower Control - Each shift.
2. Staff Break room - Each shift.
3. Visitation area - After last visit on Graveyard watch
4. Dorm door walkways - Each shift.
5. Supply room - Laundry Officer (M-F, 0700-1500 hours). Each shift when the Laundry Officer is not on duty.

6. Outside area near rear entrance - Graveyards.
7. Restrooms - Each shift.
8. Multipurpose room - After all programs have been terminated on Graveyard watch.
9. Weight room - Recreation officer.
10. Kitchen and Dining room - After each meal.

C. OFDF General Area Clean Up:

The following areas will be cleaned (swept, mopped, and all trash removed)

DAILY

as specified by the assigned shift or personnel:

1. Central Control - Each shift.
2. Staff Break rooms - Each shift.
3. Pre-book - Each Shift
4. Unit Hub area - Each shift.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Sanitation	Date: 01-23-2018	Number: 702
Subject:	Housekeeping Plan		
Reference:	(A) Title 15 CCR, Section 1280 (B) Corrections Bureau Policy number 701		

- 5. Laundry room - Laundry Officer (M-F, 0700-1500 hours). Each shift when the Laundry Officer is not on duty.
- 6. Sally port areas - Day shift
- 7. Staff restrooms - Each shift
- 8. Program rooms - After program
- 9. Weight room - Day shift
- 10. Booking area / Docile holding - Each shift
- 11. Safety / Sobering cells - Every 24 hours from the time of placement, must be noted on the Observation sheet
- 12.

D. Video Visitation General Area Clean Up:

The following areas will be cleaned (swept, mopped, and all trash removed)

DAILY

as specified by the assigned shift or personnel:

- 1. Tower Control - Each shift.
- 2. Staff Break room - Each shift.

E. Food Services Areas:

It is the responsibility of the Lead Kitchen Supervisor to ensure high sanitation standards are maintained in the food preparation and service areas. Kitchen Supervisors will supervise the inmate workers in daily routine cleaning duties. The kitchen will be inspected and rated by the county Health Department at least annually.

F. Medical Areas:

Special attention will be afforded the medical area to comply with health standards for cleanliness. Clean mops and special disinfectants are stored within

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Corrections Bureau Policy and Procedures**

Title:	Facility Sanitation	Date: 01-23-2018	Number: 702
Subject:	Housekeeping Plan		
Reference:	(A) Title 15 CCR, Section 1280 (B) Corrections Bureau Policy number 701		

the unit for use in that area only. The staff member supervising inmate workers will ensure they are under that individual's constant, direct visual observation while cleaning the medical area.

G. Public Lobby:

The public lobby will be swept, and mopped as needed by designated inmate workers. All glass will be cleaned on an as-needed basis. Additionally, the lobby will be monitored for cleanliness throughout the day by security staff. Any hazardous or unclean conditions will immediately be corrected by a designated inmate worker.

H. Public Visitation:

All public visitation areas will be cleaned as needed by inmate workers after the area is thoroughly searched by security staff. All trash will be discarded, and glass and countertops cleaned as needed.

I. Control Rooms and Restricted Security Areas:

Control rooms will be off limits to inmates (including inmate workers) at all times (no exceptions). These areas will be cleaned by Jail personnel. This cleaning will consist of cleaning counter areas, discarding trash, cleaning the rest room, vacuuming the carpet (graveyard shift), and cleaning all glass as needed.

J. Sally Port and Delivery Area:

These areas are a means of egress during emergency situations; therefore, they must be free of debris, parked vehicles, etc. It is the responsibility of the Search and Escort Officer to ensure that these areas are clean by the end of each shift.

K. Liquid and Solid Waste:

Liquid waste will be disposed of through the waste water system. Mop bucket water will be disposed of by pouring the water down the designated mop bucket cleaning sink. Solid waste and trash will be removed from work areas and housing units in accordance with standard divisional policy and placed in the trash bin located at the car wash rack.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Sanitation	Date: 01-23-2018	Number: 702
Subject:	Housekeeping Plan		
Reference:	(A) Title 15 CCR, Section 1280 (B) Corrections Bureau Policy number 701		

L. Carpet Cleaning:

Carpets in non-security areas will be cleaned daily by the designated inmate worker(s). Carpets in security areas will be cleaned daily on the graveyard shift by the staff member(s) assigned to that area.

M. Inmate Sanitation Responsibilities:

Each inmate is required to maintain sanitary living area conditions and will be responsible for the cleanliness of their living area, including walls, floors, sink, toilet, windows, showers, and other property within the dorm, module, cell, or living area. Cleaning materials and articles for cleaning will be issued by security staff to the dorms and modules. The inmate(s) is responsible for the proper use and care of these articles. Before departing the living area each day for work, feeding, visitation, court, medical, or program activities, every inmate will sweep and mop the floor of their personal living area and deposit any trash in the appropriate trash container. Inmate personal property storage and limits will be enforced in the process of all sanitation inspections.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Sanitation	Date: 01-25-2018	Number: 703
Subject:	Vermin and Pest Control		
Reference:	(A) Title 15 CCR, Sections 1212 and 1264 (B) ACA Guidelines, Section 4.4.3		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to provide a safe, clean, pest free environment for its staff and inmates and to have in place procedures that will ensure those conditions are maintained on a continuous basis.

II PROCEDURE

A. General Guidelines:

The control of pests and vermin is a critical life safety issue in a detention setting. Pests and vermin will be controlled through an aggressive program of regular inspection and extermination.

The pest control program will be managed by the Administrative Sergeant in charge of maintenance. The Administrative Sergeant will inspect their Jail under the pest control program monthly and will file reports of those inspections with the Chief of Corrections.

Minor pest control action, such as spraying, will be conducted monthly throughout the Jail as deemed necessary by the Administrative Lieutenant.

The Jail will have a contract with a licensed pest control firm or individual, who will be available on call to provide major vermin and pest control services. This service's purpose is to eliminate pest and vermin infestations and provide preventive treatments of future infestations.

The professional contractor or individual will service the Jail at least once a month; this schedule may vary from time to time in areas such as the kitchen or dining areas. Access to the food service area for this purpose will be after food preparation hours.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Sanitation	Date: 01-25-2018	Number: 703
Subject:	Vermin and Pest Control		
Reference:	(A) Title 15 CCR, Sections 1212 and 1264 (B) ACA Guidelines, Section 4.4.3		

Correctional staff will accompany the exterminator with a checklist and document each area as it is serviced. All completed checklist forms will be forwarded to and maintained by the Administrative Sergeant. If necessary, additional preventive treatments may be scheduled by the Administrative Sergeant.

Correctional staff will be required to report any observation of insects, rodents, or vermin throughout the Jail. The Administrative Sergeant will implement corrective action.

B. Human Infestations

All cases of inmates infested with mites or lice must be reported to medical staff immediately for treatment to avoid the spreading of vermin. Medical staff will determine the appropriate treatment for human infestations.

All clothing and bedding (personal and jail issued) of inmates infested with mites or lice will be properly bagged, labeled and immediately removed from the facility for disinfecting.

C. Disinfecting of Infested Clothing and Bedding

Infested clothing and bedding will be properly bagged and labeled for disinfecting procedures. Infested clothing and bedding will be washed separately from non-infested clothing and bedding. Lice and their eggs may be killed by:

1. Washing in water at 140 degrees F for 20 minutes;
2. Tumbling in a clothes dryer at 140 degrees F for 20 minutes;
3. Dry cleaning;
4. Storing in plastic bags for 30 days; and/or;
5. Treating with an insecticide specifically labeled for that purpose.

It is important to distinguish between sprays intended for use only on furniture and clothing and products allowed for use on humans.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Sanitation	Date: 01-25-2018	Number: 703
Subject:	Vermin and Pest Control		
Reference:	(A) Title 15 CCR, Sections 1212 and 1264 (B) ACA Guidelines, Section 4.4.3		

Successful treatment depends on careful inspection of the inmate and proper application of the appropriate product. The area used to delouse inmates will be separate from the rest of the jail. Surfaces in this area will be easily cleanable and will be sanitized after treatment. There will be a shower easily accessible in the delousing area.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Sanitation	Date:	01-30-2018	Number:	704
Subject:	Laundry Services				
Reference:	(A) Title 15 CCR, Sections 1260, 1261, 1262, and 1263 (B) ACA Guidelines, Section 4.4.4				

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to provide inmates with clean, well-fitting clothing appropriate for the season and clean bedding and linen.

All inmates will be supplied clothing, bedding, and linens sufficient to provide comfortable, sanitary, and environmentally suitable conditions during confinement.

The Laundry Officers are responsible for the overall operation of the clothing issue and laundry operations. Laundry Officers will supervise a crew of designated inmate workers to help in clothing issue and laundry operations.

II. PROCEDURE

A. General Guidelines

Inmates housed in the Jail will have their personal clothing inventoried and stored in a clothing/property bag labeled with the inmate's name, booking number, and name ID number. This bag will be stored in the secure clothing/property room of RADF.

Inmate's personal clothing will not be washed. Inmate personal clothing will only be washed under the following conditions:

1. Clothing that is soiled with urine, feces, blood, semen or other bodily fluids.
2. Clothing that is wet from contaminated water exposure (i.e., New River, canals, etc.).
3. Clothing that has been sprayed or exposed to agricultural chemicals or pesticides.
4. Clothing that has been sprayed or exposed to other toxic or hazardous chemicals or substances.
5. Clothing that is infested with pests or vermin.

Inmate personal clothing that is washed for any of the reasons listed above will be properly bagged and labeled.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Sanitation	Date: 01-30-2018	Number: 704
Subject:	Laundry Services		
Reference:	(A) Title 15 CCR, Sections 1260, 1261, 1262, and 1263 (B) ACA Guidelines, Section 4.4.4		

Clothing to be washed for these reasons will be washed separately from other clothing or bedding.

B. Laundry Services:

Laundry and repair services will be provided by designated inmate workers under the supervision of a Laundry Officer. Only inmate workers assigned to the laundry details are permitted in the laundry area.

All scissors, needles and other tools used in the laundry repair program will be controlled in accord with policy number 506 (Tool Control). A supply of clothing, linen, and bedding will be maintained at a level that exceeds the amount needed to supply the Jail's maximum inmate population. Cleaning supplies will be locked in the laundry room in a secure storage area controlled by the designated Laundry Officer.

Care of all clothing and bedding supplies issued to an inmate will be that inmate's responsibility, and he or she will be held accountable for its use. The Jail will not be responsible for any personal clothing (i.e., shoes) inmates are permitted to retain.

C. Damaged Items:

Inmates may exchange clothing that has been torn or damaged during normal wear and tear. Security staff will confirm the validity of the request and make appropriate arrangements to issue replacement clothing on an exchange basis.

N.O.V.'s will be issued to inmates who purposely damage clothing, bedding, or linen. Items that are purposely damaged by inmates will be tagged as evidence for disciplinary hearings. Damaged items will be returned to the Laundry Officer for repair or replacement at the conclusion of the inmate disciplinary process.

Whenever possible, inmate workers or the Laundry Officer will make repairs to damaged clothing, bedding, or linen. Clothing or linen determined by the Laundry Officer to be beyond repair will be used as rags or thrown away.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Sanitation	Date: 01-30-2018	Number: 704
Subject:	Laundry Services		
Reference:	(A) Title 15 CCR, Sections 1260, 1261, 1262, and 1263 (B) ACA Guidelines, Section 4.4.4		

All damaged clothing, bedding, or linen will be reported to the Laundry Officer for repair, replacement, use for rags, or disposal. A record will be maintained by the Laundry Officer on such items.

D. Contaminated and Infested Clothing:

Contaminated or vermin infested clothing arriving from the receiving area will be handled in accord with policy number 703 (Vermin and Pest Control).

E. Standard Clothing Issue:

A standard clothing issue appropriate to the climate and season will be provided to all inmates during the admission process. Clothing shall be reasonably fitted, durable, easily laundered and repaired. Standard issued clothing is as follows:

- (a) Clean socks and footwear.
- (b) Clean outer garments (T-shirt, Jumpsuit, Gym Shorts, and/or Work Pants).
- (c) Clean undergarments;

For males – One pair boxer shorts.

For females – Two bra's and one pair of underwear.

F. Bedding Issue:

Standard bedding issue for all inmates will include:

1. One (1) mattress (inside of Laundry Room at RADF, inside Supply Room at HHCC, on the assigned bunk at OFDF).
2. Two (2) sheets.
3. One (1) blanket
4. One (1) towel.

G. Clothing Exchange:

Clean clothing and linen exchange will take place for all inmates twice a week, on a schedule established by Jail policy. All clothing and linen will be issued clean, freshly laundered, in good repair and free of vermin.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Sanitation	Date: 01-30-2018	Number: 704
Subject:	Laundry Services		
Reference:	(A) Title 15 CCR, Sections 1260, 1261, 1262, and 1263 (B) ACA Guidelines, Section 4.4.4		

1. Outer garments (T-shirts, Jumpsuits, Gym Shorts, and Pants) will be exchanged at least once each week. Jumpsuits will be exchanged as needed.
2. Undergarments (boxer shorts, bras, panties, socks) will be exchanged at least twice each week. At the OFDF these items will be stored in the housing units and may be exchanged by the inmate as needed.
3. Blankets will be exchanged at least once each month.
4. Bed sheets will be exchanged at least once each week.
5. Towels will be exchanged at least twice each week. At the OFDF towels will be stored in the housing units and replaced by the inmate as needed.
6. It will be the responsibility of the Laundry Officer/ Unit Officer to maintain the needed inventory of undergarments and towels in the OFDF housing units.

More frequent exchanges may be necessary depending upon work, climatic conditions, illness, etc.

Undergarments that have become heavily stained, although clean, will be returned to the Laundry Officer for disposal due to their disturbing appearance in order to reduce negative morale from inmates refusing to wear stained clothing.

H. Laundry Procedures:

Before an inmate is released or transferred to another facility within the department, all items clothing, bedding, and linen items issued will be returned to the laundry room and inventoried, and their condition verified by Security staff or Laundry staff.

Possession of the property of another inmate or property that has been improperly altered or damaged is a violation of facility rules and will be reported in accordance with inmate disciplinary procedures.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Sanitation	Date: 01-30-2018	Number: 704
Subject:	Laundry Services		
Reference:	(A) Title 15 CCR, Sections 1260, 1261, 1262, and 1263 (B) ACA Guidelines, Section 4.4.4		

I. Protective or Special Clothing:

Special clothing will be issued to inmate workers assigned to food service, maintenance, laundry, grounds keeping, etc., and may be exchanged as often as necessary for the assigned work.

Clothing provided will be suitable for the climate and season and will be properly fitted and presentable as well as durable.

Ordinarily, protective clothing will be issued when authorized by the job supervisor and approved by the department head. In the case of some jobs, (i.e., food service, laundry, grounds keeping), issue of certain items will be automatic with assignment to that detail. These special clothing articles may include the following:

1. White uniforms for food service workers, which will be issued and exchanged in a manner that ensures each food service worker is able to wear clean clothing each day.
2. Plastic disposable aprons.
3. Jackets for inmates assigned outside details in inclement weather.
4. Overshoes or boots as required.
5. Straw hats during inclement weather.
6. Baseball style caps.
7. Face masks.
8. Gloves (Rubber, latex, and/or work gloves).
9. 1 (one) light blue long sleeved. Denim shirt with Imperial County Sheriff's Office lettering on back.
10. 1 (one) denim Levi style pant with Imperial County Sheriff's Office lettering on pant leg.
11. Orange jackets, safety reflective vest, hard hats and safety glasses will be provided to work crews as needed.

J. Other:

No civilian clothing or staff uniforms will be laundered or stored in a manner that allows inmates to come in contact with those items. All storage of these items will be outside the secure perimeter of the Jail.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Sanitation	Date: 01-30-2018	Number: 704
Subject:	Laundry Services		
Reference:	(A) Title 15 CCR, Sections 1260, 1261, 1262, and 1263 (B) ACA Guidelines, Section 4.4.4		

Clothing for Work Release inmates will be stored in boxes labeled with the inmate's name, booking number, and name ID number in the HHCC clothing supply room.

Storage areas for all inmate clothing, bedding, and linens will be provided in a secure area that will prevent pilferage.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title: Inmate Workers Date: 11-09-2017	Number: 801(a)
Subject: Inmate Worker Security Clearance	
Reference: PC 4019 and PC 4019.1	

I POLICY

One of the goals of the Correction Bureau is to house sentenced offenders in the least restrictive housing unit based on their behavior. Sentenced inmates assigned to camp will be provided opportunities to work inside the facility on compound, and off compound.

All sentenced offenders are given work time credits under Penal Code section 4019 sentenced inmates who are physically and mentally able to work are required to participate. Work opportunities reduce inmate idleness and allow the inmate to improve and/or develop useful job skills, work habits, and experiences that will assist in post release employment

II PROCEDURE

Inmate workers will be identified by color designated on their identification

White ID (Non-Worker)

- Inmates carrying this color of jail issued ID will **NOT** be used for **ANY** work detail regardless of the are/section.

Blue ID (Inside Inmate Worker)

- Will **ONLY** be allowed to work **INSIDE** either facility
- Inmates carrying this color of jail issued ID will **NOT** be allowed to conduct any outside facility work including but not limited to trash detail and/or deliveries.

Green ID (Inside and Outside Worker)

- Inmates carrying this color of jail issued ID will be allowed to work **INSIDE THE FENCE** perimeter of the Jail premises.
- This Inmate Workers will also be allowed to carry the duties of an **INSIDE** worker.

Red ID (Off Compound Worker)

- Inmates carrying this color of jail issued ID will be allowed to work outside the jail premises.
- These inmate workers will also be allowed to carry the duties of an inside & on compound inmate worker.
- These are sentenced inmates, PC **1170(h)(With less than Four (4) years remaining on their sentence)** with no holds/detainers.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title: Inmate Workers	Date: 05-26-2015	Number: 801(a)
Subject: Inmate Worker Security Clearance		
Reference: PC 4019 and PC 4019.1		

These inmates require special clearance through Medical, Classification, Program Coordinator and/or AB109 security staff. Authorization for deeming an inmate as an off compound worker rests with these staff members only.

If it is determined an inmate can be utilized as an off compound worker, their name may be submitted to the Program Coordinator and/or AB109 staff.

Requirements for allowing off compound status:

- Must be completely sentenced, free of holds or detainers
- Medically cleared to work
- Approved and reviewed by Classification
- Must not be currently sentenced on any violence or sex crimes
- Must not have recent escape charges
- Will be given instructions and expectations of conduct while working and residing in the worker dorm
- Will receive work time credits by the Program Coordinator and/or AB109 staff

Page 3 of this policy designates on compound and off compound locations

III. EFFECTIVE DATE

This directive becomes effective immediately

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title: Inmate Workers Date: 05-26-2015	Number: 801(a)
Subject: Inmate Worker Security Clearance	
Reference: PC 4019 and PC 4019.1	

Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual

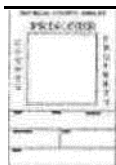
Title: Inmate Workers Date: 05-26-2015
Subject: Inmate Worker Security Clearance
Reference: PC 4019 and PC 4019.1

Number: 801(a)

Inmate 11) Color Designation

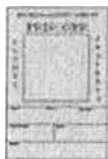


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White identification card
- **Non -Inmate** worker

Blue Identification Card -
Inmate Worker allowed to
work inside of facilities **only**.



Green Identification Card
Inmate Worker allowed to
work .ON-compound and
same privileges as Blue
identification Cards,



Red identification Card -
Inmate Worker allowed to
work OFF-compound, same
privileges as Blue and Green
Identification Card.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Workers	Date:	11-19-2017	Number:	801
Subject:	Inmate Worker Selection				
Reference:	(A) Title 15 CCR, Section 1050 (B) ACA Guidelines, Section 5.1.2 (C) California Penal Code, Sections 4325 through 4329				

I. POLICY

It is the policy of the Imperial County Sheriff's Office to maintain a pool of qualified inmate labor to maintain the appearance of the buildings and grounds, as well as the general cleanliness of the facilities.

Inmate labor not only constitutes a resource for low-cost labor, but is also helpful in reducing inmate boredom which could lead to inmate behavioral problems.

Staff shall be aware that although inmate labor is a necessary and helpful benefit, it can also lead to contraband control issues. As such, staff will be doubly aware of the presence and activities of inmate labor at all times.

II. PROCEDURE

A. General Guidelines

Inmate Workers will be classified and given appropriate job assignments via the following control methods:

1. The Classification Sergeant is the only person authorized to make an inmate an inmate worker at RADF.
2. The Programs Officer is the only person authorized to make an inmate worker at HHCC.
3. Inmates must be of low risk classification (no escape risk or history, not in custody on probation violation, no disciplinary problems, bail less than \$50,000.00) in order to be reclassified as an inmate worker.
4. Inmates may not be assigned to a kitchen detail (food handling), until they have received medical clearance. This generally takes 10-14 days.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Workers	Date:	11-19-2017	Number:	801
Subject:	Inmate Worker Selection				
Reference:	(A) Title 15 CCR, Section 1050 (B) ACA Guidelines, Section 5.1.2 (C) California Penal Code, Sections 4325 through 4329				

5. Sentenced inmates may be assigned to any work detail appropriate to their classification upon sentencing or booking. However, they may not be assigned to a kitchen detail (food handling), until after receiving medical clearance.
6. Generally, inmates (including sentenced inmates) must wait 3-4 days before being reclassified as inmate workers. This waiting period is at the discretion of the Classification Sergeant and Programs Officer and may be waived.
7. Outside inmate workers must be sentenced, low-risk, and housed at HHCC. Outside inmate workers cannot have any detainers or Immigration detainer, etc.

B. Assignments

Non-sentenced county inmates may decline work assignments but will be required to participate in dorm/module sanitation activities, including cleaning their personal living areas. In addition to those programs that are compulsory for non-sentenced inmates, sentenced inmates may be compelled to work in other assignments.

Qualified sentenced and non-sentenced inmates will be assigned to meaningful work assignments, consistent with their ability, interest, medical status, classification status, and the needs of the Jail.

Eligibility for job assignment is established by the Inmate Programs Officer (HHCC) and Classification Sergeant (RADF) at the time of classification or reclassification.

An inmate may be removed from a job at any time for poor performance, misconduct, violation of rules and regulations, custody increase, or other reasons.

A Notice of Violation must be issued to the inmate at the time of the

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Workers	Date:	11-19-2017	Number:	801
Subject:	Inmate Worker Selection				
Reference:	(A) Title 15 CCR, Section 1050 (B) ACA Guidelines, Section 5.1.2 (C) California Penal Code, Sections 4325 through 4329				

removal from the job assignment.

No inmate will be assigned a position that places him or her in a position of authority over any other inmate.

A sentenced inmate cannot refuse a work assignment. Upon refusing work assignment he/she can lose work credits. The inmate must be notified with an N.O.V.

No inmate will be assigned a clerical position (i.e., typing, filing, or processing paperwork).

C. Industrial Programs

The Sheriff, with the Board of Supervisors concurrence, may authorize prison industries programs in the Jail, in accord with state law. Such programs will operate under the authority of the Sheriff and the factory manager's supervision.

Industrial programs so established will be managed in accord with generally accepted manufacturing and accounting practices and will produce goods and services within the scope of the applicable legislative charter.

Industrial programs will be located within the secure portion of the Jail to employ the maximum possible number of inmate workers. The number assigned will be realistic and will approximate the number so employed in a similar civilian factory; "featherbedding" will be avoided.

While assignments to industrial work programs are made through the regular work assignment program, inmates with special skills necessary to specific production needs of the factory may receive priority for hiring.

The details of any separate industrial pay scales, quality and material control

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Workers	Date:	11-19-2017	Number:	801
Subject:	Inmate Worker Selection				
Reference:	(A) Title 15 CCR, Section 1050 (B) ACA Guidelines, Section 5.1.2 (C) California Penal Code, Sections 4325 through 4329				

systems, cost accounting practices, and production standards and all other operational details of the industrial operation will be documented in a separate industrial policy manual maintained by the factory manager. These operating elements will be structured in accord with generally accepted industrial and financial practices.

D. Private Industrial Operations

Subject to any other provision of county, state, or federal law, the Sheriff may entertain a proposal by a private sector firm to employ inmates in industrial employment. Any such proposal will have, at a minimum, the following elements:

1. Payment of prevailing wage rates for that locality and type of work.
2. All necessary inmate supervision.
3. All necessary searches and inspections of incoming and outgoing materials and products.
4. A scale for payment of room, board, and other costs by the inmate to the county.
5. Compensation to the county by the firm for utilities and other reasonable costs incidental to the location of the private factory on county property.
6. Provision of all other fiscal and administrative safeguards required for a county run factory.

All such proposals will be reviewed by the Sheriff and if deemed potentially practical, forwarded to the Board of Supervisors. In the event the Sheriff declines to approve a proposal. The private firm may appeal that decision to the Board of Supervisors.

E. Public Works and Community Service Employment

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Workers	Date:	11-19-2017	Number:	801
Subject:	Inmate Worker Selection				
Reference:	(A) Title 15 CCR, Section 1050 (B) ACA Guidelines, Section 5.1.2 (C) California Penal Code, Sections 4325 through 4329				

With the Sheriff's authorization, the Jail may use inmate workers in public works and community work programs that otherwise would not be performed or assigned.

Inmates so assigned must be fully qualified for minimum custody. Consistent with state law, no inmate working in the community will hold a position that otherwise is within the resources of the appropriate governmental entity to fill with a civilian worker.

F. Handicapped Inmate Employment

Despite the fact that job opportunities/assignments in the Jail are limited, work programs will accommodate handicapped inmates to the degree practical. Use of handicapped persons in the work program is mandatory when such individuals can be safely employed in specific jobs. Work supervisors, in coordination with medical staff, will make every effort to provide a job assignment for inmates whose employment potential is restricted by physical or mental limitations.

G. Other

No procedure outlined in this policy is to be construed to operate on any other provision of the law or regulation governing, or imply any inmate right to participate in, work release, study release, or other community based programming.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Workers	Date:	11-19-2017	Number:	801
Subject:	Inmate Worker Selection				
Reference:	(A) Title 15 CCR, Section 1050				
	(B) ACA Guidelines, Section 5.1.2				
	(C) California Penal Code, Sections 4325 through 4329				

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Workers	Date:	04-20-2018	Number:	802
Subject:	Inmate Worker Pay				
Reference:	California Penal Code, Section 4019.3				

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain a pool of inmate labor available to the department and other agencies and/or organizations to perform manual labor details.

An inmate work force is essential in providing necessary maintenance work at a low cost. Inmate labor also is useful in reducing tension and stress among inmates confined in the Jail.

Inmates who are classified as "Inmate Workers" shall receive payment for services rendered. Payment for inmate labor can be used for commissary purchases, phone/tablet use and purchases.

II. PROCEDURE

1. Inmate Workers shall receive \$1.00 per day for each day of work, not to exceed \$7.00 per week.
2. An inmate who works more than eight (8) hours per day shall not be entitled to any additional compensation for that day or week.
3. Inmates who are prevented from working any day, or any portion of any day for a legitimate reason (i.e., medical excuse, court appearance, etc.), will not have the payment deducted from their weekly pay.
4. Inmate Workers refusing to work may have their pay deducted in accord with a disciplinary hearing.

Processing of inmate pay:

1. The Inmate Programs Supervisor and staff shall be responsible for monitoring pay for all inmate workers positions.
2. The Inmate Programs Staff will turn in a completed pay roster to the Jail Administration Account Clerk no later than 0800 hours every Thursday

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Workers	Date:	04-20-2018	Number:	802
Subject:	Inmate Worker Pay				
Reference:	California Penal Code, Section 4019.3				

(unless directed to do otherwise by the Jail Administration Account Clerk).

3. The pay roster shall include the name, booking number, and name ID number of each inmate worker to be paid; and the amount to be paid to each inmate worker.
4. The Jail Administration Account Clerk will process the pay rosters and ensure that the appropriate amount is entered into Spillman and credited to the inmates cash account.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Early Release Credit	Date: 05-12-2015	Number: 803 (A)
Subject: AB109 Rehabilitation Programming Credits for Inmate Worker		
Reference: (A) Assembly Bill 624		
(B) California Penal Code, Section 4019		
(C) California Penal Code, Section 4019.4		

I POLICY

It is the intent of this policy to establish a guideline for credit reduction programs for realignment inmates who successfully complete specific program performance objectives for approved rehabilitative programming, including, but not limited to, credit reduction of not less than one week to credit reduction of not more than six weeks for each performance milestone under AB 624 in accordance with PC 4019 and PC 4019.4.

II DESCRIPTION

A. EXPLANATION OF EARLY RELEASE CREDITS

1. Under section 4019.4, inmates who participate in "approved rehabilitation programming" which includes "academic programs, vocational programs, vocational training, substance abuse programs, and core programs such as anger management and social life skills", will be eligible to receive up to six weeks of credits per year.
2. At least one hour per month of formalized vocational training will be provided to those inmates assigned to work crews, grounds workers, I-7 workers, and female outside workers.
3. 45 days of attendance in core educational courses will meet eligibility requirements, such as, VOA, GED, and Anger Management, 24/7 Dad, 2nd chance and Inside Out. VOA must have certificate of completion and Anger Management Program requires consistent attendance.
4. AB 624 is intended to authorize inmates sentenced to county jail under AB 109 to receive the same program credits they would have received if they were to complete similar programs in state prison. Credit is not stackable.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Early Release Credit	Date: 05-12-2015	Number: 803 (A)
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(B) California Penal Code, Section 4019		
(C) California Penal Code, Section 4019.4		

***"Program credit is a privilege, not a right" per AB 624 (see Chapter 266, Section (1), subsection (2)(b)).**

	2015	2016	2017
January- April	2 week credit	2 week credit	2 week credit
May- August	2 week credit	2 week credit	2 week credit
September- December	2 week credit	2 week credit	2 week credit

* Inmates will receive up to six weeks of credit per year.

* Credits are not stackable.

III ELIGIBILITY REQUIREMENTS

A. WHO IS ELIGIBLE AT CAMP

1. Inmate sentenced to county jail more than 1 year on a felony that would otherwise require housing in state prison under AB109
2. Inmates housed in the inmate worker dormitories at the Herbert Hughes Correctional Center (Dorm 4-Dorm 6).
3. Inmate work crew attending monthly vocational training will be eligible for 6 weeks credit given in 2 week increments, includes:
 1. Road Crew
 2. Front Yard
 3. I-7
 4. Print Shop

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Early Release Credit	Date: 05-12-2015	Number: 803 (A)
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(C) California Penal Code, Section 4019.4		

4. Inmate workers at camp attending eligible programs can receive up to 3 weeks of credit per year (Kitchen, commissary, laundry, ironing, painters).

B. WHO IS ELIGIBLE AT MAIN JAIL

1. Inmate sentenced to county jail more than 1 year on a felony that would otherwise require housing in state prison under AB109.
2. Any inmate not housed in ad/seg units
3. Inmates attending 45 days in 2nd Chance, GED, or certificate of completion from VOA.
4. Inmates housed at main jail will receive a maximum of 2 weeks per year. Credits will be applied 1 week at a time per cycle.

IV APPLICATION OF CREDITS

A. Only Sheriff Community Service's staff and the Inmate Program staff will be authorized to assign work credits under AB624. Credits will be applied as follows:

1. No later than the last business day of each quarter (identified in the matrix) an authorized staff member will apply earned credits to qualifying inmates. To qualify you must be assigned to work, and have worked or attended class for no less than 45 full days in that cycle.
 - a. Example A- If an inmate worker is hired and assigned to the Sheriff Community Services work crew on January 3^d and works until February 28th and has an unforeseeable event (medical ailment, re-housed (not pertaining to discipline), charges added, etc.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Early Release Credit	Date: 05-12-2015	Number: 803 (A)
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(C) California Penal Code, Section 4019.4		

She/he will qualify for the early release credits for the entire cycle (2 weeks credit).

Inmates have the right to appeal the amount of credits awarded under AB624. The appeal process shall start with the SCS Corporal, Sergeant, and the Lieutenant will make the final decision.

Quick Reference Information

**Work Credit for Inmate Workers under AB624
All inmates must be sentenced under AB 109**

Inmates who work in the Kitchen/Commissary/Laundry/Ironing/Painters and Programming: **3 weeks work credit per year.**

Inmates attending VOA, 2nd chance, 24/7 Dad: **2 weeks.**

Worker credit by Programs Cpl.: **6 days.**

Camp/Main Jail porters: **6 days.**

Camp/Main Jail & Programming: **2 weeks per year**

Outside Work Crews/Front Yard/I-7/Print Shop: **2 weeks per cycle and a max of 6 weeks per year.**

Exceptions

*Complete and pass GED: **6 weeks credit regardless of housing location.**

*Attend 52 weeks of anger management: **6 weeks credit regardless of housing location.**

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Workers	Date:	04-22-2014	Number:	803
Subject:	Inmate Early Release Program (ERP)				
Reference:	(A) California Penal Code, Sections 4018.5 & 4019 (B) Title 15 CCR, Section 1061 (C) 803 (A)				

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to provide an Inmate Early Release Program (ERP) for inmates sentenced to the Jail. This program will be established and monitored in accord with state law and guidelines.

The purpose of an ERP is twofold. The first is to lessen the impact of actual or anticipated jail overcrowding issues. The second is an inmate control issue. Inmates who may be released early for good behavior and/or work credits tend to exhibit better behavior, and are less of a disciplinary and/or incident issue.

ERP credits will only be applied to inmates sentenced to serve their time at the Imperial County Jail. ERP credits for inmates scheduled for transfer to other jails or state prison will be approved and calculated by that agency.

II. PROCEDURE

The Imperial County Sheriff's Department provides for an ERP through five (5) different categories of ERP credits. Inmates may earn ERP credits through any single category, or through a combination of categories. The categories of ERP credits are identified as follows:

A. Behavioral Credits

Every inmate is entitled to one (1) day of behavioral credit for every six (6) days that they are actually confined. The number of behavioral credit days earned is not limited, however, behavioral credits can be taken from an inmate for disciplinary reasons (i.e., failure to follow reasonable rules and regulations). Disciplinary hearings and appeals must be conducted before any loss of behavioral credits takes place. Loss of behavioral credits must be approved by the Custody Division Commander.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Workers	Date:	04-22-2014	Number:	803
Subject:	Inmate Early Release Program (ERP)				
Reference:	(A) California Penal Code, Sections 4018.5 & 4019 (B) Title 15 CCR, Section 1061 (C) 803 (A)				

Calculations for behavioral credits will be completed by the Clerk assigned to computations and reviewed by the graveyard shift Watch Commander after the inmate has been sentenced. Release dates for the inmate will be entered into Spillman by the graveyard shift Front Office Clerk after the calculation has been approved.

B. Work Credits

Every inmate is entitled to one (1) day of work credit for every six (6) days that they are actually confined. The number of work credit days is not limited, however, work credits can be taken from an inmate for refusing to work after being sentenced by the court, or for disciplinary violations. Disciplinary hearings and appeals must be conducted before any loss of work credits takes place. Loss of work credits must be approved by the Custody Division Commander.

Calculations for work credits will be done by the graveyard shift Front Office Clerk, and approved by the graveyard shift Watch Commander after the inmate has been sentenced. Release dates for the inmate will be entered into Spillman by the graveyard shift Front Office Clerk after the calculation has been approved.

C. Inmate Worker Credits

Every inmate who is designated as an inmate worker may receive additional ERP credit for satisfactory performance of assigned labor. ERP credits or "kicks" under this category shall be calculated at one (1) day "kick" for every thirty (30) days of satisfactory labor. Maximum amount allotted under ERP is (6) six days.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Workers	Date:	04-22-2014	Number:	803
Subject:	Inmate Early Release Program (ERP)				
Reference:	(A) California Penal Code, Sections 4018.5 & 4019 (B) Title 15 CCR, Section 1061 (C) 803 (A)				

Calculations for Inmate Worker Credits will be calculated, approved, and entered into Spillman by the following:

1. For inmate workers housed at RADF – Inmate Programs Corporal and Corporal assigned to the DRC.
2. For inmate workers housed at HHCC – Inmate Programs Officer

D. Sheriff's Parole

All county inmates may apply for a Sheriff's Parole. Inmates requesting a Sheriff's Parole will turn in the required paperwork to the Sheriff's Parole Board for review and a hearing. The Sheriff's Parole Board will be comprised of the following:

1. The Correctional Sergeant assigned to Sheriff's Parole.
2. One (1) Probation Officer from the Imperial County Probation Department.
3. One (1) person from the general public will be assigned by the Presiding Judge.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Workers	Date: 07-09-2018	Number: 804
Subject:	Inmate Work Conditions		
Reference:	(A) Corrections Bureau Policy number 801		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to provide a safe and secure work environment for inmate workers. Inmates will be assigned to job assignments according to their classification status, medical status, interest, abilities, and the needs of the department. Inmate work conditions shall be reasonable and safe in order to protect the inmates, staff, and the general public.

II. PROCEDURE:

A. General Guidelines:

Job-site supervisors / staff will impose quality controls on all work performed.

The number of inmates assigned to each project will be appropriate to the realistic workload of the job.

Inmates will not be placed in assignments that require them to work more than forty-eight (48) hours per week other than in emergencies.

Inmates will not be assigned as nurses or care providers in the medical area.

Inmates will not serve food trays to other inmates housed in lock down modules, Restrictive housing, or to general population modules on temporary "lock-down" status.

No inmate will be assigned a clerical assignment that would place him or her in a position to work on or be in contact with records of staff or inmates or to be in any other contact with institutional records, particularly criminal and/or incident reports, monetary records, or headcount records. Restricted assignments include, but are not limited to, involvement in the admission, release, records, booking, intake, classification, and medical functions.

The Chief Deputy of Corrections approve, with the Inmate Programs Officer or Classification Sergeant's recommendation, the assignment of properly classified

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Workers	Date: 07-09-2018	Number: 804
Subject:	Inmate Work Conditions		
Reference:	(A) Corrections Bureau Policy number 801		

minimum security inmates for specified, supervised and unsupervised work assignments outside the Jail.

B. Safety Issues:

All job assignments will be operated in accord with applicable federal, state, and county health and safety standards.

Inmates will be assigned and/or issued all necessary and appropriate clothing, supplies, tools, and/or safety equipment to safely perform their assigned job duties. The assignment or issuance of such items will be in accord with Corrections Bureau Policy numbers 506 (Tool Control), and 704 (Laundry Services).

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Workers	Date: 05-01-18	Number: 805
Subject:	Inmate Worker Clothing & Equipment Plan		
Reference:	(A) Corrections Bureau Policy number 506 (Tool Control) (B) Corrections Bureau Policy number 704 (Laundry Services)		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to provide inmate workers with the necessary clothing and equipment to properly and safely perform their assigned job duties.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to issue distinct clothing to inmate workers so that they may be easily identifiable from the general inmate population.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain an equipment and tool plan to ensure that all equipment and tools are properly used, and not altered, hidden, or used as a means of escape.

II. PROCEDURE:

A. HHCC Kitchen Workers:

All inmates assigned to the HHCC kitchen detail shall be issued clothing to wear in the dorm and while at work. This clothing shall be distinct from the general inmate population clothing and will include the following:

- a) County / Federal inmate worker.
 - 1. One (1) white kitchen V-neck shirt.
 - 2. Two (2) pair of white boxer shorts.
 - 3. Two (2) pair of grey socks.
 - 4. One (1) pair of shoes.
 - 5. One (1) pair of navy gym shorts
 - 6. One (1) pair of white kitchen pants.
 - 7. One (1) pair of rubber boots

C. HHCC Outside Workers:

All HHCC outside workers shall be issued clothing to wear in the dorm and while at work. This clothing shall be distinct from the general inmate population

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Workers	Date: 05-01-18	Number: 805
Subject:	Inmate Worker Clothing & Equipment Plan		
Reference:	(A) Corrections Bureau Policy number 506 (Tool Control) (B) Corrections Bureau Policy number 704 (Laundry Services)		

clothing and will include the following:

1. Two (2) grey t-shirt. (Inmate worker on back of shirts)
2. Two (2) pair of white boxer shorts.
3. Two (2) pair of grey socks.
4. One (1) pair of grey long tube socks
5. One (1) pair of shoes.
6. One (1) pair of navy gym shorts.
7. One (1) pair of navy pants.
8. One (1) pair of denim pants.
9. One (1) blue long sleeved shirt
10. Women / Two (2) pair sport bras
11. Women / Two (2) pair white panties

Outside Road crew / Front yard workers / RADF Moppo's

1. One (1) Orange long sleeve shirt (Inmate Worker on back of shirt)

Outside Female Inmate Workers

1. One (1) Yellow long sleeve shirt (Inmate Worker on back of shirt)

D. Special Clothing:

Special clothing may be issued depending upon the work assignment. Special clothing will be issued to and/or retained by the inmate in accord with established Jail procedures. Special clothing may include, but is not limited to the following items:

1. Safety shoes or boots
2. Parkas and/or overcoats for inclement weather.
3. Overshoes or boots.
4. Orange colored baseball style caps.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Workers	Date: 05-01-18	Number: 805
Subject:	Inmate Worker Clothing & Equipment Plan		
Reference:	(A) Corrections Bureau Policy number 506 (Tool Control) (B) Corrections Bureau Policy number 704 (Laundry Services)		

5. Blue jackets.
6. Gloves (rubber, latex, and/or work gloves).
7. Safety glasses or goggles.

F. Equipment and Tools:

All equipment and tools will be issued to inmates as needed and returned daily. Equipment and tools must be carefully inventoried and monitored. Inmates will be given directions on the proper use of equipment and tools before operating any, and staff will ensure that inmates do not misuse, abuse, hide, or alter any equipment or tool(s).

Equipment and tools will not be left unattended at any time. When not in use, they will be properly stored in a locked container or locker.

Inmate usage of tools, as well as control and inventory procedures as listed in Corrections Bureau Policy number 506 (Tool control) will be strictly adhered to at all times.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Workers	Date: 10-22-2018	Number: 806
Subject:	Inmate Worker Supervision		
Reference:	Corrections Bureau Policy number 504 (Inmate Supervision)		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to provide outside work crews consisting of sentenced county inmates for the general maintenance and upkeep of the Sheriff's detention facilities and grounds. Inmate work crews may also be used to provide these services to other bureaus within the department, to outside agencies or organizations, other county departments, or for community service projects. Work crews in and around the Sheriff's detention facilities will be under the direct, visual supervision of the Inmate Programs Officer and the Classification Sergeant. Work crews for other Sheriff's Office Bureaus, outside agencies or organizations, other county departments, or community service project will be under the direct, visual supervision of the agency representative who picks up the work crew.

II. PROCEDURE:

A. Sheriff's Office Bureaus, Other Agencies and Organizations:

1. Requests for inmate work crews must be submitted to the Sheriff's Office Inmate Programs office (442-265-2243) at least two (2) working days in advance of the date needed.
2. The bureau/division or agency making the request will be solely responsible for picking up and dropping off the work crew and equipment at the appointed time and place.
3. All outside inmate work crews will be under constant and direct visual supervision at all times.
4. No inmate worker will be allowed to have any contact (verbal, written, etc.) with the general public.
5. Food and drinks may be given to the work crew by the supervising officer, agency, or organization.
6. Any food and drink that is provided to the work crews must be consumed at the work site. No food or drink may be brought onto the Sheriff's Department premises by returning work crews.

**Imperial County Sheriff's Office
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Reference:	Corrections Bureau Policy number 504 (Inmate Supervision)		

7. No food or drinks may be provided to work crews by the general public.
8. Returning outside work crews: Personnel dropping off work crews shall maintain custody of the returning worker(s) and shall not depart the area until a detention officer has assumed direct custody of the worker(s).
9. The Sheriff's Dispatch Center (339-6311) will be immediately notified of any unusual situation, any missing worker(s), or any "walk-a-ways" or escapes.
10. The supervising officer or agency will legibly sign in and sign out for the work crew.

B. Detention Facility outside work crew supervision:

The supervision of facility outside workers will be accomplished through the following:

HHCC Outside Workers:

The Inmate Programs Officer will be responsible for providing direct, visual supervision of all outside workers that are housed at HHCC and are working within the immediate area of the detention facilities. This supervision will be accomplished through the following:

1. Conducting security checks and inspections of outside work crews at least once every hour.
2. At the end of each workday, the Inmate Programs Officer will make one entry into the Spillman to record the security checks. This entry will under ID number 66, event code "SEC" (Security Check). This entry will be made once and will include the times of all security checks conducted for each day.

RADF Outside Workers:

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Workers	Date: 10-22-2018	Number: 806
Subject:	Inmate Worker Supervision		
Reference:	Corrections Bureau Policy number 504 (Inmate Supervision)		

The Classification Sergeant will be responsible for providing direct, visual supervision of all outside workers that are housed at RADF and are working within the immediate area of the detention facilities. This supervision will be accomplished through the following:

1. Conducting security checks and inspections of outside facility work crews at least once every hour.
2. At the end of each work day, the Classification Sergeant will make one entry into the Spillman to record the security checks. This entry will be under ID number 65, event code "SEC" (Security Check). This entry will be made once and will include the times of all security checks conducted for each day.

HHCC Custody Staff:

Custody staff assigned at HHCC will conduct regularly scheduled security checks of inmates who are assigned to the front yard detail, laundry, car wash, and any other detail outside of the secured perimeter, but within the immediate area of the Sheriff's Department facilities and grounds. This check will be done at a minimum, during each outer perimeter security check. This supervision will be accomplished through the following:

1. Security checks of all inmates working outside of the secured perimeter, but within the area of the facility grounds will be conducted at a minimum of once every hour during each outer perimeter security check.
2. Prior to conducting the outer perimeter security check, the officer conducting the check will verify the total number of workers that are on the detail(s). The officer will conduct a number count during the outer perimeter security check to ensure that the number count matches the tower count.
3. The Tower Officer will include this check/count in the regular Spillman entry for the outer perimeter security check (ID number 66, Event Code "SO"), i.e. "Outside Work Crews Accounted For".

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Workers	Date: 10-22-2018	Number: 806
Subject:	Inmate Worker Supervision		
Reference:	Corrections Bureau Policy number 504 (Inmate Supervision)		

C. Releasing and Receiving of Outside Work Crews:

The releasing of outside work crews shall be conducted in a timely manner so that work details are accomplished as soon as possible. The receiving of outside work crews shall be conducted in a timely manner so that supervising officers/personnel can return to their normal duties as soon as possible.

The Inmate Worker Program Officer will complete the outside work crew sign out sheet each workday. The releasing officer will legibly print their name for the work crew(s) that they release, and will have the receiving officer/agency legibly print their name.

1. A Spillman entry will be made for each inmate leaving either facility for an outside work detail. This entry will be under the inmates name ID number, event code "WRO" (Work Release Out), and will include the detail the inmate is assigned to, the releasing officer, and the name of the supervising officer and agency.
2. A Spillman entry will be made for each inmate upon their return to the facility from an outside work detail. This entry will be under the inmates name ID number, event code "WRI" (Work Release IN), and will include the work detail returned from, the receiving officer, and the name of the officer and agency that returned the inmate.
3. The release and receiving of HHCC outside inmate workers will be conducted at the gated fence area at the back (South side) of HHCC.
4. The release and receiving of RADF outside inmate workers will be conducted at the RADF intake (Sallyport) area.
5. No inmate worker will be left unattended during the releasing or receiving process. Custody staff will receive returning work crews as soon as possible. Supervising officers/agencies will not be allowed to leave the area until custody staff has taken direct custody of the returning work

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Corrections Bureau Policy and Procedures**

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Reference:	Corrections Bureau Policy number 504 (Inmate Supervision)		

crew(s).

6. It is imperative that all inmate workers being released for work details are on the roster list. No volunteers will be allowed to work unless specified by the Inmate Worker Officer.

D. Reassignment of Work Crew During Detail:

If an inmate worker is removed from their normal detail during the work day to perform a new or special detail, the following procedures will take place:

1. The Tower Officer shall be immediately notified when any outside worker is reassigned during the work day.
2. The Tower Officer will make a Spillman "WRI" entry under the inmates name ID number, reassign the worker on the work crew sign out sheet, and make a Spillman "WRO" entry under the inmates name ID number indicating the new assignment.
3. The officer requesting the reassignment will sign the inmate in from their original work detail, and then sign the inmate out for the new work assignment or detail.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Workers	Date: 10-22-2018	Number: 806
Subject:	Inmate Worker Supervision		
Reference:	Corrections Bureau Policy number 504 (Inmate Supervision)		

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Programs	Date: 07-23-2013	Number: 807
Subject:	Off Site Guidelines		
Reference:	Corrections Bureau Policy number 504 (Inmate Supervision)		

I. POLICY:

The information included in this Policy and Procedure is provided to all persons who supervise inmate workers outside of the Imperial County Sheriff's Office corrections facilities. It is required that all such persons read, or have read to them, this information and sign a statement acknowledging their understanding of its contents and their agreement to abide by the rules and regulations set forth. Also included in this briefing is a copy of the Imperial County Sheriff's Office Policy and Procedure Section 328 –Discriminatory / Sexual Harassment and the Corrections Prison Rape Elimination Act Policy and Procedure 1605, which will also be read by, or read to, the prospective Corrections Services Assistant "C.S.A."

II PROCEDURE:

A. All C.S.A.'s shall be responsible for familiarization of the Sheriff's Policies and Procedures and the Corrections Policies and Procedures which will be provided by the Sheriff's Office so there will be a clear understanding of the rules, responsibilities and guidelines of the C.S.A.

III. RULES:

A. Inmates have to be aware of the following rules and have to sign an agreement before being allowed to work off-site.

1. Inmates must obey all orders from off-site supervisors and perform work as directed unless such work poses a threat of immediate injury or death. Disputes concerning what and how work is performed shall be resolved by the Sheriff's Community Services Security Staff "S.C.S.S. Staff" after the inmate is returned to the corrections facility. The C.S.A. will not argue with any inmates to preclude any escalation of the dispute.

2. Inmates shall not be allowed to operate any heavy equipment or

**Imperial County Sheriff's Office
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Title:	Inmate Programs	Date: 07-23-2013	Number: 807
Subject:	Off Site Guidelines		
Reference:	Corrections Bureau Policy number 504 (Inmate Supervision)		

motor vehicles unless there is an immediate threat of injury or death.

3. Inmates shall not be allowed to possess or use any alcoholic beverages, drugs, or tobacco while on off-site work details. Inmates who are found in possession of any such items shall be immediately returned to the Imperial County Jail and the C.S.A. shall brief the receiving S.C.S.S. Staff on why the inmate was returned. The Inmate Worker will be issued a Notice of Violation if appropriate.
4. Inmates shall not be allowed to communicate in any form, to include personal visits, telephonically, or in writing, while on off-site work details.
5. Inmates shall not be allowed to purchase any items, to include food and drinks, while on off-site work details. Inmates may not bring any items at the end of the workday back into the facility. Inmates are strictly prohibited from possessing any currency while on off-site work details. Bag lunches and drinks are provided to all off-site inmate workers by this facility. Arrangements for all meals are the concern of the Imperial County Jail and the off-site supervisor has no responsibility for providing food or drinks to the inmates. C.S.A.'s shall not provide other beverages or food to inmate workers without prior approval.
6. Inmates are not allowed to take any letter, writing, literature, or reading materials from the Imperial County Jail. Such items are forbidden to be brought back into the Imperial County Jail.
7. Inmates are prohibited from making derogatory, lewd, profane, sexual remarks or gestures to members of the general public, or any other person, while working off-site. Failure to abide by this rule shall be grounds for immediate removal from the off-site work detail and returned to the corrections facility. As above, inmates are not allowed

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Programs	Date: 07-23-2013	Number: 807
Subject:	Off Site Guidelines		
Reference:	Corrections Bureau Policy number 504 (Inmate Supervision)		

to converse with any persons other than the C.S.A.'s when engaged in off-site work details unless for reasons to facilitate completion of the work detail or during an emergency.

8. Inmate workers shall abide by all Imperial County Jail rules and regulations. Any questions concerning these rules shall be brought to the attention of an S.C.S.S. Staff as soon as possible for resolution.

IV. RESPONSIBILITIES OF THE CORRECTIONS SERVICES ASSISTANT

A. Responsibilities of the C.S.A. shall be as follows:

1. C.S.A.'s SHALL maintain DIRECT supervision over off-site inmate workers assigned to him/her.
2. If an inmate injury is severe, outside assistance shall be immediately summoned, or the C.S.A. shall transport the inmate worker to the nearest medical facility for immediate treatment.
 - a. If deemed appropriate by competent medical authority, the inmate worker shall be immediately transferred back to the Imperial County Jail after release from the medical facility.
 - b. While at the medical facility, the supervisor SHALL telephonically contact the S.C.S.S. Staff to inform them of the problem and may gain further guidance from Corrections staff at that time.

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- c. After return to the Imperial County Jail, the C.S.A. shall make him/herself available for interview so the S.C.S.S. Staff may complete an incident report.
 - (1) S.C.S.S. Staff will be responsible for completing a County Accident Report, Worker's Compensation Claim form and a C.R. on all inmate injuries that occur while the inmates are under their supervision.
- 3. C.S.A.'s shall ensure that safety and/or protective equipment is issued to, and used by, inmates when working. This equipment shall include eye, ear, and head protection, as well as protective clothing and footwear that would be normal in the civilian community. Jackets, sunscreen, and fluids are provided during extreme weather.
- 4. Inmates shall receive instructions in the proper use on any equipment with which they are asked to work. Inmates shall demonstrate to the C.S.A. their understanding and ability to use such equipment prior to actual implementation. Inmate workers SHALL NOT be utilized as "flag men" unless there is an immediate threat of injury or death due to an accident or incident at the job site.
- 5. Inmate workers shall not be directed to perform any work, which would violate any existing laws, county rules, or ordinances.
- 6. C.S.A.'s shall not discuss personal information with inmate workers, nor shall they reveal any information about any of the Corrections Division staff to which they might be privy.

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V. GUIDELINES:

- A. Although C.S.A.'s will be working in close proximity with the inmate workers, it is suggested that they establish their perimeters of behavior at the outset of the work detail. C.S.A.'s will be called by their last name and Mr./Mrs./Miss, etc. Inmates must know that the C.S.A.'s are in charge and their orders must be followed.
1. Inmates are masters at conning people into doing what they want. A common ploy in jails is to establish a friendship with an untrained individual and gain their sympathy through a "hardship" story in order to gain special favors or help. Do not allow yourself to be drawn into such a trap. If you have any questions about what an inmate asks you to do, even under the most innocent of circumstances, beware and report to a S.C.S.S. Staff for guidance. In all cases, if the inmate was allowed to have such a favor it would be granted by the Corrections Division staff.
 2. When in doubt about any rule or regulation, ask S.C.S.S. Staff or a Facility Supervisor, follow the rules of the facility for the inmates, do not make up your own.
 3. If you know something which may affect the security of the facility, or constitutes a danger to the inmate, staff member, or others, you MUST pass such information on to the Facility Supervisor, either directly or through one of the S.C.S.S. Staff.
 4. Support the administration. Please do not voice or discuss criticism about the Division, Sheriff's Office, or Staff with the inmates.

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5. Writing or telephoning any court personnel or probation officer on behalf of an inmate is forbidden. If you feel you have comments, either positive or negative, please refer them to the S.C.S.S. Staff. They will be considered in appropriate circumstances. Do not promise an inmate anything that you cannot provide. You are not a legal advisor; do not attempt to provide legal advice, however well-meaning.
6. Dress appropriately. Please refer to the Sheriff's Office Policies and Procedure for uniform regulations.
7. C.S.A.'s may require assistance to quell an inmate disturbance or disruption to the work crew. Depending on the urgency, S.C.C.S. Staff may be contacted via the radio for response or C.S.A. may request a patrol unit. In any case, the C.S.A. does not have authority or expectation to intervene in criminal activity. Their primary role is to call for appropriate assistance and be a good witness.

VI. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

VII. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Maintenance	Date: 10-09-2018	Number: 901
Subject:	Maintenance Inspection Report		
Reference:	BPP 1903		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain high standards of environmental health, and safe and sanitary working conditions, and living areas.

This is accomplished through an established policy of regular Maintenance and Safety Inspections. These inspections will be documented on an inspection report, which will be turned into and maintained by each Facility Commander. These inspections will be conducted at the Oren R. Fox Detention Facility, Regional Adult Detention Facility, and the Herbert Hughes Correctional Center.

II. PROCEDURE:

Maintenance Inspections will be conducted every Sunday by the graveyard shift in accord with Corrections Bureau Policy number 1903. Completed reports will be in accordance and forwarded to the responsible Facility Commanders. The maintenance inspection will be verified and signed by the graveyard Watch Commander.

All inspections and reporting requirements will be in accord with established Jail procedures and the requirements as set forth in the Corrections Bureau.

Distribution of the maintenance inspection report after the maintenance inspection has been completed and verified, the distribution will be as follows:

- 1) Copy will be forwarded to the Facility Commander.
- 2) Copy will be forwarded to Department Maintenance Personnel.
- 3) Copy will be posted in the Watch Commander's office/tower.
- 4) Copy will be forwarded to the Compliance/Facility Sergeant.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Maintenance	Date: 10-09-2018	Number: 901
Subject:	Maintenance Inspection Report		
Reference:	BPP 1903		

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Maintenance	Date:	01-25-2018	Number:	902
Subject:	Reporting Maintenance Problems				
Reference:	Corrections Bureau Policy number 1903				

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain safe and secure working and living conditions for staff and inmates. An integral part in the accomplishment of this policy is the timely reporting of maintenance problems.

Timely reporting of maintenance problems ensures that the safety and security of the facility is not jeopardized, as well as providing for safer conditions, thus reducing the potential for inmate unrest or disturbance.

II. PROCEDURE

Normal reporting procedures for maintenance problems will take place with the Maintenance and Safety Inspection (Graveyard shift). All modules, dorms, cells, rooms, and common areas will be inspected for serviceability. Areas that need routine non-priority repair will be handled by the department maintenance personnel within established procedures and guidelines.

For maintenance issues requiring immediate attention during normal operating hours (Monday-Friday, 0800-1700 hours), the Administrative Sergeant will be notified. The Administrative Sergeant or designee will then notify the department maintenance personnel. After advising maintenance personnel, the Administrative Sergeant will then notify the Facility Commander.

For maintenance issues requiring **immediate** attention during non-normal operating hours (after 1700 hours, weekends and holidays), the Watch Commander will be notified of the situation. The Watch Commander will then call the department maintenance personnel to correct the problem. The off-duty telephone numbers and cell numbers of the department maintenance personnel will be kept current at all times and will be located in the following areas:

1. RADF Assistant Watch Commanders office.
2. Housing Control.
3. HHCC Tower Control.
4. OFDF Central Control.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Maintenance	Date:	01-25-2018	Number:	902
Subject:	Reporting Maintenance Problems				
Reference:	Corrections Bureau Policy number 1903				

It will be the duty of all Corrections staff to immediately report any and all maintenance problems observed to the Watch Commander.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Maintenance	Date: 09/11/2018	Number: 903
Subject:	Environmental Control Systems		
Reference:	(A) Title 24 CCR, Sections 470A.2.24, 470A.3.6 and 470A.3.7		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to ensure that all areas of the facility are operated in an environment that is in compliance with applicable standards, particularly those of the Board of State and Community Corrections. The establishment and maintenance of these levels will be documented in required annual inspections, and a record of those inspections will be maintained by the Facility Commander.

II. PROCEDURE:

A. Procedural Guidelines:

Consistent enforcement of code and standard compliant design and construction standards will provide inmates and staff with a proper environment in which to live and work.

III. DESIGN CONSIDERATIONS:

A. Lighting:

Lighting and ventilation throughout the Jail will be determined by the tasks performed in that area. Light levels in other areas will be appropriate to the activity conducted. The establishment and maintenance of these levels will be documented in required annual inspections, and a record of those inspections will be maintained by the Facility Commander of each facility.

Lighting in housing units, dayrooms, and activity areas must be sufficient to permit easy reading by a person with normal vision. Lighting shall be centrally controlled at the "CMC" panel in cells and dayrooms, centrally controlled in the Tower Control Room for dormitories, and at Central Control at the Oren R. Fox Medium Detention Facility.

Night lighting in these areas shall be sufficient to give good visibility for purposes of supervision.

Lighting fixtures in living areas shall be of secure design.

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Corrections Bureau Policy and Procedures**

Title:	Facility Maintenance	Date: 09/11/2018	Number: 903
Subject:	Environmental Control Systems		
Reference:	(A) Title 24 CCR, Sections 470A.2.24, 470A.3.6 and 470A.3.7		

Access to natural light will be provided through windows in an adjacent space. In housing areas of higher than minimum security, windows which are constantly accessible to inmates for escape will be designed and constructed so that if the window is broken out, the net area accessible for escape is no greater than 5 inches in one dimension.

B. Noise Levels:

Noise levels in housing areas will be managed by the floor officers at both the HHCC and RADF. At the Oren R. Fox Medium Detention Facility it will be monitored by the Housing Officer.

C. Heating and Cooling:

Comfortable living and work environments will be maintained at all times, while maintaining an efficient energy conservation program. Temperatures in each distinct housing and program area will be maintained at levels that are appropriate to summer and winter comfort zones.

D. Air Circulation:

There will be circulation of outside air or recirculated filtered air in all inmate living areas, staff offices, program areas, and dining areas. Emergency backup systems for ventilation will be available in the event of a power failure.

E. Emergency Power:

There shall be a source of emergency power capable of providing minimal lighting in all housing units, activity areas, corridors, stairwells, and central control points. There shall also be sufficient power to maintain fire and life safety, security, communications, and alarm systems.

F. Smoking:

Smoking and other use of tobacco products is not permitted inside Department facilities or any Department vehicle. It shall also be the responsibility of all employees to ensure that no person smokes or uses any tobacco product inside Department facilities and vehicles.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Maintenance	Date: 09/11/2018	Number: 903
Subject:	Environmental Control Systems		
Reference:	(A) Title 24 CCR, Sections 470A.2.24, 470A.3.6 and 470A.3.7		

No person shall smoke tobacco products within 20 feet of a main entrance, exit, or operable window of any public building (including any Department facility), or buildings on the campuses of the University of California, California State University and California community colleges, whether present for training, enforcement, or any other purposes. (Government Code 7596 et. Seq.)

Employees in uniform are also prohibited from smoking or using tobacco products while in public view.

G. Records of Compliance:

All facility environmental features and all renovation and construction that affects such features will conform to applicable federal, state, and local building codes. In those areas where a license or permit is not issued for specific construction or renovation, letters or certificates of compliance with applicable codes will be obtained and maintained on file by the Facility Commander.

IV. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Maintenance	Date:	01-30-2018	Number:	904
Subject:	Safety Inspection Report				
Reference:					

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that a safety inspection will be conducted once a week by the Administrative Sergeant or the Facility Sergeant.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that all safety items that are in need of maintenance will be noted during the inspection.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to inform department maintenance personnel of needed maintenance every regular business day.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau if items that jeopardize safety security are found during the inspection, the Watch Commander will take effective steps to reduce possible incidents or problems.

II. PROCEDURE

A. Completion of the Safety Inspection Report.

1. Once a week a Safety Inspection Report will be completed by the Administrative Sergeant or the Facility Sergeant. Officer will indicate if the specific item passed or failed. If the item cannot be used or its use compromises safety or security, **does not meet** will be marked in the comments box.
2. All safety equipment will be inspected, i.e., cameras, intercoms, BA's, hoses, alarms. (Refer to inspection sheets)
3. The Custody Lieutenant will verify and sign the inspection sheet.

B. Distribution of the Safety Inspection Report.

1. After the Safety Inspection Report has been completed and verified, the distribution will be as follows:

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Facility Maintenance	Date: 01-30-2018	Number: 904
Subject:	Safety Inspection Report		
Reference:			

(1) Copy will be forwarded to the Facility Lieutenant.

(1) Copy will be posted with the Administrative Sergeant / Facility Sergeant.

C. Tracking and Reporting

The Administrative Lieutenant will be responsible for tracking when needed repairs are reported and how long took to complete the repair. The Administrative Lieutenant will generate a monthly report to the Chief Deputy of Corrections, outlining what problems occurred and how long it took to correct them.

D. Archiving

The Administrative Lieutenant will maintain all Maintenance and Safety Inspection Reports for a minimum of one year.

IV. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Food Services	Date:	07-16-2018	Number:	1001
Subject:	Kitchen Sanitation and Safety				
Reference:	(A) Title 15 CCR, Section 1245 (B) ACA Guidelines, Section 4.3.4				

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to ensure that all food preparation and consumption are conducted in a clean and safe environment consistent with county, state, and federal health codes.

II. PROCEDURE

The Jail's food service program will ensure the highest possible level of safety and sanitary practices and will maintain sufficient documentation to establish ongoing compliance in all required areas.

A. Physical Conditions

Federal and state occupational safety and health codes will serve as standards for the Jail food service program.

At a minimum, this policy requires all food service employees to maintain current health cards, and requires the Jail to provide a physical examination by qualified medical staff to ensure that all inmates working in the food service area are free from transmittable disease in accord with county Health Department requirements regulating restaurant and food service employees.

Health cards for employees will be obtained, and physical examinations for inmates working in food service areas will be completed before employees or inmates are allowed to work in these areas. Employee health cards will be renewed as required, and physical examinations for inmates working in food service areas will ensure that those working in food service areas are free from diarrhea, skin infections, food borne contagious diseases, especially hepatitis, skin lesions, tenderness of the liver, jaundice, and other contagious or food-transmittable illness or disease. This examination will protect the employee and inmate workers by identifying duty assignment restrictions and preventing the spread of a communicable disease to others.

The medical records of all food service employees and inmate workers will be

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Corrections Bureau Policy and Procedures**

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Subject:	Kitchen Sanitation and Safety				
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examined regularly (at least annually) by the county Health Department to ensure continued compliance with worker health safety standards. Food handlers will be monitored daily by staff to ensure there is no sign of illness, and will be required to comply with standard personal hygiene requirements, including freedom from open or infected wounds; maintaining clean hands and fingernails by washing hands after using toilet facilities; using clean clothing, and hair nets (employees may wear a cap in lieu of the hair net); using tongs or other implements rather than their hands to serve food; refrain from spitting in any form in any area where food is prepared, served or stored or utensils are cleaned or stored. Workers will be provided with clean clothing changes daily.

B. Storage Facilities

The Jail will maintain sanitary, temperature-controlled food storage facilities. These controls will ensure the following temperature ranges are maintained:

- Dry shelf storage areas – 75 to 80 degrees F
- Vegetable storage areas – 35 to 40 degrees F
- Milk storage areas – 35 to 40 degrees F
- Chill storage areas (meats and cheeses prepared but not yet cooked) – 35 to 40 degrees F
- Frozen foods storage areas – 0 degrees F or below

Food will be stored on shelves and racks, not on floor surfaces.

C. Physical Plant and Equipment Issues

Diseases can result easily from improperly cleaned, designed, or operated equipment. The food service department physical plant is an important ingredient in managing a safe and sanitary program.

The Jail will be designed to ensure easy cleaning; floors, walls, and ceilings

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Food Services	Date: 07-16-2018	Number: 1001
Subject:	Kitchen Sanitation and Safety		
Reference:	(A) Title 15 CCR, Section 1245 (B) ACA Guidelines, Section 4.3.4		

will be made of materials that promote safe, sanitary operations.

Food service equipment will be designed to comply with national and state codes and will be capable of efficient and thorough cleaning. Work tables and similar pieces of equipment will be constructed of stainless steel. All equipment will be operated and maintained in accordance with the manufacturer's health and safety instructions.

Coolers and other refrigerated equipment will be designed to maintain foods at proper temperatures to prevent bacteria growth, and will be locked to prevent unauthorized access to foods.

In addition, the Jail will provide the following:

- Toilet and wash basins that are readily available to all food service workers.
- Fire safety protection as required by county and state regulations. Ovens, grills and similar equipment will be arranged to enable the use of fire hoods, and an adequate sprinkler system or extinguisher coverage.
- Adequate fire protection and egress in case of emergencies.
- Separate, sanitary loading and storage areas and timely removal/disposal schedules for all garbage.

D. Inspections

Inspections of the food service areas are vital to ensure constant compliance with appropriate health and safety rules. The Food Service Supervisor will perform daily sanitation inspections, using an inspection report form that lists all major areas of the kitchen, carries a space for a rating for each area, and allows for documenting recommendations for corrective action.

The Lead Kitchen Supervisor will take corrective action whenever necessary, and will maintain these inspections on file for one year.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Food Services	Date:	07-16-2018	Number:	1001
Subject:	Kitchen Sanitation and Safety				
Reference:	(A) Title 15 CCR, Section 1245 (B) ACA Guidelines, Section 4.3.4				

Daily inspections will include all areas of the kitchen including, records check on all refrigerators, coolers, freezers, and water temperatures; work tables, dry storage areas, dishwasher, ice machines, sinks and basins, toilet facilities, equipment, utensils; fire safety, etc.

Outside inspections will be conducted at least annually by the Imperial County Health Department, covering all food service areas. Additional inspections may be conducted by the Board of State and Community Corrections/or U.S. Marshals' Service. This system of inspections will include a complete fire inspection by the Fire Marshal or designee Imperial County Fire Department . A written report will be forwarded to the Chief Deputy of Corrections for action. Copies of these reports will be maintained for three years.

An annual sanitation inspection will cover all segments of the food service operation and the health and safety of food service employees and workers.

A written report of findings will be prepared and forwarded to the Chief Deputy of Corrections for information and action. Copies of these reports will be retained in files for three years.

E. Special Training

Safety and sanitation training for food service employees will be conducted on a regular basis, and records will be kept regarding course content and participation. The Food Service Supervisor shall be responsible for scheduling and coordinating all training. At a minimum, both inmate workers and civilian employees will be trained regularly in the following areas:

- Proper use of all food service equipment
- Use of safety devices for equipment in the kitchen, including fire extinguishers

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- Use and storage of hazardous tools
- Accident-prevention techniques regarding scalds, falls, burns, lifting, and related injuries
- Proper storage technique for food service areas.
- Fire plan
- First aid and CPR procedures
- Proper report procedures for accident and/or hazardous conditions

F. Specific Food Service Practices

Specific food service sanitation-related practices will include ensuring the following:

1. The grease trap in the kitchen is cleaned not less than once a month.
2. The kitchen has an adequate supply of forty-four (44) gallon, plastic, leak-proof, waterproof garbage containers with plastic liners.
3. Eating and cooking utensils are inspected by the kitchen supervisors and replaced when needed.
4. All cooking utensils are washed in 140 degree F water in the dishwasher, and the temperature of the dishwasher is checked and logged at least once during each meal cycle.
5. All food service cleaning items, dishwashing materials, and utensils are kept separate from those used for general cleaning.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Food Services	Date:	07-16-2018	Number:	1001
Subject:	Kitchen Sanitation and Safety				
Reference:	(A) Title 15 CCR, Section 1245 (B) ACA Guidelines, Section 4.3.4				

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Food Services	Date: 09-03-2018	Number: 1002
Subject:	Food Preparation		
Reference:	(A) Title 15 CCR, Sections 1072, 1230, 1240, 1241, 1242, 1243, 1246, 1247 & 1248		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to prepare food in a safe and sanitary manner in accord with federal and state guidelines.

II. PROCEDURE

A. Food Handlers (Title 24 CCR, Section 1230)

All food prepared for consumption will be properly prepped and thoroughly cooked in accord with federal and state guidelines. All food handlers will be medically screened and cleared to work in the kitchen. Food handlers must be free of medical conditions and/or diseases as described in Corrections Bureau Policy number 1002.

B. Frequency of Serving (Title 24 CCR, Section 1240)

Three (3) meals will be served in each twenty-four (24) hour period. At least one of these meals shall include hot food. If more than fourteen (14) hours pass between these meals, supplemental food will be served. Additionally, supplemental food must be served in less than the fourteen (14) hour period for inmates on therapeutic diets requiring more than three meals.

Examples of supplemental foods include; soup, sandwich, fruit, or any other nutritional food.

A minimum of fifteen (15) minutes shall be allowed for the actual consumption of each meal, except for those inmates on therapeutic diets where the responsible physician has prescribed additional time. The fifteen minutes shall commence once the last inmate in line has been served and has sat down at the table.

If an inmate misses a regularly scheduled facility meal, they shall be provided with a sandwich and beverage in lieu of that meal. Inmates on

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Food Services	Date: 09-03-2018	Number: 1002
Subject:	Food Preparation		
Reference:	(A) Title 15 CCR, Sections 1072, 1230, 1240, 1241, 1242, 1243, 1246, 1247 & 1248		

therapeutic diets shall be provided with a full diet meal.

This regulation is silent regarding providing food for prisoners who are admitted to the facility after missing a meal in the outside (e.g., someone who comes in at 2 p.m. and indicates that they did not have breakfast or lunch before being arrested). Typically, the jail has no obligation to provide food until the next regularly scheduled meal; however, there are instances when prisoners have been in custody in outlying facilities and may have missed meals due to no fault of their own. Providing some food may be a reasonable option. Also, certain conditions, such as diabetes or pregnancy, make it advisable to have food available.

C. Minimum Diet (Title 24 CCR, Section 1241)

The minimum diet which shall be met is based upon 2011 Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies, the 2008 California Food Guide, and the 2015-2020 Dietary Guidelines for Americans. The minimum diet in every 24 hour period shall consist of the full number of servings specified from each of the four food groups below:

1. Protein Group
2. Dairy Group
3. Vegetable-Fruit Group
4. Grain Group

Additional servings from the dairy, vegetable-fruit, and bread-cereal groups must be provided in amounts to assure caloric supply is at the required levels. Fat shall be added only in minimum amounts necessary to make the diet palatable (No less than one tablespoon fat and/or oil shall be provided to meet the body's need for essential nutrients). A wide variety of foods should be served and spices should be used to improve the taste and eye appeal of food served.

D. Menus (Title 24 CCR, Section 1242)

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Food Services	Date: 09-03-2018	Number: 1002
Subject:	Food Preparation		
Reference:	(A) Title 15 CCR, Sections 1072, 1230, 1240, 1241, 1242, 1243, 1246, 1247 & 1248		

Menus shall be planned at least one month in advance of their use. Such menus shall be planned to provide a variety of foods, thus, preventing repetitive meals. Cycle menus shall be approved by a registered dietician before being used. If any meal served varies from the planned menu, the change shall be noted in writing on the menu and/or production sheet. Menus, as planned and including changes, shall be evaluated by a registered dietician at least annually.

E. Food Service Manager (Title 24 CCR, Section 1243)

The Food Service Manager shall be trained and experienced to implement a food service plan that includes the following:

1. Developing procedures for actual meal service.
2. Planning menus.
3. Identifying vendors and purchasing food.
4. Identifying the methods, equipment and supplies to be used for transporting and serving food at safe temperatures and of a palatable quality.
5. Implementing a portion control system.
6. Designating and supervising kitchen personnel (employees and inmates workers).
7. Training kitchen personnel (employees and inmate workers) to comply with sanitary standards set forth in Health and Safety Code, Division 104, Part 7, Chapter 4, Articles 6-8, Sections 113700 et seq. California Uniform Retail Food Facilities Laws (CURFFL).
8. Training food service staff and inmate workers.
9. Arranging to dispose of garbage and trash in a safe and sanitary manner.
10. Preparing a yearly food budget.
11. Planning a logistical support system for the food preparation function.
12. Implementing a food cost accounting system and inventories.
13. Developing an emergency feeding plan.
14. Maintaining and repairing food service equipment and appliances.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

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Reference:	(A) Title 15 CCR, Sections 1072, 1230, 1240, 1241, 1242, 1243, 1246, 1247 & 1248		

F. Food Serving (Title 24 CCR, Section 1246)

Food shall be served only under the immediate supervision of a staff member (Kitchen Supervisor or custody staff) to ensure that fair and equal portions are given to each inmate in a sanitary manner.

For public health reasons, CURFFL requires that food be kept hot (140 degrees F or above) or cold (41 degrees F or below), as appropriate, until it reaches the inmate. Food for lock down modules will be stored and transported in insulated, heated, or cooled food carts, or other containers. Food carts may be loaded with pre-served trays or with bulk food containers and all necessary utensils, and then taken directly to the module. Food transported on serving plates or containers will be covered and served as rapidly as possible to protect from contamination and to maintain safe temperatures.

No inmate shall serve a food tray to any lockdown module. Custody staff will distribute food trays in lockdown modules. Food trays will be covered, and staff will wear gloves when serving the trays.

G. Disciplinary Diet (Title 24 CCR, Section 1247)

A disciplinary isolation diet which is nutritionally balanced may be served to an inmate. Such diet must be approved by the Custody Division Commander. No inmate receiving a prescribed therapeutic diet is to be placed on a disciplinary isolation diet without review by the responsible physician or pursuant to a written plan approved by the physician. Such a diet shall be served twice in each 24 hour period and shall consist of one-half of the loaf (or a minimum of 19 oz. Cooked loaf) described below or other equally nutritious diet, along with two slices of whole wheat bread and at least one quart of drinking water if the cell does not have a water supply. The disciplinary diet shall not be continued for longer than 72 hours without the written approval of the facility manager. The use of a disciplinary

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Subject:	Food Preparation				
Reference:	(A) Title 15 CCR, Sections 1072, 1230, 1240, 1241, 1242, 1243, 1246, 1247 & 1248				

isolation diet shall constitute an exception to the three-meal-a-day standard.

Should a facility administrator wish to provide an alternate disciplinary diet, such a diet shall be submitted to the Board of Corrections for approval.

The disciplinary diet loaf shall consist of the following:

- 2-1/2 oz. Nonfat dry milk
- 4-1/2 oz. Raw grated potato
- 3 oz. Raw carrots, chopped or grated fine
- 1-1/2 oz. Tomato juice or puree
- 4-1/2 oz. Raw cabbage, chopped fine
- 7 oz. Lean ground beef, turkey or re-hydrated, canned, or frozen Textured Vegetable Protein (TVP)
- 2-1/2 fluid oz. Oil
- 1-1/2 oz. Whole wheat flour
- 1/4 tsp. Salt
- 4 tsp. Raw onion, chopped
- 1 egg
- 6 oz. Dry red beans, pre-cooked before baking (or 16 oz. Canned or cooked red kidney beans)
- 4 tsp. Chili powder

Shape into a loaf and bake at 350-375 degrees for 50-70 minutes.

Food will not be withheld from an inmate as a disciplinary measure for major infractions (Title 15 CCR, Section 1083 – Limits on Disciplinary Actions).

H. Medical Diets (Title 24 CCR, Section 1248)

The prescription of therapeutic diets shall be the sole province of the

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responsible physician. The medical diets utilized by the Jail shall be planned, prepared, and served with consultation from a registered dietician. The Jail shall comply with any medical diet prescribed for an inmate.

Pregnant women shall be provided a balanced, nutritious diet approved by a doctor. All meals and snacks will meet Title 15 standards.

The Chief Deputy of Corrections and responsible physician shall ensure that the therapeutic diet manual, which includes sample menus for medical diets, shall be available in both the medical unit and the food service office for reference and information. A registered dietician shall review, and the responsible physician shall approve, the diet manual on an annual basis.

I. Religious Diets (Title 15 CCR, Section 1072)

Litigation has resulted in various states regarding religious diets. The preparation of religious diets for inmates may not be necessary if the range of food offered is broad enough to provide minimum nutritional needs without the consumption of religiously prohibited food. Separate arrangements to provide kosher diets may be required because of the special preparation involved.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Food Services	Date: 09-03-2018	Number: 1002
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should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Food Services	Date: 08-25-2010	Number: 1003
Subject:	Feeding Procedures		
Reference:	(A) Corrections Bureau Policy number 1002 (B) Title 15 CCR, Sections 1240 & 1246		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to provide inmates with three meals in each 24 hour period. Feeding will be conducted in a systematic and safe manner to ensure the safety and security of the facility, inmates, and staff.

II. PROCEDURE

A. General Guidelines

1. Food will be served three times during each 24 hour period. At least one of these meals shall include hot food.
2. Supplemental foods will be served if more than 14 hours pass between these meals.
3. Supplemental food must be served in less than the 14 hour period for inmates on therapeutic diets requiring more than three meals.
4. A minimum of 15 minutes shall be allowed for the actual consumption of each meal except for those inmates on therapeutic diets where the responsible physician has prescribed additional time. The 15 minutes shall begin once the last inmate has been served his/her meal.
5. If an inmate misses a regularly scheduled facility meal, they shall be provided with a sandwich and beverage in lieu of that meal.
6. Inmates on therapeutic diets shall be provided with a full diet meal.
7. Food shall be served only under the immediate supervision of a kitchen supervisor or custody staff to ensure that fair and equal portions are given to each inmate.
8. Food will be kept hot (140 degrees F or above) or cold (41 degrees F or below) as appropriate until it reaches the inmate.
9. Feeding for RADF general population inmates will take place in the module.
10. Feeding for Protective Custody, Administrative Segregation, or lock-down modules will take place inside the module.
11. Feeding for HHCC will take place in the dining hall in that facility.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Food Services	Date: 08-25-2010	Number: 1003
Subject:	Feeding Procedures		
Reference:	(A) Corrections Bureau Policy number 1002 (B) Title 15 CCR, Sections 1240 & 1246		

12. All custody staff available will assist with feeding.
13. The Watch Commander shall be present at the start of feeding and will ensure that feeding is running in a timely and orderly manner. The Watch Commander will assist with feeding at RADF and will remain in the module areas accordingly. The only exception to this rule is during exigent circumstances.
14. The Housing Control and Intake Control will monitor RADF feeding via the CCTV monitoring system. The Tower Control will monitor HHCC feeding via the CCTV monitoring system.
15. Male officers will not enter the female modules of the RADF to pass out meal trays during feeding. Male officers will remain in the immediate area of the female module in order to provide emergent assistance if needed. Female Officers and female inmates will pass out trays and food items to the female inmates in female housing areas.

B. Specific Feeding Procedures

RADF:

1. The Watch Commander shall be present at the start of feeding and will remain in the module areas accordingly.
2. Inmates will be fed in the dayrooms of the General Population Modules.
3. Modules that are on tier time will be fed in their cells and those inmates that have day room access at time of feeding will be fed in the day room.
4. Custody staff will wear gloves while serving trays.
5. Trays must be covered before sliding through the food port door.
6. Trays will be served as soon as the kitchen advises that the trays are ready.
7. Custody staff will take a number count of the trays served and will call the count into Housing Control.
8. Custody staff will take a count of trays retrieved and call this count into Housing Control. Searches will be conducted for missing trays.

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Corrections Bureau Policy and Procedures**

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9. An individual inmate may be let out after the trays have been passed out to retrieve all trays and stack them at the door.
10. Each occupant in each cell shall receive two cups or bowls of beverage. The inmate shall be responsible for placing their cup/bowl through the food port door for serving.

HHCC:

1. The HHCC Assistant Watch Commander will be present during feeding. The only exception to this rule is during exigent circumstances.
2. Only one dorm will be fed at a time. If both of the dorms are of equal classification then two dorms will be allowed to be fed at the same time. A combined maximum of 76 inmates will be allowed in the dining hall during this time.
3. An officer will stand at the serving line to ensure that fair and equal portions are served to each inmate, and to ensure that the inmates do not communicate with the inmate workers.
4. Three officers (2 floor officers and the assistant watch commander) will be present during feeding. One officer may leave temporarily to attend to personal hygiene, but will return as soon as possible.
5. Each beverage pitcher may be refilled once for each dorm.

Lock-Down Modules (PC, AD-SEG, GP Lock-Down)

1. Will be fed in their cells.
2. Custody staff will serve trays to lock-down modules by placing the tray through the food port door.
3. Custody staff will wear gloves while serving trays.
4. Trays must be covered before sliding through the food port door.
5. In order to keep the food hot, trays will be served as soon as the kitchen advises that they are ready.
6. Custody staff will take a number count of each tray served, and will call the count into Housing control.

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Corrections Bureau Policy and Procedures**

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7. Custody staff will count each tray retrieved and call this count into Housing control. If any tray or other items that are significant are missing, a search of the module will be conducted.
8. An individual inmate or shower group may be let out after the trays have been passed out to continue with their tier time, and/or to retrieve all trays and stack them at the door.
9. Each occupant in each cell shall receive two cups or bowls of beverage. The inmate shall be responsible for placing their cup/bowl through the food port door for serving.

Lock-Down Dorms

Dorms on lock-down status will be fed inside the dorms. They will not be brought through the serving line. Staff will bring the food cart to the dorm door and serve the inmates at the door.

Inmates must present their ID card to receive a tray. A staff member will retrieve each inmates ID card to ensure that an inmate does not receive more than one tray. Once all inmates have received a tray, their ID card will be returned.

Staff will count each tray as it goes in, and will count each tray during the retrieval process. A search will be conducted if any tray or other item that is significant is missing.

Holding Cells, Dress-Out Rooms and Medical Waiting

In the event that all Holding Cells are occupied by inmates due to different situations, feeding may be allowed in the holding cells, dress-out rooms, or medical waiting.

Paper Plates

The use of paper plates, bowls, etc. for feeding is only authorized for the

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following:

1. The dishwasher has broken down.
2. A module or dorm is being fed in their module/dorm for disciplinary reasons. Authorization under this section must be given by the Custody Division Commander or either of the Custody Lieutenants during normal working hours or during exigent circumstances as deemed necessary by the on duty Watch Commander.

Ice Buckets

Ice buckets, when provided to the modules/dorms will be filled with ice during the dinner meal only. During the summer months, ice may be passed out more than once and at the discretion of the on duty Watch Commander. No hot liquids may be poured into the ice buckets for any reason. An officer will stand by while the bucket is being filled to prevent the spread of contraband.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Food Services	Date: 05-09-2007	Number: 1004
Subject: Kitchen Inventories		
Reference: (A) Corrections Bureau policy number 506 (Tool Control)		
(B) Title 15 CCR, Section 1243		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain an adequate inventory of food service supplies. These supplies include, but are not limited to; utensils, cookware, kitchen equipment and food supplies.

It is the policy of the Imperial County sheriff's Department Corrections Bureau to maintain an accurate and thorough inventory of the food service department to prevent the misuse, misappropriation, or theft of food service equipment and food supplies.

II. PROCEDURE:

The Food Service Manager will be responsible for conducting routine inventory checks of all food service equipment, food supplies, and other supplies used in the food service department. As part of the inventory process, the Food Service Manager will be responsible for the following:

- Implementing a portion control system.
- Designating and supervising kitchen personnel (employees and inmate workers).
- Preparing a yearly food budget.
- Planning a logistical support system for the food preparation function.
- Planning menus.
- Implementing a food cost accounting system.
- Implementing an inventory system.
- Maintaining and repairing food service equipment and appliances.
- Ordering food, equipment, and other supplies as needed.

The kitchen inventory shall be kept up to date at all times, listing all items received and used by type and quantity. At a minimum, the Food Service Manager will conduct a weekly inventory. This inventory will be filed by the Food Service Manager and retained for one year.

The Food Service Manager will conduct a monthly inventory the last working day of each month. This inventory will include all items currently on hand, amounts received for the month, and amounts used for the month. A copy of this report will

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Food Services	Date: 05-09-2007	Number: 1004
Subject: Kitchen Inventories		
Reference: (A) Corrections Bureau policy number 506 (Tool Control)		
(B) Title 15 CCR, Section 1243		

be forwarded to the Corrections Bureau Commander, and the original will be retained on file by the Food Service Manager for one year.

The Food Service Manager will complete a yearly inventory report at the end of each fiscal year. This report will include the current inventory on hand, the amount received throughout the year, and the amount used throughout the year. A copy of this report will be forwarded to the Corrections Bureau Commander, and the original will be retained on file by the Food Service Manager for one year.

The Food Service Manager will prepare a food cost report each month. This report will factor in the cost of the supplies used, as well as the salaries of staff. A copy of this report will be forwarded to the Corrections Bureau Commander, and the original will be retained on file by the Food Service Manager for one year.

At the end of each fiscal year, the Food Service Manager will prepare a yearly food cost report. This report will include the actual monthly cost, as well as the average monthly cost of food services. A copy of this report will be forwarded to the Corrections Bureau Commander, and the original will be retained by the Food Service Manager for one year.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Food Services	Date: 07-09-2018	Number: 1005
Subject:	Ordering Food Supplies		
Reference:	Title 15 CCR, Section 1243		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain an adequate stock of food inventory.

II. PROCEDURE:

The Food Service Supervisor will be responsible for ensuring that an adequate inventory of food is on hand for the feeding of inmates housed in the Jail. The amount to be ordered and maintained is dependent upon the shelf life, or expiration date of certain food items. At a minimum, the kitchen will maintain at least one week's supply of food at all times.

To ensure this, the Food Service Supervisor will prepare and implement a food service plan that includes the following:

- Developing procedures for actual meal service.
- Planning menus 30 days in advance.
- Identifying vendors and purchasing food.
- Identifying the methods, equipment and supplies to be used for transporting and serving food at safe temperatures and of a palatable quality.
- Implementing a portion control system.
- Designating and supervising kitchen personnel.
- Training facility staff in serving food to comply with sanitary standards set forth in Health and Safety Code, Division 104, Part 7, Chapter 4, Articles 6-8, Sections 113700 et seq. California Uniform Retail Food Facilities Laws (CURFFL).
- Training food service staff and inmates.
- Maintain ServSafe certification through the National Restaurant Association
- Arranging to dispose of garbage and trash in a safe and sanitary manner.
- Preparing a yearly food budget.
- Planning a logistical support system for the food preparation function.
- Implementing a food cost accounting system and inventories.
- Developing an emergency feeding plan.
- Maintaining and repairing food service equipment and appliances.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Food Services	Date: 07-09-2018	Number: 1005
Subject:	Ordering Food Supplies		
Reference:	Title 15 CCR, Section 1243		

The Food Service Supervisor will include all supplies ordered and received on the monthly and yearly inventory reports. Copies of these reports will be forwarded to the Chief Deputy of Corrections and the original will be retained on file by the Food Service Supervisor for one year.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Food Services	Date: 07-19-2018	Number: 1006
Subject: Receiving Food Supplies		
Reference: Title 15 CCR, Section 1245		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to receive kitchen deliveries in a timely, orderly, and secure manner.

II. PROCEDURE:

1. Kitchen supplies will be delivered at the HHCC sallyport. Entrance will be through the east delivery gate only.
2. The delivery driver will ring the bell or activate the intercom to notify the tower officer.
3. The tower officer will advise the Kitchen Supervisor to receive the delivery.
4. The kitchen supervisor will utilize the inmate workers assigned as stockers to unload and store the supplies.
5. The tower officer will monitor the delivery sallyport area via CCTV monitoring during the delivery process.
6. The kitchen supervisor will open the inner security door, the outer security door or the roll-up door as needed. The tower officer will open the east gate.
7. The Kitchen Supervisor will call the name of the driver, and the company name into the tower officer. The tower officer will record this information in the Spillman log utilizing HHCC, event code "DEL" delivery.
8. The Kitchen Supervisor will supervise the inmate workers and the unloading of the delivery.
9. Once the delivery is completed and all supplies and inmate workers are accounted for, the kitchen supervisor will sign and receive a copy of the invoice. The invoice will be forwarded to the Food Services Manager for processing.
10. The Kitchen Supervisor will notify the tower officer to open the east gate so that the driver may depart. The Kitchen Supervisor will stand-by until the east gate has closed to ensure there is no unauthorized entrance or exits while the east gate is opened.
11. All security doors shall be secured by staff at the conclusion of the delivery.
12. All delivered food will be immediately stored in/on the appropriate refrigerator, cooler, shelves or racks.
13. No food supplies will be left on the floor for any reason, at any time.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Food Services	Date: 07-19-2018	Number: 1006
Subject: Receiving Food Supplies		
Reference: Title 15 CCR, Section 1245		

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Policies	Date: 02-06-2018	Number: 1101
Subject:	Inmate Access to Courts and Legal Counsel		
Reference:	Title 15 CCR, Sections 1063 and 1068		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to provide inmates with access to courts, legal counsel and correspondence in accord with applicable federal and state statutes.

II PROCEDURE:

A. Correspondence:

Inmates have a right to unlimited legal correspondence as provided for in Section 1063 of Title 15 of the California Code of Regulations.

Inmates may correspond, confidentially, with state and federal courts, any member of the State Bar or holder of public office, and the State Board of Corrections. Such correspondence may be opened in accord with Jail policy to inspect and search for contraband, cash, checks, or money orders, however; it must be opened in the presence of the inmate. Mail opened under these circumstances shall not be read by staff.

B. Legal Counsel:

Inmates have a constitutional right to unlimited confidential consultation and unimpeded access to attorneys as provided for in Section 1068 of Title 15 of the California Code of Regulations.

Upon request, staff must make inmates available to their attorneys at reasonable times. Inmates have a right to attorney/legal access 24 hours a day. This includes during feeding, court, recreation, programs, and while on lock-down status. In an effort to elicit the needs of the attorneys, the Watch Commander should contact the attorneys who visit during unsuitable hours to inform them of the conflicts or troubles with the present time. Every effort will be made to accommodate the attorney in a timely manner, and the visit will proceed, and an effort will be made between the Jail and the attorney to coordinate more suitable times for future visits.

California Penal Code Section 825 also provides that any attorney may visit at the inmate's or the inmate's family request. Attorney visits must be confidential,

**Imperial County Sheriff's Office
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Reference:	Title 15 CCR, Sections 1063 and 1068		

without the possibility of the conversation being recorded.

Defense attorneys use Paralegals, Private Investigators, and Public Defender Investigators to conduct their work. Paralegals, Private Investigator, and Public Investigators have access to their attorney's clients just like an attorney does.

Attorneys are allowed to use the service of a translator. Translators do not need to be certified. Translators are given a name ID number and must be logged into the Spillman log under "Attorney Visit". Translators must provide a valid identification and not be a relative of the inmate.

An attorney may want to take photographs or record the voice of their client with a recording device. This is permitted and accommodations should be made for the attorney's request. Attorneys may request that their client view information on a computer or other device. This is accommodated in the RADF Attorney Visit Area, Medical or Marshal Teleconference room. This type of attorney visit is pre-arranged with the approval of the Facility Commander or the Chief Deputy of Corrections.

Jail staff, with the authorization of the Facility Commander can require special security arrangements/procedures based on identifiable, valid security interests. Such request will be given in writing to the Jail Commander, and authorization shall also be in writing. The on-call Manager will be notified of these cases during non-duty hours. In the event the on-call Manager is not available, the Watch Commander is authorized to exercise this provision if warranted. Such action will be documented and forwarded to the Jail Commander.

Herbert Hughes Correctional Center

Attorney visitation for the HHCC will take place at the phone visitation area. Staff will be available to pass legal documentation back and forth as requested. An inmate housed at the HHCC may be transported to the RADF Attorney Visiting Room if the attorney requests to talk with their client in a more confidential area.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Policies	Date: 02-06-2018	Number: 1101
Subject:	Inmate Access to Courts and Legal Counsel		
Reference:	Title 15 CCR, Sections 1063 and 1068		

Regional Adult Detention Facility

Attorney visitation for the RADF will take place in the Attorney Visitation Rooms. These rooms allow for the attorney and inmate to pass legal documentation back and forth unimpeded.

Licensed Paralegals, Private Investigators, and Public Defender Investigators not accompanied by an attorney will use the Private Investigator Interview Rooms to talk with their clients.

Oren R. Fox Medium Detention Facility

Attorney visitation for the OFDF will take place in the RADF Attorney Visitation Rooms. These rooms allow for the attorney and inmate to pass legal documentation back and forth unimpeded.

Note

If possible the Telmate system can be utilized by Attorney's for visitation. An Attorney may request for legal documentation to be signed after a video visit. Please make sure that these documents are signed and given back to the Attorneys as soon as possible in an effective and timely manner.

C. Court Access:

Inmates will be scheduled for court appearances by the Clerk of the Court. Such appearances will be facilitated in accord with established Jail procedures.

Inmates who have a pending civil court proceeding, will only be transported to the court of jurisdiction upon the valid written order of said court.

Inmates have a right to petition the courts, seek legal actions, and/or file writs, pleadings and other legal documents with the courts. Unless ordered to be transported for appearance before the courts, such actions will be in writing

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Policies	Date: 02-06-2018	Number: 1101
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Reference:	Title 15 CCR, Sections 1063 and 1068		

between the inmate and the court via legal correspondence channels (i.e., mail, attorney visit). At no time will staff be obligated or authorized to deliver legal documents to the courts on behalf of any inmate, unless ordered to do so by the courts.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Policies	Date: 04-30-2018	Number: 1102
Subject:	Inmate Access to Media/Attachments		
Reference:	(A) 1st Amendment, U.S. Constitution (B) ACA Guidelines, Section 3.5.4		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to permit confined inmates to have access to the news media, consistent with the secure and orderly management of the Jail.

II. PROCEDURE:

It is not the intent of this policy to provide publicity for an inmate or special privileges for the news media, but rather to ensure a better-informed public. The Jail has a responsibility to protect the privacy and other rights of inmates and members of the staff; therefore, interviews will be regulated to ensure the orderly and safe operation of the Jail. Ordinarily, live television or radio interviews will not be permitted in the Jail. Non-inmate related media inquiries will be handled in accord with Corrections Bureau Policy number 105 (Media Policies).

In those instances where a media interview is granted, the general guidelines listed below will apply:

1. As a matter of identification, a person will be deemed a representative of the news media if their principal employment is to gather or report news for a local, national, or international news service; a radio or television program of a station holding a Federal Communications Commission license; a news magazine of a local, national, or international circulation, sold by newsstands and mail subscriptions to the general public; or a general circulation newspaper.
2. A newspaper is termed "general circulation" if it circulates among the general public in the community in which it is published and if it publishes news of a general character of general interest. A key determination is if the paper qualifies for the publication of legal notices in the community in which it is located or the area to which it distributes. Usually a newspaper considered by law to be a newspaper of general circulation and so qualified to publish legal notices must contain items of general interest to the public such as news of political, religious, commercial, or social affairs.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Policies	Date: 04-30-2018	Number: 1102
Subject:	Inmate Access to Media/Attachments		
Reference:	(A) 1st Amendment, U.S. Constitution (B) ACA Guidelines, Section 3.5.4		

Correspondence and Phone Contacts with the Media:

Inmates may correspond with the media through mail, tablets, or through the use of inmate telephones at their own expense.

Personal Interviews:

A news media representative who desires to conduct an interview with an inmate must apply in writing to the Corrections Bureau Commander, indicating familiarity with an agreement to comply with the rules and regulations of the Jail as provided to that person by staff. This process ensures compliance with the following conditions:

1. Before requesting an interview, the news media representative acknowledges a professional responsibility to make reasonable attempts to verify any allegations regarding an inmate, staff member, or Jail procedure or program. Attachment 1 will be used for that purpose.
2. The representative agrees to provide the Corrections Bureau Commander with an opportunity for written or verbal response to any allegation before publication or broadcast.
3. The representative understands he or she may obtain and use personal information from only the primary source and may not obtain information from one inmate regarding another inmate who refuses to be interviewed.
4. The representative understands that failure to adhere to the standards of conduct as set forth by this policy constitutes grounds for denying the media representative or the news organization represented permission to conduct an interview.

Inmate Consent:

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Policies	Date: 04-30-2018	Number: 1102
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Reference:	(A) 1st Amendment, U.S. Constitution (B) ACA Guidelines, Section 3.5.4		

An inmate has the right not to be interviewed, photographed, or recorded by the media. Before interviewing, photographing, or recording the voice of an inmate, a visiting representative of the media must obtain written permission from that inmate.

Attachment 2 will be used by the media when making a request for interviews with, or photographs or voice recordings of inmates. The original copy of the request will be placed in the inmates file, and a copy will be sent to the media representative.

Limitations:

The Corrections Bureau Commander may suspend all media visits during an institutional emergency and for a reasonable time after the emergency.

Interviews by reporters and others not included in the definition of news media may be permitted only by special arrangement and with the Correction Bureau Commanders approval, after consultation with the Sheriff. Ordinarily, media interviews granted under this policy will be limited to one hour in length.

An inmate may not grant more than one interview per day, nor hold a press conference, which is defined for the purposes of this policy as a media interview with a representative of more than one media outlet at a time.

An inmate currently confined in the Jail may not be employed by a news organization, act as a reporter, or publish under a byline. An inmate may not receive compensation or anything of value for interviews with the news media or production of any news material. An inmate may not enter into an agreement with a media outlet to be published under a byline.

Approval Process:

Either an inmate or a representative of the news media may initiate a request for a personal interview. A media representative will submit the request for a personal interview within a reasonable time prior to the proposed interview.

Staff will notify an inmate of each interview request and will, as a prerequisite,

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

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obtain written consent from the inmate before the interview takes place. The written consent or denial will become part of the inmate's central file. Attachment 2 will be completed by the inmate, agreeing to an interview.

As a prerequisite to granting the interview, an inmate must authorize Jail staff to respond to comments made in the interview and to release information to the news media relative to the inmate's comments.

The Corrections Bureau Commander normally will approve or disapprove an interview request within two (2) business days of the request.

Disapproval:

The Corrections Bureau Commander will document any disapproval of a requested interview. A request for interview may be denied for any of the following reasons:

1. The news media representative or the news organization represented does not agree to the conditions established by this policy or has in the past failed to abide by the required conditions.
2. The inmate is physically or mentally unable to participate. This must be substantiated by a medical officer's statement (a psychologist or psychiatrist will verify mental incapacity) and placed in the inmate's record.
3. The inmate is a juvenile (under age eighteen) and written consent has not been obtained from the inmate's parent or guardian, or the court if necessary.
4. The inmate has not given written consent.
5. The interview, in the Correction Bureau Commanders opinion, would endanger the health or safety of the interviewer or would adversely affect the good order of the facility.
6. The inmate is involved in a pending court action, and the court with

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

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jurisdiction in that matter has issued an order forbidding such interviews (i.e., issued a "gag" order).

7. The inmate is a "protection" case, and information regarding his or her whereabouts would endanger the inmate's safety.

Conditions of Interviews:

Ordinarily, interviews will not be subject to auditory supervision unless for clearly compelling security or inmate management reasons.

Interviews will normally be held in the RADF Jail Visitation rooms during normal weekday business hours. However, the Corrections Bureau Commander may determine that another location is more suitable for conducting the interview. The Corrections Bureau Commander may also choose to: limit interview time for the entire Jail if these activities are extremely staff intensive for use of the available interview facilities; limit interviews to one hour per month for an inmate in a "Restrictive Housing" or "High-Security" unit, pending transfer, or in medical housing status; and limit the amount of audio, video, and film equipment or number of media personnel entering the Jail if the requested equipment or personnel would create a disruption.

Tours:

If the news media representative wishes to tour the Jail in conjunction with the personal interview, that tour will be approved, provided no other intervening factors are in force.

Press Pools:

The Corrections Bureau Commander may establish a press pool when the frequency of requests for interviews and visits has reached a volume that so warrants. All news material generated by such a press pool is made available to all media without right of first publication or broadcast.

When a press pool is established, the Corrections Bureau Commander will notify

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

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Reference:	(A) 1st Amendment, U.S. Constitution (B) ACA Guidelines, Section 3.5.4		

all news media representatives who have requested interviews or visits not yet conducted.

Selected representatives admitted to the Jail will conduct the interviews under specific established guidelines.

Press pool selection by peers generally will consist of one representative from each of the following groups:

- National and international news services.
- Television and radio networks and outlets.
- News magazines and newspapers.
- All media in the local community.

If no interest has been expressed by one or more of these groups, no representative from that group need be selected.

Staff Conduct:

Staff and employees of the Sheriff's Office are expressly forbidden from soliciting or recommending any news media organization on behalf of any inmate to initiate an interview request or interest.

Staff and employees of the Sheriff's Office are expressly forbidden from soliciting or recommending any inmate on behalf of any news media organization to initiate an interview request or interest.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Policies	Date: 04-30-2018	Number: 1102
Subject:	Inmate Access to Media/Attachments		
Reference:	(A) 1st Amendment, U.S. Constitution (B) ACA Guidelines, Section 3.5.4		

**1. IMPERIAL COUNTY SHERIFF'S OFFICE
CORRECTIONS BUREAU**

Agreement for Media Interview

Date: _____

Inmate's Name: _____

Inmate's Booking/Name Number: _____

I, _____, do hereby state that I am primarily employed in the business of gathering or reporting news for a newspaper qualifying as a general circulation newspaper in the community to which it publishes; a news magazine or periodical having a national or international circulation; national or international news services; or radio or television news programming holding a Federal Communications Commission license.

My employer is (business name) _____, my immediate superior is _____, who may be reached at (phone) _____.

I have familiarized myself with institutional policy governing my conduct during interviews and visits within the Jail and agree to comply fully with them.

I hereby fully and completely waive my right to be free from search of my person or property so long as I remain within the boundaries of the Jail grounds.

I agree to provide no compensation or consideration of any kind, either direct or indirect, to the inmate or his or her family for any interviews or correspondence. I further agree to respect the rights of privacy of all inmates and to obtain a release from any inmate before any photos or recordings are used or personal information derived from any interview or correspondence is used in any publication or broadcast.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

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I recognize a visit to a Jail presents certain hazards and that the Imperial County Sheriff's Jail has a "No Hostage" policy. I agree to freely and fully assume all ordinary and usual risks to my personal safety inherent in a visit to a Jail.

(Print Name)

(Signature)

ATTACHMENT 1

Original to Inmate's file

Copy to media representative

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Policies	Date: 04-30-2018	Number: 1102
Subject:	Inmate Access to Media/Attachments		
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**IMPERIAL COUNTY SHERIFF'S OFFICE
CORRECTIONS BUREAU**

Inmate Consent to Contact with News Media

Date: _____

Inmate's Name: _____ **Booking/Name Number:** _____

Name of News Media Representative: _____

Name of Media Organization: _____

Address of Media Organization: _____

I, the above named inmate, do hereby freely give permission to the above named news media representative to interview me on or about (date) _____, and I do hereby authorize the news media represented by this person to use any information gathered about me during this interview for any legitimate purpose.

I further authorize the Corrections Bureau Commander to release to representatives of the news media any documents or information relating to allegations or comments made by me in this interview.

Inmate's signature: _____

Witness: _____ **Title:** _____

I, the above named inmate, do further freely give permission to the above named news media representative to make recordings of my voice during this interview and to take photos of me (still, movie, or video) and I do hereby authorize the use of such pictures or recording by the news media represented by this person for any legitimate purpose.

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Inmate's signature: _____

Witness: _____ Title: _____

I, the above named inmate, refuse permission to the above named news media representative to interview me.

Inmate's signature: _____

Witness: _____ Title: _____

ATTACHMENT 2

Original to Inmate's file

Copy to media representative

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Policy and Procedures Corrections Bureau**

Title:	Inmate Policies	Date:	02-26-2018	Number:	1103
Subject:	Inmate Mail				
Reference:	(A) Title 15 CCR, Sections 1063 & 1066 (B) California Penal Code, Section 2601				

I. PURPOSE

The purpose of this policy is to maintain and establish regulations for the processing of inmate mail, which provides that an inmate confined to jail will be deprived of only such rights as necessary in order to provide for the reasonable security of the institution and for the reasonable protection of the public.

II. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that:

- A. There will be no limitation on the volume of mail that an inmate may send or receive at his/her own expense.
- B. All incoming and random outgoing mail will be searched for money orders, cashier checks and/or contraband items, which may be a threat to the security of the facility and safety of the staff or inmates.
- C. Mail will be visually scanned to insure that it does not constitute contraband. Furthermore, incoming and outgoing mail may be randomly searched by the Classification Sergeant or his designee when there is a valid and legitimate interest of security, order and rehabilitation.
- D. Information obtained from inmate mail, which poses a threat to the safety of individuals of the public may be forwarded to the appropriate agency.
- E. Inmates may correspond, confidentially at their own expense, unless unable to do so, with state and federal courts, and any member of the State Bar, Consular Officials, the State Board of Corrections, Parole and Probation Officers, and the Facility Commander. The above will be considered legal mail and will be identified by the address and/or the return address.
- F. Inmates may correspond, confidentially but at their own expense, with representatives of news media and elected officials.
- G. Correctional Officers will open and inspect all incoming legal mail only to search for contraband. Such searches will be conducted only in the presence of the inmate.

**Imperial County Sheriff's Office
Policy and Procedures Corrections Bureau**

Title:	Inmate Policies	Date:	02-26-2018	Number:	1103
Subject:	Inmate Mail				
Reference:	(A) Title 15 CCR, Sections 1063 & 1066 (B) California Penal Code, Section 2601				

- H. Those inmates who are without funds will be provided with at least four (4) postage paid envelopes and paper each week to permit correspondence with family members and friends, but without limitation on the number of postage-free letters to their attorney and courts.
- I. All inmate correspondence will be processed expeditiously.
- J. During your confinement here, you will not directly correspond with another inmate during his/her confinement within any other Correctional Institution.

III. PROCEDURES

- A. Outgoing Mail Processing for R.A.D.F, OFDF, and H.H.C.C.:

All outgoing mail will be gathered by the end of the graveyard shift and routed to the Mail Box across from the Commissary Office.

- 1. Mail going to the general public:
 - a. All outgoing inmate mail will be gathered from the inmate mail drop off points and deposited into the Mail Box across from the Commissary Office.
 - b. The Property Release Clerk will insure that the mail from the mailbox in the RADF dining room is picked up Monday through Friday.
 - c. All outgoing inmate mail will have the address clearly marked with a return address and the appropriate postage attached. No artwork will be allowed on the address side of the envelope.
 - d. Random outgoing mail to the general public will have the content of the envelope thoroughly searched for contraband at the request of the Classification Sergeant or his designee when there is a valid and legitimate security interest. The Classification Sergeant or his designee will promptly and completely seal the envelope flaps with tape and write his name and radio number on the back of the searched mail.

**Imperial County Sheriff's Office
Policy and Procedures Corrections Bureau**

Title:	Inmate Policies	Date:	02-26-2018	Number:	1103
Subject:	Inmate Mail				
Reference:	(A) Title 15 CCR, Sections 1063 & 1066 (B) California Penal Code, Section 2601				

- e. The outgoing mail will be delivered to the post office Monday through Friday by the Property Release Clerk.
- 2. Legal Mail:
 - a. Randomly outgoing legal mail selected by the Classification Sergeant or his designee will be searched for contraband and sealed in the presence of the inmate sending the letter. Only the Classification Sergeant or his designee will be authorized to do this action, and it may only be done when there is a valid and legitimate security interest.
 - b. All legal mail must have the complete address on the envelope (this includes mail to judges, public defenders, parole and probation officers).
- 3. Mail to representatives of news media and elected officials:
 - a. Randomly outgoing mail to representatives of news media and elected officials will be searched for contraband and sealed in the presence of the inmate sending the letter. This will only be done when there is a valid and legitimate security interest. The Classification Sergeant will do this action.
 - b. Though considered as privileged mail and exempt from monitoring, mail to elected officers and representatives of news media will be sent at the inmate's expense.
- B. Pick up of incoming mail:

The Property Release Clerk will be responsible for picking up incoming inmate mail Monday through Friday.

**Imperial County Sheriff's Office
Policy and Procedures Corrections Bureau**

Title:	Inmate Policies	Date:	02-26-2018	Number:	1103
Subject:	Inmate Mail				
Reference:	(A) Title 15 CCR, Sections 1063 & 1066 (B) California Penal Code, Section 2601				

C. Incoming Mail Processing:

1. RADF, OFDF, and HHCC:

- a. Mail is to be processed by the Property Release Clerk and should be delivered to the inmate within 24 hours of receipt.
- b. Prior to opening, all incoming mail will be checked by the Property Release Clerk to determine if the addressee is in custody via the Spillman Computer System. The location will be written on the front of the envelope.
- c. If the inmate is not in custody and there is no return address, the letter will be marked "No longer in custody" and returned to the post office along with return to sender mail.
- d. If the addressee is not in custody and there is a return address, a line will be drawn through the inmate's name and address and the envelope stamped with the Return to Sender mail stamp.
- e. If an inmate receives mail that has been "returned to sender" or is labeled "unable to be delivered" it will be placed in the inmates property. The inmate will receive a receipt informing them that their mail was returned and has been placed in their property. The returned mail will be logged in the "mail tab" in Spillman under the inmates name i.d. number.
- f. The Property Release Clerk will search all incoming mail for money orders, cashier checks and/or contraband items which may be a threat to the security of the facility and safety of staff or inmates. This will only be for mail to inmates that are in custody.
- g. If while processing the mail, any envelope looks suspicious in nature, it will be immediately brought to the attention of the Watch Commander.
- h. If a money order is found in the mail, it will be placed in the inmate's personal property and the inmate will be given a receipt.

**Imperial County Sheriff's Office
Policy and Procedures Corrections Bureau**

Title:	Inmate Policies	Date:	02-26-2018	Number:	1103
Subject:	Inmate Mail				
Reference:	(A) Title 15 CCR, Sections 1063 & 1066 (B) California Penal Code, Section 2601				

- i. Mail that is found to contain criminal contraband will be turned over to the Watch Commander. The Watch Commander will assign an officer to complete a Crime report. The letter and the contraband will be placed into evidence and the Bureau Investigator will conduct a criminal investigation as to who sent it.
 - j. Mail that is found to contain non-criminal contraband will be placed in their property and a reason why it is not deliverable to the inmate. The inmate will be issued a receipt and it will be logged via the Spillman System.
 - k. Postage stamps will be removed from envelopes to prevent the introduction of contraband into the facility.
 - l. Letters that have stickers on the outside will be peeled from the envelope or letter.
 - m. The Property Release Clerk will not open legal mail. The floor officer delivering the mail will be responsible for insuring the inmate opens it in their presence.
 - n. Once the mail has been marked with a location and searched, it will be sorted and bundled according to modules, dorms, and units.
 - o. Newspapers, magazines and periodicals mailed to inmates not in custody will be marked Return to Sender.
- C. Delivering mail to the inmate:
- 1. Before the morning meal, an officer from each facility will pick up the mail for distribution. Officers will insure that the mail is delivered to the specified inmate prior to the end of shift and that all legal mail is searched in the presence of the inmate at the time of delivery.
 - 2. If an inmate is no longer in custody, the mail will be returned to the Property Release Clerk and processed as "not in custody mail."

**Imperial County Sheriff's Office
Policy and Procedures Corrections Bureau**

Title: Inmate Policies	Date: 02-26-2018	Number: 1103
Subject: Inmate Mail		
Reference: (A) Title 15 CCR, Sections 1063 & 1066 (B) California Penal Code, Section 2601		

3. If the inmate is not in the facility at the time that the mail is passed out, the officer responsible for the mail will forward it to the Tower/Housing officer. The mail and the ID will be given to the inmate upon his/her return to the facility.

E. Monitored Mail:

1. The Classification Sergeant or his designee will have the ability to randomly and indiscriminately monitor inmate mail in the interest of security when there is a valid and legitimate security interest.
2. Any court order approving the monitoring of an inmate's mail shall be maintained in the inmate's classification records.

F. Acceptable Material:

To insure facility security and the safety of inmates and staff, the following items are the **ONLY ACCEPTABLE MATERIALS** other than letters and forms, which can be received by inmates via the postal service:

1. Magazines, newspapers and paperback books if mailed directly from the publisher.
2. Postcards
3. Greeting cards. These cannot be excessively large, thick, embossed (having a raised surface) or contain sound making devices. No larger than 6" X 6".
3. Newspaper clipping and/or article clippings in reasonable amounts.
4. Photographs. Only small photographs, which do not have a backing capable of concealing contraband. No Polaroid will be accepted unless the backing has been removed. No larger than 6" X 6".

**Imperial County Sheriff's Office
Policy and Procedures Corrections Bureau**

Title:	Inmate Policies	Date:	02-26-2018	Number:	1103
Subject:	Inmate Mail				
Reference:	(A) Title 15 CCR, Sections 1063 & 1066 (B) California Penal Code, Section 2601				

G. Contraband:

1. Any mail, which has the following characteristics, will be considered contraband. The entire envelope and its contents will be forwarded to the Classification Sgt. for review or placed in the inmate's property depending on the severity of the contraband.
 - a. Obscene photos, nude photographs, and obscene publications of any person will be placed in the inmate's property or forwarded to the Classification Unit. If it is material which involves child pornography, it will be forwarded to the Imperial County Sheriff's Office Investigation's Unit.
 - b. Postage Stamps, envelopes, and blank or line paper of any color.
 - c. Stickers capable of concealing contraband.
 - d. Any photos, books, letters, or any material that clearly depict gang activity will be forward to the Classification Unit.
 - e. Contains coded messages, which are not reasonably understood by the reader.

Due to the severity of the descriptions below, the following categories will be forwarded to the Watch Commander or the Imperial County Sheriff's Office Investigations Unit for further review:

1. Any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence.
2. Any matter concerning gambling or lottery.
3. Threatens blackmail and/or extortion.
4. Concern the sending of contraband in or out of any facility.

**Imperial County Sheriff's Office
Policy and Procedures Corrections Bureau**

Title:	Inmate Policies	Date:	02-26-2018	Number:	1103
Subject:	Inmate Mail				
Reference:	(A) Title 15 CCR, Sections 1063 & 1066 (B) California Penal Code, Section 2601				

5. Depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings or similar descriptions of correctional institutions.
 6. Information, which would constitute a clear and present indication of violence and/or physical harm to persons in or outside the facility.
 7. Concerns plots or plans to disrupt the order of the facility and/or breach the security of the facility.
 8. Concerns plans for activities in violation of the law, or of rules and regulations or procedures of the facility.
 9. Depicts or describes procedures for the construction or use of weapons, ammunition, bombs or incendiary devices.
 10. Depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
2. It will be the inmate's responsibility to inform the people that they correspond with of all the accepted material and policies of the Imperial County Sheriff's Office Corrections Bureau.

IV. Effective Date:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Policies	Date:	05-09-2007	Number:	1104
Subject:	Inmate Telephone Usage				
Reference:	(A) Title 15 CCR, Section 1067 (B) California Penal Code, Section 851.5				

I. POLICY

It is the policy of the Imperial County Sheriff's Office to provide inmates with access to telephones.

The telephone is an effective tool for reducing tension and anxiety in a detention facility. An adequate number of telephones and a generally open telephone use policy will allow inmates to maintain contact with family and legal counsel, avoiding many incarceration problems.

Jail staff should be aware of inmate telephone use to ensure that inmates do not misuse or exert control over the telephones. Cut-off switches for telephones will be located in the Housing Control and Tower Control to control telephone access and to block telephone use if it becomes necessary to do so during an emergency or other high security event.

II PROCEDURE

A. 851.5 PC

Telephones will be available in the holding cells for newly arrested persons to make their three (3) calls allowed by 851.5 PC.

All persons arrested have the right to make three (3) completed telephone calls to an attorney, public defender, bail bondsman, relative, or other person at no expense within the local area within three (3) hours after arrest. The arrestee may make any of the calls outside of the local area, however, these calls will be at the arrestees expense (i.e., collect calls).

A sign shall be posted in bold block type in a conspicuous place informing the arrestee(s) of this right.

Arrested persons generally shall not be housed in a module or dorm until a minimum of four (4) hours after the time of arrest.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Policies	Date:	05-09-2007	Number:	1104
Subject:	Inmate Telephone Usage				
Reference:	(A) Title 15 CCR, Section 1067 (B) California Penal Code, Section 851.5				

Any public officer or employee who willfully deprives an arrested person of any right granted by this section is guilty of a misdemeanor.

RESTRICTIONS ON HOLDING CELL TELEPHONES

Inmate's who are in a holding cell pending court appearance, transfer, or any action other than a release to the streets, will not be allowed to use the telephones.

The search and escort officer will ensure that the telephones in the appropriate holding cells are turned off in these instances.

B. Telephones in Modules/Dorms

Telephones will be available to inmates in the housing units. These telephones are designed to allow for collect calling only.

Telephones in these areas will be turned on no later than 0800 hours each morning, and will be turned off no later than 2200 hours each night.

Telephones in modules and dorms will not be turned off between 0800-2200 hours without the authorization of the Watch Commander. Should this occur, the time shall be minimal, and the telephones will be turned back on as soon as possible.

During scheduled and approved late-night, telephones shall remain "off".

Telephone usage is a right, not a privilege. As such, denial of telephone usage must be for legitimate safety or security reasons, and never for punishment or mass discipline.

Inmates will not be allowed to exert influence over telephone usage, or to collect "toll" fees.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Policies	Date:	05-09-2007	Number:	1104
Subject:	Inmate Telephone Usage				
Reference:	(A) Title 15 CCR, Section 1067 (B) California Penal Code, Section 851.5				

Inmates will not be allowed to call an inmate housed in another module, dorm, or institution through a third party or "party" line connection.

Inmates abusing the telephone or violating the rules of this policy will face disciplinary action.

Inmates will not be allowed to use the telephones in the holding cells or any staff or business office to make "free" calls.

"Free" calls will only be allowed for legitimate and/or extenuating circumstances, and must be authorized in advance by the Custody Division Commander.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2003	_____ 2004	_____ 2005
_____ 2006	_____ 2007	_____ 2008
_____ 2009	_____ 2010	_____ 2011

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Policies	Date: 04-10-2018	Number: 1105
Subject: Inmate Visitation		
Reference: Title 15 CCR, Section 1062		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to establish and maintain a visitation policy consistent with applicable regulations.

The benefits of an appropriate visitation policy include; reduced tension, a healthy emotional climate in the Jail, developing and maintaining family relationships, and improved inmate and staff morale.

II. PROCEDURE

Inmates housed at the Imperial County Jail facilities are entitled to a minimum of two (2) visits totaling at least one (1) hour per inmate each week.

Jail visitation schedules, hours, sign-up times, and total number allowed per visit, will be based upon a written plan developed by the Jail Administration. This plan will take into account the Board Rated Capacity of the facility, and classification plans.

Visitation hours, sign-up times, and schedules will be posted in the inmate handbook, and posted in a conspicuous place for the public to view.

No visit other than an attorney/legal counsel visit will take place during feeding.

Visitation telephones that are not working will be promptly reported and repaired.

Facility classification plans and regulations will be enforced during visitation.

A. Attorney/Legal Counsel Visits

Inmates have a right to attorney access/visitation. Attorney /Legal counsel visitation will be conducted from 0715 to 2100 hours. All visits will be concluded by 2200 hours.

B. RADF Visitation Guidelines

1. All inmates will be fully clothed and dressed in the appropriate jump-suit during visitation.

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Reference: Title 15 CCR, Section 1062		

2. High-Risk inmates will be fully restrained (Leg irons and handcuffs / bellychains) during visit. One (1) hand will be un-restrained while in the visitation room to allow easy use of the telephone.
3. A maximum of seven (7) male inmates may have visit at one time.
4. A maximum of four (4) female inmates may have visit at one time.
5. Each inmate will be allowed a maximum of two (2) visitors. A child able to walk will be counted as one of the visitors. Babes-in-arms will not be counted as visitors; however, there may not be more than two (2) babies-in-arms per inmate.
6. Visitors are subject to search.
7. Visitors will not be allowed to bring any items other than an identification, wallet, and/or car/home keys in during the visit. All other items such as purses, bags, etc., will not be allowed into the facility. Such items will be properly stored and secured by the visitor. The Imperial County Sheriff's Department is not liable for any item left unattended by a visitor.
8. Inmates will not be allowed more than one (1) visit per day. Any inmate, who was unavailable for an earlier visit due to court, doctor, etc., may receive their visit later in the day through regular visitation sign-up procedures.
9. Inmates will only be allowed to talk with the visitor(s) that signed up to visit them. Any inmate who is caught talking with another visitor will have their visit terminated and face disciplinary action.
10. Inmates have the right to refuse to see their visitor(s). Such refusal shall be noted in the jmjlog under the inmates name ID number, and the inmate will sign the Visitation Refusal Form indicating that he/she voluntarily refused their visit. This form will be placed in the inmates file. Refusals will count toward the inmates one (1) visit per day.

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11. The visitor may not visit if they are a victim of a crime perpetrated by the inmate. (Requests for exceptions will be reviewed and considered by the Watch Commander and or the Facility Lieutenant.)

C. OFDF Visitation Guidelines:

General Population Visits:

Inmates housed at HHCC will utilize the Telmate tablets in their assigned dorm to facilitate visits with friends and family. Inmates will have 60 minutes a week of free onsite visits. Visitors can pre-schedule a visit at the Video Visitation and Sheriff Services Center or utilize the visit now function to visit at that particular moment if the inmate is available. Visitors have the option to sign up online at gettingout.com and visit remotely for a fee.

1. Appropriate attire will be worn at all times when visiting by both parties.
2. No sexual, gang signs or threatening gestures will be allowed while visiting by either party.
3. No loud, disruptive, threatening, or abusive language when visiting by either party.

ICJ inmates will not be allowed to accept and/or conduct Video Visits with the following persons:

1. Those on Probation, Post Release Community Supervision, or Parole
2. Those that have been confined in any Prison, Jail, or Detention Facility within the last six months
3. Those that have participated in escapes or assaults on staff at any time
4. Those that are the victim(s) of the inmate's currently charged crime

Professional Visits can be facilitated by transferring OFDF inmates to the RADF Attorney Visit area. The OFDF professional visit room can be utilized under the Watch Commanders approval. All special and professional visitors must report to the Video Visitation and Sheriff Services Center to be signed up between the hours of 0700-2200. Outside of the hours, RADF staff will sign up professional visits with Watch Commander approval.

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D. HHCC Visitation Guidelines:

General Population Visits:

Inmates housed at HHCC will utilize the Telmate tablets in their assigned dorm to facilitate visits with friends and family. Inmates will have 60 minutes a week of free onsite visits. Visitors can pre-schedule a visit at the Video Visitation and Sheriff Services Center or utilize the visit now function to visit at that particular moment if the inmate is available. Visitors have the option to sign up online at gettingout.com and visit remotely for a fee.

4. Appropriate attire will be worn at all times when visiting by both parties.
5. No sexual, gang signs or threatening gestures will be allowed while visiting by either party.
6. No loud, disruptive, threatening, or abusive language when visiting by either party.

ICJ inmates will not be allowed to accept and/or conduct Video Visits with the following persons:

5. Those on Probation, Post Release Community Supervision, or Parole
6. Those that have been confined in any Prison, Jail, or Detention Facility within the last six months
7. Those that have participated in escapes or assaults on staff at any time
8. Those that are the victim(s) of the inmate's currently charged crime

Professional visits can be conducted and facilitated at the HHCC visitation area. There are two telephone stations set to "do not record" for attorney client confidentiality. Professional visitors will sign up at the Video Visitation and Sheriff Services Center during the hours of 0700-2200. Outside of these hours, HHCC Correctional staff will sign up professional visits with Watch Commander approval.

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Non Barrier

Contact Visitation is defined as face-to-face visitation only provided to county inmates (no touching, etc.). Inmate workers housed at HHCC are entitled to contact visitation privileges on Saturdays and Sundays. The contact visitation schedule will be determined by the Custody Division Commander.

1. Inmates will be fully clothed and dressed during contact visitation.
2. Two (2) officers will supervise contact visitation.
3. A maximum of ten (10) inmates may have contact visitation at one time.
4. Each inmate will be allowed a maximum of two (2) adults, and two (2) children as visitors. The two (2) children includes babes-in-arms. An adult may not substitute for a child spot, and a child may not substitute for an adult spot.
5. No food, drinks, or personal items with the exception of a wallet and keys will be brought in by the visitors. They may however purchase sodas from the soda machines inside the perimeter for themselves or the inmate they are visiting.
6. No contact (i.e., touching, kissing, hugging, etc.) is allowed. Inmates and visitors who violate this provision will receive one (1) warning. Termination of the visit, disciplinary action, and/or termination of future contact visitation privileges may occur for repeated violations.
7. Inmates will only be allowed to visit/communicate with visitors who signed up to visit them. Visits can/will be terminated if the inmate is communicating with other civilians other than their assigned/approved visitors.
8. Visitors are subject to search.
9. Inmate Visitation refusals will be logged in Spillman under the "Visitation Refusal" event code.
10. Inmates will be strip searched in the dining area after the visit has ended and before they are re-housed.
11. Inmates with Immigration Detainers (I-247 holds) will not be allowed to have contact visitation.

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E. Minors

Minors (any person under the age of eighteen) must be accompanied by a parent or legal guardian to visit. In addition, the following guidelines shall be enforced:

1. The minor may not visit if they are a victim of a crime perpetrated by the inmate.
2. The minor must be related by immediate blood (son/daughter or siblings only), or immediate adoption (adoptive parent, or adopted Children only) to the inmate. Such cases must be proven with a valid birth certificate or adoption papers.
3. The minor must be related by immediate marriage (step-children only) to the inmate.
4. Minors who are emancipated are allowed to visit without a parent or legal guardian present. In such cases, the minor must show a court order or an original marriage license or certificate to the visitation officer as proof of emancipation.

E. Literacy Reading Program

The Imperial County Sheriff's Office (ICSO) provides a literacy reading program to approved inmate workers. This program allows selected and approved workers to spend 1 ½ hour with their biological children to read a book and conduct an activity with their children based on the book. There is no limit to the number of biological children allowed to visit. Biological relations will be proven only by a birth certificate or DNA test.

Children must be accompanied and monitored by an out-of-custody adult at all times. ICSO does not provide supervision of children and the adult is expected to remain on-site for the duration of the visit.

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Sign up procedures:

1. DRC staff will put out a bulletin at least one month prior announcing the event.
2. Interested inmates will submit a request to attend to the DRC staff.
3. DRC staff will check with the inmate's assigned work supervisor to receive approval for the inmate to attend. Approval and attendance may be affected by work performance and disciplinary issues.

Procedures:

1. Whenever possible, program dates will coincide with a holiday so that the reading and activity will have a holiday theme.
2. Program for Red-Tag workers (off-compound) will take place on a Saturday at the DRC from 0900-1030.
3. Program for Green-Tag workers (on-compound) will take place on a Saturday at HHCC from 1000-1130.
4. Programs will be supervised by DRC staff.

Program Schedule:

February – Green tag workers
April – Red tag workers
June – Green tag workers
August – Red tag workers
October – Green tag workers
December – Red tag workers

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Participant conduct:

1. The non-custody adult must maintain control and supervision of children at all times.
2. All participants are to follow visitation policies at all times.

Revocation of visit:

Program participation may be cancelled or revoked for any of the following, but not limited to:

1. Violation of facility rules and policies.
2. Focusing time on the adult visitor rather than the children.

F. Valid forms of Identification (ID)

Persons wishing to visit an inmate must show a valid identification card to sign-up for visit. In addition, persons wishing to visit must be in the United States legally.

Valid ID's at a minimum will contain the person's name, date of birth, and a photograph of the person presenting the ID. In addition, any ID presented must be current (not expired).

The only valid forms of ID that will be accepted for visitation are as follows:

1. Any ID issued by a Local, State, or Federal governmental agency within the boundaries of the United States (i.e., drivers license, state ID card, military ID, Social Services card, etc.).
2. U.S. or foreign passports.
3. Any ID issued by the INS that establishes that person's right to be in the United States (i.e., border crosser card, resident alien card, etc.).

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4. Persons officially representing a foreign embassy or consulate may present their embassy or consulate issued credentials as valid identification.
5. Citizenship papers issued by the INS.

Invalid forms of ID include the following:

1. Student ID cards.
2. Foreign driver licenses.
3. Voter registration cards (foreign and domestic).
4. Any ID lacking a name, date of birth, and/or photograph, or that is expired.
5. DMV or other agency printout of drivers license (they do not include a picture).
6. Any ID that does not fall within the established guidelines.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Policies	Date: 03-12-2018	Number: 1106
Subject: Inmate Grievances		
Reference: Title 15 CCR, Section 1073		

I. PURPOSE:

The purpose of this policy is to establish and maintain a uniform process for resolving inmate grievances relating to any condition of confinement.

II. POLICY:

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that the inmate grievance process will be utilized in order to provide the best and most expedient resolution to the complaint at the lowest appropriate level, and also for appeal to the next level of review.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that an inmate may appeal and have resolved, within a reasonable amount of time, a grievance relating to any condition of confinement, including, but not limited to staff conduct, medical care, classification actions, disciplinary actions, programs participation, telephone, mail, visiting procedure, food, clothing and bedding.

III. PROCEDURES:

1. Utilize Telmate for inmate grievance request:

- a. If an inmate makes a request for an Inmate Grievance, it will be the responsibility of the receiving custody staff to determine if the grievance can be resolved at that time by taking the appropriate actions(s).
- b. If the grievance cannot be resolved at line staff level, the inmate will be instructed to complete an Inmate Grievance utilizing Telmate
- c. The officer(s) will insure that the inmate has direct access to a Telmate tablet to fill out an Inmate Grievance, if not, the officer will afford the inmate with one.

2. Receiving Officer(s) Responsibility:

- a. The officer will assist the inmate with an Inmate Grievance and provide the necessary information or instructions for the proper completion of the grievance.
- b. The receiving officer will accept the completed Inmate Grievance and insure that the inmate portion is properly completed. The officer read the grievance, and forward the grievance to the Watch Commander for review.
- c. The grievance will then be forwarded to either the department or unit being grieved (i.e., medical, laundry, etc.), or the appropriate shift Watch Commander. The Watch Commander will assign the grievance for

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Policies	Date: 03-12-2018	Number: 1106
Subject: Inmate Grievances		
Reference: Title 15 CCR, Section 1073		

investigation. If there is a conflict or question regarding the jurisdiction of a grievance, the Custody Division Commander will resolve it.

3. Grievance Process:

- a. The completed Inmate Grievance will be reviewed and directed for investigation. A recommendation, based upon the investigation will be made by the designated investigating staff member to either sustain or not sustain the inmate grievance.
 1. If an inmate grievance is not sustained, an explanation for not sustaining the grievance will be indicated by the staff member's investigation of the grievance
 2. If an inmate grievance is sustained, any action taken to remedy the grievance will be indicated.
- b. The grievance and any documentation concerning the grievance, along with a recommendation from the investigating staff member will be reviewed by the Watch Commander who will make a recommendation to either sustain or not sustain the grievance.
- c. All grievances will then be reassessed by the Custody Division Commander as the final level of review. The Custody Division Commander will either sustain or not sustain the grievance by reviewing the inmate's grievance, and the recommendations made by the investigating staff member and the Watch Commander.
- d. The inmate filing the grievance will be provided a copy of the completed grievance as a notice of the action taken concerning the matter.

4. Grievance Response Time:

Grievances will be investigated and processed for review within a reasonable amount of time after submission, usually within ten (10) days.

5. Misuse of the Grievance Procedure:

- a. Because they unnecessarily tax the limited jail resources, inmates who file repetitive, cumulative, and/or frivolous grievances may have their right to file further grievances restricted.
- b. Inmates may not grieve the decision on a previous grievance regarding the same matter.

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Corrections Bureau Policy and Procedures**

Title: Inmate Policies	Date: 03-12-2018	Number: 1106
Subject: Inmate Grievances		
Reference: Title 15 CCR, Section 1073		

IV. Effective Date:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Policies	Date: 03-16-2018	Number: 1107
Subject:	Inmate Request		
Reference:			

I. PURPOSE

It is the purpose of this policy to establish and maintain a consistent and systematic method for the routing and processing of inmate requests for information and medical.

II. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that:

1. Inmates will make all information requests utilizing the Telmate Tablet. Exceptions will be when the request involves the need for immediate medical attention, or involves the person, safety of staff, inmates, or the public.
2. All inmate requests' will be processed and/or dispositioned to the designated area by the inmate.

III. PROCEDURES

1. Handling Inmates Request Slips:
 - a. All inmate requests will be dispositioned to the designated area or processed by the end of the receiving officer's shift.
 - b. The following is the inmate request distribution list:

Information Requested:	Routed To:
Another Agency	CIM Supervisor
Bail information	Receiving officer
Chaplain's services	Inmate Program Sgt.
Charge/Offense information	Receiving officer
Clothing	Receiving officer
Commissary	Commissary Clerk
Consular officials	Watch Commander
Court date	Receiving officer
Dental request	Medical
Educational Program	Inmate Program Sgt. or Cpl.
Facility worker request	Inmate Program Sgt. or Cpl.
G.E.D.	Inmate Program Sgt. or Cpl.
Grievance Request	Discipline Officer/Administration
Haircuts	Recreation or Receiving officer

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Policies	Date: 03-16-2018	Number: 1107
Subject:	Inmate Request		
Reference:			

Housing change	RADF-CIM Supervisor HHCC-Asst. Watch Comm. or OIC OFDF- Unit Officer
Any Property	Property Release Clerk
Marriage request	Transportation Sgt.
Medical help	Medical
Money on books	Receiving Officer
Parole	Receiving Officer
Probation	CIM Supervisor
Recreation/equipment request	Recreation Officer
Release information	Receiving Officer
Writ request	CIM Supervisor
Death or emergency in the family	Watch Commander
Emergency phone call	Watch Commander
Other	Watch Commander

2. Emergency Request Slips:

Inmate requests that involve the need for immediate medical attention, or involve the personal safety of staff, inmates, or the public will be immediately investigated by staff for appropriate action.

- a. All inmates submitting emergency medical requests will be interviewed in person by the floor officer to determine the seriousness, nature, and validity of the request.
- b. In the event the request for emergency medical treatment appears to be valid, medical staff will be immediately notified.
- c. In the event the request does not appear to be an emergency, the request slip will be routed via normal channels to the medical department.

IV. Effective Date:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Policies	Date: 01-15-2018	Number: 1108
Subject: Inmate access to the Virtual Law Library		
Reference: Title 15 CCR, Sections 1064 & 1068		

I. POLICY:

Inmates confined in the Imperial County Jail Facilities are entitled to use the Legal Research Associates (LRA) virtual inmate law library service to prepare legal cases, for personal enlightenment, and other inmate assistance. The virtual inmate law library service is accessible to all inmates by utilizing the inmate tablets at all living areas. In order to assure maximum availability consistent with institutional security, the following procedures will be followed.

II. PROCEDURE:

A. The inmate may request use of the virtual inmate law library service by filling out a completed "Legal Information Request Form" on the inmate tablets provided at all living areas. The completed Legal Information Request Form is sent electronically by the inmate to Legal Research Associates.

B. How the Virtual Inmate Law Library Program works:

1. Inmate completes a legal information request form
2. Form is routed electronically to LRA
3. LRA staff receives and reviews the request
4. A researcher compiles, prints, and packages relevant statutes, cases, and other content
5. A response package is returned back to the Facilities (Inmate Programs Sergeant) by overnight courier within three (3) business days of receipt of the request
6. Response package is delivered to the inmate

C. Inmate grievances on information received from LRA:

1. If an inmate has received information that he or she feels is not relevant and or received in error an inmate request form via tablet shall be forwarded to the Inmate Programs Sergeant.
2. The Inmate Programs Sergeant will review the request
3. The Inmate Programs Sergeant will take appropriate action with LRA staff to rectify the issue if appropriate

D. Virtual law library hours are:

1. Available seven (7) days a week via all inmate tablets

E. Excessive / Abuse of Legal Research Associates Program

1. If determined that an inmate is abusing the LRA program the Inmate Programs Sergeant will determine the cause of the abuse along with information provided by LRA staff.

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Title: Inmate Policies	Date: 01-15-2018	Number: 1108
Subject: Inmate access to the Virtual Law Library		
Reference: Title 15 CCR, Sections 1064 & 1068		

2. The Inmate Programs Sergeant will investigate and provide the inmate with a determination of discontinued use of the program
3. The Inmate Programs Sergeant may also allow the inmate to continue the use of the program but with closer monitoring by the Inmate Program Sergeant or their designee

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Recreation	Date:	03-23-2011	Number:	1109
Subject:	Recreation Procedures				
Reference:	California Penal Code Section 1050, 1065 California Code of Regulations: Title 15, Section 1065				

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to provide exercise and recreational programs to all inmates. The Corrections Bureau will provide an exercise program in an area designed for recreation (indoor/outdoor), which will allow a minimum of three (3) hours of exercise distributed over a period of seven (7) days to benefit physical, social, and emotional health of the individual.

II INDOOR/OUTDOOR RECREATION REQUIREMENTS

- A. All inmates, regardless of classification or housing unit status, shall be given the opportunity for a minimum of three (3) hours of exercise and recreation in a seven (7) day period in an area designed for recreation.
 - 1. Exercise and recreation may be allotted through combined indoor an outdoor recreation periods.
 - 2. If weather is not cooperative, inmates will be given indoor recreation. Table tennis, reading material, weights and board games will be administered to the inmates during this period of indoor recreation.
 - 3. At no time will male inmates be combined with female inmates during recreation.
- B. Title 15 mandates a minimum of three hours of recreation in seven days, however the maximum amount of recreation time a housing unit can offer without negatively impacting floor operations should be implemented.
- C. All or part of any recreation and its privileges may be restricted as part of a prescribed punishment determined by a disciplinary proceeding

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Corrections Bureau Policy and Procedures**

Title:	Inmate Recreation	Date:	03-23-2011	Number:	1109
Subject:	Recreation Procedures				
Reference:	California Penal Code Section 1050, 1065 California Code of Regulations: Title 15, Section 1065				

III. RECREATION OFFICER

- A. The Recreation Officer of each facility will develop a recreation schedule for their assigned facility. These schedules are ever changing and therefore specific recreation times are not included in this order
- B. The Recreation Officer of each facility is responsible for developing, implementing, and supervising a comprehensive recreation program for their facility.
- C. The Recreation Officer shall periodically inspect, inventory, and maintain all athletic and exercise equipment and supplies. Depending on the facility and housing unit these may include volleyballs, basketballs, table tennis, handball, and other exercise equipment. The Inmate Welfare Fund Account is used to purchase recreation supplies and equipment. Recreation Officers are responsible for inventorying and ordering recreation supplies through the Imperial County Sheriff's Office Supply Officer.

IV. INDOOR/OUTDOOR RECREATION PROCEDURES

- A. The RADF Recreation Officer will remove the inmates from their housing unit and do a pat down search in the hallway prior to placing them into the RADF recreation area. The RADF Recreation Officer will complete an inmate count and collect their ID cards. The RADF Recreation Officer will make a JMJLOG entry under each inmates I.D. number indicating the inmate is out for recreation.
- B. The HHCC Floor Officer will take the ID cards to HHCC Tower Control. The HHCC Tower Control Officer will make a JMJLOG entry indicating the inmate is out for recreation.

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Title:	Inmate Recreation	Date:	03-23-2011	Number:	1109
Subject:	Recreation Procedures				
Reference:	California Penal Code Section 1050, 1065 California Code of Regulations: Title 15, Section 1065				

- C. Recreation Officer will also make a handwritten "Recreation Report" log and provide this to the Administrative Lieutenant on a weekly basis.
- D. Inmates classified as Protective Custody, Administrative Segregation, or General Population shall be given indoor/outdoor recreation only **with inmates within the same classification.**
 - 1. Exceptions may exist when inmates or groups of inmates within a classification are unable to recreate together.
- E. Indoor/Outdoor recreation at the RADF and the HHCC will begin at 0700 hours and will end at 1500 hours. During the summer months when climatic conditions have changed, the beginning and ending times will vary.
- F. The Female Recreation Officer will always be present in the recreation areas during the recreation time for females. The Female housing unit recreation times will be conducted accordingly and coordinated with the Female Floor Officer.
- G. Medical will provide a list of inmates that are on "hot" medications to the Recreation Officer. Inmates on hot medications will be recreated in the indoor recreation area.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Recreation	Date: 03-23-2011	Number: 1109
Subject:	Recreation Procedures		
Reference:	California Penal Code Section 1050, 1065		
	California Code of Regulations: Title 15, Section 1065		

<u>2007</u>	<u>2008</u>	<u>2009</u>
<u>2010</u>	<u>2011</u>	<u>2012</u>
<u>2013</u>	<u>2014</u>	<u>2015</u>

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Policies	Date:	03-23-2011	Number:	1110
Subject:	Inmate Orientation				
Reference:	Title 15 CCR, Section 1069				

I. PURPOSE

It is the purpose of this policy to generally describe the orientation program that will be used for inmates admitted into the Imperial County Sheriff's Jail.

II POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to provide each inmate prior to housing with an inmate handbook and brief orientation to the jails. This is to advise them of the facility's programs, services, and regulations.

III. PROCEDURES

It is the responsibility of the Search & Escort Officer to assure that new inmates being housed receive the inmate handbook and give a brief orientation to the inmates if asked. If an inmate(s) does not understand English or Spanish, it is imperative that this inmate(s) understand the rules and regulations. The Watch Commander has instructions as how to use the inmate phone translation services provided by the jail to assist in orientation these inmates. Additionally, rules and regulations shall be posted inside the inmate holding areas.

The main areas of this program will include, but not be limited to:

- a. Correspondence, visiting and telephone usage rules.
- b. Rules and disciplinary procedures.
- c. Inmate grievance procedures.
- d. Programs and activities available and method of application.
- e. Medical services
- f. Classification/housing assignments.
- g. Court appearances where schedules.

This is important for jail staff to recognize that new inmates received in jails are often in crisis. They may be intoxicated, frightened, or disoriented. Staff may be able to reduce tension, and ease the transition to incarceration and facilitate managing the inmate in the long run by taking the time to listen and respond to

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Title:	Inmate Policies	Date:	03-23-2011	Number:	1110
Subject:	Inmate Orientation				
Reference:	Title 15 CCR, Section 1069				

individual needs during orientation.

IV. EFFECTIVE DATE

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

VI. Annual Review:

_____ <u>2007</u>	_____ <u>2008</u>	_____ <u>2009</u>
_____ <u>2010</u>	_____ <u>2011</u>	_____ <u>2012</u>
_____ <u>2013</u>	_____ <u>2014</u>	_____ <u>2015</u>

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Policies	Date:	09-03-2018	Number:	1111
Subject:	Inmate Voting				
Reference:	Title 15 CCR, Section 1071				

I. PURPOSE

The purpose of this policy is to establish and maintain a method by which inmates who are eligible, may register to vote in local, state, and federal elections pursuant to established election codes.

II. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that inmates who are eligible to vote in local, state, and federal elections may vote by an Absentee Ballot, via the U.S. Postal Service.

III. PROCEDURES

Inmates identified ICJ will be afforded the opportunity to vote during an election period through/with the assistance of the Inmate Education Coordinator/Staff and in accordance with the following requirements:

1. Eligibility Requirements: You can register to vote and vote if you are:

- A United States citizen and a resident of California,
- 18 years old or older on Election Day,
- Not currently in state or federal prison or on parole for the conviction of a felony, and
- Not currently found mentally incompetent to vote by a court

2. Persons with a criminal history who can register to vote:

- In county jail:
 - serving a misdemeanor sentence (a misdemeanor never affects your right to vote)
 - Because jail time is a condition of probation (misdemeanor or felony)
 - Serving a felony jail sentence
 - Awaiting trial
- On probation
- On mandatory supervision

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- On post-release community supervision
- On federal supervised release
- A person with a juvenile wardship adjudication

3. Persons with a criminal history who cannot register and vote:

- Currently imprisoned in:
 - State prison
 - Federal prison
 - Currently serving a state prison felony sentence in a county jail or other correctional facility*
 - Currently in county jail awaiting transfer to a state or federal prison for a felony conviction
 - Currently in county jail for a parole violation
 - Currently on parole with the California Department of Corrections and Rehabilitation
 - Once you are done with parole your right to vote is restored, but you must re-register online at **RegisterToVote.ca.gov** or by filling out a paper voter registration card.
- B. Inmate Education staff will assist with registering interested inmates to vote
- C. Absentee Ballots will be filled out by the inmates onsite. Inmate Education Staff will facilitate this process and mail out.

IV. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and

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should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Policies	Date: 04-20-2018	Number: 1112
Subject:	Religious Observances		
Reference:	Title 15 CCR, Section 1072		

I. POLICY:

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain a group of volunteers dedicated to providing religious services and counseling to the inmates confined at its facilities.

The religious services program will provide an opportunity for inmates of all religions to participate in religious services.

Religious volunteers will undergo thorough background checks by the Inmate Programs Sergeant. The Inmate Programs Sergeant will maintain a current list of all volunteers eligible to participate in the program.

II PROCEDURE:

Religious services will be conducted based on a schedule coordinated between the volunteer(s), and Inmate Programs staff.

Generally, religious services will be conducted after normal business hours and on weekends. Special arrangements for other times and days due to religious practices or customs must take into account the overall operations and security of the facility, and must be coordinated between the volunteer(s) and the Inmate Programs Supervisor.

Volunteers are subject to search upon entering the facility. Religious volunteers may bring small bibles and other literature into the facility for distribution to the inmates. Rosaries, prayer beads or other religious symbols for worship are allowed, but must be made of plastic and/or string that is easily broken and cannot be used as a weapon or instrument of escape. Sacramental bread or wafers may be brought in for consumption; however, it may not be taken by the inmate back to the housing units. Sacramental wine or any other beverage containing alcohol may not be brought in, however, grape juice or other non-alcoholic beverages for sacrament may be brought into the facility. Musical instruments, television and DVD players or other audio-visual equipment may be brought in upon the approval of Inmate Programs Supervisor and Facility Commander. All other items to be used may only be brought into the facility with advance notice and the approval.

Volunteers will not be allowed to bring any property, mail, or other items into the facility on behalf of the inmate, nor will they be allowed to take any property, mail, or other item

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Corrections Bureau Policy and Procedures**

Title:	Inmate Policies	Date: 04-20-2018	Number: 1112
Subject:	Religious Observances		
Reference:	Title 15 CCR, Section 1072		

out of the facility on behalf of the inmate.

All inmates will be searched prior to, and at the conclusion of religious services.

A. Facilities:

RADF:

Inmate program staff will outline program times and approved program locations for religious services. This schedule/calendar will be forwarded to staff and posted.

Religious services for lock-down modules (High Risk, Administrative Segregation, and Protective Custody) will take place inside of the module. However, in order to respect the rights of other inmates in the module, if one or more inmates complain of the services, the module will not receive religious services. In these instances, reasonable efforts will be made by Jail staff to provide an alternate place or area for religious services for those inmates who do want services.

HHCC/OFDF:

Inmate program staff will outline program times and approved program locations for religious services. This schedule/calendar will be forwarded to staff and posted.

B. Religious Diets:

Inmates who request religious diets (i.e., kosher diets), will be provided with the diet provided that the range of food normally offered or served is not broad enough to provide minimum nutritional needs without the consumption of religiously prohibited food, or requires special preparation according to the inmates religious customs or practices.

C. Placement interviews for Religious programs or counseling sessions:

This is strictly for all religious volunteers that have gone through background clearance through our Office and have a valid Sheriff's I.D. and are listed in our Spillman computer system.

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Subject:	Religious Observances		
Reference:	Title 15 CCR, Section 1072		

The following protocol will be used for Religious visits for any denomination relating to program enrollments, unscheduled counseling sessions, or any other type of visit that may be conducted by a religious service volunteer. The following are examples of religious providers that come in for program placement interviews but are not limited to: Turning Point, I.V. Ministries, and Victory Outreach.

Once confirmation of the volunteer's enrollment in our computer system and confirmation of a valid Sheriff's I.D., the volunteer will be signed up for the visit. The registered religious volunteer will have the interview in the attorney visit room. If the attorney visit room is not available, then the Watch Commander can authorize the interview to take place in the booking / Interview area by the I-7 door or have the volunteer wait until the attorney visit room is available.

All other religious interviews, counseling sessions, or any other type of visit that may be conducted by a person of any religious denomination will sign up for a regular visit if not registered through our Sheriff's Office. If a Watch Commander deems that a religious visit needs to be done in between visits because of an clergy / client privilege then the visit will be scheduled in between visits.

If an inmate is housed at the Herbert Hughes Correctional Center the same procedures will be followed. Visits that can be done through regular phone visitation will be done in that manner at the HHCC.

D. Security Escort:

Security staff will escort inmates to and from religious services.

Religious volunteers may walk the corridors of the housing areas only with a security staff escort.

Security staff is not required to stand-by while religious services are being conducted. This includes the lock-down modules.

Security staff will make frequent security/welfare checks of areas where religious services are being conducted. Security staff will make contact with religious

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Reference:	Title 15 CCR, Section 1072		

volunteers during these checks to confirm their welfare.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title:	Inmate Policies	Date:	02-20-2018	Number:	1113
Subject:	Inmate Rules of Conduct				
Reference:	Title 15 CCR, Section 1080				

I. POLICY

In order to promote the safety, efficiency, and good order of the Jail, a system of internal rules and regulations are necessary. As a detention facility, this institution must limit the freedom of inmates to a greater degree than those citizens not in custody. In order to be effective, rules must be published, purposeful, and enforced. To do otherwise is to promote injustice, disharmony, and disruption of order.

II. VIOLATIONS

Three levels of violation exist and are listed in the Inmate Handbook, which is provided to each inmate upon being housed.

A. Minor Violations:

1. Possessing unauthorized clothing
2. Malingering, feigning an illness
3. Kitchen/Dining room rules:
The following will be followed by all inmates while meals are being served. Disobedience can result in the inmates removal from the dining room and disciplinary action.
 - A. Every inmate will make up their bed before each meal.
 - B. All inmates will be called not less than five (five) minutes before each meal and will be expected to be ready when called.
 - C. All inmates will be required to wear the proper clothing and foot wear (No shower shoes allowed) to the dining room.
 - D. No loud or disruptive talking will be permitted in the dining hall.
 - E. No food will be passed between tables.
 - F. No inmate will be permitted to remove any food from the dining room or designated areas
 - G. All inmates will be given a minimum of fifteen (15) minutes in which to eat meals. This time will begin once the last inmate has sat down to eat.
 - H. Inmates will enter and leave the dining room in an orderly and quiet manner.
4. Failure to carry I.D. Card or wrist band (1st offense).
5. Failure to place hands behind back (1st/2nd/3rd offense).

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B. Medium Violations:

1. Unexcused absence from work, or any assignment.
2. Participation in an unauthorized meeting or gathering.
3. Gambling
4. No inmate will be in another inmate's cell/dormitory or sleeping area at any time.
5. Possession or misuse of unauthorized medication, property or money.
6. Loaning of property or anything of value for profit or increased value.
7. Possession of anything not authorized for retention of receipt by the inmate and not issued to him/her through regular institution channels.
8. Use of tobacco products is prohibited at RADF and HHCC (1st/2nd offense).
9. Failure to obey an order of any staff member.
10. Insolence towards any staff member.
11. Lying or providing a false statement to a staff member.
12. Being in an unauthorized area.
13. Failure to follow safety or sanitation regulations.
14. Using any equipment or machinery contrary to instructions or safety standards.
15. Using any equipment which is not specifically authorized.
16. Failure to stand count or interfering with the talking of count.
17. Tattooing or self-mutilation/possession of tattoo paraphernalia.
18. Unauthorized use of the mail or telephone.
19. Using abusive or obscene language to a staff member.
20. No inmate will be permitted to stop at another dorm, module, or unit to talk or to pass items to other inmates during any inmate movement.
21. Altering, disposing of, or defacing issued identification cards.
22. Possession of excessive reading material and/or paper products.
23. Failure to dispose of newspapers daily.
24. Failure to comply with posted facility rules and regulations.
25. Conduct which disrupts or interferes with the orderly running of the facility.
26. Failure to carry I.D. card or wrist band(2nd offense).

C. Major Violations:

1. Violating a condition of Furlough.
2. Possessing any officer, staff, and/or civilian clothing.
3. Making intoxicants or being intoxicated.

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Title:	Inmate Policies	Date:	02-20-2018	Number:	1113
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4. Assaulting or fighting with another person(s).
5. Threatening another with bodily harm, or with any offense against his/her person or property.
6. Extortion, blackmail, protection, demanding or receiving monies or anything of value in return for protection against others to avoid harm, or under threat of informing.
7. Participating in sexual acts with any other person(s).
8. Making sexual proposal to other inmates and/or staff.
9. Escape, attempting or planning escape.
10. Wearing a disguise or mask.
11. Setting any fire.
12. Destroying, altering, or damaging Jail property or the property of another person by engraving/marking or any other type of graffiti.
13. Stealing.
14. Tampering or blocking any locking device.
15. Possession or introduction of an explosive or any ammunition.
16. Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife or unauthorized tool.
17. Possession or introduction or use of any narcotic, narcotic paraphernalia, or drugs not prescribed for the individual by the Medical Staff.
18. Rioting or encouraging others to riot.
19. Encouraging other to refuse to work or participate in work stoppage.
20. Counterfeiting, forging, or unauthorized reproduction of any document, article or identification, money security, or official papers.
21. Offering any officer or staff member a bribe, or anything of value.
22. Creating any electrical spark from any electrical outlet.
23. Flooding of cells/modules by clogging the sinks, toilets, and showers.
24. Attempting to commit any of the above offenses, or aiding another person to commit any of the above offenses shall be considered the same as a commission of the offense itself.
25. Failure to possess I.D. card or wrist band (3 or more offenses).
26. Participating in, or encouraging a group demonstration.
27. Unauthorized contact with the public.
28. Possession of matches, lighters, or ignition devices.

III. SANCTIONS

Only the following sanctions, or punishment, may be administered. Sanctions will not be administered without a hearing, and then only by a competent authority.

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The Watch Commander may choose to place an inmate into pre-disciplinary lockdown if the violation is serious in nature that necessitates the removal of the inmate from contact with other inmates or officers for the safety of the facility. Time spent in pre-disciplinary lockdown will be equated into the final disposition of the disciplinary hearing.

A. Minor Level Sanctions:

Forms of discipline for minor level violations may consist of; a reprimand, loss of visitation, recreation, commissary or programs/classes for up to 7 days, restitution, extra work detail, or removal from work detail and special programs.

B. Medium Level Sanctions:

Forms of discipline for medium level violations may consist of; a reprimand, loss of visitation, recreation, commissary or programs/classes for up to 10 days, restitution, extra work detail, removal from work detail and/or special programs, placement in more secure housing unit for a maximum of 5 days per offense, transfer to a greater level of facility custody, or loss of up to 15 days of Good and/or Work Time (Behavioral Credits).

C. Major Level Sanctions:

Forms of discipline for major level violations may consist of; a loss of visitation, recreation, commissary or programs/classes for up to 30 days, restitution, extra work detail, removal from work detail and special programs, placement in more secure Housing Unit for a maximum of 60 days, isolated confinement for a maximum of 10 days per offense, transfer to a greater level of facility security, loss of up to all Behavioral Credits (Good Time/Work Time), and criminal prosecution, and disciplinary diet isolation.

IV. Effective Date:

This order becomes effective as of this date and supersedes all prior orders.

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Title:	Inmate Policies	Date:	02-20-2018	Number:	1113
Subject:	Inmate Rules of Conduct				
Reference:	Title 15 CCR, Section 1080				

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Policies	Date: 07-31-2018	Number: 1114
Subject:	Smoking Policy		
Reference:	Government Code Section 7596-7597		

I. POLICY:

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to provide a tobacco free living and working environment.

II. PROCEDURE:

Inmates are not allowed to possess or use tobacco products of any kind. This includes tobacco related paraphernalia such as matches, lighters, pipes, wrapping papers, nicotine gum, patches, or e-cigarettes etc.

Staff members will not provide any tobacco product or paraphernalia to any inmate, including inmate workers at any time.

Inmates are not allowed to ask for, receive, or use any tobacco product or paraphernalia given to them by staff, a work crew supervisor, or the general public.

Any inmate caught using or found to be in possession of any tobacco product or paraphernalia will face disciplinary action.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Policies	Date: 03-16-2018	Number: 1115
Subject:	Printed Material		
Reference:	Title 15 CCR, Section 1066		

I. POLICY

Traditionally, books and magazines have been used by prison inmates to introduce contraband into secure institutions, to send and receive coded messages, and to hide weapons and contraband from staff. As a result, rules controlling these items have been established to balance the inmate's intellectual needs with the security of the institution. In accordance with Title 15, Section 1066 of the California Code of Regulations, the following procedures are established.

II. PROCEDURES

- A. Only **new** books, magazines, newspapers, and tabloids will be accepted directly from the publisher or their distributor. These items will not be accepted from the public for inmates confined at the Imperial County Sheriff's Office Facilities. Hardback books are not authorized in both facilities.

The following exceptions will apply:

1. Books, magazines and periodicals sold in the Commissary system.
 2. Religious tracts provided by the Corrections Bureau Chaplain.
- B. Regardless of the source, publications which are sexually obscene, which tend to incite murder, arson, riot, racism, or other violence, which focus on unlawful gambling, an unlawful lottery, or the cultivation, processing, manufacture, distribution of narcotics, or gang related are prohibited. They will not be accepted into any of the facilities.
- C. Inmates confined here will be restricted in the number of publications maintained in order to promote sanitation, hygiene, and fire safety. Each inmate may possess a total of five (5) books and magazines, in a combination, in his/her housing unit.

Specifically not counted in the combined number and will only be limited for safety concerns are:

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Policies	Date: 03-16-2018	Number:
			1115
Subject:	Printed Material		
Reference:	Title 15 CCR, Section 1066		

1. Bibles and similar religious reading materials.
 2. Legal texts and reference materials.
- D. Should an inmate acquire more than the number of publications allowed in paragraph C, he/she may choose to dispose of the excess as trash, release them to a member of the public, donate them to the Inmate Library, or have them placed in his/her personal property for safekeeping.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Policy and Procedures Corrections Bureau**

Title:	Inmate Policies	Date: 08-21-2018	Number: 1116
Subject:	Inmate Marriage		
Reference:	(A) Penal Code 2600 and 2601 (e)		
	(B) Loving v. Virginia, 388 US 1 (1967)		
	(C) Delancie v. Superior Court, 31 Cal. 3^d 865 (868-872)		

I. PURPOSE

The purpose of this policy is to establish and maintain a process for inmates to be married while in custody and to establish and maintain a procedure for the marriage ceremony, which maintains facility security, as well as staff and inmate safety.

II. POLICY

It is the policy of the Imperial County Sheriff's Department Corrections Bureau to permit inmates to be married while in custody.

III. PROCEDURES

A. Preliminary Processing for In-Custody Marriage

1. An inmate who desires to be married will complete a request via Telmate and forward it to the Transportation Sergeant.
2. The Transportation Sergeant will review the inmate's records to insure there is not a conflict regarding testimony and marital privilege (i.e., the inmate is not marrying a witness and/or participant to the crime), and ascertains whether or not the inmate is a US Marshals Service inmate.
 - a. A background check will be conducted on the inmate's soon to be spouse in order to assure that he/she is not a witness/participant in the alleged crime. Once the background check is complete and both parties are found to be in compliance of this policy, the process will then continue.
 - b. If the soon to be spouse has been incarcerated within the last six months, the request for the marriage ceremony will be denied.
 - c. Furthermore, if the soon to be spouse is on summary or formal probation, and or parole, the request for the marriage ceremony will be denied.

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Title:	Inmate Policies	Date: 08-21-2018	Number: 1116
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Reference:	(A) Penal Code 2600 and 2601 (e)		
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- d. If the inmate is a US Marshals Service or B.O.P. inmate, the request will be sent to the appropriate agency's representative for approval.
 - e. If the inmate is not being held in custody for the US Marshals Service or B.O.P. (or has the US Marshal's or B.O.P. approval), and there is not a conflict regarding testimony and marital privilege, the request will be approved or denied.
3. If the request for marriage has been approved or not, a reply via Telmate will be sent to the inmate by the Transportation Sergeant with some direction on what needs to be accomplished in order for the marriage to take place.
 4. The inmate or inmates soon to be spouse will be responsible for contacting the County Clerk's Office to complete the required paperwork. It will be incumbent on the inmate or inmates soon to be spouse to complete the legal process for obtaining a marriage license. The inmates soon to be spouse will have to find an officiant acceptable to the Sheriff's Office. The officiant will obtain all the paper work, gather notarized signatures, arrange for payment of fees, and obtain the marriage license.
 5. Once all required paperwork is completed, the officiant or the inmate's soon to be spouse will contact the Transportation Sergeant regarding the date and time of the marriage.
- B. In-Custody Marriage Ceremony
1. The Transportation Sergeant and Facility Commander will determine the date and time of the marriage ceremony.
 2. All inmate marriages will take place in the Jail Court Room or designated area on Saturday or Sunday between the hours of 0900-1400.

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Policy and Procedures Corrections Bureau**

Title:	Inmate Policies	Date: 08-21-2018	Number: 1116
Subject:	Inmate Marriage		
Reference:	(A) Penal Code 2600 and 2601 (e)		
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3. Once all required paperwork is completed, the officiant will contact the Transportation Sergeant for the date and time of the marriage which has been approved by County Clerk's Office.
4. It will be the responsibility of the person the inmate plans to marry to complete the legal process for obtaining a marriage license.
 - a. An exception will be made if an interpreter is necessary for translation of the service. The interpreter may be chosen by the couple and accompany the principal person into the facility.
5. A designated staff member will witness the signing of the marriage license.
6. All inmates will be dressed in jail clothing and fully restrained which consists of leg irons and handcuffs for security purposes.
7. All in-custody marriage ceremonies will take place in the Jail Court room or designated area. The Jail Court room will be locked during the ceremony and remain so until the inmate is secured into the court holding cells.
8. The participants in the marriage ceremony will not be allowed to visit with each other and will be promptly be removed from the Jail Court room at the conclusion of the ceremony.
9. The participants in the marriage ceremony will not be allowed to kiss, hug, or hold hands at anytime, due to risk of contraband exchange. If any of the above mentioned actions occur, the marriage ceremony will be cancelled immediately.
10. The couple may exchange wedding bands/rings. Once the ceremony is complete, the person in custody will return their wedding band/ring to their new spouse.

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Title:	Inmate Policies	Date: 08-21-2018	Number: 1116
Subject:	Inmate Marriage		
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11. Once the marriage has been completed, the officiant will then return to the County Clerk's Office and record the marriage.

IV. Effective Date:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Policy and Procedures Corrections Bureau**

Title:	Inmate Polices	Date: 05-01-2018	Number 1117
Subject:	Ex Parte Court Orders		
Reference:	Title 15 CCR 1041 Inmate Records		

I. PURPOSE:

The purpose of this policy is to establish a consistent method of handling ex parte court orders, which direct that inmates in custody receive special or additional privileges.

II. POLICY:

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that ex parte court orders are considered to be a threat to the orderly running of our facilities.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau not to follow any ex parte court orders, which involve the granting of an inmate in custody special or additional privileges without direct authorization from the Chief Deputy of Corrections.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to forward all court orders, which allow individuals specialized privileges to the Chief Deputy of Corrections and to County Counsel and to request formal motions to vacate such orders whenever they are issued.

III. PROCEDURES:

A. Ex parte Court Orders

An Ex parte order is a court order on the behalf of an inmate or individual, without notice to, or contestation by any person adversely interested (namely, the Sheriff's Office). Such orders are considered to be illegal and must receive the authorization of the Chief Deputy of Corrections.

B. Telephonic Notification of an Ex parte Court Order

1. If any staff member is telephoned and notified of a request from any court for special or additional privileges to be granted to any inmate in custody, the receiving officer will advise the issuing judge or clerk that there is a standing order not to follow such orders without the direct authorization of the Chief Deputy of Corrections.
2. The officer will promptly inform the Facility Commander of the circumstances surrounding the incident in a written memo via chain of command.

C. Written Orders

1. If any officer receives a court order granting an inmate special or additional privileges, the officer will:
 - a. Forward one (1) copy of the written order to the Chief Deputy of Corrections via the chain of command.

**Imperial County Sheriff's Office
Policy and Procedures Corrections Bureau**

Title:	Inmate Polices	Date: 05-01-2018	Number 1117
Subject:	Ex Parte Court Orders		
Reference:	Title 15 CCR 1041 Inmate Records		

- b. Place the original copy of the order in the inmate's file in Records.
2. The Chief Deputy of Corrections will contact the issuing judge of the order to advise him if the granting of such orders is viable.
3. The Chief Deputy of Corrections or their designee will forward a copy of the order to the County Counsel's office.

IV. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Disciplinary Plan	Date:	04-07-2014	Number:	1201
Subject:	Inmate Discipline				
Reference:	(A) Sections 1080-84, Title 15, CCR				
	(B) Sections 4019.5, CPC				
	(C) Section 6030, CPC				
	(D) Inmate Handbook				
	(E) Section 1247, Title 15, CCR				
	(F) Sections 1231.2 and 1265, Title 24				

I. POLICY

The Corrections Division and its personnel are charged with the responsibility for maintaining the care, custody, and control of inmates. In order to ensure the good order and safety of the facility, the discipline policy will be adhered to.

- A. Inmate rules of conduct are published in the Inmate Handbook which is provided to each inmate that is housed in the Regional Adult Detention Facility and the Herbert Hughes Correctional Center. The rules of conduct are also posted in each module and dormitory of both facilities. Each shift Disciplinary Hearing Officer will be responsible for posting and maintaining a current copy of the inmate handbook section XIV Discipline.
- B. Disciplinary action will not be taken unless the alleged conduct was a violation of rules in place at the time of the offense.
- C. Each facility will have (2) two Disciplinary Hearing Officers. This will consist of two Correctional Officers. The Disciplinary hearings will be held by the incoming shift.

II. PROCEDURES

- A. Notice of Violation: When a violation of a rule or regulation of inmate conduct has occurred, the staff member will complete a *Notice of Violation*. A notice of violation is not required if the violation is a minor offense and the staff member has given the inmate a verbal admonishment to change their behavior. (JMJLOG entry under IOP)
 - 1. The *Notice of Violation* is written in the Spillman Jail Management System under the title *NOV-Notice of Violation*. The NOV is a written narrative listing the rules and regulation violation(s) and the staff member's observations of the violations. The NOV is the written report of the inmate rules and regulations violation(s) and will fully document the

**Imperial County Sheriff's Office
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Title:	Inmate Disciplinary Plan	Date:	04-07-2014	Number:	1201
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	(F) Sections 1231.2 and 1265, Title 24				

violation(s) of inmate misconduct.

2. Completed NOVs will be distributed as follows:

- a. The original NOV will be forwarded directly to the Watch Commander who will determine if the violation is significant enough to warrant the disciplinary hearing. If the violation is minor and non-repetitive, the Watch Commander may elect to counsel the violator without further action. In those cases the Watch Commander shall sign the NOV with the notation "counseled" and forward the NOV to the Administrative Sergeant.
- b. In more serious violations the Watch Commander will sign and forward the original NOV and associated supplemental reports to the Shift Disciplinary Hearing Officers for action.

The Watch Commander may choose to place the inmate into pre-disciplinary lockdown if the violation is serious in nature that necessitates the removal of the inmate from contact with other inmates or officers for the safety of the facility. In a pre-disciplinary lockdown status, an inmate will have full privileges. Inmate privileges will not be removed or denied until the disciplinary process has been completed.

- c. A copy of the NOV will be provided to the inmate as soon as possible by the Shift Disciplinary Hearing Officers.

The Shift Disciplinary Hearing Officers will schedule the date and time for the disciplinary hearing. The disciplinary hearing date will be at least 24 hours and no more than 72 hours after the inmate has received a copy of the NOV, excluding weekends and holidays.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Disciplinary Plan	Date:	04-07-2014	Number:	1201
Subject:	Inmate Discipline				
Reference:	(A) Sections 1080-84, Title 15, CCR				
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	(F) Sections 1231.2 and 1265, Title 24				

- B. The Shift Disciplinary Hearing Officers shall conduct a hearing at least 24 hours and no more than 72 hours after the inmate receives notification of the violation. The inmate may choose to waive the 24-hour time period. Additionally, the disciplinary hearing may be continued or postponed for a reasonable period of time upon a written waiver by the inmate or for good cause. Good cause for the purposes of this directive means circumstances that are of an emergency nature or beyond the control of the facility or staff, such as injured witnesses. The inmate shall be given ample opportunity to present a defense to the charges or to provide mitigating factors to the Shift Disciplinary Hearing Officers.
1. The burden of proof to sustain an allegation shall be a preponderance of evidence. Upon showing of a preponderance of evidence, the Shift Disciplinary Hearing Officers shall issue a finding of **SUSTAINED**. In all other cases the finding shall be **NOT SUSTAINED**.
 2. All relevant evidence may be considered.
 3. The inmate may represent himself in a disciplinary hearing or choose to be represented by a fellow inmate volunteer. The inmate may bring witnesses to the hearing including civilian witnesses, consistent with the security of the facility. Reasonable accommodation to an inmate volunteer representative will be made, consistent with facility security. The denial of an inmate volunteer representative will be based on objective reasons and approved by the Division Commander.
 4. The Shift Disciplinary Hearing Officers, after considering all evidence presented and issuing a sustained finding, may impose the following sanctions based upon the violation. The sanctions must be appropriate according to the rule/regulation violation.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Disciplinary Plan	Date:	04-07-2014	Number:	1201
Subject:	Inmate Discipline				
Reference:	(A) Sections 1080-84, Title 15, CCR				
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	(E) Section 1247, Title 15, CCR				
	(F) Sections 1231.2 and 1265, Title 24				

- A. Minor Violations
 - 1. Reprimand.
 - 2. Loss of visitation, recreation, commissary or programs/classes for up to 7 days.
 - 3. Restitution.
 - 4. Extra work detail.
 - 5. Removal from work detail and/or special programs.

- B. Medium Violations
 - 1. Reprimand.
 - 2. Loss of visitation, recreation, commissary or programs/classes for up to 10 days.
 - 3. Restitution.
 - 4. Extra work detail.
 - 5. Removal from work detail and/or special programs.
 - 6. Placement in more secure housing unit for a maximum time of 5 days per offense.
 - 7. Transfer to greater level of facility custody.
 - 8. Loss of Behavior Credits (Good/Work Time).

- C. Major Violations
 - 1. Loss of visitation, recreation, commissary or programs/classes up to 30 days.
 - 2. Restitution.
 - 3. Removal from work detail and/or special programs.
 - 4. Placement in more secure housing unit for a maximum of 60 days.
 - 5. Isolated confinement for a maximum of 10 days per offense.
 - 6. Transfer to a greater level of facility security.
 - 7. Loss of all Behavioral Credits (Good/Work Time).
 - 8. Disciplinary Isolation Diet.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Disciplinary Plan	Date:	04-07-2014	Number:	1201
Subject:	Inmate Discipline				
Reference:	(A) Sections 1080-84, Title 15, CCR				
	(B) Sections 4019.5, CPC				
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	(D) Inmate Handbook				
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	(F) Sections 1231.2 and 1265, Title 24				

5. All findings and sanctions imposed by the Shift Disciplinary Hearing Officers shall be in writing on the Disciplinary Hearing Form and a copy will be provided to the inmate.
6. If the disciplinary isolation diet is imposed upon an inmate, it will only be utilized for major violations of institutional rules. In addition to the above mentioned provision, the facility commander shall approve the initial placement on the disciplinary isolation diet and ensure that medical staff is notified. In consultation with medical staff, the facility commander shall approve any continuation on that diet every 72 hours after the initial placement.
7. The inmate may choose to appeal the findings of the Shift Disciplinary Hearing Officers to the Disciplinary Review Board. If so requested, the inmate shall be provided with an Appeal Form. An appeal must be filed within 48 hours of the hearing or will be deemed to be waived.
8. In cases where forfeiture of good time and/or work time credits are recommended the appeal shall be automatic and no forfeiture shall take place without action by the Disciplinary Review Board.
9. The Disciplinary Review Board will be composed of three members of the Corrections Division, who will be selected by the Facility Commander and who are not involved in the events related to the action. One member of the Disciplinary Review Board will be the Administrative Sergeant. The other two members of the board shall either be Correctional Officers or Correctional Corporals.
10. The Disciplinary Review Board shall be convened within 48 hours of

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Disciplinary Plan	Date:	04-07-2014	Number:	1201
Subject:	Inmate Discipline				
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	(B) Sections 4019.5, CPC				
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	(D) Inmate Handbook				
	(E) Section 1247, Title 15, CCR				
	(F) Sections 1231.2 and 1265, Title 24				

an appeal to hear the matter. The inmate may waive the time period in writing, or the appeal hearing may be postponed or continued for good cause.

11. After consideration, the Disciplinary Review Board may take the following actions:
 - a. Remand the proceedings to the Shift Disciplinary Hearing Officers for a rehearing in the event that the procedures contained in this directive have not been properly administered.
 - b. Reduce the sanctions imposed.
 - c. Reverse the findings of sustained and direct a finding of not sustained.
 - d. Approve the findings of the Shift Disciplinary Hearing Officers.
 - e. Direct the forfeiture of good time/work time credits if previously recommended by the Shift Disciplinary Hearing Officers.
 - f. With the exception of the forfeiture provisions of subparagraph above, the Disciplinary Review Board may not increase the sanctions imposed by the Shift Disciplinary Hearing Officers.
12. The actions of the Disciplinary Review Board shall be in writing and copies will be provided to the inmate.
13. The inmate may choose to appeal the action of the Disciplinary Review Board to the Corrections Lieutenant. If so requested, the inmate shall be provided with an Appeal Form. An Appeal Form shall be filed within 48 hours or deemed to have been waived.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Disciplinary Plan	Date:	04-07-2014	Number:	1201
Subject:	Inmate Discipline				
Reference:	(A) Sections 1080-84, Title 15, CCR				
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14. The Corrections Lieutenant shall review all disciplinary actions with a view to fostering not only good order but to promote justice. To that end the Corrections Lieutenant may only approve or reduce the sanctions imposed by his subordinates.

III. ADMINISTRATIVE INSTRUCTIONS

- A. A record of individual disciplinary actions shall be maintained in the disciplinary files maintained by the Administrative Sergeant for a period of one calendar year and then transferred to the individual's permanent "R-File" maintained by the Records Unit.

- B. A Disciplinary Action Form shall be produced at the completion of action by the Shift Disciplinary Hearing Officers, the Disciplinary Review Board, or the Division Commander depending on the level of appeal, which lists all sanctions finally imposed on the inmate. Copies will be distributed to the following as appropriate:
 - 1. Watch Commander
 - 2. Jail Information Office
 - 3. Commissary Officer
 - 4. Recreation Officer
 - 5. Facility Commander
 - 6. Inmate

- D. The Shift Disciplinary Hearing Officers will also make the appropriate entries into the Spillman Jail Management System computer detailing final sanctions imposed.

- E. Disciplinary isolation cells have the minimum furnishings and space specified in Title 24, Section 1231.2. Inmates are issued clothing and bedding as specified in Articles 12 and 13 of these regulations.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Disciplinary Plan	Date:	04-07-2014	Number:	1201
Subject:	Inmate Discipline				
Reference:	(A) Sections 1080-84, Title 15, CCR				
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- F. Disciplinary cell occupants who destroy bedding and/or clothing may be deprived of such articles. The decision to deprive inmates of such articles is reviewed by the Facility Manager or designee every 24 hours.
- G. No inmates exercise the right of punishment over other inmates.
- H. No inmate is deprived of implements necessary to maintain an acceptable level of hygiene as specified in Section 1265.
- I. Food is not withheld as a disciplinary measure.
- J. Correspondence privileges are not withheld except where correspondence regulations have been violated. Decision to withhold correspondence privilege is reviewed every 72 hours.

IV. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

VI. Annual Review:

<u> 2007 </u>	<u> 2008 </u>	<u> 2009 </u>
<u> 2010 </u>	<u> 2011 </u>	<u> 2012 </u>
<u> 2013 </u>	<u> 2014 </u>	<u> 2015 </u>

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Services	Date:	10-07-2011	Number:	1301
Subject:	Commissary Services				
Reference:	California Penal Code, Section 4025				

I. POLICY

It is the policy of the Imperial County Sheriff's Office to operate and maintain an Inmate Commissary Program. This program will offer personal hygiene supplies, writing/correspondence supplies, and certain food supplies for sale to inmates confined at the RADF, and HHCC. All proceeds from such sales shall be placed into an Inmate Welfare Fund administered by the County of Imperial.

II. PROCEDURE

All inmates confined in Jail shall be eligible to purchase commissary supplies, except for those inmates whose commissary privileges have been restricted for disciplinary reasons.

A. INMATE COMMISSARY

Inmates will be allowed to purchase commissary products according to the posted schedules identifying commissary submittal and delivery days. The inmate request for purchase shall be on a standard printed form. These forms will normally be kept in the feeding areas for distribution; however, inmates will be given a commissary purchase request form upon request.

Additional attention shall be given to inmates who are restricted from the general population feeding areas (i.e., protective custody, administrative segregation). Inmates confined in these units shall be given a commissary purchase request form upon request.

B. DISCIPLINARY RESTRICTIONS

An inmates commissary privileges may be restricted for disciplinary reasons. However, such restrictions shall not take effect until the inmate(s) has received a formal disciplinary hearing. The start and stop date of commissary restrictions for disciplinary purposes will be listed on the disciplinary disposition form and a copy will be given to the inmate. A copy of this disposition will also be forwarded to the Commissary Clerk. Commissary restrictions, including the start and stop date, will also be entered into the Spillman under the inmates name ID number.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Services	Date:	10-07-2011	Number:	1301
Subject:	Commissary Services				
Reference:	California Penal Code, Section 4025				

NOTE: Inmates whose commissary privileges have been suspended may purchase personal hygiene items only while their privileges are suspended.

C. INMATE WELFARE PACKS

Inmates are eligible to apply for inmate welfare kits to attend to personal needs (hygiene, correspondence) under the following conditions:

1. The inmate must have less than \$5.00 on their cash account.
2. The inmate must not have purchased (paid for) commissary products within the previous week of the welfare request.

Welfare kits will contain basic hygiene supplies, and writing material for the inmate to correspond with family, friends, attorneys, etc.

Inmate Welfare Request forms shall be distributed in the same manner as outlined in section "A" of this policy.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2007	_____ 2008	_____ 2009
_____ 2010	_____ 2011	_____ 2012
_____ 2013	_____ 2014	_____ 2015

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Services	Date: 03-20-2018	Number: 1302
Subject: Education Programs		
Reference: (A) Title 15 CCR, Section 1061 (B) California Penal Code, Section 4018.5		

I. PURPOSE:

It is the purpose of this policy to establish and provide inmates with the opportunity to obtain voluntary academic education.

II. POLICY:

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that inmates who wish to participate in inmate education and vocational training will be allowed to participate to the extent that resources and the amount of time available to the inmate permits.

III. PROCEDURES:

Education and Vocational programs will be under the direction of the HHCC Facility Commander. All applicants will be forwarded to the Inmate Programs Officer for HHCC and the CIM Sergeant for RADF.

Inmate education is directed by the El Centro Unified School District Adult Education coordinator. To contact the person in charge, the phone number is 760-336-4555. Inmate education is conducted at HHCC in the multi-purpose room.

A. APPLYING FOR GENERAL EDUCATION DEVELOPMENT:

1. To attend the General Education Development (G.E.D.), the inmate must submit an inmate request to any officer. The officer receiving the request will forward the request to the Inmate Programs Officer (HHCC) or CIM Sergeant (RADF).
2. The Inmate Programs Officer or CIM Sergeant will review the history of the inmate to see if the inmate is qualified for G.E.D.
3. If the inmate qualifies, an application for G.E.D. will be given to the inmate to complete and then forwarded to the G.E.D. instructor. The inmate will also be interviewed by the G.E.D. instructor to see if the inmate qualified for the G.E. D. program.
4. If the inmate is accepted he or she will be advised by the G.E.D. instructor of the first day of class.

B. REMOVAL FROM GENERAL EDUCATION DEVELOPMENT:

1. If an inmate's classification changes during his or her enrollment in G.E.D. that would jeopardize security, the inmate will be removed immediately.
2. If an inmate becomes abusive to the instructor the inmate will be removed.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Services	Date: 03-20-2018	Number: 1302
Subject: Education Programs		
Reference: (A) Title 15 CCR, Section 1061 (B) California Penal Code, Section 4018.5		

3. If the instructor asks for the inmates removal due to academic deficiencies.
4. If the inmate no longer wishes to remain in the G.E.D. class.

C. APPLYING FOR VOCATIONAL TRAINING:

The vocational training available is as follows:

1. Print shop operator
2. Landscaper/gardener
3. Food service
4. Laundry operator
5. Janitorial services

If an inmate desires to participate in a vocational position, the inmate must submit an inmate request to the Inmate Programs Officer (HHCC) or the CIM Sergeant (RADF).

1. The Inmate Programs Officer or CIM Sergeant will review the inmate request and review the inmate's history through institutional channels. This is to insure that the inmate poses no threat of escape.
2. If the inmate qualified for a position, the inmate will then be given their assignment and a start date.

D. REMOVAL FROM VOCATIONAL TRAINING:

1. If an inmate classification changes during their participation in vocational training that would jeopardize security, the inmate will be removed immediately.
2. If an inmate becomes abusive to the person in charge, the inmate will be removed.
3. If the inmate wished to be removed from vocational training.

IV. Effective Date:

This order becomes effective as of this date and supersedes all prior orders.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Services	Date: 03-20-2018	Number: 1302
Subject: Education Programs		
Reference: (A) Title 15 CCR, Section 1061 (B) California Penal Code, Section 4018.5		

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Religious Observances	Date: 10-22-2007	Number: 1303
Subject: Religious Services		
Reference: Title 15, Section 1072		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to provide opportunities for inmates to participate in religious services and counseling on a voluntary basis. Inmates will not be compelled to attend any religious programs, service, or activity. Various representatives from different religious organizations access the jails to provide religious programs and services to the inmates such as individual and group counseling, program placement interviews, and church services.

II PROCEDURE:

A. Interviews for program placement:

1. Representatives from programs such as New Creations, Turning Point, Victory Outreach, etc. interview inmates prior to placement into their programs. These representatives have access to the inmates at all times with the exception of meal times. They may use the term "visit" when they desire to interview or talk to someone, however they are not restricted to out normal visiting hours.
2. Interviews, consultations, visiting, and ministering to the inmates is done in the RADF attorney interview rooms with the prexiglass-not in the phone visiting rooms.
3. Persons interviewing, visiting, and ministering must pass a background check with the Sheriff's Office and be registered in the computer system as a "Volunteer, Church Volunteer, or Interview only". Background applications for these positions are obtained from the program director or the Sheriff's Office. Background checks are done by the Classification Officer of the RADF. The Classification Sergeant will be responsible for "registering" volunteers and providers into the computer room.
4. Persons desiring to interview, visit or minister inmates at the RADF must first register with the Front Office clerk. HHCC registration is

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Religious Observances	Date: 10-22-2007	Number: 1303
Subject: Religious Services		
Reference: Title 15, Section 1072		

done by calling the Tower Officer with the outside phone.

5. SPECIAL EXEPTIONS

Circumstances may arise when an inmate needs to speak to a religious provider after lock down. Visits at this time are approved by the Watch Commander.

B. COUNSELING PROGRAMS

1. Volunteers of America

Volunteers of America provide a "Breaking Free" drug and alcohol counseling programs to both male and female inmates.

- a. The male inmate "Breaking Free" drug and alcohol HHCC on Tuesday through Friday nights. The female inmate "Breaking Free" program is held in the classroom of the RADF from 6 to 8 p.m. Tuesday through Friday nights.
- b. Counselors for the program must pass both a background check and a fingerprint check. Background applications are available from the Inmate Program Sergeants or the Sheriff's Office. The background check is done by the Inmate Program Sergeant. Fingerprint checks are done through the Records Division of the Sheriff's Office and can be schedules by calling 339-6345. Counselors are registered into the computer and must register with the Front Office clerk prior to being escorted into the RADF. ID cards are issued by the Sheriff's Office.
- c. Guest speakers must be cleared with a background check by the Classification Sergeant prior to program participation.
- d. Inmates desiring to participate in the program are screened by the program staff.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Religious Observances	Date: 10-22-2007	Number: 1303
Subject: Religious Services		
Reference: Title 15, Section 1072		

C. RELIGIOUS SERVICES

Non-denominational Christian religious services and Catholic services are provided to inmates of both the RADF and the HHCC.

1. Christian services are co-ordinated under the direction of the I.V. Jail Ministry. Services are conducted in the male and female dining rooms of the RADF and multi purpose room and the dining room of the HHCC or multipurpose room. Services for the Admin Segregation and Protective Custody Housing Units are held in the module.
 - a. Hour and days of services for male and female inmates of the RADF:

Tuesday and Thursday	6 p.m. to 9 p.m.
Sunday	1 p.m. to 2 p.m.
 - b. Hours and days of services for the HHCC:

Wednesday	6 p.m. to 9 p.m.
Sunday	1 p.m. to 2 p.m.
2. Catholic services are provided for both male and female inmates.
 - a. Hours and days of service for male inmates:

Saturdays	8 a.m. to 9 a.m. at the HHCC
Saturdays	10 a.m. to 11 a.m. at the RADF
 - b. Hours and days of service for female inmates:

Wednesday	7 p.m. to 8 p.m.
Sundays	1 p.m. to 2 p.m.
3. Volunteer workers for these two groups must pass a background check and a fingerprint check. Background applications can be obtained from the Inmate Program Sergeant of the Sheriff's Office. The background check is done by the Classification Officer of the RADF. Fingerprint checks are done at no cost through the Records Division of the Sheriff's Office and can be schedules by calling 339-6345. ID cards are issued by the Sheriff's Office. Religious service

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Religious Observances	Date: 10-22-2007	Number: 1303
Subject: Religious Services		
Reference: Title 15, Section 1072		

providers must register with the Front Office prior to being escorted into the RADF. Registration at the HHCC can be done by calling the Tower Officer from the outside phone.

4. Bibles and literature is furnished by the service providers and is distributed by the religious workers and the jail staff. Inmates are allowed to wear handmade crosses and may keep a plastic rosary in their possession.
5. The service providers are allowed to bring in printed literature, rosaries, scapularis, bring holly water and light candles during service.
6. Special services such as Easter and Christmas programs are to be arraigned with the Inmate Program Sergeant. Food items must be approved prior to entering the facilities.
7. Religious volunteer workers that enter the jail must read and sign the "Rules and Regulations for Religious Volunteer Workers" form. This form can be obtained from the Inmate Program Sergeant or the Sheriff's Office.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2007	_____ 2008	_____ 2009
_____ 2010	_____ 2011	_____ 2012
_____ 2013	_____ 2014	_____ 2015

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title:	Inmate Services	Date:	10-22-2007	Number:	1304
Subject:	Transportation of Released Inmates				
Reference:	(A) California Penal Code, Section 686.5 (B) California Penal Code, Section 4025(i)				

I. BACKGROUND

All inmates confined in our jail facilities are released from the RADF. Many county prisoners are local residents and have neither, transportation to their homes or funds to secure transportation. Releasing these inmates creates fear in the minds of local residents as well as forcing the former inmate to walk home from the RADF in often adverse weather conditions.

II. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to provide public transportation to the city of residence for those inmates who are indigent and desire transportation.

III. PROCEDURE

The RADF Front Office Clerk has tickets available for use with the Imperial County Transit System. A ticket will be provided for an eligible inmate who is being released. Funding for the actual ticket will come from the Inmate Welfare Fund in accordance with Reference (B). Tickets will only be provided upon request from the inmate. The Bus stop is located on North Loop Road, East of the Jails.

IV. EFFECTIVE DATE

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

VI. Annual Review:

_____ 2007	_____ 2008	_____ 2009
_____ 2010	_____ 2011	_____ 2012
_____ 2013	_____ 2014	_____ 2015

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Services	Date: 11-02-2007	Number: 1305
Subject: Inmate Services and Programs		
Reference: Title 15, Section 1070		

I. POLICY

- A. It shall be the policy of the Imperial County Sheriff's Office Corrections Bureau to ensure that all inmates have access to a variety of Social Service Programs while incarcerated in order to prepare for treatment, education, shelter, food, and employment upon release.
- B. These programs are educationally focused and shall include, but not be limited to the following:
 - 1. Substance abuse education programs for drug and alcohol addiction
 - 2. Vocational education and preparation for employment.
 - 3. Pre-release resource information
- C. Community resources will be solicited to provide those services that cannot be provided by regular staff.

II. DEFINITIONS

- A. **SOCIAL SERVICE PROGRAMS:** Planned activities designed to promote the inmates social adjustment and assist in resolving personal or interpersonal problems.

III. PROCEDURES

- A. **REQUEST FOR SERVICES**
 - 1. Inmates may request an education program by submitting a request slip to the Inmate Programs Officer.
 - 2. Staff members may initiate a request for an inmate to receive educational services.
 - 3. If a staff member is acting at the request of an inmate, the staff member shall utilize the inmate request slip procedure.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Services	Date: 11-02-2007	Number: 1305
Subject: Inmate Services and Programs		
Reference: Title 15, Section 1070		

4. After receiving a request for an inmate to participate in program services, the Inmate Programs Officer will refer the inmate request to a program that matches his/her specific eligibility.

B. DRUG AND ALCOHOL SERVICES

1. Substance abuse programs for inmates with drug and alcohol addiction problems contain the following:
 - a. Staff trained in drug and alcohol education programs will design and supervise the program
 - b. Selection and training of former addicts and recovering alcoholics to serve as employees or volunteers in these programs
 - c. Coordination with community substance abuse programs
 - d. Make efforts to motivate addicts to seek help
 - e. Set realistic goals for the education of inmates with substance abuse problems
 - f. Have a variety of approaches to provide flexibility to meet the varying needs of different addictions
2. Services for drug and alcohol related problems are available through:
 - a. Alcoholics Anonymous
 - b. Narcotics Anonymous
 - c. Volunteers of America, Breaking Free Program
 - d. Community-based organizations

C. ANNUAL EVALUATION OF SOCIAL SERVICE PROGRAMMING

An annual assessment of the collective service needs of the inmate population is to be completed by the Inmate Program Sergeant. This evaluation will include a review of statistics retained concerning the previous years activity. Recommended changes for inmate programs will be submitted to the Inmate

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Services	Date: 11-02-2007	Number: 1305
Subject:	Inmate Services and Programs		
Reference:	Title 15, Section 1070		

Welfare Committee. The following date sources will be used to determine the collective needs of the inmate population:

1. A review of randomly selected individual client plans and individual client evaluations/exit interviews.
2. Discussions with staff relating to social programming.

IV. Effective Date:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

VI. Annual Review:

<u> 2007</u>	<u> 2008</u>	<u> 2009</u>
<u> 2010</u>	<u> 2011</u>	<u> 2012</u>
<u> 2013</u>	<u> 2014</u>	<u> 2015</u>

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Welfare Fund	Date:	02-17-2010	Number:	1306
Subject:	Inmate Welfare				
Reference:	(A) Section 4025 PC				

I. POLICY

The Inmate Welfare Fund is an account of monies held in trust by the Sheriff and is intended for the benefit of inmates confined in the Imperial County Jails. Funds are derived from the profits earned by the commissary system and from commissions paid the telephone company providing inmate telephone services. Specific statutory requirements regarding the expenditure of Inmate Welfare Fund monies will be found in Reference (A) as will audit and accounting requirements. In general, these funds are entrusted to our care and may only be used for the benefit of the inmates. Under no circumstances can Inmate Welfare Fund (IWF) monies be used to supplement or supplant routine departmental expenditures.

II. PROCEDURE

A. EXPENDITURES

1. Recurring expenditures are those that have traditionally been made in day to day operations. Examples of recurring expenses are subscription costs for daily newspapers furnished to inmates, salary and benefits of the Commissary Clerk , supplies needed to provide "Health and Welfare Packages" for indigent inmates, subscription to cable television service and special pay for view events, inmate worker pay of \$1.00 per day, and bus transportation costs associated with the transportation of indigent inmates who have been released from custody without transportation to an Imperial County home of record. Recurring expenditures may be authorized by a Staff Officer or the Fiscal manager.
2. Routine expenditures are those that take place periodically to repair, furnish, or replace services or supplies needed to benefit the inmates. Examples of routine expenditures are the replacement of broken television sets, fees associated with a specific inmate training class or program, or for the purchase of non-capital outlay recreation equipment. Routine expenditures may be authorized only by the Jail Commander, Fiscal Manager, Under Sheriff, or the Sheriff.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Welfare Fund	Date:	02-17-2010	Number:	1306
Subject:	Inmate Welfare				
Reference:	(A) Section 4025 PC				

3. Major expenditures are those in excess of \$7,500.00 per item. Major expenditures may only be made with the approval of the Board of Supervisors at the request of the Sheriff.

B. REVENUES

1. Revenues to the IWF are created by the profits made by operation and sales of the Inmate Commissary, and any refund, rebate, or commission made by the telephone company providing inmate telephone services. Additionally, any interest generated by the IWF is revenue to the fund.

C. AUDITS

1. An annual audit will be conducted by the Auditor-Controller of the Imperial County. Audits will be conducted under generally accepted accounting procedures. A report of that audit will be provided to the Sheriff upon completion. The date of the annual audit will be set by the Auditor-Controller; however the audit should be conducted at the close of each fiscal year.
2. An annual report will be prepared by the ICSO Fiscal Division by June 30 of each year which details the expenditure of the IWF monies. The report will be addressed to the Board of Supervisors and copies will be posted in each facility, and included in the Bureau's Public Information Plan.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Welfare Fund	Date:	02-17-2010	Number:	1306
Subject:	Inmate Welfare				
Reference:	(A) Section 4025 PC				

V. Annual Review:

<u> 2007</u>	<u> 2008</u>	<u> 2009</u>
<u> 2010</u>	<u> 2011</u>	<u> 2012</u>
<u> 2013</u>	<u> 2014</u>	<u> 2015</u>

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	05-15-2007	Number:	1401
Subject:	Vehicle Maintenance				
Reference:					

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain vehicles assigned to the Bureau in good working order and repair to ensure safe operation and transport of inmates and staff.

II. PROCEDURE

All vehicles assigned to the Bureau will be scheduled for routine maintenance checks by the county garage. It shall be the responsibility of the Transportation Unit supervisor to ensure that all vehicles are properly serviced and/or repaired on a scheduled basis by county garage.

It will be the responsibility of any operator of a vehicle to promptly report any mechanical trouble or failure to the Transportation Unit supervisor.

Operators of vehicles will complete a Vehicle Maintenance Checklist before operating the vehicle. This check includes, but is not limited to, checking fluids, belts, hoses, tire condition, lights, horn, steering, brakes, etc. This checklist will be turned into the Transportation Unit supervisor before the vehicle leaves the parking lot.

If any unit is deemed to be unserviceable during this inspection, the unit will be "deemed inoperable" and reported to the Transportation Unit supervisor. The unit will be taken out of service and sent to the county garage for service and/or repair. If the unit cannot be safely driven to county garage, county garage will be notified to come and tow the unit to the garage.

If there is damage to the unit (i.e., dents, broken lights, etc.), the inspecting officer will note the damage on the checklist, notify the Transportation Unit supervisor, and complete a CR report for "Damaged County Property" before going off duty.

During out-of-county runs, vehicle operators will do another complete vehicle inspection at each and every stop. If a vehicle is found to be unserviceable during an out-of-county run, the Transportation Unit Supervisor will be immediately notified. Appropriate arrangements will be made by the Transportation Unit supervisor in these instances.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Transportation	Date: 05-15-2007	Number: 1401
Subject: Vehicle Maintenance		
Reference:		

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ <u>2003</u>	_____ <u>2004</u>	_____ <u>2005</u>
_____ <u>2006</u>	_____ <u>2007</u>	_____ <u>2008</u>
_____ <u>2009</u>	_____ <u>2010</u>	_____ <u>2011</u>

**Imperial County Sheriff's Department
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date: 08-15-2018	Number: 1401
Subject:	Vehicle Maintenance		
Reference:			

I. POLICY

It is the policy of the Imperial County Sheriff's Department Corrections Division to maintain vehicles assigned to the Division in good working order and to ensure safe operation and transport of inmates and staff.

II PROCEDURE

All vehicles assigned to the Corrections Division will be scheduled for routine maintenance checks by the county garage. It shall be the responsibility of the Transportation Unit supervisor and or the DRC Corporal to ensure that all vehicles are properly serviced and/or repaired on a scheduled basis by county garage.

It will be the responsibility of any operator of a vehicle to promptly report any mechanical trouble or failure to the Transportation Unit supervisor and or the DRC Corporal.

Operators of vehicles will complete a Vehicle Maintenance Checklist before operating the vehicle. This check includes, but is not limited to, checking fluids, belts, hoses, tire condition, lights, horn, steering, brakes, etc. This checklist will be turned into the immediate supervisor before the vehicle leaves the parking lot.

If any unit is deemed to be unserviceable during this inspection, the unit will be "red-lined" and reported to the immediate supervisor. The unit will be taken out of service and sent to the county garage for service and/or repair. If the unit cannot be safely driven to county garage, county garage will be notified to come and tow the unit to the garage.

If there is damage to the unit (i.e., dents, broken lights, etc.), the inspecting officer will note the damage on the checklist, notify the supervisor, and complete a CR report for "Damaged County Property" before going off duty.

During out-of-county runs, vehicle operators will do another complete vehicle inspection at each and every stop. If a vehicle is found to be unserviceable during an out-of-county run, the Transportation Unit Supervisor will be immediately notified.

**Imperial County Sheriff's Department
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date: 08-15-2018	Number: 1401
Subject:	Vehicle Maintenance		
Reference:			

Appropriate arrangements will be made by the Transportation Unit supervisor in these instances.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	08-21-2018	Number:	1402
Subject:	Vehicle Check Out				
Reference:	Corrections Bureau Policy number 1401				

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain vehicle accountability, and to ensure that only authorized and licensed personnel check out and operate department vehicles.

The primary aim of this policy is to establish procedures, whereby unauthorized personnel and/or inmates are prevented from using department vehicles for escape or other improper purposes.

II. PROCEDURE

1. Only Sheriff's Department employees and county garage personnel are authorized to operate vehicles assigned to the Corrections Bureau.
2. Other personnel may use assigned vehicles only at the discretion of, and with the approval of Jail Administration.
3. Operators of assigned vehicles must have a valid California driver's license in their possession to check out a vehicle.
4. Keys for assigned vehicles will be maintained in a locked cabinet in the Transportation Unit office. An identification system will be in place when a key/vehicle has been issued.
5. The assigned operator of the vehicle will sign the vehicle check-out sheet. The operator will print their name, the unit number, and the time the vehicle is checked out.
6. Operators will perform a complete and thorough inspection of the vehicle in accordance with Corrections Bureau Policy number 1401 before departing the Vehicle sallyport. This inspection will be documented on the department approved Vehicle Inspection Form. This form will be turned into the Transportation Unit supervisor before the vehicle leaves the parking lot.
7. Before returning the vehicle, the operator will ensure that the vehicle has a full tank of gas. At no time will a vehicle be returned to the parking lot with less than a $\frac{3}{4}$ tank of gas.
8. When returning the vehicle, the operator will return the keys to the transportation office before going off duty. The operator will return the keys to the transportation office and sign the vehicle back in on the vehicle sign out sheet.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	08-21-2018	Number:	1402
Subject:	Vehicle Check Out				
Reference:	Corrections Bureau Policy number 1401				

9. If a staff member inadvertently takes a set of vehicle keys home, he/she shall immediately notify the transportation office or the Watch Commander during non-business hours, and immediately return the vehicle keys.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date: 03-08-2018	Number: 1403
Subject:	Transportation of Inmates		
Reference:	CCR Title 15, Sections 1050 and 1058		

I. PURPOSE:

To establish the appropriate level of security staffing, necessary restraining equipment and/or to identify additional security precautions necessary based on the classification and/or security risk evaluation of each inmate.

II. POLICY:

All personnel responsible for transporting inmates shall obtain pertinent security and/or classification information in order to determine appropriate security measures necessary to complete the transport in a safe manner. Universal security and health precautions are to be followed when transporting inmates.

III. PROCEDURES:

A. RESPONSIBILITIES OF THE TRANSPORTING OFFICER(S):

1. All transporting officers must be cognizant to the potential security risk of all inmates in their custody. After taking custody of inmates, the transporting officer assumes the responsibility for the safety, welfare, and security of the inmate(s) under his/her supervision.
2. All transporting officers must be aware of Policies and Procedures related to the transportation of inmates, restraint equipment, escape procedures, universal precautions, and booking/document processing.
3. Transporting officers must be aware of the inmate classification system and appropriate security measures to be used when transporting inmates.
4. Transporting officers must be fully qualified to be armed and possess the proper license to operate the motor vehicle they will be driving.
5. Officers transporting inmates will utilize vehicle radios, portable radios, and mobile telephones as assigned and maintain contact with the Communications Center. Officers will advise the Communications Center that they are in service, the number of inmates being transported and their destination.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date: 03-08-2018	Number: 1403
Subject:	Transportation of Inmates		
Reference:	CCR Title 15, Sections 1050 and 1058		

6. If any unusual occurrences develop during the transport, the Communications Center shall be notified at once.
7. Female inmates with medical appointments will be transported by assigned personnel. Female inmates are subject to the same security measures used for male inmates.
8. Medical staff shall inform transporting officers of any medical precautions to be taken. This may involve transporting officers wearing personal protective clothing/equipment.

B. HIGH RISK INMATE TRANSPORT:

1. Inmates who are considered an escape risk or who possess a high propensity for violence against staff will be handled as follows:
 - a. Research reason the inmate is classified as high risk.
 - b. Thoroughly pat down inmate.
 - c. Two officers minimum are required to transport.
2. When a high risk inmate is transported to a medical appointment, transporting officers will not relinquish supervision of the inmate to anyone. The inmate shall be in full restraints at all times or chained to the bed by at least one leg and both officers are to remain within sight of the inmate at all times. If in a medical exam room, one officer shall remain at the door to guard the hallway, the other will remain in the room to guard the inmate. Both officers are to remain in sight of each other at all times. Removal of restraining equipment during medical examinations will be done at the request of the physician with the concurrence of the transporting officer. If problems are encountered, the officer's supervisor or Watch Commander must be contacted immediately.
3. The Transportation Supervisor will review the transportation routes of high security inmates who are involved in frequent transportations between the facility and court appearances or other appointments.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date: 03-08-2018	Number: 1403
Subject:	Transportation of Inmates		
Reference:	CCR Title 15, Sections 1050 and 1058		

Depending on the time of day, destination and number of inmates being transported, the supervisor may require a change of route or additional officers.

C. OTHER TRANSPORT:

1. All inmates will be transported in wrist and/or leg mechanical restraints with cuffs double locked.
2. When jail staff is required to transport an inmate(s) to the hospital, medical appointment, or other institution or any activity outside of the facility, it shall be the responsibility of the Watch Commander or the Transportation Supervisor to evaluate the classification of the inmate and determine the appropriate security measures to be taken.
3. One officer will generally transport no more than one inmate. In the instance of medically incapacitated or pregnant inmates, more than one inmate may be transported by one officer. These instances will be on a case by case basis. At no time will one officer transport more than five (5) inmates alone.
4. When an inmate is transported to a medical appointment or the hospital, officers will not relinquish supervision of the inmate(s) to anyone. The inmate(s) shall be chained to the bed by at least one leg and a minimum of one officer shall remain within sight of the inmate(s) at all times, the other officer shall remain at the door and within sight of the other officer. Removal of restraining equipment during medical examinations will be done at the request of medical personnel and with the concurrence of the transporting officer. If problems are encountered, the officer's supervisor or Watch Commander must be contacted immediately.
5. If an inmate is admitted to a hospital, the escorting officer will notify the Watch Commander. Contract security guards will guard all inmates except those that the Watch Commander determines needs armed Correctional Officers or Deputy Sheriff Guards (With the approval of the

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date: 03-08-2018	Number: 1403
Subject:	Transportation of Inmates		
Reference:	CCR Title 15, Sections 1050 and 1058		

Facility Commander or on-call staff).

D. SHERIFF'S PRISONER TRANSPORTATION DETAIL:

1. The Sheriff's Transportation Unit maintains a fleet of vehicles suitable for individual and/or group transport. All Correctional Officers assigned to the transportation unit will receive training in the classification system and movement of prisoners. All assigned staff must possess the proper license to drive transportation vehicles.
2. All Transportation Officers shall be qualified with the lethal and less than lethal weapons assigned and/or made available to them for the performance of their duties. These weapons are for the purpose of officer safety, to maintain security, and to prevent escapes.
3. When Transportation Officers are required to transport inmates from another agency's facility, the transportation officer responsible for preparing the trip sheet will telephone the facility prior to pick-up and obtain the inmates security, classification level, and medical clearance information.

IV. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date: 07-31-2018	Number 1404
Subject:	Out of County Runs		
Reference:			

I. PURPOSE:

To establish the appropriate level of security staffing, necessary preparation, restraining equipment and/or to identify additional security precautions necessary based upon the classification and/or security risk of any inmate(s) released from our custody and transported to other correctional facilities or treatment facilities.

II. POLICY:

All personnel responsible for the preparation of prisoners for transportation details shall obtain pertinent classification information in order to determine appropriate security measures necessary to complete the transport. Universal precautions and measures are to be handled when dealing with prisoners.

III. PROCEDURES:

1. Responsibilities of the transporting officer(s):
 - A. Any officer transporting inmates must be cognizant to the potential security risk of all inmates in their custody. After accepting custody of inmate(s) from a facility, the transporting officer assumes the responsibility for the safety, welfare, and security of the inmate under his/her supervision.
 - B. All officers must be aware of related policies for the transportation of inmates, restraint equipment, escape procedures, universal precautions and report/document processing.
 - C. Officers must be aware of the inmate classification system and appropriate security measures to be used when transporting inmates.
 - D. Officers will be armed and shall possess the proper license to operate the vehicle they will be driving.
 - E. Officers transporting inmates will utilize vehicle radios as well as portable radios and maintain contact with the communications center and transportation supervisor. Transporting officers will advise the communications center that they are in service, the number of inmates being transported and their destination.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date: 07-31-2018	Number 1404
Subject:	Out of County Runs		
Reference:			

- F. If any unusual occurrences develop during the transport, the communications center shall be notified as soon as practical as well as the transportation supervisor.
- G. Inmates who are being transported will be thoroughly searched by the transporting officer prior to their departure outside of the facility.
- H. Inmates who are being transported shall be appropriately restrained with mechanical restraints. It is the responsibility of each transportation officer to check all restraints to insure that they are properly secured. Pregnant females will only be restrained (handcuffs) until seated in the transport vehicle. Restraints will be removed from the pregnant female when she is out of the vehicle.
- I. When an inmate is transported to a medical appointment or the hospital, officers will not relinquish supervision of the inmate(s) to anyone. The inmate(s) shall be chained to the bed by at least one leg and at least one officer shall remain within sight of the inmate(s) at all times. Removal of restraining equipment during medical examinations will be done at the request of the physician with the concurrence of an officer. If problems are encountered, the officer's supervisor should be contacted.
- J. Officer(s) transporting inmates to another facility shall ensure that all appropriate records, documents and property are in order for the transfer of inmates to another facility, prior to their departure.
- K. Transportation officers shall have a copy of each inmate-housing card for the purpose of photograph identification in the event of an escape.
- L. All universal security precautions are to be followed when transporting inmates to or from our Facilities. This includes: classification, medical clearance etc.
- M. All out of county transports are to be conducted by a minimum of two (2)

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date: 07-31-2018	Number 1404
Subject:	Out of County Runs		
Reference:			

Officers.

2. Responsibilities of the jail watch commander:
 - A. The watch commander shall ensure that all necessary records, documents and property are in order and ready to be received by the assigned transporting officers, prior to the pre-designated departure time for transport.
 - B. Inmates being transported to state prison will be advised by the responsible floor officer for “release”, and shall be removed from their housing assignment. The floor officer shall insure that the telephones are properly secured and the inmate is not informed of his/her destination.
 - C. All necessary paperwork will be completed prior to 0600 hours.
 - D. All inmates will be searched for contraband, clothed in only a jailed issued jumpsuit and either shower shoes or personal tennis shoes. Inmates will then be placed into full restraint equipment and placed into an appropriate holding cell, **without** the use of a telephone.
 - E. Inmates that are to be transported to another county jail will be clothed in their personal clothing. These inmates will then be placed into a holding cell, without the use of a telephone.
 - F. All inmates that are being “rolled-up” for release and to be transported by a transporting officer will not be advised of their destination or reason for their release prior to their departure. The transportation officer will advise the inmate(s) if appropriate to do so.
 - G. At no time will an inmate be allowed to communicate his departure/destination for the security of the transporting officers.
 - H. All personal property belonging to inmates that are being transported will be placed into an individual paper bag with the inmate’s booking number and

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date: 07-31-2018	Number 1404
Subject:	Out of County Runs		
Reference:			

name written on the outside of the bag. This will ensure proper handling and delivering of each specific inmate's property.

I. Inmate property allowed to be transported to state prison:

1. One (1) metal chain with a religious emblem, (i.e.: St. Christopher Medal, etc.)
2. One (1) plain wedding band. No stones or heavy metal clusters. Must fit on ring finger of left hand. Value not to exceed \$100.00 in value
3. One (1) religious bible
4. One (1) wallet; plain only
5. Prescription glasses
6. Address book and addresses from letters
7. All photographs, except Polaroid backs
8. All legal paperwork and accordion type folders
9. Pre-stamped envelopes and writing tablets

J. Released to another County Jail:

Inmates transported to another county jail will have all their personal property placed into an individual bag with their name and booking number on it.

This bag will accompany the inmate to the other county jail and be booked in as property.

K. Additional/extra property:

- 1- Write inmates name, booking number, and date of birth on brown paper bag.
- 2- Place all additional property in a brown paper bag.
- 3- Leave inside Intake.
- 4- Make notation on the prison run list of property left behind and save with records of trip.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date: 07-31-2018	Number 1404
Subject:	Out of County Runs		
Reference:			

IV. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	09-11-2018	Number:	1405
Subject:	High Profile Court Cases				
Reference:	Corrections Bureau Policy number 1403				

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to provide security and protection to all inmates during court appearances.

Generally, inmate court appearances are routine in nature, however, on occasion, some cases are classified as High Profile.

High profile cases are described as, but not limited to; cases that have received an enormous amount of media attention; cases involving crimes considered to be shocking to the public; cases where a victim, witness, or suspect is at risk.

Examples of these include, but are not limited to; cases where a victim, witness, or suspect is well known in the community; crimes against children; other crimes that have created an uproar from the public.

Most high profile court cases usually only draw an enormous amount of media attention and public awareness. However, all high profile court cases entail an additional risk to the inmate and to the transporting officers. Extra security measures, and a heightened sense of awareness by staff is essential to preventing an incident that may jeopardize the safety of the inmate and the transporting officers.

II. PROCEDURE

The CSort Team Commander and Transportation Unit Supervisor shall be the lead coordinators for such cases. Their responsibilities shall include:

1. Identifying inmates that are to be considered as "High Profile" or "High Risk" court cases.
2. Providing extra Jail security personnel and precautions as needed.
3. Coordinating with the Sheriff's Court Services Supervisor for extra security and precautions as needed.
4. Coordinating with the Sheriff's Patrol Division for extra security and precautions as needed.
5. Coordinating with the Sheriff's SERT or C-SORT unit for extra security and

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	09-11-2018	Number:	1405
Subject:	High Profile Court Cases				
Reference:	Corrections Bureau Policy number 1403				

- precautions as needed.
6. Coordinating with the Court Administrator for extra security and precautions as needed.
 7. Coordinating with local police agencies for traffic control and/or roadblocks as needed.
 8. Assignment and briefing of officers. Assignments will include; control officers (those responsible for transporting and escorting the inmate at all times); and security officers (those assigned to various locations to provide security and to help facilitate an emergency egress if necessary).
 9. Determining the need for the inmate to wear protective clothing and equipment (i.e., ballistic vest, helmet, etc.).

In handling "High Profile" or "High Risk" court appearances, transporting officers should be aware of the following considerations:

1. Primary, alternate, and emergency egress routes of travel.
2. Transporting such inmates alone with a minimum of two officers in the transport vehicle, followed by a "security escort" vehicle with a minimum of two officers.
3. Transporting with department issued shotguns as additional security.
4. Having extra security personnel in place before arriving at the destination.
5. Constant and effective communications with fellow officers and the Communications Center.

In the event that an emergency egress is necessary, the Communications Center will be contacted and advised of the situation immediately. Additional units or back-up should be requested if necessary.

The inmate will be immediately transported back to the Jail in the event of an emergency egress. The Jail will be notified by the transporting officers that the inmate is returning due to an emergency egress, and the Watch Commander will be notified to make arrangements for an emergency entrance.

If the court appearance has no incidents, prior to returning the inmate to the facility, the following should occur:

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	09-11-2018	Number:	1405
Subject:	High Profile Court Cases				
Reference:	Corrections Bureau Policy number 1403				

1. The inmate will be placed into a court holding cell.
2. One officer will inspect all vehicles involved in the detail prior to leaving to ensure that they have not been tampered with. This officer will remain with the vehicles and notify the rest of the detail that the vehicles are clear and secure.
3. The rest of the detail will contact the communications center via telephone to advise that they are returning to the Jail with the inmate, and then escort the inmate to the vehicle and return to the facility.

Communications:

Due to the risk involved in "High Profile" or "High Risk" cases, every effort should be made to transmit confidential information (i.e., routes of travel) via phone. Transporting officers should be aware of the prolific use of scanners in the community which monitor police frequencies.

Codes should be developed and coordinated between transporting officers and the communications center for radio use during these types of transports. Radio communications should only be used for emergency purposes during these types of transports.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	05-02-2018	Number:	1406
Subject:	Emergency Response				
Reference:	Corrections Bureau Policy number 1405				

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to safely transport inmates to all court appearances, medical appointments, and other details as required to be conducted outside of the Jail.

Transporting officers will be fully aware of their surroundings at all times, and will take extra security precautions and measures while transporting inmates.

Any situation during transport that jeopardizes, or has the potential to jeopardize the safety of the inmates, staff, or the public shall activate an emergency response from law enforcement resources.

II. PROCEDURE

Situations during transport that will constitute an emergency response can include, but is not limited to the following:

1. Escape (Actual or attempt).
2. Deliberate roadblocks and/or box-in tactics by other vehicles.
3. Mechanical breakdown of transport vehicle (i.e., flat tire, engine failure).
4. Transport vehicle involved in an accident.

During any medical emergency that requires an emergency response, the transporting officers shall immediately contact the Sheriff's Communications Center to advise them of the situation and to request assistance/back-up. The transport vehicle shall not stop for any reason other than break down or accident, and will proceed to the Jail or Sheriff's substation.

In the event of escape, the transporting officers shall maintain custody of the remaining prisoners and broadcast an escape bulletin to the Communications Center. Such broadcast shall include; name of inmate and/or suspects; physical description of inmate and/or suspects; description of clothing; location of escape; direction of travel for the escapee and/or suspects; mode of travel (i.e. foot, vehicle); description of vehicles (if any).

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	05-02-2018	Number:	1406
Subject:	Emergency Response				
Reference:	Corrections Bureau Policy number 1405				

Transporting officers will not engage in a pursuit of fleeing inmates, and will proceed to the Jail or Sheriff's substation with the remaining inmates.

In the event of deliberate roadblocks or box-in tactics, the transporting officers shall advise the communications center of the situation and request assistance or back up, safely choose an alternate route of travel, and proceed to the Jail or Sheriff's substation. While transporting inmates, officers should be aware of other vehicles around them at all times, and should leave enough space between themselves and other vehicles while driving or at stop signs/lights to conduct an emergency re-route if necessary.

In the event of a mechanical breakdown, flat tire, or transport vehicle being involved in an accident, the transporting officers shall secure the area and notify the Communications Center to advise and request assistance or back up. The cones and/or emergency triangles for the vehicle will be used to secure the area. Unless there is a fire or immediate danger is imminent danger to the inmates, the inmates shall remain inside the vehicle. Transporting officers will render aid to the inmates if necessary until medical personnel arrive, and may render aid to other persons involved in the accident if it does not jeopardize the safety and security of the inmates. Transporting officers will ensure that no one other than uniformed law enforcement, fire or medical personnel comes within close proximity of the transport vehicle.

If while transporting inmates, officers come across the scene of an accident, break down or other situation requiring assistance, the transport vehicle **will not** stop for any reason other than a present and immediate danger to the life or safety of the public to render aid or assistance. Such scenes may or may not be deliberate attempts to facilitate an escape. In such cases, the transporting officers will notify the Sheriff's Communications Center, or if out-of-county, the Communications Center of the jurisdiction they are in and advise them of the situation.

If while out-of-county an emergency response is warranted, the transporting officers will immediately notify the Imperial County Sheriff's Department Communications Center, and the Communications Center of the jurisdiction they are currently in to initiate an emergency response.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	05-02-2018	Number:	1406
Subject:	Emergency Response				
Reference:	Corrections Bureau Policy number 1405				

If the situation is a threat on or to the transport vehicle or its occupants, the transporting officers shall request a location and direction to conduct an emergency egress to.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Chief Deputy of Corrections.

V. Annual Review:

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Transportation	Date: 09-11-2018	Number: 1407
Subject: Transportation Officers Safety Equipment		
Reference: Corrections Bureau Policy number 1701		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to provide staff with the safety equipment needed to safely fulfill their duties and responsibilities while transporting inmates outside of the Jail.

Staff who are issued or assigned safety equipment shall be properly trained in its use and shall maintain all necessary qualifications and/or certifications for its continued use as required by Department and/or Bureau policy.

II. PROCEDURE

It is mandatory to wear your ballistic vest while transporting inmates outside the jail (only if the officer has been issued one).

Officers assigned to a transportation detail outside of the Jail shall be equipped with the following:

1. Standard issue safety equipment consisting of:
 - a. Duty belt with keepers.
 - b. OC spray and holder.
 - c. Handcuff and case.
 - d. Hand held radio.
 - e. Flashlight with holder.
 - f. Baton holder.
 - g. Ballistic vest (if issued).
2. Baton with baton holder.
3. Department issued Sig Sauer P229 .40 cal. pistol with holster.
4. 36 rounds of .40 cal. department issued ammunition.
5. Three ammunition clips/magazines.

Additional safety equipment that may be issued depending upon assignment includes:

1. Shotgun.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Transportation	Date: 09-11-2018	Number: 1407
Subject: Transportation Officers Safety Equipment		
Reference: Corrections Bureau Policy number 1701		

2. Mobile Telephones.

Staff members are responsible for the safe handling, care, and basic upkeep/maintenance of safety equipment that is issued or assigned to them. Any item of standard issue that needs repair or replacement will be reported to the Inmate Program Supervisor.

All equipment issued by the Department Range Master including ballistic vest, firearm, firearm accessory, baton, or holder in need of repair or replacement will be reported to the Transportation Unit Supervisor and the Department Range Master.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	05-15-2007	Number:	1408
Subject:	Weapons Log				
Reference:	Corrections Bureau Policy number 1701				

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain an accurate inventory of firearms lockers and their contents at all times. Weapons that are issued out will be logged into a written record for accountability and inventory purposes.

II. PROCEDURE

Upon issuing a weapon (firearm and/or auto-lock baton) to an officer, the Transportation Supervisor or Watch Commander shall retrieve an identification star (chit) from the employee. This "chit" will be attached to the key ring of the locker from where the equipment was issued from, and the key ring will be hung back inside the wall-mounted lock box located in the Watch Commanders office.

The Transportation Supervisor or Watch Commander will then make a notation into the weapons log indicating:

1. Time checked out.
2. The issuing supervisor.
3. Who it was issued to.
4. What was issued (firearm, 36 rounds, baton, etc).
5. Time checked in.

Upon return of the issued equipment, the Transportation Supervisor or Watch Commander will complete this log entry by listing what time the equipment was returned.

This log will remain in the hallway, next to the weapons lockers until it is complete and accurate. The log will be picked up by the Transportation Supervisor the following morning on a weekly basis.

Any officer who fails to return weapons locker items before going off duty will be immediately contacted and ordered to return the issued items at once.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Transportation	Date: 05-15-2007	Number: 1408
Subject: Weapons Log		
Reference: Corrections Bureau Policy number 1701		

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

<u>2007</u>	<u>2008</u>	<u>2009</u>
<u>2010</u>	<u>2011</u>	<u>2012</u>
<u>2013</u>	<u>2014</u>	<u>2015</u>

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Transportation	Date: 10-15-2007	Number: 1409
Subject: Hospital Guards		
Reference: California Penal Code, Sections 4011, 4011.5, 4011.7, and 4011.9		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to coordinate the hospitalization of any prisoner **in the custody of the Sheriff's Office** and to provide any necessary guard(s).

It is the responsibility of the Regional Adult Detention Facility Watch Commander to evaluate the charges of any prisoner requiring hospitalization to determine the need for a guard. (The RADF Watch Commander is responsible for maintaining) a record in the Watch Commander's log book.

II. PROCEDURE

A. MISDEMEANORS:

Under California Penal code section 4011.7, the Watch Commander may direct that a guard is not necessary or may be removed for an inmate who is charged with or convicted of a misdemeanor. In such cases, the inmate will be advised that they are still considered to be a prisoner of the Jail, and that any inmate who knowingly escapes or attempts to escape from the hospital will be charged with a misdemeanor, or a felony if force or violence was used in the escape or attempt.

The hospital staff will be advised that a guard will not be posted and that they are to call the Jail when the inmate is ready to be released from the hospital.

B. FELONIES:

Under California Penal code section 4011.9, the Watch Commander, with the approval of the Facility Commander or the on-call Lieutenant, may direct that the guard be removed from an inmate who is charged with or convicted of a felony while they are in the hospital, if it reasonably appears that the inmate is physically unable to effectuate an escape or the prisoner does not constitute a danger to life or property. For the purpose of this policy, physically unable to effectuate an escape is defined as an inmate housed in ICU, or an inmate who is in a coma.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	10-15-2007	Number:	1409
Subject:	Hospital Guards				
Reference:	California Penal Code, Sections 4011, 4011.5, 4011.7, and 4011.9				

C. ADMITTED TO HOSPITAL PRIOR TO BOOKING INTO R.A.D.F.:

Inmates refused at the Sally Port, are the sole responsibility of the arresting agency. The Sheriff's Office **does not** book in absentia. The arresting agency is responsible to transport the inmate to the hospital and provide guards if the arrestee is admitted to the hospital.

D. PRISONER ADMITTED TO HOSPITAL FROM A DETENTION FACILITY:

1. The transporting officer will notify the Watch Commander at RADF of the admission to the hospital.
2. The Watch Commander at RADF will evaluate and arrange for guards as needed.
3. The Watch Commander shall ensure the following:
 - a. The Spillman inmate-housing screen is updated to indicate the admission to the hospital with or without guard.
 - b. Jail medical staff is notified of the admission.
 - c. The inmates property will be secured by the floor officers and placed in a bag labeled with the inmates name and booking number, and is stored in the 310 closet.

E. CHANGES IN CUSTODY STATUS OF HOSPITALIZED INMATES:

1. When a hospitalized inmate is rebooked on a new case or has a change in their custody status, the booking clerk making those changes shall notify the Watch Commander.
2. The Watch commander shall be notified to evaluate any changes in the level of security and/or need for a guard.
3. If an inmate is released from the custody of the Sheriff's Office while hospitalized, the Watch Commander will process the inmate for a complete release from custody and notify the medical department. When the officer takes the housing card to the hospital, along with the

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Corrections Bureau Policy and Procedures**

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Subject:	Hospital Guards				
Reference:	California Penal Code, Sections 4011, 4011.5, 4011.7, and 4011.9				

inmates property and clothing, the officer will obtain the signature of the inmate on the housing card and/or any other document requiring a signature (i.e., property inventory form). The officer will return the signed documents to the Watch Commander for processing and final entry in the Hospital Log.

F. INMATE IS DISCHARGED FROM THE HOSPITAL:

1. The hospital/medical staff, security guard, or Sheriff's personnel shall notify the Watch Commander of the pending discharge.
2. The Watch Commander will arrange transportation back to the facility.
3. Upon return to the facility, medical department staff will be notified. A nurse will screen the inmate for return to a housing unit. All hospital records accompanying the inmate will be given to the medical staff.
4. The Watch Commander will make the appropriate notations in the Watch Commander log book.
5. The Watch Commander is responsible for advising appropriate personnel of the inmate return to custody. Specifically notified of the inmates return should be the Classification Sergeant to appropriately house the inmate. (The floor officer to retrieve the inmates personal property from the 310 closet) clerical staff to update booking/housing information, and medical staff.

G. CONTRACT SECURITY OFFICERS:

Qualified Contract Security Guards are to be assigned to guard prisoners in hospitals and other health care facilities in both Imperial County and San Diego County as needed. Hospitalized inmates are in the custody of the Sheriff's Department and the area around the hospital bed is and will be considered an extension of the county jail. All laws and regulations governing the county jail are to be followed by the Contract Security Guards.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	10-15-2007	Number:	1409
Subject:	Hospital Guards				
Reference:	California Penal Code, Sections 4011, 4011.5, 4011.7, and 4011.9				

1. Hospitalized inmates will not be allowed any visitors or the use of telephones. Telephones will be removed from the room of hospitalized inmates.
2. Inmates must be kept in separate rooms, unless the other bed is occupied by another Sheriff's Department inmate, and their classifications will permit the sharing of the same room.
3. Inmates will have a minimum of one leg shackled to the bed.
4. Inmates will be in direct visual sight of the guard(s) at all times.
5. Security Guards will meet all the requirements described on the contract their employer has with the County of Imperial.
6. Security Guards will enforce all rules and regulations related to the inmates hospitalization (no visits, telephones, letters, etc.).
7. Upon discharge from the hospital, the Watch commander is to be notified to arrange transportation back to RADF. Only sworn Imperial County Sheriff's Office personnel are authorized to transport.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	10-15-2007	Number:	1409
Subject:	Hospital Guards				
Reference:	California Penal Code, Sections 4011, 4011.5, 4011.7, and 4011.9				

<u>2007</u>	<u>2008</u>	<u>2009</u>
<u>2010</u>	<u>2011</u>	<u>2012</u>
<u>2013</u>	<u>2014</u>	<u>2015</u>

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date: 08-21-2018	Number: 1410
Subject:	Extradition Across State Lines		
Reference:			

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to return inmates to their appropriate jurisdiction for criminal matters.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to have persons wanted on local criminal charges returned to the jurisdiction of Imperial County to face criminal proceedings.

II. PROCEDURE:

The Transportation Supervisor shall be responsible for handling all extradition proceedings (both out-of-state, and in-to-state). In conjunction with the courts, the transportation office will make all necessary arrangements for returning wanted persons back to the jurisdiction of Imperial County from other jurisdictions. The transportation office shall also be responsible for notifying other jurisdictions that prisoners wanted on their charges and in the custody of Imperial County, are available for pick up.

The booking clerk/officer shall be responsible for notifying other California law enforcement agencies when a person wanted on their charges and in the custody of Imperial County will be available for pick up. Such notification shall be sent via the law enforcement CLETS terminal, and will include the date and time by which the prisoner must be picked up.

A. PRISONERS IN CUSTODY TO BE EXTRADITED OUT OF COUNTY OR OUT OF STATE:

Upon a valid and lawful extradition order from the court to return a prisoner to another state for criminal proceedings, the transportation supervisor shall notify that jurisdiction, and coordinate the date and time of pick up.

The booking clerk/officer will notify other California law enforcement agencies that a person wanted on their charges is available for pick up.

All notifications will be via the CLETS terminal and will include the date and time by which the prisoner must be picked up.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date: 08-21-2018	Number: 1410
Subject:	Extradition Across State Lines		
Reference:			

B. PRISONERS TO BE RETURNED TO IMPERIAL COUNTY:

Upon receiving a teletype that a person wanted in Imperial County is ready for pick up, the booking clerk/officer will route the teletype to the transportation supervisor for action. The transportation supervisor will make all arrangements for the pick up of persons wanted by Imperial County.

Generally, persons held in Yuma, Arizona; San Diego County; Riverside County; San Bernardino County; Ventura County; and Los Angeles County will be picked up by personnel from this department. The Los Angeles County Sheriff's Office may assist with transportation of inmates if agreed upon with the Transportation Supervisor.

Prisoners may be delivered or received via a "transit" system (i.e., Los Angeles County will drop off a person wanted in Imperial County while they are making their route). Such system will be coordinated by the transportation supervisor.

In cases where the prisoner cannot be picked up by personnel from this department or via a "transit" system, the transportation office will make arrangements with TRANSCOR to deliver the prisoner to Imperial County.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	09-05-2018	Number:	1411
Subject:	Inmate Court Files				
Reference:	Title 15 CCR, Section 1041				

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain court files and records of each inmate while they are being processed through the court system.

II. PROCEDURE

A. GENERAL GUIDELINES:

Court records of inmates being processed through the court system shall be maintained in a file cabinet located in the Transportation Unit Office. This file will be labeled with the inmates booking number and will be filed in sequential order. This file will contain copies of court actions and orders for future court appearances.

If the inmate has more than one case pending, the paperwork for all of the cases will be maintained in the same file. No inmate should have more than one court file.

Once an inmate has been ordered released, the entire file will be taken to the Release Clerk for processing.

Once an inmate has been sentenced, the entire file will be taken to the Release Clerk for processing after the commitment paperwork has been delivered from the court.

In the event the inmate is released or sentenced on one case, but has other cases pending, the paperwork from the release/sentence case only will be taken to the Release Clerk for processing. All other paperwork will remain in the file in transportation until all other cases are adjudicated. Once the last case has been adjudicated, the file will be taken to the Release Clerk for processing.

The Release Clerk shall make and maintain a file for each inmate whose court paperwork has been forwarded to them for processing. This file will remain in the designated location until the inmate is released from custody. After final release, the file will be transferred to the records division for final processing.

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Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	09-05-2018	Number:	1411
Subject:	Inmate Court Files				
Reference:	Title 15 CCR, Section 1041				

B. SENTENCE COMPUTATIONS:

The Release Clerk will be responsible for computing the release dates of all inmates in custody. The Watch Commander shall verify and sign off on each computation before it is entered into the Spillman system. Once the release date has been verified and signed off by the Watch Commander, the Release Clerk will enter the release date into the Spillman system.

Release computations for all sentenced inmates will be completed within twenty-four (24) hours of the Release Clerk receiving the file. The Release Clerk will be responsible for processing release computations.

C. RECORDS MAINTENANCE:

The Transportation Unit Supervisor and Release Clerk will be responsible for ensuring that all files are in order. They will inspect the files at a minimum of once each month to purge any files that no longer need to be in the file cabinet. All purged files or documents will be forwarded to the records division for processing.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	10-22-2007	Number:	1412
Subject:	Pretripping Sheriff's Bus				
Reference:	Corrections Bureau Policy number 1401				

I. POLICY

It is the policy of the Imperial County Sheriff's Office, Corrections Bureau, that prior to the Sheriff Bus being used in transportation of inmates or staff, that a complete and thorough inspection is completed.

II. PROCEDURES

A. Pretripping Bus.

The department relies on individuals with extensive training and/or a proven background in vehicle repair and maintenance to provide the expertise and labor necessary to keep the bus safe and dependable. The bus must be monitored closely.

Pretrip inspection is required by policy each day the bus is in service and the following actions are required:

1. Each day that the bus is operated the driver shall conduct a Pretrip inspection of the mechanical and safety equipment on the bus.
2. The Pretrip inspection shall consist of inspecting mechanical and safety equipment on the bus.
3. The Pretrip inspection shall be performed each day the bus is operated. If the same driver operates the same bus more than once a day, a new inspection is not required for each subsequent trip.
4. If a bus is operated by a different driver for any subsequent trips during the day, an additional Pretrip inspection is required. If a driver is required to complete his/her trip in a bus different than the one he/she started the trip in, a complete Pretrip inspection must be performed on the replacement bus.
5. The driver is required to complete a Bus Driver Pretrip Inspection Form each time an inspection is performed. Any defects found on

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	10-22-2007	Number:	1412
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the bus must be recorded on the form.

6. The following must be inspected by the driver.
 - a. Oil
 - b. Coolant
 - c. Battery
 - d. Transmission Fluid
 - e. Master Cylinder Brake Fluid
 - f. Power Steering Fluid
 - g. Washer Fluid
 - h. All belts
 - i. Wiring
7. If defects are discovered, the driver must notify the Transportation Supervisor, so the defects can be corrected.
8. All critical defects must be corrected before the bus is used.

B. Interior of the Bus

1. Check the following:
 - a. Fire extinguisher
 - b. Emergency reflectors
 - c. First Aid kit with content complete and properly secured
 - d. Electric fuses
2. Check the condition of the steps.
3. Check for the bus registration and insurance card.
4. Check to insure all cabinets, security door and shot gun rack are secure and functional.
5. Close the door as you sit in the driver's seat. Check for smooth and

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

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Subject:	Pretripping Sheriff's Bus				
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easy operation of the door. Check the driver's seat belt.

6. Check your overhead mirror, sun, visor, and exterior mirrors for their condition and that they are properly adjusted.
7. Check the accelerated pedal for damage and give the pedal one quick hard pump to check that the pedal returns and that the linkage and cable are not bound on anything.
8. If the bus is equipped with hydraulic brakes, check the brake motor by pressing on the brake pedal until you hear the motor noise. This is done with the key and engine off.
9. Check the neutral safety switch by placing the gearshift lever in any gear other than neutral and try to start the bus (make sure the parking brake is engaged). The bus must ONLY start in neutral.
10. Start the bus, checking all instruments and gauges located on the dash, taking care that all the operational gauges are in the normal range (oil, battery, temperature, fuel, ammeter, vacuum or air pressure gauge and odometer). Listen for any unusual noises.
11. Check the hydraulic brakes for damages and leaks by pumping the pedal three times and applying firm pressure to the pedal for five seconds. Air brakes are addressed later in this section.
12. Check the parking brake by placing the transmission in drive (with the parking brake engaged) then slightly press on the accelerator pedal. The bus should not move forward. You can also check the parking brake by allowing the bus to move forward slowly then applying the parking brake. DO NOT USE this method on buses equipped with air brakes. Make sure the brake-warning buzzer or light is operational.
13. Check the steering wheel for any damage or crack. The steering wheel should turn freely without excessive play (no more than 10 degrees or 2 inches in a 20" wheel). Tap the horn.

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Corrections Bureau Policy and Procedures**

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14. Check all the interior lights, defroster fans, heater motors, windshield wiper and windshield fluid.
15. Check that the radio is operational.
16. Check the light switches.
17. Get out of the seat and move towards the rear of the bus.
 - a. Inspect the security door and lock.
 - b. On the way to the back of the bus pull up on all the seats. Check the seats for any damage and that they are all securely fastened down. Check the aisle floor mats for any damage or rips.
 - c. When you reach the back open the rear emergency door, insure the double locking mechanisms are working properly.
 - d. Close and secure the door.
 - e. On your return trip to the front of the bus, slap the seat backs, check the windows, and that the roof hatch (es) are secure. Check the emergency doors and windows to see that they are secured shut.
 - f. Return to the driver's seat and turn on:
 1. The clearance lights.
 2. Hazard lights.
 3. Headlights.

C. Exterior of the Bus

1. As you exit the bus, check the right mirror. At the right front wheel and tire, look for the following:

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Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	10-22-2007	Number:	1412
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- a. Tire condition; even wear of tread, no cracks, splits, bulges or cords showing properly inflated.
 - b. Tread depth: at least 4/32" when measured at any major tread groove.
 - c. Rim: no cracks, splits or dents, or welds, no evidence of brake seal leaks.
 - d. Valve stems: tight, no rust or dust present around wheel bolts, axle hub bolts in place and secure, no grease leaking from the hub.
 - e. Brake rotor: secure, not damaged or warped.
 - f. Brake pads: free of grease and/or fluid, not damages or excessively worn.
2. Move to the front of the bus and check:
- a. The radio antenna: not bent or broken.
 - b. Clearance lights: lens covers intact, no damage and working.
 - c. Red flashing lights (8-way), lens covers intact, no damage and working.
 - d. Windshield, wipers and arm: not broken or damage.
 - e. Safely inspection sticker: current.
 - f. Side mirrors: properly adjusted, no breaks or damage.
 - g. Hazard (4-way) lights: no leaks or damage.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

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- h. Crossover mirrors: properly adjusted, no breaks or damage.
 - i. Headlights: lens cover intact, no damage, and working.
 - j. License plate: Present
 - k. Overall condition of the bus: no body damage that is detrimental to the operation of the bus.
 - l. Crossing arm: not loose or hanging, and working properly.
3. Look underneath the bus again (engine running this time) and check:
- a. Brake hoses: secure, not bound on anything worn, cracked or leaking.
 - b. All leaf springs: in place, not cracked, broken, or shifted.
 - c. U-bolts, spring hangers, and other axle positioning parts: secure, not damaged, cracked, or missing.
 - d. Shock absorbers: secure, not loose, broken hanging, or leaking fluid.
 - e. Fluids: no anti-freeze, engine oil, or transmission leaking from under the front of the bus.
4. Move to the driver's side of the bus, check the side mirror and check the left front wheel and tire for:
- a. Tire condition: even wear of tread, no cracks, splits, bulges or cords showing properly inflated.
 - b. Tread depth: at least 4/32" when measured at any major tread groove.

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Corrections Bureau Policy and Procedures**

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- c. Rim: no cracks, splits or dents, or welds, no evidence of brake seal leaks.
 - d. Valve stems: tight, not rust or dust present around wheel bolts, axle hub bolts in place and secure, no grease leaking from the hub.
 - e. Brake rotor: secure, not damaged or warped.
 - f. Brake pads: free of grease and/or fluid, not damages or excessively worn.
5. If the batteries are not under the hood, check the battery door compartment to make sure that it is securely latched.
6. Move to the middle of the bus, check:
- a. Side clearance and marker lights: lens intact, no damage and working.
 - b. Windows: intact, not cracked or broken.
 - c. Turn signal: lens intact, no damage and working.
 - d. Turn signal: lens intact, no damage and working.
 - e. Slide reflectors: no damage, not broken or missing.
 - f. Overall condition of the bus: no body damage detrimental to the operation to the operation of the schools bus.
 - g. Look under the bus: no exhaust leaks, or hanging debris.
 - h. Side emergency door (if equipped: is not locked, fully opens freely, no obstructions, latches properly, buzzer is working.
7. Move to the rear wheels and check both tiers for:

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	10-22-2007	Number:	1412
Subject:	Pretripping Sheriff's Bus				
Reference:	Corrections Bureau Policy number 1401				

- a. Tread depth: at least 2/32" when measured at any major tread groove.
 - b. Tires: need to be the same type and size.
 - c. Recaps should be secure, no chunk missing.
 - d. For the rest of the wheel inspection, refer to front wheel segment.
8. Go to the rear of the bus and check:
- i. Clearance lights.
 - j. Red flashing lights.
 - k. Windows and security bars.
 - l. Hazard lights.
 - m. Tail lights.
 - n. Reflectors.
 - o. License plate: current sticker.
 - p. General body condition.
9. Look under the bus and scan the suspension and exhaust system. Push the exhaust pipe with your foot for tightness of hangers. The exhaust pipe should not extend more than 1" beyond the body of the bus.
- a. Check all clamps and hangers; tight and secure, without apparent leaks, not rubbing against anything.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	10-22-2007	Number:	1412
Subject:	Pretripping Sheriff's Bus				
Reference:	Corrections Bureau Policy number 1401				

- b. Check the differential, shocks and brakes for leaks.
10. At the rear of the bus check that:
- a. Emergency door: is not locked, fully opens freely, no obstructions, latches.
 - b. All light lens covers: intact, not damaged.
 - c. All reflectors: in place, not damaged.
11. Proceed to the passenger side of the bus stopping at the rear wheels and tires to check:
- a. Tread depth: at least 2/32" when measured at any major tread groove.
 - b. Tires: need to be the same type and size.
 - c. Recaps should be secure, no chunk missing.
 - d. For the rest of the wheel inspections, refer to front wheel segment.
12. Move away from the side of the bus and check the:
- a. Clearance lights: lens covers intact, not broken or damaged, and working:
 - b. Windows: intact, not cracked or broken.
 - c. Turn signal: lens, not cracked or broken.
 - d. Reflectors: in place, not cracked or damaged.
 - e. Fuel door and fuel cap: intact, not broken or damaged and secure.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	10-22-2007	Number:	1412
Subject:	Pretripping Sheriff's Bus				
Reference:	Corrections Bureau Policy number 1401				

- f. General overall condition of the bus: No body damage detrimental to the operation of bus.
13. Move back to the service door and as you reenter the bus, check that the stair light is intact, not cracked or damaged and working. Close the door to deactivate the 8-way system, cancel the hazard lights and check the:
- a. Hi-beams.
 - b. Right and Left turn signals, front and back.
 - c. Back up lights.
 - d. Brake lights.
 - e. Emergency door warning buzzer and/or light located next to the driver's seat.
14. Fill out and sign the Pretrip form, turning it into the Transportation Supervisor. Repairs are needed, inform the Transportation Supervisor for determination is a secondary bus is for replacement.
- D. Air brakes
- 1. **Bus on, Brake on**-Test Governor Cut-In by pumping the brake until the air pressure drop to around 80 pounds per square inch. This should be beyond the point where the governor will energize and engage. Watch for the needle on the air pressure gauge to start rising.
 - 2. **Bus on, Brake on**-The Governor Cut-Out begins as soon as the needle begins to rise. Watch the needle stop. Your air pressure should be between 120-130 psi. Listen for the compressor to release air (automatic air dryer).
 - 3. **Bus off, Brake off**-For the Static Check, release the

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	10-22-2007	Number:	1412
Subject:	Pretripping Sheriff's Bus				
Reference:	Corrections Bureau Policy number 1401				

parking brake and turn the bus engine off, make sure your air pressure does not lose any more than 2 psi. The pressure should be stable.

4. **Bus on, Brake off-** For the Applied Pressure Test, have your parking brake and engine off. Apply full pressure to your brake pedal, hold down for about one (1) minute, and watch for the needle to stabilize. You want to make sure you do not lose more than 3 psi in that minute.
5. **Bus on or on Accessory, Brake off**to test Low Pressure Air Warning System, pump the brake pedal with the engine running. Continue pumping until the brake warning light comes on and you hear the buzzer.
6. **Bus on or On Accessory, Brake off**To test Low Pressure Air Warning System, pump the brake pedal with engine running. Continue pumping until the break valve pops out. This is called the Emergency Spring Brake Pop-Out Valve Test. The valve should pop out between 7 ½ and 15 psi, or according to the manufacturer's specifications.
7. **Bus on, Brake off**-To test the Parking Brake, the bus should be on. Put the bus in low gear and take your foot the brake. Pull the parking brake valve. The bus should stop.
8. **Bus on, Brake off**-To check the Service Brakes, release all brakes, put the transmission in low gear, remove your hands from the wheel, move forward a few feet and apply the brake. The bus should stop in a straight line and not "pull" to the left or right.

E. Bus Shut Down

1. Secure the Bus-Place the transmission in neutral and set the

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	10-22-2007	Number:	1412
Subject:	Pretripping Sheriff's Bus				
Reference:	Corrections Bureau Policy number 1401				

parking brake.

2. Diesels-Let diesels cool down five minutes before shutting the bus off.
3. Walk the Bus-Walk to the back of the bus to check for inmates.
4. Record any Problems-Record any mechanical or functional trouble and/or damage to the bus that may have occurred since the initial daily report. If immediate attention is needed, contact Transportation Supervisor.
5. Insure radio is turned off.
6. Insure all weapons, chains and equipment in inventoried and secured.
7. Insure vehicle to fuel tank is $\frac{3}{4}$ full.
8. Secure bus and turn in keys to Transportation Supervisor.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2007	_____ 2008	_____ 2009
_____ 2010	_____ 2011	_____ 2012
_____ 2013	_____ 2014	_____ 2015

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	03-16-2018	Number:	1413
Subject:	Court Transportation				
Reference:	Policy #1403, Title 15 CCR, Section 1027, 1044, 1053, 1068				
Section:	1050				

I. PURPOSE:

To properly transport and place inmates in the courtrooms designated by the court clerk.

II. POLICY

The Corrections Division is responsible for the safe and efficient transportation of inmates to and from court.

III. PROCEDURES

Officers assigned to the Court Transportation Detail will read and be familiar with all policies regarding **Transportation of Inmates.**

A. Responsibilities of the Transportation Officer.

1. Report to the Transportation Supervisor for assignment, collect court calendar and checkout vehicle.
2. Check list for high-risk inmates, females, and inmates with special handling instructions.
3. Inmates shall be patted down prior to transport and upon returning from court.
4. All inmates shall be restrained with wrist and ankle chains, unless court orders or medical instructions dictate alternate restraints.
5. Inmates are to be transported to their designated courts and housed in the holding cells or areas according to sex and classification.
6. If the inmate is being transported to the Brawley Superior Court, the Transportation Officer will provide the inmate with a sack lunch during the mid-morning hour. If the inmate is being transported to El Centro Superior Court, he/she will be provided a sack lunch by the Transportation Officer upon return from court.
7. Transporting Officers are responsible for all court paperwork.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	03-16-2018	Number:	1413
Subject:	Court Transportation				
Reference:	Policy #1403, Title 15 CCR, Section 1027, 1044, 1053, 1068				
Section:	1050				

B. Safety Checks

1. All inmates transported to any of the courthouses and placed in a holding cell shall be the subject of an hourly safety check.
2. Safety checks will be documented utilizing the Observation Sheet provided by the Transportation Supervisor with the court calendar.
3. Completed forms must be returned to the Transportation Supervisor.

C. Incident Reports

Follow Guidelines delineated in Corrections Policy #2101, Investigative Reports:

1. All incidents involving inmates in the custody of the Imperial County Sheriff's Office shall be reported to the Transportation Supervisor as soon as practical for instructions (C.R., memo, etc.)
2. All reports must be completed and submitted for approval to the Transportation Supervisor by the end of shift and/or no later than 24 hours from time of incident.
3. No discipline is dispensed at the holding cells all corrective measures must be conducted at the Regional Adult Detention Facility.

D. Special Handling Inmates

Different levels of classification require specific transportation and/or court placement arrangements:

1. Protective Custody (PC) inmates.
2. Inmates certified by medical department with a communicable disease. Transportation officers are to contact Medical Department for any specific instructions.
3. High Security.
4. Restrictive Housing inmates.
5. General Population.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Transportation	Date:	03-16-2018	Number:	1413
Subject:	Court Transportation				
Reference:	Policy #1403, Title 15 CCR, Section 1027, 1044, 1053, 1068				
Section:	1050				

Transporting officers will contact the court bailiff prior to departure and advise of the special transport. (Refer to Court Room Bailiff)

- E. Inmates classified as mentally unstable and scheduled for court, will be cleared by our Medical Unit prior to being transported. He/she will be transported separately and returned to the Regional Adult Detention Facility after the completion of their court proceedings. If the inmate is not medically cleared after 72 hours of arrest, the Transportation Sergeant will notify the court.

- F. Confidential Interviews-Attorney:
All requests for attorney interviews will be referred to the Courtroom Bailiff. All reasonable efforts must be made to provide a private interview area.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Front Office	Date: 04-21-2011	Number: 1501
Subject:	Accounting Procedures		
Reference:			

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain an accounting system to track all financial deposits and disbursements.

II. PROCEDURE:

To maintain an accurate record of financial transactions, the Front Office Clerk shall be responsible for the following:

1. Completing the following Spillman accounting reports at the end of each shift:

- A. 1st report: Enter rpjmcaas (jail reports management menu); then go to rpjmcabr (jail reports financial memo); then go to Cash Account Audit Summary and enter the transaction date, under type enter "CD" (Disbursements), under description enter the shift you are working (i.e. 01 and *, for 1st watch). This process will be repeated three times using the following entry under type, "CR" (Receipts); "AJ" (Adjustments); and "VC" (Voided checks).

Then under options; enter 2 copies; format by Receipt Number (rpjmcaas.r2); select the printer; and print 2 copies. One copy of the report will go to the Fiscal Division, and the other will be filed in the front office.

- B. 2nd report: Under Cash Account Audit Summary; choose Cash Account Balance Report; press enter twice; under options select printer; enter 2 copies; under format choose Active Non-zero (rpjmcabr); and print 2 copies.

One copy of the report will go to the Fiscal Division, and the other will be filed in the front office.

- 2. Writing and issuing receipts for all money received from the public to be placed on an inmates account. U.S. currency, U.S. Postal Money Orders, or a bank money order will be accepted. Money orders should be made payable to the Sheriff's Office. If any money orders are received with the inmate's name, a signature will be required in order to be endorsed and accepted. The money order will then be placed in the inmate's trust account. A receipt shall be issued as follows; white copy to inmate, pink copy will stay in the book, and the yellow copy will be given to the person who deposited the money. This information will be listed on; Jail Information Cash Out Card, and the Recap of Receipts

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Front Office	Date: 04-21-2011	Number: 1501
Subject:	Accounting Procedures		
Reference:			

reports.

3. Depositing money into the inmates cash account via a Spillman jmcash entry, using the inmates name ID number.
4. A Declared Currency form will be completed at the end of each shift. The Front Office Clerk will make a photo copy of this sheet and attach the copy to the set of Spillman reports to be filed in the front office. The white copy of this form will be attached to the Spillman reports to be forwarded to the Fiscal Division, the yellow copy will be placed inside of the plastic money deposit bag, and the pink copy will be attached to the white and yellow copies of the Recap Of Receipts form.
5. A Recap Of Receipts Form will be completed at the end of each shift. Under the column Fund/Acct. #, enter the inmates booking number and name ID number. All copies will be forwarded to the Fiscal Division.
6. A Jail Information Cash Out Card will be completed at the end of each shift. The beginning balance will be listed by the Front Office Clerk that is being relieved. The on-coming Front Office Clerk will fill out the rest at the end of the shift. The white copy will be attached to the Spillman reports to be filed in the front office, and the yellow copy will be attached to the reports to be forwarded to the fiscal division.
7. Filling out a deposit slip, preparing the plastic money deposit bag, and depositing the bag into the drop-safe. The on-coming clerk counts and verifies the deposit and verifies the following; the filling out of the deposit slip, the preparation of the money deposit bag, verify the deposit by counting it himself/herself, the deposit of the bag into the drop-safe.

The Front Office Clerk will fill out a deposit slip and place the white and pink copy in the bag, the yellow copy will be attached to the pink copy of the Recap Of Receipts form; log the deposit bag into the black deposit log (entering date, bag number, amount, "FO" for department, "Trust" for account type, entering cash-check-money order, and the Front Office Clerk's signature). The Front Office Clerk will seal the bag after the on-coming clerk has verified the deposit, and place the deposit bag into the drop-safe.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Front Office	Date: 04-21-2011	Number: 1501
Subject:	Accounting Procedures		
Reference:			

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2003	_____ 2004	_____ 2005
_____ 2006	_____ 2007	_____ 2008
_____ 2009	_____ 2010	_____ 2011

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Front Office	Date: 03-20-2018	Number: 1502
Subject:	Inmate Files		
Reference:	Title 15 CCR, Section 1041		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain a file for each inmate in custody in the Front Office. Such file will be used for the filing and storage of records related to the inmates confinement in the Jail.

II. PROCEDURE:

Each inmate confined in the Jail shall have a "Master" file located in the front office. This file will be labeled with the inmates booking number, and will be used for the filing/storage of records related to the inmate's confinement.

A. TYPES OF RECORDS TO BE FILED:

Examples of inmate records to be placed into a master file in the front office include, but is not limited to the following:

1. Intake information.
2. Personal Property receipts.
3. Commitment papers.
4. Court orders.
5. Reports of disciplinary action taken.
6. Medical orders issued by the responsible physician and staff response.
7. Non-medical information regarding disabilities and other limitations.
8. Any other information or record pertinent to an inmate's confinement.

All staff members shall be responsible for ensuring that required and/or necessary records relating to an inmate's confinement are forwarded to the front office for filing.

B. DISPOSITION OF INMATE MASTER FILES:

1. Inmate Master Files will be maintained in the front office the entire time that a person is in custody.
2. Inmate Master Files will be turned over to the Watch Commander for processing when an inmate is to be released from the custody of the Imperial County Sheriff's Office.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Front Office	Date: 03-20-2018	Number: 1502
Subject:	Inmate Files		
Reference:	Title 15 CCR, Section 1041		

3. Inmate Master Files will be forwarded to the Records Division for final processing and filing after the inmate has been released from the custody of the Imperial County Sheriff's Office.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Front Office	Date: 04-21-2011	Number: 1503
Subject:	Releasing Inmate Property		
Reference:			

I. POLICY:

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to release an inmate's personal property to any non-confined person of their choice. The person has to be out of custody for six months.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that all of an inmate's property will be released to the inmate upon release.

II. PROCEDURE:

A. RELEASE OF INMATE MONIES:

An inmate who wishes to release money on their account to a third person who is not in custody must do so within 24 hours of booking. The inmate may release all of their money, or a designated portion of their money. No monies will be released after this 24 hour period. The person the money is released to must be out of custody for six months.

Inmate monies will be released as follows:

1. The person to who the money will be released to will present a valid picture ID. Valid picture ID's must be issued by a Federal, State, or Local government agency (i.e. drivers license, state ID card, passport, visa, border crossing card, etc.). No ID's from a foreign country will be accepted as valid ID for this purpose.
2. The Front Office Clerk will fill out a property release slip; give the receipt book to an officer to have the inmate sign the receipt; retrieve the book from the officer after signing; issue a check for the requested amount and get the two required signatures on the check; give the check to the person the money is being released to.
3. The white copy of the receipt will be forwarded to the Records Division, the yellow copy will be placed into the inmate's personal property/clothing

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Front Office	Date: 04-21-2011	Number: 1503
Subject:	Releasing Inmate Property		
Reference:			

- bag, and the pink copy will remain in the receipt book.
- B. **RELEASE OF INMATE PROPERTY TO A THIRD PARTY:**

Inmates who wish to release their personal property will have three options:

- Release all sealed property and all personal clothing if sentenced to State Prison only.
 - Release all sealed property only.
 - Release all personal clothing only if sentenced to State Prison only.
1. The person to who the property is being released to shall present a valid picture identification as outlined in section "A" above.
 2. The Front Office Clerk will fill out a property release slip; have an officer get the required signature from the inmate; have an officer retrieve the property that is being released; give the property to the person it is being released to.
 3. The white copy of the property release slip will be forwarded to records, the yellow copy will be stapled to the property inventory sheet and returned to the yellow property/clothing bag, and the pink copy will remain in the property release book.

- C. **INMATES RELEASED TO ANOTHER INSTITUTION:**

Inmates who will be released to another agency or institution that will not accept personal property (i.e., State Prison, U.S. Marshal's Service, San Bernardino S.O., etc.) shall make arrangements for their property to be picked up by a relative, attorney, or other third party.

In those cases where property has not been picked up by another third party, or the inmate is not a resident of Imperial County, the inmate will fill out a mailing sheet prior to being released. The property will be placed inside a brown paper bag and clearly marked with the inmate's name, booking number, and name ID number.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Front Office	Date: 04-21-2011	Number: 1503
Subject:	Releasing Inmate Property		
Reference:			

The mailing sheet will be stapled to the outside of the bag.
The bag will be given to the Facility Commander for disposition. In the event of a release after hours, or on weekends or holidays, the bag will be stored in Intake Master Control and given to the Facility Commander on the next business day.

The Supply Sergeant will forward all such property to the mailroom for shipping and final disposition.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2007	_____ 2008	_____ 2009
_____ 2010	_____ 2011	_____ 2012
_____ 2013	_____ 2014	_____ 2015

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Video Visitation Center Clerk	Date: 03-27-2018	Number: 1504
Subject:	Visitation Procedures		
Reference:	(A) Corrections Bureau Policy number 1105 (B) Title 15 CCR, Section 1062		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to provide inmates with visitation rights as established by federal and state law.

All visitation will be conducted in accord with Corrections Bureau Policy & Procedure, Title 15 CCR requirements, and California Penal Code requirements.

II. PROCEDURE:

Visitation guidelines and procedures will be in accord with Corrections Bureau Policy number 1105 (Inmate visitation).

1. Persons wishing to visit inmates housed at RADF may sign up for any visit during normal sign up hours (i.e., a person can sign up at 0600 hours for the 1900 visit).
2. The visitor must be at least 18 years of age unless:
 - They are accompanied by an adult in accord with Corrections Bureau Policy number 1105.
 - They are emancipated minors. Emancipated minors must show proof (court order) of the emancipation.
 - Visitor must be out of custody for six months.
3. The visitor must show a valid form of picture identification as outlined in Corrections Bureau Policy number 1105, section "E".
4. Visitors may visit more than one inmate per day however, they may only visit each inmate once per day.
5. The Visitation Information Clerk will sign up all visits for the RADF via the Spillman system.
6. Once a visit has been filled to capacity, the Visitation Information Clerk will advise that visiting is full.
7. The Visitation Information Clerk will send a copy of the visitation list to Housing Control one hour before the scheduled visit.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Video Visitation Center Clerk	Date: 03-27-2018	Number: 1504
Subject:	Visitation Procedures		
Reference:	(A) Corrections Bureau Policy number 1105 (B) Title 15 CCR, Section 1062		

8. The Visitation Information Clerk shall promptly advise Housing Control of any attorney visit. Attorney visits shall be recorded in the Spillman visitation log by the Visitation Information Clerk.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Front Office	Date: 09-11-2018	Number: 1505
Subject:	Armored Car Money Pickup		
Reference:			

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that all money deposits will be picked up by an Armored Car Transport company.

II. PROCEDURE:

1. The Video Visitation Clerk (VVC) will be at their duty station from 0900-1000 hours to ensure that access is available.
2. When the Armored Car Transport shows up, the Clerk will open the VVC office door and let the guard in. Due to transport regulations, the guard **will be** allowed to enter with their weapon/firearm. The office door will be secured while the safe is accessed.
3. Once the guard is finished retrieving the monies from the safe, the Clerk will open the office door and let the guard out.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Training	Date: 08-21-2018	Number: 1601
Subject:	Correctional Officer Basic Academy Procedures		
Reference:	(A) Title 15 CCR, Section 1020 (B) California Penal Code, Section 831.5		

I. POLICY

It is the policy of the Imperial County Sheriff's Office that all custodial staff completes the core course as specified in reference "A", and the training requirements of reference "B". The Imperial County Sheriff's Office will earnestly strive to assist all employees in completing the training requirements required for designation as a Correctional Officer.

II. PROCEDURE:

1. All new Correctional Officers without a Correctional Officer Basic Academy Certificate will be scheduled by the Training Officer to attend and complete an STC (Standards and Training for Corrections) certified Core Academy (Correctional Officer Basic Academy) within one (1) year of their date of hire.
2. Personnel who have completed a POST (Peace Officer Commission on Standards and Training) academy, will be scheduled by the Training Officer to attend and complete a minimum fifty-six (56) hour STC certified Supplemental Core Course within one (1) year of their date of hire.
3. All personnel scheduled to attend the Correctional Officer Basic Academy may be scheduled by the department to train during duty hours with a certified physical fitness trainer dependent upon the operational needs of the department.
4. While at the academy, attendees will maintain all required minimum STC standards, and Academy standards.
5. Continued employment with the Imperial County Sheriff's Office is conditioned upon the successful completion of the Correctional Officer Basic Academy, or the Supplemental Core Course.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Training	Date: 08-21-2018	Number: 1601
Subject:	Correctional Officer Basic Academy Procedures		
Reference:	(A) Title 15 CCR, Section 1020 (B) California Penal Code, Section 831.5		

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Training

Date: 6-8-2011

Number: 1602

Subject: Jail Training Officer Program

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to train all newly hired employees. This is accomplished through the Jail Training Officer Program (JTO). The JTO Program was established with the intent of giving new employees the basic skills in the areas of their assigned position. It is also a tool to evaluate if a new employee meets the standards for his position.

II. DEFINITIONS

A. Bureau Training Supervisor

The Bureau Training Officer coordinates and supervises the JTO Program, Shift Training Officers, and Jail Training Officers. In addition, the Bureau Training Officer is responsible for keeping a record of each new employee's progress through the JTO Program and insures that each employee receives all needed training.

B. Shift Training Officer

The Shift Training Officer is the Correctional Corporal that is assigned on each shift. The Correctional Corporal is responsible for the following:

1. Supervision of JTO's.
2. All related paperwork and evaluations.
3. Compliance to this order on their shift.
4. Insure a trainee is not moved to the next phase until he is cleared.

C. Jail Training Officer

Jail Training Officers are correctional officers that have completed the Jail Training Officer Course. Only Correctional Officers that have been trained to be JTO's are to be utilized. JTO's are to be considered first line supervisors in the capacity of the JTO Program only.

JTO's are responsible for the following:

1. Direct visual supervision of a trainee
2. Training of the Critical Tasks for the phase the trainee is on

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3. All related paperwork, daily evaluations
4. For the actions of his trainee
5. For the safety of his trainee
6. For the conduct of his trainee

D. Trainee

A Trainee is a newly hired or promoted employee that needs to be trained in the duties, responsibilities and critical tasks of their assignment. Trainees are not to be left unsupervised at anytime, unless told to by their assigned JTO. A Trainee is not to cover any position until they have completed the JTO program. In case of an emergency the Watch Commander may utilize the trainee in a position that they are confident in with direct supervision of the Trainee. Trainees are responsible for the following:

1. Report to work with all gear and uniforms.
2. Report to work with Critical Tasks book.
3. Stay with JTO unless told to do otherwise.

E. Critical Tasks

Critical Tasks are the specific descriptive elements, which make up a duty. Critical Tasks are the work units, which deal with the methods, policy, procedures and techniques by which duties are completed. Critical Tasks must take up work time, occur with frequency and involved very closely related skills, knowledge and abilities.

III. PROCEDURES

The JTO Program applies to the positions of Correctional Officer, Correctional Clerk, Correctional Corporals and other assignments as assigned by the Bureau Training Supervisor.

A. Phase Completion for Positions

1. Correctional Officer

The requirements for a Correctional Officer to complete the JTO

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Program are to complete all three phases in both facilities in relation to all Critical Tasks.

a. **Phase Completion for RADF**

1. First Phase-is an orientation and **observation** phase. The Trainee is to observe the JTO completing and explaining the Critical Tasks. The allotted time will be spent **consecutively** in the following order for each position:

- A. 36 hours in Intake Control
- B. 36 hours in Housing Control
- C. 36 hours in Booking
- D. 36 hours at Search and Escort
- E. 36 hours at Floor One and Two

2. Second Phase-is a **demonstration** phase. The trainee will demonstrate the Critical Tasks with the help and guidance of the JTO. The allotted time will be spent in each position in the following order:

- A. 60 hours in Intake Control
- B. 60 hours in Housing Control
- C. 60 hours in Booking
- D. 60 hours at Search and Escort
- E. 60 hours at Floor One and Two

3. Third Phase-is an accomplishment phase. The Trainee will be able to accomplish each Critical Task without help from the JTO. The allotted time will be spent **consecutively** in each position in the following order:

- A. 36 hours in Intake Control
- B. 36 hours in Housing Control
- C. 36 hours in Booking
- D. 36 hours at Search and Escort
- E. 36 hours at Floor One and Two

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b. Phase completion for HHCC

1. First Phase-is an orientation and **observation** phase. The Trainee is to observe the JTO completing and explaining the Critical Tasks. The allotted time will be spent **consecutively** in each position in the following order:
 - A. 36 hours in the Tower
 - B. 36 hours at Floor position

2. Second Phase-is a **demonstration** phase. The trainee will demonstrate the Critical Tasks with the help and guidance of the JTO. The allotted time will be spent **consecutively** in each position in the following order:
 - A. 60 hours in the Tower
 - B. 60 hours at Floor One/Two

3. Third Phase-is an **accomplishment** phase. The trainee will be able to accomplish each Critical Task without help from the JTO. The allotted time will be spent **consecutively** in the following order:
 - A. 36 hours in the Tower
 - B. 36 hours at Floor One/Two

c. Transportation Officer Phase

Before a Correctional Officer is placed in the JTO Program in Transportation, the officer must have completed the JTO program for both facilities.

1. First Phase-is intended to make the trainee proficient in the duties of a Transportation Officer. During this phase the trainee will be shown the various chaining techniques, location of courts, vehicle maintenance procedures, radio procedures, emergency procedures and all policies and procedures that are related to transportation of inmates. This phase is one week in length.

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2. Correctional Officer that have completed training in both facilities, completed the 832pc course and successfully qualified at the range can work transportation under the direct supervision of a JTO or designee appointed by the Transportation Supervisor.

2. Corrections Clerk

- a. First Phase-The intent of this phase is to orient the trainee to the position of Corrections Clerk. This is an **observation** phase consisting of the trainee observing the JTO. The allotted time will be spent **consecutively** in each position, in the following order:

1. 40 hours in Intake
2. 40 hours in Booking
3. 40 hours in Front Office
4. 40 hours in Housing

- b. Second Phase-The intention of this phase if for the trainee to **demonstrate** the duties of Correctional Clerk with help and guidance from the JTO. The allotted time will be spent **consecutively** in each position, in the following order:

1. 40 hours in Intake
2. 40 hours in Booking
3. 40 hours in Front Office
4. 40 hours in Housing

- c. Third Phase-The intention of this phase is for the trainee to **accomplish** the duties of Correctional Clerk without the help of the JTO. The allotted time will be spent **consecutively** in each position, in the following order:

1. 24 hours in Intake
2. 24 hours in Booking
3. 24 hours in Front Office
4. 24 hours in Housing

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3. Correctional Corporal

- a. First Phase-The intent of this phase is to orient the trainee to the Critical Tasks of a Watch Commander. This is an **observation** phase consisting of the trainee observing the JTO/Watch Commander. This phase is 84 hours in length and consists of 40 hours at RADF and 48 hours at HHCC.
- b. Second Phase-The intention of this phase is for the trainee to demonstrate the Critical Tasks of a Watch Commander with help and guidance from the JTO/Watch Commander. This phase is 84 hours in length and consists of 40 hours at RADF and 40 hours at HHCC.
- c. Third Phase-The intention of this phase is for the trainee to **accomplish** the Critical Tasks of a Watch Commander without the help of the JTO/Watch Commander. This phase is 48 hours in length and consists of 24 hours at RADF and 24 hours at HHCC.
4. Special Assignments-In positions not covered by this policy the Bureau Training Officer will have the liberty to develop the length and content of the training.

B. Remedial Training-In the event that a trainee has to remediate a phase, the following procedure will be used.

1. JTO will notify the Shift Training Officer that the trainee needs to be remediated.
2. The Shift Training Officer will conduct an interview with trainee and find out if there is a good reason for the remediation.
3. The Shift Training Officer will research through the trainee's file to insure that he has been receiving consistent training and fair documentation that supports remediation.
4. If the Shift Training Officer is convinced that the trainee needs to be remediated, he will complete and turn in a Request for Remedial

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Training to the Bureau Training Officer.

5. The Bureau Training Officer will review all material and will decide if remedial training is needed.

C. Evaluation Form-Evaluation is the most important training tool and a way of tracking a trainee's progress or weak areas. Evaluation must be done on a daily basis and will be turned into the Bureau Training Supervisor in 24 hours from the day of training occurred. Use the following step by step method:

1. JTO fills out Evaluation Form
2. The JTO explains and counsels the Trainee on the evaluation.
3. Both and JTO and Trainee sign the Evaluation Form
4. The Shift Training Officer reviews the Evaluation Form for completeness. If the Shift Training Officer is satisfied with the evaluation, he'll sign it and forward it to the Bureau Training Officer.
5. After the Bureau Training Officer receives the Evaluation Form, he will sign it, file it and return copies.

D. Phase Completion Form-The Phase Completion Form certifies that the Trainee has completed the Critical Tasks for the phase. The phase Completion Form must be turned into the Bureau Training Officer one day before transfer to the next phase.

1. JTO completes the Phase Completion Form and Critical Tasks and turns them into the Shift training Officer.
2. The Shift Training Officer will complete the Phase Completion Form and Critical Tasks and turn them into the Bureau Training Officer.
3. The Bureau Training Officer reviews the forms and assigns the Trainee to the next phase and new JTO.

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4. The Bureau Training Officer will give the Critical Tasks back to the Trainee before the transfer to a new JTO.

E. Trainee Phase Evaluation Form At the end of a phase the trainee must complete the Trainee's Phase Evaluation Form. The trainee will complete a Phase Evaluation Form for each JTO involved in each phase. Use the following steps:

1. The trainee completes the Trainee Phase Evaluation Form
2. The trainee turns in the Trainee Phase Evaluation Form

F. Critical Tasks Book

The Critical Task Book is a list of performance guidelines that the JTO will use to insure that the Trainee receives consistent training. The Task is broken into phases to reflect the same as the JTO program schedule. The JTO will sign off each time the Trainee meets the following criteria:

1. First Phase-The Trainee **observes** or is explained the Critical Task.
2. Second Phase-The Trainee **demonstrates** or explains the Critical Task with help from the JTO.
3. Third Phase-The Trainee **accomplishes** or explains the Critical Task with no help from the JTO.

The Trainee must be signed off for every allocated space for the phase they are on. The Critical Tasks sheet must be completed before they can progress to the next phase.

The Trainee must be signed off for every allocated space on the Critical Tasks sheet before they can complete the JTO Program.

G. Fast Track Training

There are individuals who possess the ability or experience to complete

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training faster than outlined in this policy. In the event that a Trainee is designated as Fast Track, they must complete the following requirements:

1. Be completely signed off on every Critical Task.
2. Pass an oral and practical application board consisting of the Critical Task. The board will be made up of three JTO's.
3. Have the approval of the Corrections Bureau Commander.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

<u> 2007</u>	<u> 2008</u>	<u> 2009</u>
<u> 2010</u>	<u> 2011</u>	<u> 2012</u>
<u> 2013</u>	<u> 2014</u>	<u> 2015</u>

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Corrections Bureau Policy and Procedures Manual**

Title: Training	Date: 09-20-2018	Number: 1603
Subject: Firearms Qualification		
Reference: Section 8.5.01, ICSO Policies and Procedures		

I. POLICY

One of the duties and responsibilities of a Correctional Officer who transports inmates outside of the facility require that he/she be proficient with his/her weapon. Although not required, it is imperative that all Correctional Officers participate in the Department's firearms training program. This policy is intended for Correctional Officers who have successfully completed the 832 pc. (Arrest and Firearms) course.

For the purpose of this policy, the term Correctional Officer includes the following:

- a. Correctional Officers
- b. Correctional Corporals
- c. Correctional Sergeants
- d. Correctional Lieutenants
- e. Chief Deputy of Corrections

II. PROCEDURE

- A. Each Correctional Officer who transports inmates outside of the facility is required to:
 - 1. Qualify at the firing range with a department approved and/or issued weapon once a year.
 - 2. Must attain and maintain a qualifying score at the firing range for each qualification.

The Corrections Division will schedule as many firearm's training as possible in order to be proficient with the department issued weapons.

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Reference: Section 8.5.01, ICSO Policies and Procedures		

III. EFFECTIVE DATE

This order become effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Training	Date: 09-11-2018	Number: 1604
Subject: Electronic Continuing Education		
Reference:		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to provide and assist staff in obtaining quality continuing professional education. The Corrections Bureau Training Division has a number of resources available to staff for professional development and certification through a correspondence course or electronic training program. It is the intent of this program to broaden staff members skill and knowledge, and to help prepare staff for future career advancement and promotion.

II. PROCEDURE

The Corrections Bureau Training Division has access to the on-line courses. Staff wishing to take advantage of these opportunities must coordinate with the Training Supervisor. Courses are offered for all levels of staff (line, supervisory, administrator, executive), and must be completed in the time frames specified.

Courses are offered through the following:

1. A.C.A. (American Correctional Association).
2. A.J.A. (American Jail Association).
3. N.S.A. (National Sheriff's Association).
4. N.I.C. (National Institute of Corrections).

Additionally, the A.J.A. offers a professional credentialing service for staff. This service entails a prescribed format of coursework, on the job experience, and attendance at certain A.J.A. sponsored training programs. Completion of this program entitles a person to use the appropriate credential title (e.g., CJP) in all official correspondence and capacities. Personnel interested in these programs are encouraged to contact the Training Coordinator for more details. The levels of credentials are as follows:

1. CJO – Certified Jail Officer.
2. CJM – Certified Jail Manager.
3. CCT – Certified Correctional Trainer.

Personnel interested in these professional certifications must pay all fees that may

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be associated with the credential process (training, testing, certification, etc.). Fees paid by the employee may be reimbursable by the department or county under the county Tuition Reimbursement Program as outlined in bargaining unit M.O.U.'s and county ordinances.

Personnel may also visit the following web sites for more information about these courses and programs:

1. ACA: www.aca.org
2. AJA: www.corrections.com
3. NSA: www.sheriffs.org
4. NIC: www.nicic.gov

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title:	Training	Date: 10-23-2007	Number: 1605
Subject:	Volunteer Physical Fitness Program		

I. BACKGROUND

The ability to perform those tasks of a Correctional Officer is closely tied to the individual's state of physical fitness. A fit officer is generally more confident, demonstrates a more professional bearing, is in better health, has greater longevity, and is less likely to be injured in the line of duty. The diet, the long shifts, the missed meals, and improper rest all lead to a diminished level of fitness as our careers progress. While most of us recognize these facts, few of us do anything affirmative to reverse the pattern for ourselves. Consequently, a Voluntary Physical Fitness Program is authorized.

II. PROCEDURE

A volunteer physical fitness test will be conducted twice annually, once in February and once in September. The test date will be posted in advance, and those interested in participating may sign up in the Training Office. Watch Commanders will make every effort to allow personnel to participate in testing.

A. Test Criteria:

The physical fitness test will be composed of the Armed Forces Physical Fitness Test, which includes pushups, sit-ups, and a 2-mile run. The test is weighted for age and sex with a possible total score of 300 points. Copies of the test requirements are available in the Corrections Training Office.

B. Classification:

The following classifications are established:

- | | | |
|----|--------------|-------------------------------|
| 1. | First Class | A score of 270 to 300 points. |
| 2. | Second Class | A score of 240 to 269 points. |
| 3. | Third Class | A score of 210 to 239 points. |

C. Awards:

The primary award is a higher level of fitness and self-satisfaction. Awards, which will include a certificate will be as follows:

- | | | |
|----|--------------|------------------------------------|
| 1. | First Class | Green ribbon bar with gold star. |
| 2. | Second Class | Green ribbon bar with silver star. |
| 3. | Third Class | Green ribbon bar |

Ribbons bars may be worn on the Class A and Class B uniform.

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D. Voluntary

This program is intended to be voluntary in concept and execution. Bureau personnel will be encouraged to participate, but will not be required to do so.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2007	_____ 2008	_____ 2009
_____ 2010	_____ 2011	_____ 2012
_____ 2013	_____ 2014	_____ 2015

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Training	Date: 03-27-2018	Number: 1606
Subject:	Board of State and Community Corrections/STC Compliance		
Reference:	Corrections Bureau Policy number 1902 Title 15 CCR, Sections 1020, 1021, & 1023		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain compliance with BSCC (Board of State and Community Corrections), and STC (Standards and Training for Corrections) regulations governing initial (Core), and continuing professional (Annual) training requirements.

II PROCEDURE:

The Training Officer shall ensure that all employees training records are accurate and up to date, and that all employees are in compliance with STC training requirements. Compliance is determined by the following:

- A. Full Compliance:** All STC eligible annual employees have received a minimum of twenty-four (24) hours of certified training for the fiscal year, and/or all STC eligible core employees have received a minimum of 176hours of certified training for new hires, and/or 80 hours of certified training for newly promoted supervisory personnel.
- B. Substantial Compliance:** All STC eligible employees have received the required minimum training, with the exception of employees who due to extenuating circumstances (e.g., off duty for more than half of the fiscal year due to OJI, medical condition, leave of absence, etc.) cannot meet the annual training requirements.

The Training Supervisor shall ensure that all training records are in order and ready for inspection by BSCC or STC representatives at all times.

It shall be the goal of this policy for a "Full" or "Substantial" compliance rating for all annual inspections by BSCC or STC representatives.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Training	Date: 03-27-2018	Number: 1606
Subject:	Board of State and Community Corrections/STC Compliance		
Reference:	Corrections Bureau Policy number 1902 Title 15 CCR, Sections 1020, 1021, & 1023		

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Training	Date: 09-11-2018	Number: 1607
Subject:	Continuing Professional Training		
Reference:	Title 15 CCR, Section 1025		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that all personnel designated by the Standards and Training for Corrections (STC) receive continued professional training (annual training) on a yearly basis.

II. PROCEDURE:

The STC training year runs on a fiscal year basis (July-June). Employees designated by STC are required to complete a minimum number of hours of continued professional training (annual training) each year. The minimum hours required each year for each classification are as follows:

- A. Journey Adult Corrections Officers (Correctional Officers) –**24 hours.**
- B. Supervising Adult Corrections Officers (Correctional Sergeant, and Correctional Corporal) - **24 hours.**
- C. Managers/Administrators (Sheriff, Under Sheriff, Chief Deputy of Corrections, Correctional Lieutenant) –**24 hours.**

It shall be the responsibility of the Corrections Bureau Training Supervisor to schedule annual training for each employee, and to maintain accurate files on all training conducted and completed for the training year. The Training Supervisor shall insure that all eligible employees are in compliance with Title 15 annual training requirements.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Policy and Procedures Corrections Bureau**

Title: Personnel Policies	Date: 09-11-2018	Number: 1701
Subject: Firearms Issuance		
Reference: Section 312 Firearms, ICSD Policies and Procedures		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau:

- A. Only Correctional Officers, Corporals, Sergeants, Lieutenants, and Chief that have completed the 832 pc course (including the firearms portion), and have successfully qualified during each quarter will be allowed to carry a firearm.
- B. That all Correctional Officers, Corporals, Sergeants, Lieutenants, and Chief will qualify with a departmentally approved weapon each quarter of the year if they transport inmates outside of the facility.
- C. That prior to a weapon being issued, the issuing officer must verify that the employee has successfully qualified for that quarter.
- D. Prior to turning in a weapon, the weapon must be cleared of ammunition, the magazine removed, and the slide to be locked forward. This will be done at the clearing barrel located outside of the facility.
- E. Personnel will not be allowed to maintain a weapon in their possession after they have completed their assigned shift. All weapons will be secured in the Weapons Locker when not in use.
- F. A current copy of the qualifying and non-qualifying quarterly scores will be published in the Watch Commander's Office.

II. PROCEDURE

- A. Qualifications to carry a firearm:
 - 1. Successful completion of the POST 832 pc course (including the firearms portion).
 - 2. Successful completion of the Basic (Core) Correctional Officers Academy.
 - 3. Successfully obtain and maintain a qualifying score each quarter.
- B. Requirements for Correctional Officers and Corporals to be assigned to Transportation:
 - 1. Successful completion of the POST 832 pc course (including firearms portion).

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Subject: Firearms Issuance		
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2. Successful completion of the Basic (Core) Correctional Officers Academy.
 3. Successful completion of the JTO Program in Transportation.
 4. Successfully obtain and maintain a qualifying score each quarter.
- C. Firearms Qualification – Failure to Shoot:
1. Every Correctional Officer, Corporal, Sergeant, Lieutenant, and Chief must qualify at the range at a minimum of once per quarter if they transport inmates outside of the facility.
 2. Failure to qualify during any quarter will result in the employee going through a firearms remediation program in accord with departmental policy.
- D. Issuing of firearms to Correctional Officers, Corporals, Sergeants, and Lieutenants:
1. Transportation Officers and Day Reporting Center Officers will report to the Weapons Locker area as scheduled by the Transportation and Day Reporting Center Supervisor. All others will report to the weapons locker as ordered.
 2. The Transportation Supervisor or Watch Commander will verify that the employee has successfully qualified. If the employee has not qualified, a weapon will not be issued.
 3. The Transportation Supervisor or Watch Commander will inspect/issue each employee a firearm, three magazines, an auto lock baton, and 36 rounds of ammunition. All officers that are assigned to Transportation on a full time basis will be issued a Sam Brown (belt), holster, magazine holder, baton holder, and handcuff case(s).
 4. The Transportation Supervisor or Watch Commander will place that employee's identification star (chit) in the Weapons Check-Out Locker, which is located in the Watch Commanders office.

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E. Returning weapons.

1. Prior to the employee turning in his/her weapon, the weapon must be cleared and made safe.

Prior to entering the building, the employee will go to the clearing barrel, remove the clip, extract any ammunition and lock the slide forward.

2. With the slide locked forward, the employee will meet the Transportation Supervisor or Watch Commander at the Weapons Locker area in order to secure the weapon. Officers will retrieve the key from the Watch Commanders Office and secure the weapon they used.
3. The Transportation Supervisor or Watch Commander will insure the weapon has been cleared and made safe.
4. The Transportation Supervisor or Watch Commander will inspect the weapon to insure that it is in working and clean order.
5. The Transportation Supervisor or Watch Commander will lock the weapon, 36 rounds of ammunition, an auto lock baton, and 3 magazines into the Weapons Locker.
6. The Transportation Supervisor or Watch Commander will return the employee's Identification Star (chit) to the officer.
7. The Transportation Supervisor or Watch Commander will return the locker key to the Weapons Check-Out Locker.

F. Inspection, Inventory and upkeep.

1. Each Watch Commander will be responsible to insure that all weapons and accessories are checked in and accounted for at the beginning of their shift.
2. Each Watch Commander will inventory all weapons and accessories at the beginning of their shift. Each locker will have the following items.
 - a. One Sig Sauer P229, 40 Cal. Department issued pistol.
 - b. Three magazines.

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- c. 37 rounds of ammunition.
- d. One auto lock baton.
3. The oncoming Watch Commander will make a jmjlog entry using code WLI (Weapons Locker Inspection), noting that all items are accounted for.
4. If any items are missing or not accounted for, the off going Watch Commander will complete a CR for missing county property.
5. It will be the responsibility of the Transportation Supervisor to complete monthly inspections and cleaning of all weapons and gear.
6. If any weapon is found to need maintenance, the Transportation Supervisor will turn it into the Ranger Master for repair.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
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Title:	Personnel Policies	Date: 07-05-2011	Number: 1702
Subject:	General Orders		

I. PURPOSE

The purpose of a system of general orders is to provide each employee with guidance and direction in the performance of his/her duties. The employee can rely on the general orders to assist him/her in making proper decisions and in taking appropriate action in new situations.

II. GENERAL ORDERS

- A. The following are general orders that apply to the operation of the Bureau of Corrections.
- 1. To take charge of this post and all county property in view.**
You are responsible for your post and everything that takes place in it. Check your post thoroughly when assuming duty. Watch for violators and unusual activity on and near your post during your tour.
 - 2. To man my post in a professional manner, keeping always on the alert and observing everything that takes place within sight or hearing.**
Your attention to duty while on watch is reflected in your general appearance, carriage, and alert attitude. Don't let boredom get the better of you. Find ways to stay alert and do observe everything that takes place around you.
 - 3. To report all violations of orders I am instructed to enforce.**
Your actions on duty will be governed by various order, laws and regulations. You must report any violations of those orders to the Watch Commander.
 - 4. To repeat all calls from posts more distant from the Watch Commander's Office than myself.**
If you hear any call, particularly of an emergency nature you will pass it on to the Watch Commander.
 - 5. To quit my post only when properly relieved.**
You may leave your post only if your are relieved by a member of your chain of command. If you become sick or otherwise need relief, you must stay on duty until a proper relief arrives.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title:	Personnel Policies	Date: 07-05-2011	Number: 1702
Subject:	General Orders		

- 6. To receive, obey, and pass on to my relief all orders from the Corrections Bureau chain of command only; To talk to no one except in the line of duty.**

During your tour of duty you will receive orders pertaining to the conduct of your assignment only from members of the Bureau of Corrections chain of command. You must pass those orders on to your relief.

- 7. To give alarm in case of fire or disorder.**

Vigilance is the key to our actions. Sound the proper alarm immediately by the fastest and most effective means available.

- 8. To call the Watch Commander in any case not covered by instructions.**

If you are in doubt about how to proceed and you have no specific instructions, you must call the Watch Commander.

- 9. To be especially watchful at night, allowing no one to pass without proper authority.**

Nighttime is a particularly hazardous time. Detain anyone who is out of place or if you are in doubt.

III. EFFECTIVE DATE

This order becomes effective immediately.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2007	_____ 2008	_____ 2009
_____ 2010	_____ 2011	_____ 2012
_____ 2013	_____ 2014	_____ 2015

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Personnel Policies	Date: 07-05-2011	Number: 1703
Subject:	Employee Performance Evaluations		
Reference:	(A) County of Imperial Ordinances, Section 24218 (B) Imperial County Sheriff's Office Policy number 100		

I. POLICY

It is the policy of the Imperial County Sheriff's Office to complete all scheduled evaluations of employees in accordance with County ordinances.

II. PROCEDURE

Annual Employee Performance Evaluations will be completed for each employee. This evaluation will be completed by the supervisor who has supervised the employee for the most time during the evaluation period (one year).

Annual Employee Performance Evaluations are not grievable, they may however be appealed in accordance with standard departmental procedure.

County Ordinance Section 24218:

1. Employee performance evaluations shall be in writing, on forms issued by the Human Resources Director, and signed by the Department Head. The Department Head shall also provide the employee with an opportunity to discuss the evaluation and to sign it. If the employee does not sign or discuss the evaluation or is unavailable to do so, the reason(s) shall be so noted on the evaluation of the supervisor. The Human Resources Director shall insure that every evaluation include a mark for overall job performance.
2. Department heads shall complete performance evaluations on all probationary employees not less than often than during the fifth month of each probationary employee's probationary period.
3. Department heads shall complete an annual performance evaluation for each permanent employee. Annual performance evaluations shall be submitted to the Human Resources Director two pay periods before an employee's annual salary increase eligibility date, and shall otherwise comply with the provisions of Section 24305 of the County Ordinances. Annual performance evaluations shall be completed and submitted whether or not the department head recommends that the employee receive an annual salary step increase and whether or not the employee is eligible for an annual salary step increase.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Personnel Policies	Date: 07-05-2011	Number: 1703
Subject:	Employee Performance Evaluations		
Reference:	(A) County of Imperial Ordinances, Section 24218 (B) Imperial County Sheriff's Office Policy number 100		

4. If the completion of a performance evaluation will be impossible, impracticable or unfair to the employee or the County, or for some other

good and sufficient reason, the evaluation for any of the periods, specified in subdivisions (2) and (3) above, cannot, should not or will not be completed, said department head shall send written notice of such to the Human Resources Director and the Chief Executive Officer. The written notice shall contain a request to delay the date of the end of the period for which the performance evaluation was due, or to not perform the evaluation at all. The written request shall contain the date proposed for the extended ending date of the performance period in which the evaluation will be completed, or a statement that the evaluation for such period should not be completed. The request shall also include the reasons why the evaluation period should be extended or why it is requested that an evaluation not be completed for the period. A copy of the request shall be sent to the employee. The Human Resources Director shall provide a written response granting or denying the request in whole or in part. A copy of said written response shall be provided to the employee.

5. Failure of a department head to complete or to timely complete performance evaluations as required pursuant to Subsection (2) of this Section for probationary employee shall not preclude the department head from exercising his/her discretionary authority under Section 24203.05 of the County Ordinances to separate such employee from County service during the probationary period. Failure of a department head to complete annual performance evaluations for permanent employees as required pursuant to Subsection (3) of this Section shall not affect the department head's authority under the provisions of chapter 4.5 of this title to take disciplinary actions against such employees. Such failures, however, including the reasons therefore, may be considered by the Employment Appeals Board, as appropriate, in its deliberations pursuant to the provisions of Chapter 4.5 of this Division.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Personnel Policies	Date:	07-05-2011	Number:	1703
Subject:	Employee Performance Evaluations				
Reference:	(A) County of Imperial Ordinances, Section 24218 (B) Imperial County Sheriff's Office Policy number 100				

V. Annual Review:

<u>2007</u>	<u>2008</u>	<u>2009</u>
<u>2010</u>	<u>2011</u>	<u>2012</u>
<u>2013</u>	<u>2014</u>	<u>2015</u>

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Personnel Policies	Date:	01-03-2018	Number:	1704
Subject:	Vacation Time				
Reference:	County of Imperial Ordinance, Section 3.08.230-vacation				
Reference:	Imperial County Sheriff's Office SOP Manual #1013				

I. POLICY

It is the policy of the Imperial County Sheriff's Office to allow permanent employee's to take earned vacation time off each year in accordance with County policies and Department needs.

II. PROCEDURE

Members of the Corrections Bureau who have less than fifteen (15) years of service shall be entitled to fifteen (15) working days of paid vacation leave for each full year of service.

Employees who have more than fifteen (15) years of service will be entitled to twenty (20) working days of paid vacation leave each year.

Annual vacation leave will be granted based on seniority in each job classification (Sergeant, Corporal, Correctional Officers, Corrections Clerks, etc.), and duty/division assignment (Custody and Administration).

Employees are not eligible to take vacation leave until they have completed one (1) year of continuous county service.

Employees will submit vacation requests as posted/directed by their division head each year through a bid process. The employee will request four (4) choices for vacation. Every effort will be made to grant an employee one of these requests, providing that seniority allows. If a request cannot be granted, the employee will re-submit a bid based on what periods are available, and will be given a date based on seniority during the re-bid process.

Employees may split their annual vacation leave as long as it does not interfere with the operational needs of the Jail or Department.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Personnel Policies	Date: 01-03-2018	Number: 1704
Subject:	Vacation Time		
Reference:	County of Imperial Ordinance, Section 3.08.230-vacation		
Reference:	Imperial County Sheriff's Office SOP Manual #1013		

Due to the complexities of scheduling, only a limited number of employees may be scheduled off for vacation at one time. Annual vacation leave schedules shall be determined by Seniority. For purposes of determining annual vacation leave "Seniority" shall be defined as follows. Seniority for vacation shall be based upon rank or job classification within each assignment or division. Personnel assigned to a unit or division shall only compete against other personnel of the same classification within that unit or division for vacation seniority.

1. Sergeant- No more than one (1) per month.
2. Corporal- No more than one (1) per month.
3. Correctional Officer- No more than two (2) per shift.
4. Correctional Clerk- No more than one (1) per shift.

Vacation schedules are "locked in" once they have been posted. Adjustments will only be made for extenuating circumstances and subject to the division heads approval. Employee's who are transferred to another shift or assignment will not lose their scheduled vacation for that year, nor will other employees in that assignment or on that shift. However, their next year's vacation will be based on their seniority within the shift or assignment.

No employee will be forced to take vacation, however, an employee with less than 15 years of service may not accumulate more than 240 hours of vacation time, and an employee with more than 15 years of service may not accumulate more than 320 hours of vacation time.

Vacation credits lost through no fault of the employee, shall be paid for by the County.

"No fault of the employee" is defined to mean vacation credits lost because the department head or his/her designee has specifically refused to release the employee from duty for the purpose of utilizing vacation credit. Payments for lost vacation credits shall require the approval of the Board of Supervisors on an individual basis. If any employee, is precluded from taking his/her vacation and as a consequence commences to lose accrued vacation hours, said employee's department head shall be obligated to request of the Board of Supervisors that the affected employee be paid in cash the value of all vacation hours lost as a result of the subject denial of the vacation request. The department head shall submit such request to the Board of Supervisors within ten (10) working days from the date said vacation request is denied.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Personnel Policies	Date:	01-03-2018	Number:	1704
Subject:	Vacation Time				
Reference:	County of Imperial Ordinance, Section 3.08.230-vacation				
Reference:	Imperial County Sheriff's Office SOP Manual #1013				

Employees may be allowed to take a "vacation day" (not annual vacation), as authorized by their supervisor and/or division head. Such requests are based on the operational needs of the Jail and Department, and can be denied for good cause.

No employee shall be permitted to work for compensation for the County, in any capacity, during the time of their paid vacation from County Service.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Personnel Policies	Date: 05-22-2018	Number: 1705
Subject: Shift Briefing		
Reference: Imperial County Sheriff's Office Policy number 340.3(c)		

I. POLICY

Employees of the Imperial County Sheriff's Office Corrections Bureau shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall be properly dressed, equipped, and cognizant of information required for the proper performance of duty so that they may immediately assume their duties.

II PROCEDURE

Staff reporting for duty will be completely dressed in the uniform of the day upon entering county property. Staff wishing to dress in the building may do so as long as they do not pass the security door leading into the HHCC visitation area, or the RADF I-7 security door, or the OFDF Staff Entry Sallyport.

Staff will report to the designated briefing area on time. Employees who are late to shift briefing will be deducted pay for the actual time missed from briefing.

There will be no unnecessary talking during the shift briefing. Only the on-coming Watch Commander will be permitted to talk during briefing. Staff may ask questions during the briefing, but only after being acknowledged by the Watch Commander.

The out-going Watch Commander will brief the on-coming Watch Commander of the day's events and incidents. The out-going Watch Commander will also brief the on-coming Watch Commander of any and all directives issued.

The on-coming Watch Commander will conduct shift training, issue duty assignments, post orders, and relay any and all other pertinent information required for duty.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Personnel Policies	Date: 05-22-2018	Number: 1705
Subject: Shift Briefing		
Reference: Imperial County Sheriff's Office Policy number 340.3(c)		

III. EFFECTIVE DATE

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Personnel Policies	Date: 07-05-2011	Number: 1708
Subject: Standards of Conduct		
Reference: Imperial County Sheriff's Office Policy numbers 214		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to protect the rights of the public, employees, and inmates, and to enforce high standards of professional conduct.

II. PROCEDURE

While satisfactory employee adherence to an agencies Statement of Values is primarily the responsibility of the employee, training and supervision are an important part of meeting those expectations. As part of the overall program, employees may expect supervisory staff to:

1. Adhere to all provisions of the department Statement of Values.
2. Provide their employees with training related to the specific duties of the positions, as deemed appropriate by the Corrections Bureau.
3. Meet regularly with each employee to discuss measurable performance objectives and provide feedback concerning achievement of these objectives.
4. Reinforce employee strengths and alert employees to performance deficiencies to assist them in improving their performance.
5. Take disciplinary action under department policy for infractions of this policy.

A. SPECIFIC REQUIREMENTS:

In addition to performance issues and objectives, all employees will conduct themselves in a professional and responsible manner. Examples of professional and ethical conduct to which, department employees are expected to adhere are provided below and entitled "Standards of Professional Conduct." Employees who fail to correct individual deficiencies or who violate Standards of Professional Conduct will be subject

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Personnel Policies	Date: 07-05-2011	Number: 1708
Subject: Standards of Conduct		
Reference: Imperial County Sheriff's Office Policy numbers 214		

to corrective action. The corrective action may range from verbal counseling, and may, if the circumstances warrant, include referral for dismissal.

The Corrections Bureau subscribes to the departments Statement of Values, and expects its employees to follow the ethical standards embodied therein. In addition, the Standards of Professional Conduct includes, but is not limited to, compliance with the following elements:

1. All County, Department, and Bureau policies, procedures, directions, and Post Orders.
2. Restrictions on any employee using their official position to gain any personal advantage, or advantage for another in any improper or unauthorized manner, or engaging in conduct that constitutes, or gives rise to the appearance of impropriety or a conflict of interest.
3. Prohibition on the use of abusive or obscene language, threat, and coercion.
4. Enforcement of an attitude of respect for and protection of, the rights of the public, staff, and inmates.
5. Adherence to requirements for timely attendance. Employees are expected to report in the following manner:
 - a. At the prescribed time as directed by orders or assignment.
 - b. Completely dressed in proper uniform and required duty gear, ready to assume post duties.
 - c. Report to the briefing area at the prescribed time.
 - d. The Bureau time is referenced by the clock.
 - e. Employees will not be paid for time they did not work.
6. Respect for property rights; the unauthorized use, theft, misuse, or waste of property belonging to the public, county, department, staff, or inmates will not be tolerated.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Personnel Policies	Date: 07-05-2011	Number: 1708
Subject: Standards of Conduct		
Reference: Imperial County Sheriff's Office Policy numbers 214		

7. Assurance of safety and security as a part of effective job performance; employees will remain alert, aware of and responsive to their surroundings while on duty; acts that jeopardize the security of the Jail, the health, safety, or welfare of inmates, staff, or the public, and acts that are unresponsive to inmates needs are prohibited.
8. Remaining on assigned posts, employees will obtain proper authorization prior to leaving a work post or the site of the Jail.
9. Maintaining a proper relationship with the public and the media; authorization procedures for using or releasing information, records, or other documents as described in departmental policy.
10. Cooperation in investigations conducted by the department or other law enforcement officials.
11. Assuring factual accounting and record keeping to prohibit falsification, unauthorized alteration, or destruction of documents, log books, and other records, including job applications.
12. Maintaining a professional department at all times; employees will refrain from engaging in unprofessional or illegal behavior both on and off duty that could in any manner reflect negatively on the Department.
13. Visiting prohibited establishments or businesses; employees will refrain from frequenting establishments or businesses that are prohibited by departmental policy, and/or that advertise, actively solicit, or engage in unlawful acts or business, or are known to engage in unlawful acts or business.
14. Proper use of all categories of leave.
15. Safe use of motor vehicles while on duty.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Personnel Policies	Date: 07-05-2011	Number: 1708
Subject: Standards of Conduct		
Reference: Imperial County Sheriff's Office Policy numbers 214		

- 16. Working overtime as required.
- 17. Adhering to appropriate dress and grooming standards.

B. REPORTING POLICY VIOLATIONS:

It is the responsibility of every employee to promptly report to supervisors any policy violations or breaches of professional conduct by staff.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

<u> 2007 </u>	<u> 2008 </u>	<u> 2009 </u>
<u> 2010 </u>	<u> 2011 </u>	<u> 2012 </u>
<u> 2013 </u>	<u> 2014 </u>	<u> 2015 </u>

**Imperial County Sheriff's Department
Policy and Procedures Corrections Bureau**

Title:	Personnel Policies	Date:	06-23-2015	Number	1709
Subject:	Firearms				
Reference:	(A) Section 8.5.01, ICSD Policies and Procedures (B) Bureau Order 1701, Corrections Uniform Regulations				

I. POLICY

It is the policy of the Imperial County Sheriff's Department Corrections Bureau:

- A. Only officers that have completed the 832 pc course and the Transportation Unit JTO Program will be allowed to carry a firearm.
- B. That all officers assigned to the Transportation Unit will qualify with a departmentally approved weapon each quarter of the year.
- C. That prior to a weapon being issued, the Watch Commander or Transportation Supervisor must verify that the Transportation Office has qualified for that quarter.
- D. That prior to turning in a weapon, the weapon must be cleared of ammunition, magazine removed and the slide locked to the rear. This will be done at the clearing barrel located outside of the facility.
- E. Personnel will not be allowed to maintain a weapon in their possession after they have completed their assigned shift. All weapons will be secured in the Weapons Locker when not in use.

II. PROCEDURE

- A. Qualifications to carry a firearm.
 - 1. Successful completion of the POST 832 PC course.
 - 2. Successful completion of the Correctional Officer Academy.
 - 3. Successful completion of the JTO Program in Transportation.
- B. Requirements for Correctional Officers to be assigned to Transportation.
 - 1. Successful completion of the POST 832 PC course.
 - 2. Successful completion of the Correctional Officer Academy.
 - 3. Successful completion of the JTO Program in Transportation.

**Imperial County Sheriff's Department
Policy and Procedures Corrections Bureau**

Title:	Personnel Policies	Date:	06-23-2015	Number	1709
Subject:	Firearms				
Reference:	(A) Section 8.5.01, ICSD Policies and Procedures (B) Bureau Order 1701, Corrections Uniform Regulations				

- C. Issuing of firearms to Transportation Officers.
 - 1. Transportation Officers will report to the Weapons Locker area as scheduled by the Transportation Supervisor.
 - 2. The Transportation Supervisor/Watch Commander will verify that the Transportation Officer has qualified for that quarter.
 - 3. The Transportation Supervisor/Watch Commander will inspect/issue each Transportation Officer a firearm, three magazines, an auto lock baton, and 37 rounds of ammunition. All officers that are assigned to Transportation on a full time status will be issued a Sam Brown (belt), holster, handcuff case, and magazine holder.
 - 4. The Transportation Supervisor/Watch Commander will place that Transportation Officer's identification star on the Weapons Check-Out Locker, which is located in the Watch Commanders office.

- D. Returning weapons.
 - 1. Prior to the Transportation Officer turning in his weapon, the weapon must be cleared and made safe. Prior to entering the building, the Transportation Officer will go to the clearing barrel, remove magazine, extract any ammunition and lock the slide to the rear.
 - 2. With the slide locked to the rear the Transportation Officer will meet the Transportation Supervisor/Watch Commander at the Weapons Locker area.
 - 3. The Transportation Supervisor/Watch Commander will insure the weapon has been cleared and made safe.
 - 4. The Transportation Supervisor/Watch Commander will inspect the weapon to insure that it is in working and clean order.
 - 5. The Transportation Supervisor/Watch Commander will lock the weapon, holster, three magazines, and 37 rounds of ammunition into the Weapons Locker.
 - 6. The Transportation Supervisor/Watch Commander will return the Transportation Officer's Identification Star to the officer.

**Imperial County Sheriff's Department
Policy and Procedures Corrections Bureau**

Title:	Personnel Policies	Date:	06-23-2015	Number	1709
Subject:	Firearms				
Reference:	(A) Section 8.5.01, ICSD Policies and Procedures (B) Bureau Order 1701, Corrections Uniform Regulations				

7. The Transportation Supervisor/Watch Commander will return the locker key to the Weapons Check Out Locker.
- E. Inspection, Inventory and upkeep.
1. Each Watch Commander will be responsible to insure that all weapons are checked in and accounted for at the beginning of their shift.
 2. Each Watch Commander will inventory all weapons at the beginning of their shift. Each locker will have the following items.
 - a. One Sig P229, 40 Cal. S&W Departmental issued pistol
 - b. Three magazines.
 - c. One auto-lock baton
 - d. 37 rounds.
 3. The oncoming Watch Commander will make a jmjlog entry using code WLI (Weapons Locker Inspection), noting that all items are accounted for.
 4. If any items are missing or not accounted for the off going Watch Commander will complete a CR for missing county property.
 5. It will be the responsibility of the Transportation Supervisor to complete monthly inspections and cleaning of all weapons and gear.
 6. If any weapon is found to need maintenance, the transportation Supervisor will turn it into the Ranger Master for repair.

**Imperial County Sheriff's Department
Policy and Procedures Corrections Bureau**

Title:	Personnel Policies	Date:	06-23-2015	Number	1709
Subject:	Firearms				
Reference:	(A) Section 8.5.01, ICSD Policies and Procedures (B) Bureau Order 1701, Corrections Uniform Regulations				

III. Effective Date:

This order becomes effective this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2007	_____ 2008	_____ 2009
_____ 2010	_____ 2011	_____ 2012
_____ 2013	_____ 2014	_____ 2015

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title:	Personnel Policies	Date:	06-06-12	Number 1710
Subject:	Cellular Telephones and Personal Electronic Devices, Use in Facility			

I. POLICY

The use or possession of cellular telephones and personal electronic devices, within an inmate area of the jail, is prohibited unless specifically authorized by the facility commander. Penal Code 4575a

II. PROCEDURE

The use or possession of cellular telephones and personal electronic devices, within a secured inmate area of the jail, is prohibited unless specifically authorized by the facility commander.

1. Personal electronic devices are defined as items that emit an audible or visual signal, display a message, or otherwise summons the possessor, including, but not limited to, cellular telephones, paging devices, electronic e-mailing devices, video cameras, iPods, iPads, or other MP3 type players, laser pointers, portable video game players, laptop computers, personal digital assistance (PDAs), electronic digital book readers, and any device that provides or requires a connection to the internet.
2. The intent of this policy is to prohibit carrying or use of cellular telephones and personal electronic devices within security areas by all personnel, including vendors, instructors, medical staff, and/or any other support staff.
3. The following will apply to any member at the rank of Sergeant or below when authorized by the facility commander, staff working an outage assignment for which they have been assigned a Department-owned cell phone (e.g., Transportation, Perimeter Check, etc.) may carry that cell phone into the secure area of the facility as necessary to complete their assignment.
4. Personal electronic devices will not be allowed inside the facility without approval from the facility commander.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title:	Personnel Policies	Date:	06-06-12	Number 1710
Subject:	Cellular Telephones and Personal Electronic Devices, Use in Facility			

V. Annual Review:

<u>2012</u>	<u>2013</u>	<u>2014</u>
<u>2015</u>	<u>2016</u>	<u>2017</u>
<u>2018</u>	<u>2019</u>	<u>2020</u>

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title: Personnel Policy	Date: 09-19-2018	Number: 1710
Subject: Cellular Phones/Electronic Devices in a Facility		
Reference: California Penal Code Section 4575 (a)		

I. POLICY

The use or possession of cellular telephones and personal electronic devices, within an inmate area of the jail, is prohibited unless specifically authorized by the facility commander. Please refer to Penal Code 4575(a)

II. PROCEDURE:

The use or possession of cellular telephones and personal electronic devices, within a secured inmate area of the jail, is prohibited unless specifically authorized by the facility commander.

1. Personal electronic devices are defined as items that emit an audible or visual signal, display a message, or otherwise summons the possessor, including, but not limited to, cellular telephones, paging devices, electronic e-mailing devices, video cameras, iPods, iPads, or other MP3 type players, laser pointers, portable video game players, laptop computers, personal digital assistance (PDAs), electronic digital book readers, and any device that provides or requires a connection to the internet.
2. The intent of this policy is to prohibit carrying or use of cellular telephones and personal electronic devices within security areas by all personnel, including vendors, instructors, medical staff, and/or any other support staff.
3. The following will apply to any member at the rank of Sergeant or below when authorized by the facility commander, staff working an outage assignment for which they have been assigned a Department-owned cell phone (e.g., Transportation, Perimeter Check, etc.) may carry that cell phone into the secure area of the facility as necessary to complete their assignment.
4. Personal electronic devices will not be allowed inside the facility without approval from the facility commander.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title:	Personnel Policy	Date: 09-19-2018	Number: 1710
Subject:	Cellular Phones/Electronic Devices in a Facility		
Reference:	California Penal Code Section 4575 (a)		

I. EFFECTIVE DATE

This order become effective as of this date and supersedes all prior orders.

II. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title:	Spillman System	Date:	04-23-2018	Number:	1801
Subject:	Spillman Jail Log				

I. POLICY

The intent of this policy is to establish consistency in the way information is input into the Spillman Jail Log. The Jail Log has two purposes; to keep record of all daily activities for each facility, and to keep a record of individual inmate activities. For the benefit of all personnel in the Corrections Bureau, this order must be strictly adhered to. Deviance from this order will cause delays in finding information.

II. PROCEDURES

Nearly all of the activities in the jail are represented by an event code in the Jail Log. Officers and Clerks making data entry into the log should use the most appropriate code for the log.

A. Individual Inmate Log:

- i. The Individual Inmate Log is to keep a detailed record of important events of each inmate. The list of Individual Inmate Log codes are listed in Appendix A. For each of these logs an involved inmate should be attached.

B. Location Based Logs:

- i. The Location Based Log is used for logs that effect a location. All events that are not covered under the Individual Inmate Log are to be inputted as a Location Based Log. The list of Location Based Log codes are in Appendix B.

C. If an inmate refuses meals, medication or to come out of his/her cell it must be logged in as a refusal.

D. All logs should be completed by the nearest control unit or Housing Officer.

E. Some event codes are only used for scheduling events and not for the Jail Log.

III. EFFECTIVE DATE

This order becomes effective immediately and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title:	Spillman System	Date: 04-23-2018	Number: 1801
Subject:	Spillman Jail Log		

Appendix A: Individual Inmate Log Codes

Code	Description		
AS	Admin. Segregation	MDR	Medication Refused
BS	Barber Shop	MNT	Maintenance
BSR	Body Scanner Refusal	MSR	Medical Screening Refusals
CAM	Class-Anger Management	MSS	Medical Screening-Sallyport
CIM	Classification	NOV	Notice Of Violation
COM	Commissary Issued	NTRY	Notary
DCLL	Dry Cell	OCS	OC Spray
EXP	Exercise Period	OI	Officer Injury
GED	GED Class	PC	Protective Custody
HUN	Hunger Strike	PSC	Pro-Straint Chair
IBI	Inmate Booking Incident	PT	Prison Transport
ICC	Inmate Cell Change	PTS	Pre-trial Services
ICL	Inmate Cell Lockdown	RC	Returned From Court
ICR	Inmate Classification Review	RS	Religious Service
IDH	Inmate Disciplinary Hearing	RSP	Refusal to Sign Property Form
IDI	ID Card Issued	RTRN	Returned To Assigned Housing
IDP	Inmate Disciplinary Problem	RZB	Razor Blade Retrieving
IEC	Inmate Education Class	SC	Safety Cell
IHS	Inmate Hygiene Supplies	SCR	Sick Call Refused
IMA	Inmate Medical Appointment	SDF	Inmate Spec. Diet Meal Refused
IMD	Inmate Mail Distribution	SS	Strip Search of Inmate
IME	Inmate Medical Event	UFO	Use Of Force Offense
IMS	Inmate Meals Served*	USM	United State Magistrate Court
IND	Inmate Disturbance	VC	Verbal Counseling
INT	Interview	VSA	Visit Attorney
IPR	Inmate Property Released	VSC	Visit Contact
IRH	Inmate Rehoused	VSO	Visit Other
IRS	Inmate Refused Shower	VSP	Visit Phone
ISC	Inmate Sick Call	VSS	Visit Social Services
ISH	Inmate Showers	WCL	Watch Commander Log
ITC	Inmate Telephone Call	XFR	Transfer
IWD	Inmate Work Detail	SOB	Sobering Cell
IWT	Inmate Worker Training		
KWC	Kitchen Worker Medical Cleared		
KWD	Kitchen Worker Medical Denied		
LDA	Last Day Appearance		
MD	Medications Dispensed		

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures Manual**

Title:	Spillman System	Date: 04-23-2018	Number: 1801
Subject:	Spillman Jail Log		

Appendix B: Location Based Log Codes

Code Description

CIC	Change of Inmate Clothing
DEL	Delivery
DS	Dorm Search
FFW	Facility Fire Watch
FIR	Fire Inspection
HCA	House Cleaning
HDC	Headcount
IBC	Inmate Bedding Change
IMD	Inmate Mail Distribution
IMS	Inmate Meals Served
IND	Inmate Disturbance
JLD	Jail Lockdown
MD	Medications Dispensed
MNT	Maintenance
MS	Module Search
OVR	Security System Override
PAA	Perimeter Alarm Activation
SEC	Security Check
SI	Inner Security Check
SIP	Inner Perimeter Security Check
SO	Outer Security Check
SSC	Staff Shift Change
SV	Visual Security Check
TC	Tier Change
TRY	Tray Retrieving
TT	Tier Time
WCL	Watch Commander Log
WLI	Weapons Locker Inspection
US	Unit Search

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Spillman System	Date: 05-22-2018	Number: 1802
Subject:	Inmate Holds		
Reference:			

I. POLICY

The following is a detailed plan to prevent the release of inmates that have holds (INS, Probation, Parole, Detainer, etc.)

II. RESPONSIBILITIES

A. RECEIVING ANY HOLDS:

1. Booking Clerk:

- a. All Holds will be delivered to the Booking Clerk.
- b. The Booking Clerk will place a Hold in the Spillman system via the inmates booking checklist.
- c. The Booking Clerk will write his/her name and date on the hold.
- d. The copy of the hold will be placed into the inmates Master File.

B. RELEASING INMATES:

1. Release Clerk/ Intake Clerk/ Assistant Watch Commander:

- a. Check all offenses and arrest screens to insure all cases have been adjudicated.
- b. Check for any HOLDS.
- c. Have Intake Clerk check for warrants.
- d. If the inmate has money Issue Check.
- e. Take file to the Assistant Watch Commander.

2. Assistant WATCH COMMANDER:

- a. The Assistant Watch Commander will verify all release information in the file and Spillman system.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Spillman System	Date: 05-22-2018	Number: 1802
Subject:	Inmate Holds		
Reference:			

- b. The Assistant Watch Commander will release the inmate from the Spillman system.
 1. Use the time of release that the system gives you.
 2. The Assistant Watch Commander will clear any hold in the Spillman System.
- c. Fill in all information on the back of the housing card.
- d. If an inmate has a Hold, attach a yellow "Release to Other Agency" sticker to the back of the housing card.
- e. Take housing cards, check, and copy of hold to Release Officer.
- f. File all paperwork.
3. Release Officer:
 - a. Review back of housing card for the following:
 1. Watch Commander's signature.
 2. Reason for release.
 3. Yellow "Release to Other Agency" sticker.
 - b. Put time and date of actual release on the housing card.
 - c. Release inmate.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Spillman System	Date: 05-22-2018	Number: 1802
Subject:	Inmate Holds		
Reference:			

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Spillman System	Date:	06-01-2011	Number:	1803
Subject:	E-mail				
Reference:	California Public Records Act/Imperial County Sheriff's Policy and Procedure 212/342				

I. Purpose

To establish guidelines for the use of electronic mail through the Imperial County Sheriff's Office Corrections Bureau. Electronic mail is a business tool, which will be used in accordance with generally accepted business practices and current law reflected in the California Public Records Act to provide an efficient and effective means of intra-departmental communications.

II. Policy

All electronic mail (Email) messages are official Imperial County Sheriff's Office records, and are the property of the County of Imperial, hereinafter, referred to as "County". Employees should restrict their use of County owned computer hardware and software to County business. The County reserves the right to monitor the system for any reason, including the right to review, audit and disclose all matters sent over and/or stored in the system to ensure that Email is being used in compliance with the law and this policy. Email transmissions are not confidential, therefore, employees can have no reasonable expectation of privacy in anything that is sent over the Email network.

II. Provisions

1. All messages transmitted over the Email system will be those which involve County business activities or contain information essential to its employees for the accomplishment of business-related tasks, any communication directly related to County business, administration or practices.
2. Users of Email are responsible for the management of their mailbox and its associated folders. Email documents will remain in a folder until deleted.

IV. Confidentially:

Confidentially is not provided on the Email system because all communications transmitted on the system are the property of the County. Therefore, the Email system is not appropriate for confidential communication. Common sense should be employed if a communication is confidential. It should be placed in an interoffice envelope marked "personal and confidential", rather than sent via Email. It would not be appropriate for employees to transmit sensitive information, including, but

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Spillman System	Date:	06-01-2011	Number:	1803
Subject:	E-mail				
Reference:	California Public Records Act/Imperial County Sheriff's Policy and Procedure 212/342				

not limited to any personnel action including: disciplinary action, and informal or formal performance appraisals and documents requiring signatures to be valid. Drafts may be sent electronically, but the final version should be printed, signed and delivered in hard copy. There may be temptation, because Email provides a method of communication without seeing or hearing a person, to "let off steam" or annoy someone by way of sending a message. Accessing Email, or monitor review, or audit is prohibited except at the direction of the Sheriff, Under-Sheriff, or Correctional Captain. It is a violation of this policy for any employee, including supervisors to use the electronic mail and computer systems for the purpose of obtaining access to the file or communication of others.

V. Etiquette

Language which is insulting, offensive, disrespectful, demeaning or sexually suggestive or harassing in any form, sexual or ethnic slurs, obscenities, or any representation of obscenities, will not be tolerated. Additionally, sending a Carbon copy, forwarding or bouncing copies of these types of offensive Email to a separate party is forbidden.

VI. Security

All Email that originates from an employees user password will be considered as transmission from that employee. Employees are strongly advised not to leave their terminal on when leaving. It is strictly prohibited for employees to send Email from any other user's name than their own.

VII. Discipline

Failure to comply with this policy may result in disciplinary action, up to and including termination.

VIII. EFFECTIVE DATE

This order becomes effective as of this date and supersedes all prior orders.

IX. By Direction of the Corrections Bureau Commander.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Spillman System	Date:	06-01-2011	Number:	1803
Subject:	E-mail				
Reference:	California Public Records Act/Imperial County Sheriff's Policy and Procedure 212/342				

X. Annual Review:

<u>2007</u>	<u>2008</u>	<u>2009</u>
<u>2010</u>	<u>2011</u>	<u>2012</u>
<u>2013</u>	<u>2014</u>	<u>2015</u>

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Compliance	Date: 03-27-2018	Number: 1901
Subject: Inspections		
Reference: (A) Section 6031.1, California Penal Code		
(B) Section 1032, Title 15, California Code of Regulations		
(C) Section 13146.1, Health and Safety Code		

I. PURPOSE:

Frequent, directed inspections are an excellent leadership tool to ensure that an organization is performing to a level of expectation. Inspections are viewed by this command as a training vehicle, which, if properly conducted, will improve all aspects of the organization. There is no substitute for inspections in a premier organization.

II. REQUIRED INSPECTIONS AND FREQUENCY:

The following inspections shall be conducted at least as often as noted below:

A. Life Safety Inspections.

1. The California State Fire Marshal or the Imperial County Fire Department shall inspect the facilities in accordance with reference (C) to ensure a high level of readiness for fire prevention and fire suppression.
2. Weekly the Administrative Sergeant shall conduct a fire prevention inspection of the facility. He shall report his findings in writing to the Facility Commander and provide copies to each Watch Commander.
3. At least quarterly the Corrections Training Supervisor shall conduct a fire drill, which tests training, practices and procedures in a meaningful way. Drills will be conducted on each watch.

B. Administrative Inspections.

1. The Board of State and Community Corrections shall conduct inspections of the facility and facility operations in accordance with Reference (A). All members of this command will cooperate fully with personnel.
2. The United States Bureau of Prisons conducts inspections of the facility and facility operations on a schedule to be announced. All members of this command will cooperate fully with BOP personnel.
3. The United States Marshal's Service conducts inspections of the facility and facility operations on a schedule to be announced. All members of this command will cooperate fully with USM personnel.
4. The Imperial County Grand Jury inspects both jails and facility operations on an annual basis. All members of this command will cooperate fully with the Grand Jury.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Compliance	Date: 03-27-2018	Number: 1901
Subject: Inspections		
Reference: (A) Section 6031.1, California Penal Code		
(B) Section 1032, Title 15, California Code of Regulations		
(C) Section 13146.1, Health and Safety Code		

C. Sanitation and Health Inspections.

1. There will be a monthly inspection conducted by a licensed pest control specialists in order to ensure there is no pest infestation on the facility premises.
2. The Environmental Quality Control Division of the Imperial County Health Department shall conduct minimally, an annual inspection of the facility to ensure a high standard of sanitation. Similarly, water supplied to the facility shall be tested annually by Environmental Quality Control to ensure that it is fit for human consumption.
3. Perhaps the most important inspection is that conducted each watch by the Watch Commander. The Watch Commander will tour the facility specifically inspecting for proper sanitation and security. Those inspections will be noted in the shared Watch Commander file. Any problem areas will be immediately corrected.

D. Command Inspections.

1. At least weekly the Facility Commander will conduct those inspections he deems necessary to ensure the safe and efficient operation of the facility.
2. Searching of inmate housing will be conducted on a weekly basis, normally during usual waking hours. Additional searches may be conducted based on security needs.
3. A weekly inspection of security devices, locks, gates, bars and alarms shall be conducted by the Watch Commander. Needed repair will be prioritized and corrected expediently.
4. Every supervisory and management employee will remain vigilant for security and sanitation violations and will take appropriate action to mitigate the problem.

E. Maintenance Inspections.

1. Facility maintenance inspections will be conducted every Sunday by an officer assigned by the Watch Commander of the First Watch (1900-0700). Needed repairs will be recorded on the "Maintenance Log" and distributed to:
 - a. Administrative Sergeant
 - b. Facility Commander
2. It will be the responsibility of the Facility Commander to ensure needed repairs are made.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Compliance	Date: 03-27-2018	Number: 1901
Subject: Inspections		
Reference: (A) Section 6031.1, California Penal Code (B) Section 1032, Title 15, California Code of Regulations (C) Section 13146.1, Health and Safety Code		

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Compliance	Date: 09-11-2018	Number: 1902
Subject:	Personnel Training Records Inspection		
Reference:	Corrections Bureau Policy Number 1607		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain accurate and up-to-date records on the overall training requirements, and training completed for all personnel assigned to the Corrections Bureau.

II PROCEDURE:

The Jail Training Supervisor shall be responsible for maintaining a complete and accurate training file on each employee assigned to the Corrections Bureau. This file will maintain all training received, as well as certificates/diplomas for completion of specified training courses and curriculum.

1. Personnel training files will be inspected at least once each year by the Standards and Training for Corrections (STC) for compliance verification.
2. Staff may view their training file and make copies of said files in accordance with standard departmental procedures.
3. The Training Officer shall review each staff members training file on a quarterly basis to determine training needs to maintain S.T.C. compliance.
4. Staff members training files may be reviewed by departmental supervisory personnel in accordance with standard departmental procedures.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Compliance	Date: 04-06-2018	Number 1903
Subject:	Maintenance and Safety Inspection Report		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau:

- That a maintenance and safety inspection will be conducted on the graveyard shift.
- That all items that are in need of maintenance will be noted during the inspection.
- To inform department maintenance personnel of needed maintenance every regular business day.
- Not to use cells or modules that does not have operational toilets.
- To inform if items that jeopardize facility security are found during the inspection, the Watch Commander will take effective steps to reduce possible incidents or problems, i.e., riots, escapes, fire, etc.

II PROCEDURE:

A. Completion of the Maintenance and Safety Inspection Report.

1. The Maintenance and Safety Inspection Report will be completed by the graveyard shift. Officers will indicate if the specific item passed or failed. If the item cannot be used or its use compromises safety or security, the FAIL box will be marked.
2. All modules, dorms, units, cells, room, and common areas will be inspected for serviceability.
3. All safety equipment will be inspected, i.e., cameras, intercoms, BA's, hoses, alarms.
4. The Graveyard Watch Commander will verify and sign the inspection sheet.

B. Distribution of the Maintenance and Safety Inspection Report.

1. After the Maintenance and Safety Inspection Report has been completed and verified, the distribution will be as follows:

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Compliance	Date: 04-06-2018	Number 1903
Subject:	Maintenance and Safety Inspection Report		

(1) copy will be forwarded to the Administrative Sergeant in charge of maintenance.

(1) copy will be forwarded to the facility Lieutenant.

(1) copy will be forwarded to department maintenance personnel.

C. Tracking and Reporting

The Administrative Sergeant in charge of maintenance will be responsible for tracking when needed repairs were reported and how long it took to complete the repair. The Administrative Sergeant in charge of maintenance will generate a monthly report to the Chief, outlining what problems occurred and how long it took to correct them.

D. Archiving

The Administrative Sergeant in charge of maintenance will maintain all Maintenance and Safety Inspection Reports for a minimum of five years.

III. EFFECTIVE DATE:

This order becomes effective this date and supersedes all prior orders.

IV. BY DIRECTION OF THE CORRECTIONS BUREAU COMMANDER.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Compliance	Date: 10-30-2007	Number 1904
Subject:	Disabled Inmates		
Reference:	Title 15, Sec 1006 Penal Code 2656		

I. Purpose

A written procedure shall be developed for the segregation and safe housing of disabled inmates.

II. Policy

A medical recommendation (i.e., "lower bunk", "lower tier") shall be initiated and entered into the inmates Spillman jmjlog by the Classification Officer upon determination that it is necessary for the safety and/or welfare of a disabled inmate.

III Procedure

- I. All inmates who have been determined to be disabled will be housed and/or segregated in a Housing Unit with the appropriate medical care accommodations.
 - A. It will be left to the discretion of the medical staff to determine if an inmate's disability fits the criteria of "Disabled" as defined by this section.
 - B. Medical staff shall make recommendations for appropriate housing.
 - C. If sworn staff are unable to accommodate the aforementioned housing recommendations, Medical shall be notified so that a reassessment may occur.
 - D. Reassignment of housing and/or facility may result from this reassessment.
- II. Inmate who are considered disabled may include, but are not necessarily limited to, those who are:
 - A. Physically disabled:

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Compliance	Date: 10-30-2007	Number 1904
Subject:	Disabled Inmates		
Reference:	Title 15, Sec 1006 Penal Code 2656		

1. Suffering from symptomatic AIDS
 2. Wearing casts
 3. Paraplegics
 4. Confined to a wheelchair
 5. Post surgeries
 6. Using crutches
 7. Recovering from a fractured jaw.
 8. Under 24 hour medical observation
 9. Wearing continuous medical care
- B. Developmentally disabled:
1. Mental retardation
 2. Cerebral palsy
 3. Epilepsy, autism or a combination
- C. Inmates segregated due to physical disabilities will be periodically re-evaluated by the medical staff and returned to the mainline population if cleared.

III. EFFECTIVE DATE:

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Compliance	Date: 10-30-2007	Number 1904
Subject:	Disabled Inmates		
Reference:	Title 15, Sec 1006 Penal Code 2656		

This order becomes effective this date and supersedes all prior orders.

IV. BY DIRECTION OF THE CORRECTIONS BUREAU COMMANDER.

V. ANNUAL REVIEW:

_____ 2007	_____ 2008	_____ 2009
_____ 2010	_____ 2011	_____ 2012
_____ 2013	_____ 2014	_____ 2015

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date: 05-16-2007	Number: 2001
Subject:	Medical Autonomy		
Reference:	(A) Title 15 CCR, Section 1200		
	(B) Jail Medical Provider contract		

I. POLICY

The provision of medical, dental, and mental health services to inmates confined in Imperial County jails is the legal and ethical responsibility of the Sheriff. Obviously, as the chief law enforcement officer of the County, it is highly unlikely that the Sheriff will be a trained medical professional. The Sheriff, with the Board of Supervisors, has entered into an agreement with a professionally licensed medical care provider to actually provide those services as detailed in reference (B).

II. AUTONOMY

Clinical judgments relating to the provision of medical, dental, and mental health services to inmates shall be the sole province of the Jail medical care provider in accordance with references (A) and (B). Health care personnel shall abide by all security regulations established by competent authority.

III. Chain of Command

The medical Program Manager is a member of the Corrections Bureau management staff and reports to the RADF Facility Commander. The Program Manager is authorized "By direction" authority in all correspondence relating to health care.

IV. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

V. By Direction of the Corrections Bureau Commander.

VI. Annual Review:

_____ 2007	_____ 2008	_____ 2009
_____ 2010	_____ 2011	_____ 2012
_____ 2013	_____ 2014	_____ 2015

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	10-15-2007	Number:	2002
Subject:	Policy and Procedure Manual				
Reference:	(A) Title 15 CCR, Section 1206 (B) CMA Standard #104				

I. POLICY

A manual of written policies and defined procedures outlining the provision of health care services within the Imperial County Jail facilities will be maintained by the contracted health care provider.

II. PROCEDURE

Each policy, procedure, and program in the health care delivery system will be reviewed at least annually and revised as necessary under the direction of the health authority. Each document will bear the date of the most recent review or revision, and signatures of the reviewers. A declaration paragraph at the beginning of the manual will outline the fact that the entire manual has been reviewed and approved, followed by the proper signatures. When individual changes are made in the manual, they will be signed by the health authority or his/her designee.

The Corrections Bureau Commander or his/her designee will review and approve the Health Care Providers policy and procedures manual.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2007	_____ 2008	_____ 2009
_____ 2010	_____ 2011	_____ 2012
_____ 2013	_____ 2014	_____ 2015

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 10-12-2007	Number: 2003
Subject: Administrative Meetings and Reports		
Reference: IMQ Standard #103(E)		

I. POLICY

All health services will be discussed at the weekly Corrections Bureau Staff meeting, and at the quarterly administrative meetings between the Health Authority or his/her designee and the official(s) legally responsible for the facility or their designee. These meetings will be documented.

II. PROCEDURE

1. The On-Site Medical Programs Director or his/her immediate assistant of the Jail Health Care Provider shall attend the weekly Corrections Bureau Staff meetings. The Medical Director shall give a report on all cases of communicable diseases, other extraordinary medical cases, and inmate grievances concerning medical care issues.
2. Administrative Meetings will be scheduled at least quarterly by the Medical Director of the Jail Health Care Provider in collaboration with the Corrections Bureau Commander.
3. Attendance at administrative meetings shall include the Corrections Bureau Commander or his/her designee; Jail Health Care Provider central administrative staff; on-site program administration; invited individuals as deemed appropriate.
4. The Medical Director of the Jail Health Care Provider or his/her designee shall be responsible for documenting and distributing the minutes of the meeting.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date: 10-12-2007	Number: 2003
Subject:	Administrative Meetings and Reports		
Reference:	IMQ Standard #103(E)		

V. Annual Review:

<u> 2007</u>	<u> 2008</u>	<u> 2009</u>
<u> 2010</u>	<u> 2011</u>	<u> 2012</u>
<u> 2013</u>	<u> 2014</u>	<u> 2015</u>

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 08-05-2011	Number: 2004
Subject: Communicable Diseases		
Reference: (A) Title 15 CCR, Sections 1051, 1206.5, 1207, 1211, 1212 & 1230		
(B) CMA Standard #310(E)		

I. POLICY

Communicable disease screening, continuing medical surveillance, case management and reporting is done pursuant with written procedures and guidelines established and approved by the Medical Director, Program Manager, and the Bureau Commander in accordance with state and local regulations and accepted community care standards of practice. Universal precautions shall be practiced by all staff in the jail.

II. PROCEDURE

A. SCREENING:

Inmates are screened for communicable diseases by any or all of the following:

1. During the initial booking process (Sally Port health screening).
2. Health Inventory / Communicable Disease Screening.
3. Inmate Worker clearance (kitchen, and outside workers).
4. Sick call.

B. TREATMENT/CASE MANAGEMENT

Treatment and case management of inmate's identified as having or suspected of having a communicable disease shall be individualized in accordance with direct medical provider orders or standardized procedures approved by the Medical Director.

C. REPORTING

1. Custody – Health services staff shall report incidence of communicable disease exposure to the officer in charge of the facility in accordance with the Jail Medical Care Providers procedure; "communicable Disease Reporting Requirements".
 - a. Health services staff shall advise inmates with communicable diseases that they are statutorily required to report to custody per Health and Safety Code section 121070(b) and Penal Code section 7500 et. Al.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 08-05-2011	Number: 2004
Subject: Communicable Diseases		
Reference: (A) Title 15 CCR, Sections 1051, 1206.5, 1207, 1211, 1212 & 1230 (B) CMA Standard #310(E)		

2. Public Health Reporting – Health services staff shall report reportable communicable diseases to the Imperial County Public Health Department.

3. The Confidential Morbidity Report Form shall be completed or e-mail sent to the Public Health Department at imperialcounty@earthlink.net. Minimal information required is: name, address, telephone number, occupation, diagnosis, age, sex, date of onset and diagnosis, and name and telephone number of the reporting physician.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

	<u>2007</u>	
<u>2008</u>	<u>2009</u>	<u>2010</u>
<u>2011</u>	<u>2012</u>	<u>2013</u>
<u>2014</u>	<u>2015</u>	

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date: 10-18-2007	Number: 2005
Subject:	Responsible Health Authority		
Reference:	(A) CMA Standard #101(E) (B) Imperial County/Health Care Provider Contract		

I. POLICY:

California Forensic Medical Group (CFMG, Inc.) has been designated as the health authority responsible for health care services in the Imperial County jails. A written contract has been approved by action of the Imperial County Board of Supervisors and the Sheriff. Final medical judgements rest with the Medical Director of CFMG, Inc., or his/her designee.

II. PROCEDURE:

Supervision and reporting roles and responsibilities for administrative and clinical aspects of the health services program will be carried out in accordance with the organizational structure defined in the CFMG Policy and Procedure Manual.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2007	_____ 2008	_____ 2009
_____ 2010	_____ 2011	_____ 2012
_____ 2013	_____ 2014	_____ 2015

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 10-18-2007	Number: 2006
Subject: Control and Treatment of Ectoparasites		
Reference: (A) Title 15 CCR, section 1212		
(B) CMA Standard #310(E)		
(C) Corrections Bureau Policy number 703 (Vermin and Pest Control)		

I. POLICY

Ectoparasitic infections shall be treated by health services staff on an individual basis promptly to prevent the spread of communicable conditions within the jail.

II. PROCEDURE

An inmate complaining of, or suspected of being infested will be examined by health services personnel. When lice or nits are found, it is the responsibility of medical personnel to oversee treatment.

A. The following directions should be given to custody personnel:

1. Have the inmate bag all linen in yellow contamination bag.
2. Escort to shower area and instruct inmate to remove all clothing and placed in a yellow contamination bag.
3. Instruct inmate to apply Nix shampoo to the entire body, including scalp and pubic area, avoiding eyelashes and eyebrows.
4. Allow Nix shampoo to remain on for 3-4 minutes.
5. Rinse thoroughly.
6. Seal clothing in plastic bag.
7. Or as recommended by Medical staff.

B. Individuals suspected of having scabies will be evaluated by health services staff and treated in accordance with the Health Care Providers standardized procedures.

C. Contaminated/infested clothing and linen will be disinfected in accordance with Corrections Bureau policy number 703 (Vermin and Pest Control).

D. Decontamination of inmate living area.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 10-18-2007	Number: 2006
Subject: Control and Treatment of Ectoparasites		
Reference: (A) Title 15 CCR, section 1212 (B) CMA Standard #310(E) (C) Corrections Bureau Policy number 703 (Vermin and Pest Control)		

V. Annual Review:

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**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 10-15-2007	Number: 2007
Subject: Treatment Philosophy		
Reference: (A) Title 15 CCR, Section 1208		
(B) IMQ Standard #313(E)		
(C) ANA Standards IX& X		

I. POLICY

Inmates shall have access to emergent and medically necessary non-emergent health care services as deemed appropriate by qualified health services professionals to maintain the health and safety of the inmate during his/her period of incarceration. Elective procedures shall not be performed unless, in the opinion of qualified medical/dental professionals, the postponement of such procedures would adversely affect the immediate health and safety of the inmate or future course of treatment and/or prognosis of the individual. Medically necessary services which are not provided on-site shall be made available by referral to County or private medical/health services providers. Health services shall be provided by licensed health care professionals in accordance with community standards and professional ethical codes for confidential and appropriate practices.

II. PROCEDURE:

1. Jail Health Care Provider personnel provide health care services for inmates and act as their advocates in health care matters. Health services shall be rendered with consideration for the patient's dignity and feelings in a manner which encourages the patient's subsequent utilization of appropriate health services.
 - a. Medical procedures and interviews shall be performed in privacy in accordance with facility security procedures.
 - b. Security staff shall be present when indicated.
 - c. Verbal consent shall be obtained and implicit for all direct patient contact. Written informed consent shall be obtained for all invasive and other procedures in accordance with established Jail Health Care Provider procedure and community standards of practice.
 - d. Inmates have a right to refuse treatment. Refusals shall be documented in the medical record progress note and refusal of medical treatment form completed, signed by the inmate and filed in the medical record. If the inmate refuses to sign the form, such

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Title: Inmate Medical Care	Date: 10-15-2007	Number: 2007
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refusal shall be noted on the form and witnessed by two medical staff members. Refusal of essential medications and treatment (i.e., the absence of which would jeopardize the health and safety of the inmate) shall be reported to the responsible medical provider as soon as possible.

2. Inmates are required to pay expenses if they choose to use their own medical provider.
3. The patient/provider confidentiality practices of the community shall prevail in all inmate patient/jail provider encounters except where state statute supercedes.
 - a. Patient information necessary for the protection of the health and safety of facility staff and inmates shall be communicated to the Corrections Bureau Commander or his/her designee by the responsible physician or other designated health services staff.
 - b. Access to medical and psychiatric records shall be under the control of the Health Authority. Confidentiality of health records shall be maintained at all times.
4. Inmates requiring medical/health services beyond the scope of services provided by the Jail Health Care Provider shall be transferred to a community provider in accordance with Jail Health Care Provider Policy and Procedures.
5. Inmates shall retain all the recognized rights of an ordinary citizen relative to informed consent and self-determination of health care. This shall include the ability to appoint a Durable Power of Attorney for Health Care, and to create a Natural Death Act Declaration addressing end-of-life care. Health services and custody staff will work cooperatively to provide access to the means necessary for the creation and recognition of properly executed advance directives.

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Title: Inmate Medical Care	Date: 10-15-2007	Number: 2007
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III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

<u> 2007 </u>	<u> 2008 </u>	<u> 2009 </u>
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**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date: 10-15-2007	Number: 2008(A)
Subject:	Self-Administration of Medication		
Reference:	Title 15 Section 1216: Pharmaceutical Management; IMQ Accreditation Standards 403		

I. PURPOSE:

To facilitate the timely delivery and administration of "safe prescription drugs" to incarcerated inmates who meet the program criteria.

II. POLICY:

Imperial County Jail inmates who meet defined safety and compliance criteria may be allowed to carry on their person and self administer approved unit dose packaged medications which have been identified as having no or low overdose potential or trade value.

Eligible inmates will be expected to take responsibility for the storage and administration of approved medication prescribed for them following instructions for self-administration by the Health Care Provider

Categories of medication not included on the self-medication program are the following: (see formulary for specific names of drugs under each category).

Antianxiety drugs	Antiemetics
Antidepressants	Narcotics
Antimanic	Narcotic combinations
Antipsychotics	Muscle Relaxants
Hypnotics	Antiparkinson Agents
Tuberculosis Medications Directly Observed Therapy (DOT) Medications	

Inmates in Administrative or disciplinary segregation will not be placed on the self-medication program.

Inmates with repeated history of failure on the program (at least 2 prior failures) will not be considered again.

Nurses on day and evening shifts will select inmates for the self-medication program.

PROCEDURE: 1. Primary Practitioner, Physician, NP, RN will review the chart for any obvious contraindications for self-administration i.e. debilitating mental illness

- a. Debilitating developmental problems**
- b. Significant OBS (organic brain syndrome)**
- c. Physical handicaps preventing self-medication**
- d. Prior history of non-compliance with the self-medication programs (at**

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date: 10-15-2007	Number: 2008(A)
Subject:	Self-Administration of Medication		
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least 2 failures) or frequent rule violations of any type.

2. Prescribing health care staff documents that each inmate participating in self-administration is capable of understanding and following the rules of the program and instructions for medication use.
3. The rules of self-medication will be reviewed with the inmate and the Medication Self-Administration Record will be completed.
4. Inmate must understand that allowing self-medication is a privilege revocable if the rules are not followed.
5. Inmate and the health care professional will sign the MTO which allows him/her to have medication in their possession and states that the inmate understands the rules of self-administration.
6. Inmates will be admitted to the program by the physician or physician designee. The medications prescribed for the inmates on the program will be limited to the following drugs as listed by class.
 - a. Antibiotics
 - b. Antimicrobial
 - c. Anticonvulsant (Dilantin only)
 - d. Any other drugs approved in writing by the physicians with the exception of these medications listed under "policy", which will not be self-administered.
7. The jail physician/dentist/NP will write a prescription for each medication approved for the self-medication program. The physician's order should be marked "self-medication".
8. Pharmacist

There is a self-medication list. These medications are filled by the pharmacy. They are unit dose and all information about the medication is on the card.

9. Delivery of the medication to the inmate:
 - a. When the medication is delivered to the inmates, the date and number of pills are recorded on the medication self-administration record. Normally 2-week

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Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date: 10-15-2007	Number: 2008(A)
Subject:	Self-Administration of Medication		
Reference:	Tile 15 Section 1216: Pharmaceutical Management; IMQ Accreditation Standards 403		

supply is given if no potential for harm or self-injury is present.

- b. No inmate will be allowed to carry their medication on their person. The inmate must secure their medications

Documentation

1. The nurse will write on the inmates MAR that he/she is on self-medication and put the date started and date to be discontinued. The nurse will inform the watch commander via MTO that the inmate is on the self-medication program.
 - a. The nurse will give Housing Control a copy of the MTO; the inmate will retain a copy of the MTO. MTO will indicate name of medication.
2. The nurse will make out the medication sheet with the words SELF-ADMINISTERED MEDICATION in red, listing the inmate's name, ID number, booking number, DOB, the name of the medication and the number of pills, the date started and the discontinue date. The medication sheet will be put in the appropriate MAR book.

Monitoring

1. Health care staff will perform documented assessments of inmate compliance with self-administration medication regiments. Compliance evaluations are done with sufficient frequency to guard against hoarding medication and deterioration of the inmate's health. Re-evaluation by sick call nurse, PA/MD are done as appropriate.
2. The sick call nurse will carry out monitoring at ICJ. Every inmate that is on self-medication program will be randomly checked for compliance to the program. A tracking record will be maintained at the nurse's station.

At least 5 inmates will be monitored each week.

3. All monitoring will be documented on the Self-medication Administration Record. Complete all of the appropriate questions/blanks and signature spaced.
4. Health services and custody staff will work cooperatively to insure the consistent

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Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date: 10-15-2007	Number: 2008(A)
Subject:	Self-Administration of Medication		
Reference:	Title 15 Section 1216: Pharmaceutical Management; IMQ Accreditation Standards 403		

enforcement of self-medication rules by notifying the other party of any violation of rules regarding self-administration.

- (a). Custody staff shall be instructed that when a cell search is conducted, the name of the medication card will be checked against the inmate's name. If there is discrepancy or any medication is found lying around, the officer will remove it and take it to the medical department. Blatant misuse of medication or violations of rules will result in ineligible status.
- (b). The medical department will inform custody of inmate's self-medication status upon request of custody.

NON-COMPLIANCE

1. Those inmates demonstrating non-compliance or inability to self-administer will receive their medications from the health care staff.
2. Non-compliance with self-administration will be defined as any violation of the rules, including failure to show when called for spot check, or pill count being off by more than one day. (24-hour) dose equivalent.
3. A no show for spot check is unacceptable. The inmate must be found. If the inmate is a no show because he was in court then he/she must be seen late the same day. If the no show was because he/she didn't want to get up etc. it will be considered non-compliant.
4. For the above violations, the inmate will be counseled once. If any of the violations occur again, the inmate will be removed from the program.
5. Inmates found to be using medication as barter will be referred to custody for disciplinary action. These inmates will also be removed from the program.

TRANSFER/RELEASE OF INMATE WHO IS ON SELF-MEDICATION PROGRAM

- a. If an inmate is transferred to another facility, all pertinent information, about the inmate's medications will be documented on the Interfacility Transfer Form. The inmate's medication will be picked up by the monitoring nurse (sick call nurse) and returned to the medical department. If she/he is not available then the officer may drop the medication off prior to inmate's transferal.

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Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date: 10-15-2007	Number: 2008(A)
Subject:	Self-Administration of Medication		
Reference:	Title 15 Section 1216: Pharmaceutical Management; IMQ Accreditation Standards 403		

2. Inmates released from custody may take any remaining medications with them. If the inmate fails to take the medication upon release from custody, the medication shall be returned to the medical department.

REPORTS

1. A written report will be compiled monthly. This report will be given the Program manager who will review it and then turn over to the Medical Director for review and signature. The report will contain:
 - (a) The number of inmates starting on self-meds that month.
 - (b) The number who were compliant.
 - (c) The number who were non-compliant.
 - (d) The total number of inmates on self-medication to date.
 - (e) The total number of compliant to date.
 - (f) The total number of non-compliant inmates to date.

CUSTODY ROLE

1. The self-medication program is a combined effort of the health and sheriff's department
2. All written self-medication policies must be approved by the sheriff's administration.
3. The sheriff's administration staff must support and arrange for training for the custody staff. Training may be provided by medical at shift change or other in services.
4. The custody officer must be familiar with the self-medication program.
5. The custody officer must know what the inmates have been approved for self-medication.
6. Custody officers will be supplied with a list order to familiarize themselves with the list of approved self-administration medication.
7. Officers are not responsible for insuring inmates take their medication.
8. The officer can do spot checks on those inmates who carry the medications.
 - a. Those inmates that are found not to have the medication on their person will be counseled.
 - b. Trading or sharing of any medication is an automatic loss of self-medication program privileges.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date: 10-15-2007	Number: 2008(A)
Subject:	Self-Administration of Medication		
Reference:	Title 15 Section 1216: Pharmaceutical Management; IMQ Accreditation Standards 403		

- c. Alteration of medication packaging or loose medication will result in confiscation of the medication and notification of health services department of program violation.

HOW MEDICATIONS ARE SUPPLIED

1. Single day start packs for selected drugs will be available for dispensing by the ARNP, PA, MD to be dispensed at the time the inmate is seen.
2. Remainder of medication will be given during the pill pass the next day or the next pill pass.
 - a. Antibiotic therapy – complete therapy will be dispensed.
 - b. Maintenance medications – number of doses dispensed to be determined and evaluated on an individual case-by-case basis by the prescribing provider.
3. Health Services and custody will conduct overall program reviews at least quarterly.
4. Problem resolution will be the collaborative responsibility of health services and custody.

PROOF OF PROGRAM EFFECTIVENESS

1. The following indicators will be monitored to determine program Effectiveness:
 - a. Random spot monitoring of individual self-administered Prescriptions to determine level of compliance with Rx instructions, i.e., frequency of dose, duration of therapy versus the number of doses left in medication package.
 - b. Number of medication administered Per pill pass before and after implementation of self-medication program
 - c. Number of prescription per drug filled by pharmacy before and after self-medication program implementation.
 - d. Dollar amount spent by specific medication before and after implementation of self-medication program.

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Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date: 10-15-2007	Number: 2008(A)
Subject:	Self-Administration of Medication		
Reference:	Title 15 Section 1216: Pharmaceutical Management; IMQ Accreditation Standards 403		

- e. Comparison of length of time to conduct pill passes before and after implementation of the self-medication program.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

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**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 10-12-2007	Number: 2008
Subject: Administration of Medication		
Reference: (A) Title 15 CCR, Section 1216		
(B) CMA Standard #401(E)		

I. POLICY

To assure safe and accurate methods of administering medication, the following procedures will be strictly adhered to.

II. PROCEDURE

As a general policy, prescribed and over-the-counter medications will be administered twice daily at intervals approximately 12 hours apart. Inmates requiring more frequent medications will receive such as medically indicated.

- A. All patients must be identified by the medication nurse by checking the inmate's I.D. card.
 - 1. If the inmate does not have their I.D. card, the medication will be held until the inmate is identified by custody staff and an I.D. card is obtained.
 - 2. Inmate will bring ID and water to the door. They will have shirt and shorts on unless medical condition prohibits.

- B. The medication nurse is responsible for and will verify:
 - 1. Appropriate medication, as ordered.
 - 2. Proper dose.
 - 3. Given to correct inmate.
 - 4. Given at correct time.
 - 5. Vital signs taken where indicated.

- C. The Medication Nurse and Escorting Officer is responsible for taking every reasonable precaution to assure that:
 - 1. The inmate takes the medication in the presence of the nurse.
 - 2. Checking for "cheeking" or "palming" to assure that medication has been ingested.
 - 3. The inmate speaks after taking the medication and/or drinks water.

- D. The medication nurse will keep the medication cart well out of the reach of inmates at all times.

- E. The medication nurse will never:
 - 1. Reach into a cell.
 - 2. Put their face near a door opening.

- F. When a prescribed substance is administered, it will be recorded on the inmate's medication sheet.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 10-12-2007	Number: 2008
Subject: Administration of Medication		
Reference: (A) Title 15 CCR, Section 1216		
(B) CMA Standard #401(E)		

- G. If a prescribed substance is refused or withheld, a notation will be made on the medication sheet. The officer escorting medical staff will call Housing, Tower or Intake Control advising of the refusal to take prescribed substance. The Housing, Tower or Intake Control Officer will then log it in the system under the inmates name ID as "MDR" medication refused.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

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**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 08-09-2011	Number: 2009
Subject: Continuity of Care		
Reference: IMQ Standard #318(I)		

I. POLICY

Inmates will receive continuity of care from admission to release while in the Jail, including referral to community care when indicated.

II. PROCEDURE

1. Health providers will obtain information regarding previous care when undertaking the care of a new patient.
2. When the care of the patient is transferred, appropriate health information is shared with the new providers in accord with consent requirements.
3. A Transfer of Medical Information form will be completed and accompany inmates being transferred to another detention/corrections system who have been receiving medical and/or mental health treatment while detained within the Imperial County Jail system.
4. Limited amounts of essential medications taken while in jail may be given to the inmate upon release by order of the responsible physician who will be responsible for personally dispensing such medication or providing a written prescription. Prescription can be called to pharmacy of inmate's choice at their cost.
5. Referral to public health and/or community clinics for follow-up care and treatment will be made as appropriate to need and availability for inmates who are released prior to resolution of a continuing medical/mental health condition.
6. Female inmates will be referred to community resources as outlined in the Female Reproductive Services Section of the Jail Health Care Provider's manual of policies and procedures.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 08-09-2011	Number: 2009
Subject: Continuity of Care		
Reference: IMQ Standard #318(I)		

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

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<u>2010</u>	<u>2011</u>	<u>2012</u>
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**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 05-22-2007	Number: 2010
Subject: Prescription Medication		
Reference: (A) Title 15 CCR, section 1216		
(B) CMA Standard #401(E)		

I. POLICY

Drugs and medications, except those specifically listed on the policy regarding non-prescription drugs, will be given only on the order of the Physician or RN operating under standardized procedures. Long term use of minor tranquilizers is discouraged. Psychotropic medications are prescribed only when clinically indicated and are not given for disciplinary reasons.

II. PROCEDURE

Medication will be ordered in writing on the patient's chart by the Physician or RN, or written as a verbal order by the nurse. Verbal orders must be co-signed by a physician within 72 hours or a reasonable period of time.

- A. Medication orders will be transferred to the inmate's medication record. Orders will be signed off in red ink when completed.
- B. New orders will be written clearly as new orders on the medication record. Medication records will never be altered. No correction fluid will be used on any permanent record.
- C. D/C dates will be clearly marked in red.
- D. Every health care provider who gives medication will sign the medication record.
- E. If a prescribed substance is refused or withheld, a notation will be made on the medication sheet.
- F. Medication may only be administered according to the direct order of the Physician or RN operating under standardized procedures.
- G. Each nurse will set up and give his/her own medication.

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Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 05-22-2007	Number: 2010
Subject: Prescription Medication		
Reference: (A) Title 15 CCR, section 1216		
(B) CMA Standard #401(E)		

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

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**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 08-08-2011	Number: 2011
Subject: Non-Prescription Medication		
Reference: (A) Title 15 CCR, Section 1216 (B) CMA Standard #402(E)		

I. POLICY

The following non-prescription medications may be purchased by inmates through the commissary program:

- | | | |
|-----------------|---------------------|--------------------|
| A. Tylenol tabs | C. Antifungal cream | E. Toothache cream |
| B. Antacids | D. A/F powder | F. Cough drops |

All other non-prescription medications will be administered on request of the inmate at regularly scheduled medication times.

II. PROCEDURE

All medications will be given by medical staff at regular medication times, unless specifically ordered by a medical provider. This will prevent duplication or doubling up of medication.

- A. PRN analgesics may be given upon request. Check time of last dose prior to giving medication.
- B. PO medications must be ingested in front of the nurse.
- C. All medications administered are recorded on the medication administration record by issuing nurse.

III. Effective Date

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2003	_____ 2004	_____ 2005
_____ 2006	_____ 2007	_____ 2008
_____ 2009	_____ 2010	_____ 2011

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 05-22-2007	Number: 2012
Subject: Access to Treatment		
Reference: (A) Title 15 CCR, Section 1069		
(B) CMA Standard #304(E)		

I. POLICY

Information regarding access to health care services shall be communicated verbally and in writing to inmates upon their arrival at the Imperial County jail. Provision shall be made to communicate this information to non-English speaking inmates.

II. PROCEDURE

Verbal explanations of the sick call procedure shall be communicated to all detainees at the time of booking. Verification of officer's verbal explanation is documented on the intake Health Screening Form. Direct referral to health services staff shall be made in any case of an immediate health need upon booking or as soon as possible after the individual enters the facility.

Sick call procedure is described in the Inmate Handbook in both English and Spanish.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2003	_____ 2004	_____ 2005
_____ 2006	_____ 2007	_____ 2008
_____ 2009	_____ 2010	_____ 2011

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 08-08-2011	Number: 2013
Subject: Health Promotion and Disease Prevention		
Reference: CMA Standard #321(I)		

I. POLICY

Medical preventive maintenance is provided to inmates at the Imperial County jail facilities.

II. PROCEDURE

- A. Health education materials are provided and available to all inmates upon request.
- B. One-on-one patient teaching is provided on a regular and ongoing basis during patient-staff encounters.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2003	_____ 2004	_____ 2005
_____ 2006	_____ 2007	_____ 2008
_____ 2009	_____ 2010	_____ 2011

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 08-06-2018	Number: 2014
Subject: Personal Hygiene		
Reference: (A) Title 15 CCR, Sections 1260-1267, and 1270-1271 (B) CMA Standard #326(I) (C) California Penal Code, Sections 4015(a) and 4023.5(a)		

I. POLICY

All inmates detained for twenty-four (24) hours or more shall have access to personal hygiene supplies, clothing, and bed linens in accordance with established Imperial County Sheriff's Office procedures.

II. PROCEDURE

All inmates who are to be held for 24 hours or longer and who are unable to supply themselves with personal care items because of indigence status or between commissaries, shall be issued the following items:

- | | |
|---------------|------------------|
| A. Toothbrush | E. Shampoo |
| B. Toothpaste | F. Razor |
| C. Soap | G. Shaving Cream |
| D. Comb | H. Deodorant |

All female inmates shall have access to sanitary napkins and tampons.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 09-04-2015	Number: 2015
Subject: Notification of Next of Kin		
Reference: CMA Standard #114(1)		

I. POLICY

When an inmate develops a life threatening illness or injury, notification of family and/or Significant other is the joint responsibility of medical staff and the Sheriff or designee.

II. PROCEDURE

- A. DEFINITION-Life threatening illness or injury is any condition requiring hospital admission outside of the jail.
- B. Health services staff will determine when a condition is serious enough to warrant notifying the family or significant others named on the booking paperwork and advise custody staff of the inmate's condition as soon as possible.
- C. The Imperial County Sheriff's Office Investigation's Unit, emergency medical personnel, or hospital shall be responsible for notifying the next of kin. The responsible physician or his/her designee shall be available to discuss the inmate's condition with the next of kin or refer the next of kin to the appropriate spokesperson at the hospital.
- D. The inmate may request that notification not be made.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

<u>2007</u>	<u>2008</u>	<u>2009</u>
<u>2010</u>	<u>2011</u>	<u>2012</u>
<u>2013</u>	<u>2014</u>	<u>2015</u>

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 05-22-2007	Number: 2016
Subject: Inmate Deaths		
Reference: (A) Title 15 CCR, Section 1218		
(B) CAC, Section 27491.2		
(C) CMA Standard #115(I)		
(D) California Government Code, Section 6254(f)		

I. POLICY

In the event of an inmate death, the Coroner is notified immediately. Notification of the deceased inmate's family is done by the Coroner. A post-mortem examination will be conducted unless determined by the Coroner to be unnecessary. All inmate deaths, including medical records and autopsy reports, will be reviewed by the Quality Assurance/Peer Review Committee.

II. PROCEDURE

- A. Post Mortem Exam: Pursuant to Government Code Section 27491.2, custody staff is to notify the Imperial County Coroner's office to report any and all inmate deaths.
1. Post mortem examination is requested by the Medical Director if death is unattended (not under current medical care) or under suspicious circumstances.
- B. Medical Review: The medical review will be conducted by the Corrections Bureau Commander, Medical Director, Program Manager, and other individuals as determined by the Corrections Bureau Commander.
1. All relevant reports, findings, and descriptions arising out of the initial analysis including all reports generated by medical and custody as well as the autopsy report will be reviewed.
 2. All circumstances surrounding the death will be evaluated.
 3. Findings of the medical review will be reported in writing and deficiencies noted will be corrected as soon as possible. Any plan for correction will be included in the audit file.
 4. The medical review findings are not considered to be public records in the context of reference (D). Public release will only be made with the express authorization of legal counsel of the Health Care Provider, and the express authorization of Imperial County Counsel.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 05-22-2007	Number: 2016
Subject: Inmate Deaths		
Reference: (A) Title 15 CCR, Section 1218		
(B) CAC, Section 27491.2		
(C) CMA Standard #115(I)		
(D) California Government Code, Section 6254(f)		

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2003	_____ 2004	_____ 2005
_____ 2006	_____ 2007	_____ 2008
_____ 2009	_____ 2010	_____ 2011

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 08-08-2011	Number: 2017
Subject: Health Records		
Reference: (A) Title 15 CCR, Section 1205 (B) CMA Standard #501(E)		

I. POLICY

The Medical Director and Program Manager shall maintain individual, complete dated health records which shall include but not be limited to:

- A. Pre-screening/history
- B. Medical evaluation report
- C. Complaints of illness or injury
- D. Names of personnel who treat, prescribe, and/or issue medication
- E. Location where treated

II. Contents of Medical Record

The health record of an inmate contains the following items as applicable to his/her case:

- A. The completed Health Intake Screening form.
- B. Health Inventory/Communicable Disease Screening forms.
- C. All findings, diagnosis, treatments, and dispositions.
- D. Prescribed medications and their administration.
- E. Laboratory, x-ray, and diagnostic studies.
- F. Consent and Refusal forms.
- G. Release of Information forms.
- H. Place, time, and date of health encounters.
- I. Health service reports; i.e., dental, psychiatric, and other consultations.
- J. Hospital Discharge Summaries.
- K. Jail Medical Record Summaries (transfer forms).

III. Maintenance

All health services staff are responsible for maintaining current, accurate, and legible medical records.

IV. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

V. By Direction of the Corrections Bureau Commander.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 08-08-2011	Number: 2017
Subject: Health Records		
Reference: (A) Title 15 CCR, Section 1205		
(B) CMA Standard #501(E)		

VI. Annual Review:

_____ 2003	_____ 2004	_____ 2005
_____ 2006	_____ 2007	_____ 2008
_____ 2009	_____ 2010	_____ 2011

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date: 05-22-2007	Number: 2018
Subject:	Confidentiality of the Health Record		
Reference:	(A) Title 15 CCR, Section 1205 (B) CMA Standard #502(I)		

I. POLICY

The physician-patient confidentiality privilege applies to the medical/psychiatric record. Access to the inmate's medical record is controlled by the Medical Director of the Jail Health Care Provider.

II. PROCEDURE

The most recent two (2) years are in Medical Unit under direct supervision. Previous five (5) years are kept in locked room in the jail.

- A. Access to medical records shall be limited to licensed health services providers.
- B. The Health Authority or his/her designee shall share information with the Corrections Bureau Commander or his/her designee as necessary to deliver medical treatment and to preserve the health and safety of inmates and staff in accordance with state regulations.
- C. All requests for medical information will require written consent of the inmate or lawful subpoena.
- D. Alcohol and drug abuse information is confidential under federal regulations and can be disclosed only by specific written consent of the inmate.
- E. Release of Information forms shall be processed by the Jail Health Care Provider Program Manager or his/her designee.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2003	_____ 2004	_____ 2005
_____ 2006	_____ 2007	_____ 2008

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date: 05-22-2007	Number: 2018
Subject:	Confidentiality of the Health Record		
Reference:	(A) Title 15 CCR, Section 1205 (B) CMA Standard #502(I)		

_____ 2009

_____ 2010

_____ 2011

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 08-11-2011	Number: 2019
Subject: Transfer of Medical Information		
Reference: (A) Title 15 CCR, Section 1205		
(B) CMA Standard #503(I)		
(C) California Civil Code, Section 56, Part 2.6		

I. POLICY

The Transfer of Medical Information form containing pertinent medical information will accompany inmates when transferred from one detention/correctional facility to another.

II. GENERAL INFORMATION

The objective of the Transfer of Medical Information form is to establish a method whereby pertinent medical information will accompany an inmate or ward when transferred from one detentions/corrections facility or system to another, thereby reducing or eliminating unnecessary and costly duplication, and interruption of services and treatment.

- A. It must be recognized that a standardized form alone will not solve the problems associated with transferring pertinent medical information to the receiving facility. Each facility or system must establish procedure to notify personnel responsible for completing the form of the impending transfer, and insure that the completed form accompanies the inmate during transit. Custody staff must be educated to the importance of obtaining a clearance for transfer from the medical staff prior to transferring the inmate.

III. CONFIDENTIALITY

The Confidentiality of Medical Information Act (Part 2.6 of the Civil Code commencing with Section 56), which became effective January 1st, 1982, governs the release of patient identifiable information by hospitals and other health care providers. It establishes protections to preserve the confidentiality of medical information and specifies that a health care provider not disclose medical information or records unless the disclosure is authorized by the Confidentiality of Medical Information Act, by other laws, or by the patient in accordance with the requirements set forth in the Act.

- A. The Act allows discretionary disclosure of medical information by a provider of health care without patient authorization provided the information is disclosed for purposes of diagnosis or treatment of the patient. The health care provider may decline to disclose the medical information or may attach conditions to the disclosure.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 08-11-2011	Number: 2019
Subject: Transfer of Medical Information		
Reference: (A) Title 15 CCR, Section 1205 (B) CMA Standard #503(I) (C) California Civil Code, Section 56, Part 2.6		

- B. The information provided by the use of the Transfer of Medical Information form falls within the purview of permissible disclosures; as defined by the Act, as the information is being provided by one health care provider to another for the purposes of diagnosis and continued treatment.

- C. It is recommended (but not required by the Act) that all disclosures be documented, whether or not the patient has authorized the release. This information should include to whom and by whom the information was released, and the purpose for which the information was released. A copy of the completed Transfer of Medical Information form kept on file in the health record is adequate documentation.

- D. The completed form should be sent with transferring inmate in a sealed, standardized envelope marked "ATTENTION: CONFIDENTIAL MEDICAL PERSONNEL. A copy of the completed form is to be filed in the inmate health record at both the transferring and receiving agencies.

IV. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

V. By Direction of the Corrections Bureau Commander.

VI. Annual Review:

<u>2003</u>	<u>2004</u>	<u>2005</u>
<u>2006</u>	<u>2007</u>	<u>2008</u>
<u>2009</u>	<u>2010</u>	<u>2011</u>

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 08-08-2011	Number: 2020
Subject: Dental Services		
Reference: (A) Title 15 CCR, Section 1215 (B) CMA Standard #321(I)		

I. PHILOSOPHY

The jail medical program provides screening and referral for treatment of dental conditions, which appear detrimental to the inmate's general state of health.

II. PROCEDURE

- A. SCREENING – The health inventory includes history and follow-up notation of the general condition of the patient's dentition, missing or broken teeth, evidence of gingival disease, and mucosal lesions.
- B. DENTAL HYGIENE – Professional dental hygiene services are currently not provided. Inmates are given toothbrushes and can receive instruction in proper brushing technique from the medical staff upon request.
- C. DENTAL TREATMENT – Treatment provided is based on the inmate's needs, length of stay, and the priorities listed below:
 - 1. Relief of pain and treatment of acute infections. This would include hemorrhage, toothaches, broken, loose, or knocked out teeth, abscesses, dry sockets after extractions, and severe periodontal disease.
 - 2. Extraction of unsalvageable teeth.
 - 3. Treatment of bone and soft tissue diseases.
 - 4. Removal of irritation conditions which may lead to malignancies (if incarceration is to be prolonged).
- D. Although treatment is not limited to simple extractions, elective restorative work which can reasonably be deferred without serious detriment to the patient should be considered the inmate's responsibility. Such work may, with custody's approval, be done during the period of incarceration at the inmate's expense; otherwise, appropriate referral information should be supplied upon release.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 08-08-2011	Number: 2020
Subject: Dental Services		
Reference: (A) Title 15 CCR, Section 1215 (B) CMA Standard #321(I)		

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2007	_____ 2008	_____ 2009
_____ 2010	_____ 2011	_____ 2012
_____ 2013	_____ 2014	_____ 2015

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 10-15-2011	Number: 2021
Subject: Intake Health Screening		
Reference: (A) Title 15 CCR, Section 1207		
(B) CMA Standard #302(E)		
(C) California Penal Code, Section 4015(b)		

I. PURPOSE

This policy establishes guidelines for requiring medical evaluation prior to incarceration.

II. POLICY

It is the policy of the Imperial County Sheriff's Office and the Jail Health Care Provider that no arrestee who displays obvious signs of trauma or acute illness or who reports a history of recent trauma or whose circumstances of arrest suggest the probability of trauma be incarcerated without first undergoing medical evaluation. An intake health screening will be completed on all inmates at the time of intake into the facility by health trained correctional staff and positive findings will be referred to health services staff for follow-up evaluation.

III. APPLICATION OF POLICY

It is the responsibility of the arresting officer to report any evidence of trauma or acute illness to the receiving officer. It is the responsibility of the receiving officer to observe the arrestee for any visible signs of trauma and to question the arrestee and the arresting officer concerning any recent history of trauma, i.e., recent automobile accident, altercation, or other incident.

IV. PROCEDURE

The following three levels of medical conditions will be identified initially upon arrival of the prisoner:

- A. Those obvious and acute conditions which would preclude acceptance into custody prior to "outside" medical evaluation and clearance.
 - 1. Prisoners who are unconscious or who cannot walk under their own power.
 - 2. Prisoners who are having or have recently had convulsions.
 - 3. Prisoners with any significant external bleeding.
 - 4. Prisoners with any obvious fractures.
 - 5. Prisoners with signs of head injuries.
 - 6. Prisoners with any type of serious illness or injury.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 10-15-2011	Number: 2021
Subject: Intake Health Screening		
Reference: (A) Title 15 CCR, Section 1207		
(B) CMA Standard #302(E)		
(C) California Penal Code, Section 4015(b)		

7. Prisoners displaying signs of alcohol or drug withdrawal.
 8. Pregnant women in labor or with other serious problems.
 9. Prisoners who display symptoms of possible internal bleeding or with abdominal bleeding.
 10. Prisoners with complaints of severe pain or trauma.
 11. Opiate addicted pregnant females.
- B. Those conditions which are identified during the completion of the Intake Health Screening by correctional personnel are referred for immediate medical staff evaluation, and may or may not be determined to require "outside" medical evaluation and treatment.
1. If there is any positive history of acute illness or trauma in the past 24 hours, the receiving officer shall immediately contact the nurse on duty and suspend the receiving process until he/she has evaluated the arrestee.
 2. If, in the judgment of the nurse on duty, the arrestee requires medical evaluation and clearance prior to incarceration, the arrestee shall be transported by the arresting officer to an off-site treatment facility for evaluation and medical clearance by a physician.
- C. Those conditions which are identified during the completion of the Intake Health Screening which necessitate "next day" evaluation by health services staff will be scheduled by the nurse.
- D. The arresting officer shall report any signs of trauma or acute illness to the receiving officer prior to transfer of custody.
1. If the arrestee is taken to an Emergency Treatment Center for medical evaluation and clearance prior to booking, documented evidence of such evaluation, treatment, and clearance must be returned to the jail so as to become part of that inmate's medical record.
- E. Intake Health Screening: A standardized receiving health screening will be completed on all inmates (except inmates being transferred directly within the Imperial County custody system) at the time of intake into the facility by trained custody staff. The Intake Health Screening shall include inquiry into:

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 10-15-2011	Number: 2021
Subject: Intake Health Screening		
Reference: (A) Title 15 CCR, Section 1207		
(B) CMA Standard #302(E)		
(C) California Penal Code, Section 4015(b)		

1. Current illness and health problems including medical, dental, and communicable diseases (including sexually transmitted diseases).
2. Medications and special health requirements.
3. Substance abuse including type, methods, amount, frequency, date or time of last use, and history of withdrawal problems.
4. Tuberculosis history and history of airborne diseases exposure.
5. History or appearance of suspected mental illness including, suicidal ideation or behavior.
6. Appearance or history of developmental disability.
7. For females; a history of gynecological problems, possibility of current pregnancy, recent delivery, and present use of birth control.
8. History of special diet.

F. Observation of:

1. Behavior; to include state of consciousness, mental status, appearance, conduct, tremors, and sweating.
2. Body deformities and ease of movement, prosthetic devices.
3. Condition of skin; including bruises, trauma markings, lesions, jaundice, rashes and infestations, needle marks, or other indication of drug abuse.
4. Slowness in speech or lack of comprehension of questions suggestive of developmental disabilities.

G. Disposition:

1. Immediate referral to health services.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 10-15-2011	Number: 2021
Subject: Intake Health Screening		
Reference: (A) Title 15 CCR, Section 1207 (B) CMA Standard #302(E) (C) California Penal Code, Section 4015(b)		

- 2. Placement in general population with later referral to health care services, e.g., mental health or medical sick call.
- 3. Isolation or special observation in the facility.

H. Positive findings will be referred to the nurse on duty for further evaluation.

I. All completed Intake Health Screening forms will be reviewed by designated health services staff. Copies of forms with missing information will be returned to supervisor for completion

J. The completed Intake Health Screening form will become part of the permanent medical record if a medical record exists or is started. All other Intake Screening forms will be filed in medical records storage.

V. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

VI. By Direction of the Corrections Bureau Commander.

VII. Annual Review:

_____ 2007	_____ 2008	_____ 2009
_____ 2010	_____ 2011	_____ 2012
_____ 2013	_____ 2014	_____ 2015

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 10-12-2007	Number: 2022
Subject: Developmental Disabilities		
Reference: Title 15 CCR, Sections 1057 & 1207		

<u>2010</u>	<u>2011</u>	<u>2012</u>
<u>2013</u>	<u>2014</u>	<u>2015</u>

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 07-16-2018	Number: 2023
Subject: Suicide Prevention		
Reference: (A) Title 15 CCR, Section 1030 (B) CMA Standard #312		

I. POLICY

The Corrections Bureau Commander or his/her designee, in cooperation with the Medical Program Manager of the Jail Health Care Provider shall develop and implement a suicide prevention plan incorporating the cooperative efforts of custody and health services staff.

II. PROCEDURE

The receiving screening procedure completed at the time of intake into the facility shall include questions and observations regarding mental status and potential for suicidal behavior. Inmates identified as displaying suicidal ideation shall be referred to health services staff.

- A. Security and health services staff shall be trained and alerted to the need to continuously monitor inmate behavior for suicide potential during incarceration. Training for all custody and health services staff shall be provided to include identification and management of suicidal behavior in the jail setting including high-risk periods of incarceration, suicidal risk profiles, and recognition of verbal and behavioral cues that indicate potential suicide.
- B. Inmates identified as potentially suicidal shall be placed on SUICIDE WATCH by custody or health services staff. If there is a doubt regarding the sincerity of the inmate's suicidal intention, err on the side of caution and treat him/her as a potential suicide.
- C. Inmates placed on SUICIDE WATCH shall be monitored by custody staff at a minimum of twice every half-hour; by health services staff every six hours; and by mental health staff (Psych. Doctor or Psych. Nurse) within 24 hours of placement into SUICIDE WATCH or at the next scheduled psych sick call. The Watch Commander will at least review once every four hours inmates in the Safety Cell for continued placement and review of all entries. The Psych. Nurse shall schedule the inmate for psych. doctor visit/call or teleconference. Mental health staff will re-evaluate the inmate within every 48 hours for continued placement on SUICIDE WATCH. Fluids will be offered or given every two hours and logged in the Individual Observation Record.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 07-16-2018	Number: 2023
Subject: Suicide Prevention		
Reference: (A) Title 15 CCR, Section 1030		
(B) CMA Standard #312		

- D. All monitoring/supervision shall be documented on a log to include date, time, patient status, intervention (when appropriate), and signature of the individual monitoring.
- E. The Corrections Bureau Commander or his/her designee and the Program Manager of the Jail Health Care Provider shall be responsible for developing and implementing operational procedures to insure timely and accurate communication between custody and health services personnel regarding identification, monitoring, and status of inmates determined to be at risk for suicide.
- F. Family members of inmates that have completed suicides shall be notified in accordance with Corrections Bureau Policy numbers 2015 (Notification of Next of Kin) and 2016 (Inmate Deaths).
- G. All completed suicides shall be reviewed by the Quality Assurance Committee.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

<u>2003</u>	<u>2004</u>	<u>2005</u>
<u>2006</u>	<u>2007</u>	<u>2008</u>
<u>2009</u>	<u>2010</u>	<u>2011</u>

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 10-12-2007	Number: 2024
Subject: Decision Making – Special Problems Patients		
Reference: (A) Title 15 CCR, Sections 1052, 1208 & 1209		
(B) CMA Standard #110(I)		

I. POLICY

There will be consultation between the Facility Commander, C.I.M. Sergeant, and the responsible physician or their designee prior to the following actions being taken regarding patients who are diagnosed as having significant medical or psychiatric illnesses and/or developmental disabilities.

- A. Housing assignments.
- B. Program assignments.
- C. Disciplinary measures.
- D. Admissions to and transfers from institutions.

II. PROCEDURE

Inmates with a previous medical or psychiatric history, or whose behavior/condition indicates a need for psychiatric or medical evaluation will be referred by custody staff to health services staff. An evaluation will be completed, treatment and recommendation for housing will be made, or transfer to an appropriate care facility will be initiated as indicated per Jail Health Care Provider procedures.

- A. Referrals to health services staff may be made at any time during intake or incarceration period by custody or health services staff.
- B. Custody staff will consult with health services staff regarding the condition, capability, potential reactions, and special needs of medical, developmentally disabled, and/or psychiatric inmate/patient prior to:
 - 1. Housing assignment.
 - 2. Program assignment.
 - 3. Disciplinary measures.
 - 4. Transfer in and out of the facility.
- C. Health services staff will be notified of pending transfers out of the facility.
- D. Health services staff will provide information to custody personnel regarding special medical or psychiatric considerations of the inmate

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 10-12-2007	Number: 2024
Subject: Decision Making – Special Problems Patients		
Reference: (A) Title 15 CCR, Sections 1052, 1208 & 1209		
(B) CMA Standard #110(I)		

prior to transfers out of the facility.

- E. Inmate-patients housed in the Outpatient Housing Unit must be cleared by the responsible physician or his/her designee prior to transfer.

- F. Transfers out of Imperial County – The following will accompany inmates cleared for transfer out of the Imperial County Jail system:
 - 1. Copy of pertinent medical record or Medical Transfer Summary form.
 - 2. Sufficient essential medication for the duration of the transport or prescription for medication.
 - 3. Prosthetics and dressings that may be required.
 - 4. Instructions to transporting personnel regarding medication, diet, or other special treatment.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

<u>2007</u>	<u>2008</u>	<u>2009</u>
<u>2010</u>	<u>2011</u>	<u>2012</u>
<u>2013</u>	<u>2014</u>	<u>2015</u>

**Imperial County Sheriff's Department
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 08-08-2011	Number: 2025
Subject: Protheses		
Reference: (A) Title 15 CCR, Section 1206		
(B) IMQ Standard #327(I)		

I. POLICY

Medical and dental protheses and eyeglasses are provided when the health of the inmate would otherwise be adversely affected as determined by the responsible physician or dentist.

II. PROCEDURE

1. Inmates requiring protheses will be identified as follows:
 - a. Booking process (Intake Health Screening).
 - b. Sick Call.
 - c. 14-Day Health Inventory.
2. The physician or R.N. operating under Standardized Procedures will determine the need for protheses and make arrangements through the Medical Program Manager to have the item(s) provided.
3. All medical and dental protheses will be cleared by custody staff.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2003	_____ 2004	_____ 2005
_____ 2006	_____ 2007	_____ 2008

**Imperial County Sheriff's Department
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 08-08-2011	Number: 2025
Subject: Protheses		
Reference: (A) Title 15 CCR, Section 1206		
(B) IMQ Standard #327(I)		

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**Imperial County Sheriff's Department
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	05-22-2007	Number:	2026
Subject:	Sick Call				
Reference:	Title 15 CCR, Section 1211				

I. POLICY

The Jail HealthCare Provider will have procedures to provide inmates with access to the sick call nurse.

II. PROCEDURE

A. RESPONSIBILITY OF RN (SICK CALL NURSE):

Under the general direction of the Physician and the On-Site Medical Program Manager, and in accordance with standardized procedures, the RN will:

1. Hold daily sick call (Monday-Friday), examine patients and carry out treatment according to standardized procedures. Consult with Physician about non-emergency conditions falling outside standardized procedure parameters.
2. Identify medical emergency conditions and provide appropriate emergency care and arrange for transfer to El Centro Regional Medical Center or Pioneers Memorial Hospital.
3. Perform Health Inventory & Communicable Disease Screening on all inmates as scheduled.
4. Carry out physician's orders.
5. Repair simple lacerations and remove sutures.
6. Contact Psychiatric Nurse or Psychiatrist for inmate mental health evaluation and care.
7. Document all findings using the S.O.A.P. method.
8. Ensure confidentiality of inmate health issues.

**Imperial County Sheriff's Department
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date: 05-22-2007	Number: 2026
Subject:	Sick Call		
Reference:	Title 15 CCR, Section 1211		

9. Administer and control medications in collaboration with nursing staff.
10. Participate in Quality Management and Peer Review activities.

B. RESPONSIBILITY OF INMATE:

1. Notifying medical staff of the need for health care services. This will be done by the inmate filling out the Inmate Medical Request slip.
2. When called for a sick call round, the inmate will wear shirt and shorts and have id on his/her person.
3. Inmates not involved in sick call process will remain behind the red line as enforced by escorting officer.

C. RESPONSIBILITY OF CUSTODY STAFF:

1. Forwarding all Inmate Medical Request slips to the medical department.
2. Escorting the Sick Call Nurse during examinations/rounds.
3. Ensure appropriate inmate behaving to facilitate uninterrupted examination.
4. Assist in assuring confidentiality of examination

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2003 _____ 2004 _____ 2005

**Imperial County Sheriff's Department
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	05-22-2007	Number:	2026
Subject:	Sick Call				
Reference:	Title 15 CCR, Section 1211				

<u>2006</u>	<u>2007</u>	<u>2008</u>
<u>2009</u>	<u>2010</u>	<u>2011</u>

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	05-22-2007	Number:	2027
Subject:	Transfer of Inmates With Acute Illnesses				
Reference:	(A) Title 15 CCR, Section 1209				
	(B) CMA Standard #111(I)				
	(C) California Penal Code, Section 4011.5				

I. POLICY

There will be post admission screening and referral for care of patients with acute psychiatric and other serious illnesses as defined by the health authority. Those patients who require healthcare beyond the resources available in the facility or whose adaptation to the correctional environment is significantly impaired will be transferred to El Centro Regional Medical Center, or Pioneers Memorial Hospital.

II. PROCEDURE

Inmates requiring health care services beyond the facility's scope of capability will be transferred to the appropriate care facility in accordance with criteria specified in Jail Health Care Provider Protocols and Standardized Procedures, utilizing the appropriate mode of transport as determined by health services staff and in accordance with emergency transport procedures.

- A. Inmates awaiting emergency evaluation/transfer shall be under constant supervision of health care staff or health trained custody staff while awaiting transfer. Sources of assistance shall be identified. All custody and health services staff shall be oriented to the sources in advance of need, and referrals made in all such cases.
- B. The receiving facility shall be notified via telephone of the impending arrival of the inmate.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2003	_____ 2004	_____ 2005
_____ 2006	_____ 2007	_____ 2008

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	05-22-2007	Number:	2027
Subject:	Transfer of Inmates With Acute Illnesses				
Reference:	(A) Title 15 CCR, Section 1209				
	(B) CMA Standard #111(I)				
	(C) California Penal Code, Section 4011.5				

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**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	05-22-2007	Number:	2028
Subject:	Emergency Services				
Reference:	(A) Title 15 CCR, section 1206 (B) CMA Standard #301(E)				

I. POLICY

Emergency health services will be available 24 hours per day. Inmates requiring emergency services beyond the on-site capacity at the jail will be transferred to an appropriate off-site community health services provider. Emergency services are defined as those conditions requiring immediate intervention to alleviate severe pain or preserve the health or life of an individual.

II. PROCEDURE

- A. On-site emergency response: designated nursing staff will respond to emergency calls within the jail on a top priority basis with the emergency box. The responding nurse will take charge of the medical aspects of the emergency and set priorities according to:
 - 1. Airway, breathing, and circulation (ABC).
 - 2. Need for immediate transport to the Emergency Room (this assessment can be made simultaneously with above and notification of transport vehicle delegated); and,
 - 3. Determine the necessary treatment of the inmate within the facility; i.e., Outpatient Housing Unit, medical lockdown or general population, and need for immediate medical provider notification or scheduling for next provider sick call.

- B. Emergency transportation: Health services staff will notify the Watch Commander if an ambulance is required.
 - 1. Off-site emergency transportation will be carried out in accordance with the Jail Health Care Providers Medical Transportation Policy and Procedure.

- C. Emergency Evacuation from the Jail: The Watch Commander will determine the most expeditious evacuation route from the jail in accordance with the medical priority and security procedures.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	05-22-2007	Number:	2028
Subject:	Emergency Services				
Reference:	(A) Title 15 CCR, section 1206 (B) CMA Standard #301(E)				

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2003	_____ 2004	_____ 2005
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**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	05-22-2007	Number:	2029
Subject:	Individualized Treatment Plans				
Reference:	(A) Title 15 CCR, Section 1210 (B) CMA Standard #316(I)				

I. POLICY

A written individualized treatment plan shall be developed by qualified health services staff for inmates requiring close medical supervision, including chronic and convalescent care, and includes directions to health services and other staff regarding their role in the care and supervision of these inmates.

II. PROCEDURE

Inmates with medical and/or psychiatric conditions identified during Intake Health Screening or returning to the jail from off-site hospitalization shall be referred for evaluation by the responsible physician or RN who will be responsible for developing and documenting an individualized plan of treatment. Treatment plans shall include housing, dietary, medication, observation and monitoring, and follow-up referral and/or evaluation as appropriate.

- A. The Corrections Bureau Commander or his/her designee shall be informed of aspects of the treatment plan which include custody staff, e.g., housing, observation, transportation, etc.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2003	_____ 2004	_____ 2005
_____ 2006	_____ 2007	_____ 2008
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**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 05-22-200	7Number: 2030
Subject: Chemically Dependent Inmates		
Reference: (A) Title 15 CCR, Section 1213 (B) CMA Standard #322(I)		

I. POLICY

The clinical management of chemically dependent inmates shall include diagnosis of chemical dependency by a physician or qualified health services staff; an individualized treatment plan developed and implemented; and referral to community resources upon release when appropriate.

II. DEFINITION

Chemical dependency refers to persons physiologically dependent upon alcohol, opium derivatives, opioids, stimulants, and depressants.

III. PROCEDURE

Inmates identified by self or corrections staff as substance abusers shall be evaluated by health services staff to determine medical status. Evaluation, treatment, and referral shall be carried out in accordance with direct physician orders, or approved standardized procedures. Opiate dependent pregnant inmates shall be evaluated by health services staff within six (6) hours of admission into the facility.

- A. All evaluation, treatment, and referral data shall be recorded in the inmate's medical record.
- B. Inmates who have been treated for chemical dependency during their incarceration shall be counseled and referred to community resources upon release from the facility.

IV. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

V. By Direction of the Corrections Bureau Commander.

VI. Annual Review:

_____ 2003	_____ 2004	_____ 2005
_____ 2006	_____ 2007	_____ 2008

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	05-22-2007	Number:	2030
Subject:	Chemically Dependent Inmates				
Reference:	(A) Title 15 CCR, Section 1213				
	(B) CMA Standard #322(I)				

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**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date: 10-15-2007	Number: 2031
Subject:	Inmates In Safety cell		
Reference:	(A) Title 15 CCR (B) CMA Standard #320(I)		

I. POLICY

Inmates placed out of the general population in isolation cells for any reason will be evaluated by the health services staff every 6 hours a day to determine their physical and mental condition.

II. PURPOSE

Prevention of depression and suicidal behavior.

III. PROCEDURE

- A. The nurse will visualize and speak with all inmates in Safety cell every 6 hours and Sobering cells every 4 hours.
- B. Evaluation will include notation of any bruises or self-inflicted injuries, vital signs, and comments on the inmate's general attitude and outlook.
- C. A notation to include date/time/evaluation findings/name of evaluator, will be placed in each patient's chart after observation.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

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_____ 2010	_____ 2011	_____ 2012
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**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	05-22-2007	Number:	2032
Subject:	Food Services – Special Diets				
Reference:	(A) Title 15 CCR, Section 1241 (B) CMA Standard #328(I)				

I. INTRODUCTION

Dietary services in the Imperial County correctional facilities adhere to the standards outlined in Title 15, Section 1240-1249 of the California Code of Regulations.

In general, sufficient variety is offered such that individuals with specific dietary restrictions can meet their nutritional needs in an appropriate fashion with simple instructions from the medical staff in how to properly select from the menu offered. The following diets can be provided in this way in most cases.

- A. Diabetic – This diet is appropriate for most diabetics unless extremely “brittle”. A bedtime snack can be ordered for patients on hypoglycemic medications, pregnant women, and inmates with gastric problems as determined by the RN or attending M.D.
- B. Low Sodium – The diet offered is equivalent to a 3-5 gram sodium (regular diet). Inmates are instructed to refrain from salting food at the table and/or will be receiving a “no salt added” diet.
- C. Peptic Ulcer Diet – Inmates are instructed to avoid coffee and highly seasoned foods that they experience as bothersome.
- D. Food Allergies or Intolerances – Avoidance of the offending food is recommended.
- E. Weight Reduction – Inmates are instructed to avoid high-calorie foods and to reduce their total intake.
- F. Vegetarian – This diet is adequate for Lacto-Ovo Vegetarians. Strict vegetarians may require special consideration.
- G. Special diets currently available include, but are not limited to:
 - 1. Puree – Standard diet processed in a commercial blender.
 - 2. Mechanical soft standard diet – Processed in a “Buffalo Grinder”.
 - 3. Nutritional supplements – (For pregnant or malnourished inmates) Extra milk, vitamin supplements (at the discretion of the medical staff), double

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	05-22-2007	Number:	2032
Subject:	Food Services – Special Diets				
Reference:	(A) Title 15 CCR, Section 1241 (B) CMA Standard #328(I)				

portions, and sack lunches.

4. Bedtime snack for diabetics – Usually a sandwich and fruit.

II. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

III. By Direction of the Corrections Bureau Commander.

IV. Annual Review:

_____ 2003	_____ 2004	_____ 2005
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**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	05-22-2007	Number:	2033
Subject:	Informed Consent				
Reference:	(A) Title 15 CCR, Section 1214				
	(B) CMA Standard #602				

I. POLICY

All examinations, treatments, and procedures are governed by informed consent. Any competent inmate may refuse, verbally or in writing, both emergency and non-emergency medical and mental health care.

II. PROCEDURE

The health services staff initiating treatment shall inform the inmate of the nature of the treatment and possible side effects and risks, as well as the risk of not having the treatment.

- A. A signed Informed Consent form will be completed and witnessed for all invasive procedures performed in the jail.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2003	_____ 2004	_____ 2005
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**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date: 05-05-2017	Number: 2034
Subject:	Female Reproductive Services/Restraint of Pregnant Prisoners		
Reference:	(A) Title 15 CCR, Section 1206 (B) CMA Standard #314(E) (C) California Penal Code, Section 3407 and 4023.5		

I. POLICY

Counseling and assistance are provided to female inmates in keeping with their expressed desire for contraceptive family planning services, to pregnant females for their unborn children whether desiring abortion, adoptive services, or to keep the child. Prenatal care including diet, regularly scheduled obstetric monitoring, provisions for lactating women, management of the chemically-dependent pregnant inmates, and monitoring for post-partum depression are provided.

II. PROCEDURE

All females shall be queried regarding pregnancy, recent delivery, miscarriage or abortion as part of the intake health screening completed upon admission to the facility.

- A. When pregnancy is determined, the inmate will be scheduled for routine OB care with an off-site OB/GYN specialist. Prenatal and postnatal care shall be provided in accordance with the treatment plan established by the off-site OB/GYN specialist; other medical and mental health conditions will be managed by on-site providers as appropriate.
- B. Pregnant inmates who are booked and addicted to opiates will be treated as follows:
 - 1. If the inmate is currently on Methadone, the methadone treatment facility will be contacted for continued maintenance.
 - 2. If the inmate is addicted to opiates and not currently on Methadone, the on-call provider is contacted and plans for maintenance or detoxification will be provided by a direct order from the physician.
- C. Provisions will be made to allow lactating inmates to continue feeding their newborn by issuance of a breast pump, appropriate storage of breast milk, and making arrangements for collection of same from the jail by family or designated individual. Breast milk should be picked up within 24 hours by a family member.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	05-05-2017	Number:	2034
Subject:	Female Reproductive Services/Restraint of Pregnant Prisoners				
Reference:	(A) Title 15 CCR, Section 1206 (B) CMA Standard #314(E) (C) California Penal Code, Section 3407 and 4023.5				

- D. Females, including those pregnant and lactating will be provided educational information and counseling to include contraceptive and family planning services, exercise, nutrition, personal hygiene, safety precautions, and other appropriate health education materials.
- E. The Imperial County Sheriff's Office is concerned with the treatment of incarcerated prisoners who are pregnant.
1. A prisoner known to be pregnant while in housing, transportation to and from court, in recovery and after delivery, and hospital visits will be handcuffed in the front. Pregnant inmates will not be restrained by the use of leg irons, waist chains, or handcuffs behind the body.
 2. A pregnant prisoner in labor, during delivery, or in recovery after delivery, will not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the prisoner, the staff, or the public.
 3. Restraints will be removed when a professional who is currently responsible for the medical care of a pregnant prisoner during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.
 4. This section shall not be interpreted to require restraints in a case where restraints are not required pursuant to a statute, regulation, or correctional facility policy.
 5. Upon confirmation of a prisoner's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant prisoners, including, but not limited to the provisions of 3407 PC, the relevant regulations, and the correctional facility policies.
 6. Pregnant or lactating inmates will be given 8 ounces of milk at each meal and a snack with 8 ounces of milk during the evening. The officer or medical staff will assure the snack is received by you.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	05-05-2017	Number:	2034
Subject:	Female Reproductive Services/Restraint of Pregnant Prisoners				
Reference:	(A) Title 15 CCR, Section 1206 (B) CMA Standard #314(E) (C) California Penal Code, Section 3407 and 4023.5				

- G. Upon release, female inmates will be provided with information regarding resources in the community for family planning and contraceptive services.
- H. Females must place a request 6 weeks prior to release to be provided with information regarding resources in the community for family planning and contraceptive services.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

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**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 05-22-2007	Number: 2035
Subject: Handling of Inmate Concerns/Grievances		
Reference:		

I. POLICY

The medical staff will respond in writing to inmate health care grievances within a 72-hour period.

II. PROCEDURE

Inmate health care concerns will be communicated in writing to the Medical Department on the Inmate Request/Grievance form. Inmate Request forms are provided to the inmates by the custody staff.

- A. The Jail Health Care Provider Program Manager will respond in writing to the inmate on the "Response to Inmate" area of said form.
- B. Unresolved issues will then be investigated and dealt with by a Sheriff's Department designee.
- C. A copy of the completed Inmate Request form will be kept in a separate monthly file. A copy of the completed Inmate Request form will become a part of the permanent medical record.
- D. Grievances will be reviewed and discussed at the Quality Assurance meetings.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2003	_____ 2004	_____ 2005
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**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 05-22-2007	Number: 2036
Subject: Evidence Gathering		
Reference: (A) Title 15 CCR, Section 1200		
(B) CMA Standard #601(E)		
(C) California Penal Code, Section 4030		

I. POLICY

Health Services staff will not participate in body cavity searches or in the collecting of blood specimens for the purpose of evidence gathering.

A. A.M.A. guidelines state the following:

1. Searches of body orifices conducted for security reasons should generally be performed by corrections personnel with special training.
2. Where laws or agency regulations require body cavity searches to be conducted by medical personnel, they should be performed by health care personnel other than those providing care to inmates.

II. PROCEDURE

Body cavity searches, collection of body fluids and/or hair specimens shall only be conducted by qualified outside health service providers.

- A. Court-ordered laboratory tests or radiology procedures may be performed by Jail Health Care provider staff with consent of the inmate.
- B. With the exception of paragraph "A" above, no evidence collection will be performed by medical staff or within the medical unit.

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2003	_____ 2004	_____ 2005
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**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	05-22-2007	Number:	2036
Subject:	Evidence Gathering				
Reference:	(A) Title 15 CCR, Section 1200				
	(B) CMA Standard #601(E)				
	(C) California Penal Code, Section 4030				

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**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date: 10-15-2007	Number: 2037
Subject:	Medical Transportation		
Reference:	(A) Title 15 CCR, Section 1206 (B) CMA Standard #108(I)		

I. POLICY

The Jail Health Care Provider Program Manager and the Facility Commander or his/her designee shall develop a plan for the provision of medical transportation for timely access of inmates requiring services beyond the on-site capability at the Imperial County Jail. This cooperative plan shall insure the priority and type of transportation based upon the inmate's needs, transmittal of medical information, and maintenance of confidentiality.

II. PROCEDURE

Inmates requiring emergency off-site services shall be transported via ambulance. The nursing staff on duty shall inform the Watch Commander of the need for an ambulance. Custody staff shall be responsible for calling the ambulance service and coordinating entrance into and out of the jail in a timely manner. Nursing staff shall be responsible for notifying the receiving facility of the impending arrival and the nature of the emergency.

- A. Non-emergent conditions requiring off-site referral shall be transported in accordance to the patient need:
 - 1. Inmates requiring special equipment, medical escort, and/or are unable to sit up during transport shall be transported via ambulance.
 - 2. Inmates who can sit up and have no special in-transport medical needs may be transported via sheriff's car or van.
- B. Transfer of medical information:
 - 1. Emergencies: The Jail Health Care Provider Program Manager, or on duty nursing staff shall notify the receiving treatment facility of the impending arrival, the nature of the medical emergency, and any pertinent medical/psychiatric history per telephone. Follow-up written medical information shall be transferred as appropriate and necessary
 - 2. Routinely scheduled off-site appointments: A completed Medical Referral form shall accompany every inmate being sent for off-site services. Routine transportation events will be coordinated with the Jail Transportation Unit Supervisor or his designee at extension 373.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date: 10-15-2007	Number: 2037
Subject:	Medical Transportation		
Reference:	(A) Title 15 CCR, Section 1206 (B) CMA Standard #108(I)		

III. Effective Date:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

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**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Inmate Medical Care	Date: 10-15-2007	Number: 2038
Subject: Health Services Staff Disaster Response		
Reference: IMQ Standard #116(I)		

I. POLICY

The Corrections Bureau Commander and the Health Authority shall approve the health aspects of the jail's disaster plan. The primary role of the health services staff in disaster response is to triage, render first aid, initiate resuscitation of critically injured individuals and direct/coordinate off-site medical referrals. The senior health services staff member present (i.e., Program Manager or nurse on duty) under the general supervision of the Medical Director and in collaboration with the officer in charge of the facility will assume leadership responsibility for health services response in time of a natural or man-made disaster effecting the jail.

II. DEFINITIONS

A. TRIAGE – The classification of injury and prioritization of treatment.

CATEGORIES OF TRIAGE:

I. Life threatening injury requiring immediate attention:

- a. Wounds causing interference with or obstruction of airway.
- b. Hemorrhage.

II. Injuries requiring early treatment or surgery:

- a. Visceral injuries, any severe or penetrating wounds to an organ system.
- b. Vascular injuries requiring repair.
- c. Closed cerebral injuries with loss of consciousness.

III. Injuries for which treatment or surgery may be delayed an hour or more:

- a. Maxillofacial injuries without asphyxia.
- b. Injuries to the eyes.
- c. Lesser fractures or dislocations.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	10-15-2007	Number:	2038
Subject:	Health Services Staff Disaster Response				
Reference:	IMQ Standard #116(I)				

- d. Soft tissue wounds.
- IV. Death imminent or dead:
 - B. DISASTER – any natural (i.e., earthquake, flood, fire, etc.) or man-made (i.e., riot, arson, bombs, etc.) internal or external to the jail where there are multiple casualties of such a degree that immediate medical attention is required to prevent death or permanent disability.

III. PROCEDURES

A. GENERAL GUIDELINES

1. Under the general supervision of the Jail Health Care Provider Medical Director, the Program Manager or his or her designee shall be in charge of the triage team if he/she is in the facility.
2. In the absence of the Program Manager, the senior nurse on shift shall be in charge.
3. The Program Manager or the nurse on duty (if the Program Manager is not present) will report to the Watch Commander in charge of the situation and determine the need/extent of call back of the health services staff.
4. The Program Manager will be notified by the senior nurse on duty if not in the facility.
5. The clerk on duty or individual designated by the triage leader shall have the responsibility of notifying health services personnel to return to duty at the direction of the triage leader.
6. The west lawn (RADF) and the multi-purpose room or west recreation yard (HHCC) will serve as the casualty collection point and triage area unless deemed to be unsafe in which case a location will be mutually determined by health services and custody staff.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	10-15-2007	Number:	2038
Subject:	Health Services Staff Disaster Response				
Reference:	IMQ Standard #116(I)				

7. All nursing and clinical staff shall report to the casualty collection point. Further assignments, i.e., triage, immediate first aid team, casualty loading, patient monitoring, and coordination of ambulance transfers, will be made by the team leader based on the situation and available health services personnel.
 8. Equipment shall be brought to the triage area from the nearest location:
 - a. Emergency box, extra dressings, flashlight, triage tags, felt tipped marking pen.
 - b. Oxygen tank with mask.
 - c. Blood pressure cuffs.
 - d. Stethoscopes.
- B. TRIAGE:**
1. Casualties will be taken to a central casualty collection point where triage will take place for classification of priority of treatment.
 2. The triage person or team will consist of one RN, and one LVN, and/or an MD depending on the availability of personnel. Casualties will be examined and sorted into categories denoting priority for care.
 3. Casualties requiring immediate stabilization will be referred to the immediate treatment team (available RN, LVN, and officers) in the triage area prior to movement to the casualty loading area.
 4. The triage team leader (Program Manager or nurse on duty) will coordinate with custody staff to assist in transfers to an off-site treatment facility as necessary.
 - a. After assessing the extent of the injuries, notify the El Centro Regional Medical Center. Dispatch should be called by the Watch Commander and notified at the earliest possible moment if ambulance transport will be necessary.
 - b. If evacuation of the building is not necessary, the medical department will be used to treat and triage patients.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	10-15-2007	Number:	2038
Subject:	Health Services Staff Disaster Response				
Reference:	IMQ Standard #116(I)				

- c. If evacuation of the building is necessary, refer to the facility evacuation plan.
- 5. Casualties will be stabilized and moved to an ambulance loading area.
- 6. Health services personnel shall be assigned to an ambulance loading area to dispatch the most severely injured to ECRMC or other off-site medical treatment facility for further treatment. The assigned health services staff shall monitor and provide necessary first aid until the casualty's care/treatment is assumed by the ambulance staff.
- 7. After initial sorting and tagging is completed, the triage team will re-evaluate patients (including those in casualty loading area) for a change of status:
 - a. Shock
 - b. Consciousness
 - c. Patency of airway
- 8. Custody staff be relied upon to assist with triage and stabilization through first aid under the direction of the nurse on duty.

C. METHOD OF SORTING AND TAGGING CASUALTIES:

Triage tags will be used. If not immediately available, individuals will be triaged by having the number priority marked on their forehead (when possible) with a red marking pen or lipstick.

Levels of priority may change based on the disaster and the accessibility of care.

I. FIRST PRIORITY:

Individuals requiring immediate life saving treatment. Write #1 on tag or on their forehead:

- A. Any wound interfering with airway or causing airway

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	10-15-2007	Number:	2038
Subject:	Health Services Staff Disaster Response				
Reference:	IMQ Standard #116(I)				

obstruction:

1. Sucking chest wounds.
2. Tension pneumothorax.
3. Maxillofacial wounds in which asphyxia is present or impending.

B. Any hemorrhaging wound or a bleeding requiring pressure.

C. Shock.

Some of these conditions may be so urgent as to require immediate life saving measures by persons doing the sorting. If CPR is started by the triage person, it should be turned over to the immediate treatment of stabilization team as soon as possible.

II. SECOND PRIORITY:

Individuals requiring early treatment or surgery may wait a short period of time for care. Tag or mark forehead with #2 in red marking pen or lipstick.

A. Visceral injuries, any severe or penetrating wounds to an organ system.

B. Vascular injuries requiring repair; all injuries requiring use of a tourniquet.

C. Closed cerebral injuries with an increasing loss of consciousness.

III. THIRD PRIORITY:

Individuals may be ambulatory; require surgery or further care which may be delayed an hour or more. Tag or mark forehead with #3 in red marking pen or lipstick.

A. Maxillofacial injuries without asphyxia.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	10-15-2007	Number:	2038
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- B. Injuries to the eyes.
- C. Uncomplicated fractures or dislocations.
- D. Soft tissue wounds.

IV. LAST PRIORITY:

Individuals who are dead or death is imminent. Tag or mark forehead with an X in red marking pen or lipstick.

D. MEDICAL DISASTER PLAN:

Definition – Multiple casualties of such a degree that immediate medical attention is needed to prevent death or permanent disability. Examples may include natural disasters caused by earthquake, lightning, etc., and man-made situations such as those caused by riots, bombs, fire, or arson.

1. Sheriff's Office Officers and responding medical personnel:
 - a. Once a state of emergency is evident, the officer in charge notifies the dispatch center of the nature and location of the emergency.
 - b. Dispatch Center will then automatically dispatch at least one ambulance to the scene, notify the appropriate hospitals, and contact other agencies as required (i.e., fire department, heavy rescue, Haz-Mat, Arson-Bomb, etc.).
 - c. The County EMS system provides for an on-scene medical coordinator (usually one member of the ambulance crew) who will take charge of triage in the absence of a more highly trained individual wishing to do so.
 - d. El Centro Regional Medical Center will be the primary site of emergency medical treatment, to the extent that the facility

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	10-15-2007	Number:	2038
Subject:	Health Services Staff Disaster Response				
Reference:	IMQ Standard #116(I)				

and staff are capable of providing it.

- e. When there are mass casualties (defined as greater than six seriously injured persons requiring emergency medical treatment at one time), ECRMC is designated to assume the role of "Base Hospital" and will coordinate hospital capabilities among the facilities available and direct ambulance transports to the most appropriate facility based on the nature and severity of the injury.

IV. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

VI. Annual Review:

_____ 2007	_____ 2008	_____ 2009
_____ 2010	_____ 2011	_____ 2012
_____ 2013	_____ 2014	_____ 2015

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical	Care Date:	05-22-2007	Number:	2039
Subject:	Mental Health Services				
Reference:	(A) Title 15 CCR, Sections 1052, 1200, 1205, 1206, 1207, 1208, 1209 & 1210				
	(B) CMA Standard #311(E)				

I. POLICY

Outpatient mental health services to include screening, evaluation, diagnosis, treatment and referral services shall be available to all inmates in the Imperial County jail facilities. All mental health outpatient services shall be provided by qualified health services staff. Inmates requiring services beyond the on-site capability at the Imperial County jail facilities shall be referred to appropriate off-site providers.

II. PROCEDURE

All new inmates shall be observed and queried for signs/presence and history of mental illness, including suicidal behavior/ideations, and use of medication for psychiatric treatment as part of the intake health screening completed by trained custody staff. Any inmate exhibiting or testifying to presence or history of mental illness is referred to health services staff for further evaluation.

- A. Inmates requiring special in-jail housing and/or observation for psychiatric reasons will be housed in single observation cells and/or the outpatient Housing Unit pursuant to consultation with the Facility Commander or Watch Commander and health services staff. Individual treatment plans shall be developed by health services staff to meet the outpatient treatment needs of the inmate during his/her period of incarceration.
- B. Crisis intervention and management of acute psychiatric episodes shall be handled initially by on-duty health services staff with referral to the psychiatric provider and/or psychiatrist on a 24 hour per day basis.

III. Effective Date

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical	Care Date:	05-22-2007	Number:	2039
Subject:	Mental Health Services				
Reference:	(A) Title 15 CCR, Sections 1052, 1200, 1205, 1206, 1207, 1208, 1209 & 1210				
	(B) CMA Standard #311(E)				

_____ 2003	_____ 2004	_____ 2005
_____ 2006	_____ 2007	_____ 2008
_____ 2009	_____ 2010	_____ 2011

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	10-15-2007	Number:	2040
Subject:	Emergency Medical Treatment (First Aid & CPR)				
Reference:	(A) Title 15 CCR, Standards & Training, Articles 1-9 (B) California Penal Code, Section 13518				

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to provide emergency medical treatment (First Aid & CPR) to any inmate, staff, or general member of the public who goes into full cardiac and or respiratory arrest.

The intent of this policy is to provide guidelines in handling life threatening "Code Blue" emergencies for inmates, staff and visitors.

The term "Code Blue" shall be used to describe the conditions of full cardiac arrest, respiratory arrest or any other serious medical emergency which is potentially life threatening and shall trigger the 911 request for a Paramedic Emergency Response Team.

All staff (custody and medical) have a duty to act and to provide medical aid (i.e. First Aid and/or CPR) to any person in need of such aid.

II. PROCEDURE

1. CODE BLUE – Full cardiac and/or respiratory arrest. This includes but is not limited to, respiratory, and trauma type of emergencies.

A. FIRST PERSON (Custody or Medical) to discover victim:

1. Assess victim's condition.
2. Without leaving the victim, immediately call for help via radio, intercoms, or by any other means of communication.
3. Start Cardio-Pulmonary-Resuscitation (CPR). If necessary, the victim should be moved to a secure location for security and safety reasons, however, CPR will be administered as soon as possible.

B. SECOND PERSON (Custody or Medical) on the scene:

1. Notify the closest control center (Housing, Intake, or Tower) staff

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	10-15-2007	Number:	2040
Subject:	Emergency Medical Treatment (First Aid & CPR)				
Reference:	(A) Title 15 CCR, Standards & Training, Articles 1-9 (B) California Penal Code, Section 13518				

person who shall be responsible for notifying:

- a. The Watch Commander and provide the following information:
 1. Location of emergency.
 2. Brief description of the incident, reason for CODE BLUE, such as hanging.

 - b. Jail Medical staff and provide the following information:
 1. Location.
 2. Is the victim breathing without assistance?
 3. Is there an obstructed airway?
 4. Does the victim have a pulse?
 5. Apparent cause of emergency (i.e., hanging, etc.).

 - c. The Dispatch Center to initiate 911 emergency response. The control officer calling dispatch shall be prepared to answer the following questions:
 1. Location.
 2. Is the victim breathing on their own?
 3. Is there an obstructed airway? (Was the victim hanging?).
 4. Does the victim have a pulse?
2. Switch to two-person CPR if additional help has arrived after the above notifications have been made. Continue CPR until relieved by medical staff (Jail medical, or EMS personnel).

If medical staff have been doing CPR and then stop, custody staff will take over and continue to give CPR until EMS arrives. Once CPR has been initiated, it will not stop for any reason until the inmate has left the building.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	10-15-2007	Number:	2040
Subject:	Emergency Medical Treatment (First Aid & CPR)				
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3. DEATH PRONOUNCEMENT:

All inmates are to be considered alive until they are turned over to EMS personnel. Jail medical staff cannot pronounce the inmate dead.

EMS personnel, and hospital staff (i.e., MD, RN) are the only ones who may pronounce death. Custody staff and jail medical staff are not authorized to pronounce death, except for the following circumstances:

- a. Decapitated body where death is obvious.
- b. Decomposition of the body is evident.

C. REGISTERED NURSE/LICENSED VOCATIONAL NURSE:

1. Respond to the scene with the emergency bag.
2. Assess the victim immediately.
3. Manage the emergency and assess the patient continuously by monitoring vital signs (B.P., P.R.).
4. Delegate as necessary.
5. Document sequence of events on the Medical forms.
6. When 911 emergency response arrives, be prepared to provide a pertinent medical history.

NOTE: The Paramedic/EMT response team is required by law to transport to the nearest Acute Care Emergency Room.

D. CUSTODY STAFF:

1. Shall render CPR aid as required by law. Reference (A) mandates that all custody officers receive CPR and First Aid training. As such, those officers have a duty to act in medical emergencies. Expiration of certification cards, and/or no recent update is not a valid excuse for

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

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refusing to perform emergency medical aid. All staff are covered under the "Good Samaritan" rule when applying emergency medical aid, even if certification has expired.

2. No staff member shall refuse to render emergency medical aid at any time while on duty.
 3. All staff will be provided with one-way CPR masks. These masks are designed to prevent the aid giver from swallowing vomit, saliva, etc. from the person they are applying the aid to. All staff will carry these masks with them at all times while on duty. These masks will also be available inside of the fire closets in the facilities. These masks are to be left in these locations unless actually used. The Watch Commander shall be responsible for noting any masks that have been used or need replacement on their daily inspection report.
 4. No staff member shall direct an inmate to render aid in their place. Additionally, no staff member will stand by and watch while an inmate does CPR. In such cases, the officer shall either assist the inmate in two-person CPR; or direct the inmate away from the scene and administer CPR themselves.
 5. Shall assist medical staff when requested (i.e., two-person CPR, etc.).
- E. If there is a doctor in the facility, he/she shall be called to the scene and the jail medical staff notified.
- F. Any M.D., N.P., R.N., or L.V.N., shall have the authority to call 911 or other medical transport for any medical condition as they deem necessary.
- G. Visitors not requiring 911 intervention shall be referred to their private physician.

III. EFFECTIVE DATE:

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Inmate Medical Care	Date:	10-15-2007	Number:	2040
Subject:	Emergency Medical Treatment (First Aid & CPR)				
Reference:	(A) Title 15 CCR, Standards & Training, Articles 1-9 (B) California Penal Code, Section 13518				

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

_____ 2007	_____ 2008	_____ 2009
_____ 2010	_____ 2011	_____ 2012
_____ 2013	_____ 2014	_____ 2015

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Investigative Reports	Date: 09-08-2018	Number: 2101
Subject:	Criminal Reports		
Reference:	(A) Title 15 CCR, Section 1044 (B) Corrections Bureau Policy number 201		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to ensure that a criminal report is generated and completed when an incident of a criminal nature has occurred and requires prosecution is completed.

II PROCEDURE:

Crime Reports (CR) will be completed by the Correctional Officer who discovered the incident or was assigned by the Watch Commander. The Watch Commander will be notified of all incidents that require a crime report. The Watch Commander will record the crime report number in the watch commanders daily log book along with the charges, nature of incident, and all other pertinent information.

All reports will be generated in Spillman. All reports shall accurately reflect the identity of the persons involved, all pertinent information observed or heard, and any actions taken. Employees shall not repress, conceal or distort the facts of any reported incident.

III. INCIDENTS REQUIRING A CRIME REPORT:

A. REQUIRED REPORTING

Reports are required in all of the following situations on the Spillman computer system and other department approved forms.

CRIMINAL ACTIVITY

When a Correctional Officer responds to a call for service or as a result of self initiated activity becomes aware of any activity where a crime has occurred, the Correctional Officer is required to document the incident. The fact that a victim is not desirous of prosecution is not an exception to documenting a report. The following are examples of required criminal reports:

- 1) In every instance where a felony has occurred even if the victim does not desire prosecution.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Investigative Reports	Date: 09-08-2018	Number: 2101
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Reference:	(A) Title 15 CCR, Section 1044 (B) Corrections Bureau Policy number 201		

- 2) In every instance where a misdemeanor has occurred even if the victim does not desire prosecution.
- 3) In every case where force is used upon an inmate and injury has occurred to staff or inmate(s).

NON CRIMINAL ACTIVITY

- 1) Lost inmate property.
- 2) Damage to county property by Sheriff's personnel.
- 3) Any inmate injury.
- 4) Other related incidents deemed by the Watch Commander as necessary.

SUICIDE OR ATTEMPTED SUICIDE

Cases of obvious suicide will be investigated by Sergeants, Corporals, and Correctional Officers. All suicides or attempted suicides, when discovered shall be handled as a homicide until the determination of death by the coroner is discovered.

EXPEDITIOUS REPORTING

In general, all Correctional Officers, Corporals, and Sergeants shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized report or reports delayed without supervisory approval is not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Investigative Reports	Date: 09-08-2018	Number: 2101
Subject:	Criminal Reports		
Reference:	(A) Title 15 CCR, Section 1044 (B) Corrections Bureau Policy number 201		

REPORT CORRECTIONS

Supervisors **shall** review reports for content, grammar, and accuracy. If corrections are necessary the reviewing supervisor shall advise the employee of the reasons for correction. It is the responsibility of the employee to ensure that any report returned for correction is processed in a timely manner.

IV. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Investigative Reports	Date: 09-08-2018	Number: 2102
Subject:	Critical Incident Reports		
Reference:	(A) Title 15 CCR, Section 1029(a)(6) (B) Corrections Bureau Policy number 201		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to ensure that all Jail related occurrences that jeopardize or have the potential to jeopardize staff, inmates, visitors, the security of the facilities, or the safety of the community at large are reported in a timely fashion. It is also the policy of Imperial County Sheriff's Office Corrections Bureau to ensure that command personnel are available to line supervisors for consultation at all times. A formal review of these incidents will be conducted as soon as possible after the incident has been deactivated.

II PROCEDURE:

Critiques of critical incidents will be conducted within seven (7) days, which will include all staff members involved during the incident. The purpose for this meeting/review is to establish the need for changes (if needed) in the current policies and procedures manual and/or discuss any issues arising during the incident. The Incident Commander will submit a written critique of the incident to the Chief Deputy of Corrections within seven (7) days of the meeting/review.

All significant incidents taking place within the Jail, including but not limited to acts of violence, escape, hostage taking, duty related deaths or serious injury to staff, or other major institutional disruptions, will be reported to the Chief Deputy of Corrections. During normal working hours, typical reporting channels will be used. During off-duty hours, this reporting will be through an on-call Lieutenant structure. In the absence of command staff in the typical chain of command, the Department On-Call Officer is delegated the authority to make such decisions as or otherwise delegated by the Sheriff.

The Chief Deputy of Corrections will identify Lieutenants who are to be available to shift supervisors in times of crisis or for consultation and notification during unusual management situations. This duty will be shared on a rotational basis by all Corrections Bureau Lieutenants. The Watch Commander will be provided with a listing of the phone numbers of the on-call Lieutenant, and a schedule of their assignments. The on-call Lieutenants will have department assigned cellular phones. Those numbers will be provided to the Watch Commanders.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Investigative Reports	Date: 09-08-2018	Number: 2102
Subject:	Critical Incident Reports		
Reference:	(A) Title 15 CCR, Section 1029(a)(6) (B) Corrections Bureau Policy number 201		

III. INCIDENTS REQUIRING A CRITICAL INCIDENT REVIEW:

- A. PRIORITY I:** Priority I incidents are those that will be reported at once to the on-call Lieutenant, and include but are not limited to the following:
1. Service related death of inmate, employee, volunteer, visitor, or public.
 2. Extensive property damage resulting from fire, man-made or natural disaster, and or inmate actions.
 3. Actual, suspected, or attempted hostage action.
 4. Sexual assault of any type, or assaults when a weapon was involved.
 5. Riot or use of riot control equipments, including the use of chemical agents, taser, grenades, OC Pepper ball System, 37mm Riot Gun, FN 303, etc.
 6. Escape or attempted escape.
 7. Bomb threat.
 8. Actual or suspected sabotage resulting in major property damage or prolonged disruption of operations, such as suspected arson, cut power or telephone lines, or inoperative heating/cooling/ventilation plant.
 9. Any occurrence that the Watch Commander believes may result in an unusual level public or media attention.
 10. Power outage in excess of one hour or any time during non-daylight hours.
 11. Use of firearm by any person or staff on Department property.
 12. Any alleged criminal act committed by a person visiting or working in the Jail, including any act committed by staff that may result in criminal charges.
 13. Attempted or actual suicide.
 14. Hospitalization of any inmate, staff or visitor.
 15. Any significant medical condition or treatment (e.g., several stitches, fractures, head injury, loss of consciousness, etc.) given to staff, inmates or visitors as a result of criminal acts or natural occurrences (e.g., inmate injury, occupational injury, etc.).

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Investigative Reports	Date: 09-08-2018	Number: 2102
Subject:	Critical Incident Reports		
Reference:	(A) Title 15 CCR, Section 1029(a)(6) (B) Corrections Bureau Policy number 201		

B. OTHER INCIDENTS:

All other incidents will be categorized as either Priority I or Priority II. These incidents typically do not require a Critical Incident Review. Command Staff may, however, authorize Critical Incident Reviews for Priority I and Priority II incidents at their discretion.

IV. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

V. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Investigative Reports	Date: 04-03-2018	Number: 2103
Subject:	Inmate Injury Reports		
Reference:	Title 15 CCR, Sections 1044 Incident Reports		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to maintain an accurate record of all inmates who report injuries to staff.

II PROCEDURE:

CR (Crime Report) reports will be completed for every inmate who reports an injury to staff. The staff member to whom the injury was reported shall be responsible for completing the report. The Watch Commander will be notified of all inmate injuries, and will record all injuries along with the CR number in the Watch Commanders shared file folder. Inmate worker injuries will fall under the same guidelines but the Workers Compensation Claim Form DWC1 and the Supervisor Accident Report must be completed in conjunction with the Crime Report. Inmate worker injuries occur while the inmate is working at a sanctioned work assignment.

Workers Compensation Claim Form DWC1 and the Supervisor Accident Report will be forwarded to the RADF Administrative Sergeant.

Reports will be concise and accurate. Inmate Injury Reports will be submitted in the standard CR report writing format. Inmate injury reports will be submitted in a timely manner and approved by the Watch Commander on duty when the injury was reported. All reports will be processed by the Watch Commander. Reports are generally due by the end of shift. If it is close to shift change, and the injury/report is of a routine nature, the report will be completed by the end of the reporting officers next scheduled shift. All reports will be turned in in a timely and orderly manner.

Inmate Injury Reports of a significant nature will be completed before the reporting officer goes off duty. Overtime may be authorized for completion of these types of inmate injury reports. The term significant nature includes, but is not limited to the following:

1. All injuries sustained as a result of a criminal act.
2. All injuries sustained as a result of Use of Force by staff (to include riot control equipment).
3. Injuries requiring hospitalization of the inmate (not treat and release) and or staff.
4. All actual or suspected head trauma or injuries.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title:	Investigative Reports	Date: 04-03-2018	Number: 2103
Subject:	Inmate Injury Reports		
Reference:	Title 15 CCR, Sections 1044 Incident Reports		

5. All actual or suspected spinal trauma or injuries.
6. All actual or suspected fractures.
7. Injuries requiring a significant number of stitches.
8. In all other cases as warranted upon the recommendation of medical staff, or the determination of the Watch Commander.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Investigative Reports	Date: 08-21-2018	Number: 2104
Subject: CCTV Ware Recorder		
Reference: California Government Code, Section 34090.6(a)(c)		

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to provide a safe and secure environment for the inmates housed therein. Inmates have a fundamental right to protection and security while incarcerated. The CCTV Ware Recorder system is an integral part of this protection and security by providing continuous livestream of the inmate housing areas, holding cells, and other designated security areas.

This system allows staff to monitor inmate areas, and to identify victims and/or suspects in assaults and other criminal acts. This system will enable staff to determine appropriate classification assignments for victims, and evidence for prosecution of suspects.

II PROCEDURE:

General Guidelines-

Regional Adult Detention Facility:

Staff will review the continuous livestream system in instances where alleged criminal acts or incidents may have occurred, but were not witnessed by staff. This observation will assist staff to complete a thorough investigation of incidents within the jail, identify possible victims, suspects, and witnesses, and assist in intelligence gathering operations and criminal prosecutions.

The Classification Sergeant, Watch Commander, and other designated personnel will periodically review the system to gather intelligence on inmate activities.

Herbert Hughes Correctional Center:

Staff will review the continuous livestream system in instances where alleged criminal acts or incidents may have occurred, but were not witnessed by staff. This observation will assist staff to complete a thorough investigation of incidents within the jail, identify possible victims, suspects, and witnesses, and assist in intelligence gathering operations and criminal prosecutions.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

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The Facility Sergeant, Assistant Watch Commander, and other designated personnel will periodically review the system to gather intelligence on inmate activities.

Oren R. Fox Detention Facility:

Staff will review the CCTV Recording system in instances where alleged criminal acts or incidents may have occurred, but were not witnessed by staff. This review will assist staff to complete a thorough investigation of incidents within the jail, identify possible victims, suspects, and witnesses, and assist in intelligence gathering operations and criminal prosecutions.

Incidents or criminal acts which were recorded by CCTV must be downloaded onto a CD-ROM disc within 72 hours of the occurrence. Officers wishing to download digital recordings will notify the Watch Commander, who will then download the video. This video will then be submitted as evidence with the report in accord with established departmental procedures.

Staff will review the recording in incidents where criminal acts are not suspected (e.g., Inmate Injury, Damaged Property, etc.). That particular area will be reviewed in order to determine if the incident is in fact non-criminal.

The Classification Sergeant, Watch Commander, and other designated personnel will periodically review the system to gather intelligence on inmate activities.

All video that is downloaded will be recorded in the Watch Commander Log by CR or incident number, location and nature of incident for easy and future reference.

Storage and Destruction of Video Recordings:

Recordings of routine video monitoring shall remain on file for a minimum of one year. In the event that the recordings are evidence in any claim filed or any pending litigation (civil and criminal), they shall be preserved until the pending litigation is resolved.

Except in cases of litigation, after one year, the department head may order the destruction of routine video monitoring recordings. This destruction shall be

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: Investigative Reports	Date: 08-21-2018	Number: 2104
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approved by the Board of Supervisors and the written consent of the County Counsel shall be obtained.

For the purposes of this section, "routine video monitoring" means videotaping by a video or electronic imaging system designed to record the regular and ongoing operations of the department, including jail observation and monitoring systems, and building security taping systems.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV. By Direction of the Corrections Bureau Commander.

V. Annual Review:

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.

**IMPERIAL COUNTY SHERIFF'S OFFICE
CORRECTIONS BUREAU
BUREAU POLICY AND PROCEDURES**

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Corrections Bureau Policy and Procedures**

Title:	Personnel Policies	Date:	6-16-04	Number	1710
Subject:	Employee Swap				

I. POLICY

It is the policy of the Imperial County Sheriff's Office Corrections Bureau to allow employees to swap shifts. Due to shortage of personnel this allows officers to take needed time off without using vacation or compensatory time.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that the ability to swap shifts is a privilege and can be taken away from an employee who is found to abuse it.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau when an employee who fails to report for a swap or calls in sick, that officer will be deducted an equal number of hours that are shown on the approved swap form. These hours will be deducted from either vacation, sick or compensatory time bank.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau if an employee fails to report for a swap because of illness or injury, that officer will be required to provide a physician's note which specifies the illness and/or treatment.

It is the policy of the Imperial County Sheriff's Office Correction Bureau that an employee may only swap two days in a thirty-day period. All swap dates must be completed within thirty-day period of each other.

It is the policy of the Imperial County Sheriff's Office Corrections Bureau that employees that are currently in the JTO program are **not allowed** to swap shifts.

It is the policy of the Imperial County Sheriff's Officer Corrections Bureau that employees must swap with other employees of same classification and positional assignment (this does not include administrative positions). That includes the following:

Sergeant for Sergeant
Corporal for Corporal
Male Correctional Officer for Male Correctional Officer
Female Correctional Officer for Female Correctional Officer

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Subject:	Employee Swap				

Correctional Clerk for Correctional Clerk

II PROCEDURES

- A. All swaps forms must have the following completed before the swap can occur.
1. Both signatures of the employees requesting the swap.
 2. To be turned into a supervisor 48 hours before the desired swap day.
In emergency situations the Facility Commander can authorize a swap at any time.
 3. The days that are going to be swapped have to occur within 30 days of each other. The dates that the swaps are going to occur must be on the form.
 4. Both employees and supervisors must sign the form. The Facility Commander can sign/authorize the swap form instead of a supervisor that is on vacation or unavailable.
 5. When a Watch Commander receives a Swap Form, they must either approve or not approve it within the shift they received it.
 6. The Facility Commander must sign the swap form.
 7. It is the responsibility of the employees to insure the form is completed and signatures are performed.
- B. Failure to report for a swap.

If it is found that the employee was negligent (not in cases were the employees called in sick) in not reporting for the swap the following course of action will be use:

First offense: Counseling Memo and swap privilege revoked for a

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maximum of 60 days

Second offense: Counseling Memo and swap privilege revoked for a maximum of 120 days

Third offense: Request for Disciplinary action and swap privilege revoked for a maximum of one year.

C. Transfer of Swap commitments.

Employees are not allowed to transfer their swap dates to another employee. The employees that are named on the swap form are the only ones that can work the shifts that have been agreed on.

D. Cancellation of Swap Form.

A swap form that has been signed by parties, supervisors and the Facility Commander is a binding contract. If both parties agree to terminate the swap, the following actions must be completed:

1. A memo outlining that both parties agreed to terminate the contract will be attached to the original Swap Form.
2. Both parties must sign the memo.
3. The memo and the original Swap Form will be turned into the Facility Commander within 24 hours of the first swap date on the form.

E. Modification of a Swap Form.

Swap Forms are not to be modified in anyway. If the dates or employees involved need to be changed, the old form will be canceled (use the cancellation procedure outlined in this policy) and a new one completed.

F. Swap Form filing

The original copy of the Swap form will be kept by the Facility

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Commander. The Watch Commander copy will be placed in the binder marked "ASwap Forms" located in the Watch Commander office. Each employee will be forwarded a copy from the Facility Commander.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

IV REVIEWED:

_____	_____	_____
_____	_____	_____
_____	_____	_____

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: PREA	Date 11-16-18	Number 1711
Subject: INMATE SEXUAL ASSAULT/ABUSE PREVENTION		
Reference:		

I. POLICY

It is the policy of the Imperial County Sheriff's Office (ICSO) to comply with the provisions set forth in the Prison Rape Elimination Act (PREA). ICSO has established a "Zero Tolerance" policy for sexual misconduct for incidents involving inmate-on inmate sexual violence and staff misconduct/harassment towards inmates, regardless if it is consensual or not. ICSO considers any form of sexual misconduct by staff an abuse of power. This Departmental Standard Operating Procedure (SOP) addresses the prevention, intervention, treatment, investigation, tracking and reporting of inmate-on-inmate sexual assault/battery and staff sexual misconduct/harassment. ICSO shall make every effort to provide all inmates with a safe, humane and secure environment, free from the threat of sexual assault/abuse and staff sexual misconduct/harassment. As part of the intake and orientation process, inmates have been provided information regarding ICSO Zero Tolerance policy regarding sexual assault/abuse and staff sexual misconduct/harassment. In addition, All persons having access to inmates in ICSO custody shall receive training and education as required by PREA standards to include staff, Inmate Medical Provider (CFMG) mental health staff, investigators, contactors, vendors and volunteers. ICSO shall adapt any future PREA regulations as they become mandated.

I. DEFINITIONS

Inmate-on-Inmate Sexual Violence

Under the Prison Rape Elimination Act of 2003, sexual assault is separated into two categories including:

A. Abusive Sexual Contacts

Contact of any person without his/her consent and is coerced into such act by overt or implied threats of violence, or of a person who is unable to consent or refuse is prohibited.

Intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person is prohibited.

Incidents in which the intent of the sexual contact is to harm or debilitate rather than to sexually exploit is also prohibited.

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B. Non-Consensual Sexual Acts:

Contact of any person without his/her consent and is coerced into such act by overt or implied threats of violence, or of a person who is unable to consent or refuse is prohibited.

Contact between the penis and vagina, vagina and vagina, or the penis and anus including penetrations, however slight is prohibited.

Contact between the mouth and penis, vagina, or anus is prohibited.

Penetration of the anal or genital opening of another person by a hand, finger, or other object is prohibited.

Prison Rape Elimination Act (PREA)

Was enacted by Congress in 2003 to address the problem of sexual abuse of persons in the custody of United States Correctional Facilities. PREA applies to all public and private institutions that house adult or juvenile inmates and is also relevant to community based agencies. The major provisions of PREA are:

- A. Development of standards for detections, preventions, reduction and punishment of prison rape.
- B. Collection and dissemination of information on incidents of prison rape
- C. Award of grant funds to help state and local governments implement the purpose of PREA.

PREA Compliance Manager

Each facility will designate a PREA Compliance Manager assigned to serve as a point person for PREA related matters within the respective facility.

Sexual Abuse:

For the purpose of this SOP in relation to inmate on inmate sexual violence and staff sexual misconduct/harassment, sexual abuse is defined as:

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- A. Any of the acts defined under inmate-on-inmate sexual violence
- B. Any of the acts defined under staff sexual misconduct

Sexual Assault:

Sexual intercourse, oral or anal sex, or sex with instruments, whether consensual or not. Sexual offensive comments, gestures, or any physical conduct which is of a sexual nature or sexually suggestive will be considered a sexual assault. The act of observing or interfering in an inmate's personal or intimate routines is also considered a sexual assault.

Sexual Harassment by inmates:

- A. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive nature by one inmate towards another.
- B. Any of the acts as defined under staff sexual harassment.

Sexual Harassment by staff:

Repeated verbal statements, comments, or retaliatory behavior of a sexual nature to an inmate by staff, volunteer, contractual staff, official visitor, or agency representative is considered sexual harassment.

Examples include:

- A. Demeaning references to gender
- B. Derogatory comments about body or clothing
- C. Sexually profane or obscene gestures and or language

Staff Sexual Misconduct

Any behavior or act of a sexual nature directed toward an inmate by staff, volunteers, contractual staff, official, visitor, or agency representative. Consensual or non-consensual behavior or sexual acts include:

- A. Verbal conduct of a sexual nature including threats for refusing sexual advances is considered as sexual misconduct.

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- B. Intentional touching of genitalia, vagina, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, arouse, or gratify sexual desire.
- C Completed, attempted, threatened, or requested sexual acts.
- D. Occurrences of indecent exposure, invasion of privacy beyond what is reasonably necessary for safety and security, or staff voyeurism for sexual gratification. However, sexual misconduct does not include an act done for a bona fide medical purpose or an internal search conducted in the lawful performance of duty by staff
- E. Romantic relationships between staff and inmates.

Voyeurism: By Staff, Contractors, or Volunteers

Invasion of privacy of an inmate by staff for reasons unrelated to official duties, such as peering at an inmate performing bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breast; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.

Zero Tolerance

Operational and philosophical standard that focuses on establishing a culture of intolerance of sexual misconduct against inmates by inmates or staff.

II. PREVENTION/INTERVENTION

A. TRAINING

ICSO staff, contractors or volunteers, who have access to inmates, shall be provided training and /or education information on inmate-on-inmate sexual violence and staff sexual misconduct/harassment awareness through classroom training, brochures, handouts ,inmate handbooks, videos, online forums or in educational workbooks upon hiring and on an annual basis. All training shall be provided in a format based upon the level of contact and training requirements stipulated by PREA. Copies of the sign-off sheet(s) or electronic verification used to document staff training shall be forwarded to the Training Bureau. The training shall

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include, but not limited to:

1. Staff Training Requirements

- a. ICSO Zero Tolerance policy
- b. Staff's responsibilities to prevent, detect, report, and respond to sexual violence and staff sexual misconduct/harassment
- c. The inmates right to be free from sexual violence, staff sexual misconduct/harassment
- d. The dynamics of sexual violence in a confinement setting
- e. Recognizing and responding to the physical, behavioral and emotional signs of sexual abuse, sexual assault/battery
- f. How to avoid inappropriate relationships with inmate
- g. Be familiar with the ICSO strip search procedures for cross gender, and identified victims of sexual violence
- h. Disciplinary sanctions/criminal persecution.
- i. Staff ethics
- j. Applicable federal, state and local laws

2. Medical and Mental Health Staff Training Requirements:

- a. Assessing signs of sexual violence
- b. How to preserve physical evidence of sexual violence
- c. How to respond to victims of sexual violence
- d. All Volunteers and contractors are responsible for having the knowledge and

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understanding of the Zero Tolerance Policy and are to report all incidents or suspicion of sexual violence or staff sexual misconduct or harassment.

3. Volunteer and Contractors Training Requirements:

- a. Adhere to ICSO Zero Tolerance Policy and procedures for preventions, detections, and response to sexual violence and staff sexual misconduct/harassment
- b. All volunteers and contractors will be responsible for adhering to all policies and procedures.
- c. How to report incidents of suspicion of sexual violence or staff sexual misconduct/harassment

4. Inmate Training Requirements:

All inmates shall be familiar with ICSO Zero Tolerance Policy regarding the right to be free from all forms of sexual violence and sexual harassment

B. INITIAL INMATE ASSESSMENT

An initial assessment shall be conducted as part of the intake process to determine if the newly arrested inmate is a victim of potential victim of sexual assault/battery or at risk of committing sexual assault/battery. The assessment shall include the following:

1. Completion of an initial medical/mental health screening by search and escort
2. Completion of a medical/mental health screening interview by CFMG MEDICAL PROVIDERS
3. Review any information indicating the potential of vulnerability or tendencies of acting out in a sexually aggressive manner, to include:
 - a. First time in custody
 - b. Physical size or physical characteristics
 - c. Gang affiliation
 - d. Demeanor (openly showing fear versus aggressiveness)

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If it is determined that the inmate is at risk, interviewing staff shall complete the administration segregation process and ensure the inmate is under direct supervision for his/her safety and security as well as the safety and security of others. In addition, the Facility/Bureau Supervisor or the PREA Compliance Manager notified via the chain of command if the inmate was victim of, or committed sexual acts in either facility.

C. CLASSIFICATION ASSESSMENT

1. Inmate's current charges which may reflect sexual assault/abuse behavior
2. Inmate history which may reflect that the inmate has a history of sexual assault/abuse behavior and/or has been a sexual assault/abuse victim
3. Self-reporting by the inmate that he/she is a victim of sexual assault/abuse

Inmate(s) identified as sexual offender(s) while in custody shall be placed in Administrative Segregation pending classification and administrative review by the respective Facility/Bureau Supervisor or designee.

The alleged victim(s) and offender(s) may be reclassified into protective custody from the general population or placed into direct supervision housing.

D. INMATE ORIENTATION

Upon intake, all inmates will be educated on ICSO's Zero Tolerance policy. The ICSO Inmate Handbook and ICSO Sexual Assault Awareness pamphlet contain information regarding sexual assault/battery and staff sexual misconduct/harassment. This information shall be provided during the inmate classification interview process. The ICSO Inmate Handbook and Sexual Assault Awareness pamphlet shall include, but not be limited to:

1. Methods and self-protection techniques to reduce the likelihood of being victimized by sexual offenders
2. Procedures for reporting attempted sexual assault/battery or sexual assault/battery by another inmate or staff sexual misconduct/harassment by staff to include
 - a. Reporting the attack to ICSO staff immediately

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- b. Requesting to see the Facility/Bureau Supervisor of designee via an Inmate Request form

 - c. Calling the Rape Crisis or Sure Helpline Hotline phone number that is posted in all of our holding cells, housing areas, Telmate Tablets, and informational pamphlets given at time of booking. Inmates can contact that hotline toll free from any inmate telephone.
- 3. Sanctions for the inmate who commits sexual assault/battery against another inmate(s)
 - 4. Available support services, e.g., counseling, medical/mental services, etc.
 - 5. ICSO Disciplinary rules of conduct for all inmates

III. RESPONSE TO SEXUAL ASSAULT/BATTERY ALLEGATIONS

When ICSO staff, volunteers, or contractual staff become aware of a possible incident involving sexual assault/battery, discover a sexual assault/battery in progress, or observe physical evidence, he/she shall immediately notify the respective Watch Commander or designee. All incidents of sexual assault/abuse shall be reported immediately and investigated thoroughly. The Watch Commander shall ensure that the following protocols are adhered to and is completed:

- A. The alleged victim(s) shall be immediately separated from the alleged offenders(s)

- B. The alleged victim(s) shall be immediately escorted to a secure and non-hostile environment. To ensure the preservation of evidence, the victim(s) shall be advised not to eat drink, change clothes, shower or use the restroom until he/she has been examined by qualified medical staff

- C. ICSO and designated ICSO staff shall be notified in accordance with Major Incident Reporting Procedure

- D. The alleged offender(s) shall be immediately escorted to a holding area that does not

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have bathroom facilities. He/she shall remain in the holding area until trace evidence can be collected or clearance has been given by the responding Imperial County Sheriff's investigator(s)

- E. The alleged victims(s) and inmate (s) shall be separately escorted to the medical ward for medical assessment/treatment. Medical staff shall complete an evaluation to document that the alleged victim(s) and offender(s) were examined.
- F. Upon completion of the medical assessment, the alleged victims(s) shall be escorted to the Rape Treatment Center, if applicable or the nearest hospital
- G. Medical staff shall refer the alleged victim(s) and offender(s) for mental health follow-up. This action shall be documented on a supplemental incident report, utilizing the same control number of the original ICSO incident report
- H. The crime scene shall be secured and preserved until given clearance by responding Imperial County Sheriff's Deputy investigators in accordance with SOP "Preservation of a Crime Scene," if applicable
- I. The Administrative Investigations Unit shall be notified if the allegation(s) involve inmate(s) sexual assault or battery by staff. The Administrative Investigations Unit shall refer such incidents to the State Attorney's Office, if appropriate
- J. The PREA Coordinator shall be notified
- K. All of the events and chain of custody involving suspected evidence shall be maintained, if applicable
- L. An Incident Report shall be generated and the following shall be attached:
 - 1. A copy of the Daily Inmate Population Report of the area where the alleged incident occurred
 - 2. A copy of the Housing Card(s) of the victim(s) and alleged offender(s)
 - 3. Investigative statement(s) from staff, e.g., crime reports supplemental incident reports, copies of the Spillman log from the area covering the time period of the alleged incident

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4. Digital video recording disc (if available)

ICSO staff is prohibited in any form of retaliation against an individual(s) because of involvement in the reporting or investigating of sexual assault, battery sexual misconduct, or harassment. Staff shall refrain from talking openly about such issues.

The PREA coordinator shall ensure an incident review is conducted within 30 days of the conclusion of every sexual abuse investigation, unless the allegation was unfounded.

IV. INMATE SANCTIONS

Any inmate who commits a sexual assault/battery while in ICSO custody, shall be criminally prosecuted to the fullest extent of the law. He/she shall also be subject to ICSO disciplinary actions, if applicable. Any inmate(s) who commits a violation of ICSO rules of inmate conduct shall face disciplinary action as outlines in ICSO Inmate Disciplinary Procedures.

A. **CRIMINAL PROSECUTION**

An inmate who commits a criminal act of sexual assault or battery shall be subject to criminal prosecution as governed by federal, state, and local laws.

All inmates who have been designated as sexual predators by the court's written findings shall be registered as a sexual predator prior to their release from departmental custody.

B. **DISCIPLINARY ACTIONS**

Disciplinary action may include, but not be limited to;

1. Disciplinary confinement
2. Loss of gain time
3. Good time, or work time
4. Loss of privileges
5. Change in classification and custody level

V. STAFF SEXUAL MISCONDUCT/HARASSMENT

Sexual acts or sexual contact between staff and an inmate, even if the inmate consents, initiates, or pursues is always prohibited and illegal. There is no consensual sex in a custodial

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or supervisory relationship.

Any staff member who commits sexual assault or battery against an inmate supervised by ICSO is subject to criminal prosecution and/or disciplinary action up to and including termination. Further, those who engage in staff sexual misconduct/harassment, with an inmate without committing the crime of sexual assault/battery may be subject to criminal prosecution. Failure to report an incident of staff sexual misconduct/harassment shall result in corrective and/or disciplinary action up to and including termination and criminal prosecution. Intimidation of a witness or retaliation against an inmate who refuses to submit to sexual activity is prohibited.

All incidents of ICSO staff sexual misconduct/harassment shall be referred to the Administrative Investigation Unit and if appropriate, will refer such incidents to the Imperial County District Attorney's Office for prosecution. All sustained incidents of staff sexual misconduct/harassment shall result in corrective and/or disciplinary actions, up to and including termination and criminal prosecution. Sustained allegations shall be forwarded to the Imperial County District Attorney's Office.

VI. DOCUMENTATION

All case records associated with sexual assault/battery allegations, e.g., ICSO Incident Reports, investigate reports, case dispositions, offender/victim information, medical/mental, health findings, counseling evaluation findings, and recommendations for post release treatment, etc., shall be retained in accordance with the HIPPA of 1996 and legal requirements of the jurisdiction.(In addition, ICSO staff with access to an inmate's medical records and information shall adhere to the confidentiality requirements in order to maintain the privacy of the inmate.)

In order to comply with the United States Department of Justice, Bureau of Justice Statistics (USDOJ/BJS), reporting requirements, ICSO shall collect and maintain sexual assault/battery and sexual misconduct/harassment data.

The Facility Supervisor shall review all cases of alleged inmate sexual assault/battery and staff sexual misconduct/harassment for his/her respective entity to ensure the incidents are accurately tracked in accordance with the definitions set forth by PREA and mandated by the USDOJ.

A. BUREAU OF JUSTICE STATISTICS REPORTING CRITERIA

The investigative findings of all inmate-on inmate sexual violence or staff

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sexual misconduct/harassment towards inmates shall be reported to the BJS as follows:

1. Substantiated- the incident was investigated and determined to have occurred
2. Unsubstantiated-evidence was insufficient to make a final determination that the incident occurred
3. Unfounded- the incident was determined not to have occurred
4. On-going –a final determination has not yet been made as to whether the incident occurred

The PREA Coordinator shall review data collected/aggregated in order to assess and improve reporting process and data dissemination

B. AUDITS

The USDOJ requires audits to verify compliance every three years. Only individuals certified under guideline established by the USDOJ can conduct an audit for PREA Compliance.

The Accreditation and Inspections Bureau shall conduct periodic spot inspections to ensure compliance with PREA standards at all ICSO facilities/entities. In Addition, ICSO shall adopt and future PREA regulations as they become mandated.

C. Background Checks/Notifications:

The Imperial County Sheriff's Office has made every attempt to maintain policies and procedures to guide our staff, volunteers and contractors with regard to incidents of sexual abuse and harassment. It is the policy of the Imperial County Sheriff's Office to conduct warrant and criminal history background checks every five (5) years by our Administrative Investigations Unit.

III. EFFECTIVE DATE:

This order becomes effective as of this date and supersedes all prior orders.

**Imperial County Sheriff's Office
Corrections Bureau Policy and Procedures**

Title: PREA	Date 11-16-18	Number 1711
Subject: INMATE SEXUAL ASSAULT/ABUSE PREVENTION		
Reference:		

IV. By Direction of the Corrections Bureau Commander.

Procedures shall be used as a training tool and an operations guideline in order to provide consistency in job performance. However, procedures cannot anticipate every incident or situation. Employees must be prudent, use sound judgment, tact, and pay strict attention to detail in performing their duties, whether or not the duties are addressed in policies and procedures. All officers are completely responsible for the security of their assigned posts during their shift, and should be vigilant and alert to any potential security weaknesses they may observe throughout the jail complex.