

**Welcome to the
Ventura County Sheriff's
Detention Services Division**



Policy & Procedures Manual

Sheriff Jim Fryhoff

Undersheriff John Reilly

Assistant Sheriff Shane Matthews

ADMINISTRATION

Administrative Captain - Tim Lanquist

TIMU/HPU Captain - Tim Ragan

Legal Unit Supervisor - Tracy Aguilar

OPERATIONS

Pre-Trial Detention Facility (PTDF) and East Valley Jail (EVJ)

Commander Garo Kuredjian

Facility Manager – Captain Dean Worthy

Todd Road Jail (TRJ)

Commander Mark Franke

Facility Manager – Captain Todd Inglis

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Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 1 Chapter 1
Mission Statement

Drafted: July 20, 2012 Reviewed: May 16, 2022 Revised: May 4, 2021

PURPOSE:

To define the Mission of the Ventura County Sheriff's Office Detention Services Division.

The mission of the Ventura County Sheriff's Office Detention Services Division is to provide safe, secure, and humane detention for persons lawfully conveyed to our care. We also provide programs and services that reflect our commitment to human rights and individual dignity.

We maintain the highest professional standards for our staff and are committed to investing our resources to enable them to excel in their assignments. Our cooperation with the criminal justice system, social service providers, and the public is vital to the accomplishment of our primary goals of security, safety, and service to the community.

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Section 1 Chapter 2

Ventura County Sheriff's Detention Facilities

Drafted: March 22, 2012 Reviewed: May 16, 2022 Revised: May 4, 2021

PURPOSE:

The Sheriff is charged with, and is responsible for, the Ventura County Jail system and for the welfare and safety of those adult persons committed to the custody of the Sheriff. The jail system of Ventura County is comprised of the Pre-Trial Detention Facility, the East Valley Jail, and the Todd Road Jail.

The Sheriff's Detention Services Division responsible for the operation of the County Jail system and executes its responsibilities through the central administration of the Detention Facilities.

PRIMARY COMPONENTS OF DIVISION:

I. DIVISIONAL ADMINISTRATION

A. Legal Unit

1. The Legal Unit provides legal research and responses for the Sheriff's Detention Services Division regarding inmate writs and civil lawsuits.
2. This unit maintains and revises the Divisional Policy
3. This unit maintains the Inmate Law Library and ensures compliance with court orders regarding inmates having "Pro-Per Status."
4. The Inmate Mail services are under the direction of this unit.
5. The unit oversees and coordinates the Inmate Phone System
6. Custodian of Jail Records
 - a. Processing records requests and Subpoenas Duces Tecum (SDT)

B. Budget

1. Administration of the divisional budget.

C. Training and Audit Unit

1. Responsible for coordinating all Detention Services training including lesson plan development and training certification.
2. Audit various Detention Services operations and incidents for potential deficiencies and areas of improvement.

II. PRE-TRIAL DETENTION FACILITY

- A. The Sheriff's Pre-Trial Detention Facility houses unsentenced and sentenced male inmates, including those inmates who are assigned as facility workers or require special housing. The facility also occasionally houses unsentenced and sentenced female inmates.
- B. The Pre-Trial Detention Facility is responsible for the reception of inmates into the Ventura County Jail system from all law enforcement agencies, the assignment of inmates within the jail system, and the release of all county inmates.
- C. The Board of Corrections rated capacity of this facility is 823 inmates.

III. EAST VALLEY JAIL

- A. The East Valley Jail is a Type I holding facility located within the Sheriff's East Valley substation in Thousand Oaks. The facility houses arrestees awaiting transportation to the Main Jail in Ventura and sentenced inmate workers.
- B. The Board of Corrections rated capacity of this facility is 31 Level 1 worker inmates. (maximum 10 per dormitory)

TODD ROAD JAIL

- A. The Todd Road Jail is the major support facility for the Detention Services Division, providing laundry commissary services, inmate educational programs, staffing training, and warehouse facilities for the Jail System. The facility has the primary responsibility for the detention of the majority of sentenced and unsentenced female inmates as well as sentenced and unsentenced male inmates within the Jail System.
- B. The Board of Corrections rated capacity of this facility is 796 inmates.

ANCILLARY UNITS:

I. INMATE SERVICES BUREAU

- A. The Inmate Services Bureau is responsible to the Sheriff's Detention Services Division for programs and services mandated by law or good custodial management. This unit provides such programs and services as needed to assist custody staff in the performance of their appointed duties as set out in the Detention Services Division's Mission Statement.

- B. Offices for the Inmate Services Supervisor, Educational/Vocational Coordinator and the Substance Abuse Coordinator are located at the Todd Road Jail Facility. Each facility has offices for the Chaplain assigned there. Various inmate programs and related services are administered by Todd Road Jail Administration, in cooperation with other Detention Services managers. The Detention Services Legal Unit generally operates out of the Detention Services Division offices located in the Pre-Trial Detention Facility.

- C.
 - 1. Educational/Vocational Services:
 - a. Various life skills, educational and vocational programs are made available to all inmates in the Sheriff's facilities. Those inmates who choose to participate are screened and then placed into the appropriate program.

 - 2. Religious Services:
 - a. The Religious Services Program accommodates the religious needs of the inmates as well as providing for family counseling to assist the inmate in rehabilitative efforts.

 - 3. Substance Abuse Services:
 - a. Substance Abuse Services Program provides information, education and counseling for inmates with substance abuse related problems.

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Section 1 Chapter 3
Chain of Command

Drafted: March 22, 2012 Reviewed: May 16, 2022 Revised: April 30, 2021

PURPOSE:

To establish the "Chain of Command" and "Succession of Command" in all detention facilities.

GENERAL PROVISIONS:

Direction and management of the Detention Services Division shall be conducted under the following chain of authority. Once authority moves beyond the Captain level, management level decisions shall transfer to the Support Services management chain of command.

I. DETENTION SERVICES ASSISTANT SHERIFF

- A. Commands the Detention Services division of the Sheriff's Office with responsibility for inmate custody functions. Assist the Sheriff in the administration of the Department. Acts for the Sheriff in their absence and performs other duties as might be required.

II. ADMINISTRATIVE COMMANDER

- A. Under the direction of the Assistant Sheriff, is responsible for preparation and administration of the divisional budget, the administration of jail projects, and all staff training under the Standards and Training for Corrections (STC) guidelines, within the Division. The Administrative Commander is also responsible for coordinating the revision and implementation of divisional policy and procedures and the auditing and compliance of jail processes. The Administrative Commander assists the Assistant Sheriff in the administration of the Division and acts for the Assistant Sheriff, in his absence. Other duties are performed as may be required.

III. OPERATIONS COMMANDER

- A. Under the direction of the Assistant Sheriff, exercises command over the Pre-Trial Detention Facility, Todd Road and East County Jails. The Operations Commander is also responsible for the oversight of the

Electronic Monitoring Unit and Courts Operation. During the month of June, the Operations Commander will review, evaluate, and document the internal and external security measures for all detention facilities. This documentation will be provided to the Detention Services Division Assistant Sheriff. The Operations Commander also is responsible for providing oversight and direction to Inmate Services Programs, Inmate Commissary operation. Other duties are performed as may be required.

IV. DIVISIONAL ADMINISTRATIVE CAPTAIN

- A. Under the direction of the Assistant Sheriff and Administrative Commander, is responsible for oversight of the divisional budget, the Legal Unit, Inmate Mail functions and Detention Services training and audits. The Administrative Captain is also responsible for updates to divisional policy and procedures and will oversee updates to facility SOP's, in conjunction with the facility Administrative Sergeants and the Legal Unit.

V. DIVISIONAL PROJECTS CAPTAIN

- A. Under the direction of the Assistant Sheriff and Administrative Commander, is responsible for the coordination of facility projects for Detention Services facilities.

VI. FACILITY MANAGER (CAPTAIN)

- A. Pre-Trial Detention Facility
 - 1. The Facility Manager, under the direction of the Operations Commander, exercises general administrative and operational control over the Pre-Trial Detention Facility and is responsible for implementing departmental and divisional policy. The Facility Manager participates in the preparation of the division budget, monitors the facility's expenditure of public funds and coordinates the operations of the facility with the managers of the other facilities in the County detention system.
 - 2. The Pre-Trial Detention Facility is a Type II facility serving the department as a major reception processing and detention center complete with programs and support services. As manager of the facility, he/she represents the facility at division command and staff levels and has administrative and operational authority and responsibility over all facility operations.
- B. Todd Road Jail

1. The Facility Manager is under the direction of the Operations Commander and is responsible for the oversight and planning of the facility operation and divisional functions such as the Inmate Laundry, Inmate Services and Commissary. As manager of the facility, he/she represents the facility at division command and staff levels and has administrative and operational authority and responsibility over all facility operations.

VII. FACILITY ADMINISTRATIVE SERGEANT

A. Pre-Trial Detention Facility and Todd Road Jail

1. Under the direction of the Facility Manager, performs general administrative duties. The Facility Administrative Sergeant assists the Facility Manager in developing procedure, management plans, compilation of operational statistics and budget preparation for the Facility. Coordinates activities related to the upkeep and maintenance of the physical plant and its equipment. The Facility Administrative Sergeant also supervises the daily operational scheduling staff member. The Facility Administrative Sergeant also is the Sheriff's Service Technician Manager acting as liaison between them and the Facility Manager and coordinates the training of Sheriff's Service Technicians and Deputies.
2. The Facility Administrative Sergeant reports directly to the Facility Manager. He/she communicates and interacts extensively with Facility Supervisors and Divisional Administrative Staff concerning his/her duties.

VIII. CLASSIFICATION/ERT SUPERVISORS

A. Classification Sergeant

1. Under the direction of the Facility Managers, performs general administrative duties. The Classification Sergeant assists the Facility Managers in developing procedure, management plans, compilation of operational statistics and budget preparation for the Classification Unit.
2. The PTFD Classification Senior Deputy/ERT Coordinator reports directly to the Classification Sergeant and Facility Manager. The Classification Senior Deputy oversees the daily operation of the Unit and ensures the daily needs and security of the facility are met. He/she communicates and interacts extensively with the Facility Supervisors and Divisional Administrative Staff to ensure

a smooth and safe operation within jail facilities.

3. The TRJ Classification Senior Deputy/ERT Coordinator, reports to the Classification Sergeant. This Senior Deputy is responsible for working with the Classification Sergeant and supervising the intake operations of the TRJ facility, maintains oversight of the TRJ housing plan and coordinates movement with PTFD. Meets with the Classification Sergeant routinely to maintain consistent application of the Division's Classification Plan.

IX. FACILITY SERGEANT (WATCH COMMANDER)

A. Pre-Trial Detention Facility

1. The Facility Sergeant exercises supervision and control over the inmate processing operations on Level 1. He/she determines operational priorities, identifies problems and takes corrective measures. He/she is responsible for the direct supervision of the inmate reception process, booking process, inmate release/transfer process, property room process and special interviews. The Facility Sergeant is also responsible for line supervision and control over inmate housing and security operations on Level Two, determines operational priorities, identifies problems and takes appropriate actions.

He/she is responsible for ensuring the security needs of the Women's Booking deputy providing additional security deputy(s) or support personnel, SRT or SST, as required. He/she shall ensure that the Women's Booking area is staffed when the female deputy is on the floor with inmates.

2. Under the direction of the Facility Manager, oversees the functions of Level 1 and Level 2 through direct supervision of assigned personnel including Level 1 Control. He/she must communicate with other operational supervisors, personnel from other law enforcement or governmental agencies and the general public.

B. Todd Road Jail

1. The Facility Sergeant is directly subordinate to the Facility Manager and is responsible for the overall supervision and operations of all personnel during a specific shift. The Facility Sergeant is also referred to as the "Watch Commander" and must respond to all public inquiries related to facility operation during an assigned shift.

X. HOUSING OPERATIONS SERGEANT

A. Pre-Trial Detention Facility

1. Under the direction of the Facility Manager, exercises supervision and control over the housing operations of the Pre-Trial Detention Facility. Directs all activities related to inmate welfare and housing. Maintains order and security within the facility housing areas.
2. As the Housing Operations Sergeant, he/she interacts with the Level 1 Supervisor and the Facility Sergeant in coordinating the activities of the Pre-Trial Detention Facility and ensures the systematic flow of communication from facility management to the line personnel.

XI. SENIOR DEPUTIES

A. Pre-Trial Detention Facility

1. Level 1 Senior Deputy
 - a. The Level 1 Senior Deputy exercises line supervision and control over inmate processing operations on Level 1. He/she determines operational priorities, identifies problems and takes corrective measures. He/she is responsible for overseeing the inmate reception process, booking process, inmate release/transfer process, property room process and special interviews.
 - b. Under the direction of the Facility Sergeant, oversees the functions of Level 1 through direct supervision of assigned personnel including Level 1 Control. He/she must communicate with other operational supervisors, personnel from other law enforcement or governmental agencies and the public.
2. Level 2 Senior Deputy
 - a. Exercises line supervision and control over inmate housing and security operations on Level 2, determine operational priorities, identify problems and takes appropriate actions.
 - b. Under the direction of the Housing Operations Sergeant,

monitors and supervises activities on Level 2. He/she communicates and coordinates with other operations supervisors and with personnel of other government agencies and the public.

3. Level 3/4 Senior Deputy

- a. Exercises line supervision and control over inmate housing and security operations on Levels 3/4, determine operational priorities, identify problems and takes appropriate actions.
- b. The Level 3/4 Senior Deputy reports directly to the Housing Operations Sergeant or in his/her absence the Facility Sergeant. He/she interacts intensively with other Senior Deputies in coordinating the functions of his/her assigned levels with the activities and programs on the other levels. He/she also interacts with inmates, personnel of other government agencies and the public.

4. East Valley Jail Senior Deputy

- a. The Facility Supervisor (East Valley Jail Senior Deputy), under the direction of the Pre-Trial Detention Facility Administration Sergeant, exercises supervision and controls the system and operations of the East Valley Jail. He/she maintains order and security within the facility and its immediate operational areas and ensures their efficient and effective operation.
- b. The Facility Supervisor ensures the systematic flow of communications between the facility management and line personnel. He/she must also coordinate and communicate with the administrative supervisors at the Pre-Trial Detention Facility.

B. Todd Road Jail

1. Central Control Senior Deputy

- a. The Central Control Senior Deputy is directly subordinate to the Facility Sergeant and is responsible for the supervision of the facility's control and communications center and the Public Lobby area.

2. Housing Senior Deputy

- a. The Housing Senior Deputy is directly subordinate to the Housing Sergeant or, in the Housing Sergeant's absence, to the Facility Sergeant and is responsible for exercising line supervision and control in the Housing Cluster.

XII. TRAINING / AUDITS –

A. Training/Audits Sergeant

1. The Training/Audits Sergeant reports to the Divisional Administrative Captain and is responsible for the development, coordination, presentation, completion and tracking of training of sworn and non-sworn personnel assigned to the Detention Services Division. . The Training/Audits Sergeant is responsible for the coordination and performance of all audits of jail processes.

B. Training/Audits Senior Deputy

1. Under the direction of the Training/Audits Sergeant, The Training/Audits Senior Deputy is responsible for the development and presentation of training to sworn and non-sworn personnel assigned to the Detention Services Division and assisting with the audits of jail processes.

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Section 1 Chapter 4
Emergency Notification

Drafted: March 22, 2012 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

To establish procedures for notifying key Department administrators during an unusual occurrence.

POLICY:

The Detention Services Division Chain of Command shall be used for notification of emergencies or critical incidents occurring at each Detention Facility.

PROCEDURE:

- I. The Facility Sergeant shall make notifications in the following order:
 - A. **Facility Manager** - will decide whether further notification will be necessary.
 - B. **Divisional Administrative Captain** – shall be notified if the Facility Manager is unavailable.
 - C. **Facility Commander** - if no one listed above is available. Sheriff's Policy Manual: Policy 358- Major Incident Notification will take effect after the Commander's level.
 1. If the Facility Commander cannot be reached, attempt to contact the Commander from the remaining facility. If neither commander is available, the Detention Services Assistant Sheriff is to be notified.
 2. Notifications - All notifications will be made as soon as possible while still allowing for initial emergency procedures to be put into effect.

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Section 2 Chapter 1

Annual Leave / Comp Time

Drafted: July 10, 2012 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

To identify the allowable staff vacancy percentages for the Detention Services Division jail facilities and units. This percentage will allow personnel an opportunity to schedule time-off and still maintain staffing levels required to prevent the undue disruption of a facility or unit's operations.

POLICY:

This policy sets forth the operational staffing requirements for those positions that are subject to backfill in each custody unit, facility, or bureau within the Division.

DEFINITIONS:

Seniority: All time spent in said classification within the Department shall be counted as classification seniority, including all time spent as a probationary, manpower work/training program, or limited term employee, provided that such employee has attained permanent status in the affected classification.

PROCEDURE:

I. ANNUAL LEAVE ROSTER

- A. The Annual Leave Roster utilized at each facility, PTDF and TRJ, allow employees to make plans or financial commitments with the assurance that, barring a major emergency, they will be granted that pre-scheduled time-off. (East County Jail staff will be considered in the PTDF percentages).

The Annual Leave Rosters are posted for sign-ups on November 1st for the following calendar year. Employees, by seniority within your classification and assignment (PTDF or TRJ), will be able to sign-up for a maximum of three weeks (must be consecutive). Once all personnel have had an opportunity to sign-up for a maximum of three weeks, the Annual Leave Roster will be made available to all personnel, regardless of seniority, to schedule up to two additional weeks of leave

during the following calendar year. The maximum number of leave slots (listed by weeks) that an employee may sign-up for on the Annual Leave Roster is five (5) weeks. Any additional time-off (annual leave or comp time) beyond five weeks will fall under the Short-Term Leave/Comp Time rules identified below.

1. Employees with classification seniority within a given vacation sign up group have the ability to override (“bump”) a less senior employee’s vacation selection within the same group during the defined sign up period for that specific group. Once the group’s sign up period has passed, all override rights for your group expire and no additional changes are allowed until all groups have had the opportunity to secure their annual vacation.
2. In addition to signing up on the Annual Leave Roster, the employee must also submit a request for time-off indicating the specific dates and type of leave requested. The leave request shall be submitted at least 60 days prior to the vacation dates listed on the Annual Leave Roster. If no leave request is submitted, the employee’s leave is deemed abandoned and other time-off requests will be considered. Annual leave is not granted until the employee receives the written approval documented on the returned leave request.
3. The type of leave taken during the weeks reserved on the Annual Leave Roster may be annual leave or comp time (CTO), provided the employee has met the minimum requirement of 80 hours of annual leave usage during the last 26 pay periods. An exception to the minimum 80-hour annual leave usage requirement will be granted to those employees who have worked for the Department less than two (2) years.

The facility Administrative Captain or Commander may approve additional time off at their discretion.

II. SHORT TERM LEAVE/COMP TIME OFF

- A. This section will address requests for time-off for three (3) days or less, or times other than those contained on the Annual Leave Roster. Requested leave will generally be comp time-off (CTO), however, annual leave may also be used if the time-off request is approved.
 1. Employees who want to request time-off, in addition to the time allowed on the Annual Leave Roster, must submit a request no less than 14 days prior to the date(s) requested and no more than 60 days prior to the date(s) requested. The leave used may

be annual leave or CTO. CTO leave will be denied if the minimum 80 hours annual leave usage requirement has not been met. An exception to the minimum 80-hour annual leave usage requirement will be granted to those employees who have worked for the Department less than two (2) years. (Refer to VCDSA MOU for CTO requirements – Annual Leave usage for CTO not applicable to MOU for SEIU and VCSCOA employees).

- B. For PTDF and TRJ non-supervisory employees, Short Term Leave requests will be granted up to 10% of the backfilled positions per shift provided the 10% do not exceed a 30% staff vacancy rate per shift. The 30% staff vacancy rate will include: staff off on annual leave based upon the Annual Leave Roster, sick leave, military leave and training. Unit managers will make every effort to balance vacancies and LOAs between shifts to equitably distribute the factors that can affect the maximum 30% staff vacancy rate allowed.
- C. If a 30% staff vacancy rate will be exceeded, the leave request will be denied. The Department will make every reasonable effort to offer another alternate day off within 60 days of the date originally requested. The employee will have the opportunity to withdraw the CTO leave request if the alternative date is not acceptable.
- D. Every reasonable effort will be made by the Department to approve or deny the request no later than 10 days before the requested leave day(s). The Short-Term Leave request will only be deemed granted when the employee receives written approval documented on the returned absence request.
- E. Short Term Leave (CTO or annual leave) requests will NOT be approved for Christmas Eve, New Year's Eve or the holidays identified and defined in the labor agreements, including: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and any other holiday appointed by the Governor and specifically approved by the County Board of Supervisors.
- F. The Department retains the ability to rescind grants of Short Term Leave (CTO or annual leave) in the event of a tactical alert.

III. SUPERVISORY PERSONNEL SHORT TERM LEAVE

- A. Because of the smaller number of employees in the supervisory assignments (Sergeants and Senior Deputies), the allowable staff vacancy rate will be 25% for each supervisory classification per facility, not per shift. This vacancy rate will only include staff off on

leave based upon the Annual Leave Roster. The 25% will not include sick leave, military leave, training, LOA or vacant allocations. Due to operational requirements, multiple supervisors on the same shift will not generally be able to get Short Term Leave (CTO or annual leave) at the same time. The Administrative Captain or Commander may grant exceptions.

IV. CIR PERSONNEL SHORT TERM LEAVE

- A. Because of the smaller number of employees assigned to CIR assignments; staff vacancy rate will be 25% for each classification, by shift. This vacancy rate will only include staff off on leave based upon the Annual Leave Roster. The 25% will not include sick leave, military leave, training, LOA or vacant allocations. Due to operational requirements, multiple employees on the same shift will not generally be able to get Short Term Leave (CTO or annual leave) at the same time. The Custody Records Manager or Commander may grant exceptions.

V. TYPE OF LEAVE USAGE

- A. Once an employee has met the requirement to use 80 hours annual leave in the last 26 pay periods (if applicable), the type of leave used (CTO or annual leave) will be at the discretion of the employee for both the Annual Leave Roster and Short-Term Leave requests.

VI. ANNUAL LEAVE ROSTER MODIFICATIONS

- A. During each calendar year, Bureau Commanders or their designee shall periodically review current staffing levels in relationship to the number of sign up slots allowed on the Annual Leave Roster. If necessary, the Annual Leave Roster will be appropriately adjusted to meet the three- week minimum based on the number of staff actually working the assigned facility/unit. Any reduction will only occur in annual leave slots that are vacant. Pre-existing annual leave sign-ups will be honored.

VII. EXCEPTIONS TO THE LEAVE POLICY

- A. The facility Administrative Captain, Custody Records Manager or Commander may approve additional time off at their discretion. If assigned to an administrative, non-backfill position, your respective manager will establish a time-off policy.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 2 Chapter 2

Blood Borne Pathogen Exposure Control Plan

Drafted: July 20, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To provide guidelines to eliminate or minimize employee exposure to blood or certain other body fluids and establish procedures for post-exposure follow-up.

POLICY:

To comply with the Cal/OSHA Blood borne Pathogens Standard, CCR-Title 8-5183, copies of the Blood Borne Exposure Control Plan are to be maintained in locations throughout the department where they will be readily available to all employees. All employees shall read the plan, become familiar with its contents, and abide by its guidelines.

DEFINITIONS:

Blood Borne Pathogens: Pathogenic microorganisms that are present in human blood and can cause disease in humans.

Body Fluids: Any fluid secreted by the body

Exposure: Any condition that is likely to transmit blood borne pathogens from one person to another (i.e., being stuck by a needle, a human bite, giving mouth-to-mouth resuscitation without a CPR one-way valve mask, having another person's body fluids contact the eye, mouth, or skin where a fresh wound, weeping rash, or skin barrier is not intact).

HBV: Hepatitis B Virus

HIV: Human Immunodeficiency Virus

GENERAL PROVISIONS:

Law enforcement employees often risk exposure to infected blood and other body fluids, increasing their chances of contracting serious blood borne infections. Through proper training, the use of protective equipment, and vaccinations, these risks can be greatly reduced. The Ventura County Sheriff's Office encourages the

practice of protective measures for all employees to minimize exposure.

PROCEDURES:

I. JOB CLASSIFICATIONS AT RISK

- A. All sworn personnel
- B. Sheriff's Service Technicians
- C. Sheriff's Intake Specialists who have contact with inmate property
- D. Sheriff's Crime Lab Personnel
- E. Clerical employees who handle clothing or property, which may be contaminated with blood or body fluids

II. TASK/PROCEDURES WHERE EXPOSURE COULD OCCUR

- A. Emergency First Responder (First Aid)
- B. Searching suspects, inmates, and arrestees
- C. Collection of evidence
- D. Processing blood or other body fluids
- E. Handling contaminated clothing, money, personal papers, etc.

III. RESPONSIBILITIES

- A. Divisional - Each division will assign at least one person as a Division Safety Coordinator and at least one safety officer for each facility, who will coordinate training, maintain and make available protective equipment, and monitor compliance.
- B. Manager/Supervisor – All department managers and supervisors will ensure they, and the individuals they direct, follow this program and that work conditions within their area of responsibility will be maintained to eliminate or minimize occupational exposure.
- C. Employees – It will be each employee's responsibility to practice protective measures to avoid or minimize exposure. This includes measures to avoid contact with blood, body fluids, and the use of rescue flow devices when giving mouth-to-mouth resuscitation. When a possible exposure occurs, the employee shall immediately report it

to his or her supervisor so counter measures may take place and proper reporting is completed.

IV. TRAINING

- A. All employees with exposure potential shall receive training concerning blood borne pathogens, HBV, and HIV transmission. The training shall include all protective measures including immunizations. The Sheriff's Training Center will coordinate the training of instructors. Sheriff's Personnel will maintain training records.
- B. The person conducting the training shall be knowledgeable in the subject matter.
- C. The training will be repeated within twelve months of the previous training and cover the following elements:
 - 1. An accessible copy of the Blood Borne Pathogen Exposure Control Plan.
 - 2. A discussion of the epidemiology and symptoms of blood borne pathogens.
 - 3. An explanation of the modes of transmission of blood.
 - 4. The recognition of tasks that may involve exposure.
 - 5. An explanation of the use and limitations of methods to reduce exposure, i.e. engineering controls, work practices, and personal protective equipment (PPE).
 - 6. Information on the types, use, location, removal, handling, decontamination, and disposal of PPE's.
 - 7. Information on cleaning spills, or decontamination of cars and equipment.
 - 8. Information on the HBV vaccination including efficiency, safety, method of administration, benefits, and its administration is free of charge.
 - 9. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious material.
 - 10. An explanation of the procedures to follow if an exposure

incident occurs, including the method of reporting and medical follow-up.

11. An explanation of the biohazard signs and labels.

D. Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

V. VACCINATIONS

A. All employees with exposure potential will be offered vaccinations for HBV.

B. Those employees declining immunization shall sign a declination form. If the employee initially declines the HBV vaccination but at a later date decides to accept the vaccination, it shall then be made available.

C. Employee Health Services will administer the vaccinations and maintain medical records and/or declination forms.

VI. ENGINEERING CONTROLS

A. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. All blood will be considered infectious regardless of the perceived status of the source individual.

B. Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees. Where exposure remains after institution of these controls, personal protective equipment shall also be utilized. The following engineering controls will be utilized:

1. Contaminated needles and sharps are to be placed immediately, or as soon as possible, into appropriate puncture resistant containers with proper labeling.

2. In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops where blood or other potentially infectious materials are present.

3. Evidential specimens of blood or other potentially infectious materials shall be placed in a properly labeled container, which

prevents leakage during the collection, handling, processing, storage, or transportation of the specimens.

4. The Sheriff's Office will provide latex gloves, facemasks, and/or goggles, surgical masks, CPR pocket masks, puncture resistant containers, and biohazard labels. The Department will also provide any other safety equipment deemed necessary by the Divisional Assistant Sheriff.
5. Contaminated equipment or items must be cleaned and decontaminated as soon as possible. The responsibility for cleaning cars and equipment will be the employee who is assigned/issued the car or equipment. Employees shall immediately report any spills or possible contamination to their supervisor. A hospital grade disinfectant will be used to clean the contaminated area. During cleaning, hand and eye/face protection (and possibly protective clothing) should be worn to avoid contact with both the body fluid to be cleaned as well as the cleaning solution. In the event an inmate is directed to clean a biohazard area, he/she shall be afforded the same protective gear and equipment, as any employee would utilize in a similar situation.
6. Hand washing facilities shall be made available to employees who incur exposure. If hand-washing facilities are not feasible, antiseptic cleanser in conjunction with clean paper towels or antiseptic towelettes shall be made available.
7. Biohazard labels and signs shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious materials, and other containers used to store or transport blood, urine or other potentially infectious materials.

VII. CONTAMINATED OR INFECTIOUS CLOTHING (AT TIME OF BOOKING)

- A. Arrestees taken into custody with body fluids on their persons shall be temporarily isolated from other inmates during the booking process. A magnetic sign with "Isolated/Contaminated Area" shall be posted on the area where the inmate is being isolated.
- B. If the arrestee's clothing or property is contaminated with feces or blood, the Booking Deputy shall obtain approval from the Facility Sergeant to discard the contaminated items of clothing/property.
 1. The arrestee's clothing shall be bagged in a red trash bag,

noting infectious material and shall be hand carried by staff to a Biohazard bin for destruction. Biohazard bags shall not be left unattended anywhere in the facility.

2. The staff member disposing of the clothing/property shall document the destruction in a Jail Incident Report (JIR). The inmate may be directed to file a claim with Risk Management if he/she desires.
 3. The Property Deputy should be given a copy of the JIR to update the computer indicating the clothing has been destroyed.
 4. The Property Deputy shall replace the discarded items with welfare clothing furnished by Inmate Services, upon the inmate's release.
- C. If the arrestee's clothing is contaminated with urine or any infectious medical condition such as lice, scabies, etc. the clothing shall be placed in a water-soluble bag and then in a yellow bag tagged with the inmate's name and booking number. This bag of clothing shall be delivered to the Property Deputy for washing in the Property Room. Medical Staff may be consulted to determine the extent of the inmate's medical condition and whether the inmate's clothing poses a risk to staff.

VIII. PRECAUTIONARY MEASURES

- A. Disposable gloves should be worn whenever personnel anticipate physical contact with blood or body fluids. Hands should be washed after removing gloves.
- B. Pocket masks should be used when administering Cardiopulmonary Resuscitation (CPR).
- C. Sharp objects should be properly secured and labeled to prevent punctures or sticks.
- D. Personnel should conduct searches in the manner prescribed by department policy to minimize body fluid contact or cuts by sharp objects.
- E. Personnel should keep all cuts or other openings of the skin covered with appropriate bandages.

- F. Personnel who come into contact with body fluids should wash the affected area as soon as possible with soap and water. If an antiseptic towelette is used instead, the employee should wash with soap and water as soon as possible. Mucous membranes should be rinsed with lukewarm water.

IX. EXPOSURE FOLLOW-UP

- A. When an exposure has occurred, the employee's supervisor will assess the exposure and the proper medical follow-up should commence.
- B. Immediate first aid should be provided.
- C. Report the injury or exposure to a supervisor. The supervisor shall call the Risk Management 24 Hour Work Hotline [REDACTED]. The supervisor shall call Employee Health Services [REDACTED] or the VCMC Hospital Emergency Room [REDACTED] to let them know the employee is coming in.
- D. Identify the source individual and ascertain medical history.
- E. Employee Health Services will need to see the employee on the first working day following the exposure.

X. REPORTS REQUIRED

- A. County of Ventura Occupational Occurrence Incident Form
- B. County of Ventura Blood Borne Pathogens First Report of Injury
- C. Employee's Claim for Workers' Compensation Benefits (GSA-135)
- D. Incident or Arrest Report

XI. EVALUATION AND REVIEW

- A. The Divisional Safety Coordinators are responsible for annually reviewing this program and its effectiveness and for updating this program as needed.
- B. All proposed changes shall be directed to the Support Services Division Assistant Sheriff.

XII. BIOHAZARD PROTECTIVE EQUIPMENT

- A. Detention Services Division will provide Biohazard protective and disposal equipment to all sworn personnel and Sheriff's Service Technicians who have direct supervision and contact with inmates.
- B. A belt pouch containing gloves, a mask with eye shield, and an antiseptic wipe will be issued to each staff member as indicated above.
- C. Each control room will have a supply of biohazard bags and labels, as well as, puncture proof containers for needles, razors, etc., for cleanup and disposal of contaminated material.
- D. It is the responsibility of each officer to obtain replacement supplies from the Facility Safety Officer (Administrative Sergeant).

XIII. BIOHAZARD (RED) BAGS

- A. PTDF
 - 1. Biohazard bags are used to secure clothing from any arrestee that is contaminated with blood or feces. Biohazard bags are to be taken to Special Housing immediately and placed in a Biohazard Bin, thereby reducing the spread of potentially contagious diseases. Biohazard bags shall not to be left unattended anywhere in the facility.
- B. TRJ
 - 1. Once the Biohazard Waste has been secured in a Red Biohazard Waste Bag, the staff member will take the sealed bag and dispose of it in a Biohazard Waste Container. Biohazard Waste Containers are located in the property storage room adjacent to Cluster Control and the janitorial closet in Medical Services.

Ventura County Sheriff's Office
Detention Services
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Section 2 Chapter 3

Deployment of Staff Outside Detention Facilities

Drafted: July 10, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish a policy and procedure for providing inmate security outside of our detention facilities.

POLICY:

I. DEPLOYMENT OF DEPUTY OUTSIDE OF FACILITY

- A. It is the policy of Detention Services Administration that the Facility Sergeant (Watch Commander) of each jail facility shall be solely responsible for coordinating and ensuring that the scheduling and deployment of a deputy is accomplished for inmates who are temporarily placed outside of their facility. Circumstances where this policy would apply are:
1. Inmates admitted to the hospital where a deputy is required.
 2. Inmates escorted by deputies to attend family funerals, etc.
 3. Anywhere an inmate is temporarily placed out of the confines of the detention facilities when not in routine transportation or a work assignment.

DEFINITIONS:

Non-Emergency Medical Transport: The transportation of an inmate for routine medical treatment at a medical facility. A Detention Facility vehicle may be used for arresting/transporting purposes.

Emergency Medical Transport: The transportation of an inmate with an actual or suspected serious and/or urgent medical condition that requires immediate action. If the condition is deemed to be an emergency by the medical staff or the Facility Sergeant, only an ambulance will be used for transportation purposes.

Restraints: Handcuffs, Shackles, Waist or Belly Chains

PROCEDURE:

I. DEPLOYMENT OF PERSONNEL- MONITORING INMATES OUTSIDE OF FACILITY:

- A. The Facility Sergeant shall make every effort to utilize staff from the facility the inmate is assigned to, but may utilize staff from any of the detention facilities to accomplish the deployment of a deputy for inmate security.
- B. If the inmate is transported by ambulance, a deputy shall accompany the inmate at all times.
- C. If the inmate is not medically cleared and needs to remain at the medical facility for an extended period of time, the deputy will notify the Facility Sergeant, giving the doctor's estimation on the length of stay. The Facility Sergeant, will decide if a guard is needed. If it is determined that a guard is needed, the deputy will remain at the hospital until relieved by another deputy. If a guard is not needed, the deputy will fill out a hospital legal hold form and have the inmate sign an escape clause.
- D. The Facility Sergeant must notify his or her management and the Divisional Legal Unit as soon as possible when an inmate will be admitted to a medical facility outside the jail. The Todd Road Jail Facility Sergeant shall also notify the PTDF Facility Sergeant. The PTDF Facility Sergeant is generally the point of contact for the hospitals where no guard is required.
- E. The Facility Sergeant shall make the appropriate notifications including the Divisional Legal Unit when the continued deployment of a deputy is no longer necessary, and when the inmate returns from that medical facility stay.
- F. The deputy(s) shall be deployed in 12-hour shifts whenever possible.
- G. Whenever possible in the scheduling of personnel for a detail, on-duty staff shall be utilized for coverage prior to scheduling personnel for overtime.

II. SPECIAL CIRCUMSTANCES

- A. Security Risk Inmates
 - 1. At the Facility Sergeant's discretion, additional personnel may be needed to transport or escort an inmate needing outside medical attention. An inmate may be deemed a security risk based on his/her

classification or other pertinent information.

2. The PTDF Classification Unit shall be responsible for establishing and updating a list of "high risk" inmates. This list shall be kept in the PTDF Facility Sergeant's Office and shall contain information on additional security precautions needed for inmates deemed "high risk."

B. Combative Inmates

1. If an inmate becomes combative during transport or while at the medical facility and the deputy needs assistance, the deputy will contact Sheriff's Dispatch, either by radio or telephone and request patrol units to respond.

Ventura County Sheriff's Office
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Section 2 Chapter 4
Employee Procedures

Drafted: July 10, 2012 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

To establish policy and procedure to ensure employees are conforming to Departmental and Divisional regulations for the Department's Detention Facilities.

POLICY:

As members of the Ventura County Sheriff's Office, Detention Facility personnel shall, at all times, conduct themselves professionally in compliance with Department, Division and Facility policy and procedures.

DEFINITIONS:

Department or Departmental: Refers to the Ventura County Sheriff's Office.

Division or Divisional: Refers to the Detention Services Division.

Facility: Refers to the Pre-Trial Detention Facility, East Valley Jail, and Todd Road Jail.

Employee or Personnel: Refers to all employees of the Ventura County Sheriff's Department assigned to a Detention Facility.

Sworn Personnel: Refers to Deputy Sheriffs, Senior Deputies, Sergeants, Captains, and Commanders assigned to a Detention Facility.

Officer: Refers to Deputy Sheriff and Sheriff's Service Technician (SST) personnel.

Civilian (Professional) Personnel: Refers to all non-sworn employees assigned to a Detention Facility.

Sheriff's Policy Manual: Long term written orders, issued under the signature of the Sheriff, which affect the operations of the Department and become an appendage to the Department Manual.

Detention Services Administration Memorandum: Memorandums, issued under the signature of the Detention Services Assistant Sheriff, or his designee, which

affect the operations of the Detention Services Division.

Detention Facility Administration Memorandum: Memorandums, issued under the signature of one of the Detention Facility Commanders, Facility Managers, or his designee, which affect the operations of a Detention Facility.

GENERAL PROVISIONS:

I. The Detention Services Employee Policy and Procedures section represents a training synopsis of Departmental and divisional regulations for all Detention Facilities employees. Reference has been made to only the most common Departmental regulations, therefore, it shall be the employee's responsibility to be familiar with all of the Departmental regulations as they are written in the Sheriff's Policy Manual.

A. Sworn Personnel Code of Ethics

1. As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all people to liberty, equality and justice. I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or violence and never accepting gratuities. I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession in Law Enforcement.

B. Principles

1. Because of the social and economic necessity to maintain effective county government, high ethical and moral standards

are fundamental requirements in the conduct of public business. Since public confidence and efficiency are endangered when ethical standards falter, all employees must act with unwavering integrity and devotion to the public interest. Following are those principles, alluded to above, which must be observed:

- a. There shall be no discrimination by any employee of this department in the conduct of county business because of race, religion, sex, national origin, or political affiliation.
- b. No employee of this department shall accept money or any other consideration of favor from anyone other than the County of Ventura for the performance of an act which he would be required or other considerations for the failure to perform any act normally required of them. Further, department employees shall not accept any gifts, gratuities, or favors of any kind, which might reasonably be interpreted as an attempt to influence their actions with respect to departmental business.
- c. Non-sworn personnel of this department shall not disclose information acquired by or made available to them, nor shall confidential information or investigations be made topics of conversation with anyone when such conversation could be reasonably assumed to be detrimental to the effective operation of this department.
- d. Employees of this department will not remove, alter, or falsify any document, record or file.
- e. Employees of the department shall refrain from making any false, or malicious statements concerning this department or any of its members or employees. It is essential for the efficient operations of this department that public confidence and trust be maintained.
- f. Department members will not possess or use any alcoholic beverage on county property or while on county time. Further, a department employee cannot be considered fit for work while under the influence of alcohol or drugs.
- g. Employees must refrain from the unauthorized use of department property and supplies. Further, the negligent misuse of property or equipment entrusted to an employee will not be condoned.

- h. All employees, while in the employ of this department, are expected to conduct themselves in a mature and adult manner. They should react to the orders of those appointed over them with courtesy and dispatch, and if their workload is minimal, refrain from interfering with others more actively engaged. All employees must remember that they are at all times a representative of the department, and do nothing to bring discredit upon it. All employees should remember that they are law enforcement; therefore, respect and obedience to County, State, and Federal statutes is necessary.

PROCEDURE:

I. REPORTING FOR DUTY

- A. Hours of Duty: Detention Facility personnel shall have regular hours for active duty. The very nature of custodial work requires an exact adherence to appointed time schedules on a daily basis. Any tardiness on your part requires a fellow worker to remain at a security post beyond his normal assigned duty hours. This is an unacceptable result of an individual's action, which will not be tolerated by the management, and supervision of this division. Employees are expected to be at their assigned briefing and/or work station at the scheduled time. An employee who arrives late must first report to the Facility Sergeant. The employee will submit a memorandum stating the reason for his tardiness and list corrective action to prevent future reoccurrences. The Facility Sergeant shall counsel the employee. The memorandum will be forwarded through channels to Detention Services Division Administration, where it will be filed in the employee's divisional file.

Management reserves the right to deviate from the above policy in those cases of long range continued abuse of the punctuality standard. Such abuse may result in direct disciplinary action.

- B. Briefing (PTDF):
 - 1. Personnel assigned to the 12-hour shifts must report directly to the Briefing Room where their assigned duty station will be posted. Personnel will then report to their assigned workstations. Personnel will report for work on the hour, either at 0600 hrs. or at 1800 hrs. There will be no trading of these assignments at or after the briefing without prior approval of the Facility Sergeant or Senior Deputy.
- C. Reporting to Duty Station: Personnel will remain at their workstations, and will not leave except for meals, breaks and bona fide work-related

business.

1. PRE-TRIAL DETENTION FACILITY (PTDF): When staff members report to their duty stations, they will enter the secured jail area via the Level 2 Security Door next to the staff Briefing Room or the Level 1 Pedestrian Door.
2. EAST VALLEY JAIL (EVJ): When staff members report to their duty stations, they will enter the secured jail area via the vehicle sally port or the jails public lobby.
3. TODD ROAD JAIL (TRJ): When staff members report to their duty stations, they will enter the secured jail area via the staff entry door next to Staff Dining.

D. Illness

1. In the event of illness, Detention Facility personnel shall notify the Facility Sergeant by telephone at least three hours before their scheduled shift. The employee's notification shall be made directly to the Facility Sergeant or in his absence the Housing Sergeant. The employee's condition is subject to verification.

E. Overtime

1. The amount of overtime an employee may work during an individual two-week pay period is limited. An employee will work no more than 18 hours per day. This may be all overtime or represent a number of hours over his/her regular hours not to exceed sixteen hours total, (eighteen hours total for those employees assigned to a 12-hour work schedule). Each employee must have at least 2 full days off during any given 14-day period.
2. Emergency situations are excluded from the above limits, subject to the Facility Sergeant's approval.

F. Breaks / Meal Periods

1. Employees are entitled to two 15-minute breaks and one 30-minute lunch period during each shift. Each employee is responsible for adhering to these time limits. Employees may not leave the facility during the shift for meals, unless authorized by a Sergeant or Captain, as all deployment staff is compensated for the meal breaks. Breaks may not be taken at one time (i.e. no hour-long breaks are allowed.) There may be

times when employees are unable to take a full break due to staffing issues and / or jail incidents. If a facility emergency develops (panic alarm or other incident) while on break, employees must return to their workstation immediately.

G. Personal Appearance

1. All Personnel shall adhere to grooming, dress & uniform standards as outlined in Sheriff's Policy Manual: Policy 1046.
2. At all times while on duty, employees shall be well groomed, clean and neat in their appearance.
3. Uniformed personnel shall report to work in "Field Uniform" according to Sheriff's Policy Manual: Policy 1046, excluding "Sam Brown" leather equipment and uniform hats.
4. Sworn personnel who are required to handle inmates will carry a department approved pair of handcuffs/case, flashlight, 911 knife, and issued radio/holder. The staff member will carry department issued OC/case.
5. Non-uniformed personnel shall dress in a businesslike manner, recognizing the limitations of working in a jail environment.
6. While on duty, all non-sworn personnel, and sworn personnel not in uniform, shall wear their department issued employee identification badge at all times.

H. Conduct On-Duty

1. Detention Facility employees must always be security conscious and ensure that no personal items are brought into the Detention Facility, which may be classified as contraband.
2. Employees will maintain a clean workstation and ensure areas under their immediate supervision are clean and free of hazards.
3. Employees shall strictly obey and promptly execute any lawful order from a ranking officer or supervisor.
4. When addressing fellow employees in the presence of the public or inmates, the individual's rank or the title of Mr., Mrs., or Miss, shall be used.
5. Employees must not criticize or encourage inmate criticism of

any aspect of jail administration.

6. Employees shall not smoke or use smokeless tobacco as outlined in the Sheriff's Policy Manual Section 341.

II. EMPLOYEE PRIVILEGES

- A. **Employee Dining Facilities:** A staff dining room is provided for the Pre-Trial Detention Facility and Todd Road Jail employees. A variety of foods and beverages are available to on-duty Detention Facility personnel. Food and or beverages may be removed from Staff Dining to be consumed at workstations but are not to be removed from the facility.
- B. **Employee Parking**
 1. **PTDF:** There is no designated parking area for PTDF personnel. It is suggested that employees park in the large parking lot located north of the PTDF.
 2. **EVJ:** There is a designated employee parking area for EVJ and the Jail employees can opt to park in the vehicle sally port adjacent to the EVJ.
 3. **TRJ:** There is a designated employee parking area for TRJ located beyond the entrance to Public Parking.
- C. **Employee Mailboxes/E-Mail:** The Detention Facility Administrative Sergeant will assign each employee a personal mailbox. Employees shall check their mailbox at the beginning and end of each shift and ensure it is kept orderly and uncluttered. Employees will also check their e-mail at the beginning and end of each shift.
- D. **Employee Lockers:** The Facility Administrative Sergeant or designee will issue sworn and SST personnel lockers. All Pre-Trial Detention Facility personnel shall provide their own lock, and shall remove the lock and vacate the locker upon transfer or termination. EVJ and TRJ will be supplied with keys to the lockers. Adjacent to the weight room, gym clothes lockers are available to all department personnel on a first-come, first-served basis; personnel must provide their own locks.
- E. **Gym Equipment:** A fully equipped employee gym is located in the room adjacent to the locker rooms and is available to all Department personnel at no cost. This equipment is maintained by the Department for employee use.

- F. Intra-Division Transfer Requests: Detention Facility employees who wish to be considered for a specific job assignment within the Facility may submit their requests on a Sheriff's Memorandum directed to the Facility Administrative Sergeant (Sworn and SST personnel) or to the Records Manager (SIRS personnel). Those employees wishing to transfer to other Detention Services Facilities must submit a "Request to Transfer" form to Sheriff's personnel and the Facility Administrative Sergeant.

III. EMPLOYEE/ INMATE RELATIONSHIPS

- A. Professional conduct by all employees when interacting with the inmate population is necessary for the safe and efficient operations of the jail. Standard operating policies and procedures for employee/inmate relations establish consistency among the Detention Facility employees.
- B. Specific legal considerations and restrictions regarding the treatment of inmates are set forth in the California Penal Code:
 - 1. 142 P.C.- An officer may not refuse to receive a lawfully arrested person.
 - 2. 147 P.C.- An officer shall not be inhumane or oppressive toward an inmate in his custody.
 - 3. 149 P.C.- No officer shall, without lawful necessity, assault an inmate under the color of authority.
 - 4. 362 P.C.- No officer shall refuse to obey a writ of habeas corpus.
 - 5. 673 P.C.- No officer shall use any cruel, corporal or unusual punishment, or inflict any treatment that impairs health.
 - 6. 2652 P.C.- Allow any lack of care which would injure or impair the health of an inmate.
 - 7. 825 P.C.- An inmate must be arraigned within two days after his arrest, excluding Sunday and holidays.
 - 8. 851.5 P.C.- Immediately after being booked, and, except where physically impossible, no later than three hours after arrest, an inmate shall be given the opportunity to complete three phone calls.
 - 9. 4003 P.C.- Whenever personal property is taken from an inmate or inmate, the officer shall issue a receipt for such property without

delay.

10. 4011.5 P.C.- If it appears to an officer an inmate is in need of immediate health or hospital care, the officer has authority to transfer the inmate immediately without a court order.
11. 4013 P.C.- Upon service of legal papers directed to an inmate, an officer shall deliver the papers forthwith with a note thereon specifying the time of its service.
12. 4019.5 P.C.- Officers shall not delegate jail discipline or authority of any kind to one inmate over another inmate.
13. 4021(b) P.C.- Unlawful for officer to search an inmate of the opposite sex or enter the occupied cell of an inmate of the opposite sex except in the company of an employee who is the same sex as the inmate.

C. The Business and Professions Code identifies the following unlawful acts by employees:

1. 6152 B & P Employees shall not perform unlawful acts as a runner or capper, or solicit business for any attorney.
2. 26640 B & P Employees shall not bring alcoholic beverages into a jail.

D. The following specific Divisional policies regulate employee / inmate interactions:

1. Employees shall not deliver messages or any personal material for inmates without the authorization of the Facility or Housing Sergeant.
2. Employees shall not develop personal relationships with inmates.
3. Employees shall not promise to help inmates obtain special jobs or work assignments.
4. Employees shall not grant special favors to individual inmates in exchange for information. If an inmate divulges information, the employee shall verbally report the circumstances to the Facility or Housing Sergeant without unnecessary delay.
5. Employees shall not borrow money from or loan money to an inmate.

6. Employees shall not buy property from nor sell property to an inmate.
7. Employees shall not discuss personal matters with inmates.
8. Employees shall not accept gratuities of any kind. If such a gratuity is offered, employees shall immediately report the circumstances to his immediate supervisor.
9. Employees shall not embark upon rehabilitation programs, reward operations or any other projects within the jail system which are not Divisional practice without first obtaining approval through the chain of command.
10. Employees shall not fraternize with, engage the services of, accept services from, or do favors for any person in the custody of the Department except as set forth in writing by the Facility's Commander.
11. Employees shall not associate socially with or fraternize with the spouse of any person in the custody of the Department.
12. Employees shall not buy or accept any article for personal disposition from any inmate or from any associate of any inmate, unless the item is on display and available to the public.
13. Employees shall not place weapons, or objects adaptable for use as weapons and capable of inflicting serious bodily injury, or permit such weapons or objects to remain unattended, in any location of a Sheriff's Department building normally accessible to an inmate.
14. Male employees shall not search female inmates, except in the performance of their duties when exigent circumstances warrant.
15. Male employees shall utilize the services of female staff members in processing female inmates.
16. No civilian employee shall strike an inmate except in self-defense.
17. No sworn employee shall strike an inmate except when necessary in the prevention of an escape or in self-defense, or in prevention of violence to another person.
18. No employee shall negligently commit or omit any act, which

results in the escape of any inmate.

19. No employee shall leave his assigned post without the permission of his supervisor or officer in charge, except in case of emergency.
20. Employees shall not manage, hold for safekeeping, sell or attempt to sell, any real or personal property of any inmate unless required to do by State Law or County Ordinance.
21. No employee shall engage in any game, contest or wager with any inmate, or furnish a room, house, or any place for an inmate whom he knows will soon be released from custody.

IV. EMPLOYEE WITH RELATIVE OR FRIEND IN CUSTODY

- A. When an employee is made aware of a relative or friend who is in custody, the employee will immediately notify a Facility Supervisor who will forward the memorandum to Facility Administration and Classification Sergeant. The employee will include in the memorandum the name of the relative or friend, booking number, relationship and whether the employee foresees any problems.
- B. If the employee wants to visit with the relative or close friend, arrangements shall be made through the Facility Sergeant to visit in the non-contact visiting rooms. Employees should refrain from wearing a departmentally approved uniform (whether sworn or non-sworn) when visiting.
- C. The Watch Commander will facilitate the visit and arrange for the inmate to be sent to a visiting room for the non-contact visit. The Watch Commander should be mindful of other visitors and inmates within the area. The Watch Commander needs to make sure that public reception is aware of the visit so as not to interfere with visiting if it should be in progress. The Watch Commander will meet the employee and his family at a pre-designated location, either at public reception or at the employee entrance near staff dining.
- D. Prior to or after the visit, if the employee or his family wishes to place funds on the inmate's books, the Watch Commander will escort them to the public reception area and provide the avenue to have public reception personnel make the appropriate deposit. As a reminder, personnel from public reception require identification (California Driver's License) for the deposit. At the same time, the Watch Commander will facilitate the update and computer entry that a visit has taken place through public reception.

REFERENCES:

Sheriff's Department Manual; Sheriff's Policy Manual; Detention Services Division Training Manual; Sheriff's Personnel Bureau Memorandums; Custody Administration Memorandums, and Facility Administration Memorandums.

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Section 2 Chapter 5
Internal Communication

Drafted: August 15, 2012

Reviewed: May 16, 2022

Revised: January, 1 2018

PURPOSE:

To establish a policy and procedure for the appropriate use of communication devices within the Detention Facilities.

POLICY:

All divisional personnel shall be familiar with the operational capabilities of the internal communications system and shall utilize each element of the system in accordance with its intended official usage.

PROCEDURES:

I. INTERCOM

- A. The intercom system shall be the primary tool for communication between personnel assigned to the Pre-trial Detention Facility and Todd Road Jail. The following two types of instruments are utilized in these facilities.

1. Master/Master (PTDF) / Stentofon (TRJ)

- a. The "Master to Master" or "Stentofon" intercom gives the user the ability to communicate with any other "Master to Master" or "Stentofon" intercom within the Facility and HOJ by dialing a specific, [REDACTED].
- b. In addition to the ability to communicate with a specific intercom by keying the appropriate number, each master intercom operator can, for emergency use, [REDACTED]

2. Local Intercom

- a. "Local" intercoms give the user the ability to respond to

call buttons tied into the intercom's circuit. Wall or ceiling mounted speakers are located adjacent to the call buttons for voice transmission.

II. PNEUMATIC TUBE (PTDF) AND (TRJ)

- A. The Pneumatic tube is used to transport or receive documents or limited property within each Facility. Refer to the chart at each Pneumatic Tube location for specific locations. The weight and number of items transported in each tube should be considered to avoid the tube becoming lodged in the tube system.

III. TELEPHONES

- A. Telephones are located throughout each facility. These instruments are intended for official use only. Personal calls outside of the County of Ventura require the approval of the Level Supervisor or Facility Supervisor. Employees shall keep personal phone calls to a minimum.
- B. At EVJ, staff members can access the East Valley Station intercom [REDACTED]

IV. RADIO COMMUNICATION

- A. Radio Base Stations are located in the workstations of each facility. Base stations are located in the main control stations of the Pre-Trial Detention Facility, East Valley Jail, and Todd Road Jail. These Base Stations are equipped to monitor the portable radios utilized by each officer in the facility. The radios are to be used as a secondary system of communication when other communication devices are not available.

V. USE OF THE INTERNET AND E-MAIL

- A. Internet
 - 1. The County of Ventura Internet Connection (CVIC) is provided to employees at the County's expense to assist them in carrying out County business.
 - 2. The CVIC allows employees to communicate with outside organizations using the Internet's E-Mail capabilities and to access a wide variety of information resources using the Internet.

3. The CVIC is to be for County business-related purposes only to transmit/access business information.

B. E-Mail

1. The electronic mail (e-mail) system is provided to employees at the County's expense to assist them in carrying out County business.
2. The e-mail system permits employees to communicate with each other internally and with selected outside individuals and organizations.
3. The e-mail system is to be used for business-related purposes only to transmit business information.

C. County audits of the Internet and E-Mail

1. The County conducts periodic audits to check compliance with County Policy. All employees should keep the following in mind when using the e-mail system:
 - a. No user of the County electronic mail system should have an expectation of privacy in its use.
 - b. The County of Ventura has the capability to retrieve, review, copy, print or delete all messages for any purpose and to disclose them to any party it deems appropriate.
 - c. The County reserves the right to retrieve, access, review, copy, print or delete all messages for any purpose and to disclose them to any party it deems appropriate.

VI. COMPUTER PRINTER

- A. A computer screen with printer capability can direct a printout to any computer printer in the Facility by use of the Ventura County Integrated Justice Information System (VCIJIs). Refer to the county's Computer User's Guide. This form of communication shall be utilized for inmate movement notifications and the distribution of lists and rosters (i.e., court movement lists, area rosters, clothing lists, etc.)

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Section 2 Chapter 6

Internal Investigation Procedures

Drafted: March 28, 2012 Reviewed: May 16, 2022 Revised: April 30, 2021

PURPOSE:

To establish a procedure which is consistent with the Department's internal investigation procedure for investigating complaints against Detention Services Division employees.

POLICY:

Investigations of formal complaints against Detention Services Division employees will be conducted using the following procedures.

PROCEDURES:

I. RECEIPT OF COMPLAINT

- A. Complaints may be received from the following sources:
 - 1. Inmate grievances
 - 2. Department Formal Complaint Form
 - 3. Supervisory observation of misconduct
- B. The complaint will be reviewed for merit by the Operations Commander. Complaints with no merit, will not be investigated.
- C. The Operations Commander will discuss the complaint with the Detention Services Assistant Sheriff.
- D. If it is determined there is merit to the complaint, the Operations Commander will contact the Support Services Professional Standards Commander, who will decide if the investigation is to be handled by the Detention Services Division or Internal Affairs.
 - 1. If conducted by the Detention Services Division, the investigation will be conducted pursuant to the Professional Standards Divisional Investigation protocol.

2. If conducted by the Professional Standards Bureau, all necessary documentation will be forwarded to Professional Standards.
- E. If the investigation is to be handled by the Division, the Operations Commander will forward the I.A. packet to the appropriate Facility Manager for assignment.
1. The Operations Commander will assign a due date for completion of the investigation.
 2. The completed packet shall be sent to the Operations Commander and will be forwarded to the I.A. Unit via chain of command.

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Section 2 Chapter 7

Jury Summons for SST's & Detention Records Staff

Drafted: March 28, 2012 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

SSTs and Detention Records staff are not exempt from Jury Duty. In order to ensure a minimal disruption in facility staffing, the following procedure has been adopted in order to establish scheduling guidelines for those employees who receive a jury summons.

POLICY:

It will be the policy of the Detention Services Division that all employees who fall within this procedure will respond to a jury summons in a manner that will allow for the smooth operation of their respective facility.

PROCEDURE:

I. RECEIPT OF JURY SUMMONS

- A. When an SST receives a jury summons, they are to notify the Administrative Assistant in charge of scheduling and provide a copy of the jury summons.
- B. When a Detention Services Records Staff member receives a jury summons, they shall provide a copy of the jury summons to both their Records Supervisor and scheduling supervisor.
- C. The employee must contact their appropriate scheduler to coordinate the day they will go to Jury Duty. The scheduler can assist with any scheduling issues for the initial jury duty day.
- D. Any employee may request a continuance for up to 90 days for an extension of their jury duty. (This extension enables the employee, if working Shift 2, to continue the jury duty until their time falls during the hours of 6:00 a.m. and 6:00 p.m.) The affected employee is responsible for directly requesting any changes or extensions with Jury Services. 12-hour employees may lose 4 hours pay or time from their banks for each workday of jury service. The employee may arrange to work the 4 hours before and/or after each jury duty day that falls on a regular workday.

- E. If the employee is selected for a jury and the jury service time is extensive, their work schedule may be modified to a 5/2 workweek. If this is the case, the employee is responsible for notifying their scheduling Administrative Assistant to apply for this change.

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Section 2 Chapter 8
Patrol Rotation

Drafted: July 11, 2012

Reviewed: May 16, 2022

Revised: June 25, 2021

PURPOSE:

To establish an equitable, organized system of rotation of sworn personnel from Detention Services to Patrol Services.

POLICY:

Staff rotation to Patrol Services Division from the Detention Services Division is based upon seniority of assignment, within rank, to the Detention Division. All sworn staff that has not previously been assigned to patrol functions within this Department shall be required to rotate in sequence of seniority/preference. While every attempt is made to accommodate patrol preferences, staff should understand that the needs of the department are the ultimate guiding principle when making patrol assignments.

PROCEDURE:

I. ROTATION TO PATROL

- A. Rotation to patrol is based upon continuous seniority of assignment within rank to the Detention Services Division. If more than one person has the same date of assignment, seniority within rank will be used to establish the ranking. Todd Road Jail Administration shall maintain the rotation list.
- B. All sworn personnel assigned to the Detention Services Division will complete a rotation preference statement to indicate their preference for a particular patrol station, if there is one. Discussion with supervisors at different facilities will not suffice. All sworn personnel must be prepared to rotate to any station listed as a preference. This statement must be directed to the TRJ Administrative Sergeant at least (30) thirty days prior to transfer lists associated with academy graduations. The rotation list will be based only upon the written preference statements and every attempt will be made to honor assignment preferences. Verbal requests for patrol station preference shall not be honored, nor relied upon by staff.
- C. The initial patrol rotation preference must be submitted on the form

attached to this document. Subsequent changes, within the same Detention assignment, may be communicated via electronic mail to the TRJ Administrative Sergeant.

II. DEPUTY SHERIFF SENIORITY (In the following sequence)

A. Academy Graduates

1. The seniority of deputies reassigned on the same date from the Training Center to Detention Services is based upon the ranking that the deputy earned upon graduation from the Academy.
2. Provisional Deputies shall have continuous seniority, effective as to their original Detention Services Division hire date, and shall not lose their seniority status when temporarily re-assigned to the Training Center for Basic P.O.S.T. training. If more than one provisional deputy is hired on the same date, the ranking that the deputy earned upon graduation from the Academy may adjust the seniority placement on that date. **This section does not apply to Deputy Sheriff Trainees (DST) that leave the Academy, are offered a position as a Provisional Deputy, or other position within the agency, and then recycle to a different Academy class.**

B. Lateral Deputies

1. Deputies who lateral transfer to the Sheriff's Office or are hired as "Academy Complete" are ranked in seniority as of the date they were assigned to the Detention Services Division.

C. Deputy Rehires

1. Deputies who are rehired by the Sheriff's Office are ranked in seniority as of the date they were assigned to the Detention Services Division upon rehire.

D. Reassigned Deputies

1. Patrol deputies reassigned to Detention Services Division will be placed on the patrol rotation list and ranked by seniority as of the date they were reassigned to the division.
2. Deputies reassigned to the Court Services Bureau from patrol will be placed on the patrol rotation list and ranked by seniority as of the date they were reassigned to the division.

3. Deputies reassigned to Court Services from PTFD or TRJ will continue to be subject to the restrictions of the Detention Services Division Patrol Rotation Policy.

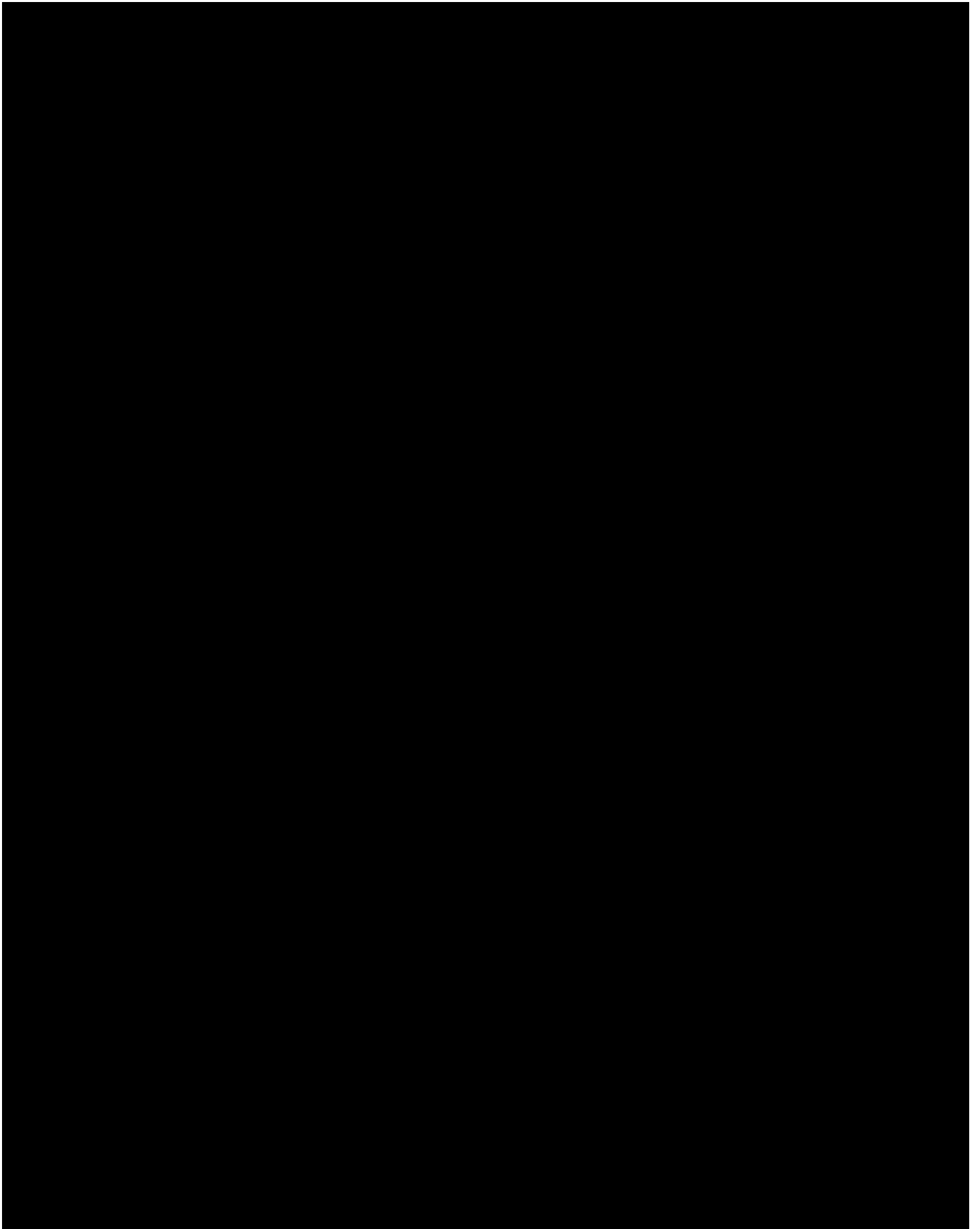
III. SERGEANT / SENIOR DEPUTY SENIORITY

A. Newly Promoted Sergeants and Sr. Deputies

1. The seniority of Sergeants and Senior Deputies, who are promoted and transferred into the Detention Services Division at the same time, will be based upon their ranking on the promotional list.
2. All newly promoted Sergeants and Senior Deputies, who have never been assigned to patrol in their new rank, are allowed to select "pass" for their patrol preference for one year. After one year, their "pass" will expire and they will be assigned to patrol according to their station preference or assigned according to Department need.

B. Reassigned Sergeants and Sr. Deputies

1. Sergeant and Senior Deputy staff reassigned to the Division, other than at initial promotion, will have their seniority determined by their date of Detention current assignment, then the date of last promotion if more than one member of the same rank is reassigned on the same day.
2. The rotation list may be reviewed by contacting the TRJ Administrative Sergeant or on the Sheriff's Intranet under Rotation List. It is the responsibility of employees to maintain a current preference statement.
3. This policy addresses normal rotation out of Detention Services Bureaus. Nothing in this policy is meant to conflict with Sheriff's Policy Manual or to prohibit department management from making individual exceptions to this policy for the needs of the department or of a member of the department. This policy shall supersede all other memos and policies regarding divisional rotation.



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Section 2 Chapter 9

Role of SSTs in Detention Services

Drafted: July 20, 2012 Reviewed: May 16, 2022 Revised: May 4, 2021

PURPOSE:

To establish a policy for the roles, tasks, and assignments of Sheriff's Service Technicians (SST) assigned to the Detention Services Division.

POLICY:

The common job responsibilities of Sheriff's Service Technicians (SST) do not place SSTs in direct contact with inmates; however, in some assignments the SST may come into **limited** direct contact with the inmate population on a regular basis.

PROCEDURE:

I. PRIMARY ROLE OF SST IN DETENTION SERVICES

- A. The primary role of the SST working in the Detention Services Division is to visually and electronically supervise inmates and perform related support tasks within the jail facilities, or other areas of the Detention Services Division.
1. Operations
 - a. SSTs generally operate jail housing control booths and have remote contact with inmates, directing and monitoring inmates during their daily routines, programs and activities.
 - b. SSTs utilize audio and visual monitoring equipment as well as direct visual surveillance of inmates in cells and common areas.
 - c. SSTs are responsible for knowing the Sheriff's Policy Manual including Facility, Division, and Bureau policies and procedures, emergency procedure guidelines, daily requirements of their assigned position, and must accurately complete entries in handwritten and electronic logs. SSTs are the first line of communication with

inmates and are obligated to maintain a safe, secure, and humane detention setting.

- d. In the course of their daily duties, SSTs are responsible to oversee the supply inventory, cleanliness, housing and movement of inmates, and other functions as assigned within their area of responsibility.
- e. In most assignments, SSTs are required to wear a uniform when on-duty. To project a professional appearance, SSTs are obligated to maintain the uniform and their personal grooming standards at acceptable levels as outlined in the Sheriff's Policy Manual- Policy: 1016 *Uniform Regulations*.
- f. SSTs may be delegated, on a rotating basis or as a regular assignment, to operate a control booth, controlling inmate and staff member movements within the facility.

B. Physical Contact

- 1. SSTs are prohibited from having physical contact with inmates. SSTs may not search, restrain, or have any other physical contact with inmates.
- 2. The SST shall not pursue inmates who are attempting to escape, or who have escaped. The description of the inmate and other information of the escape or other crime in progress shall be immediately communicated to sworn staff.
- 3. The only time any SST may have physical contact with an inmate is to protect himself or herself from harm from the inmate.

C. Specialized Assignments

- 1. In certain situations, SSTs may be assigned to supervise inmates who have been determined to be the lowest level threat. These assignments include car wash supervision, cleaning crew, painting and maintenance crew, and other similar assignments.
- 2. SSTs may be required to transport low classification inmates in county owned vehicles to job assignments.
- 3. SSTs may be placed in administrative positions that coordinate specific functions, such as transportation, supply, or maintenance.

- D. SSTs may also be temporarily reassigned to job duties in emergency situations that are not generally the work functions of SSTs assigned to the Detention Services Division.

- E. Training
 - 1. Newly hired SSTs assigned to jail facilities are mandated to attend and successfully complete a CORE course that is scheduled during the first year of employment.

 - 2. After the first year of employment, every SST in an assignment responsible for the supervision of inmates is required to attend a minimum of 24 hours of annual corrections training, as outlined by the California State Corrections Standards Authority.

 - 3. The Detention Services Divisional Training Staff makes all assignments to the particular training courses for SSTs.

REFERENCES:

California Code of Regulations, Title 15, Section 1020.
County of Ventura Human Resources, Job Specifications for SST I & SST II.

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Section 2 Chapter 10
Staff Dining

Drafted: July 18, 2012 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

To describe the policy and procedure for the use of staff dining within the Detention Services Division.

POLICY:

Access and use of staff dining at the Pre-Trial and Todd Road Facilities are regulated according to established procedures.

GENERAL PROVISIONS:

I. USE OF STAFF DINING

- A. Divisional employees or medical services personnel, who by the nature of their assignment are not allowed to leave the facility during their normal working hours, are authorized the use of staff dining at no cost.
- B. All other employees and full-time Division contractual employees, are authorized the use of staff dining at a cost of \$2.00 per meal. Records, SCC and GSA personnel must utilize a 'meal ticket' as outlined in Section II, Meal Tickets, below.
 - 1. No other persons are authorized the use of facility staff dining meal services without the specific approval of the facility commander.
- C. All fees collected shall be forwarded to the Sheriff's Business Office to be recorded as revenue.
- D. Any exception to these regulations will require the specific approval of the facility commander.
- E. Nothing in this policy statement shall preclude the management of the Sheriff's Office or the Detention Services Division from authorizing food services for official County business or during emergencies.

PROCEDURES:

I. MEAL TICKETS

- A. Meal tickets may be purchased from a Management Assistant in Detention Services Administration or from Public Reception at the Todd Road Jail.
 - 1. Cost of meal tickets shall be \$2.00. Tickets may be purchased individually or several at a time.
- B. Employees who have purchased meal tickets shall deposit the ticket in the Meal Ticket Box located on the wall near the food line.
 - 1. Other than deployment staff, all persons shall sign in prior to obtaining a meal in staff dining. This includes staff members who take the food to another location.

II. COLLECTED FEES

- A. At the end of each month, Detention Services Administration shall forward all staff dining fees to the Sheriff's Business Office to be deposited in the County General Fund.

III. REMOVAL OF FOOD FROM STAFF DINING

- A. Staff Dining food will not be taken out of the facility without permission of the Facility Sergeant.

IV. OUTSIDE REQUESTS FOR FOOD

- A. All outside of division requests for food or food-related service shall be directed to the Detention Services Division Assistant Sheriff, or designee, for approval. In absence of the designee, all requests shall go to the Division Administrative Captain. Requests shall not go directly to the Detention Services Division kitchen.

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Section 2 Chapter 11

Staff Members / Inmate Interaction

Drafted: March 28, 2012 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

To establish guidelines for the interaction between inmates and sworn, civilian, contract employees and volunteer staff.

POLICY:

To regulate inmate interactions and relationships by staff members of the Department, identified as sworn, civilian, contracted employees and volunteer staff.

PROCEDURE:

I. STAFF MEMBER AND INMATE INTERACTION

- A. Members shall not deliver messages or any personal material for inmates without the authorization of the Facility or Housing Sergeant.
- B. Members shall not fraternize, nor develop personal relationships with any person in custody in any facility, or any person who has previously been involved in criminal activity. Members shall only associate with such persons upon official capacity or where unavoidable because of workplace assignments or personal family relationships.
- C. Except as specifically authorized by the Facility Manager or their designee, members shall not promise to help inmates obtain special jobs or work assignments.
- D. Except as specifically authorized by the Facility Manager or designee, members shall not grant special favors to individual inmates in exchange for information. If an inmate divulges information, the employee shall verbally report the circumstances to the Facility or Housing Sergeant without unnecessary delay.
- E. Members shall not borrow money from or loan money to an inmate.
- F. Members shall not deposit money in an inmate's account.

1. Exceptions:
 - a. When the inmate is a relative of the member depositing the money. In this case the employee shall notify the Facility Manager, in writing, **prior to making** the deposit.
 - b. When the money being deposited is part of an investigation and the Facility Commander has approved the transaction.
- G. Members shall not buy property from nor sell property to an inmate.
- H. Members shall not discuss personal matters with inmates.
- I. Members shall not accept gratuities of any kind. If such a gratuity is offered, members shall immediately report the circumstances to their immediate supervisor.
- J. Members shall not embark upon rehabilitation programs, reward operations or any other projects within the jail system which are not Divisional practice without first obtaining approval through the chain of command.
- K. Members shall not fraternize with, engage the services of, accept services from, or do favors for any person in the custody of any department or agency.
- L. Members shall not associate socially with or fraternize with the spouse of any person in the custody of the Sheriff's Office or any other facility or agency.
- M. Members shall not buy or accept any article for personal disposition from any inmate or from any associate of any inmate, unless the item is on display and available to the public.
- N. Members shall not place weapons or objects adaptable for use as weapons and capable of inflicting serious bodily injury, or permit such weapons or objects to remain unattended, in any location of any facility or building normally accessible to an inmate.
- O. Male staff members shall not search female inmates beyond a limited search of pockets, except in the performance of their duties and when urgent circumstances warrant such a search.
- P. Male staff members shall utilize the services of female staff members in processing female inmates.

- Q. Members shall not strike an inmate except when necessary to prevent escape, in self-defense, or in the prevention of violence upon another person.
- R. Members shall not negligently commit or omit any act, which either results, or could have reasonably resulted in, the escape of any inmate.
- S. Except in cases of emergency, members shall not leave their assigned security post without the permission of their supervisor or the officer in charge.
- T. Members shall not manage, hold for safekeeping, sell or attempt to sell, any real or personal property of any inmate which they are not required to do by Federal / State Law or County Ordinance.
- U. Members shall not engage in any game, contest or wager with any inmate, or furnish a room, house, or any place of residence for an inmate whom they know will soon be released from custody.

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Section 2 Chapter 12

Uniforms and Equipment

Drafted: July 18, 2012 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

To describe uniform regulations and maintenance of equipment for employees assigned to a Detention Services Jail Facility.

POLICY:

It is the policy of the Detention Services Division to maintain a professional uniform standard for its staff that is consistent with the Sheriff's Policy Manual Section 1046. Required equipment will be issued to staff as needed. The loss or damage to department owned property shall be handled in accordance with Sheriff's Policy

PROCEDURE:

I. UNIFORMED STAFF

- A. Unless otherwise authorized by special assignment, sworn uniformed staff members assigned to Detention Services shall report for work wearing the "Utility Uniform" as described in the Sheriff's Policy Manual: Policy 1046: Uniform Regulations. The following issued equipment shall be mandatory to wear on either a Sam Brown or trouser duty belt:
1. Handcuffs and Case
 2. OC (*First Defense Stream*) and Case
 3. 911 Knife and Case
 4. Duress Alarm Activator and Case (Todd Road Only)
 5. Guard1 Pipe Holder
 6. Guard1 "Officer Button"
 7. Radio (provided at each workstation)
 8. Taser Holster
 9. Sam Brown

10. Digital Recorder and Holder
 11. X2 Taser (Sergeants, Senior Deputies, and assigned Deputies)
 12. Radio Holder
 13. Flashlight and Holder
 14. Firearms and Batons will be secured in lockers
- B. Uniformed Sheriff's Service Technicians shall wear the "Utility Uniform" as described in the Sheriff's Policy Manual. The following issued equipment shall be mandatory to wear on the duty belt:
1. Radio Holder
 2. Duress Alarm Activator and Case (Todd Road Only)
 3. Flashlight and Holder
- C. Uniformed Inmate Records Specialist shall wear the "Utility Uniform" as described in the Sheriff's Policy Manual.
- D. Uniformed and non-uniformed staff assigned to the kitchen shall wear:
1. Slip-resistant/safety toe shoes authorized for use in a kitchen environment.
 - a. Shoes are purchased by obtaining a Safety Shoe Voucher on an annual basis.
 2. Safety Retractable key chain.

II. NON-UNIFORMED STAFF

- A. Non-uniformed staff members shall dress in a business-like manner as described in the Sheriff's Policy Manual. Official identification or visitor badge issued by the Department shall be visible to jail security staff at all times.

III. OPTIONAL UNIFORM ARTICLES (CLASS "C" UNIFORM)

- A. Staff assigned to the Todd Road Grounds and Facilities Unit and the Facility Warehouse shall report for work wearing the "Optional Uniforms" as described in Sheriff's Policy Manual. Staff shall wear Department issued equipment on their uniforms as directed by the Facility Manager or his designee.
- B. SSTs assigned to Laundry and Janitorial Crews will have the option of

wearing the "Optional Uniforms" as described in the Sheriff's Policy Manual. SSTs in the above listed assignments shall wear Department issued equipment on their uniforms as directed by the Facility Manager or his designee.

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Section 2 Chapter 13
Vehicle Report Log

Drafted: July 20, 2012 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

To describe the procedures for completing a Vehicle Inspection Report Detention Services Staff who use county vehicles for the purpose of arresting/transporting inmates, conducting security patrol, or any other-directed purpose. Those county vehicles may include all vehicles assigned to the division, or any loan vehicle as approved by each of the Facility Sergeants.

POLICY:

It shall be the policy of the division to ensure that proper documentation exists in order to track vehicle damage to county vehicles, and ensure proper Department forms are completed whenever necessary. Refer to the Sheriff's Policy Manual, Policies: 341.13g, 502.4.1 and 706.7 for complete documentation procedures.

PROCEDURE:

I. VEHICLE INSPECTION REPORT

- A. When Detention Services Staff uses a county vehicle, it is their responsibility to conduct a vehicle inspection. The inspection shall be done prior to leaving the facility complex. All requested information on the Vehicle Inspection Report shall be completed. If there is visible damage noted or inoperative equipment, the staff member will describe the damage/problem in the appropriate boxes. The report will be turned in to the Facility Sergeant upon return. The original report will be forwarded to the Administrative Sergeant, and a copy of the Vehicle Inspection Report will be stored in the Facility Sergeant's office.
- B. Any time there is collision damage to a vehicle and a County Vehicle Damage Report is required, a copy will remain in the Facility Sergeant's office and the original report forwarded to the Facility Commander for approval, prior to distribution through normal channels.

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Section 2 Chapter 14

Electronic Devices in Detention Services Division Facilities

Drafted: August 7, 2012 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

Policy 702, Personal Communication Devices, in the Sheriff's Policy Manual, governs the use of electronic devices for all employees. The purpose of this policy is to establish rules for possession, use and viewing of such devices, including cellular telephones, in Sheriff's Detention Services Facilities.

POLICY:

In order to ensure the safety and security of all persons, no staff member shall possess a personal cellular telephone in any place where an inmate is routinely assigned or present. Additionally, only specifically approved personal electronic devices are to be inside the security areas of Detention Services Facilities.

DEFINITIONS:

Sheriff's Detention Services Facilities: Hall of Justice (holding areas), East Valley Jail, Pre-Trial Detention Facility and Todd Road Jail.

Entertainment Devices: Electronic entertainment devices, and other devices that have the capability to connect to the Internet or to display electronic visual media. This shall include DVD players, hand held gaming devices, tablet based devices and similar items.

GENERAL PROVISIONS:

The term cellular telephone shall be interpreted in the broadest sense of the word and shall include devices which can access the internet, send text or instant messages and/or other methods of voice or data communication. Powering off a device while in the presence of an inmate is not an acceptable alternative to this policy. Devices issued by the Department shall be exempt from this policy.

Any work-related communication or documentation, including photographs and recordings, created on a personal electronic device may be subject to discovery.

Staff is reminded that current county policy allows for the reasonable use of county

telephones for personal communications.

PROCEDURES:

I. ENTERTAINMENT DEVICES

- A. Electronic entertainment devices that are not issued by the Department are prohibited in Detention Services Detention facilities.
- B. Employees are prohibited from viewing movies, pictures, films, events, or other visual entertainment, not specifically approved or distributed by the department, while on duty.
- C. Laptop computers will be allowed under the following conditions:
 - 1. Jail Training Officers (JTOs) during the training phase, when performing duties related to their training assignment (evaluations, tests, etc.), with the express consent of the on-duty supervisor.
 - 2. Department issued equipment for use in Detention Services.
 - 3. When specifically approved by the Facility Sergeant or Facility Administration.
 - 4. The use of laptop computers by attorneys shall be addressed by individual facilities.

II. CELLULAR DEVICES

- A. Personal cellular device (cellular telephone) which can access a voice or data network brought into the secured area of a Detention Services Facility by staff shall be maintained and secured in the following manner:
 - 1. Cell phones and cellular devices shall not be possessed in any place where an inmate is routinely assigned or present. There will be zero tolerance of carrying cell phones inside dayrooms and sections during cell scans. Cell phones are allowed in staff dining, during breaktime.
 - 2. East Valley Jail personnel shall keep their cell phone or cellular device inside of the security/control booth. Cell phones and cellular devices are not permitted inside of the inmate dorm at any time.
 - 3. Cell phones and cellular devices shall be secured in the housing unit security/control booths or in the deputy's office when staff is

assigned to the housing units. Personnel who are not assigned to the housing units shall keep their cell phones or cellular devices secured in their duty bag or in the desk, to prevent inadvertent possession of the phone in areas where inmates reside or work. If the cell phone or cellular device cannot be properly secured, then it should not be brought into the facility.

4. Cell phones and cellular devices should not be used around inmates for personal calls or communication.
5. It is up to every employee choosing to carry a cell phone or cellular device into any detention facility to ensure that there is not an adverse effect to their work performance or function. There is an expectation of proper etiquette and professionalism.
6. Personal cell phones and cellular devices shall not be used to take photos inside the facility security envelope, unless such photos are taken at the direction of a supervisor.
7. Nothing within this policy is intended to prevent an employee from personal transportation of a cell phone or cellular device to and from a work station at the beginning or ending of an assigned shift or to and from a location designated for breaks.

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Section 3 Chapter 1

Training Philosophy

Drafted: April 2, 2012 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

To clarify and define the training philosophy of the Detention Services Division.

POLICY:

Detention Services employees are bound by the Department and Division policies and California Penal Laws to treat each person in custody fairly and humanely, with a full guarantee of each person's individual and constitutional rights. Employees must comply with all existing laws and regulations pertaining to the handling of inmates and the overall operation on the County Jail system.

The goal of the Detention Services Training Unit is to raise and maintain the level of competence for sworn and professional staff by adhering to the Standards and Training Corrections (STC) Program regulations (Title 15, 100-358). Every employee that falls under the guidelines of the STC program, after receiving their required entry-level training, shall receive at least twenty-four hours of meaningful custody specific training on an annual basis. This training is designed to provide updating and refresher instruction to keep staff current on custody issues.

In addition, sworn custody staff must meet the mandates of the Peace Officers Standards and Training (POST) which requires them to complete specific perishables skill training every other year. The training objective is to meet all mandates and prepare well-trained staff that will provide a safe, secure, and humane environment for inmates under their care.

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Section 3 Chapter 2
Training Objectives

Drafted: April 2, 2012 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

To clarify and define the standardized training program objectives.

POLICY:

I. TRAINING PROGRAM / MANUAL

- A. This Manual has been designed for Ventura County Sheriff's Office employees assigned to the Detention Services Division, and is intended to assist them by:
 - 1. Presenting a standardized training program.
 - 2. Providing an evaluation tool, which will measure a new employee's progress and identify performance deficiencies.
 - 3. Giving the employee the opportunity to correct specific deficiencies by applying the information contained herein.
 - 4. Providing employees with the authoritative information contained herein.
- B. This Manual is intended to provide supplemental training that is mandated for Deputies and SSTs by Board of State and Community Corrections - Standards in Training for Corrections.
- C. The training program has been planned in such a way that the employee is exposed to the most extensive variety of jail experiences possible within their classification and to prepare the employee to operate successfully in any commonly assigned position within each facility. This standardized training program will provide reasonable assurance that all employees are provided the same level of training in standard operating policies and procedures.
- D. The training program consists of a combination of explained and demonstrated procedures by the Jail Training Officer and the

performance of those procedures by the employee. The employee's progress will be documented during the training and probation period. Each facility's Training Manual has been designed to be used by the Training Officers to document and facilitate the training process of the employee. The Manual will assure the Facility Supervisors that the employee has received the basic information needed to effectively perform the functions required of their job assignment.

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Section 3 Chapter 3

Annual Performance Appraisal

Drafted: April 2, 2012 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

To describe the policy for evaluating employee performance and completing employee performance appraisals.

POLICY:

All Sheriff's Office employees shall receive performance appraisals on a regularly scheduled basis.

GENERAL PROVISIONS:

I. ANNUAL PERFORMANCE APPRAISAL REPORTS

- A. Sheriff's Human Resources maintains an annual performance appraisal report which counts down the hours until an employee's next annual appraisal and/or merit is due. When the report reaches 400 hours or less until the due date, a performance appraisal template for that employee is generated by Sheriff's Human Resources and sent to the division where the employee is assigned. The Management Assistant assigned to Detention Services Division Administration shall maintain an Employee Annual Performance Appraisal - Facility Manager's Assignment Log (SO-1029), indicating the employee's name and date and supervisor assigned. The Facility Manager's Assignment Log and the APA will be distributed to the following:
1. Sworn and SST Personnel: The Facility Training Sergeant or his/her designee for assignment, primarily the Management Assistant. The Facility Manager's Assignment Log is to be completed with the name and date of the person assigned the APA and immediately returned to Detention Services Division Admin. A copy of the log will be given to the Facility Captain for tracking purposes.
 2. SIRS Personnel: The CIR Supervisor (CS-3). The Facility

Manager's Assignment Log is to be completed with the name and date of the person assigned the APA and immediately returned to Detention Services Division Admin.

- B. The Annual Performance Appraisal Report, APA:
 - 1. (SO-106 revised 7-82) shall be utilized as a source document for the completion of Deputy, SST and SIRS's Departmental Annual Performance Appraisal.

PROCEDURES:

I. SWORN AND SST PERSONNEL

- A. The Annual Performance Appraisal is generated by Sheriff's Personnel at the completion of six months of employment and every year thereafter.
- B. The Facility Sergeant assigned an Annual Performance Appraisal should solicit input from other Sergeants and Senior Deputies regarding the employee's performance during the rating period. If approved by the Facility Manager, the Facility Sergeant may assign Annual Performance Appraisals to a Senior Deputy. The Sergeant is still responsible for content and completion of the appraisal.
- C. After the Performance Appraisal is completed, the assigned Sergeant will forward the Appraisal to the Facility Captain for approval.
- D. When the Facility Manager approves the Appraisal, it is returned to the Sergeant for discussion and review with the Employee and signatures.
- E. The Performance Appraisal is sent to Sheriff's Human Resources, is processed and filed in the Department and County Personnel Files.

II. SIRS/CRT PERSONNEL

- A. The Annual Performance Appraisal is generated by Sheriff's Personnel at six months of employment and every year thereafter.
- B. The CIR/CRT Supervisor assigned an Annual Performance Appraisal shall solicit input from other Supervisors, the training officer, and the monthly reports regarding the employee's performance during the rating period.
- C. After the Performance Appraisal is completed, the assigned Supervisor will forward the Appraisal to the Custody Records Manager or TRJ

Facility Manager for approval.

- D. After the Custody Records Manager approves the appraisal, it is then sent to the Facility Supervisor for approval.
- E. When the Facility Manager approves the appraisal it is returned to the Supervisor for discussion and review with the Employee and signatures.
- F. The Performance Appraisal is sent to Sheriff's Human Resources, is processed and filed in the Department and County Personnel Files.

III. EXPLANATION OF RATING CRITERIA

- A. Rating: When one considers the diversity involved in today's law enforcement activities and adds the number of raters involved, it becomes apparent that total uniformity in rating employees is not possible. At the same time, if we are to have a meaningful rating system, we must strive for the maximum uniformity.
- B. Rating Factors:

The performance appraisal consists of job related competencies in three categories. Those categories are for all Sheriff's employees, for sworn employees, and for management employees. Each employee shall be rated on the applicable competency areas using the following 3-point scale: Exceeds Standard, Meets Standard, Below Standard.

The competencies are defined at each level for exceeds, meets and below so that there is no ambiguity for the rater or the employee being rated.

Raters shall justify their scores for those employees receiving either an exceeds standard or below standards rating. This can be done in the narrative section of the appraisal.

When a below standards rating is given, follow up on that competency area is recommended/required. This follow up can be done on a Divisional Personnel Report (DPR) or a mid-year performance appraisal limited to the competency area that is/was below standard.

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Section 3 Chapter 4

Evaluations for Probationary Employees / Training Appraisals

Drafted: April 2, 2012 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

To establish a policy and procedure for the completion of employee probationary evaluations.

POLICY:

The goal of the Bi-Monthly Training Evaluation is to provide both the Sheriff's Office and the employee with an accurate, meaningful view of individual job performances.

DEFINITIONS:

Daily Evaluation Form: Your Jail Training Officer completes this form along with an attached narrative. Both shall be completed by the end of the evaluated shift or by the beginning of the next shift.

End of Training / Final Performance Appraisal: This form is completed by your assigned Senior Deputy at the completion of your jail training. The form shall be accompanied by a narrative portion, which summarizes your jail training.

Bi-Monthly Evaluation: This form is completed by your assigned Senior Deputy. The form shall be completed at 2 and 4 -month intervals.

6 Month Performance Appraisal: This appraisal is assigned by Personnel after a new employee completes their first 6 months or 1040 hours of work (after graduation) and it is assigned to and completed by a shift sergeant.

Annual Performance Appraisal: This appraisal is assigned by Personnel after a new employee completes their first year or 2080 hours of work (after graduation) and it is assigned to and completed by a shift sergeant.

GENERAL PROVISIONS:

I. EMPLOYEE TRAINING AND PROBATIONARY PERIOD

A. Deputies:

Training Period: 4 weeks (14 total shifts)

Training Summary: 1 month (Senior Deputy)

Bimonthly Evaluations: 2 and 4 months (Senior Deputy)

Performance Appraisal: 6 months (Sergeant)

Probation: 1 year

1. The Administrative Scheduling Assistant will assign each new deputy a Senior Deputy for evaluations and a Jail Training Officer (JTO).
2. The JTO prepares a daily training evaluation, which is first reviewed by the assigned Senior Deputy for corrections, clarifications or additional comments.
3. The evaluation is then given to the Trainee. The Trainee will be given the opportunity to write comments if needed. A copy of the daily evaluation may be furnished to the Trainee if one is requested.
 - a. The assigned Senior Deputy shall complete a final evaluation at the completion of the training period. This shall include a summary of training.
4. The Senior Deputy will complete a bimonthly evaluation at month two and four based upon personal observation, and input from other supervisors.
5. The evaluation is forwarded to the Senior Deputy's shift Sergeant for approval. After approval, the employee and the Sr. Deputy review it. Once signed, the evaluation is forwarded to the shift Sergeant for his/her approval. It is then forwarded to the Training Sergeant.
6. The evaluation is placed into the employee's division file.
7. The six-month/Annual Performance Appraisal is covered in Chapter 3-3.

B. Sheriff's Service Technicians (SST):

Training Period: 4 weeks (14 total shifts)

Training Summary: 1 month (Senior Deputy)

Bimonthly Evaluations: 2 and 4 months (Senior Deputy)

Performance Appraisal: 6 months (Sergeant)

Probation: 6 months

1. The Administrative Scheduling Assistant will assign each new SST a Senior Deputy for evaluations and a Jail Training Officer (JTO).
2. The JTO prepares a daily training evaluation every day, which is first reviewed by the assigned Senior Deputy for corrections, clarifications or additional comments.
3. The evaluation is then given to the Trainee. The Trainee will be given the opportunity to write comments as needed. A copy of the evaluation may be given to the Trainee if one is requested.
 - a. The assigned Senior Deputy shall complete a final evaluation at the completion of the training period. This shall include a summary of training.
4. The Senior Deputy will complete a bimonthly evaluation at month two and four based upon personal observation, and input from other supervisors.
5. The evaluation is then reviewed by the employee and the Senior Deputy. Once signed, the evaluation is forwarded to the shift Sergeant for his/her approval. It is then forwarded to the Training Sergeant.
6. The evaluation is placed into the employee's division file.
7. The six month/Annual Performance Appraisal is covered in Chapter 3-3.

C. Sheriff's Intake and Release Specialists (SIRS)/Custody Records Technician (CRT):

Training Period: 6 months

6-month Annual Appraisal: 6 months

Probation: 6 Months

1. The Records Manager will assign each new SIRS a Training Officer (Sr. SIRS).

2. The Training officer prepares a training evaluation after completing each station and reviews it with the CIR Supervisor for corrections, clarification or additional comments.
3. The evaluation is then given to the Trainee. The Trainee will be given the opportunity to write comments as needed. A copy of the evaluation will be given to the Trainee if requested.
4. The evaluating Senior SIRS will date and initial the lower right corner, make a copy for his/her records and send the original to the CIR Supervisor.
5. The evaluating Senior SIRS will submit this evaluation to the CIR Supervisor for review and signature before the evaluation is reviewed with the employee.
6. After the CIR Supervisor reviews the evaluation it will be returned to the Senior SIRS for review with the employee. It is then signed, copied and returned to the CIR Supervisor. The CIR Supervisor will forward the evaluation to the Custody Records Manager.
7. The evaluation is placed into the employee's division file.
8. The six month/Annual Performance Appraisal is covered in Chapter 3-3.

PROCEDURES:

To achieve an accurate, meaningful appraisal, each rater must have the same basic understanding of the rating criteria being used. It is for the purpose of providing that basic understanding of rating criteria that the following detailed explanation is provided. The following ratings only apply to the daily training, end of training, and Bi-monthly evaluations. The performance appraisals created by personnel will still contain a rating continuum from 1 to 5.

I. RATING

- A. When one considers the diversity involved in today's law enforcement activities and adds the number of raters involved, it becomes apparent that total uniformity in rating employees is not possible. At the same time, if we are to have a meaningful rating system, we must strive for the maximum uniformity.

II. RATING FACTORS

- A. The competencies are defined at each level for exceeds, meets and below so that there is no ambiguity for the rater or the employee being rated.
- B. Raters shall justify their scores for those employees receiving either an exceeds standard or below standards rating. This can be done in the narrative section of the appraisal.
- C. When a below standards rating is given, follow up on that competency area is recommended/required. This follow up can be done on a Divisional Personnel Report (DPR) or a mid-year performance appraisal limited to the competency area that is/was below standard.

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Section 3 Chapter 5
STC Training

Drafted: April 2, 2012

Reviewed: May 16, 2022

Revised: August 30, 2022

PURPOSE:

To establish procedure for Failure to Appear (FTA) for STC training classes as scheduled by the Detention Services Division Training Coordinator.

POLICY:

The Ventura County Sheriff's Office is a participant in the Standards and Training for Corrections (STC) program administered by the Board of State and Community Corrections (BSCC). A contractual agreement requires our department to provide all eligible custodial staff with the following training:

Commanders	24 hours annual
Captains	24 hours annual
Sergeants	24 hours annual
Sergeants-newly promoted within 1 st year	80 hours CORE
Senior Deputies	24 hours annual
Deputies	24 hours annual
Deputies 1 st year	79 hours CORE
SSTs	24 hours annual
SSTs 1 st year	187 hours CORE

PROCEDURE:

I. COMPLIANCE

- A. The Division Training Coordinator for STC will send an e-mail notification that includes the training memorandum and a calendar invite in a timely manner to all eligible employees scheduled for required training. Notifications will also be sent to each facility scheduler.
- B. Employees are required to attend training. This includes mandated, as well as when the employee voluntarily commits to attend. In the event of an emergency, an employee shall call the Division Training Coordinator at 933-8580. If unable to contact Division Training Coordinator, the employee shall call their Facility Shift Sergeant and advise them of the reason for their absence and request that the Sergeant forward a message to the Division Training Coordinator and Division Training Sergeant.
- C. Any employee missing a scheduled training class shall document the reason for the absence on a memorandum and submit it to the Division Training Sergeant on the next scheduled day of work with a copy to the employee's Administrative Sergeant. The Division Training Sergeant shall advise the Division Administrative Captain and they will decide as to whether or not it is appropriate to excuse the absence. If not excused, the first incident within a 12-month period shall at a minimum result in a Divisional Personnel Report (DPR) being generated. This is not intended to preclude additional disciplinary measures should the circumstances warrant. The Division Training Sergeant shall prepare a DPR for delivery to the affected employee's immediate supervisor.
- D. Each additional non-compliance within a 12-month period shall result in progressive discipline.

II. COMPLIANCE NOTIFICATION

- A. Newly hired employees (sworn or general members) will be furnished with a copy of this policy and will complete a notification form to be placed in his/her divisional file documenting STC compliance.
- B. I have received and read a copy of the Detention Services Divisional Policy *"Failure to Appear for STC Training"* and understand it is my obligation to be familiar with its contents.

Employee Name: (Print) _____ ID# _____

Employee Signature: _____ Date: _____

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Section 3 Chapter 6

Shift Lead Deputy Program

Drafted: August 12, 2015 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

To establish the description, guidelines, and supervisor/administrative responsibilities of the Shift Lead Deputy program.

POLICY:

The Sheriff's Office has a mentorship opportunity in Detention Services called the "Shift Lead Deputy" program. It is a career development program specifically designed for patrol-trained deputies. This innovative program is structured to give Shift Lead Deputies supervisory, investigative and administrative experience, all of which will help prepare these deputies for the promotional process and/or special assignments.

This six-month program will **only** be available to patrol trained deputies who have elected to voluntarily rotate back into custody. It will provide the opportunity to work closely with experienced senior deputies, detectives and sergeants in order to develop additional knowledge and skills in supervision, investigations and administration. The program is intended to supplement deputies' regularly assigned duties, giving them the opportunity to perform and excel in tasks and assignments that will assist in their promotion to senior deputy or reassignment to a specialized position.

PROCEDURES:

The Shift Lead Deputy program is available to any patrol-trained deputy with at least three years total patrol time. Deputies must submit a memorandum to a Detention Services facility manager (Pre-trial Detention Facility or Todd Road Jail). In addition, a Transfer Request must be submitted to Sheriff's Personnel, indicating the desired facility to work as a Shift Lead Deputy. Every attempt will be made to accommodate the respective facility request, either Pre-Trial Detention Facility or Todd Road Jail. Depending on the number of applicants, an informal interview by the facility manager may be required.

The selection of jail sergeants (watch commanders) and senior deputies to mentor Shift Lead Deputies will be determined by the respective facility manager.

After transfer into Detention Services, Shift Lead Deputies will maintain all eligibility for promotion or reassignment to a specialized position. Shift Lead Deputies will be added to the patrol eligibility list at the effective date of their transfer.

GENERAL PROVISIONS:

Shift Lead Deputies will be given opportunities to lead and perform supervisor-type duties. In addition, they will be required to complete the program's identified objectives within **six months** of their first shift as a Shift Lead Deputy.

Deputies with prior career enhancement assignments may complete the program sooner due to certain objectives being met based on prior experience (e.g. station detective, liaison filing deputy, Narcotics detective, etc.). The mentoring sergeant/senior deputy will be responsible for assuring the Shift Lead Deputy completes the objectives required of the program.

The following tasks will be required to be completed by the Shift Lead Deputy for successful completion of the program:

1. If no prior training experience, the deputy must achieve Jail Training Officer (J.T.O.) status. Prior J.T.O. from initial custody rotation or Field Training Officer (F.T.O.) from patrol will waive this requirement. Proof of J.T.O. or F.T.O. documentation will be required (e.g. mentioned in a performance appraisal).
2. Plan and conduct a training event in the jail related to patrol operations (e.g. high-risk vehicle stop, building search, or any area where they have demonstrated expertise such as Drug Abuse Recognition (D.A.R.) evaluations, etc.). The training event must include instruction, successful demonstration by the student, a debrief / review, and documentation of the training event.
3. Plan and conduct an operation within the jail such as an organized contraband search of a section. This will include the preparation of an operational plan indicating a specific mission, a comprehensive briefing with stated assignments, completion of all necessary documentation, and a thorough debrief after the conclusion of the event before end of shift. Additionally, the Shift Lead Deputy will be required to conduct a major write-up disciplinary hearing for Level 1 major rule violations.
4. Coordinate, with sergeant approval, a response to an incident as a team leader in the jail such as an inmate death, an assault with a deadly weapon, or arrest of a subject selling drugs within the jail, which may require the allocation of resources, writing reports, notifications, and interaction with outside units such as Major Crimes or Narcotics.
5. Attend a leadership course (minimum of eight hours) approved by the agency.

6. Attend a promotional preparation course (minimum of eight hours) approved the agency.
7. Assist in writing a commendation for a S.S.T. or professional staff.
8. Obtain a collateral assignment. If the deputy holds or has held prior collateral assignment(s) in good standing this requirement may be waived.
9. Prepare three deputies for patrol. This includes discussion and review of policies, equipment, or study materials.
10. Author a StarNet article.
11. Author a News Story (media release).
12. Participate in a ride-along with a Major Crimes or other Special Services detective for three shifts (36 hours minimum). Also, author a search warrant (if a deputy has prior detective experience and has successfully written a search warrant within six months of the beginning of program, this requirement may be waived).

SUCCESSFUL COMPLETION OF PROGRAM

Once all tasks have been completed, the task sign-off list will be approved by the facility manager. The Shift Lead Deputy will be provided a commendation letter from the respective jail commander upon completion of the program. The sign-off list and the commendation letter will be placed in the deputy's personnel file.

With the designation of Shift Lead Deputy comes the authority to grant overrides in the booking process, sign off booking approval paperwork, approve minor write-ups, conduct disciplinary hearings of inmates, or any other responsibilities identified by the jail commander.

Additionally, Shift Lead Deputies will be guaranteed annual training in the areas of leadership, mentorship, or other topics specifically tailored toward assisting the deputy in promotion or reassignment.

The mentoring sergeant and senior deputy will continue working with the Shift Lead Deputy until they promote, obtain a specialized assignment, or rotate out on the patrol eligibility list.

SUPERVISOR RESPONSIBILITIES:

It is imperative that Sergeants and Senior Deputies actively participate and fully commit to mentor Shift Lead Deputies for the success of this program.

Senior Deputy Responsibilities

Senior deputies will be responsible for task sign-off, including scheduling the Shift Lead for the detective ride-alongs and training courses.

Sergeant Responsibilities

The sergeant will be responsible for monitoring the progress of the Shift Lead Deputies as well as the timeliness of completing this program.

PROGRAM OVERSIGHT / ADMINISTRATION

The administrative responsibilities are the same at both the Pre-Trial Detention Facility and Todd Road Jail. They are designed to ensure the Shift Lead Deputy program is a model of consistency between both facilities and that appropriate guidance is provided to senior deputies and sergeants.

Administrative Sergeants

The administrative sergeants are responsible for assisting with any scheduling of training and processing of completed task list sign-off. In addition, the administrative sergeants should be aware of the Shift Lead Deputies' intentions after completion of the program, whether it is to promote or seek a specialized assignment. In this way, the administrative sergeant can make sure the Shift Lead Deputy is being provided all available opportunities.

Facility Managers

The facility manager is responsible for evaluating the mentoring delivered by the senior deputies and sergeants to the Shift Lead Deputy. The facility manager will forward completed sign-off checklists to the facility commander, who will draft a letter of commendation for successful completion of the Shift Lead Deputy program. The facility manager will also make sure the checklists and letters of commendation are finalized and delivered to the Shift Lead Deputies' personnel file.

REFERENCES:

Detention Services Shift Lead Deputy Manual, August 2015

Ventura County Sheriff's Office
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Section 4 Chapter 1

Acceptable Forms of Government Identification

Drafted: July 23, 2012 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

To establish a policy and procedure for the acceptance of government-issued identification by staff assigned to the jail bureaus of the Detention Services Division.

POLICY:

It is the policy of the Detention Services Division to accept authentic, government-issued identification from U.S. or foreign countries to properly identify persons conducting business at the Detention Facility Public Reception counters.

PROCEDURE:

I. ACCEPTABLE FORMS OF GOVERNMENT IDENTIFICATION

- A. All persons who request to visit inmates, deposit funds on inmate accounts or perform any other transaction where identification is required, shall be subject to the following policy:
1. The Ventura County Jail system will accept valid, government-issued identification from U.S. or foreign countries to properly identify persons conducting business at the Public Reception counter.
 2. Valid, government-issued identification includes passports from other countries, driver's licenses from any other state and U.S. military identification. Identification will be considered valid if it is current or expired less than 60 days.
 3. The Facility Sergeant shall resolve questions or issues concerning the validity of presented identification.
 4. These same criteria shall be used to accept documents when determining the personal identity of persons booked into the Ventura County Detention Facilities.

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Section 4 Chapter 2

Identification for Facility Entry / Visitor Badges

Drafted: August 20, 2012 Reviewed: May 16, 2022 Revised: January, 2018

PURPOSE:

To establish policy and procedure for the use of identification badges.

POLICY:

All non-uniformed personnel working or visiting a detention facility shall display an authorized identification badge prior to entering the facility. All other visitors shall display a "Todd Road Jail Visitors Badge" or a "Pre-Trial Detention Facility Visitors Badge", as described in this chapter, or an acceptable County / Police agency identification badge.

DEFINITIONS:

Employee Identification Badge: A Sheriff's Office identification badge containing the name, picture, and signature of the individual for whom it was issued.

Visitor Identification Badge: A paper temporary badge with the wording, "VISITOR (with facility name)."

Visitor Identification Badge with an orange "X": A paper temporary badge with the wording, "VISITOR TODD RD. JAIL" or "VISITOR", and an orange "x" across the front of the badge.

PROCEDURE:

I. DISPLAYING OF IDENTIFICATION BADGES

- A. All identification badges will be displayed by being clipped to the front of the outer clothing approximately chest high. Deputies will challenge all non-uniformed persons without properly displayed badges. Any violation that cannot be resolved immediately at the location will be referred to the Facility Sergeant.

II. ISSUANCE OF VISITOR BADGES

- A. Any person, with the exception of Sheriff's Office personnel, who is granted access to the facility shall be issued a paper temporary Visitor Badge.
- B. The lobby records technician will use the following procedure for issuing a Visitor Badge:
 - 1. The technician will request and review an acceptable form of picture identification, e.g., driver license, state identification, law enforcement, etc. In addition to photo identification, all attorneys must present their valid state bar card. The Facility Sergeant shall resolve any disputes.
 - 2. The visitor shall fill out an Inmate Interview Slip on all visit requests.
 - 3. At Todd Road Jail, the visitor shall fill out the Visitor's Log located on the table next to the metal detector with the following information:
 - a. Name of Visitor
 - b. Date / Time In and Time Out
 - c. Business
 - d. Phone Number
 - e. Purpose of Visit
 - 4. Once the visitor's identification has been verified and the visitor log completed, the technician shall mark the destination of the visitor on the badge. The badges will be marked as the following:
 - a. Unmarked Badge - Indicates the visitor is to be escorted within the facility, i.e., tours etc. This visitor shall not be allowed unescorted access to the facility.
 - b. Location Specific Marked Badge - Indicates the visitor is to be escorted to a specific location within the facility.
 - c. Multi Location Marked Badge - Indicates the visitor is to be escorted to several areas.
 - d. Orange "X" Badge – This allows the visitor access throughout the facility unescorted.

5. The technician will issue the badge to the visitor.
6. All completed Visitor Logs shall be forwarded to the Classification Unit.
7. At the conclusion of the visit, the visitor will return the badge to the technician.
8. The paper temporary badge issued is manufactured so that its initial color is a white background with green lettering --"Visitor Todd Rd. Jail" or red lettering – "Visitor." Following a specific amount of time, approximately 8-10 hours, the paper will turn pink in color. Once a Visitor Badge has turned pink it is no longer valid. The visitor will not be allowed into the facility or allowed to continue a visit without a valid Visitor Badge.

III. AFTER HOURS ISSUANCE OF VISITOR BADGES

- A. After hours visits require the approval of the Facility Sergeant. A deputy or senior deputy will be designated by the Facility Sergeant to issue the badge in accordance with the previously listed procedures.
- B. For Church volunteers and Inmate Services volunteers, there are approved lists of all volunteers in the Records Technicians' Office. Compare a valid photo ID with the log and issue a visitor's badge accordingly.

IV. SWORN LAW ENFORCEMENT VISUAL ESCORTS

- A. "Sworn Law Enforcement" personnel include: Federal, state, county, and city peace officers, DA investigators, parole agents, and probation officers.
- B. Sworn Law Enforcement personnel, after having gone through the above procedure, may be visually escorted at TRJ from Central Control to the Intake and Housing areas.
 1. A visual escort at TRJ is defined as allowing the cleared officer to walk between Central Control and Intake or Housing without the physical presence of a uniformed staff member. A visual escort will only be conducted when inmates are not present in the hallways outside of the housing units where the officer will be walking. This will be determined via Master to Master or telephone between Central Control and Intake or Cluster Control. The radio shall not be used because of the potential of alerting

inmates of the presence of sworn investigators

V. CHECK IN OF CONTRACT EMPLOYEES

- A. A list of contractors with security clearances will be maintained by the Administrative Sergeant and a copy will be made available to the Public Lobby Counter, Central Control and the Facility Sergeant.
- B. All contractors will be required to check in at the Public Lobby and sign a waiver prior to admittance.

VI. CHECK IN OF TEACHERS, VOLUNTEERS AND CITIZEN JAILERS

- A. A list of volunteers and citizen jailers with security clearances will be maintained by the Administrative Sergeant and a copy will be made available to the Public Lobby Counter, Central Control and the Facility Sergeant. At TRJ, Records Supervisor will maintain a list of Inmate Services teachers and volunteers.
- B. All volunteers, citizen jailers, and tour groups will be required to check in at the Public Lobby and sign a waiver prior to admittance.

VII. CONDUCT ADVISEMENT

- A. Prior to admittance into the facility, all individuals shall be provided information about the facility, "Hostage" incidents, security issues, and allowable conduct inside the facility. The following rules shall be observed:
 - 1. No person under the influence of drugs or alcohol shall be allowed into the facility.
 - 2. No alcoholic beverages or drugs shall be brought into the facility.
 - 3. No weapons shall be brought into the facility.
 - 4. No disruptive behavior.
 - 5. All orders or requests by security personnel shall be obeyed.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 4 Chapter 3
Floor Graphics

Drafted: July 24, 2012

Reviewed: May 16, 2022

Revised: June 25, 2021

PURPOSE:

To define the various types of floor graphics and their usage or purpose.

POLICY:

Symbols and lines of different colors have been painted throughout each facility in order to facilitate inmate movement and promote officer and staff safety. These symbols and lines shall be regarded as directional signs and the proper observance thereof shall be strictly enforced.

DEFINITIONS & PROCEDURES:

Solid Red Line or Apron: A solid red line or apron denotes a restricted area where inmates cannot step into without the expressed permission of a deputy or jail staff member.

- A. An officer or jail staff member shall ensure no more than one inmate at a time is granted permission to step into a particular solid red apron or line.

Solid Yellow Circle with Directional Arrow: This sign specifies or marks the exact spot where an inmate shall stand; and based on where the arrow is pointed, what direction he should face, when directed by a deputy or staff member.

Solid Green Line (Pre-Trial Detention Facility): A solid green line is used to direct inmates exiting the elevators on Level 1 to the property / release area for release.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 4 Chapter 4

Key Control

Drafted: April 25, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish a policy and procedure for control of keys within detention facilities.

POLICY:

The following procedures in the storage, control and accounting of facility keys shall be strictly observed by all personnel in order to preserve the integrity of each facilities security system.

[REDACTED]

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Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 4 Chapter 5

Tours of Jail Facilities

Drafted: April 25, 2012 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

To establish a policy regulating tours of the jail facilities.

POLICY:

Tours of the Ventura County Jail Facilities will be allowed on a very limited basis and will be subject to approval of the Facility Manager or his designee.

PROCEDURE:

I. TOUR REQUESTS

- A. Each jail facility shall designate a staff member who will be responsible for receiving, evaluating and coordinating tour requests.
- B. All requests should be made at least 7 days in advance.
- C. The tour coordinator shall evaluate each request while keeping in mind that the security of the Facility is the number one priority. Determining factors in the decision should include:
 - 1. The individual or type of organization requesting the tour.
 - 2. The purpose of the tour.
 - 3. Impact on operations for the requested date and time.
 - 4. Age of person(s) requesting to attend the tour.
- D. The Facility Manager or his designee shall make final approval for all tours.
- E. Facility management reserves the right to waive or alter any requirements or procedures for any tour.

II. TOUR ARRANGEMENT

- A. If the tour request is approved, the tour coordinator shall do the following:
1. Request from the tour representative the names, dates of birth, and driver's license numbers of all members of the tour group. Any members under the age of 18, who have been approved to visit, shall present a completed "*Waiver/Clearance Form*" signed by a parent or guardian.
 2. Obtain a call back number for the tour representative.
 3. Advise the tour representative to have the tour group check in at the Public Reception counter on the scheduled date and time.
 4. Inform the tour representative that each member of the tour group must have an acceptable form of picture identification for check-in at Public Reception and each member must wear appropriate attire.
 - a. Must wear closed toe shoes
 - b. No shorts
 - c. No tank tops
 - d. No cell phones, cameras or other electronic items
 5. A list of subjects needing clearances shall be provided to the Classification Unit of the facility to be toured at least 5 days in advance. The Classification Unit shall return the clearances within 48 hours.
 6. Identify and assign appropriate personnel to conduct the tour.
 7. Direct a memo to concerned Facility personnel about the upcoming tour. (e.g. Commander, Captain, Facility Sergeant, Housing Sergeant, Classification, Public Reception, Central Control, etc.)
 8. Immediately prior to the start of any tour within a detention facility, the assigned personnel shall contact the on-duty jail watch commander for permission to proceed.

III. TOUR ITINERARY

- A. Each Facility shall establish their own tour itinerary, keeping in mind the security, safety and privacy issues of the jail.



Ventura County Sheriff's Office
Volunteer, Non-Employee, Guest, Observer
Waiver / Clearance Form

Name: _____ DOB: _____

Print full name

Driver License / Identification Number: _____ Place of Birth: _____

Sex Male Female HT: _____ WT: _____ Eyes: _____ Hair: _____

Street Address _____ City _____ State _____ Zip _____

Home Telephone number

Work Telephone numbers / Other number

Business / Occupation / School: _____

In case of an **emergency / accident**: (Nearest relative, parent / guardian) Name / Phone

Family Doctor / Medical Services requested by observer if injured or ill:

[Complete BOTH Pages and Sign](#)

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 5 Chapter 1
Bomb Threats

Drafted: August 23, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To define the notification and investigation responsibilities for reported bomb threats, found explosives, and suspected explosive devices.

POLICY:

To prevent injury to Detention Facility personnel, inmates, or visitors by accurately reporting bomb threats and detecting explosives or responding to explosions in an expedient, safe, and efficient manner.

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Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 5 Chapter 2
Earthquake

Drafted: August 10, 2012 Reviewed: May 16, 2022 Revised: May 4, 2021

PURPOSE:

To set policy and procedure to be followed in the event of an earthquake.

POLICY:

In the event of a major earthquake, all medical and security needs of staff and inmates will be provided in an efficient manner. Staff will follow the emergency procedures, as set forth, to provide for the safety of staff, visitors, and inmates.

PROCEDURES:

I. SAFETY PRECAUTIONS

- A. In the event of an earthquake, all persons should:
1. Remain where they are whether indoors or outdoors.
 2. Be alert for falling objects.
 3. Be alert to the potential hazards presented by electricity, water, or gas; independently or in conjunction with each other.
 4. If possible, seek protection from falling or flying objects by sitting under a desk, table, or in a doorway.
 5. Use radio and phones for emergency purposes only.
 6. Stay as far away from glass windows.
- B. Following an Earthquake, a Sergeant:
1. Will immediately order a lockdown of the facility.
 2. Will instruct the deputies to assess the entire facility for damage and injuries.

II. AN EARTHQUAKE IS AN EMERGENCY WHEN

- A. For purposes of this policy and other emergency operations, an earthquake is considered an emergency if any structural damage and/or injuries to persons have occurred.

III. SAFETY

- A. The safety of all persons in the facility shall be of prime concern. Immediate assistance to the injured shall be the priority of personnel during and after an earthquake.

IV. EVACUATION

- A. Refer to the Evacuation Policy.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 5 Chapter 3

Electrical Systems Failure

Drafted: August 22, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish a policy and procedure for an electrical systems failure.

POLICY:

To provide for the safety of visitors, personnel, and inmates during major or minor electrical power failures by assessing the problem and attempting to resolve it while providing security and maintaining control over the inmates.

DEFINITIONS:

Minor Electrical Failure: Any electrical system failure that is limited to the confines of a single quad, section, or housing area.

Major Electrical Failure: Any electrical system failure that affects more than a single housing area.

PROCEDURES:

I. MINOR ELECTRICAL FAILURE

A. The discovering officer shall:

1. Lockdown any inmates in the affected area.
2. Contact Facility Maintenance to report the failure.
3. Notify the Area Supervisor.

B. The Area Supervisor shall:

1. Advise the Facility Sergeant of the electrical failure.
2. Coordinate and assist in the operation of the affected area, or movement of the inmates at the direction of the Facility Sergeant.

C. The Facility Sergeant shall:

1. The Facility Sergeant shall notify the Facility Manager.

II. MAJOR ELECTRICAL FAILURE WITH GENERATOR BACKUP

A. In the event of a major electrical failure the emergency generator maintains critical electrical functions. The following additional steps shall be taken:

1. Only essential inmate movements shall be made while on emergency power.
2. The Facility Sergeant shall:
 - a. Request the response of Facility Maintenance, monitor the repair operations and advise level controls of information affecting their areas of responsibility.
3. If the Area Supervisor determines the emergency generator power level will continue for a prolonged period, he/she may return inmates in affected work areas to their housing sections.
4. **PTDF:** All elevators may be used while on emergency power. Check all elevators to ascertain if any persons may be stranded. (This includes jail visitors and public lobby elevators.)

III. GENERATOR FAILURE

A. In the event of an emergency generator malfunction, the following procedures shall be followed:

1. General Response
 - a. Each officer shall:
 - 1) Obtain a battery-operated flashlight stored in their assigned work area.
 - b. All personnel shall:
 - 1) Remain at their assigned work stations unless reassigned by the Area Supervisor.
 - c. The Area Supervisor shall:
 - 1) [REDACTED]

[REDACTED]

- 2) Direct the orderly evacuation of all visitors after the inmate population has been secured. PTDF: This may require staircase evacuation.

d. Housing officers shall:

- 1) Be responsible for securing all inmates within their area of control or escorting them to their housing area at the direction of the Level Supervisor.

2. Booking / Reception (PTDF & EVJ)

a. The Reception Security Deputies shall:

- 1) Temporarily suspend booking operations until the situation can be assessed and other arrangements can be made. Inmates will remain in or be returned to holding cells and secured.

b. The Property Deputy shall:

- 1) Suspend all release processing and secure all inmates in the release holding cells.
- 2) Any inmates in the attorney/bail bondsman interview area shall remain secured in that area.

3) [REDACTED]

4) [REDACTED]

c. PTDF: The Level 1 Control Officer shall:

- 1) Maintain his/her position until power is restored and the controls become functional.
- 2) Advise the Facility Sergeant of inmates in the court movement corridor, elevators or in unsecured areas.

3. PTDF: Level II

a. The Central Control Officer shall:

- 1) Remain at his/her position until the power is returned and his controls become functional.

b. The on-duty medical personnel shall:

- 1) Determine the need for emergency medical care or transportation for Special Housing inmates, and make the appropriate request through the Facility Sergeant.

c. The Level 2 Senior Deputy shall:

- 1) Respond to the kitchen, remove the kitchen inmate workers to the hallway and secure all exit hallway doors.

d. The Facility Sergeant shall:

- 1) Contact the Facility Maintenance Supervisor and apprise him/her of the extent of the system failure.
- 2) Contact the Facility Manager or the next available person in the chain of command if he/she cannot be reached.

e. Facility Manager And/or Facility Sergeant shall:

- 1) Make arrangements for evacuating the inmates in the event of a prolonged power failure during which critical functions cannot be maintained.

4. Housing

a. Housing Security Deputies shall:

- 1) Return any unsecured inmates to their housing section.

b. Level Control / Cluster Control Officers shall (PTDF & TRJ):

- 1) Advise visitors to remain seated until someone is available to escort them out of the building.

- 2) Remain at their assigned positions until directed to respond elsewhere by the Level Sr. Deputy or Housing Level Supervisor.
5. Restoration of Electrical Power
 - a. The Facility Sergeant / Facility Supervisor shall:
 - 1) After the electrical systems have been restored, conduct an investigation with the assistance of Maintenance Personnel to determine the cause of the power failure, assess any damage done, and report his/her findings to the Facility Manager.
 - 2) Ensure that an Inmate count is conducted and verified with the computer roster. If the count does not match the computer roster, a facility search shall be conducted. (Refer to Section 5, Chapter 4 "Escapes")

IV. REPORTS

- A. Minor electrical failures and any damage shall be documented by the Area Senior Deputy/Supervisor to the Facility Sergeant on a Jail Incident Report Form.
- B. Major electrical failures and any resultant damages shall be documented as an incident by the Facility Sergeant/Facility Supervisor on an Incident Report form and directed to the Facility Manager.
- C. No report will be necessary for pre-planned power outages per agreement with Southern California Edison.

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Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 5 Chapter 5
Facility Evacuations

Drafted: October 2, 2012

Reviewed: May 16, 2022

Revised: May 15, 2020

PURPOSE:

To establish a policy and procedure for the emergency evacuation of a Detention Facility.

POLICY:

To provide procedures for the safe removal of inmates, visitors, personnel, and vital records in the event of an emergency.

DEFINITIONS:

General Evacuation: The safe and orderly removal of all inmates, visitors, employees and vital records from the entire facility. A general evacuation can only be authorized by the Facility Sergeant or higher authority and executed in several stages to ensure that an acceptable safety factor is maintained in implementing the evacuation plan.

Partial Evacuation: The safe and orderly removal of all inmates, visitors, personnel and vital records from a section or Level of the Facility to an area outside the Facility. The Level Supervisor or higher authority can only authorize a partial evacuation. If the Level Supervisor authorizes such an evacuation, he shall notify the Facility Sergeant, who will notify the Facility Manager as soon as practicable.

Internal Evacuation: The safe and orderly removal of all inmates, visitors, personnel and vital records from one part of the Facility to another. A Housing Security Deputy or higher authority can authorize an internal evacuation. The Facility Sergeant shall be notified and apprised of the situation as soon as practicable.

Emergency: For purposes of evacuation, an emergency condition exists when there is a natural disaster, fire, gas explosion, riot, major disturbance, or life-threatening situation.

GENERAL PROVISIONS:

I. INCIDENT COMMAND POST

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VI. EVACUATION PRIORITY

- A. After all visitors and civilian employees (with the exception of SSTs) have been evacuated, the priority of inmate evacuations should be:
 1. Inmates exposed to the greatest danger.
 2. Female inmates

3. General Population inmates.
4. Protective Custody, Psychiatric, Administrative Housing Inmates, Violent Assaultive/Violent Combative.
5. Special Housing Inmates (PTDF) keeping in mind medical concerns.
6. Security threats - these inmates are housed in general population and will have to be manually separated as their own group.

■ ■

[REDACTED]

PROCEDURES:

[REDACTED]

[REDACTED]

[REDACTED]

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Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 5 Chapter 6

Fire Emergency/Fire Drills

Drafted: September 11, 2012 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

To establish policy and procedure for actions to be taken during a fire.

POLICY:

In the event of a fire, staff shall act promptly to prevent injury or death and minimize property damage by following the established procedure.

GENERAL PROVISIONS:

- I. The safety and the immediate evacuation of all persons in the area where the fire is occurring shall be the primary concern of all personnel.
- II. When it becomes necessary to evacuate visitors, personnel, and inmates, the Facility Evacuation Policy and Procedures (Section 5 Chapter 5) will be observed.
- III. The Level Supervisor on the level where the fire is occurring shall take direct charge of the fire fighting and rescue operations until the arrival and deployment of Fire Department personnel. The Level Supervisor shall then assume a coordinating role between the Fire Department Supervisor and Facility personnel on the scene.
- IV. Fire Department response will be requested on any fire no matter how small. Full cooperation will be extended to Fire Department personnel who are called in to investigate causes or origins of any type of fire.
- V. Life Support equipment shall be made available to and shall be worn by all personnel responding to fire affected areas for evacuation and damage control purposes.

PROCEDURES:

I. OBSERVED FIRE

- A. The Facility employee first observing the fire shall raise the alarm and

advise Central Control. The employee shall advise Central Control of essential information such as:

1. Location of fire
 2. Type and size of fire
 3. Number of staff, visitors, and inmates in immediate danger or that require immediate evacuation
 4. Recommended evacuation route based upon protocol and current conditions
 5. Injuries
- B. The available officers shall then direct and/or cause the immediate removal of all visitors, personnel and inmates from the affected area.
- C. The Facility's sprinkler system should be automatically activated.
- D. If it becomes necessary to activate manual firefighting equipment to permit the evacuation and/or rescue of persons in the affected area, facility employees in the area will operate such equipment.
- E. Pending the arrival of Fire Department personnel, the Level Supervisor, Housing Security Deputy, or Level Control shall ascertain what further assistance is required and request such assistance.
- F. Upon being notified of the fire, the Central Control Officer shall:
1. Broadcast [REDACTED] via radio and intercom, ensuring to include the area where the fire is located.
 2. Call the Ventura City Fire Department (911) advising the type of fire and location of fire.
 3. If an ambulance is necessary, call Sheriff's Dispatch, (911) and provide the dispatcher with the reason for the request. Let the Fire Department or ambulance company decide on the level of response. If a nurse or doctor requests a code or no code response, ask them for the reason and relay the reason to the dispatcher.
 4. response. If a nurse or doctor requests a code or no code response, ask them for the reason and relay the reason to the

dispatcher.

5. Contact the Facility Sergeant and arrange for the assignment of at least one facility staff member to guide fire units into positions in or around the Facility.
6. [REDACTED]
7. Establish direct communication with the affected area, confirm they are aware of the situation, and relay updates.
8. Contact Public Reception and direct visitor access to the Facility be restricted.
9. [REDACTED]
10. Advise the Facility Sergeant of all actions taken.

G. The Facility Sergeant, upon being notified of the situation shall:

1. Establish an Incident Command Post to properly coordinate the firefighting, evacuation, and damage control operations.
2. Maintain liaison with the Fire Department crew either personally or through a designated representative.

II. ALARM DETECTED FIRE

A. When a fire alarm is activated, before calling the Fire Department, Central Control shall:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]



2. Notify the Facility Sergeant.
3. If fire is verified, all personnel will be guided by the procedures set forth above.
4. If the alarm is the result of a malfunction or inadvertent activation, Central Control shall:



5. If the Fire Department was dispatched and it is a false alarm, they will be called and notified there is no fire.

III. DEFECTIVE ALARMS

- A. Frequently malfunctioning smoke/fire alarms shall be reported in writing by the Central Control officer or Level Supervisor to the Facility Sergeant.

IV. FIRE DRILLS

- A. Fire drills shall be conducted in the Facility every three (3) months at which time existing policy and procedures will be evaluated and modified as needed.
- B. Fire drills shall also be utilized as a means of familiarizing all personnel with the proper use of the following firefighting and life support equipment:
 1. Fire Extinguisher
 2. Hose
 3. S.C.B.A.

NOTE: Training in the use of the self-contained breathing apparatus (S.C.B.A.) shall be given to selected Facility personnel every three (3) months, with each trainee using the apparatus if practical for at least 15 to 20 minutes in a simulated rescue operation.

V. PREPARATION AND SUBMISSION OF REPORTS

- A. After a fire is extinguished, the Area Supervisor or designee concerned, in consultation with the Fire Department Supervisor on the scene, shall conduct an initial investigation and attempt to determine the cause of the fire. The Area Supervisor or designee concerned shall then prepare an Incident Report if the fire has been accidentally set or caused by electrical or mechanical malfunction. The report will be submitted to the Facility Manager through the chain of command.

- B. If arson is suspected, the Area Supervisor concerned shall secure the general area where the fire originated. He shall then request, through the Facility Sergeant, assistance from Special Services Division/Major Crimes and the Fire Department. The Area Supervisor shall be responsible for the security of the scene until relieved by Special Services/Major Crimes and shall make every effort to preserve evidence and identify witnesses.

- C. All reports will be submitted to the Facility Sergeant and forwarded to the Facility Manager. The Classification Unit shall maintain a separate file on all reports of actual fires, either accidental or intentional.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 5 Chapter 7

Flood

Drafted: August 21, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish policy and procedures to be followed in the event of a flood.

POLICY:

In the event of a flood, staff shall act promptly to prevent injury or death and minimize property damage by following the established procedure.

DEFINITIONS:

Natural Flooding: When any part of the Facility is flooded as a consequence of an act of nature

Inmate-Caused Flooding: When any part of the Facility is flooded as a result of an accidental or deliberate act of an inmate

System Failure Flooding: When any part of the Facility is flooded as a result of any internal systems failure

GENERAL PROVISIONS:

I. FLOOD

- A. Flooding will only be categorized as an emergency when a vital area within or around the Facility is flooded to such an extent that it is hindering normal facility operations.
- B. The safety of all persons in the flooded area should be of primary concern.
- C. The Facility Supervisor shall make the determination whether or not to evacuate the affected area.
- D. If the flooding is affecting only the areas around the Facility, it shall be the Facility Sergeant's responsibility to determine its effect on the operations of the Facility and to recommend alternatives in order to

maintain an adequate level of service.

- E. In the event of an evacuation, the Facility Evacuation Policy will be observed.

PROCEDURES:

I. DETECTION AND RESPONSE

- A. If an overflow alarm is activated, a Supervisor or the Facility employee whose workstation is nearest to the affected area will be requested to verify the situation.
- B. If the flooding is detected by direct observation by a Facility employee, he/she shall immediately inform the Facility Supervisor of the situation.
- C. As soon as flooding is confirmed, the Facility Supervisor shall:
 - 1. Determine if the flooding could be classified as an emergency and if inmates and personnel should be evacuated from the area.
 - 2. Alert all personnel on his level.
 - 3. Execute evacuation procedures if an evacuation is warranted.
 - 4. Determine the cause of flooding if possible.
 - 5. Inform the Facility Sergeant of the situation and request that Maintenance be called in.

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

III. REPORTING PROCEDURES

- A. If it is determined that the flooding was caused by an inmate, but accidental in nature, a Jail Incident Report describing the occurrence shall be prepared and submitted by the deputy to the Facility Supervisor.
- B. If it is determined that flooding was a deliberate act by an inmate, the Facility Supervisor shall coordinate the preparation of the appropriate crime and related reports.
- C. If it is determined that flooding was a direct consequence of an act of nature, a memorandum stating the circumstances thereof, extent of damage, actions taken and other relevant information shall be prepared by the Facility Supervisor.
- D. The operational log shall be maintained and completed by the Facility Supervisor.

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Section 5 Chapter 8
Hostage Situations

Drafted: August 23, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish the proper procedure, notification, and response to a hostage situation.

POLICY:

To exert every reasonable effort to secure the safe release of any hostage without compromising the Facility's security and without jeopardizing the safety of innocent citizens. Consistent with the above, any hostage-taker will not be allowed to escape from custody, with or without the hostage(s). No immunity will be granted nor will ransom be paid to secure the release of any hostage.

DEFINITIONS:

Hostage: Any person seized and being held against his/her will and whose life and well-being is being threatened by another for the purpose of escaping, evading arrest, obtaining the release of persons in custody, obtaining monies or property or to attain a criminal or political objective.

PROCEDURES:

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Ventura County Sheriff's Office
Detention Services
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Section 5 Chapter 9

Outside Demonstrations

Drafted: August 23, 2012 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

This policy outlines the protocols and requirements necessary during the event of an outside demonstration.

POLICY:

To minimize disruption of facility operations, prevent destruction of facility property, prevent injuries to Detention Services staff, visitors and inmates, and preserve the security of the Detention Facility during a public demonstration.

PROCEDURES:

I. OBSERVATION AND NOTIFICATION

- A. When an outside demonstration is impending or in progress in areas adjacent to a Detention Facility, the Detention Facility employee who discovers the event shall immediately notify the Facility Sergeant.
 - 1. The Facility Sergeant/Supervisor shall notify the Patrol Watch Commander and request the demonstration be assessed and monitored by patrol personnel.
 - 2. The Facility Sergeant/Supervisor shall notify the Facility Manager.

II. NON-VIOLENT DEMONSTRATION

- A. When a demonstration does not appear to pose a threat to facility security, the Facility Sergeant/Supervisor shall request patrol deputies continue to periodically monitor the demonstration.

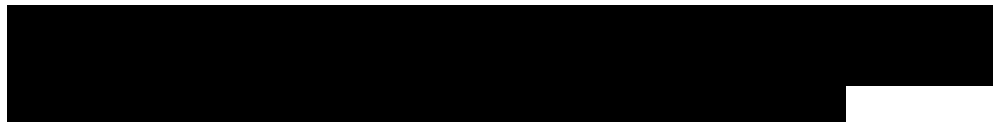
III. VIOLENT DEMONSTRATIONS

- A. When the demonstration is determined to be violent, threatening to life or property, or disrupts the normal functions of the Detention Facility, the Facility Sergeant/Supervisor shall make notifications to

the following:

1. Central Control (PTDF/TRJ) - advise of the location and nature of the demonstration.
 - a. Central Control (PTDF/TRJ) shall ensure that all Facility doors are closed and locked.
2. Hall of Justice holding facility - advise of the location and nature of the demonstration.
3. Transportation (Inmate Movement Bureau) - advise of the location and nature of the demonstration.
 - a. If necessary, Transportation shall notify central dispatch by telephone advising them to divert all transportation vehicles to another location.
4. Detention Services Admin - The Commander and Administration Captain of the Facility shall be notified of the disturbance, its location and cause.
5. All East Valley Staff - advise of the location and nature of the demonstration. The deputy shall ensure that all Facility doors are closed and locked.
6. After notifications are made, Detention Facility personnel will maintain operations within the Facility.
 - a. West County Patrol Services Division will handle conditions outside the Facility at PTDF or TRJ.
 - b. The East Valley Patrol Division will handle conditions outside the Facility at EVJ.

IV. RESTRICTED AREA



1. Under no circumstances will demonstrators be allowed into these restricted areas.
2. When demonstrators are observed in restricted areas, the Patrol Watch Commander will be contacted and advised of

the location and number of demonstrators.

V. REPORTING

- A. The Facility Sergeant/Supervisor or his designee shall prepare an Incident Report detailing any circumstances which disrupted the operation of the Detention Facility and submit it to the Facility Manager.
- B. The Facility Manager or his designee will survey the Detention Facility perimeter for damage and request that County Public Works respond and ensure all systems are functioning properly.
- C. The Facility Manager shall submit a memorandum to the Detention Facility Commander detailing any needed repairs.

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Section 5 Chapter 10

Riots- Response and Control of Inmates

Drafted: August 23, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish policy and procedure for the response and control of a riot within a Detention Facility.

POLICY:

Detention Facility Staff shall immediately isolate rioters, prevent the escalation of rioting, regain control, minimize property damage, and prevent injuries to Detention Facility Personnel.

DEFINITIONS:

I. RIOTS

- A. 404(a) PC: Any use of force or violence, disturbing of the public peace or any threat to use such force or violence, if accompanied by immediate power of execution, by two or more persons acting together, and without authority of law, is a riot.
- B. 404(b) PC: As used in this section, disturbing the public peace may occur in any place of confinement. Place of confinement means any state prison, county jail, industrial farm, or road camp, or any city jail, industrial farm, or road camp.

PROCEDURES:

I. OBSERVATION AND NOTIFICATION

- A. The discovering personnel shall activate the Panic Alarm (PTDF) or Staff/Duress Alarm (TRJ) in their work station.
- B. The discovering personnel shall notify the Central Control Officer and the Level Supervisor of the nature and location of the incident.
- C. The Central Control Officer shall discontinue all inter-level/housing area inmate movement within the Detention Facility.

- D. The Central Control Officer shall [REDACTED], the location of the riot, and initiate a Facility Lockdown.
- E. The Central Control Officer shall notify the Facility Sergeant of the riot situation and location.
- F. [REDACTED]
- G. [REDACTED]
- H. The Central Control Officer will contact the Public Reception Sheriff's Record Technician in order to stop admission of visitors, bondsmen, and other non- essential Detention Facility personnel into the Facility.
- I. The Facility Sergeant or a shift Sergeant shall notify the Facility Manager.
- J. The Facility Manager shall make the following notifications:
 - 1. The Division Commander.
 - 2. The Patrol Watch Commander.
 - a. The Patrol Watch Commander shall be advised of the location and nature of the riot situation and the possible request for personnel.

II. PERSONNEL RESPONSE

- A. The Housing Supervisor or his designee shall respond to the affected area and evaluate the situation.
 - 1. The Housing Supervisor will determine the following:
 - a. Nature of disturbance
 - b. Number of inmates involved
 - c. Weapons involved

- d. Have hostages been taken
 - e. Injuries to staff or inmates
 - f. Containment status
 - 2. The Housing Supervisor or his designee will determine the need for additional personnel and shall address the appropriate requests to the Facility Sergeant.
 - a. Emergency Response Team(s) (ERT)
 - b. Patrol
 - c. Tactical Response Team (TRT)
 - d. SWAT Team
- B. The Facility Sergeant shall assume responsibility for the coordination of responding personnel and resources through the Patrol Watch Commander.
- C. The Facility Manager or his designee will assist in establishing communications with outside responding assets.
 - a. Patrol
 - b. Tactical Response Team (TRT)
 - c. SWAT/Tactical Negotiations Unit
 - d. Fire
 - e. Additional Medical Personnel
 - f. Request for mutual aid.
- D. At least one deputy shall remain in each housing unit/area until all inmates are secured before responding to an emergency in another location within the facility. Secured means that all inmates in the dayrooms are locked down in their cells. Inmates that are outside of their housing sections shall be secured in either the multipurpose room, interview rooms, recreation yards, roof, etc.

- E. After the "Lockdown" is completed and the unaffected areas are secured, the Facility Sergeant shall direct the Emergency Response Team and any other available deputies to respond to the Detention Facility "Emergency Response Team" room.
 - 1. During the hours that Transportation and HOJ deputies are on duty, these deputies may also be notified to respond.
 - 2. As soon as possible, the video taping of the incident shall begin even if the Emergency Response Team is not activated.
- F. Patrol Response - When the riot warrants a continued response of patrol personnel:
 - 1. Patrol response shall be coordinated by the Patrol Watch Commander.
 - 2. Upon arrival of patrol personnel, they will be briefed by the Incident Commander.
 - 3. The patrol personnel will be under the command of the Facility Sergeant or designee upon entering the Facility.
- G. SWAT/TRT Team Response - When the riot warrants a response of the Sheriff's SWAT/TRT Team:
 - 1. The SWAT/TRT Team response shall be coordinated by the Patrol Watch Commander.
 - 2. Upon arrival of the SWAT/TRT Team, the SWAT/TRT Team Commander shall be briefed by the Incident Commander as to the SWAT/TRT Team's mission.
 - 3. The SWAT/TRT Team Commander shall take tactical command of the operation.
- H. Hostages - In the event a hostage has been taken, the hostage policy and procedure format will be followed, per Sheriff's Policy Manual 414 - Tactical Negotiation Unit Activation.

III. RIOT AFTERMATH

- A. When the riot has been controlled, the following procedures shall be followed:
 - 1. Attend to Detention Facility personnel's injuries (refer to

Employee Injury Procedure).

2. Attend to inmate injuries (refer to Inmate Injury Procedure).
3. Isolate rioters in segregation cells or interview rooms.
4. The Detention Services Facility Manager and/or Custody Commander shall assess the damage and notify Facility Maintenance for repairs.
5. The Level/Area Supervisor or designee of the affected area shall submit the proper Crime and Incident Reports.
6. The PTFD Classification Unit shall conduct an investigation into the cause of the riot, and shall submit reports and recommendations concerning disciplinary action and/or criminal charges to be filed.
7. All reports will be completed and submitted to the Facility Sergeant or his designee for approval prior to the end of the involved employee's shift.
8. Responses and actions taken by all law enforcement personnel shall be debriefed with the intent to improve on any subsequent incidents.

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Section 5 Chapter 11

Death and Critical Incidents

Drafted: August 23, 2012

Reviewed: May 16, 2022

Revised: April 28, 2021

PURPOSE:

To establish policy and procedure for the preservation of evidence and the thorough investigation of any death or critical incident which could lead to the death of a person, in the Detention Facilities.

POLICY:

When an incident occurs at a jail facility which could result in the death of a person, a comprehensive investigation shall be conducted. The investigation shall focus on the circumstances leading up to, during, and following every death or critical incident.

DEFINITIONS:

In-Custody Death – Any inmate who has been master booked and is in our custody, including those at the hospital, Hillmont IPU or Court, and dies, will be considered an “In-Custody Death”.

Out-of-Custody Death - Any inmate who has been master booked and then was cited and released, bailed out or released from our custody by any other legal authority, or placed on an alternative-to-custody program such as Electronic Monitoring, and dies, will NOT be considered a “In-Custody Death”.

PROCEDURES:

I. DEATH

- A. The Housing Senior Deputy shall immediately notify the Housing Sergeant and Facility Sergeant.
- B. The Facility Sergeant shall initiate an immediate lockdown of the facility.
- C. The Facility Sergeant shall initiate and complete a Detention Services “Critical Incident Notification Checklist.” Upon completion of this form, a copy will be forwarded to the Facility Manager and the original will

be forwarded to Detention Services Administration/Legal Unit.

- D. Death verification shall be handled in accordance with the Sheriff's Policy Manual: Policy 334 - Death Investigation.

II. CRITICAL INCIDENTS

- A. The Housing Senior Deputy shall immediately notify the Housing Sergeant and Facility Sergeant.
- B. The Facility Sergeant shall initiate an immediate lockdown of the facility.
- C. The Facility Sergeant shall make appropriate notifications per the "Critical Incident Notification Checklist."
- D. The Housing Senior Deputy shall secure the scene and await the arrival of Major Crimes Detectives and the Classification Sergeant or his designee.

III. INCIDENT SCENE

- A. If death does not occur at the scene and the person is moved, the scene shall be secured until the arrival of detectives and B.I.
- B. The Facility Sergeant may coordinate with the Classification Sergeant and or Major Crimes in requesting the response of B.I. to expedite the response.
- C. If death is pronounced at the scene, the body shall not be moved prior to the arrival of the Medical Examiner.
- D. The Sheriff's Major Crimes and or Classification Units shall be responsible for the complete investigation, including the collection of evidence.
- E. The Housing Supervisor shall provide assistance to detectives in identifying and interviewing witnesses.
- F. If death occurs, detectives shall be responsible for notifying or coordinating contact with the Medical Examiner. The Medical Examiner shall notify the next of kin.
- G. The Sheriff's Major Crimes and or Classification Units shall be responsible for notifications to the press per Sheriff's Policy Manual

“News Releases,” or shall review and approve the distribution of a media release generated by another source.

IV. DOCUMENTATION

- A. The first sworn officer responding to the scene of a death or critical incident shall prepare and submit the appropriate departmental reports to the Facility Sergeant without delay.
- B. If professional staff discover a death or critical incident, they shall submit a Jail Incident Report (JIR) to the Facility Sergeant without delay.
- C. There shall be a review of all in-custody deaths within 30 days. The review team shall include the Facility Administrator and/or Manager, the health administrator, responsible physician, and other health care and supervision staff who are relevant to the incident. This review shall be documented by the Facility Administrative Sergeant and reviewed by Facility Administration.
- D. Each custody death should be closely evaluated for lessons learned and an after action report (AAR) should be created to identify concerns and any corrections or changes made. The AAR shall be completed under the guidance of the Division Administrative Captain.

REFERENCES:

Sheriff's Policy Manual: Policy 334 - Death Investigation
Sheriff's Policy Manual: Policy 304 – Critical Incidents and Shooting, Member Involved
Title 15, Section 1046.



Ventura County Sheriff's Office

DETENTION SERVICES

CRITICAL INCIDENT NOTIFICATION CHECKLIST



To be completed by Watch Commander (Original to Legal)

Nature of Incident: Death Escape Other: _____

Date/Time of Incident: _____ Location: _____ RB#: _____
 Inmate Name: _____ Bkg #: _____ Class: _____
 Date Booked: _____ Arresting Agency: _____ Charges: _____ Court Case#: _____
 Inmate DOB: _____ Gender: _____ Race: _____ CII#: _____
 Description: _____

IF INMATE DEATH, PROVIDE THE FOLLOWING:

Type of Death: Suicide Homicide Medical Medical Examiner Inv.: _____ Coroners Rpt#: _____
 Fire/Ambulance Req. by: _____ [Time: _____] Time of Death: _____ Pronounced By: _____
 Location of Death: Facility [Location: _____] VCMC CMH Other: _____

Facility Sgt. (W/C) shall make the following notifications (unless that task is assumed by a Division Manager):

Sergeant Making Notifications: _____

- Major Crimes _____ [Dets: _____] Notified by: _____ W/C
Date / Time
- BI (upon req. of M/C) _____ [BI Tech: _____] Notified by: _____ W/C
Date / Time
- Facility Mgr. _____ [Capt: _____] Notified by: _____ W/C
Date / Time
- Facility Cmdr. _____ [Cmdr: _____] Notified by: _____ W/C
Date / Time
- Patrol W/C _____ [Capt: _____] Notified by: _____ W/C
Date / Time
- Legal Unit _____ [Notes: _____] Notified by: _____ W/C
Date / Time
- Classification _____ [Notes: _____] Notified by: _____ W/C
Date / Time
- Div. Chief (by Capt/Cmdr) _____ [Capt/Cmdr: _____] Notified by: _____ W/C
Date / Time

Depending on the nature of the incident, the following should be implemented:

- Facility Lockdown _____ Ordered by: _____ [Notes: _____]
Date / Time
- Crime Scene Log _____ Deputy Assigned: _____ [Notes: _____]
Date / Time
- ICS _____ Deputy Assigned: _____ [Notes: _____]
Date / Time
- Psych Appt. _____ Deputy Assigned: _____ [Notes: _____]
Date / Time

To be completed by Legal Unit

- Special Counsel _____ [Atty: _____] Notified by: _____ Responded
Date / Time
- County Counsel _____ [Atty: _____] Notified by: _____ Responded
Date / Time
- CEO Office _____ [Staff Notified: _____] Notified by: _____
Date / Time
- Risk Management _____ [Staff Notified: _____] Notified by: _____
Date / Time
- Attorney General Letter _____ Completed by: _____
Date / Time
- Attorneys Notified _____ [PD: _____ DA: _____] Notified by: _____
Date / Time
- Title 15 Meeting _____
Date / Time

IF SPECIAL COUNSEL IS NOTIFIED, a copy of this form must be forwarded to Sheriff's Personnel. [Date Completed: _____ By: _____]

Ventura County Sheriff's Office
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Section 5 Chapter 12

Emergency Response Teams (ERT)

Drafted: August 23, 2012

Reviewed: May 16, 2022

Revised: June 25, 2021

PURPOSE:

To reduce injuries to staff and inmates by organizing a tactical resource that can be called upon to respond without delay to critical incidents such as cell extractions, major disturbances, subduing violent inmates, and evacuations within any Detention Services Facility.

POLICY:

The Emergency Response Team (ERT) of the Detention Services Division may be utilized in response to a disturbance, riot, or other critical incident within any Detention Services Facility.

The Facility Sergeant may modify individual components of the Emergency Response Team based upon the circumstances of each event, except for notifications or authorizations required by this policy.

At PTDF, the ERT room is located [REDACTED].

At TRJ, the ERT room is located [REDACTED].

PROCEDURES:

I. CRITERIA FOR RESPONSE

- A. To prevent or minimize injury to involved personnel and inmates
- B. To prevent incident escalation
- C. To control and channel the force of a major disturbance
- D. To prevent the taking of hostages

- E. To prevent rioting inmates from having enough time to fashion weapons
- F. To minimize property damage
- G. To prevent organization of rioting inmates

II. MENTAL HEALTH PROFESSIONAL

- A. A qualified mental health professional (QMHP) should be summoned to the scene as a first response. Always consider the use of a QMHP prior to force or barricades.
 - 1. The QMHP shall make a reasonable attempt, absent dangerous or life-threatening circumstances, to gain voluntary cooperation prior to extracting the inmate.
- B. Should personnel, officers or facility safety or security be threatened, or, if a response by a QMHP is impractical due to unavailability, or an extended response time, the extraction/removal may proceed prior to the QMHP's contact with the inmate. However, attempts at de-escalation shall be made and shall be documented by the scribe.
- C. Intervention by a QMHP is especially critical when incidents involve an inmate who is a mental health patient or who is known to have been under mental observation in the past.
- D. However, if attempts by QMHP fail to elicit cooperation from the inmate, the Incident Commander may order negotiation to cease and initiate a tactical response to conclude the incident. The Incident Commander shall provide the scribe with the factors that were considered in coming to this decision for inclusion on the log.

III. CRITERIA FOR DEPLOYING WEAPONS

- A. Any deployment of weapons during an ERT callout shall follow the Sheriff's Policy Manual, Policy 308.7 - Kinetic Energy Projectiles.
- B. When not in use, all weapons, with the exception of the PepperBall Launchers, shall be stored [REDACTED]. PepperBall Launchers shall be stored pursuant to Division Policy 5-21 - PepperBall Launchers.
- C. Extended Range Impact weapons can be brought to the location of the incident requiring an ERT response.
- D. The Less Lethal Bean Bag Shotgun and the 40MM Launcher **SHALL** be secured to the side of the equipment cart while on scene, until

authorization to use has been ordered.

1. The Incident Commander may authorize the use of the Conducted Energy Device (CED)/TASER. See below information for authorization procedure.
2. The Facility Captain, or the Operations Commander shall make the determination whether or not to authorize the use of the extended range impact weapons based upon the information relayed to him/her.

NOTE: Nothing in this policy shall limit the Facility Sergeant's discretion to authorize the use of other extended range impact weapons to prevent the loss of life or escape. Use of the PepperBall Launcher in situations other than an ERT callout shall conform to Division Policy 5-21 - PepperBall Launchers.

3. Circumstances requiring the use of the extended range impact weapons are defined as incidents or occurrences where the security of the facility is jeopardized by an inmate or group of inmates, or where the safety of jail staff or other inmates is threatened by those inmates having weapons in their possession. Such incidents include:
 - a. More than two inmates rioting and refusing to lock down.
 - b. An inmate who is in possession of a weapon and refusing to obey staff commands.
 - c. Any hostage event.

NOTE: Hostage situations will be turned over to SWAT and Tactical Negotiations Unit upon their arrival per Sheriff's Policy Manual, Special Weapons and Tactics Team Activation and Tactical Negotiations Unit Activation. ERT may be staged in preparation for deployment prior to the arrival of SWAT, if necessary. The decision to stage will be at the discretion of the Facility Manager, Patrol Watch Commander, or Facility Sergeant.

IV. CHEMICAL AGENTS

- A. Prior to the arrival of the ERT, chemical agents such as OC/Deep Freeze may have already been deployed by deputies or supervisors working in the jail.

1. The ERT Unit may deploy additional chemical agents in an attempt to gain compliance from the inmate(s) involved in the incident.
- B. The ERT Incident Commander will advise the Team Leader whether or not chemical agents have been deployed. This will ensure the ERT Unit deploys with the necessary personal protective equipment.
- C. At the conclusion of the incident, the Team Leader and/or the Safety Officer shall ensure that all inmates, staff members, and other persons directly or indirectly exposed to the chemical agents receive the appropriate level of decontamination and medical treatment.
- D. Decontamination for Deep Freeze shall be the same as that for OC. Refer to Detention Services Divisional Policy, Section 5, Chapter 20 - Use of OC in Detention Services for decontamination procedures.

V. NOTIFICATION PROCEDURE

- A. Whenever it has become evident that the ERT is needed to resolve an incident involving facility security, (i.e. Cell extraction, or major disturbance), the Facility Manager and Operations Commander shall be notified.
- B. After any incident where the ERT has been deployed, reports shall be prepared by the Incident Commander (IC), or designee, outlining the action taken. These reports shall be reviewed by the Facility Manager who was notified of the ERT deployment.
- C. Any time weapons are used during an ERT incident, the Team Leader shall write an incident report and forward the report to the Facility Manager after approved by the Incident Commander.

VI. ORGANIZATION

- A. Number of Personnel
 1. Understanding that situations are unique, often rapidly evolving and unpredictable, the Incident Commander will determine the number of personnel required for a specific incident. The team outlined below is for job description only and are not all required for each incident.
 2. Nothing in this policy will limit the Incident Commander's ability to deploy additional personnel to the ERT.

[REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

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VIII. MAJOR/RIOT DISTURBANCES

In the event of a major or riot disturbance, the following Team Components are used in addition to the previously above listed team members.

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

IX. NEEDS ASSESSMENT PROCEDURES

- A. Determine if the incident meets response criteria.
- B. The Watch Commander/Facility Sergeant has the discretion to utilize the ERT; however, he/she should utilize the ERT whenever combative or violent inmates are to be restrained/controlled or extracted from any confined area.
- C. The Incident Commander shall notify the Facility Manager and/or Commander of the need for deployment of ERT, and obtain authorization to deploy impact weapons if deemed necessary.

X. INITIATING AN ERT CALL OUT

- A. Lock down the facility.
- B. Start videotaping the incident.
- C. Establish a Command Post.

1. When the Emergency Response Team is deployed to a major disturbance, it is highly recommended that the Incident Commander stay at the command post to remain objective during the incident.
 2. The Command Post will be established at another location within the facility, preferably out of view.
 3. **Exception:** During a single cell extraction, the Incident Commander may be within sight of the incident, but not involved in the actual extraction.
- D. Determination made about a second team from uninvolved facility.
- E. Notify the Facility Manager and Bureau Commander.
- F. Obtain intelligence from:
1. Classification.
 2. Staff assigned to the area involved.
- G. Stage the ERT:
1. Distribute equipment.
 2. Brief on the incident.
 3. Confirm assignments.
 4. Determine tactics to be used.
- H. Stage the ERT at the incident scene.

XI. MEDICAL ATTENTION

- A. During an ERT cell extraction, the Incident Commander shall have medical personnel on scene. Based on totality of the circumstances and anticipated level of resistance, the Incident Commander may consider requesting Fire/AMR respond and stage.
- B. If staff and/or inmates are injured during an ERT incident, they shall be provided emergency medical treatment as soon as practical, or if necessary, be transported to the hospital, as directed by Medical Staff or the Facility Watch Commander

XII. TERMINATING RESPONSE

- A. The Incident Commander or designee shall make a clear

announcement to all involved, as well as other personnel within the facility upon terminating ERT activation.

- B. He/she will then make the appropriate notifications to the Facility Manager, Operational Commander, or Assistant Sheriff with a resolution update.
- C. The Team Leader shall be responsible for ensuring all equipment is cleaned, accounted for, and in working condition.
- D. The equipment will be properly cleaned and disinfected.
- E. Equipment shall be stored by size in appropriate bags.
- F. Any equipment that needs repaired or replaced will be brought to the attention of the facility's Classification Unit by either e-mail or memorandum.
- G. If chemical weapons have been deployed, the affected area will be decontaminated, including any air duct vents and water or sewer lines that were utilized to deliver the chemical agent.
- H. Resume normal operations

XIII. DEBRIEF

- A. The purpose of debriefing will be to analyze and assess the incident, addressing any problem areas the team members encountered.
- B. Within a reasonable amount of time after termination of the incident, a debriefing will occur.
- C. All persons involved in the incident, including the Facility Manager, if available, should be present.
- D. Debriefing Topics
 - 1. Personnel used
 - 2. Resources used
 - 3. Evaluation of response time and procedures
 - 4. Identify problem areas
 - 5. Identify injuries to staff, inmates, and property damage
 - 6. Any other relevant issues

XIV. REPORTING PROCEDURES

- A. The Team Leader or designee shall document the ERT Deployments on a Crime/Incident Report. This report shall include:
 - 1. Any deployment of weapons
 - 2. Injuries to staff
 - 3. Injuries to inmates
 - 4. Property damage
- B. If Crime Reports are needed, they shall be prepared at the direction of the Incident Commander.
- C. Copies of all reports shall immediately be forwarded to:
 - 1. The Facility Commander
 - 2. The Facility Captain
 - 3. The Division Legal Unit
 - 4. Facility's Classification Unit

■ [REDACTED]

■ [REDACTED]

XV. TRAINING

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- B. Conducted Energy Device
 - 1. The Sheriff's Training Center Staff will conduct Training and re- certification of the Conducted Energy Device.
 - 2. Refer the Sheriff's Policy Manual, Policy 308.7: Kinetic Energy Projectiles

XVI. RECORDS

- A. The Detention Services Training Coordinator will maintain the training records of all Detention Services Personnel.
- B. The Detention Services Legal Unit will maintain all historical ERT policies and manuals.

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Section 5 Chapter 13

Fire / Life Safety Equipment Checks

Drafted: August 21, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish a set policy and procedure to be followed for the proper maintenance of fire and life safety equipment in Detention Facilities.

POLICY:

To ensure the facility fire and life safety equipment is maintained in optimum working condition, a monthly inspection will be completed. This inspection will take place on a designated date every month.

GENERAL PROVISIONS:

I. SCOPE

- A. The maintenance program will include the inspection of all breathing apparatus, fire extinguishers, flashlights, gloves, evacuation lines, fire hoses, and first aid kits.

II. RESPONSIBILITY

- A. The assigned Senior Deputy coordinates the maintenance inspection with any trained deputies available.

III. PROCESS

- A. The equipment checks will be completed on the 1st day of each month at the Todd Road Jail Facility (TRJ) and on the 15th of each month for both the Pre-Trial Detention Facility (PTDF) and at the East Valley Jail (EVJ).
 - 1. A checklist log will be completed and maintained for each breathing apparatus compartment and will be kept in the Facility Sergeant's office in order to monitor all equipment.
 - 2. All inoperative equipment will be exchanged with replacement equipment. Replacement equipment is stored in the following

locations:

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

3. All requests for supplies or repairs will be made to the assigned Deputy who will forward it to the Facility Administrative Sergeant as needed.

PROCEDURE:

I. MAINTENANCE PROGRAM

- A. The maintenance program will include the inspection of all breathing apparatus, fire extinguishers, flashlights, gloves, fire hoses, and first aid kits.
- B. The program will be completed by designated deputies, who will coordinate the inspections with the assigned Senior Deputy.
- C. The program will occur as follows:
 1. The equipment checks will be completed on the specified day of each month.
 2. A checklist log will be maintained in the Facility Sergeant's office in order to monitor all equipment.
 3. All inoperative equipment will be replaced with surplus equipment stored in the locations identified above. All requests for supplies or repairs will be made to the Facility Administrative Sergeant.

II. SELF-CONTAINED BREATHING APPARATUS (SCBA)

- A. The Breathing Apparatus air tanks shall have an air supply at full capacity of 4500 PSI. Air tanks with an inadequate supply of air (less than 4000 PSI) should be replaced using full tanks.

- B. Empty or inadequate air tanks are refilled at a Ventura County or Ventura City Fire Station.
- C. All air tanks shall be Hydro-Tested every five (5) years. The dates of the last Hydro-Test are metal-stamped onto each tank.
- D. All air tanks must have to be hydro-tested every fifteen (15) years and pressure tested annually. This is performed by a private contractor or Ventura County or City Fire Department, and is scheduled by the Facility Administration Sergeant.
- E. Masks shall be inspected for signs of deterioration. Masks shall be placed face down when stored.
- F. Regulators must function correctly, including warning bells and must be flow-tested annually.

III. FIRE EXTINGUISHERS

- A. All fire extinguishers must be fully charged at all times. Inadequately filled or missing fire extinguishers are replaced by Facility Maintenance after proper notification.
- B. All fire extinguishers must be emptied, inspected, and recharged once a year. This is done annually and is handled by Facility Maintenance.
- C. Fire Safety Equipment includes gloves, flashlights, and evacuation lines (rope used to guide evacuations). PTFD: The ropes are currently furnished at each Level Control booth.

IV. FIRST AID KITS

- A. First Aid Kits approved by the responsible physician for content, location, and inspection procedure will be available at each facility.
- B. Medically approved First Aid Kits will contain, at minimum, the following items:

1	Pocket Mask	1	Roll Kling Bandage
1	3" Ace Bandage	1	1" Roll Tape
2	Pair of Sterile Gloves	5	Sterile Gauze Pads 4" x
10	Band-Aids	2	4" Abdominal Pads
1	Triangular Bandages		

- C. Contents of the First Aid Kits will be inspected and refilled on the

designated day of every month and as needed after use.

The inspection will be conducted by custody staff as part of the regularly scheduled Fire/Safety equipment inspections for the Facility.

The date checked and the deputy's initials will be recorded on the appropriate facility inspection checklist.

1. **PTDF:** Locations for First Aid Kits which have been approved, at minimum, are as follows: Women's Reception, Men's Reception, CIR, Kitchen, Roof Control, Special Housing, each Level Control and each Quad Booth. In Quads and Level Controls, inspection will be done as part of the daily, start-of-shift inspection.
2. **TRJ:** Locations for First Aid Kits which have been approved, at minimum, are as follows: Each Housing Unit Control Booth, each housing unit deputy office, Housing Supervisor Office, Cluster Control, Commissary Office, Laundry Office, Vocational Deputy Office, Print Shop Office, Kitchen Supervisors Office, Kitchen Office, Warehouse Office, Staff Dining, Muster Building Training Room, Administration, Watch Commander's Office, Lobby Deputy Office, Central Control, Inmate Services, Inmate Records, Public Lobby, Intake, Central Plant Office.

V. FACILITY VEHICLES

- A. All vehicles assigned to the Detention Services Division shall be equipped with a fire extinguisher and first aid kit. Personnel driving these vehicles are responsible for ensuring a fully charged fire extinguisher and adequately stocked first aid kit are in the vehicle.
- B. The monthly fire and life safety equipment inspection conducted by the designated deputies shall include the fire extinguisher and first aid kit on the emergency vehicles and pool vehicles assigned to the facility.
- C. The facility courier shall conduct a monthly inspection of the non-emergency vehicles to ensure all fire extinguishers are fully charged and all first aid kits are properly stocked.

REFERENCE:

CCR, Title 15, Section 1028
CCR, T24

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Section 5 Chapter 14

Injury or Illness to Employee

Drafted: August 23, 2012 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

To establish the proper procedure for notifying and documenting the injury or illness of any Detention Facility staff member.

POLICY:

To provide for the administering of emergency first aid and the immediate evacuation of an ill or injured employee to the nearest medical facility, while maintaining security within the employee's assigned area, preserving any crime scene, and thoroughly investigating the incident whether accidental or deliberate.

GENERAL PROVISIONS:

Any time an employee is injured and requires medical treatment by a doctor or at a hospital, the Facility Commander and Facility Manager are to be notified. If, for any reason, the Facility Commander cannot be contacted, the Detention Services Assistant Sheriff is to be notified.

PROCEDURES:

I. INJURY OR ILLNESS

- A. In the event of illness or injury to an employee occurring within the Detention Facility, the discovering personnel shall activate the Emergency Alarm and render immediate first aid and notify the affected Level Control (PTDF) or Housing Unit Control Booth (TRJ). Level Control/Housing Control shall be apprised of the injury or illness, location of the employee, and need for further assistance.
- B. The Level Control/Housing Unit Control Officer shall notify the Level/Area Supervisor and/or the Housing Security Deputy and request assistance or additional first aid equipment as required.
- C. The Level Control/Housing Unit Control officer shall advise the Central Control officer of the nature of the injury or illness and, if needed,

request an ambulance by dialing Sheriff's Dispatch at 911.

- D. The Central Control officer shall notify the following:
 - 1. The on-duty nurse - advise the location and nature of the illness or injury.
 - 2. The Facility Sergeant - advise if an ambulance is needed and the nature of the illness or injury. If an ambulance is needed, call Sheriff's Dispatch at 911 and request one. If a nurse or doctor requests a code or no code response, ask them for the reason and relay the reason to the dispatcher.
- E. The Facility Sergeant will ensure that:
 - 1. A First Report of Injury (Form RM-75) and Worker's Compensation Claim Form (RM-135/DWC-1) are completed.
 - 2. Risk Management is advised.
- F. The Facility Sergeant will advise the Facility Manager of the nature of the injury and the pertinent information relating to the incident.
- G. The Facility Manager shall notify the Facility Commander.
- H. If the Facility Commander cannot be contacted, the Detention Services Assistant Sheriff is to be notified.

II. INVESTIGATION OF THE INJURY

- A. The Level/Area Senior Deputy shall remain at the scene until relieved by a Facility Sergeant.
 - 1. When the injury or illness is accidental or natural, an Incident Report shall be completed by the Level/Area Senior Deputy and submitted to the Facility Sergeant without delay.
 - 2. If the injury is the result of a crime or use of force the following notification will be made by the Facility Sergeant:
 - a. Facility Commander
 - b. Facility Manager
 - c. If the employee is transported to a hospital for medical treatment, the Patrol Watch Commander will be asked to

notify Major Crimes so that they can investigate the crime.

- d. The Classification Sergeant, or in his absence the Senior Deputy, will be notified of any criminal or civil incidents that occur. The Classification Sergeant or Senior Deputy will determine the number of personnel needed to respond. The Classification Unit will be a supportive role and assist Major Crimes in their investigation.
- B. When the injury or illness is of such a nature that death is likely or imminent, the Facility Sergeant shall immediately notify the Facility Manager and Special Services of the location and nature of the occurrence.
1. The Facility Sergeant or Facility Manager shall notify the Facility Commander.
 2. The procedures set forth in Section 5, Chapter 11 (Death) shall be followed.
- C. Under all circumstances, and after receiving all reports, the Facility Sergeant shall submit the necessary reports to the Facility Manager without delay.

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Section 5 Chapter 15

Injury or Illness to Facility Inmate

Drafted: August 30, 2012

Reviewed: May 31, 2022

Revised: May 31, 2022

PURPOSE:

To establish a policy and procedure when an injury or illness occurs to inmates housed in Detention Facilities.

POLICY:

To provide the administering of emergency first aid to the inmate, the immediate evacuation of the injured party to the nearest medical facility, the necessary security for the inmate and the public while ensuring the preservation of any crime scene, and the thorough investigation of the incident whether accidental or deliberate.

DEFINITIONS:

Minor injury – The following injuries are classified as minor first aid incidents: abrasions or minor lacerations that occur during recreation or at work assignment, requiring no follow-up medical care. These injuries shall be documented on a Jail Incident Report. A supervisor, at their discretion, may choose to have the minor injury documented on a Versaterm (Crime/Incident) report. If a supervisor determines a Crime/Incident report will be completed, a Jail Incident Report will also be completed referring to the Dispatch-issued RB#.

Substantial injury – Any injury that requires significant medical treatment by CFMG staff, advanced first aid by Detention Services staff, or Emergency Medical Services. This includes, but is not limited to, evaluation after a major fall, loss of consciousness, dislocation of a bone or joint, suturing of a laceration, x-ray of an extremity, or where there is reasonable potential for a claim against the County. These injuries shall be documented on a Versaterm (Crime/Incident) report. A Jail Incident Report will also be completed referring to the Dispatch-issued RB#.

In-Custody Death – Any inmate who has been master booked and is in our custody, including those at the hospital, Hillmont IPU or Court, and dies, will be considered an "In-Custody Death".

Out-of-Custody Death - Any inmate who has been master booked and then was cited and released, bailed out or released from our custody by any other legal authority, or placed on an alternative-to-custody program such as Electronic

Monitoring, and dies, will NOT be considered an "In-Custody Death".

GENERAL PROVISIONS:

- I. To establish guidelines for classification and documentation of injuries that occur to inmates housed in our facility. Any time an inmate is sent to the hospital for any reason, other than a scheduled medical treatment, the Facility Manager must be notified either by e-mail or phone call. In addition to any other notifications the Facility Commander is to be notified in the event of any inmate death, significant injury, or illness.
- II. If, for any reason, the Facility Commander cannot be contacted, the Detention Services Assistant Sheriff is to be notified.

PROCEDURES:

I. INJURY OR ILLNESS

- A. When an injury or illness occurs to an inmate within a Detention Services Facility, the discovering personnel shall immediately request for the Booking or Resource Nurse to respond and briefly describe the nature of the injury or illness and the location of the inmate.
 1. When an injury occurs in a housing area, the housing monitor should immediately place that section in lockdown.
- B. The SST or Deputy assigned to the housing unit or other facility location shall make the following notifications:
 1. Senior Deputy
 - a. The Senior Deputy assigned to supervise the affected housing unit or other facility location shall be notified as soon as practicable of any inmate injury or illness, minor or substantial. The Senior Deputy shall respond and request additional personnel and equipment if needed.
 2. Central Control (If applicable)
 3. Facility Sergeant
- C. The Booking or Resource Nurse shall respond to the affected area.
 1. The Nurse, after an initial examination, shall determine if transportation to the emergency room is necessary.

2. If transportation is necessary, the inmate shall be handcuffed and leg shackled, if his/her medical condition permits, until returned to the Detention Facility.
3. An inmate known to be pregnant or in recovery after delivery shall not be restrained using leg irons, waist chains, or handcuffs behind the body. A pregnant inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public. The decision to use wrist and/or ankle restraints will rest with the Watch Commander after consultation with the attending physician.

D. The Senior Deputy shall contact Central Control and request an ambulance, advise the location of the injured inmate, and the nature of the injury or illness. If the injury occurs in the Hall of Justice, the supervising Senior Deputy will contact Sheriff's Dispatch at 911 and request EMS. Central Control shall contact the Sheriff's Dispatch at 911 and request EMS. Central Control/Senior Deputy will provide the reason for the response (unresponsive inmate, broken bone, etc.) and provide the recommended point of entry into the Facility. [REDACTED]

[REDACTED] Ventura County Fire Dispatch will determine what resources to dispatch and the response level [REDACTED] based on their policy.

1. [REDACTED]
2. The injured or ill inmate shall be accompanied to the hospital by at least one, armed deputy (Detention Facility Personnel). The inmate shall be in leg shackles and handcuffs if his/her medical condition permits, during transportation. Leg shackles shall not be removed until the inmate returns to the Detention Facility or is admitted to the Hospital unless the shackles hinder medical treatment.
3. If it is determined that EMS is no longer necessary, a Facility Supervisor shall contact Central Control.
 - a. Central Control will contact Sheriff's Dispatch and cancel the request for ambulance response.
 - b. The Nurse in collaboration with the Facility Watch Commander will determine where to house the inmate.

- c. The inmate shall be examined by the Facility Physician as soon as practicable.
- E. When an injury occurs at the East Valley Jail (EVJ), the Security Deputy should immediately notify the remaining staff.
 - 1. The Security Deputy will contact the Pre-Trial Detention Facility Booking Nurse and advise them of the nature of the injury.
 - 2. If the Booking Nurse recommends immediate treatment above the basic first aid training a deputy can provide, the Security Deputy will contact Sheriff's Dispatch at 911, and request EMS respond.
 - 3. The Security Deputy will also request an East County Patrol Unit to respond to the Facility.
 - 4. The Security Deputy will contact the Pre-Trial Detention Facility (PTDF) Watch Commander. The PTDF Watch Commander will arrange for a PTDF Supervisor to respond to the EVJ if one is not already present.
 - 5. The PTDF Watch Commander will contact the Patrol Watch Commander and coordinate a patrol deputy to escort the inmate to the emergency room until a detention services deputy can relieve them.
- F. Nothing in this policy is meant to discourage any staff member from recognizing an injury or illness that requires immediate medical treatment and requesting EMS be contacted in order to expedite their response.

II. INVESTIGATION OF A SUBSTANTIAL INJURY

- A. The Facility Watch Commander will notify the Facility Manager by phone and advise them of the incident.
- B. A Supervisor shall remain at the scene and shall be responsible for coordinating/over-seeing the investigation of the injury.
 - 1. A Crime/Incident report shall be completed by the Housing Officer and submitted to the Facility Sergeant.
 - 2. When the injury is determined to be the result of a deliberate act, the deputy assigned to that facility location, with the assistance of a supervisor, shall attempt to determine the responsible party. A Crime Report shall be completed and submitted to the Facility

Sergeant.

- a. If it is determined the crime is a misdemeanor, the victim shall be contacted to determine if prosecution is requested and the required forms shall be completed.
 - b. If it is determined the crime is a felony, the victim may decline prosecution, but should not be asked if prosecution is requested.
3. If the investigation is complex, the Facility Sergeant shall notify the Classification Sergeant and Facility Manager. The Facility Manager should consult with the Major Crimes Captain to determine their response. If Major Crimes does not respond, the Classification Unit will assist the shift deputies in completing the investigation, if necessary.

III. ADMISSION TO HOSPITAL

A. Security Deputy Responsibility

1. The Security Deputy will obtain the Hospital Briefcase/Backpack and cell phone from the Watch Commander's office prior to escorting the inmate out of the facility.
 - a. The briefcase/backpack should contain the following:
 - 1) Copy of Divisional Policy Section 5, Chapter 15
 - 2) Inmate Monitoring Logs
 - 3) Escape Clause
 - 4) Legal Hold Forms
 - 5) Psychological Evaluation Forms
 - 6) Yellow Legal Pads
 - 7) Evidence Envelopes and Tags
 - 8) AAA Batteries (4)
 - 9) Pens/Pencils/Paper Clips/Post-It Notes
 - 10) Sporks (10)
 - 11) Shackles (2)
 - 12) Waist Chain
 - 13) Radio Batteries (2)
 - 14) Field Interview Cards

- 15) Hospital Security Deputy Briefcase Guidelines
- 16) Department iPhone and Charger

- b. The Deputy on duty when the inmate is released or otherwise leaves the hospital is responsible for returning the briefcase/backpack to the Watch Commander's office and replenishing the used supplies.
2. The inmate will be shackled to the hospital bed unless the shackles hinder medical treatment. (In such a case, a wrist should be cuffed to a bedrail.)
- a. The Facility Supervisor will notify the first deputy to guard the inmate which physical restraints are required. In the event the restraints are used, the deputy will notify the medical staff of their use.
 - b. The deputy will check the restraints every two hours for snugness and to assess circulatory and skin status of the affected extremity and make the appropriate entry on the log.
 - c. As a reminder, an inmate known to be pregnant or in recovery after delivery shall not be restrained using leg irons, waist chains, or handcuffs behind the body. A pregnant inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public. The decision to use wrist and/or ankle restraints will rest with the Watch Commander after consultation with the attending physician.
3. Should the inmate be on safety precautions, the deputy will complete the required logs with pertinent information on the inmate's current location. The "Monitoring Log" shall be utilized in the same manner, as it would be for an inmate at the Detention Facility. Relevant information concerning the inmate, such as visiting or phone call guidelines, unique events, transferred to a different room or part of the hospital, etc., should be noted on the log.
- a. Each deputy who arrives for hospital duty shall write the date, his/her name and ID number, the time period worked, the inmate's name and booking number on the log. The deputy writing it shall initial each entry. When the inmate is released or otherwise leaves the hospital, the deputy will staple the log sheets together and submit them to the Facility Sergeant

for review. The logs will then be filed immediately in the inmate's jacket at Central Inmate Records.

4. Normally, inmates are not allowed visitors, nor can they make or receive phone calls. However, the Facility Sergeant can evaluate visiting and phone use on a case-by-case basis. The first deputy to guard the inmate shall telephone the Watch Commander and ascertain how visitors and phone calls will be handled.
 - a. If the Classification Unit has cleared an inmate and the Facility Manager gives approval for the inmate to be housed at the hospital after signing an "Escape Clause", the inmate may receive visitors and make or receive phone calls. It is not the responsibility of the hospital staff to monitor the inmate's visits.
5. In the event the news media is there to interview an inmate, you shall contact the Facility Watch Commander and request a Public Information Officer. Do not give out any information regarding the inmate. The media will not be permitted to interview an inmate in custody at the hospital.
 - a. The Facility Watch Commander will contact the Patrol Watch Commander and determine if patrol resources are needed at the hospital for security.
 - b. The Facility Watch Commander will request an on-call PIO respond to the hospital via the Patrol Watch Commander.
6. At any time when an inmate must be admitted to the hospital, the Security Deputy will notify the Watch Commander with the information provided to him by the hospital staff.

B. Watch Commander Responsibilities

1. The Watch Commander will ascertain the room number or specific medical housing unit and the telephone number to the appropriate area.
2. The Watch Commander will notify the Operational Commander, Facility Captain, the CFMG Medical Program Manager or staff physician, and the Detention Services Legal Unit Supervisor and Captain.
3. The Watch Commander will contact the Classification Unit to

determine if the inmate will qualify for:

- a. Cite and Release
 - b. Sign an Escape Clause (if sentenced)
 - c. Stay of Execution (if sentenced)
4. The Watch Commander should contact the Electronic Monitoring Unit to determine if the inmate is eligible for release on electronic monitoring.
 5. If it is determined the inmate will require a guard for an extended period of time, the Watch Commander will notify the facility scheduler to provide coverage.
 6. When the Watch Commander has been notified the inmate has been cleared to return to the Detention Facility, he/she will immediately contact the CFMG Medical Program Manager or staff physician. The Detention Facility medical staff will contact the hospital staff to determine what treatment(s) have been ordered for the inmate to ensure releasing the inmate to the Detention Facility is appropriate.
 7. Detention medical staff will have the final approval on whether or not the inmate can be returned to this facility at that time.

IV. IMMINENT DEATH

- A. When the injury or illness is of such a nature that death is likely or imminent, the Watch Commander shall immediately notify the Administrative Captain and Legal Unit Supervisor of the nature and location of the occurrence.
 1. The Legal Unit will work with the Facility Manager to determine if a compassionate release or medical stay should be requested in Court.

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Section 5 Chapter 16

Injury or Illness to Facility Visitors

Drafted: August 23, 2012 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

To establish a policy and procedure when an injury or illness occurs to Detention Facility visitors.

POLICY:

To provide for the administering of emergency first aid to an ill or injured visitor, the immediate evacuation of the visitor to the nearest medical facility, and an investigation to determine if the incident was an illness, accident, or the result of a deliberate act.

PROCEDURES:

I. INJURY OR ILLNESS

- A. When an injury or illness occurs to a visitor within a Detention Facility, the discovering personnel will immediately notify the affected Level Control officer (PTDF) or Security Deputy (TRJ and EVJ) and shall give the location and briefly describe the nature of the injury or illness.
- B. If the injury occurs at PTDF or TRJ:
 - 1. The Level Control Officer/Security Deputy shall make the following notifications:
 - a. Level/Area Supervisor
 - 1) The Supervisor shall assign personnel to administer first aid.
 - 2) The Central Control Officer
 - 3) The Facility Sergeant
 - 2. The Nurse will be contacted and advised of the location of the visitor and nature of the injury or illness.

3. The Nurse will respond and determine if an ambulance is needed. If a nurse or doctor requests a code or no code response, ask them for the reason and relay the reason to the dispatcher.
 4. If an ambulance is needed, the Central Control officer shall contact Sheriff's Dispatch at 911, and provide the recommended point of entry into the Facility.
- C. If the injury occurs at EVJ:
1. After notifying the Facility Supervisor, the deputy shall also contact dispatch and advise them of the ambulance requests, the need for a code response, and the recommended point of entry into the facility.
 2. When, upon the request of the visitor, an ambulance is not required, the Facility Supervisor or his/her designee shall contact the following:
 - a. Dispatch and cancel the request for an ambulance.
 - b. The visitor will be advised to seek medical attention.

II. INVESTIGATION OF THE INJURY

- A. The Facility Supervisor, Level/Area Supervisor, or his/her designee, shall remain at the scene and will be responsible for investigating the injury.
1. When the injury or illness is accidental or natural, an Incident Report shall be completed by the Level Senior Deputy (PTDF), Housing Senior Deputy (TRJ), or Facility Supervisor (EVJ) and submitted to the Facility Manager without delay.
- B. When the injury or illness is of such a nature that death is likely or imminent, the Facility Sergeant shall immediately notify the Classification Sergeant, Facility Manager, and Special Services of the location and nature of the occurrence.
- C. At EVJ, under all circumstances, and after receiving all reports, the Facility Supervisor shall submit a memorandum along with the necessary reports to the PTDF Manager without delay.

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Section 5 Chapter 17

Respirator Protection Program/SCBA

Drafted: August 21, 2012 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

Maintaining safety and security is essential to the Mission of the Detention Services Division. The *Self-Contained Breathing Apparatus* (SCBA) has long been a standard piece of safety equipment used in our custody facilities in the event of a fire or an incident resulting in hazardous breathing conditions.

The following policy and procedure has been established to ensure custody staff has been adequately evaluated to safely use the SCBA. This policy addresses the minimum requirements necessary for an employee to use an SCBA¹. This policy does not set forth procedures for use of the device in emergency response training or emergency situations. Those procedures are found in each facility's respective policy and procedure manual - generally under *Emergency Procedures*.

POLICY:

Each custody facility in the Detention Services Division, including the Sheriff's Court Holding Facilities, will ensure all *Sworn* and *General* staff at their respective facility meet the following minimum requirements to safely use an SCBA.

Sworn staff will include all Sergeants, Senior Deputies and Deputies. General staff will consist of all Sheriff's Service Technicians.

PROCEDURES:

Whenever respirators are required to be worn, a written respirator protection program must be developed and implemented in accordance with Title 8 (T8 CCR) Section 5144, Cal/OSHA Respirator Protection. This Policy and Procedure will serve as the **Respiratory Protection Program** and it consists of the following elements:

¹ Ref: California Occupational Safety & Health Administration (Cal- OSHA) Respirator Protection, T8 CCR Sec 5144.

I. PROGRAM ADMINISTRATOR

- A. The Ventura County Sheriff's Office *Safety Manager* will be the designated Program Administrator to oversee the entire Respirator Protection Program for the Detention Services Division.

II. FACILITY SCBA SUPERVISOR

- A. Each custody facility manager will designate one of their staff members to act as the *SCBA Supervisor* who will oversee the SCBA program for their respective facility. The SCBA Supervisor shall ensure compliance with all of the SCBA requirements including those specified herein.
- B. The SCBA Supervisor's responsibilities will include, but not be limited to the following:
1. Ensuring the on-going training of new facility trainers in the fit-testing requirement
 2. On-going evaluation of their facility's SCBA program
 3. Ordering of all supplies necessary for maintaining compliance with all SCBA requirements
 4. Identification and tracking of all employees in need of medical evaluation and/or fit-testing
 5. Issuance and tracking of all individual employee masks
 6. Proper record keeping of all records related to this policy and their SCBA program.

III. AUTHORIZED RESPIRATOR

- A. The Sheriff's Office has approved the Mine Safety Appliance (MSA) Airhawk II Self-Contained Breathing Apparatus units.
- B. The MSA facemasks are available in all sizes; however, the SCBAs should be outfitted with the standard medium size, which fits the majority of individuals.
1. Those employees requiring another mask size will have access to one through their respective facility. They can be issued an individual mask, which will be required to be with them whenever on duty in a custody or court holding facility,

or they can have access to spare masks staged at various workstations throughout the facility.

2. The employee will be taught and will demonstrate the appropriate manner in which to change out masks.
3. Any issued masks shall be returned to the facility if and when the employee leaves the facility for a new assignment or leaves Detention Services Division.

IV. FIT-TESTING

A. In order to receive protection with a respirator, it is important that it fit the wearer appropriately. Therefore, all employees required to wear respirators must undergo fit testing.

1. After an appropriate approval to use an SCBA is obtained from Occupational Health, each employee will be required to pass a “*qualitative fit-test*” using the SCBA respirator.
 - a. The qualitative fit-test is an odor-based threshold screening.
 - b. The qualitative fit-test kits are available through distributors listed at the end of this policy.
2. A trained facility trainer approved by the Facility SCBA Supervisor will administer the fit-tests.
 - a. The fit-tests will be administered per the guidelines outlined in the fit-test manufacturer’s instructions and instructional video.
3. Each custody facility will establish a record of all fit-testing.
 - a. The record will be maintained in each employee’s respective Divisional Personnel File.

B. Fit-testing all affected employees is an **annual requirement**.

1. All new hires should receive their initial fit-test during STC training.
2. Lateral transfers and other personnel entering Detention Services shall pass a fit-test before being required to wear a respirator.

V. INSTRUCTION TO RESPIRATOR USERS

- A. All employees must receive at minimum the following instruction prior to using a respirator:
1. Why the respirator is necessary and how improper fit, usage, and maintenance can make the respirator ineffective.
 2. What the limitations and capabilities of the selected respirator are.
 3. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
 4. How to inspect, put on and remove, and check the seals of the respirator.
 5. What the respirator maintenance and storage procedures are.
 6. How to recognize medical signs such as dizziness, shortness of breath etc., that may limit or prevent effective use of the respirator.
 7. The general requirements of the Respiratory Protection Standard contained in this policy.
 8. Instruction in the respiratory hazards to which the employee may be exposed during emergency situations

NOTE: No particular training format is required so long as the above-listed required topics are covered.

- B. Initial training of all employees in respirator use will generally take place during STC training.
1. Additional training should routinely occur during Knowledge Domain training, and through shift briefings and shift training sessions.
 2. Lateral transfers and other personnel entering Detention Services shall receive training in the use of a respirator before being required to wear the device.

VI. ROUTINE AND EMERGENCY USE

- A. The SCBA should only be used for emergency response training

and in actual emergencies regarding inmate welfare.

- B. Procedures detailing the types of emergencies where the SCBA may be utilized shall be contained in the respective custody facility policy and procedure manual.

VII. INSPECTION, CLEANING AND DISINFECTION OF RESPIRATORS

- A. Each custody facility will ensure the SCBA is routinely inspected for proper function and condition, and for any damage and/or need for repair.
 - 1. Any noted problems will be immediately relayed to the SCBA Supervisor for appropriate action.
 - 2. Any SCBA found to be in need of service or repair will be immediately removed from service until the repairs are made.
- B. The inspection of SCBA's will occur at least **monthly**.
 - 1. The inspection must include a check of the air cylinders that are for immediate use and in a fully charged state (i.e., pressure is not below 90% of manufacturer's recommended level).
 - 2. The regulator must be activated during the inspection, as well as the low pressure warning devices to ensure that they all function properly.
- C. The cleaning and disinfection of respirators will occur after each use, between users, and periodically when static.
 - 1. The cleaning and disinfection of SCBA's will be done in accordance with the respirator manufacture's recommendations.
 - 2. A log documenting the inspection, cleaning and disinfection of the respirators will be maintained at each respective custody facility.
 - 3. The log should also reflect the method of cleaning.

VIII. ENSURING ADEQUATE AIR QUALITY

- A. Each custody facility will establish procedures to ensure the SCBA

provides adequate air quality, quantity, and flow.

1. Only “Grade D” or better breathing air shall be used.
2. The SCBA’s are currently recharged via the Ventura County Fire Department – who uses the appropriate type of breathing air to meet this requirement.

IX. FREQUENCY OF TRAINING

- A. All affected employees will receive the necessary training prior to their use of the SCBA.
 1. The employees’ initial training should take place during STC training.
 2. On-going refresher training will continue at a minimum of annually thereafter.

X. PROGRAM EVALUATION

- A. The Facility SCBA Supervisors will evaluate their SCBA program annually.
- B. Any recommendations will be made to the Program Administrator.

XI. RECORDS KEEPING

- A. Occupational Health’s Report to Employer
 1. A copy maintained in the employee Divisional Personnel File and the original permanently maintained in the employee Departmental Personnel File.
- B. Memorandum of Annual Fit-Test Completion
 1. Maintained in the employee Divisional Personnel File. Fit test records only need to be kept until the next fit-test. This record must contain the following:
 - a. The name or identification of the employee tested
 - b. The type of fit test performed
 - c. The make, model, and size of the respirator tested

- d. The date of the fit test
 - e. Pass/Fail results
2. A log documenting the date and time of the fit-test, pass/fail results, and the trainer conducting the fit-test will be maintained in the Divisional File prior to the purging of any fit-test record.
- C. Respirator Cleaning and Disinfection Logs
- 1. Maintained at each custody facility.
- D. Issuance of Individual Facemasks
- 1. Maintained in the employee Divisional Personnel File until the employee leaves the Detention Services Division.

CONTACT INFORMATION:

VCSD Safety Manager.....	805- 477-1919
Mine Safety Appliance (MSA).....	800-MSA-2222
MSA Representatives... ..	805-750-1068
• Respirator/fit-test experts and instructors	
Secorp Industries, MSA local distributor.....	805-642-4835
• Fit-test kits, facemasks, etc.	
Ventura County Occupational Health.....	805-654-3813
• Medical questionnaires and physical evaluations	
Ventura County Fire Dept.....	805-371-1111
• Recharging of air tanks	
Rick Barber, STC Core Instructor.....	800-386-5766
Cal-OSHA.....	213-576-7451
	800-963-9424

REFERENCES:

California Occupational Safety & Health Administration (Cal-OSHA) Respirator Protection, T8 CCR Sec 5144.

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Section 5 Chapter 18

Responses to Disasters by Health Services Staff

Drafted: August 24, 2012 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

To establish a policy for Health Services Staff for responding to disasters at Detention Facilities.

POLICY:

The Facility Commander and the Jail Health Authority shall approve the health aspects of the facility's disaster plan. The primary role of 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 the RN assigned to booking) 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 affecting the jail.

DEFINITIONS:

Disaster: Any natural (i.e., earthquake, flood, fire, etc.) or man-made event (i.e., riot, arson, bombs), 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.

Triage: The classification of injury and prioritization of treatment.

- A. Categories of Triage:
 - 1. Life Threatening Injury requiring immediate attention.
 - a. Wounds causing interference with or obstruction of airway.
 - b. Hemorrhage
 - 2. 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.
- 3. 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
 - d. Soft tissue wounds
- 4. Death imminent or Dead.

PROCEDURES:

I. DETENTION FACILITY STAFF RESPONSE

- A. Under the general supervision of the CFMG Medical Director, the Program Manager shall be in charge of the triage team if she/he is in the facility.
- B. In the absence of the Program Manager, the Booking RN shall be in charge (if an LVN is assigned to booking, the infirmary RN shall be in charge).
- C. The Program Manager or the Nurse In Charge (if the Program Manager is not present) will report to the Incident Commander of the incident to be apprised of the situation and to determine the need/extent of call back of health services staff.
- D. If not in the facility, the Program Manager will be notified by the Nurse in Charge or Facility Manager.
- E. The medical clerk on duty shall have the responsibility of notifying health services personnel to return to duty at the direction of the Triage Team Leader.
- F. At the PTDF, the Central Control area on Level II 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 Facility Manager. At EVJ and TRJ, the casualty collection point will be determined at the time of the incident.

- G. All medical and professional staff shall report to the designated casualty collection point. Further assignments, (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.
 - 1. Where possible, one security deputy will remain in the infirmary area (if unaffected) to allow all medical staff to respond to the incident.
 - 2. Available security deputies will assist health services personnel with first aid and triage as needed.
- H. Equipment shall be brought to the triage area from the booking office and the infirmary:
 - 1. First aid or triage bag, extra dressings, flashlight or penlight, triage tags, felt tipped marking pen.
 - 2. Oxygen tank with mask
 - 3. Emergency drug box
 - 4. Blood pressure cuffs
 - 5. Stethoscopes
 - 6. Automated External Defibrillator (AED)

II. TRIAGE

- A. Casualties will be taken to the designated central casualty collection point where triage will take place for classification and priority of treatment.
- B. The triage person or team will consist of an RN and/or an MD, depending on the availability of personnel. Casualties will be examined and sorted into categories denoting priority for care.
- C. Casualties requiring immediate stabilization will be referred to the immediate treatment team (available PA, RN, LVN and officers) in the triage area prior to movement to the casualty loading area.

- D. The triage team leader (Program Manager or Nurse In Charge) will coordinate with custody staff to assist in transfers to an off-site treatment facility as necessary.
- E. Casualties will be stabilized and moved to an ambulance loading area.
- F. Health services personnel shall be assigned to an ambulance loading area to dispatch the most severely injured to VCMC or other off site medical treatment facilities for further treatment. The assigned health services staff shall monitor and provide necessary first aid until the ambulance staff assumes the victim's care/treatment.
- G. 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 (shock, consciousness, and open airway).

III. METHOD OF SORTING AND TAGGING OF CASUALTIES

- A. Triage tags located in medical will be used. If not immediately available, individuals will be identified by marking the number priority on their forehead (when possible) with a red marking pen or lipstick.
 - 1. First Priority
 - a. Individuals requiring immediate lifesaving treatment will be marked with a red "1" on their triage tag or on their forehead.
 - 1) Any wound interfering with airway or causing airway obstruction:
 - a) Sucking chest wounds
 - b) Tension pneumothorax
 - 2) Maxillofacial wounds in which asphyxia is present or impending.
 - 3) Any hemorrhaging wound or bleeding requiring pressure.
 - 4) Shock
 - b. Some of these conditions may be so urgent as to require immediate life saving measures by person doing the

sorting. If CPR is started by the triage person, it should be turned over to the immediate treatment stabilization team as soon as possible.

2. Second Priority

a. Individuals requiring early treatment or surgery, who may wait a short period of time for care, will have a red # 2 on their triage tag or on their forehead. This could include:

- 1) Visceral injuries, any severe or penetrating wounds to an organ system.
- 2) Vascular injuries requiring repair: all injuries requiring use of a tourniquet.
- 3) Closed cerebral injuries with an increasing loss of consciousness.

3. Third Priority

a. Individuals who may be ambulatory, or who require surgery or further care which may be delayed an hour or more, will have a red #3 on their triage tag or on their forehead. This could include:

- 1) Maxillofacial injuries without asphyxia
- 2) Injuries to the eyes
- 3) Uncomplicated fractures or dislocations
- 4) Soft tissue wounds

4. Last Priority

a. Individuals who are dead or death is imminent will have a red "X" on their triage tag or their forehead.

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Section 5 Chapter 19

Use of OC in Detention Services

Drafted: August 21, 2012 Reviewed: May 16, 2022 Revised: May 4, 2021

PURPOSE:

To establish guidelines for the deployment, reporting and supervisory review of oleoresin capsicum (OC) use by personnel while working in a Detention Services

POLICY:

Sworn personnel working in any Detention Services facility or assignment are authorized to carry department issued oleoresin capsicum (OC). SSTs may also carry OC, depending on assignment, with Operational Commander approval. The use of OC has been adopted in the custodial environment in an effort to reduce or negate physical injuries to inmates, staff, and others by reducing the amount of physical force needed to effectively control combative, violent, or non-compliant inmates.

PROCEDURES:

I. DEPLOYMENT OF OC

- A. The use of oleoresin capsicum by personnel in a Detention Services Division assignment shall conform to the Sheriff's Policy Manual Policy 300 Use of Force, Policy 302.6 Control Devices and Techniques, and Divisional Policy and Procedure.
1. SSTs supervising work crews may use OC to protect themselves from assault.
 2. OC shall never be used for intimidation or retaliation against an individual.
 3. Any use of OC by deputies will be immediately reported to a supervisor. If circumstances and time permit, a supervisor should also be notified of any anticipated use of OC.
 4. If circumstances and time permit, videos should be taken of the entire incident including the inmate's behavior and any verbal warnings leading up to the use of OC.

- B. The incident will be documented in accordance with “Use of Force” reporting requirements.
- C. Photographs should be taken of any injuries to inmates, staff or other persons.
- D. A Facility Sergeant shall conduct a review of the incident involving the use of OC by a deputy and prepare a written review for the Facility Manager.
- E. OC use by a Senior Deputy or Sergeant will follow the same reporting requirements and will be subject to review by the Facility Manager.

II. DECONTAMINATION/MEDICAL TREATMENT

- A. Supervisors responding to the location of the incident shall ensure that all inmates, staff members, and other persons directly or indirectly exposed to the OC receive the appropriate level of decontamination and medical treatment. Depending on the extent of contamination the following procedures are to be utilized as soon as it is reasonable and safe to do so.
 - 1. Expose subject to maximum flow of uncontaminated air and thoroughly flush contaminated areas with cold water.
 - 2. Remove contaminated clothing as soon as practical.
 - 3. Advise the person not to apply salves or creams for a minimum of eight hours after exposure.
 - 4. If the person exposed is wearing contacts, allow them to remove them when safe to do so.
 - 5. Have the person checked by medical staff after decontamination measures are taken.

III. SUPERVISOR DUTIES

- A. A Facility Sergeant will respond immediately to the location where the OC was deployed and conduct a thorough review of the incident. The review shall determine if the OC was appropriately deployed under departmental and divisional policy.
- B. The Facility Sergeant will ensure that all required documentation is thoroughly and accurately completed. Refer to Detention Services Divisional Policy Section 15, Chapter 6: Use of Force Documentation and Notification.

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Section 5 Chapter 20

Use of Conducted Energy Device in Detention Services

Drafted: August 21, 2012 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

The purpose of this policy is to establish and maintain a legal, safe, and consistent method for the deployment and use of the Conducted Energy Device (CED) / TASER in Ventura County Detention Facilities. Court Services staff shall be governed by the Court Services Bureau Policy and Procedures in the deployment and operation of the

POLICY:

The use of the Conducted Energy Device / TASER falls within the guidelines as set forth in the Sheriff's Policy Manual.

DEFINITIONS:

Conducted Energy Device: The CED is a conducted energy weapon that causes the temporary immobilization of non-compliant, combative and violent subjects. The weapon is a hand-held device that fires two wired probes. The device may also be used as a direct contact weapon.

GENERAL PROVISIONS:

I. CARRYING AND STORAGE

- A. The CED shall be carried in an approved holster. CED devices that are assigned to specific locations within the facility are to be stored in a secure location approved by the Facility Manager

II. DEPLOYMENT

- A. The use of the CED by qualified sworn personnel in a Detention Services Division assignment shall conform to the Sheriff's Policy Manual: Policy 300 Use of Force and Policy 309 Conducted Energy Device.
- B. If circumstances and time permit, a video should be taken of the entire incident including the inmate's behavior and any verbal warnings leading up to the use of the CED.

- C. The incident will be documented in accordance with the Sheriff's Policy Manual: Policy 300.5 Use of Force reporting requirements.
- D. Photographs will be taken after each incident involving the use of the CED. Any injuries to inmates, staff or other persons will be documented and photographed. Photographs should also be taken of non-visible injuries, e.g., complaint of pain or areas where bruising could occur at a later time.
- E. The CED liaisons for each detention facility will maintain the downloaded reports on each weapon. They will ensure a control log is maintained for each weapon, and coordinate cartridge issuance and weapon repairs in accordance with each facility's X-2 Inventory Control and Data Download Policy and Procedure.
- F. Facility Sergeants for each shift where the CED has been deployed will ensure the reports are completed and forwarded to the Facility Manager, Classification Unit, Legal Unit and the Training Center.
- G. A Facility Sergeant shall conduct a review of the incident involving the use of the CED by a deputy and will be subject to review by the Facility Manager.
- H. When the use of force results in serious trauma such as broken bone(s), loss of consciousness, or great bodily injury, the Assistant Sheriff of the Detention Services Division shall be notified via the proper chain of command. Notifications will be made in a timely manner to the Professional Standards Commander and Sheriff's Special Counsel to initiate an administrative investigation into the incident, if appropriate. Every effort will be made to preserve and/or collect any potential evidence that may be relevant to an investigation or which will assist in properly documenting the incident.

III. MEDICAL TREATMENT

- A. Detention Medical Staff shall be notified as soon as possible after the CED has been used on an inmate and respond for a medical evaluation.
- B. Deputies trained in removing the probes from non-sensitive areas should remove probes as soon as practical, unless exigent circumstances exist. Probe removal from sensitive areas (e.g. groin, female breast, near the eyes) should be done by qualified medical personnel as soon as practical. Sworn Staff shall follow approved procedures to remove conducting wires from the probes as soon as practical after the inmate is safely restrained.
- C. **Detention Medical Staff will not be responsible for removing probes.**

- D. Facility Sergeants shall determine appropriate housing for the inmate after consulting with Medical Staff and Classification and or Security and Placement.
- E. The expended probes shall be treated as Biohazards for proper handling. Anytime the CED is used as a force option, regardless if it strikes the inmate, the cartridge and probes shall be collected and booked as evidence in the proper container.

IV. OFF-SITE DUTY ASSIGNMENTS

- A. Deputies assigned to off-site assignments shall carry a CED and conform to the Sheriff's Policy Manual: Policy 300 Use of Force.

PROCEDURES:

I. STAFF AUTHORIZED TO CARRY AND DEPLOY A CED

- A. Only those Sergeants, Senior Deputies and Deputies who have completed the departmentally approved training in the use of the CED may carry and deploy a CED.
- B. CEDs will be issued and individually assigned to all sworn staff members by the Facility Administrative Sergeant.
- C. Staff authorized to carry a CED will be required to complete annual training as determined by the In-Service Training Coordinator and Sheriff's Policy Manual: Policy 309 Conducted Energy Device.

NOTE: It is not the intent of management to restrict the discretionary use of a CED when there is no supervisor or manager available. However, if circumstances permit, notification prior to the potential deployment of a CED is preferable.

REFERENCES:

Sheriff's Policy Manual: Policy 300 Use of Force
Sheriff's Policy Manual: Policy 309 Conducted Energy Device

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Section 5 Chapter 21
PepperBall Launchers

Drafted: December 1, 2014

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish policy regarding the use, maintenance, storage and training requirements of PepperBall Launchers within the Detention Services Division.

POLICY:

In response to an inmate disturbance, riot or other situation where it is determined to be an appropriate level of force, a Detention Services Division supervisor may authorize the use of a PepperBall Launcher.

DEFINITIONS:

PepperBall Launcher: Delivery system for a non-lethal chemical agent that uses high- pressure air and CO2 to deliver PAVA powder projectiles. The only model of PepperBall Launcher authorized for use within the Detention Services Division is the Custom Carbine SX Launcher.

PepperBall Projectile: Hard plastic .68 caliber frangible sphere designed to burst on impact releasing its contents. For the purposes of this policy, the term PepperBall projectile, or PepperBall, will refer to only those agency-approved projectiles containing Oleoresin Capsicum II (OC) PAVA powder, water, or marking dye.

Detention Services Supervisor: A sworn Ventura County Sheriff's Office member of the rank of Senior Deputy or higher currently assigned to the Detention Services Division.

GENERAL PROVISIONS:

PepperBall Launchers are intended to facilitate a safe and effective response to situations that may jeopardize the lives and safety of personnel, inmates, and/or the security of a jail facility. The decision to use PepperBall Launchers, as with any use of force, must be objectively reasonable for the situation. The use of the PepperBall Launcher must conform with the following sections of the Sheriff's Policy Manual:

- 300--Use of Force
- 308.7--Kinetic Energy Projectiles

PROCEDURES:

I. USE OF THE PEPPERBALL LAUNCHER

- A. Only those sworn members who have successfully completed an agency provided PepperBall training course may deploy the PepperBall Launcher.
- B. Tactical applications of the PepperBall Launcher include the following:
 - 1. The PepperBall Launcher may be used to deliver chemical agent (PAVA powder) to treat an area from a safe distance away. In this type of application, the PepperBall rounds should be fired at a solid object such as the ceiling, wall, or ground allowing the agent to saturate the surrounding area. [REDACTED]
 - 2. The PepperBall Launcher may also be used as a direct fire weapon against an inmate. In this type of application, the Launcher may be fired directly at a target at a distance of **no less than** three feet away.
 - a. A verbal warning of the intended use of the PepperBall Launcher should precede its application, unless it would otherwise endanger the safety of deputies or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other deputies and individuals that the device is being deployed.
 - b. Personnel using the PepperBall Launcher shall avoid intentionally targeting or striking the head, neck, throat, face, eyes, spine, or groin of a suspect unless the use of deadly force is justified. Although considered a less lethal device, PepperBall projectiles can cause serious injury if they strike these areas of the body.
 - c. Whenever staff has knowledge or believes that an inmate may be pregnant or in cases where an inmate is restrained, the PepperBall Launcher shall not be used for direct impact unless direct impact is objectively reasonable to stop an occurring physical assault or threat of an immediate physical assault against any person.

II. MEDICAL ATTENTION

- A. As soon as practicable, a supervisor shall ensure that any inmates struck by a PepperBall projectile are seen by medical staff.

- B. Established O.C. decontamination procedures outlined in Detention Services Divisional Policy Section 5 Chapter 19-Use of OC in Detention Services should be followed for any PepperBall exposure.

III. REPORTING AND NOTIFICATION

- A. As soon as practicable during an incident in which the PepperBall Launcher is deployed, the on-scene supervisor authorizing the deployment shall make notification to all staff, including the Facility Sergeant, that the PepperBall Launcher is on scene and will be/has been deployed. This notification may be accomplished via radio transmission and/or facility intercom broadcast.
- B. Any use of force by a member of this agency shall be documented completely and accurately in an appropriate report. All use of force documentation regarding the use of a PepperBall Launcher shall conform with Sheriff's Policy Manual section 300-Use of Force and Detention Services Divisional Policy Section 15, Chapter 6-Use of Force Documentation & Notification.
- C. When practicable, the on-duty Facility Sergeant shall make notification to the Facility Captain and/or Facility Manager of the use of the PepperBall Launcher.

IV. CLEAN UP PROCEDURES

- A. PAVA powder is best cleaned up by sweeping the powder residue into a dustpan with slow sweeping motions to avoid causing additional particles to go airborne. The swept powder should be placed in a plastic trash bag and the bag should be sealed to prevent the powder from escaping. The sealed bag should be placed in a trash dumpster or other trash receptacle outside of the jail facility to prevent the possibility of further area contamination.

V. STORAGE AND MAINTENANCE

- A. PepperBall Launchers and projectiles shall be stored in a secured area and/or in a locked storage container to prevent unauthorized use and to prevent access by inmates.
- B. The Detention Services' Classification Unit is responsible for the periodic inspection, maintenance, and operational readiness of all PepperBall Launchers assigned to the Detention Services Division.

VI. TRAINING

- A. The Detention Services Classification Unit's shall be responsible for developing a training course in the use of the PepperBall Launcher for all

sworn Detention Services Division members. All sworn members must successfully complete this training in order to be authorized to deploy the PepperBall Launcher.

- B. Additionally, all sworn Detention Services Division members shall be required to successfully complete an annual PepperBall Launcher qualification conducted by the Classification Unit and certified PepperBall instructors.

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Section 5 Chapter 23

Security Weapons and Safety Equipment (PTDF)

Drafted: November 21, 2017

Reviewed: May 16, 2022

Revised: May 1, 2018

PURPOSE:

To establish a procedure for the accessibility of weapons and equipment in the event of an emergency in areas directly adjacent to the PTDF.

DEPARTMENTAL IMPACT:

Detention Services – Pre-Trial Detention Facility

PROCEDURE:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]




Maintenance

Weapons are to be *cleaned and serviced-checked* in accordance with the respective policy. This should be completed on a bi-monthly basis during the first week of January, March, May, July, September, and November. The jail administrative sergeant will be responsible for delegating the cleaning and service check responsibilities to qualified jail personnel.

REFERENCE:

Sheriff's Policy Manual – 312 Firearms and Qualification

Ventura County Sheriff's Office
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Section 6 Chapter 1

Books, Periodicals, and Newspapers

Drafted: August 17, 2012 Reviewed: May 16, 2022 Revised: April 12, 2018

PURPOSE:

To establish a policy and procedure for the distribution of books, periodicals, and newspapers to inmates at Detention Facilities.

POLICY:

It is the policy of the Detention Facilities to allow inmates reasonable access to books, periodicals, and newspapers after the booking process is complete.

GENERAL PROVISIONS:

Inmate Services receives used paperback books from the community for inmate recreational reading. Books and book carts can be vehicles for contraband. Books should be searched for contraband, graffiti, and any personal items left in the books by the donors.

Inmates are also permitted to purchase and receive books, newspapers and magazines that are delivered to the jail, directly from a publisher or internet book store.

PROCEDURES:

I. LIBRARY BOOKS

- A. To help prevent the proliferation of contraband and graffiti, the following procedure will be followed:
1. Inmate Services Staff will only accept donated reading material.
 2. New donations will be stored in the Todd Road Jail Library.
 3. Before books are brought into the library, they will be searched for graffiti, contraband, and personal items left by the donors.
 4. New books purchased by Inmate Services will be searched before distribution.

5. Books to be distributed will be brought into the library and "Ventura County Jail Library" will be stamped on each book.
6. Books will be exchanged on an approximate 1 for 1 basis. Book carts will have books exchanged as follows:
 - a. Main Jail exchanged every 2 weeks
 - b. Todd Road Jail exchanged weekly
 - c. East Valley exchanged every 2 weeks
7. When book carts are replenished, all books with graffiti, or damaged books, will be discarded. The books will be exchanged in the library by an inmate worker with an Inmate Services staff member present to oversee the work.
8. The Inmate Services staff will return the book carts to the housing sections.

II. PURCHASED BOOKS, PERIODICALS AND NEWSPAPERS

- A. If an inmate receives a book, periodical or newspaper, it will be distributed accordingly once it has been received and processed through the Inmate Mail Room.

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Section 6 Chapter 2

Disciplinary Separation Cells

Drafted: August 20, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

The placement of inmates in Disciplinary Cells will be made only after complying with the requirements set forth in the Inmate Discipline Policy and Procedures. Such cells will be used only where other available dispositions are inadequate to regulate an inmate's behavior within acceptable limits, and where the inmate's presence in the general inmate population poses a serious threat to the orderly operation or security of the Facility.

POLICY:

It is the policy of Detention Services to provide safe, secure housing to inmates who require Separation and intensive supervision due to their inability to neither control disruptive/violent behavior nor conform to facility rules.

DEFINITIONS:

Disciplinary Cells: Cells that are designed for the purpose of housing inmates under Disciplinary Separation.

Disciplinary Separation: The confinement of inmates that are separated from the general inmate population for serious violation(s) of a Facility rule or regulation. Referred to as "Disciplinary Isolation" in Title 15.

GENERAL PROVISIONS:

I. ELIGIBILITY FOR PLACEMENT

- A. The placement of an inmate in Disciplinary Separation may occur only after a finding of a rule violation at a disciplinary hearing as prescribed in the Inmate Disciplinary Procedure.

II. REASONS FOR PLACEMENT

- A. Compelling reasons must exist before an inmate can be placed in Disciplinary Separation without first holding a disciplinary hearing, provided that such a hearing will be conducted and a finding determined and disclosed within seventy-two (72) hours of such placement.

Examples of what may constitute compelling reasons:

1. When an inmate has assaulted a staff member or another inmate and is likely to commit another assault or start a disturbance.
2. When an inmate has deliberately caused serious damage to property and is likely to commit additional and separate acts of destruction.
3. When an inmate has escaped, was recaptured and returned to the Facility.

PROCEDURES

I. PTDF

- A. Disciplinary Separation movement will occur between the hours of 2300 and 2400 hours. The Facility Sergeant must approve any separation movement that may occur outside the established time frame.
- B. The "MS" Housing Security Deputy shall advise the inmate he is being placed in Disciplinary Separation, how long he will be on discipline, and that two minor violations will constitute a major accumulation while on discipline status.
- C. The discipline cell area will be searched for contraband, graffiti and general condition prior to the inmate entering. Any problems will be documented in a JIR.
- D. All property, except religious material requested by the inmate, personal hygiene items, and writing materials, shall be collected by the deputy, in the inmate's presence, and secured in a plastic bag. The deputy will store the inmate's property and property box in the disciplinary storage area, located on Level 4.
- E. Inmate workers will not be used to collect another inmate's property.
- F. A thorough pat down search of the inmate will be conducted prior to placing the inmate in a discipline cell.
 1. The inmate shall be issued a clean mattress and bedding before being re-housed.
- G. The Housing Senior Deputy will initiate the Disciplinary Separation Log by using the "Facility Sr/Sgt" queue and the "Discipline Report" tab completing all applicable information.
- H. The "MS" Deputy will use the Housing Monitor queue - Housing Locator

tab and Inmate Movement tab command and enter the inmate's new housing location with the movement reason as "Disciplinary Separation."

- I. Placement in a discipline cell will automatically entail suspension of the inmate's regular visiting privilege.

II. TRJ

- A. Prior to 2200 hours, Classification will provide a send list to the Housing Senior Deputies indicating those inmates due for rehousing into or out of Disciplinary Separation. The Housing Senior Deputy will notify the affected housing unit of the upcoming inmate movements.
- B. Disciplinary Separation movement will occur at approximately 2200 hours, after count has been completed and confirmed.
- C. The inmate will be advised of their placement into Disciplinary Separation, how long they will be on discipline, and that two minor violations will constitute a major accumulation while on discipline status.
 1. If the inmate is being placed into Disciplinary Separation within the same housing unit of TRJ, the inmate will be strip-searched for contraband.
 2. The discipline cell area will be searched for contraband, graffiti and general conditions. Any discrepancies will be documented in a JIR.
- D. All of the inmate's property will be collected, bagged, sealed and labeled. The property shall follow the inmate to PTFD for re-house to Disciplinary Separation.
 1. If the inmate is being placed into Disciplinary Separation housing at TRJ, their property except religious material requested by the inmate, personal hygiene items, and writing materials, shall be collected by the deputy, in the inmate's presence, and sealed in a plastic bag. The plastic bag will be placed in the inmate's property box and stored in the discipline storage closet between Housing Units 'B' and 'C.'
 2. Inmate workers will not be used to collect another inmate's property.
- E. A thorough pat down search of the inmate will be conducted prior to leaving the housing unit for escort to Intake.

III. RESTRICTIONS

- A. An inmate in a discipline cell will not be denied access to the courts, or

the use of the telephone to contact his lawyer, the Jail Chaplain, his Probation Officer, the US mail, religious services or the Law Library.

- B. An inmate in a discipline cell will not be denied access to proper health attention, nor denied the opportunity to go on a recurring scheduled Sick Call.
- C. An inmate in a discipline cell will be given access to the roof after a thirty-day psych evaluation, only if recommended by the medical staff and approved by the Facility Manager.
- D. Inmates in Disciplinary Separation will be given the opportunity to shower every other day, and be allowed to shave every day. If an inmate is in the process of a trial, he/she must submit a kite to staff to ask for a shower on a daily basis, which will be accommodated. Staff must log each time the inmate uses/declines access to the shower.

IV. PERSONAL HYGIENE ITEMS

- A. An inmate placed in a Disciplinary Cell will be allowed one each of the following articles:
 - 1. Toothbrush
 - 2. Toothpaste (or denture cleanser)
 - 3. Soap (7pack)
 - 4. Comb or pick
 - 5. Tampons/sanitary napkins
 - 6. Shampoo
 - 7. Contact lens products
 - 8. Hemorrhoid Cream
 - 9. Anti-Acid tabs
 - 10. Tylenol (2-pack)
 - 11. Religious Material
 - 12. Shower Shoes
 - 13. Deodorant
 - 14. Cough Drops (reg)

- B. Inmate(s) housed in Disciplinary Separation will be allowed to shave/shower every other day using a battery-operated shaver. They will be afforded access to cleaning supplies on the opposite day.
- C. In the event the inmate uses any of the above-listed articles to commit further infractions or violations of rules, the articles will be removed from the cell and may only be used by the inmate under close supervision by a staff member.
- D. The decision to deprive an inmate of personal hygiene articles shall be reviewed by the Area Supervisor every twenty-four (24) hours.

V. WRITING MATERIALS

- A. An inmate placed in a Disciplinary cell will be allowed the following writing material:
 - 1. writing pad (8 1/2 X11)
 - 2. (5) postcards
 - 3. (1) manila envelope
 - 4. (2) erasers
 - 5. (2) golf pencils

NOTE: Because there is no limit on how much mail correspondence material an inmate can purchase from commissary, any additional items will be placed in the inmate's property bag. The inmate may request to have staff retrieve additional supplies, including hygiene items, once the quantities in his/her cell are below the limit by submitting a kite. The staff member will indicate on the kite the items given to the inmate and will then place the kite in the inmate's property bag. Staff will only retrieve item(s) from an inmate's property bag once a day. This is to be in compliance with Title 15 Section 1083 (h)

VI. 30-DAY EVALUATION PROCEDURE

- A. Per Title 15 Section 1083 (a): If an inmate is on Disciplinary Separation status for 30 consecutive days there shall be a review by the Facility Manager before the Disciplinary Separation status is continued. This review shall include a consultation with health care staff. Such review shall continue at least every fifteen (15) days thereafter until the disciplinary status has ended.
- B. The Level 2 Senior Deputy assigned to day shift (PTDF) or night shift Housing Senior Deputy (TRJ) shall run a Discipline DSEG 15 Day Medical

Evaluation Report of those inmates in Disciplinary Separation on a daily basis.

- C. On the 30th consecutive day of Separation, for any one inmate, the Senior Deputy responsible for the evaluation shall complete the below listed form (Continued Retention in Discipline Status.) The form will be given to the Resource/Facility Nurse for any inmate not housed in Special Housing. The form will be given to the Special Housing Nurse if the inmate is housed in Special Housing.
- D. The nurse receiving the evaluation form will complete an evaluation or arrange for an evaluation of the inmate. The nurse who completes the evaluation shall write a JIR documenting whether the inmate is medically clear to continue Separation housing and whether roof time / fresh air is recommended for the inmate. The nurse will also sign and date the evaluation form.
- E. The Resource/Facility Nurse will give the completed form and JIR to the Facility Manager. The Facility Manager will either discontinue the discipline status or approve the continuance by completing the "Retention Form." The Facility Manager will then return the form with appropriate notations to the appropriate Senior Deputy. It will be the Senior Deputy's responsibility to make the arrangements as noted by the Facility Manager, i.e. continuance or discontinuance of Separation time, roof time, etc.
- F. If the inmate remains in Disciplinary Separation, the Level Control SST/ "MS" Deputy/Housing Security Deputy will make a computer entry on the inmate's activity log depicting the date and time of the review. When the inmate is provided or refuses roof time the appropriate notation will be made similarly. If the inmate is to be removed from Disciplinary Separation the procedures set forth in Section VII below will be followed.

VII. REMOVAL PROCEDURE

- A. When discipline is completed, the Classification Desk Deputy will be notified and a request for re-housing made.
- B. The inmate's cell shall be searched, and any writing or damage found shall be documented on a JIR.
- C. The inmate's personal property will be returned.
- D. The inmate shall be re-housed by Classification.
- E. It shall be the responsibility of the Deputy assigned to where Disciplinary Separation is housed to enter all activity i.e. feeding, showers, cleaning carts, 15-day evaluation, roof, etc. into the VCIJIS activity log for each inmate housed in Disciplinary Separation.

REFERENCES:

Title 15 California Code of Regulations – Article 7; Section 1080-1084.

Continued Retention in Discipline Status

Inmate: _____ Booking # _____

Pursuant to California Code of Regulations, Title 15, sub-chapter 4, section 1083, et. Sec., entitled "Minimum Standards for Local Detention Facilities"

And Divisional Policy & Procedure Manual Section 6 - 3, " Disciplinary Guidelines"

I have reviewed the separation status of the inmate currently incarcerated in the Pre-Trial Detention Facility/Todd Road Jail (circle facility name) and approve their separation status to continue.

Facility Manager/Captain: _____

Health Care Staff Review

Date(s):	Name / ID #
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Continued Discipline Retention Page ____ of ____

Facility Mgr. Initial/Date

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 6 Chapter 3
Discipline Guidelines

Drafted: August 20, 2012

Reviewed: May 16, 2022

Revised: November 9, 2020

PURPOSE:

To provide clear and uniform guidelines for the administration of formal inmate discipline, which will ensure uniform and humane treatment for all violators of facility rules.

POLICY:

Discipline is a systematic process by which compliance to facility rules is obtained. An essential part of the process is the imposition of punitive sanctions, which is not intended as a mandatory step, but as a tool to be used when other available dispositions are inadequate to regulate an inmate's behavior within acceptable limits.

DEFINITIONS:

Minor Incidents: A violation of a facility rule resulting in action taken against an inmate, which does not affect their release date.

Major Incidents: A violation of facility rules resulting in action taken against an inmate, which may affect their release date. (Refer to disciplinary matrix).

Facility Commander: In this policy, Facility Commander and Facility Manager (Captain) are interchangeable depending on the level of authority and responsibility delegated by the Commander to the Facility Manager.

PROCEDURES:

I. INMATE RIGHTS

- A. In all disciplinary actions, inmates shall be notified in writing of the offense or infraction of the rules for which they are being disciplined. The elements of the violation must be contained within the narrative portion on the Disciplinary Report given the inmate prior to the disciplinary hearing.
- B. Before discipline is approved, inmates shall have an opportunity to defend their actions in written or oral form. Inmates shall be granted at least 24 hours to prepare a defense prior to a disciplinary hearing taking

place. If the inmate chooses to waive his/her 24 hours the hearing can take place prior. If the hearing does not take place within 48 hours, without good cause for the delay, any proposed discipline will be invalidated.

- C. After the hearing, the inmate shall be provided in writing, the evidence relied on and the reasons for the disciplinary action.
- D. An accused inmate has the right to call witnesses on his behalf unless doing so presents a hazard to institutional safety or correctional goals, or the proposed witness's testimony is untimely, irrelevant, duplicative, or unnecessary to an adequate presentation of the inmate's case.
 - 1. Witnesses may be interviewed separately and out of the presence of the inmate.
 - 2. A summary of the witness statements will be included in the disposition section of the discipline status screen.
 - 3. If the hearing officer decides not to interview any of the inmate's named witnesses, the reason must be documented in the disposition section. Justification should be specific, e.g. "I/M Smith was not present at the time of the incident."
- E. The inmate is entitled to the assistance of an advisor when the inmate is deemed incompetent to handle his/her disciplinary case.

II. INMATE COMPETENCY

- A. An inmate shall be deemed incompetent to handle his/her disciplinary case if:
 - 1. The inmate is illiterate, developmentally disabled, severely mentally ill or otherwise impaired and unable to fully understand the charges/violation that he/she is accused of committing.
 - 2. The complexities of the issue make it unlikely that the inmate will be able to collect and present evidence necessary for an adequate presentation of their case.
 - 3. In cases where an inmate is found to be incompetent to present their case at the disciplinary hearing, they may seek aid from a sufficiently competent fellow inmate or request the aid of an uninvolved staff adviser. The decision to appoint an adviser and the role of that adviser is a judgment call for the hearing officer, to be made in light of all of the circumstances surrounding a particular inmate and charge.

4. The person aiding an inmate in presenting the case at the disciplinary hearing does not have any greater or lesser authority than does the inmate acting on his own behalf.

III. RESPONSIBILITY FOR INSTITUTING DISCIPLINARY ACTION

- A. Responsibility for taking disciplinary action against any inmate is delegated to supervisory officers (sergeants or senior deputies.) It shall remain their responsibility to see that the administration of disciplinary action is done in a fair and impartial manner. Deputies and other Detention Services Division staff members may prepare a report of infractions of rules and regulations for consideration of disciplinary action by a supervising officer, but shall not subject or threaten any inmate with any type of disciplinary action.

NOTE: A supervising officer may not participate in the disciplinary review process if they were involved in the incident which resulted in the inmate being issued a major write up.

- B. A Facility Sergeant shall review all major violation hearings to ensure the inmate was given due process, the facts support the hearing officer's decision; and the recommended discipline is within the guidelines.
 1. If the recommended discipline is greater than that listed on the matrix guideline for the particular violation, the reviewing Sergeant must concur with the increased level of discipline. The maximum discipline for any single incident is 10 days Disciplinary Separation/10 days Disciplinary Diet /15 days loss of Good Time/28 days loss of Visits/28 days loss of Commissary.
 2. If the reviewing Sergeant does not concur, the discipline shall be adjusted to the proper level. If the Sergeant does concur with the higher level of discipline than that listed in the matrix it must be justified in writing and forwarded to the Facility Manager for review and final approval.
 - a. Example: If the rule violation is Deception, a Level 1 offense, the Hearing Officer can recommend a Level 2-Maximum discipline. The justification for the increase may be that this is the 5th violation for the same offense within a thirty-day period.
 3. After review and concurrence by the reviewing Sergeant, all recommendations for loss of good time and/or work time must be forwarded to the Bureau Commander for review and final approval.

IV. FORMS OF DISCIPLINE

- A. The degree of the sanction taken shall be directly related to the severity of the rule infraction. Acceptable forms of discipline consist of, but are not limited to, the following:
1. Loss of privilege(s)
 2. Extra work detail
 3. Short-term lockdown for less than 24 hours
 4. Removal from work details
 5. Disciplinary Separation
 6. Forfeiture of "good time" credits earned under Penal Code Section 4019.
 7. Forfeiture of "work time" credits earned under Penal Code Section 4019.
 8. Imposition of the approved disciplinary diet.

V. LIMITATIONS OF DISCIPLINARY ACTIONS

- A. The Penal Code and Federal Constitution expressly prohibit cruel and unusual punishment. Additionally, there shall be the following limitations:
1. No inmate shall be held in Disciplinary Separation for a period longer than ten (10) days without a finding of a new charge of a Major Rule violation of the facility rules and regulations.
 2. In no case shall a safety cell be used for disciplinary purposes.
 3. No inmate shall be deprived of the implements necessary to maintain an acceptable level of personal hygiene.
 4. Inmates in Disciplinary Separation during their court or jury trial shall be given an opportunity to shower daily (before or after court.)
 5. Disciplinary Separation cells shall have the minimum furnishings (bunk, toilet, wash basin) and the inmate shall be issued standard bedding and clothing.
 - a. **Exceptions are those inmates who engage in the destruction of these items. The decision to deprive an

inmate of such articles shall be reviewed every 24 hours
by the Facility Manager.

6. Food **shall not** be withheld from an inmate as a disciplinary measure.

VI. DISCIPLINARY RECORDS

- A. Penal Code Section 4019.5 requires the keeping of a record of all disciplinary infractions and sanctions administered. Written records of the procedures followed on each case shall be maintained. Retaining copies of rule violation reports and the disposition of each may satisfy this requirement.

VII. PUNISHMENT FOR MINOR INCIDENTS

- A. Any staff member may handle minor acts of non-conformance or minor violations of facility rules informally by advising the inmate of the rule infraction and the expected conduct (counseling.)

VIII. MAJOR RULE VIOLATION MATRIX

- A. This matrix was developed to act as a guide in assisting hearing officers while conducting disciplinary hearings for inmates housed in Ventura County Jail facilities. The guide is not intended to preclude the hearing officer from varying the discipline based on the severity of the offense, prior disciplinary history, or the other facts obtained during the hearing.

- B. In the matrix, definitions for discipline are:

1. Disciplinary Separation (DI)
2. Disciplinary Diet (DD)
3. Loss of Good Time (GT)
4. Visits Lost (V)
5. Commissary Lost (C)
6. Extra work hours imposed (XWK)

NOTE: Refusal to work violation, which falls under the "minimal" category, will also include work time being stopped.)

- C. The intent of the matrix is to create consistency among the various hearing officers and to deal fairly across the board toward inmates.

Understanding that not all inmates in custody are sentenced, where an inmate does not have "good time" to take, the hearing officer may adjust the discipline accordingly by substituting other forms of authorized discipline.

- D. Some facilities need to maintain flexibility in disciplining inmates. It may not be practical to send an inmate to Disciplinary Separation if that inmate is needed to perform a specialized job, and other forms of discipline of equal severity are available.
- E. Equivalencies – When dealing with unsentenced inmates, inmates without visitors and inmates without money, discipline listed in the matrix may be substituted to attain more effective behavior modification.
 - 1. 1 day loss good time = 7 days loss of visits and commissary
 - 2. 1 week loss visits = 1 day Disciplinary Separation, disciplinary diet (I/M with no visitors)
 - 3. 1 week loss commissary = 1 day Disciplinary Separation, disciplinary diet. (I/M with no account balance.)
 - 4. When using equivalencies, the maximum time an inmate may spend in Disciplinary Separation on disciplinary diet using conversion of loss of good time, loss of visits and/or loss of commissary is 10DI/10DD/28V/28C.
 - 5. It is not implied that a facility supervisor cannot use discretion when rendering a disposition whenever variables dictate. If the hearing officer or reviewing Sergeant believes that a particular discipline is called for by the guidelines, but wishes to increase or decrease the recommended discipline, the justification shall be clearly articulated on the Disciplinary Report. (Example: If an inmate has repeated violations of the same rule in the Level 1 category, the hearing officer or reviewing sergeant may move to a Level 2 category [or higher] of discipline.) (Refer to: Section VI - Responsibility for Instituting Disciplinary Action.)
 - 6. Facility Commanders or their designees are authorized to review and adjust any discipline imposed on an inmate within their facility.

IX. LOSS OF WORK TIME AND GOOD TIME

- A. An inmate is subject to a loss of good time for behavior that is in violation of the jail rules and regulations and/or violation of law.

- B. An inmate is subject to a loss of work time when the inmate does not work satisfactorily or refuses to work in a job assigned by Detention Services staff.
- C. Work time will stop from the date of poor performance or refusal to work until the end of the inmate's custody period.
- D. Only sentenced inmates are subject to loss of good or work time credits via administrative action of Detention Services staff. The deduction of good time/work time from an unsentenced inmate requires that a due process hearing be held before the sentencing judge.
- E. Good time and/or work time credits may be taken from an inmate only after a due process hearing. These credits are given to inmates by California Penal Code Section 4019 and therefore are considered by the courts to be a "property interest" of the inmate.
- F. The Facility Commander, or his/her designee, must approve or disapprove the loss of good time and/or work time.
 - 1. Following the hearing, an Incident Summary form must be completed by a Shift Sergeant and forwarded to the Facility Commander with all related paperwork.
 - 2. The Facility Commander will review the incident summary and all pertinent paperwork to ensure that the recommended loss of good time and/or work time is reasonable; is supported by the facts of the case; and that the inmate's right to a fair and impartial due process hearing was observed.
 - 3. After review, the Facility Commander will forward the completed paperwork to Central Inmate Records for time computation (if approved) or for distribution and filing (if denied).

X. RESTRICTION TO LOSS OF WORK TIME

- A. Only future work time credits may be taken if an inmate does not perform satisfactory work in his assignment, refuses to work, or has not satisfactorily complied with the jail rules and regulations.
- B. Work time already earned, cannot be taken.
- C. Work time will be reinstated if the inmate returns to work after a refusal. Reinstatement of work status is at the discretion of the Facility Manager.

XI. RIGHTS OF INMATE ON DISCIPLINARY SEPARATION STATUS

- A. The placement of an inmate on disciplinary status shall not restrict any of the inmate's rights to work on his criminal defense, send or receive mail, initiate writs, or communicate through approved channels with persons pertinent to his defense.
- B. All documents prepared by an inmate in the furtherance of his defense shall be processed and forwarded immediately.
- C. All inmates shall be accorded legal rights and opportunities, including reasonable access to the law library and legal sources.
- D. If an inmate is on Disciplinary Separation status for 30 consecutive days, there shall be a review by the facility manager before the Disciplinary Separation status is continued. This review shall include a consultation with health care staff. Such reviews shall continue at least every fifteen days thereafter until the disciplinary status has ended. This review shall be documented.

XII. DISCIPLINARY DIET

- A. Any inmate who commits a major rule violation may be placed into Disciplinary Separation for up to 10 days and may be placed on disciplinary diet for 3, 5, 7, or 10 days, as described in Title 15, Section 1247.
- B. The Facility Commander, Captain or designee shall approve the initial placement on the disciplinary diet after medical staff has been notified and reviewed the inmate's medical chart.
- C. Inmates who are pregnant, insulin dependent, who are currently on a special and/or religious diet or who have food allergies shall be seen by medical staff and medically cleared by medical staff prior to placement on disciplinary diet. If an Inmate who is pregnant, insulin dependent, who is currently on a special and/or religious diet or who has food allergies is placed on a disciplinary diet, a Jail Incident Report detailing the approval of the disciplinary diet shall be written by the Housing Senior Deputy or designated staff.
- D. The disciplinary diet may be designated for 3, 5, 7, or 10 days. Inmates will receive the disciplinary diet twice daily (a.m. and p.m.) for three days and then 3 regular trays for one day (a.m., noon, and p.m.) based on the predetermined disciplinary diet schedule.
- E. Inmates on the disciplinary diet will not be housed with inmates who are served regular food trays.
- F. Any inmate who has been found guilty of numerous major violations and has been on the disciplinary diet for several combinations of 3, 5,

7 or 10 days, will not be placed on the disciplinary diet for more than 30 consecutive days. After 30 consecutive days, the inmate needs to be removed from Disciplinary Separation for a minimum of 3 days before being rehoused back to Disciplinary Separation.

- G. An inmate who refuses the disciplinary diet for more than 3 consecutive meals or who appears to be deteriorating physically or mentally shall be evaluated by medical staff for continued placement in Disciplinary Separation and/or continued consumption of the disciplinary diet.
- H. If an inmate is placed into Disciplinary Separation and then claims to have a special or religious diet need, they shall not be granted a special or religious diet unless there is verifiable evidence to support the request and the facility manager approves the request.
- I. The disciplinary diet consists of the following and shall be served twice in each twenty-four (24) hour period:
 - 1. One half of the loaf as described in Title 15, Section 1247(b)
 - 2. Two slices of whole wheat bread and
 - 3. At least one quart of drinking water (if the cell does not have a water supply)

****The use of disciplinary separation diet shall constitute an exception to the three-meal-a-day standard. No third meal will be given.**

- J. In consultation with medical care staff, the Facility Manager or designee shall approve the continuation of the disciplinary diet on Monday, Wednesday, and Friday (every 48 hours) after the initial placement or every 48 hours if the inmate is not housed in an area where medical staff evaluates Disciplinary Separation inmate's well-being. After each medical evaluation, the Housing Senior Deputy will inform the Watch Commander of the inmate's status. The Watch Commander will enter a summary of the information in the Redbook.
- K. The Watch Commander is to notify the Facility Manager about any medical or mental health concerns with any inmate who is on the disciplinary diet and remains in Disciplinary Separation.
- L. Food **shall not** be withheld from an inmate as a disciplinary measure.

XIII. INMATE WORKER DISCIPLINE

- A. The following are guidelines to be followed when discipline is necessary for an inmate worker:

1. On a first offense of a minor infraction, behavior correction will be attempted through counseling.
2. Extra duty may be approved when counseling fails to correct repeated minor infractions.
3. Loss of good time with the Facility Commander's approval.
4. Loss of future work time resulting from removal of work status may be utilized for major violations.

XIV. GROUP DISCIPLINE

- A. Group discipline is not used as a matter of routine; however, there are occasions when the restriction of privileges for an entire housing unit, section, or level is necessary. Whenever possible, efforts should be made to identify and discipline the individual violators rather than use group discipline. However, such action might become necessary in instances where the majority of inmates of a housing area refuse to maintain their living area in a sanitary condition, or create a disturbance or disruption of efficient jail operation. In such instance, it may be necessary to deny use of the dayroom or some other privilege to a group of inmates.
- B. Examples of group discipline are:
 1. Loss of TV privileges
 2. Loss of telephone privileges
 3. Temporary Lockdown
- C. Implementation of group discipline requires the written approval of the Facility Sergeant **prior** to restriction of any privileges and only when deemed necessary to maintain facility security.
- D. Written documentation justifying the temporary lockdown or loss of group privileges must be forwarded to the Facility Manager by the Facility Sergeant before the end of shift.

REFERENCES:

Title 15 California Code of Regulations – Article 7; Section 1080-1084; Article 12, Section 1247; Penal Code Section 4019

Major Rule Violations

Level 1	Level 2	Level 3	Level 4
Deception	Challenging to Fight	Battery on Fellow Inmate	Battery on Employee
Failure to Obey Directive	Creating a Disturbance	Leader of Group Disturbance Without Injury	ADW on fellow inmate
Refusal to Work	Possession of Altered Razor	Narcotics-Smuggling or Possession of	Hostage-Taking of
Smuggling/Possession of Contraband	Theft	Narcotics-Under the Influence	Weapons-Possess or Manufacture
Gambling	Altering ID or Armband	Security Device-Tampering With	Robbery / Extortion
Unauthorized Communication	Pruno-Make or Possess	Major Destruction of County Property (>\$950.00)	Escape or Attempt Escape
Consenting Sex Acts	Food-Tampering with	Theft	Forced Sex Act
Food-Hoarding	Vandalism/Graffiti	Mutual Combat	Food-Contaminating of Staff Food
Possess Tobacco Products	Hoarding Medication	Possess Tattoo Kit/ Receive Tattoo	Leader of Group Disturbance with Injuries
Foreign Objects into Sinks or Toilets	Disrespect to Staff		
Accumulation of Minors	Minor Destruction of Jail Property		

Disciplinary Matrix

Offense	Level 1	Level 2	Level 3	Level 4
Min	7V/7C	21V/21C	7DS/7DD/14V/14C	10DS/10DD/14V/14C
Mod	14V/14C	28V/28C	7DS/7DD/10GT/21V/21C	10DS/10DD/10GT/21V/21C
Max	3DS/3DD/3GT/21V/21C	5DS/5DD/5GT/28V/28C	7DS/7DD/15GT/28V/28C	10DS/10DD/15GT/28V/28C

DS = Disciplinary Separation **DD** = Disciplinary Diet **GT** = Good Time Loss **V** = Visits Loss
C = Commissary Loss **XWK** = Extra Work

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 6 Chapter 4

Educational / Vocational / Treatment Programs

Drafted: August 20, 2012

Reviewed: May 16, 2022

Revised: May 4, 2021

PURPOSE:

To describe the educational, vocational, and treatment programs that will be offered to inmates while in custody at the Main Jail, Todd Road Jail and East Valley Jail.

POLICY:

It is the policy of Detention Services to offer inmates the opportunity to participate in educational, vocational and treatment programs that will enable them to learn skills in preparation for a successful re-entry to the community, home and work.

Inmate participation in programs will take precedence over the inmate's job assignment or special skills. Inmates will not be removed from classes to complete chores or job-related tasks.

GENERAL PROVISIONS:

Specific programs will be offered at the Pre-Trial Detention Facility and Todd Road Jail based on each facility's operational procedures. No programs are offered at the East Valley Jail facility.

PROCEDURES:

- I. **EDUCATIONAL, VOCATIONAL, AND TREATMENT PROGRAMS MAY INCLUDE:**
 - A. GED (preparation)
 - B. English as a second language
 - C. Substance abuse
 - D. AA/NA
 - E. Anger Management
 - F. Parenting

- G. AIDS/HIV Education
- H. STD Classes
- I. Re-Entry Planning
- J. Individual Programs / Family Services
- K. Basic Custodial
- L. Food Handling
- M. Various vocational programs

II. INMATE SERVICES PROGRAM MANAGER

- A. The Inmate Services Program Manager reports directly to the Todd Road Jail Facility Manager and is responsible for administering the schedule and coordinating the curriculum. Programs to be offered are contingent upon funding and available service providers.

III. TEACHER/ VOLUNTEER REQUIREMENTS

- A. Classes will be taught by state-certified teachers and/or certified treatment counselors as required. Library Services Agency and Public Health also provide services, as well as qualified volunteers. Inmate Services will coordinate and maintain a list to identify the approved volunteers who have been cleared for access. Only volunteers on the list with picture identification will be allowed jail access. The Facility or Housing Sergeant must approve any exceptions.

IV. INMATE RESPONSIBILITIES

- A. Inmates who wish to apply for participation in a program must fill out an application form or a "kite" addressed to Inmate Services. Inmates are expected to cooperate with all program staff (teachers, counselors, volunteers). Threatening or disruptive behavior is a major violation of jail rules and may include removal from the program.
 - 1. Selection and Placement
 - a. Inmate Services will initially screen inmate kites to determine if the inmate is eligible for a particular program. The Classification Unit will process inmates for risk assessment and classification compatibility. Generally, inmates classified as level-1, level-2, and

level-3, are eligible to participate based upon their classification; however, a poor disciplinary record may disqualify participation for security reasons. Classes for general population inmates are held in the classrooms, the housing units' multipurpose rooms, in the inmate housing sections, and in outside classroom buildings.

- 1) Inmates classified as: VC, ST or ADSEG will be evaluated on a case-by-case basis.
- 2) Inmates classified VC who are assigned to the Anger Management Program may attend class in a group of no more than eight (8) inmates per class. However, no more than four (4) VC inmates will be moved at the same time, to and from class (see Section 12, Chapter 14 Inmate Group Movement). Before mixing VC inmates from different dayroom groups, permission from classification shall be obtained to determine compatibility.
- 3) Some inmates may have their classification reviewed by the Detention Services' Division Classification Unit. In some cases, classes may be available in housing areas.
- 4) Generally, inmates classified as VA are ineligible to participate due to assaultive behavior.

2. Education Materials

- a. The Inmate Services Manager will screen all student materials. Generally, items sent to a specific inmate will not be accepted. The Inmate Services Manager may make exceptions after consulting with the Facility Sergeant.
- b. All educational materials shall be stamped as approved if an exception is made.
- c. If an inmate has a disability, the Classification Unit and Inmate Services will make reasonable accommodations, so he/she may participate in the program

REFERENCES:

Cross Reference: CCR Title 15 Section 1061, and 4018.5 P.C.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 6 Chapter 5
Foreign Nationals

Drafted: August 22, 2012 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

To describe the policy and procedures in dealing with foreign nationals.

POLICY:

It is the policy of the Ventura County Sheriff's Office to ensure detained foreign nationals are advised of and given the opportunity to communicate, correspond with, and be visited by consular officials representing the foreign national's country.

GENERAL PROVISIONS:

I. ARTICLE 36

- A. Article 36 of the Vienna Convention on Consular Relations, operative as to the United States on December 24, 1969, sets forth certain rights of foreign nationals from member countries when arrested, detained or imprisoned by law enforcement officials in this country. This article requires that the following procedure be followed whenever a law enforcement agency arrests, detains or imprisons a foreign national.

PROCEDURES:

I. NOTIFICATION OF RIGHTS

- A. When it is brought to the attention of the Booking Deputy or Reception Technician, that an inmate is a Foreign National, that employee shall advise the National of his right to have the consular officials representing his country in California notified.

II. CONSULAR NOTIFICATION AND ACCESS

- A. Any staff member receiving a request for consular contact from an inmate, who is a Foreign National, shall direct the request to the Facility Sergeant without unnecessary delay.

1. Diplomatic Security Command Center
Bureau of Diplomatic Security
U.S. Department of State
Open: 571-345-3146 // 866-217-2089

The below listed link provides a list of phone numbers for specific Consulars and additional information for Foreign Embassies & Consulates.

<https://travel.state.gov/content/travel/en/consularnotification.html>

- B. The Facility Sergeant shall ensure that the appropriate consular contact is made and that the Foreign National will be given the opportunity to communicate and correspond with and be visited by consular officials representing the National's country. (Refer to Section 13, Chapter 2 Inmate Visiting and Interviews)

III. MANDATORY NOTIFICATION

- A. Whenever a Foreign National from one of the following countries is arrested or detained, notification must be made without delay regardless of whether the arrestee/detainee so wishes:

Albania	Ghana	Saint Kitts and Nevis
Algeria	Grenada	Saint Lucia
Antigua and Barbuda	Guyana	Saint Vincent and the Grenadines
Armenia	Hungary	Seychelles
Azerbaijan	Jamaica	Sierra Leone
Bahamas	Kazakhstan	Singapore
Barbados	Kiribati	Slovakia
Belarus	Kuwait	Tajikistan
Belize	Kyrgyzstan	Tanzania
Brunei	Malaysia	Tonga
Bulgaria	Malta	Trinidad and Tobago
China (including: Macau and Hong Kong)*	Mauritius	Tunisia
Costa Rica	Moldova	Turkmenistan
Cyprus	Mongolia	Tuvalu
Czech Republic	Nigeria	Ukraine
Dominica	Philippines	United Kingdom***
Fiji	Poland**	Uzbekistan
Gambia	Romania	Zambia
Georgia	Russia	Zimbabwe

- B. *Notification is not mandatory in the case of persons who carry “Republic of China” passports issued by Taiwan. Such persons should be informed without delay that the nearest office of the Taipei Economic and Cultural Representative Office (“TECRO”), the unofficial entity representing Taiwan’s interests in the United States, can be notified at their request. TECRO’s offices are listed on pages 126-127 in the Consular Notification and Access Manual; see also footnote 128 on page 66 of the manual.
- C. **Mandatory only for foreign nationals who are not lawful permanent residents in the United States (i.e., “green card” holders). Otherwise, upon the national’s request.
- D. ***The bilateral consular convention between the United States and the United Kingdom applies to British nationals from Great Britain (England, Wales, and Scotland); Northern Ireland; the Crown Dependencies of Jersey, Guernsey, and the Isle of Man; and the British Overseas Territories, including Anguilla, Bermuda, the British Virgin Islands, the Cayman Islands, Gibraltar, Montserrat, and the Turks and Caicos Islands, along with other island territories. Residents of the Overseas Territories may be traveling on a passport issued by the territory with no indication that the territory is British. Nevertheless, for them and all others from a British possession listed above, consular notification and access should be provided to the nearest U.K. consulate.
- E. PTFD has a list of phone numbers and location of consulates in the Watch Commander’s office.

REFERENCES:

Cross Reference: Article 36 of Vienna Convention CH 9, SECT 3 Special Visits

FAX SHEET – CONSULAR NOTIFICATION

SUBJECT:

NOTIFICATION OF ARREST OR DETENTION OF A NATIONAL OF YOUR COUNTRY

DATE/TIME: _____

TO: Embassy/Consulate of _____ in _____, _____
(COUNTRY) (CITY) (STATE)

FROM:

Name/Office _____

Address _____

City _____ State _____ Zip Code _____

Telephone (_____) _____ Fax (_____) _____

*We arrested/detained the following foreign national, who we understand is a
national of your country, on _____ .
(DATE)*

Name: _____

Date of Birth/Place of Birth: _____

Nationality/Country: _____

Passport Issuing Nation: _____

Passport Number: _____

This person has been or may be charged with the following offense(s):

For more information, please call _____ between the hours of _____.

Please refer to case number _____ when you call.

ADDITIONAL INFORMATION:

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 6 Chapter 6

Inmate Grievances

Drafted: August 13, 2012 Reviewed: May 16, 2022 Revised: September 1, 2020

PURPOSE:

To describe the grievance procedure and establish a policy for response to grievances submitted by inmates in Ventura County Jail facilities.

BACKGROUND:

The Prison Litigation Reform Act (PLRA) requires inmates to exhaust all administrative remedies available to them prior to filing a Writ in the Superior Court challenging their conditions of confinement or a Federal Civil Rights violation suit.

The inmate grievance system is designed specifically to allow inmates to grieve or appeal any conditions of confinement, including but not limited to: medical care, classification actions, disciplinary actions, program participation, telephone, mail, and visiting procedures, food, clothing, and bedding issues.

POLICY:

It is the policy of the Detention Services Division to provide inmates with an internal method for resolving complaints about jail conditions or treatment. Any inmate may request and shall be provided with an Inmate Grievance Form as the method to address these issues, conditions, or treatment.

Nothing in this policy will restrict an inmate's legal right to file a Writ with the courts or seek any other type of legal relief.

PROCEDURE:

I. THE INMATE GRIEVANCE FORM (SO-1011) SHALL BE USED BY INMATES TO ADDRESS ISSUES INCLUDING BUT NOT LIMITED TO:

- A. Question a Facility policy, rule or procedure
- B. Complain about Custody treatment
- C. Complain about Medical treatment
- D. Appeal Discipline related findings
- E. Appeal Classification or housing related decisions

II. ISSUING GRIEVANCES

- A. Grievance forms shall be made available to all inmates upon request without the need to submit a kite. Staff shall make reasonable efforts to provide requested forms without unnecessary delay.
- B. The inmate may submit his/her completed grievance to any staff member. The staff member will indicate his/her name, ID#, date and time received on the grievance. The staff member will enter the grievance into the IMS tracking system as "originated" and assign a category. The staff member will write the grievance number on the appropriate space at the bottom of the form.
- C. If the inmate does not feel the response is satisfactory, the grievance may be appealed. All previous responses and appeals on the same grievance should be attached to the newest appeal and forwarded to the next staff level so that prior comments are available for review at each new level. When the new response is complete, all forms will be returned to the inmate attached to the new response.

III. GRIEVANCE RESPONSE

- A. A grievance response shall be done by completing the resolution section in VCIJIS.
- B. Grievances can be resolved at the following five levels. These levels may vary depending on the responsible unit (see table on last page):
 - 1. Housing Monitor– Deputies/SSTs have 24 hours to respond to the grievance.
 - 2. Level Supervisor – Senior Deputies have 24 hours to respond to the grievance.
 - 3. Facility Supervisor / Sergeant, Medical, Inmate Services, Commissary Manager - 48 hours (excluding weekends/holidays) to respond to the grievance.
 - 4. Facility Manager – 10 days (excluding weekends/holidays) to respond to the grievance.
 - 5. Facility Commander – 15 days (excluding weekends/holidays) to respond to the grievance. The Commander's determination is final. If an inmate is not satisfied with the resolution, the inmate may pursue a Writ of Habeas Corpus.
- C. Grievances that must be routed to specialized units in other facilities will be given up to 14 days additional time to respond.

- D Inmates filing grievances must conform to time submission requirements, which are clearly identified on the grievance forms.
1. The initial grievance must be submitted within five days of the inmate becoming aware of the issue they are grieving.
 2. Each subsequent level of appeal after the initial grievance must be submitted within five days of the return of the last response.
 3. Grievance forms must be completed fully. The inmate must provide the following information, if known:
 - Name of involved staff member
 - Date, time and location of incident
 - Complete explanation of the ONE event or issue being grieved
 - Witness names
 - Requested outcome

IV. GRIEVANCE SYSTEM ABUSE

- A. The Facility Manager or Commander determines when an inmate files excessive, or frivolous grievances and will determine if all grievances from that particular inmate will be forwarded to a designated unit or staff member for handling.
- B. The Legal Unit will draft a notification memo to the inmate informing him/her of the designation of "Frivolous Griever." The memo will explain the new grievance process to the inmate.
- C. The designee shall respond to all grievances from the inmate within 10 days, excluding weekends and holidays.
- D. Grievances which do not follow procedural rules, such as multiple issues stated on one form, may be administratively closed. The decision to administratively close a grievance shall be made at a supervisor level or above and only when it is clear the complainant has intentionally disregarded grievance procedures printed on the grievance form.

When inmates fail to adhere to the time deadlines for submitting grievances or appeals, staff should exercise discretion before automatically closing the grievance administratively. Some delays may be unavoidable and staff should be willing to listen to an inmate's explanation of why the grievance was submitted after a time deadline prior to making any decision to close it administratively.

V. MEDICAL GRIEVANCES

- A. All grievances regarding medical treatment shall be answered by the facility nursing supervisor at the first level, the Wellpath Manager at the

second level and the Commander at the final level.

- B. The nursing supervisor has 7 days to respond to the initial grievance. If the inmate submits a grievance appeal, it will be directed to the Wellpath Facility Medical Manager who has 14 days to respond.

VI. CLASSIFICATION GRIEVANCES

- A. An inmate may appeal his/her current classification by submitting a grievance form.
- B. An inmate who is sentenced to 60 or more days may request a review of his/her classification no more frequently than 30 days from his/her last review.
- C. All grievances regarding placement and classification will be forwarded to the Classification Unit. Investigations shall be no longer than necessary and the grievance shall be answered by a Classification Deputy once sufficient information has been obtained. Appeals will be directed to the Classification Senior Deputy, the Classification Sergeant, the Facility Manager, and Commander respectively.

Inmate grievances regarding classification must be answered within 14 days.

VII. INMATE CITIZEN COMPLAINTS

- A. An inmate may file a citizen's complaint against an employee of the Ventura County Sheriff's Office's Detention Services Division by submitting an Inmate Grievance Form.
- B. The inmate shall write "Citizen's Complaint" on top of the grievance form to ensure proper routing.

VIII. REVIEW OF CITIZEN COMPLAINTS

- A. Upon receipt of an Inmate Citizen Complaint, the Level Senior Deputy shall forward it directly to the Facility Manager for review.
- B. The Facility Manager will review and determine if the complaint is a procedural issue or a possible misconduct issue.
- C. If the Facility Manager can resolve the complaint informally, it will be handled as any other grievance and directed to the proper level for response and disposition.
- D. If the Facility Manager determines there is possible misconduct, he/she will notify the Facility Commander. The Facility Commander will forward misconduct issues to Professional Standards. The Professional

Standards Bureau will determine if the complaint will be investigated by Internal Affairs or returned to the facility for investigation by a Detention Services supervisor.

IX. INVESTIGATION OF INMATE CITIZEN COMPLAINTS BY FACILITY STAFF

- A. The Facility Manager will assign the complaint to a Sergeant for investigation.
- B. The Sergeant will be given a copy of the complaint.
- C. The Sergeant will forward the completed investigation to the Facility Manager for review.
- D. The Facility Manager will forward the completed investigation to the Facility Commander for final review before returning the completed investigation to the Professional Standards Captain.
- E. Original copies of all paperwork shall be kept with the completed investigation.

X. INMATE GRIEVANCE RESPONSE ROUTING

- A. Housing Deputies will read the grievance and attempt to answer or resolve issues at the lowest level first. This may be accomplished by talking with the inmate about the issue and identifying a solution. If the inmate does not want to discuss the grievance, or the matter cannot be resolved within the scope of the deputy's responsibilities, the deputy will forward the grievance, without delay, to the appropriate location for response.
- B. It is the responsibility of the staff member receiving a grievance appeal to ensure the original grievance, and all prior written responses accompany each appeal, to provide clarity and continuity for review at each level.

XI. CUSTODY RECORDS

- A. When an inmate is released from custody, all copies of Inmate Grievance Forms will be retained in the inmate's records jacket in Central Inmate Records.
- B. Inmates may indicate on their grievance forms if they want to be notified of a grievance outcome after release. If an inmate selects this option and has been released while the grievance process is still open, the form shall be routed to the Legal Unit so that the mail room can ensure the appropriate notification is made by mail.

XII. TRACKING GRIEVANCES

- A. Once per shift, the PTDF Housing Sergeant and the TRJ Facility Sergeant shall review grievances pending more than three days to ensure they are being properly managed.

Refer to the below listed chart for grievance topic and appropriate routing level

Complaint	Level 1	Level 2	Level 3	Level 4	Level 5
Discipline (Minor)	(Bypass)	Sr. Deputy	Fac/Housing Sgt.	Facility Mgr.	Facility Cmdr.
Discipline (Major)	(Bypass)	(Bypass)	(Bypass)	Facility Mgr.	Facility Cmdr.
Discipline (GT loss)	(Bypass)	(Bypass)	(Bypass)	(Bypass)	Facility Cmdr.
Classification	Class. Dep.	Class. Sr. Dep.	Classification Sgt.	Facility Mgr.	Facility Cmdr.
Medical Issues	Nursing Sup.	CFMG Mgr.	(Bypass)	(Bypass)	Facility Cmdr.
Commissary	Commissary	Comm. Mgr.	(Bypass)	Facility Mgr.	Facility Cmdr.
Legal / Mail	Legal Unit Assistant	(Bypass)	Legal Unit Supervisor	Det. Services Adm. Capt.	Facility Cmdr.
Food Services	(Bypass)	Food Sup.	Food Mgr.	Facility Mgr.	Facility Cmdr.
Time Computations	(Bypass)	SRT	Sup. SRT	Facility Mgr.	Facility Cmdr.
I/M Property	Housing Deputy	Sr. Deputy	Fac/Housing Sgt.	Facility Mgr.	Facility Cmdr.
Religious Issues	Fac. Chaplain	(Bypass)	Facility Chaplain	Facility Mgr.	Facility Cmdr.
I/M Programs	Bypass	Inmate Services	Inmate Services Manager	Facility Mgr.	Facility Cmdr.
Maintenance	Housing Deputy	Sr. Deputy	Fac/Housing Sgt.	Facility Mgr.	Facility Cmdr.
Staff Misconduct	(Bypass)	(Bypass)	Fac/Housing Sgt.	Facility Mgr.	Facility Cmdr.
All Other Issues	Housing Deputy	Sr. Deputy	Fac/Housing Sgt.	Facility Mgr.	Facility Cmdr.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 6 Chapter 7
Inmate Mail Guidelines

Drafted: August 6, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish guidelines for the reception, screening, and delivery of inmate mail, books, newspapers and periodicals addressed to and from inmates in jail facilities.

POLICY:

Inmates are permitted to send and receive unlimited mail, which does not threaten the safety and security of the jail, in order to maintain communication with their legal representatives, a holder of public office, the courts, and others outside of the jail facility. Inmates may also receive softbound books, newspapers and periodicals accepted for distribution by the United States Postal Service. Acceptance of these items is subject to the security procedures outlined in this policy.

DEFINITIONS:

Inmate Mail: Inmates are allowed to receive enveloped mail and postcards. Inmates are also allowed to receive softbound books, newspapers, and magazines that have been delivered from a publishing company or Internet bookstore. These items must be properly addressed to the inmate.

Confidential (Legal) Mail: Confidential mail is legal written material from any county, state or federal court, or any member of the State Bar (or verified legal assistants), holder of public office, and the Board of State and Community Corrections. Inmates may also confidentially correspond with the Jail Facility Manager or Jail Facility Administrator. Mail from private attorneys must be on official letterhead and in a properly identified outer envelope to be considered confidential.

Government Mail: Official mail from local, state, or federal government entities.

Inmate E-mail Program: E-mail will be incoming only.

Outgoing Mail: Inmates are allowed to mail letters using envelopes, postcards, and greeting cards purchased through commissary.

GENERAL PROVISIONS:

Inmates shall be afforded the right to send and receive mail via the United States Postal Service, unless the correspondence would jeopardize the safety, security, order, discipline, or control of the facility.

PROCEDURE:

I. U.S. MAIL

- A. All incoming enveloped mail, postcards, books, newspapers, and periodicals must be delivered through the U.S. Postal Service, FedEx, DHL, or UPS.
- B. All incoming mail must be properly addressed with the inmate's name and booking number and be mailed to: P.O. Box 6929, Ventura, CA 93006. Incoming mail addressed incorrectly, or with no booking number, or not sent directly from the publisher (i.e.: books, newspapers, and magazines) will be returned to sender.
- C. Marriage and birth certificates will be allowed through the mail.
- D. There is no limit to the amount of mail an inmate may receive. If the amount of mail in an inmate's cell is excessive and poses a fire hazard, it may be placed into the inmate's property or mailed out at the inmate's expense.
- E. All incoming mail is opened and screened for contraband and money, as well as for jail management and law enforcement issues. Incoming mail generally takes several days to process and deliver to inmates. Incoming mail will be delivered to the inmate providing it does not jeopardize the legitimate penological interest of the jail facilities to provide a safe and secure environment for all inmates and staff.
- F. Each Inmate is allowed, on a weekly basis, to order a welfare kit, including one postage paid postcard, one postage paid envelope, 2 sheets of paper, one pencil, and one eraser. If an inmate has money in his or her account, the inmate's account will be debited accordingly. If the inmate has no funds on account, or insufficient funds, he or she will still receive a welfare kit, which includes the above described correspondence items. There will be no limit on the number of postage paid letters to their attorney and to the courts.
- G. Inmate mail may be read when there is a security reason and with the approval of the Jail Facility Manager.

II. LEGAL MAIL/GOVERNMENT MAIL

- A. Legal mail shall be opened and screened for contraband or other prohibited items in the presence of the inmate. The legal mail shall then be given to the inmate without delay.
- B. Government mail shall be opened and screened for contraband or prohibited items, and forwarded to the inmate through regular channels.

III. OUTGOING MAIL

- A. All outgoing mail shall have the inmate's custody return address (Inmate Name, Booking Number, Ventura County Jail, P.O. Box 6929, Ventura, CA, 93006) on the envelope/postcard. Any mail not containing this information will be returned to the housing unit for an attempt to locate the sender.
- B. There is no limit on the volume of mail an inmate may send out.
- C. Items that cannot be mailed by the inmate include, but are not limited to:
 - 1. County property, including law, religious, or library books
 - 2. Items purchased by the Inmate Welfare Fund
 - 3. Edible Items purchased through Commissary
 - 4. Items made by the inmate
- D. Envelopes that are suspected of containing contraband shall be forwarded to the Housing Senior Deputy who will contact the inmate and ascertain what is inside the envelope. The Housing Senior shall open the letter in the presence of the inmate to discover its contents. The Housing Senior shall write a JIR documenting the circumstances of the incident along with a disciplinary report, if applicable.

IV. INMATE EMAIL PROGRAM

- A. The email program is designed to provide a contemporary and efficient means for information to be shared with an inmate. Members of the community may send an email to an inmate by accessing the Sheriff's website at, www.vcsd.org. The email can be sent by clicking the "VCSD Jail – Inmate Information" icon and locating the inmate.

1. Only text will be allowed in the email. Each email has a maximum of 4500 characters (equivalent to one page).
2. The email will only be printed on light grey paper and delivered to the inmate with the inmate mail.

V. SECURITY SCREENING

- A. All incoming material, except confidential (legal) mail, shall be processed through the Detention Services mail system and screened by Detention Services security personnel to ensure appropriate security measures are observed. The security screening occurs for all incoming mail as an initial inspection to search for cash, checks, money orders, and to prevent contraband and/or sensitive material from being introduced into the jail system.
- B. Any publications with writings or illustrations that contain obscenity, violence, hatred, and threaten the jail's security will not be delivered to the inmate.
- C. During this process the following items will be removed from all mail: Industrial staples (if removal of industrial staple will damage the article it will be returned), standard staples (unless they are used to bind publications), paper clips, metal clamps, clasps, wire, currency and drugs.

VI. CHECKS

- A. Only government checks from local, state, or federal government entities are accepted, and only if they are in an official envelope from the issuing agency.

VII. REJECTION OF INCOMING INMATE MAIL

- A. All items deemed to contain contraband or determined to be unacceptable, will not be delivered to the inmate but will be retained pending conclusion of the internal appeal process. Certain items will be destroyed if the item cannot be placed in the inmate's property (e.g. liquids, illegal contraband, etc.). In all cases in which incoming mail is withheld, the inmate and sender will receive a copy of a "Contents Unacceptable" form, generated by the Detention Mail Staff identifying the article, sender, and disposition. The sender will receive a "Notice of Appeal" which will explain the appeal process to the sender. In cases where inmate mail is not deliverable and placed into the inmate's property, the inmate will receive a copy of a "Content's Unacceptable" form. The notice of appeal rights shall include sufficient information identifying the non-delivered(s) and the reason(s) why the

item(s) pose a threat to the Jail's safety and security.

B. The following rules will govern inmate mail privileges:

1. All correspondence must be clearly addressed.
2. Postcards may not be altered from their original form, including added layering, backing, wrappings, laminate, buttons, bows, glue or ribbons.
3. No gang codes or markings will be accepted. Outgoing correspondence, of that nature, will be given to Classification for review.
4. No drugs or other contraband may be enclosed in the mail.
5. Enveloped mail or postcards may not be marked with paint, heavy crayon, foil, heavy ink, glitter, cloth, string, watermarks, stains or stickers (excluding US Postage Stamps).
6. Enveloped mail or postcards cannot contain any perceived biohazard, i.e., lipstick, gloss, scents, etc.
7. Publications, photographs, postcards, and letters cannot show images, drawings, artwork or photographs of fully exposed genitalia, buttocks or female breasts, and/or graphic depictions of sexual acts. Medical, anthropological, literarily artistic and scientific journals and publications are not prohibited.
8. Correspondence or pictures that tend to incite violence, riot, racism or threaten the security of the facility are prohibited.
9. Blank postcards, envelopes, writing paper, greeting cards or postage stamps will not be accepted.
10. Magazines/newspapers/books/booklets will not be accepted unless sent from the publisher or directly from an authorized retail distributor.
11. Publications and enveloped mail may not contain wire, spiral bindings, pens, pencils, or any other items determined to be inappropriate or unacceptable for safety or security reasons.

NOTE: Inmates shall not possess excessive amounts of paper products. Inmates' personal books, magazines, newspapers and mail must be able to fit in their Commissary box. Newspapers must have

the inmate's name on the address label. This limitation does not apply to the inmates' legal mail. Extra items will be sent to the inmate's property or be subject to the inmate's agreed upon voluntary destruction.

VIII. INTERNAL APPEAL PROCESS FOR RETURNED MAIL

- A. If incoming mail is withheld for one of the reasons listed above under "Security Screening" or "Rejection of Incoming Inmate Mail," both the sender and inmate will receive notification of the opportunity to appeal. The notification will be given in the form of written "Notice" to the sender or inmate, within five (5) business days.
- B. The notice to the inmate will contain the name of the publication or item, the inmate's name, the date that the publication was deemed unacceptable, the reason for the return and the name of the person authorizing the withholding. It will also include instructions how the inmate may appeal the return by following the facility Grievance Procedures.
- C. The inmate may appeal the return decision within ten (10) business days of the receipt of the notice using a Grievance Form. The appeal must include the inmate's name, date, the name of the publication or item in question, and all the reasons the inmate disagrees with the decision. Any reason not included in the written appeal will not be considered. Further appeals will comply with the facility Grievance Procedures.
- D. Notice to the "Sender" will contain the name of the publication, or item, the inmate's name, date the publication or item was deemed unacceptable, the reason for the withholding and the name of the person authorizing the withholding. The notice will also provide the sender the information and instructions how to appeal the return decision. The withheld publication or item will be retained pending final disposition of any such appeal.
- E. The Sender may appeal within ten (10) business days after receipt of the notice. The sender must send the appeal by United States mail, addressed to the Detention Services Administration Captain, Ventura County Sheriff's Office 800 S. Victoria Ave. Ventura, CA 93009. If the sender chooses not to use certified mail, the burden to demonstrate timely mail deposit is upon the sender. Likewise, if the Sheriff's Office chooses not to send the notice of withholding via certified mail, the burden to demonstrate timely receipt of the notice is upon the Sheriff's Office.

1. The appeal must include the inmate's name, a contact person's name and address at the company or sender's location, the date, and the name of the publication or item, and all reasons that the sender disagrees with the return decision.
 2. Senders will be notified of the appeal decision within ten (10) business days of the receipt of the appeal. The written appeal decision by the Administrative Captain will contain a written explanation, detailing the reasons for the rejection.
- F. If the Detention Services Administration Captain, handling the appeals, needs longer than ten (10) days due to the length of the publication or the number of appeals being filed, notice will be provided to the sender that an extension of time is necessary to respond.
- G. If the internal appeal by an inmate or sender overturns the non-delivery decision, the item or items shall be promptly delivered to the inmate, and the sender shall be notified of the decision (if a return address is provided).

IX. INVESTIGATIONS

- A. Mail is not to be read except where there is a valid security reason to justify such action and the Facility Manager approves.
- B. Incoming original articles of inmate mail and copies of inmate mail may be viewed or released to authorized law enforcement officials and investigators pursuant to an official investigation. Those authorized persons shall articulate a specific need for the contents of the requested information to the Facility Manager.

REFERENCES:

California Penal Code Section 2601

Title 15, California Code of Regulations, Sections 1063, 1066, 1068

Permanent Injunction Prison Legal News v. Ventura County, USDC CD CA, Case No. 14-0773-GHK (EX)

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 6 Chapter 8

Inmate Management Program

Drafted: August 7, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish guidelines for the placement of certain inmates into a secure jail housing management program schedule. This program has been designed to assist in maintaining security, control, and order to the Detention Facilities.

POLICY:

Each facility's respective Classification Unit will carefully control the placement of inmates into the Inmate Management Program (IMP) and will ensure adherence to the procedures that follow herein.

GENERAL PROVISIONS:

A need exists in the jail system for an alternative location to house inmates who present management problems and security concerns when allowed to remain in the general inmate population. The Inmate Management Program (IMP) has been developed to meet this need by providing a safe and secure housing environment that maintains the flexibility to house multiple classifications of inmates, while at the same time respecting and adhering to all minimum standards set forth in Title 15 of the California Code of Regulations.

PROCEDURE:

I. PLACEMENT

- A. Before housing an inmate in the Inmate Management Program, approval from the Classification Unit is generally required. Inmates are placed into the program with the intent of improving jail operations/security and to assist, manage and supervise inmates whose actions/behavior challenges security and safety of the facility. The decision to house an inmate in IMP should be made based on documented incident(s) that support placement into the program. Although behavior during past custody stays does not constitute placement, it may be taken into consideration in some cases.

- B. In the event an incident occurs and a supervisor (senior deputy or sergeant)

determines the immediate removal of an inmate from the general population is necessary to preserve order and security, and no personnel from Classification are available to locate suitable housing for the inmate, that supervisor can temporarily place an inmate into IMP. A Jail Incident Report (JIR) must be written describing the circumstances surrounding the incident, and Classification will be notified as soon as possible. The placement will be reviewed by the Classification Senior Deputy, who will evaluate the circumstances and determine if continued housing in IMP is necessary.

NOTE: No inmate will bypass the Reception Housing Center for placement into IMP without an appropriate psychological evaluation and clearance by Medical Staff.

- C. The following inmate types may be considered for placement into the program:
1. Inmates whose current, overall custody behavior has proven to be a disruptive, violent, or confrontational element in the jail system.
 2. Inmates with special medical needs including the need for hard casts or braces, or requiring equipment such as crutches or a cane to move around, may be placed into IMP for Sheltered Housing. Sheltered Housing inmates are those who have been cleared by medical staff, but cannot be housed in the general population for security reasons. These inmates will be reviewed by Classification on a case- by-case basis.
 3. Inmates requiring prosthetic devices/artificial limbs will be screened by the Classification Unit for security concerns.
 - a. If the prosthetic device/ artificial limb is determined to be a security risk, placement into Sheltered Housing may be necessary as a means to ensure jail security. These inmates will be reviewed by Classification on a case-by-case basis.
 4. Inmates housed into IMP for Sheltered Housing reasons will have the subclass of "M" (medical) attached to their classification. Upon release from the program, the "M" will be removed.
 5. Certain inmates may require placement into the program due to special circumstances. These "special circumstance" inmates can include those inmates with court ordered restrictions, such as no telephone calls, mail, or visits, and/or other inmate management problems that cannot be effectively monitored when the inmate is housed in the general population.

II. CLASSIFICATION UNIT RESPONSIBILITIES

- A. Classification will ensure that a proper report has been submitted supporting an inmate's placement into the program. At minimum, a JIR will be required on all inmates housed in IMP. This same information is included in the IMP Queue on VCIJIS under the "Classification folder."
- B. Before actual placement into IMP, the inmate will be interviewed by a Classification Deputy and informed of the reason for their placement in the program unless a security concern dictates otherwise. The inmate will be informed of what is expected of him or her in order to be removed from the program. If it is not possible to conduct this interview before placement, the interview will be conducted as soon as possible. The Classification Senior Deputy will ensure the timeliness of the interviews.
- C. The Classification Unit will keep a record of all inmates currently housed in IMP. The Classification Deputy will review the IMP records daily to ensure their accuracy. This daily review will include the tracking of the dispositions of jail rule violations related to those inmates placed into the program on a *pre-disciplinary* status. Any problems or inconsistencies discovered will be immediately brought to the attention of a Classification Supervisor.
- D. It will be the responsibility of the Classification Senior Deputy to review the continued placement of all inmates, except those housed in this area solely for medical reasons, on a weekly basis. The Senior Deputy will assess all factors and determine if continued housing in IMP is needed. When making a decision, the Senior Deputy should take into account the severity of the offense(s) that may have led to placement, the inmate's current disciplinary record, the likelihood of continued problems should the inmate return to general population, and any other noteworthy circumstances, including medical conditions if placement was for Sheltered Housing. The Senior Deputy will document his or her review, and the reason for continued retention in the program, on an appropriate IMP weekly review form.
- E. When an inmate is removed from the Inmate Management Program, this information is documented in a JIR, and the inmate information is removed from the IMP Queue. Inmates who receive major and minor write-ups while housed in IMP are subject to discipline as set forth in existing policy and procedure. Under no circumstances is additional time in IMP to be used as a disciplinary measure. Inmates who leave IMP for the purpose of completing pending disciplinary segregation, will generally not be required to return to IMP when their disciplinary segregation time has been completed. If special circumstances warrant the inmate's return to the program, a Jail Incident Report will be written documenting the reason for the return to IMP.
- F. An inmate may not be housed in IMP for more than thirty (30)

consecutive days without a review by the Facility Manager or his designee. Classification will monitor all inmates in the program prepare a Jail Incident Report on the date that the thirty-day review is to take place. The report will include the inmate's total time in IMP to date, the inmate's expected release date from custody and IMP, and any personal observations of the inmate's behavior that would assist the Facility Manager in determining if the inmate may continue to be housed in the program. The report will be submitted through channels to the Facility Manager for review.

- G. The Facility Manager or his designee will approve or deny the inmate for continued housing in IMP. Classification will record the Facility Manager's decision on a JIR form. If the review was conducted by the Facility Manager's designee, the Facility Manager will review that decision as soon as possible.

III. HOUSING RESPONSIBILITIES

- A. Inmates housed in IMP will be afforded separate and secure housing, but there will be no deprivation of privileges other than is necessary to accomplish our objective of providing a safe and secure environment. Due to the many conflicts and differences in classifications normally found in IMP, inmates generally will be given one-hour of dayroom time each day. Dayroom times will rotate according to cell. In the event there are two inmates housed in one cell, both will be allowed into the dayroom together for one hour. Only one cell will be let out at any one time for dayroom, pill call, feeding, etc.
- B. Inmates will be given their dayroom time according to a schedule printed by Classification. All refusals will be logged in the Housing or Quad Redbook. In order to remain in compliance with Title 15 requirements regarding showers and dayroom, no inmate shall miss more than one day of dayroom time. If on the second day an inmate misses his dayroom due to court, medical runs, etc. the Facility Sergeant shall be notified. The Facility Sergeant will ensure that the inmate is given his dayroom time that day in a vacant scheduled dayroom, another housing section (approved by Classification), or after lockdown if no other accommodations can be made. A notation in the Housing or Quad Redbook shall be made regarding when and where the inmate was given his dayroom time.

IV. RECREATION YARD/ROOF

- A. Inmates placed into IMP, who are not on disciplinary status, will receive three hours of outside recreation/roof time in a seven-day period per Title 15, Section 1065. Inmates will be given access to outside recreation in the following manner:

1. The inmate will be placed into the yard alone, unless housed with another inmate, at which time both may go together.
 2. The inmate may refuse to go to outside recreation/roof.
- B. Outside recreation/roof time will be noted in VCIJIS, the Housing or Quad Redbook, as well as on the inmate's activity log. Refusals will be noted in VCIJIS and Redbooks if needed. When documenting recreation/roof time, the staff member will write the inmate's name, booking number, time in the yard/roof or time of refusal, and the staff member's I.D. number.

V. RESTRICTIONS

- A. Any special security measures that have been established, (i.e. that the inmate will be shackled and belly-chained when outside his cell or during recreation), will be evaluated by the on-duty Watch Commander on a case-by-case basis.
- B. Inmates housed in IMP will NOT be allowed to have blade razors. They will be allowed to use electric razors as a substitute.
- C. No inmate will be placed in IMP for "psychiatric observations."
- D. No inmate will bypass the Reception Housing Center for placement into IMP without an appropriate psychological evaluation and clearance by Medical Staff.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 6 Chapter 9
Inmate Marriages

Drafted: August 6, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

The following policy and procedure has been adopted in order to provide clear and consistent guidelines for inmate's request to marry.

POLICY:

The Detention Services Division shall not facilitate any inmate marriages, nor will it make any special arrangements for visits or providing documents to further the action. All preparations will be the responsibility of the inmate. No additional visitors will be added to the amount allowed during a normal weekly visit.

PROCEDURE:

I. INMATES WITH ATTORNEYS

- A. An inmate who wishes to marry shall be instructed to make a request through his/her attorney or clergy outside the Ventura County Jail system. All requests for documents and requirements for the ceremony shall be directed to the Ventura County Clerk and Recorder's Office. The Detention Services Division will not assist inmates with this request.

II. PRO PER INMATES OR INMATES WITHOUT ATTORNEYS

- A. An inmate who is Pro Per or who no longer has representation of an attorney shall contact the Ventura County Clerk and Recorder's Office or a member of the clergy outside the jail system for marriage instructions and requirements.

III. MARRIAGE CEREMONY

- A. The Jail Chaplain does not perform marriage ceremonies; however, they may provide information or direction to inmates who are seeking to become married.
- B. Inmates who wish to become married must provide their own officiant, who can be any minister or priest of any church or religious denomination,

or any California State judge or justice to conduct the ceremony during visiting hours, as no special arrangements or visits will be permitted.

- C. Marriage ceremonies shall be performed as a non-contact visit and shall be counted against the inmate's weekly visits. Officiants may bring religious or marriage literature into the visiting area to accomplish the ceremony. No other items will be allowed.
- D. Nothing in this policy shall be construed to over-ride the safety and security of each individual facility. Decisions regarding individual inmate's marriage ceremonies shall be at the discretion of Facility Management or Supervisory personnel.

REFERENCES:

California Penal Code, section 2601e

Ventura County Sheriff's Office
Detention Services
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Section 6 Chapter 10
Inmate Rights

Drafted: August 13, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To provide inmates with a safe and secure environment as assured to them by the U.S. Constitution and Title 15, Manual of Standards for Adult Local Detention Facilities.

POLICY:

I. GENERAL PROVISIONS

- A. A representative listing of inmate rights as listed in the "Manual of Standards for Adult Local Detention Facilities" follows and has been considered in the compiling of the Detention Services Divisional Policy and Procedures Manual.
- B. All personnel assigned to a detention facility shall be aware of these rights and shall address any questions regarding them or conflicts with facility security to a Facility Supervisor.

PROCEDURE:

I. STANDARDS FOR ADULT LOCAL DETENTION FACILITIES

- A. Inmates have the right to have access to the courts to challenge the legality of their conviction or confinement, or to seek redress for illegal conditions or treatment.
- B. Inmates have the right to confidential access to attorneys and their authorized representatives.
- C. Inmates have the right to use the Law Library in order to complete legal research.
- D. Inmates have the right to protection from personal abuse and corporal punishment.
- E. Inmates have a right to a healthful environment which includes:

1. Supervision of living units;
 2. Clean and orderly surroundings;
 3. Toilet, Showering/bathing, and hand washing facilities - Inmates shall be permitted to shower/bathe upon assignment to a housing unit (showering during the booking process satisfies this initial requirement) and at least every other day or more often if possible;
 4. Lighting, ventilation, and heating;
 5. Compliance with Federal, State and Local fire and safety regulations;
 6. Wholesome and nutritionally balanced diet;
 7. Clothing, mattress and bedding.
- F. Inmates have a right to basic medical and dental care.
- G. Inmates desiring medical treatment have the right to be afforded the same right to bodily integrity as provided in a community hospital facility.
- H. Inmates shall not be subject to medical or pharmaceutical testing for experimental or research purposes.
- I. Inmates voluntarily participating in non-medical and non-pharmaceutical testing shall be monitored and governed by a written agreement.
- J. Inmates have a right to recreational opportunities and equipment, including, when climate permits, outdoor exercise.
- K. Searches of an inmate or inmate housing areas shall be reasonable. The frequency and manner of the searches shall depend on health, safety and security considerations.
- L. Inmates shall not be subject to discrimination based on race, national origin, color, creed, sex, economic status, or political belief.
- M. Male and female inmates have the right to equal access to programs and services.
- N. Inmates shall have access to written rules specifying prohibited behavior and penalties.

- O. Inmates shall have access to a copy of "California Title 15 Division 1 & Public Information Plan". There will be one copy available in each housing unit and quad. The inmate may request to review it by submitting a kite. The inmate shall be placed in an interview room to review the document. Under no circumstances is an inmate allowed to take this document into their housing unit or quad.
- P. Inmates being charged with major or minor violations of facility rules have a right to be handled according to a disciplinary procedure as governed by Title 15, case law, and statutory law.
- Q. Inmates shall have the right to have access to an inmate grievance procedure.
- R. Inmates have the constitutional right to practice their religion, subject only to the limitations necessary to maintain order and security.
- S. Inmates have the right to receive visits, subject only to the limitations necessary to maintain order and security.
- T. Inmates have the right to communicate or correspond with persons or organizations, subject only to the limitations necessary to maintain order and security.
- U. Inmates have the right to make at least three local or collect long distance telephone calls to family members, friends or attorneys during the admissions process.
 - 1. There are currently two T. D. D. (Telecommunication Device for the Deaf) devices, for hearing impaired inmates available at the Pre-Trial Detention Facility. One is located in the Facility Sergeants Office (Level 1) and the other is located in Segregated Housing.
 - 2. The Segregated Housing TDD will be used in the Law Library where an electrical outlet is available for connecting the telephone. It shall not be set up for use at the Segregated Housing deputy's desk.
 - a. The TDD is first plugged into the outlet and turned on.
 - b. Connect the collect call phone to the TDD machine and dial #51. This is the speed dial number that automatically marks the "800" CA TDD relay number. The inmate can then communicate with the relay operator to connect to their desired number.

3. At Todd Road Jail, one TDD is located in the Facility Supervisor's file cabinet drawer.
- V. Inmates shall have access to the public through the media, subject only to the limitations necessary to maintain order and security.
- W. Inmates shall have the right to vote.
 1. Qualified inmate voters shall have access to voting in local, state, and federal elections through the County Registrar of Voters - Elections, pursuant to election codes.
 - a. Voter registration cards and absentee ballot forms will be available to all inmates through Inmate Services. In order to vote, inmates must submit a "kite" to Inmate Services and request voting information and/or materials. Inmates will use the U.S. Mail to send out the voter registration cards. Inmate Services will forward the absentee ballot request form(s) to the County Registrar of Voters - Elections.
 - b. If any inmate is booked into the County Jail facility after the absentee ballot request form cutoff date and wishes to vote in an upcoming election within Ventura County, Inmate Services will sign an affidavit authorizing Inmate Services staff to obtain an absentee ballot for the inmate, hand-deliver the ballot to the inmate, and then return, by hand, the completed ballot to the County Registrar of Voters - Elections.
 - c. If an inmate has a disability that may prevent or interfere with him/her voting, Inmate Services will provide the appropriate assistance.

Ventura County Sheriff's Office
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Section 6 Chapter 11

Inmate School and Program Time Credits

Drafted: August 16, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To create an incentive for inmates to take responsibility for their self-improvement, and as a tool for the management of the inmate population.

POLICY:

By participation in selected educational programs, inmates may be eligible to earn School Time Credits, which can be used to reduce their sentences.

DEFINITIONS:

School Time Credit: Early release time earned by inmates passing General Education Diploma (GED) tests, earning a GED Certificate, High School Diploma, completion of Substance Abuse or Vocational Programs, or completing a jail approved course of education.

PROCEDURES:

I. PROGRAM INFORMATION

- A. The Sheriff and the Courts have established an agreement, by standing Order of the Superior Court, which permits inmates to be granted time off their sentences for passing a GED test, earning a GED certificate, High School Diploma and/or completion of Substance Abuse or Vocational Programs.
- B. Only sentenced inmates serving 45 days or more may earn school time credit. Inmates may earn a maximum of 10 days off their sentences under this program. This is in addition to good and work time credits (Penal Code Section 4019 – Time Credit for Work and Good Behavior), and Accelerated Releases (Penal Code Section 4024.1). School Time Credit will not result in a reduction of sentence below any minimum terms of confinement prescribed by law.

II. EARNING CREDITS

- A. School time credits may be earned by inmates serving 45 days or more for successfully completing all the requirements of a GED or High School Diploma while in custody. Inmates may receive a maximum of 5 days off their sentence for this accomplishment.
- B. If an inmate is unable to complete the entire requirements for a GED during the time they are in custody, they may receive one day off their sentence for successfully passing each section of the GED. The five sections or subject areas that an individual must pass in order to get a GED are:
 - 1. Mathematics
 - 2. Science
 - 3. Social Studies
 - 4. Writing
 - 5. Literature and the Arts
- C. In addition to the GED program, inmates serving 45 days or more can earn time off their sentence for completing Substance Abuse, Treatment oriented, or Vocational Programs. The number of days of School Time credit earned will be based on number of hours required to complete a program as defined in the "Inmate School and Time Credits Matrix."
- D. The maximum number of days earned will not exceed 10 days in any combination of programs completed. This includes a total earned from GED, Substance Abuse, Treatment oriented, and Vocational programs.

III. SCHOOL TIME CREDIT PROGRAM GUIDELINES

- A. Inmates dropped from any education, Substance Abuse, or Vocational Programs due to rule violations will lose all school time credit earned up to that point.
- B. School Time Credit may be applied to current or future programs managed by the Ventura County Probation Agency.
- C. The establishment of the School Time Credit program does not automatically create a "right" to participate in GED, Substance Abuse, or Vocational Programs on the part of the inmates. The availability of inmate educational programs will continue to be subject to the availability of adequate funds, facilities and trained staff/instructors. Participation will also be determined by the individual inmate's performance, behavior and classification.

- D. Eligible inmates may participate in Education, Treatment oriented, Substance Abuse or Vocational programs and begin earning School Time at any time while incarcerated; however, earned credits will not be applied or calculated until all cases have been resolved.

IV. INMATE SERVICES RESPONSIBILITIES

- A. The Inmate Services Program Administrator is responsible for:
 - 1. The administration of this program.
 - 2. Coordinating with educational agencies and other program providers associated with its operation and the school.
 - 3. Entering School Time Credits into the Inmate Services module of the Ventura County Integrated Justice Information System (VCIJIS).
- B. Inmate Services staff will enter information into the Inmate Services module of VCIJIS to track inmates participating in GED, Substance Abuse, Treatment oriented or Vocational Programs. Upon an inmate's successful completion of a program, Inmate Services staff will enter completion date and number of days of School Time Credit earned.

V. CENTRAL INMATE RECORDS (CIR) RESPONSIBILITIES

- A. The CIR Supervisor will apply and calculate earned School Time Credit to the farthest-out of any and all release dates for an inmate.
- B. Earned School Time Credits will be held in suspension until 45 days prior to applicable release date. On the applicable date, all recorded earned School Time Credits in VCIJIS will be automatically entered in the CIR queue.
- C. Only School Time Credits recorded in VCIJIS at 45 days prior to applicable release date will be applied for calculation to allow for sufficient processing time. If insufficient processing time is unavailable due to a Court order resulting in immediate release, then earned credits will not be applied.
- D. The CIR Supervisor will then be responsible for monitoring the CIR queue and making adjustments to the inmate's release date in the computer and completing a time computation sheet.
- E. All Inmate Services and CIR documentation is to be initialed by the CIR staff member completing the release date adjustments and all copies shall then be filed in the inmate's jacket.

REFERENCES:

Standing Order of the Superior Court, County of Ventura, dated March 19, 2008.

Inmate School and Program Time Credits Revised
Matrix

GED Completion (up to 5 days credit)

Credit Earned	Requirements	Hours to complete
5 days	Passing all sections of GED test	N/A
	or	
1 day	Passing GED Mathematics Section	N/A
1 day	Passing GED Science Section	N/A
1 day	Passing GED Social Studies Section	N/A
1 day	Passing GED Writing Section	N/A
1 day	Passing GED Literature & Arts Section	N/A

Programs and Vocational Training (up to 5 days credit)

Credit Earned	Requirements	Hours to complete
1 day	Completion of program and/or Certificate received; Substance Abuse, Vocational, or other program	12 to 24 hours of classroom attendance or OJT hours
2 days	Completion of program and/or Certificate received; Substance Abuse, Vocational, or other program	25 to 48 hours of classroom attendance or OJT hours
3 days	Completion of program and/or Certificate received; Substance Abuse, Vocational, or other program	49 to 48 hours of classroom attendance or OJT hours
4 days	Completion of program and/or Certificate received; Substance Abuse, Vocational, or other program	73 to 96 hours of classroom attendance or OJT hours
5 days	Completion of program and/or Certificate received; Substance Abuse, Vocational, or other program	97 to 120 hours of classroom attendance or OJT hours

Inmates may earn early release school time credit for completing multiple programs for a maximum of 10 days.

Ventura County Sheriff's Office
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Section 6 Chapter 12

Inmate Telephone System

Drafted: August 7, 2012

Reviewed: May 16, 2022

Revised: December 10, 2018

PURPOSE:

To establish guidelines for the processing of official inmate phone recordings to compact discs (CD) for the purposes of releasing to law enforcement investigators and District Attorney's.

POLICY:

To establish guidelines for the law enforcement personnel who would like to obtain inmate phone records.

DEFINITIONS:

Law Enforcement Officials: Persons who are sworn law enforcement personnel pursuant to 830 P.C. (et. al), and Deputy District Attorney Investigators/Bureau of Investigations.

Inmate Phone System: A system used to record inmate telephone calls originating from within any one of the Ventura County Jail facilities (Pre-Trial Detention Facility, Todd Road Jail, East Valley Jail).

Privileged Calls: Calls made by the inmate to his or her attorney, public defender, other attorney assigned by the court, doctors or clergy, which shall not be monitored or recorded.

GENERAL PROVISIONS:

The Ventura County Sheriff's Office is contracted with Securus as the provider of the inmate phone system.

The inmate phone system in place at the Ventura County Jail facilities, records all outgoing calls from inmates, except those identified as privileged calls. All jail visits whereby the inmate uses the inmate phone system will be recorded as well. Inmates can place calls by using their PIN (Personal Identification Number). All calls can be tracked and monitored by using either a phone number, location of where call was placed within the jail facilities, or by person number.

PROCEDURE:

I. INMATE PHONE SYSTEM

- A. The inmate phone system has the ability to monitor and record outgoing phone calls, as well as jail visits. The completed calls can be retrieved for the life of the contract, unless otherwise indicated.
- B. Inmates are issued a PIN number at the time of their booking along with an instructional paper regarding the use of the inmate phone system. Instructions are given in either English or Spanish. Central Inmate Records (CIR) staff also advises inmates to keep their PIN confidential.
- C. Both inmates and the receiving party are notified each time they make a call that the calls are monitored and recorded.

II. ATTORNEY-CLIENT PRIVILEGE

- A. Attorneys may submit a request to the Legal Unit or the Facility Sergeant to have their telephone number(s) blocked due to attorney-client privileges. Numbers to be blocked must be submitted on the designated form kept in the Legal Unit. All numbers blocked are *not* recorded.

III. BLOCKING NUMBERS OF FAMILY MEMBERS

- A. Family members may also submit a request to the Legal Unit, Facility Sergeant or the Securus on-site technician. Once a number is blocked, no other inmate, from any one of the Ventura County Jail facilities can call that number.
- B. Dialing a code at the time an attempted call is made to an outside number can also block calls from any of the Ventura County Jail facilities. Telephone numbers can also be blocked by the called party at the time the call is received.

IV. RELEASE OF RECORDS

- A. Copies of calls may be released to authorized law enforcement officials and investigators pursuant to an official investigation. The process regarding obtaining records is as follows:
 - 1. Law Enforcement personnel shall articulate the purpose for the requested information. This request shall be made directly to the Legal Unit Supervisor through their supervisor (Sergeant or above; Senior Investigator for DA Investigators) using the Records Request form. DA's can make their own requests.

2. Once the Legal Unit Supervisor receives a request, it is forwarded to Legal Unit staff that is responsible for processing the request.
3. The Legal Unit staff will generate a call history report for the requested inmate and stamp it for authenticity.
4. From the generated call history report; Legal Unit staff will transfer all requested telephone calls to CD.
5. All CD's will also be officially stamped for authenticity
6. All call history reports and CD's stamped, signed and dated by the Legal Unit staff are considered official custody records.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 6 Chapter 13
Inmate Writs

Drafted: August 13, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To describe the legal process, "Writ of Habeas Corpus," available to all inmates.

POLICY:

Detention Services staff shall maintain a system for issuing writs to inmates in order to allow them access to the courts for the purpose of presenting any issue, including: challenging the legality of their confinement or conviction; seeking redress for illegal conditions or treatment; or pursuing remedies in connection with civil legal problems.

DEFINITION:

Writ of Habeas Corpus: a mechanism for inmates to communicate with the courts for any reason or issue

PROCEDURE:

I. INMATE REQUESTS

- A. Inmates, who wish to file a "Writ", shall submit a written request on a "kite" (SO-1012) to Housing Staff, who will forward the kite to Inmate Services. Inmate Services will issue a standard "Writ" Form (Petition for Writ of Habeas Corpus) to the inmate without delay.
- B. The person giving the Writ to the inmate will note the date and time the inmate received the Writ on the kite. The kite will be sent to CIR and filed in the inmate's jacket.

II. INMATES HAVE THREE AVENUES TO FILE THE "WRIT"

- A. File the "Writ" themselves, with the Clerk of the Superior Court. Inmates have the right to mail the "Writ" directly to State and Federal Courts. This correspondence is confidential and is considered legal mail. Legal mail is not to be read by staff.

- B. Forward or give the "Writ" to his attorney to file with the Clerk of the Superior Court.
- C. Forward the completed "Writ" to the Legal Unit. The Legal Unit staff will file the "Writ" with the Clerk of the Superior Court.
 - 1. If the Sheriff is ordered to respond to the Writ, the Legal Unit will make a copy of the Writ free of charge and give the copy to the inmate.
 - 2. No other copies will be produced for the inmate by the Legal Unit or other facility staff.

REFERENCES:

1473 PC

Ventura County Sheriff's Office
Detention Services
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Section 6 Chapter 14

Access to the Courts, Law Library and Pro Per Inmates

Drafted: Aug 13, 2012

Reviewed: May 16, 2022

Revised: January 8, 2020

PURPOSE:

To establish a set policy and procedure for allowing inmate access to the courts and counsel, to legal reference materials in the jail law libraries, and to establish guidelines for dealing with Pro Per and Pro Se inmates.

POLICY:

All inmates shall be provided access to the courts, counsel, and to other resources to adequately enable them to pursue any necessary legal activities. All inmates will have access to legal research in the computerized jail Law Library. Law Library use will be maximized while allowing for the needs of security and daily custody operations. Pro Per and Pro Se inmates shall have the same access to the Law Library as all other inmates and shall submit a pink law library kite in the same manner as other inmates.

DEFINITIONS:

Pro Per: Describes a person who is representing himself in a criminal case.

Pro Se: Describes a person who is representing himself in a civil matter or as a litigant in the filing of a lawsuit or Writ of Habeas Corpus.

PROCEDURES:

ACCESS TO THE COURTS

- A. Access to the Public Defender's Office via correspondence, telephone, or visits.
- B. Access to counsel by un-monitored phone calls.
- C. Uncensored and unrestricted correspondence with attorneys and approved legal visits.
- D. Reasonable visitation with attorneys, investigators and certified legal assistants.

- E. Access to a law library to pursue basic legal research.
- F. Inmates may request to appear at a local Civil or Family law case by submitting a green court kite to CIR staff at either facility. If possible, they will be added to the Court list for the requested day.
 - 1. It is the inmate's responsibility to make this request and to show documentation to verify court appearance.
 - 2. The jail is not legally required to transport inmates to their Civil or Family law hearings.

II. LAW LIBRARY

- A. Hours of Operation: Inmates may use the Law Library at any time, provided staff is present to monitor their activity. No inmate will be allowed in the Law Library during any major activity, which requires the complete attention of the facility staff. Inmates are not to be left unattended/unsupervised in the Law Library. The Law Library must be searched after each use. No food or drink is allowed.
 - 1. The use of the Law Library will be for a one-1-hour period.
 - 2. All inmates that use, or refuse, the Law Library are to be logged into the PTDF Law Library Log or TRJ Law Library Log and Activity Log along with the time of usage or refusal. Any time that access to the Law Library is suspended or delayed because of jail operations, a notation shall be made in the particular facility log. This documentation will be used should the inmate state that he/she was denied access to the library.
 - 3. If the Law Library computer needs to be reset, the facility staff must restart the system. An inmate shall never be given the reset key.
- B. Occupancy of Law Library
 - 1. Only one (1) inmate will be allowed in the Law Library at any one time.
 - 2. The Sheriff's Office holds authority to deny access to the Law Library by any inmate who poses a threat to the security or peace and tranquility of the jail. Any inmate found defacing or attempting to destroy any materials in the Law Library may be prosecuted criminally and disciplined administratively.
 - 3. All inmates will submit a Law Library kite (pink) to use the Law Library. This includes Pro Per and Pro Se inmates. After the

inmate has used the law library, the date and time of use will be indicated on the kite and forwarded to CIR to be placed in the inmate's jacket.

- C. A pat down search shall be conducted of all inmates going to and returning from the Law Library. It is also recommended that a metal detector wand be used to control contraband entering and exiting the Law Library. Strip Searches shall only be conducted with individualized reasonable suspicion as outlined in Divisional Policy Section 12, Chapter 23.

III. PRO PER INMATES

A. INVESTIGATORS

1. It is the responsibility of the inmate to request an investigator from the Court. The costs for an investigator shall be borne by the Courts.
2. The services of a licensed investigator may be retained by the inmate pursuant to a Court Order.
3. Licensed investigators will be permitted to confer with the inmate by way of a contact visit between the hours of 8:00 A.M. to 10:00 P.M., and may be interrupted by normal jail operations, i.e., feeding, etc. The Facility Sergeant may deny the visit or grant only a non-contact visit for cause, security reasons, or as a result of a major unanticipated jail activity. If this occurs, the Facility Manager shall be notified.

B. LEGAL RUNNER

1. It is the responsibility of the inmate to request a Legal Runner from the Court. Any cost associated with a Legal Runner shall be borne by the Courts.
2. Where the use of a Legal Runner has been approved by the Court, a security clearance is required. Family members cannot be Legal Runners.
3. The nominated runner must contact the Detention Services Legal Unit Supervisor, during normal business hours to initiate a security clearance, which shall include photograph and fingerprints.
4. The inmate and the applicant runner will be notified of the results of the security examination.

5. Designated and approved Legal Runners and Private Investigators authorized by the Court shall be the only persons allowed to bring legal supplies and other material to the Pro Per inmates.

NOTE: Supplies and material will be cleared through the Detention Services Legal Unit Supervisor or the Facility Sergeant.

6. Legal Runners are allowed one "Non-Contact Visit" per day during normal facility visiting hours. Legal Runners must comply with all jail rules or their status may be terminated.

C. WITNESSES

1. Where Pro Per status has been approved by the Court, and witnesses will be required, a list of witnesses will be supplied to the Detention Services Legal Unit Supervisor for a security clearance.
2. After a security clearance, the Legal Unit Supervisor will provide the Facility Sergeant a copy of the approved witness list.
3. The approved witness list will serve as authority for witness interviews. Such interviews will not interfere with normal visitation and will be secure (non-contact) visits.
4. Interviews are subject to interruption for necessary facility activities, meals, regular visiting, etc.
5. No visit shall be permitted by any prospective witness who is in custody of the Sheriff or retained by any other governmental agency, except by a specific Court Order.

D. EQUIPMENT FOR PRO PER INMATES

1. The Sheriff will provide access to electronic equipment, which may be requested and required for Pro Per inmates, such as a DVD/CD player. The Legal Unit shall confirm the legitimate need for such access prior to its use.
2. Typewriters, computers, printers, fax machines shall not be allowed under any circumstances. Photocopying is never provided for an inmate. Inmates requiring multiple copies of a legal form shall be provided multiple copies of the form so they can complete the needed forms by hand.
3. Other supplies and equipment may be authorized for use. Any such equipment or supplies must be approved by the Facility

Sergeant or Legal Unit Supervisor.

4. Court ordered phone calls will be arranged through the Legal Unit.

E. HOUSEKEEPING

1. Pro Per inmates may keep in his/her cell; supplies, paper, letters, magazines, etc., up to the limit prescribed by the Fire Marshal.

NOTE: Pro Per inmates may have 2 property boxes.

2. Pro Per inmates are responsible for keeping their cell or bunk area in a clean and sanitary condition.
3. All Discovery in the form of audio or visual aides will be maintained in the Segregated Housing Office (PTDF) or the Housing Senior Deputy's Office (TRJ) with a log and shall be made available during Law Library time.

F. SPECIAL PRIVILEGES - No special privileges for Pro Per inmates shall be ordered as to the following matters:

1. Mail
2. Clothing
3. Haircuts
4. Hot Meals
5. Church Service Attendance
6. Photocopying

G. SUSPENSION OF PRIVILEGES BY THE SHERIFF

1. The Legal Unit Supervisor shall be responsible for the suspension of any privileges related to a Pro Per or Pro Se inmate. County Counsel should be consulted prior to the suspension of privileges.
2. The Sheriff is authorized to suspend Court-Ordered Pro Per status for cause after an administrative hearing. (Wilson v Superior Court (1978) 21 Cal.3d 816). The Legal Unit Supervisor shall notify the Trial Court of any such suspension on behalf of the Sheriff.

3. The Court may order a hearing to determine if the suspended privileges should be restored, modified, or permanently revoked.

REFERENCES:

California Code of Regulations, Title 15, Section 1064.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 6 Chapter 15

Religious Issues and Rights

Drafted: August 13, 2012 Reviewed: May 16, 2022 Revised: September 19, 2018

PURPOSE:

To establish policy and procedures for the religious rights and religious services available to inmates housed in the Ventura County Jail.

POLICY:

It is the policy of the Detention Services Division to offer inmates a variety of religious services and rights, which will satisfy the beliefs of most faith groups. Nothing that compromises safety, security, order, discipline, or control of the jails will be allowed to occur in the facilities.

DEFINITIONS:

Religion: A sincere and meaningful belief that occupies in the life of its possessor a place parallel to the place held by God in the lives of other persons. The religion or religious concept need not include belief in the existence of God or a supreme being.

Religious Services Unit: The services pertaining to, or the teaching of, religion, religious beliefs and/or faith through the Chaplain's Office.

Chaplain: Each facility has a Chaplain assigned to coordinate the delivery of religious services to the inmates. The Facility Chaplains report to the Detention Services Inmate Services Program Manager.

Religious/ Faith Visitor: A community volunteer whose visit pertains to or teaches religion or faith.

Prayer Group Leaders/Bible Study Advocates: Community volunteers who conduct scheduled religious services focused on prayer and gaining knowledge of a specific faith.

PROCEDURE:

I. RELIGIOUS SERVICES

- A. The Chaplains report to the Detention Services Inmate Services Program Manager. The Chaplains are responsible for developing and implementing religious services that will fulfill the beliefs of specific faith groups and is consistent with state and federal law, which requires inmates to be afforded reasonable opportunities to exercise religious freedom.
- B. The Chaplains recruit qualified volunteers and maintain a list to identify those volunteers who are allowed access to the jail. A list is also maintained to identify Pastors/Faith Advisors who have been approved for non-contact visits with inmates. Only volunteers and Pastors/Faith Advisors who are on the lists, with picture identification, will be admitted to the facility. In the event a religious volunteer, or Pastor/Faith Advisors, requests admittance without identification, a Facility or Housing Sergeant will decide whether to admit the volunteer or Pastor/Faith Advisor.
- C. The Facility Managers (Captains) must approve all religious volunteers and Pastors, and their names must appear on the "Religious Volunteer List" or the "Pastors Cleared for Non-Contact Visits List" to be allowed into the facility. The lists of approved volunteers and Pastors shall be updated on a regular basis and distributed by Inmate Services or the Chaplain.
- D. Only same gender visits are allowed within the Ventura County Jail Facilities.
- E. Inmates are always allowed individual worship in their cells and inmates may discuss any religious issues with other inmates so long as the content does not incite other inmates or threaten the order, safety and security of the detention facilities or constitute a threat to the legitimate penological interest of the detention facilities.
 - 1. Individual inmates may not lead group religious discussions where the freedom to not participate by other inmates is restricted. This procedure is not to stifle the discussion of religion, but to ensure the rights of those who desire not to participate in the assembly.
 - 2. Inmates who desire to have a group religious discussion must contact the Religious Services Directors' Office to schedule a group meeting or to request a chaplain or volunteer to preside over a group or gathering.
- F. Religion or faith services will be offered to inmates at the Ventura County Jail Facilities as requested, and as Chaplains and/or volunteers are available to conduct services. Services will be conducted so long as the content does not incite other inmates or threaten the order, safety and security of the detention facilities or constitute a threat to the legitimate penological interest of the detention facilities. Services may include, but

are not limited to:

1. Church, religious, faith services or study
2. One-on-one faith counseling or prayer

II. EMERGENCY RELEASES

- A. The Chaplains shall be responsible for verifying family emergencies which may qualify an inmate for an emergency release. In the event family members call the facility with an emergency message, staff shall direct the call to a supervisor. The supervisor will screen the call and refer the matter to the Chaplain for follow-up verification. Telephone messages will not be relayed to inmates without the approval of the Facility Sergeant. The consideration for granting an inmate's temporary removal will be coordinated by the Chaplain according to the inmates housing unit. When an emergency release is granted, the temporary removal shall not be for a period of more than three days.

III. RELIGIOUS PUBLICATIONS

- A. Inmates are allowed to possess religious publications so long as they do not violate jail rules and regulations (i.e., possessing an amount of publications which would pose a fire hazard).
- B. The Chaplain will receive and screen all written religious material to determine if they present an unreasonable health, safety, or security risk. If the Chaplain believes the material does present such a risk, the material will be referred to the Facility Manager for a final disposition.
- C. Due to security concerns, Chaplains will generally not accept items sent from outside of the facility for a specific inmate. The Facility Manager may authorize exceptions if the request is reasonable and the item can be scrutinized to prevent contraband from entering the jail.
- D. Staff shall not accept religious materials from any source other than the Chaplains or Inmate Services Staff. All requests to provide religious materials to inmates will be referred to the Chaplain. Inmates may request specific religious materials from the Chaplains or Inmate Services by submitting an inmate request form (kite).

IV. RELIGIOUS HEAD COVERINGS

- A. An arrestee wearing a religious head covering shall be permitted to wear the covering, or an approved alternative such as a paper hijab, while in custody. However, there may be instances in which there are articulable

safety/security concerns and/or investigative concerns related to wearing the item.

- Safety concerns include, but are not limited to, situations in which the arrestee is suffering from suicidal ideations and/or has attempted suicide in the past and there is renewed concern for the inmate's well-being.
- Security concerns are sets of facts or circumstances that reasonably indicate the head covering presents a specific and articulable threat or risk to the facility.
- Investigative concerns include, but are not limited to, situations in which the head covering is seized as evidence. An inmate may only be denied the opportunity to wear the head covering with the approval of the Watch Commander or Jail Manager during times of existent circumstances and/or in cases of suicidal ideation, history or acts. The reason(s) for the denial, and name of the employee making the denial, shall be documented on a Jail Incident Report.

B. At no time shall an inmate be asked to remove the religious head covering and/or be viewed without the religious head covering in front of the opposite gender, absent exigent circumstances. If such a situation presents itself, the Watch Commander shall be notified.

C. Head coverings shall be searched as part of the booking process. Any time a religious head covering is to be removed from an arrestee, even temporarily, the searching officer(s) and/or jailer(s) shall make a reasonable effort to:

- Place the inmate in the search room before removing the head covering to provide a level of privacy from other inmates. Use only staff members of the same sex as the arrestee to accompany the arrestee in the search room.
- Allow the arrestee to remove the head covering if deemed safe to do so.

D. If the arrestee is permitted to wear a head covering, the arrestee shall be provided the opportunity to reapply the head covering before leaving the search area. An arrestee wearing a head covering shall be permitted to wear the head covering during the booking photograph process provided that the head covering does not cover the face and is pushed back to reveal the hairline, while still covering the ears.

E. If the arrestee will not be allowed to wear the head covering while in custody due to exigent circumstances or suicidal ideation, reasonable efforts should be made to prevent members of the opposite sex from viewing the arrestee. If deemed safe, an approved alternative head

covering may be provided under these exigent circumstances or suicidal ideation.

- F. If the religious head covering is altered or used for anything other than its intended purpose, the inmate is subject to losing the ability to wear the head covering. The loss of this item shall not prevent the inmate from continuing to exercise their religious beliefs. A Sergeant must review the circumstances and approve the loss of the head covering. A Jail Incident Report shall be completed and forwarded to the Jail Manager for review and approval of continued loss of the head covering.

V. POSSESSION OF RELIGIOUS OBJECTS

- A. Inmates shall not possess any craft items (i.e., crosses, picture frames, etc.). Inmates shall not possess any contraband. Contraband is defined as any item or article which is not issued by the jail, purchased in commissary, received by subscription from publishing houses, received in the mail, medically prescribed, issued by the appropriate staff member, or used for a purpose other than for which it was issued. Items will be considered contraband if altered, found in excessive quantities, or used for other than their intended purposes.
- B. If a regulation, or policy, restricts the practice of an inmate's religion then the facility must make a genuine effort to consider alternatives.

VI. RELIGIOUS PRIVACY ISSUES

- A. Staff members shall not by any means, electronic or otherwise, eavesdrop on, or record, any part of any conversation between an inmate and his attorney, religious advisor, or licensed physician. A religious advisor is defined as a Pastor, or Priest, whose name appears on the "Pastors Cleared for Non-Contact Visits List." The Chaplain will escort the religious advisors into the facility.

VII. RELIGIOUS DIETS

- A. Special diet requests for the purpose of religious beliefs and/or practices will be submitted on a "Participation Contract" to the office of the Chaplain. The Chaplain will be responsible for distributing the "Participation Contract".
- B. The Chaplain will verify and approve, or deny, the special diet request. The Chaplain will evaluate the answers, and conduct an interview with the inmate to determine their "religious sincerity".
- C. The Chaplain will evaluate suspected incidents of non-compliance of the

religious diet, and shall determine if the special diet will be voided. (Refer to the attached Participation Contract for details.)

- D. If the Chaplain determines that the special diet should be voided, the Chaplain will forward the "Religious Diet Non-Compliance Report" to the Facility Captain for approval.

VIII. RELIGIOUS ITEMS AND PROPERTY

- A. Inmates may retain their religious items inside their cells so long as the material is not contraband or the items are not in an excessive amount.
- B. If the amount of religious items inside an inmate's cell poses a hazard (i.e., fire), the items shall be secured and logged with the inmate's property, which was taken at the time of reception booking.
- C. If the religious items are bulky or in excess, the inmate may make arrangements for all their property, other than clothing, to be released to an individual. Individual items will not be released, unless pursuant to a court order or with approval of the Watch Commander.

REFERENCES:

California Penal Code, Section 636

California Penal Code, Section 4027

California Penal Code, Section 4018.6

California Code of Regulations, Title 15, Section 1048

Religious Land Use and Institutionalized Persons Act of 2000: 42 U.S.C. §2000cc-1(b) (2).

The Merriam-Webster Dictionary

VENTURA COUNTY SHERIFF'S OFFICE
Detention Services Division



Religious Diet Request

To apply for a Religious Diet please fill out the attached form. Then return completed form to Chaplain's Office. Your request will not be processed or approved without completing and returning the attached form.

Chaplain John Gatlin Main Jail

Chaplain Larry Franklin Todd Road Jail

VENTURA COUNTY SHERIFF'S OFFICE
Detention Services Division



Religious Diet Request Form

Inmate Name: _____ Booking #: _____

Inmate Signature: _____ Date: _____

Date of Request: _____ Facility: _____

Housing Unit: _____

Please answer the following questions to the best of your ability:

1) Religion? _____

2) I have been practicing this Religion since: _____

3) Religious group (Church, Temple, etc...): _____

3a) Address of group: _____

3b) Phone # of group: _____

4) What are the religious dietary laws to which you must adhere to and the tenets of your religion?

5) Can your religious dietary needs be met by no pork, and / or following a vegetarian diet?

Inmates do not write below this line

Date Diet Requested: _____

Date Application Received: _____

Date Inmate Interviewed: _____

Diet Approved: _____

Diet Denied on: _____

Reason(s) _____

Comments _____

Chaplain's signature: _____ Date: _____

Captain's signature: _____ Date: _____

Interview Questions: (to be ask in random order plus feel free to seek clarification to an answer by asking another question within the existing question)

(1) Can you discuss the importance of (a particular religious practice concerning your religious diet such as the need to be kosher, no meat, etc...) in your faith in general and to you personally?

(2) Help me better understand your request for this diet. Tell me a little about your faith? How do you currently practice it?

(3) Are you presently affiliated with a church? If so who is your Spiritual leader? Where is the church? How long?

(4) What aspects of your religion are important to you? Why? Please explain your answer.

(5) On your application for the religious diet you answered question #4 concerning the religious dietary laws and tenets of your religion. Please explain your answer.

(6) Additional: _____

VENTURA COUNTY SHERIFF'S OFFICE
Detention Services Division



Religious Diet Program Participation Contract

Inmate Name: _____ **Booking #:** _____

I understand that my request for a Religious Diet Program has been approved.

By signing this contract, I agree to follow the expectations listed, and I acknowledge being advised of consequences if I violate expectations.

Expectations:

1. I will comply with all Todd Road / Main Jail / East Valley Jail rules. I will comply with jail staff.
2. I understand that I may change my religious diet no more than once each year. A change in my religious diet will require submitting a new religious diet request form.
3. I understand that if I voluntarily request to withdraw from the Religious Diet Program I must do so in writing and wait a period of 90 days before requesting to be reinstated in the Religious Diet Program.
4. During meals I will eat only those food items on my food tray, served as a part of the Religious Diet Program. I will not collect any religious food items, other than commissary items approved under my religion, in my cell and will follow all Facility rules and regulations concerning the consumption of my meals.
5. I will not purchase or consume any food items that are not part of my religious diet. I understand my commissary purchases may be routinely monitored.

Consequences:

1. I understand that should I violate my approved Religious Diet rules the following consequences will be applied:
 - a. I may receive a verbal warning or a written warning depending on the severity of the offense.
 - b. I may be subjected to removal from the Religious Diet Program and then be reinstated in the general meals program. I will not be allowed to participate in the Religious Diet Program for a period of 90 days effective from the date of Chaplain's finding on the violation.
 - c. If Removed, once the 90 days have passed I understand that I will need to resubmit a request to be reinstated in the Religious Diet Program. I understand that reinstatement is subject to review and approval.

By signing below, I am indicating I have read, understand and agree to all conditions presented in this contract.

Inmate Signature: _____ **Date** _____

VENTURA COUNTY SHERIFF'S OFFICE
Detention Services Division



Religious Diet Non-Compliance Report

Staff Section:

Employee Name: _____ Badge # _____

Witnessed the inmate below being in non-compliance with their religious diet.

Inmate Name: _____ Booking# _____

Housing Location: _____ Date: _____

Explain how inmate was non-compliant with their diet: _____

Chaplain Section:

Type of Religious diet: _____

Chaplain's interview findings: _____

_____ No violation

_____ Violation, written warning issued

_____ Violation, removed from Religious Diet Program for 90 days beginning today's date

_____ Inmate request and completes Cancellation Request form / self-termination

Inmate Signature: _____ Date: _____

Chaplain's Name (print): _____

Chaplain's Signature: _____ Date: _____

Facility Captain Signature: _____ Date: _____

**VENTURA COUNTY SHERIFF'S OFFICE
Detention Services Division**



Religious Diet Cancellation Request

I request that my religious diet be cancelled immediately. I understand that I must wait for a period of 90 days before requesting my diet be reinstated or before requesting a new Religious diet.

Inmate Name (print): _____

Inmate Signature: _____

Date: _____

Booking #: _____

Facility: _____

Housing Unit: _____

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 6 Chapter 16

Immigration and Customs Enforcement (ICE) Interviews, Holds and Notification Procedure – AB 2792 Truth Act and SB 54 California Values Act

Drafted: December 28, 2017

Reviewed: May 16, 2022

Revised: October 27, 2021

PURPOSE:

The purpose of this policy is to establish a procedure for processing interview requests and DHS/ICE requests/detainers received from United States Immigration and Customs Enforcement (ICE) agents. This procedure is in response to Assembly Bill 2792 (2016), otherwise known as the TRUTH Act. This policy shall also establish procedures regarding Senate Bill No. 54 (SB 54) which among other things, prohibit state and local law enforcement agencies from using money or personnel for specified immigration enforcement purposes.

POLICY:

AB 2792 TRUTH Act requires written notification to and consent from, inmates prior to ICE agents conducting any interviews reference immigration violations or status. It also requires a copy of a DHS/ICE detainer be given to the designated inmate. Additionally, notification must be made to the inmate and his or her attorney or designee, when any release date notification is made by the department to ICE agents.

Current Law prohibits Sheriff's Employees from the following:

- Inquiring into an individual's immigration status
- Providing ICE information regarding a person's release date (available on public website)
- Providing ICE personal information about an individual, including but not limited to, the individual's home or work address
- Using immigration authorities as interpreters for law enforcement matters
- Intentionally making or participating in arrests based on immigration warrants
- Transferring an individual to immigration authorities unless authorized by a judicial warrant or judicial probable cause declaration, or accordance with Gov. Section 7282.5 (prior felony conviction)

- Providing office space exclusively used by ICE for immigration enforcement
- Performing immigration office functions
- Allowing ICE Agents to utilize VCIJIS and its functions

DEFINITIONS:

Sheriff's Detention Services Facilities: Hall of Justice (holding areas), East County Jail, Pre-Trial Detention Facility and Todd Road Jail.

ICE Agent: Immigration and Customs Enforcement agent.

DHS/ICE Requests: any detainer, notifications or transfer request received from Department of Homeland Security or Immigration and Customs Enforcement Agency.

ICE Interview Consent Form: a triplicate form provided to an inmate in order to document the inmate's consent or refusal of an interview with an ICE agent.

ICE Information Request Form: a duplicate form utilized to inform an inmate that the department has received an ICE request, e.g. an ICE detainer.

ICE Release Notification Form: a quadruplicate form utilized to inform an inmate and his/her attorney or designee that the department has shared the inmate's release information with ICE.

PROCEDURES:

I. ICE INTERVIEW REQUESTS

Upon notification from an ICE agent that they would like to contact an inmate reference his/her immigration status or immigration violations, jail staff will notify the Watch Commander and refer the ICE agent to the Legal Unit:

- A. ICE will only be granted interviews during regular business hour.
- B. The Legal Unit will coordinate with the Watch Commander to have the inmate complete the form titled, **ICE Interview Consent Form**.
- C. If the inmate declines to be interviewed, the inmate will immediately be returned to his/her cell.
- D. If the inmate wants an attorney present, the interview will be postponed until such time the attorney is available to represent the inmate during the interview. ICE will be responsible for contacting the Legal Unit and scheduling an attorney interview with the inmate.

- E. ICE agents will only be granted an interview if the inmate consents and signs the waiver form.
 - 1. The inmate will be placed in an interview room to meet with the ICE agent
- F. The copies of the **ICE Interview Consent Form** will be distributed by the Watch Commander, as noted on the bottom of the form.

II. RECEIPT OF ICE DETAINDER OR REQUEST

- A. Upon receipt of a DHS/ICE Detainer, Notification, or Transfer Request for an inmate in our custody; CIR staff will check the ICE Interest check box creating an ICE flag in the inmate's VCIJIS profile, place an SB 54 Yes/No/Pending stamp onto the detainer and forward it to the Classification Unit for review.
- B. A Classification Deputy will do further review and **IF** the inmate meets the SB 54 criteria, an SB 54 check (Yes) will be placed onto the detainer and returned to CIR for filing into the inmate's jacket. The SB 54 check box in VCIJIS shall be marked and appropriate notes placed in the comment box. Once CIR receives the marked Detainer, the Information Request Form will be completed to indicate our intention to comply and share information with ICE. At this point, the inmate will be notified of our agencies intent to comply with ICE's request. That inmate notification will be made by a senior deputy assigned to the area where the inmate is housed.
- C. If the Classification Deputy determines the inmate does not meet the SB 54 criteria but the current fresh charge(s) are violent/serious (Gov. Code 7282.5), an SB 54 check (pending) will be placed onto the detainer and returned to CIR. The SB 54 check box in VCIJIS shall be marked and appropriate notes placed in the comment box. No notification to the inmate will be generated at this stage.
- D. CIR will maintain a list of all inmates in the "pending" status and notify the Classification Unit upon completion of the inmate's preliminary hearing on his/her current case. Once the preliminary hearing is completed, CIR will once again forward the Detainer to the Classification Unit for review. The Classification Deputy shall determine if the inmate now meets the SB 54 criteria and check (no) or (yes) on the Detainer before returning it back to CIR. The appropriate changes shall also be made in VCIJIS. Once CIR receives the completed Detainer, the Information Request Form will be completed to indicate our agency's intention to comply and share information with ICE or to not comply and share no information with ICE. At this point, the inmate will be notified if our agency WILL or WILL NOT comply with ICE's request. That inmate notification will be made by a senior deputy assigned to the area where the inmate is housed.

- E. If the inmate does not meet the SB 54 criteria and the current fresh charge(s) do not qualify as violent/serious, a SB 54 check (no) will be placed onto the Detainer and returned to CIR for filing into the inmate's jacket. Once CIR receives the marked Detainer, the Information Request Form will be completed to indicate our agency's intention to **NOT** comply and share **NO** information with ICE. This stage will also trigger an inmate notification by a senior deputy assigned to the area where the inmate is housed.

III. INMATE NOTIFICATION

If CIR completes an Information Request Form requiring inmate notification of ICE interest, the following shall occur:

- A. The Information Request Form will be forwarded to the housing unit where the inmate is located. A senior deputy will respond to meet with the inmate and they will complete the form together. The senior deputy shall ensure that the form is in the appropriate language for the inmate. If not, the senior deputy will contact CIR and obtain the Information Request Form with the correct language.
- B. If our agency DOES intend to comply with ICE's request, denoted by CIR on the Information Request Form, state law requires that the inmate be allowed to designate an attorney or another person of their choosing for our agency to notify upon release. If the inmate does not wish to designate anyone, the senior deputy will write, "Refused to designate" on the form. If the inmate does designate someone, that person's name shall be printed on the Information Request Form and a phone number or email will be listed below the name. The person designated will not be notified until the inmate is being processed for release.
 - 1. If the inmate does not know the name of their attorney, the words, "Unknown to Inmate" will be written in. Do not use, "N/A."
 - 2. If the inmate does not know the phone number of the person they designate, the words, "Unknown to Inmate" will be written in. Do not use, "N/A."
 - 3. The senior deputy will inquire of the inmate if they are represented by a private attorney. The **Yes** or **No** response will be noted in the appropriate check box.
 - 4. If an inmate is not represented by a private attorney, the assumption will be they are represented by the Public Defender's Office. If the inmate does not know or has yet to decide, the assumption will be that they will be represented by the Public Defender's Office.
 - 5. **In all instances where we DO intend to notify ICE, and where an inmate is represented or assumed to be represented by the Public Defender's office, a notification of name and booking**

number only will be immediately made by the senior deputy to the Public Defender's Office by emailing "Truthact@Ventura.org."

- C. If our agency DOES NOT intend to comply with ICE's request, as denoted by CIR on the Information Request Form, no attorney designee is needed from the inmate on this form.
- D. It is important for the inmate to understand this notification so they can provide the appropriate responses. If it appears that there might be a language barrier, the senior deputy performing this notification shall make use of a qualified interpreter.
- E. After the Information Request Form is completed, the senior deputy will add his or her name, ID number and date to the bottom of the form. The senior deputy will provide the white copy of the Information Request Form and also a copy of the ICE Detainer to the inmate. The yellow copy of the Information Request Form will be returned to CIR. The inmate copy of the Information Request Form and the copy of the ICE Detainer will be given to the inmate whether our agency intends to notify ICE or not.
- F. CIR will maintain a list of all Information Request Forms they create and send out for inmate notification so that they can ensure all notifications are made and the forms returned to CIR.
- G. For inmates housed at the Todd Road Facility, CIR will communicate with records personnel at Todd Road to ensure the correct Information Request Form is filled out and sent to the inmate's housing area. Information Request Forms completed by Todd Road senior deputies will be sent back to Todd Road records for eventual transportation back to CIR.

IV. FINAL RELEASE NOTIFICATION

Upon release of a qualified SB 54 inmate falling under the provisions of this policy, the following shall occur:

- A. CIR will process the inmate's jacket and send an email to ICE notifying them that the inmate is being prepared for release. CIR will add this information to the **ICE Release Notification Form** and the inmate's jacket will be immediately provided to the PTDF Level 1 Senior Deputy.
- B. If the inmate provided an attorney or other designee for notification on the Information Request Form, the Level 1 Senior Deputy will contact the inmate's attorney or designee and inform that person of the inmate's impending release.

- C. The Level 1 Senior Deputy will clear the ICE flag in the inmate's VCIJIS profile and sign the "Final Release Notification" portion of the **ICE Release Notification Form**.
- D. A copy of the **ICE Release Notification Form** will be provided to the inmate and the remaining copies will be distributed by the PTDF Level 1 Senior Deputy per the list noted on the bottom of the form.
- E. No inmate's release shall be delayed to accommodate a release to ICE.

7284.6

(a) California law enforcement agencies shall not:

(1) Use agency or department moneys or personnel to investigate, interrogate, detain, detect, or arrest persons for immigration enforcement purposes, including any of the following:

(B) Detaining an individual on the basis of a hold request.

V. TRUTH ACT DOCUMENTATION

All TRUTH Act paperwork associated with this policy will be maintained in the archived inmate jacket file.

VI. COMMUNITY FORUM PROVISION

The TRUTH Act requires that commencing on January 1st, 2018; the Board of Supervisor is required to hold at least one community forum each year to provide information to the public about ICE's access to individuals. The Board must receive and consider public comment.

A. This forum will be coordinated by the PTDF Facility Manager.

VII. REPORT RECONCILIATION

A. The PTDF Classification Unit shall ensure that the VCJIS generated Pending SB 54 Booking and Inmates with ICE Interest Indicator reports are reconciled on a regular basis. CIR personnel and the PTDF Classification Unit will work together to rectify any discrepancies that may exist.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 6 Chapter 17

Inmate Voting

Drafted: August 17, 2021

Reviewed: May 16, 2022

Revised:

PURPOSE:

This policy establishes the requirement for providing eligible inmates the opportunity to vote during elections, pursuant to election statutes.

POLICY:

Inmates who have not been convicted of a felony and are in custody during trial continue to have the right to vote. Except for individual inmates who have lost the right to vote, sentenced inmates also maintain this right. Because inmates are unable to access public voting polls, the Jail Commander or the authorized designee shall develop written procedures to assist qualified inmates to vote in local, state and federal elections, pursuant to election codes (15 CCR 1071).

Inmates should be advised of voting methods via the inmate handbook, dayroom kiosks, inmate tables, and Inmate Services via Kite request.

Inmates should be advised that if they change their name, home address, mailing address or party preference they must complete a new voter registration form.

DEFINITIONS:

County Elections Division/Registrar of Voters – The County Elections Division, under the direction of the Registrar of Voters, is the government agency that is responsible for conducting elections and administering voter registration.

Voter Registration Form – The form an individual uses to register to vote.

Vote-by-Mail Ballot Application – The form used by inmates that are registered to vote, to request to vote by mail and that their ballot be mailed to the inmate PO Box.

Absentee or Vote-by-Mail Ballot – An official ballot that can be received and submitted via the US Mail.

Vote by Mail Ballot Application and Authorization to Pick-Up Ballot – The form an inmate who is registered to vote (must be registered 15 days before election) uses to request to vote-by-mail the week before the election. This form authorizes a jail staff member to pick-up and drop off their ballot to the County Elections Division/Registrar of Voters office, for them.

GENERAL PROVISIONS:

I. Voting Requirements

- A. Inmates maintain their right to vote while incarcerated if they are:
- (1) A citizen of the United States.
 - (2) A resident of the county.
 - (3) At least 18 years of age at the time of the next election.
 - (4) Not been declared mentally incompetent by a court.
 - (5) Awaiting or on trial for a criminal offense.
 - (6) Serving time for a traffic or misdemeanor offense or as a condition of probation.
 - (7) Not convicted of a felony offense and sentenced to serve time in a state prison.

PROCEDURES:

I. Prior to each election, the Inmate Services Manager, or their designee, will coordinate with the County Elections Division/Registrar of Voters. The Inmate Services Manager, or their designee, will be responsible for assisting inmates who are eligible to vote.

II. Registering to Vote

- A. The Inmate Services Manager, or their designee, will do outreach in

every housing unit within the Detention Services Bureau to inform inmates of their eligibility to vote. Based on eligibility, all inmates who indicate an interest in registering to vote or changing their voter registration will be provided the opportunity to do so.

- B. Inmates will submit an Inmate Request for Information or Services (White Kite) to Inmate Services requesting a Voter Registration Form.
 - 1. Once Inmate Services puts a response on the White Kite, they will make and keep a copy of the White Kite in their files. Inmate Services will enter the inmates name, booking number, and date of request in an electronic database.
- C. The Inmate Services Manager, or their designee, is responsible for collection and delivery of all Voter Registration Forms to the County Elections Division/Registrar of Voters.

III. Requesting a Vote-by-Mail Ballot

- A. To receive an official Vote-by-Mail ballot via the USPS, an inmate must submit a White Kite and request a Vote-by-Mail Application and register as a Permanent Vote-by-Mail voter. When completing the form, select "Yes" as the Vote-by-Mail preference. An inmate who will be in custody during an election. may use the inmate mail PO Box as their mailing address when registering to Vote-by-Mail.
- B. An inmate who is registered to vote and will be in custody starting the Wednesday before the election (6 days) should complete a White Kite requesting a Vote-by-Mail Ballot Application and Authorization to Pick-Up Ballot application.
 - 1. The original White Kite will be placed in the Inmates Jacket in Detention Services Records.
 - 2. Inmate Services will make and keep a copy of the White Kite in their files. Inmate Services will enter the inmates name, booking number, and date of request in an electronic database.
 - 3. A copy of the Vote-by-Mail Ballot Application and Authorization to Pick-Up Ballot application will placed in the inmate's jacket in Detention Services Central Inmate Records.

- C. The completed form will be returned to the Inmate Services Manager, or their designee, who will forward the application to the County Elections Division/Registrar of Voters.

IV. Voting

- A. Inmate Services Manager, or their designee, will pick up the requested ballots from the Registrar of Voters' office.
- B. All ballots received shall be delivered to inmates in a timely manner to ensure compliance with the inmate's right to vote.
- C. The Inmate Services Manager, or their designee, will notify inmates of the deadline to return the ballot for the ballot to be submitted.
 - 1. It is the responsibility of the inmate to complete their ballot by the deadline provided.
 - 2. It is the Inmate Services Manager's, or their designee's, responsibility to collect all completed ballots and deliver them to an official drop box or the Registrar of Voters by the 8:00 PM deadline.

V. Same Day Voter Registration

- A. Elections Code does not allow for same day voting at detention facilities.

REFERENCES:

15 CCR 1071
California Election Code 2101, et seq.

Ventura County Sheriff's Office
Detention Services
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Section 7 Chapter 1

Accepting/Processing Prescription Medications and/or Marijuana in Booking

Drafted: May 10, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish a procedure for accepting and processing inmate prescription medication at booking.

POLICY:

To systematically process inmate prescription medication upon booking and release.

GENERAL PROVISIONS:

I. MEDICATION NOTIFICATION

- A. When an inmate is booked with prescription medications, a Sheriff's Intake and Release Specialist (SIRS) or a Booking Deputy will notify the Booking Nurse.
- B. The Booking Nurse will determine if the inmate will be allowed to use the medication as part of medical treatment.

PROCEDURES:

I. RECEPTION BOOKING RESPONSIBILITIES

- A. If the medication is going to be used for medical treatment, it will be released to the Booking Nurse. If the medication is not going to be used for medical treatment, it will be stored in the Property Room.
- B. A SIRS or a Booking Deputy will make a VCIJIS entry in the Reception Booking property screen noting how many medication items will be released to the Booking Nurse (e.g. medication-2 bottles, medication-1 pack) and select the property status as "Stored in Medical."
- C. All other medication items will be listed on the Reception Booking property screen noting how many medication items will be stored in the Property Room (e.g. medication-2 bottles, medication-1 pack) and the property status will be listed as "Secured in Property."

- D. The SIRS or a Booking Deputy will place the medication and a copy of the property list in a separate sealed plastic property bag.
- E. The SIRS or Deputy will place the sealed bag in the valuable property bin located on Level 1.
- F. The Property Deputy will place the medications in the locked medication cabinet in the Property Room.

II. MEDICATION RELEASE

- A. When releasing an inmate, the Property Deputy will review the inmate's property screen. If there is a Property Remarks notation that the inmate was booked with medication or any type of item has a Property Status Stored in Medical or any item of medication is listed on the Property Returned to Inmate at Release form, the Property Deputy will check the medication cabinet in the Property Room and contact the Booking Nurse to request any medication be brought to the Property Room or Women's Booking.

NOTE: The inmate will not be released until all medication is located and/ or brought to the Property Deputy.

- B. The Property Deputy will have the inmate sign the Release Property receipt making a notation on the Release Property receipt that the medications were released to the inmate. The Property Deputy will give the inmate the medications at Level 1 Control during the final release.
- C. If an inmate is housed at the Todd Road Jail and must be released after appearing in court, attempt to get the medication before release. If the medication cannot be given to the inmate in a reasonable time, inform a supervisor, make a notation on the Property Returned to Inmate at Release form as to why the medication was not given to the inmate, and tell the inmate how they can pick up the medication.
- D. If an inmate is being released and the medication cannot be located by medical staff, inform a supervisor, make a notation on the Property Returned to Inmate at Release form as to why the medication was not given to the inmate, and tell the inmate that medical staff will contact them to update them about the medication status.
- E. If all of the inmate's medication has been used during treatment, the empty prescription bottle or medication container will be delivered to the Property Deputy and added to the medication or valuable property being stored in the Property Room. The Property Deputy will make a notation in the VCIJIS property screen noting all of the medication was used and the empty container is being stored.

III. UNCLAIMED MEDICATION

- A. If an inmate is released from custody without his medication, the medication shall be logged on the "Released Inmate Medication Form" located in Men's Property. The medication will be placed into the locked medication cabinet labeled "Released."
- B. If the inmate does not return to claim the medication within 30 days, the Property Deputy shall write a JIR listing the inmate's name, booking number, and type of medication. The medication shall be given to CFMG staff for destruction.

IV. TRANSPORTATION OFFICERS

- A. When an inmate is being released to the custody of a transportation officer or to the care of someone other than himself or herself, the Property Deputy shall release clothing to the inmate. The inmate's valuable property, bulk property, medications and cash shall be given directly to the transportation officer or responsible party after the inmate signs the Release Property Receipt.

V. PUBLIC RECEPTION

- A. If medication is brought to the Public Reception counter and is going to be used for medical treatment, it will be evaluated by and released to medical staff. A Public Reception technician will make a VCIJIS entry in the Public Reception property screen noting how many medication items will be released to medical staff (e.g. medication-2 bottles, medication-1 pack) and select the property status as Stored in Medical. In addition to selecting the property status of Stored in Medical, make a note in the Property Remarks that meds are with nursing staff.

VI. MARIJUANA

- A. With the passage of Proposition 64, it is now legal for persons 21 years and older to possess less than one ounce of Marijuana. If an arrestee or remand comes into our custody with less than ounce of Marijuana, it will be treated like any prescribed medication and is to be logged/stored in the Property Room.
- B. To be legal, the arrestee must be 21 years of age and possess less than 1 ounce (28.5 grams) of Marijuana, or 8 grams or less of concentrated cannabis or over 18 years old to possess medical marijuana. Marijuana edibles, which can spoil, will not be accepted at the PTDF. All legally possessed marijuana or concentrated cannabis booked with the arrestee at the jail shall be documented in the arresting deputy's report narrative. It is not necessary for the deputy

to obtain a weight of the marijuana if it is obviously less than 1 ounce. If the deputy believes the weight to be close to 1 ounce, a weight should be obtained to determine legality and documented in their report.

- C. When booking an arrestee in possession of a legal quantity of marijuana or concentrated cannabis, the arresting deputy shall notify the booking deputy of the legally possessed marijuana or concentrated cannabis. The arresting deputy shall keep the marijuana or concentrated cannabis in the original packaging or container (baggie, plastic film container, glass jar) it was found in. This container with the marijuana inside shall be placed in the gray plastic inmate property trays with the rest of the arrestee's property during the booking process and slid through the window to Central Inmate Records (CIR).
- D. CIR staff will identify and note the marijuana as a "green leafy substance" on the property receipt. CIR staff can identify concentrated cannabis as "suspected concentrated cannabis" or request assistance from a sworn supervisor. The marijuana and/or concentrated cannabis will then be placed in a vacuum sealed bag and securely stored in the Main Jail Property room with the prescription medication. It will be returned to the inmate upon their release from custody by the release deputy.
- E. If an arrestee is booked at the East Valley Jail with a legal quantity of marijuana or concentrated cannabis, the arresting deputy shall notify the booking deputy. The booking deputy will then seal the marijuana and or concentrated cannabis in a heat sealed plastic bag and will store it at the East Valley Jail. If the arrestee is cited and released from the East Valley Jail, the property will be returned to him at that time. If the arrestee is trans-ported to the Main Jail, the property will accompany him.

VII. PRESCRIBED MARINOL

- A. Marinol is a pharmaceutical product widely available with a prescription. Marinol is used to relieve nausea associated with chemotherapy and cancer treatment. The active synthetic ingredient in Marinol is THC. Marinol comes in pill form and should be in a prescription bottle with a pharmacy label. If an arrestee or remand comes into our custody in possession of prescription Marinol, it will be treated like any other prescribed medication.

Ventura County Sheriff's Office
Detention Services
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Section 7 Chapter 2

Booking – Job Responsibilities

Drafted: May 24, 2012

Reviewed: May 16, 2022

Revised: January 30, 2020

PURPOSE:

To establish specific responsibilities of sworn and civilian personnel during the booking process of fresh arrestees.

GENERAL PROVISIONS:

I. BOOKING DEPUTY

- A. Job Description
- B. Directly responsible for receiving all arrestees and remands as they enter the facility along with the processing of inmates through Master Booking, fingerprinting, and photo imaging. Additionally, the deputy is responsible for the transportation of inmates to other facilities or appointments as directed by a supervisor.
- C. Relationship to System
 - 1. The Booking Deputy is under the direct supervision of the Level 1 Senior Deputy. He/she represents the facility's first interaction with the transportation officer and the arrestee. He/she coordinates his/her activities and duties with those of the other personnel on Level I to facilitate a smooth transition of inmates from reception to re-housing or Release/Transfer.
- D. Tasks and Duties
 - 1. Ensures and maintains order and security on the reception area, booking floor, and in the print/photo area.
 - 2. Follows prescribed procedures in fingerprinting, photo imaging and arresting/transporting inmates.
 - 3. Coordinates with the Classification Desk Deputy in the placement of inmates requiring special handling.
 - 4. Prepares and submits appropriate reports on incidents which

occur within his work area. Ensures his assigned work area is clean and free of hazards.

5. Transports inmates to and from other Detention Services facilities, medical facilities, etc. as needed and when directed by a supervisor.
6. Coordinates with other Level 1 personnel, all inmate movement in the processing area.
7. Informs Property Deputy of all inmates housed in a holding cell awaiting either release or housing.
8. Assists other personnel with their duties when workload allows ensuring a smooth and effective operation.
9. Conducts cell check scans in his/her assigned work area.
10. Conducts prescribed custodial searches.
11. Observes inmate's physical condition and reports injuries or illnesses to the Booking Nurse and Level I Senior Deputy who makes the determination for accepting the inmate into custody.
12. Is responsible for maintaining a 15-minute log on inmates who have been placed into Sobering or Special Use Cells.
13. Ensures that his assigned area is clean and free of hazards.
14. Coordinates inmate movement on Level 1 with other staff members.
15. Maintains responsibility for all inmate movement up to and including placement into the phone cell.
16. The Women's Booking Deputy is responsible for processing the inmates through the Reception and Master Booking process. These processes will be accomplished in a manner that preserves the inmate's privacy.

E. Booking & Electronic Monitoring (EM)

1. Booking deputies shall determine if an arrestee is an EM inmate or is wearing a GPS monitor as ordered by the court.
2. If the arrestee is on court ordered GPS monitoring, there will be a Jail Incident Report (JIR) in VCIJIS documenting the requirement for the monitor. This JIR will have been authored by an EMU

Deputy at the time of the court order. The Booking Deputy shall not remove the GPS monitoring device until it is determined if the arrestee is going to be released or housed. The GPS monitoring device should only be removed if the inmate is housed at the jail and denied an own recognizance release from custody.

3. If the inmate is assigned to the EM program, the ankle monitor shall be removed and the inmate rehoused based upon his/her designated classification.

II. SHERIFF'S INTAKE AND RELEASE SPECIALIST (Booking Reception)

A. Job Description

1. Conducts the initial phase of the booking process.

B. Relation to System

1. The SIRS works under the direct supervision of the CIR Supervisor.

C. Tasks and Duties

1. Reviews preliminary booking information of incoming inmates for reception booking purposes. Enters reception booking information into the computer data bank.
2. Receives and secures inmate's cash and valuable property from the arresting/transporting officer.
3. Issues receipts for cash and valuable property.
4. Ensures that computer and office equipment in his workstation are properly utilized and maintained in good working order.
5. Maintains workstation in a clean, orderly fashion.

III. SHERIFF'S INTAKE AND RELEASE SPECIALIST (Master Booking)

A. Job Description

1. Conducts the final phase of the booking process.

B. Relation to System

1. The SIRS works under the direct supervision of the CIR Supervisor.

C. Tasks and Duties

1. Conducts booking interviews of inmates.
2. Enters Master Booking information into the computer data bank.
3. Prints hard copies of the booking documents.
4. Ensures that computer and office equipment in his/her workstation are properly utilized and maintained in good working order.
5. Maintains workstation in a clean, orderly fashion.
6. Makes permanent identification armbands for inmates who will be housed.

Ventura County Sheriff's Office
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Section 7 Chapter 3

Booking Identification Process for Warrant Arrests and Claims of Mistaken
Identity (Formerly Article 51)

Drafted: August 7, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To define the Detention Services Division policy for proper identification of persons arrested on a warrant and booked into a Ventura County Sheriff's Office jail facility.
To provide a procedure for claims of mistaken identity of persons arrested on a warrant and booked at a Ventura County Sheriff's Office jail facility.

POLICY:

It is the policy of the Detention Services Division to verify the identity of a person arrested and booked at a jail facility. This policy addresses an expedited process for comparative identification for persons arrested on warrants. This policy also addresses the procedure for handling an arrestee's claim of mistaken identity.

DEFINITIONS:

Warrant: A written order issued by authority of the state and commanding the seizure of the person named.

Arrestee: A person who is under arrest. For the purposes of this Divisional Policy it will be the person who was arrested on the warrant.

Live Scan: California's Live Scan system takes digital images of fingerprints and allows for the Department of Justice to maintain a centralized criminal records database that can be searched for the purpose of identification.

PROCEDURES:

I. BOOKING PROCESS

- A. All persons booked into the Ventura County jail shall be entered into VCIJIS using the Single Print Index (SPI) biometric device.
- B. If an arrestee has not been previously booked at a Ventura County jail, the Facility Sergeant, Level 1 Senior Deputy, or the officer's patrol supervisor,

shall have override authority in order to create a new record.

- C. Before an override is authorized, the Facility Sergeant, Level 1 Senior Deputy, or the officer's patrol supervisor, will confirm with the arresting officer that the SPI process was conducted. The Facility Sergeant, Level 1 Senior Deputy, or the officer's patrol supervisor, will enter the reason for the override in the comment box, and his identification number and PIN in the appropriate boxes. He or she will then approve and complete the override process.
- D. All persons booked at the East Valley Jail shall be entered into VCIJIS in the same manner. The East Valley Jail Booking Deputy will override VCIJIS to create a new record and continue with the booking process as outlined below.
- E. Once the booking has been accepted, the arrestee will be brought to the booking floor for the reception booking processing to occur. All arrestees shall be Live Scanned and photographed following Reception Booking and prior to being placed into the phone cell.

II. CLASSIFICATION

- A. Arrestee Identification: Upon receipt of the inmate's jacket, the Classification Deputy shall do the following:
 - 1. Attempt to preliminarily identify the arrestee using all available databases, including but not limited to VCIJIS, CII and FBI.
 - 2. Confirm the arrestee's identification and VCIJIS information by directly comparing the identifying information (including CII and FBI numbers) contained in the State DOJ Live Scan return against the identifying information in the actual warrant or warrant abstract and against the information contained in VCIJIS.
 - 3. In the event a conflict arises between the information contained in the Live Scan return versus information contained in VCIJIS, Live Scan information will always prevail. An electronic copy of the Live Scan return information in VCIJIS.
 - 4. Once the inmate's identity has been verified, the Classification Desk Deputy is to proceed with the normal classification process.
 - 5. Facilitate contact between the Classification Unit and Sheriff's Records to correct inaccuracies in VCIJIS discovered during the classification/identification process.
- B. False Information Provided by Inmate
 - 1. If the Classification Desk Deputy determines an arrestee has provided false information regarding his identity, the

Classification Deputy will notify the Level 1 Senior Deputy of the circumstances.

2. The Senior Deputy will investigate the matter in order to determine the arrestee's true identity. The Senior Deputy will coordinate with the Classification and CIR Staff to ensure the appropriate changes are made to reflect the arrestee's true identity. These are changes that will need to be made to correct records maintained by the Sheriff Office and Department of Justice.
3. The Senior Deputy can also make the decision whether the filing of a criminal complaint is warranted.

C. Wrong Warrant Subject

1. If the Classification Desk Deputy believes an arrestee has been booked for a warrant intended for another individual, he or she will notify the Level 1 Senior Deputy.
2. If an East County Deputy believes an arrestee has been booked for a warrant intended for another individual, he or she will notify the East County Senior Deputy. If the East County Senior Deputy is off-duty, they will contact the PTDF Level 1 Senior Deputy.
3. If the East County Senior Deputy is on-duty and notified that an arrestee has been booked for a warrant intended for another individual, he or she will resume all the responsibilities of the Level 1 Senior Deputy, as it pertains to this Divisional Policy.
4. The Level 1 Senior Deputy will review the findings and, if appropriate, authorize the release of the inmate on that warrant per PC 849 (b)(1). The following will then occur:
 - a. The Classification Desk Deputy will complete the PC 849 form for that warrant arrest and give the completed form along with the arrestee's jacket to CIR personnel for processing the release of the arrestee on that warrant.
 - b. CIR will release the arrestee on that warrant and use "ID Clearance" as the computer release code. Additionally, if the subject was arrested on an out-of-county warrant, CIR personnel shall complete the teletype request form entitled "Warrant Release Notification" (Form B) and check the box that denotes the wrong subject was arrested for the warrant.
 - c. The Level 1 Senior Deputy will provide the inmate with the

following documents prior to release;

- 1) "Notice of Warrant Misidentification" (On Dept. Letterhead)
- 2) Copy of the PC 849(b)(1) release form
- 3) Instructions for Obtaining Judicial Clearance
- 4) PC 851.8 Petition
 - a) If the subject was arrested on a local warrant, the Level 1 Senior Deputy shall notify Sheriff's Records Bureau that the arrestee was not the subject of the warrant, request to have that information noted on the warrant's jacket and placed into the due diligence notes, and request to have the warrant reactivated.
 - b) The Level 1 Senior Deputy will notify the Jail Watch Commander and the Watch Commander will make a Redbook entry regarding the incident.
 - c) The Level 1 Senior Deputy will document the findings on a JIR and official Sheriff's Office report forms (i.e. Incident Report). The report shall include all pertinent information regarding the investigation and that they provided the inmate the four documents noted above.
 - d) The Level 1 Senior Deputy shall ensure copies of all written reports and completed forms are given to the Detention Services Legal Unit for retention

III. INMATE CLAIMS OF WRONG SUBJECT OR WRONG IDENTITY

- A. If an inmate claims to any staff member at any time during his/her incarceration that he/she is not the subject of the arrest warrant for which he/she is in custody, that staff member shall immediately provide a "Claim of Wrong Subject/Wrong Identity of Arrest Warrant" form to the inmate.
- B. If an arrestee claims at any time during the booking process after being reception booked that he or she is not the subject of the warrant for which they have been arrested, the arrestee will immediately be Live Scanned and photographed, if that process has not already occurred.
- C. The arrestee will be placed into a booking cell to complete the "Claim of Wrong Subject/Wrong Identity of Arrest Warrant" form.

- D. The Level 1 Senior Deputy will obtain the claim form as quickly as practical and will immediately begin an investigation.
- E. Following completion of the form, the arrestee will continue with normal booking procedures pending the outcome of the investigation.
- F. In all circumstances in which an inmate completes a Claim of Wrong Subject / Wrong Identity of Arrest Warrant form, the Level 1 Senior Deputy shall do the following:
 - 1. Notify the Watch Commander of the pending investigation.
 - 2. Notify the Classification Desk Deputy of the inmate's claim.
 - 3. Ensure the Classification Desk Deputy gives priority to verifying the claim of the inmate by comparing the State DOJ Live Scan return information, such as the CII Number or FBI Number, with the corresponding information contained in the warrant abstract or warrant.
 - 4. If there are no CII Numbers or FBI Numbers to use as comparison, contact the issuing agency for more identifying information, which may include a booking photograph, additional identifiers, or a crime report.
 - 5. Write a Jail Incident Report and, if claim is valid, an official Sheriff's Office report (i.e. Incident Report) outlining the inmate's claim, the methods used to investigate the claim, and the disposition of the investigation. The Watch Commander must approve the reports.
- G. Additional Procedures for a Valid Claim: If the arrestee claiming to be the wrong subject of the arrest warrant is found to be correct in his assertion, the following will occur:
 - 1. The Level 1 Senior Deputy will complete a PC 849 form and give the form to CIR personnel.
 - 2. CIR personnel will release the inmate on that warrant and shall use the release code "Claim Form". Additionally, if the subject was arrested on an out-of-county warrant, CIR personnel shall complete the teletype request form entitled "Warrant Release Notification" (Form B) and check the box that denotes the wrong subject was arrested for the warrant.
 - 3. The Level 1 Senior Deputy will provide the inmate with the following documents prior to release;

- a. "Notice of Warrant Misidentification" (On Dept. Letterhead)
 - b. Copy of the PC 849 release form
 - c. Instructions for Obtaining Judicial Clearance
 - d. PC 851.8 Petition
4. The Level 1 Senior Deputy shall notify Sheriff's Records when the arrest involves a local warrant and the arrestee was not the correct subject. The Senior Deputy shall request to have that information noted on the warrant's jacket and placed into the due diligence notes.

IV. ADDITIONAL PROCEDURES FOR ALL CLAIMS

- A. The following shall occur for all claims, whether validated or invalidated:
1. A copy of the approved reports will be forwarded to the Classification Unit. The Classification Unit will enter a brief synopsis of the claim and the disposition of the investigation into the inmate's Restricted Information (RI) screen.
 2. The Level 1 Senior Deputy will ensure that the original Claim of Wrong Subject / Wrong Identity of Arrest Warrant form, copy of the PC 849 form if applicable, and copies of all written reports will be forwarded to the Detention Services Legal Unit for retention.
 3. The East County Senior Deputy will be responsible for collecting all the paperwork for any claims initiated at the East County jail and forwarding them to the Classification Sergeant.
 4. The Facility Sergeant shall make a "Red Book" entry of the investigation and the disposition.

V. CENTRAL INMATE RECORDS

- A. Wrong Subject / Wrong Identity Warrant Arrest
1. Staff Initiated
 - a. Whenever jail personnel discover that a subject has been arrested in error on another person's warrant, the subject shall be released as soon as possible.
 - b. CIR shall use the release code "ID Clearance". This release code shall only be used in those circumstances where jail personnel discover the error.

- c. Additionally, if the subject was arrested on an out-of-county warrant, CIR personnel shall complete the teletype request form entitled "Warrant Release Notification" (Form B) and check the box that denotes the wrong subject was arrested for the warrant.

2. Inmate Initiated (Claim Form)

- a. When a Claim of Wrong Subject / Wrong Identity of Arrest Warrant claim form is completed by an inmate and validated, the inmate shall be released as soon as possible.
- b. CIR shall use the release code "Claim Form". This release code shall only be used in those circumstances in which an inmate has completed a Claim of Wrong Subject / Wrong Identity of Arrest Warrant claim form and was released on the warrant as a result.
- c. Additionally, if the subject was arrested on an out-of-county warrant, CIR personnel shall complete the teletype request form entitled "Warrant Release Notification" (Form B) and check the box that denotes the wrong subject was arrested for the warrant.

B. Routine Pre-Release Warrant Checks

- 1. Whenever the custody intake release specialist conducts a pre-release records check for warrants, each inquiry shall include the CII number of the individual being cleared, in addition to the name and date of birth.

VI. SUPPLEMENTAL WARRANT ARRESTS WHILE IN CUSTODY

- A. Whenever an arrest warrant is served upon an inmate that is already in custody, the inmate shall be Live Scanned and CII numbers in the warrant or warrant abstract will be compared to the Live Scan return.
- B. This shall be an additional Live Scan conducted at the time of the warrant arrest. The Live Scan conducted at the time of booking shall not be used in place of the warrant arrest Live Scan.

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Section 7 Chapter 4

Booking Identification Procedures

Drafted: August 7, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To provide booking procedures for inmates received at the Pre-Trial Detention and East Valley Jail Facilities.

POLICY:

I. PHOTO IMAGING SYSTEM

- A. As the final phase of the booking process, each inmate shall be photographed and fingerprinted to provide a means of verifying the inmate's identity during confinement and at the time of release.
- B. Detention Services will allow the capture and retrieval of records from the Detention Services photo-imaging system under the following guidelines:
 - 1. Each of the Sheriff's Office photo imaging databases shall be used as originally designed.
 - a. The "Adult" booking database is to be used for capturing only adult arrestee photographs unless otherwise specified by court order.
 - b. The "Juvenile" booking database is to be used for capturing only juvenile photographs.
 - c. The "Registrant" database is to be used for capturing only arson, sex and narcotic registrants except as specified by court order or State law.

NOTE: Outside agencies having their own capture/retrieval station(s) shall be responsible for the content of their databases and records. They shall also be responsible for the internal policy and training on the photo-imaging databases and records. Assistance may be from the Sheriff's Department Photo Imaging

System Administrator.

2. Only arrestee photographs shall be taken at any photo-imaging booking capture sites under the jurisdiction of the Sheriff.
3. Each Division and Bureau under the jurisdiction of the Sheriff's Office shall provide photo-imaging training to their personnel prior to their using the system.
 - a. If additional vendor training is required, it is up to each Division within the Sheriff's Office to make arrangements through their training bureau for additional training. (The vendor training may be coordinated through the Photo Imaging System Administrator or Department designee.)
4. The Sheriff's Office System Administrator or designee shall be responsible for reviewing the database records for errors and ensuring any errors found are corrected and where necessary, training needs identified.
5. All Sheriff's Office personnel and all personnel using the databases under the jurisdiction of the Sheriff's Office, shall treat those photo- imaging records as confidential and shall not use these records for other than for law enforcement related matters.
6. All Sheriff's Office personnel and all personnel from outside agencies, accessing these photo-imaging databases should understand that human error does occur. The Sheriff's Office cannot guarantee 100% accuracy of these records and as a result, each agency and their personnel using this system should seek secondary sources to corroborate these records when used for investigative purposes.
7. The following are the only reasons photos may be released to outside personnel:
 - a. Photo line-up
 - b. Attempt to locate poster
 - c. Attempts to locate additional witnesses or victims
8. No Sheriff's Office photographic record shall be produced, copied, loaned, used in any manner, or given out to anyone, other than for legitimate law enforcement investigative purposes. The Assistant Sheriff of Detention Services or his/her designee must authorize any exceptions.

- a. These guidelines apply to all personnel of the Ventura County Sheriff's Office and participating law enforcement agencies who access the databases under the jurisdiction of the Sheriff.

NOTE: Failure to adhere to these guidelines will result in the participating agency and their personnel being denied access to the Detention Services Photo-Imaging System.

GENERAL PROVISIONS:

Generally, the Booking Deputy shall photograph every person booked into the Ventura County Jail System. (Refer to Photo Imaging section below.)

Generally, the Booking Deputy shall fingerprint each person booked into the Ventura County Jail System. (Refer to Fingerprints section below.)

PROCEDURES:

I. PHOTOGRAPHS (PHOTO IMAGING SYSTEM)

- A. After Master Booking, the Booking Deputy shall ensure that the inmate is properly photographed. Each employee involved in capturing photographs of inmates shall be responsible for the following:
 1. The inmate shall be directed to stand behind the pedestal with his/her hands placed along each side of the pedestal.
 2. Ensuring the correct person is photographed at the time of booking. This shall be accomplished by checking the name and booking number on the inmate's armband with the name and booking number on the 'inmate jacket' prior to capturing any photographs.
 - a. The first photograph shall be a frontal view of the inmate and the second photograph shall consist of a right profile of the inmate.
 - b. The first photograph (frontal view) should be taken of the person as he/she normally appears. If glasses are normally worn, "check glasses" and take front and side photo with glasses on. Then go to "Appearance 2" and mark "No glasses" and take front and profile photos.
 - c. The inmate should be directed to look up and face the camera until the photograph can be properly taken.
 - d. Photographs of scars, marks, and tattoos (SMT's) shall

be taken with description of location in the demographic field.

3. The physical description of the inmate shall be updated in the computer.
 - a. The Computer-generated photo will be placed on the booking sheet and buff by CIR personnel or the EVJ Booking Deputy.
4. The booking package shall be kept intact and forwarded to Central Inmate Records for proper distribution.

II. FINGERPRINTS

- A. The Booking Deputy shall complete the fingerprinting process.
 1. All but the following inmates shall be fingerprinted using the computer generated Identix System.
 - a. "Detainer" inmates who will not be booked.
 - b. In-Transit inmates (Federal prisoners, etc.) unless they are to be housed in the facility (Refused at the EVJ).
 2. All inmates charged with retainable offenses will be fingerprinted.
 3. After completing the Booking Process, the Booking Deputy shall move the inmate to a holding cell pending release or housing.

III. RE-PHOTOGRAPH

- A. In the event than an unsentenced inmate receives an authorized haircut, a new photo image shall be taken.
- B. Send the inmate to Level 1.
 1. Place the inmate in the photo room.
 2. The inmate's booking number is accurately entered into the computer.
 3. The new Photo Image is placed on the inmate's buff and booking sheet next to the old image.

IV. IN THE EVENT OF SYSTEM FAILURE

- A. IT Services should be contacted immediately to respond in the event of a system failure. If the system cannot be restored within a short

period of time, each inmate is to be photographed using the digital camera. A staff member will obtain the digital camera and the date and booking number display placard from the Classification Unit in the event the Photo Imaging System fails.

1. Place the inmate in the photo room.
 2. Have the inmate hold the date and booking number display about 2" below his chin.
 3. Take one photograph using the digital camera.
- B. Each inmate will be re-photographed when the electrical power is restored.

Ventura County Sheriff's Office
Detention Services
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Section 7 Chapter 5

Enrouters

Drafted: August 7, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish policy and procedures for the processing of temporary "Enroute" inmates and their property.

POLICY:

The following procedures for handling the property of "Enrouter" inmates will be utilized.

PROCEDURES:

I. ENROUTERS

A. Enrouters who are delivered and picked up by VSO Transportation:

1. Personal property or money belonging to these inmates will not be received by the PTDF for storage in the Inmate Property Room. VSO Transportation will be responsible for securing the property.

B. Enrouters who are delivered by VSO Transportation and are to be picked up by another (outside) agency:

1. Personal property belonging to these inmates will be brought into the facility by VSO Transportation. The property will be given to the reception booking SIRS (Sheriff's Intake Release Specialist) in addition to the completed booking information sheet. On the "Reception Booking Property" tab, the SIRS will list the property as a bulk item only (i.e. "sealed, white, cardboard box" or "clear, plastic bag containing miscellaneous personal property,"). It is not necessary for the SIRS to inventory each individual item within the bulk container.
2. If the Enrouter has cash, VSO Transportation deputy shall count the money in the presence of the Enrouter. The money shall be placed in an envelope and sealed. Both the transportation deputy and the Enrouter shall initial the sealed flap of the envelope. The Enrouter's

name shall be written on the outside of the envelope. The envelope shall be given to the reception booking SIRS with the personal property and the booking information sheet. The sealed envelope shall be placed in a bag with the Enrouter's bulk property and placed under the counter of the Reception Booking station.

The Property Deputy will collect the Enrouter's property/money and process it in accordance with Main Jail Policy and Procedures for processing inmate property.

3. Enrouters are to be housed together, apart from other inmates. They shall be issued:
 - 1 Mattress
 - 2 Sheets
 - 1 Blanket
 - 1 Admission kit (at no charge, inmate does not receive a razor)
*The receipt must indicate no charge on it
"Enrouter" and returned to Commissary.
 - 1 Towel
4. If inmates are to be housed they will be dressed out.

Ventura County Sheriff's Office
Detention Services
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Section 7 Chapter 6

Reception/Booking Procedures

Drafted: August 7, 2012 Reviewed: May 16, 2022 Revised: November 26, 2018

PURPOSE:

To provide guidelines and procedures for inmates received at the Pre-Trial Detention Facility or the East Valley Jail.

POLICY:

Pre-Trial Detention Facility (PTDF) and East Valley Jail (EVJ) personnel shall receive and book inmates without unnecessary delay and in accordance with legal guidelines and Facility procedures.

(See also: Divisional Policy 7-8: Special Handling Inmates)

GENERAL PROVISIONS:

I. INTOXICATION TEST

- A. The transporting officer shall complete intoxication testing prior to admittance into the reception/booking area.
- B. Equipment for obtaining urine samples or administering intoxilizer tests is available in the Watch Commanders Office.

II. PRISONERS HANDCUFFED

- A. Prisoners shall be handcuffed with their hands behind their backs before entering the jail. It shall be the responsibility of the Reception Security Deputy to remove the handcuffs from the prisoner.

III. EVALUATION OF PRISONER'S PHYSICAL CONDITION

- A. Whenever an arrestee displays violent behavior and has physically demonstrated a present intent to cause physical harm to self or others is delivered to the Ventura County Sheriff's Office for booking, the arresting agency will be required to obtain a medical clearance prior to acceptance. If the inmate would be immediately placed into a safety cell as custody admittance upon acceptance, that criterion alone is sufficient to require a medical clearance from a medical facility. In all cases, both medical personnel

and the Level 1 Senior Deputy/Facility Sergeant must agree that an inmate is acceptable to book. An inmate who meets any of the above listed criteria shall be refused for booking from the EVJ and referred to the PTDF for booking.

- B. The Booking Nurse shall examine the inmate for injuries and be attentive to behavior that would indicate medical treatment is necessary. If medical treatment is necessary, the inmate shall not be received unless the arresting/transporting officer provides documentation verifying medical clearance from a licensed physician at an accredited medical facility. Medical staff or the Booking Nurse shall also review the medical clearance from the hospital or medical facility to deem whether or not the medical clearance is sufficient to determine if the prisoner is suitable for booking. In the event a medical clearance is deemed insufficient, medical staff reserves the right to request additional medical screening prior to acceptance for booking. An inmate who meets any of the above listed criteria shall be refused for booking from the EVJ and referred to the PTDF for booking.

- C. After the pre-booking process, the Booking Nurse shall complete a Health Intake Screening form (SO-32) prior to accepting an inmate into the facility for booking.
 - 1. All Health Intake Screenings will be conducted privately by the Booking Nurse in the Medical Intake Screening Office (MISO) (formerly the Intoxication Room) under the supervision of the arresting officer and or a Booking Deputy.
 - 2. The arresting officer will have the arrestee secured to the bench in the MISO Room.
 - 3. The room is equipped with two nurse's stations. Two arrestees, including a female and male, can occupy the room at the same time if necessary.
 - 4. The Booking Nurse will ask the Health Intake questions to evaluate and determine the arrestee's current physical and mental state, evaluate any injuries whether sustained during the arrest or pre-existing, determine if the arrestee is under medical care, takes any medication, and make an informed decision regarding the arrestee's fitness for booking or need for a medical clearance prior.
 - 5. If the Booking Nurse requires a medical clearance prior to booking, the arresting officer will be directed to take his/her arrestee to the Ventura County Medical Center or other accredited medical facility prior to acceptance into the jail.

6. Whenever a Booking Nurse evaluates an inmate's medical condition and requests a medical clearance, he/she must contact the Level 1 Senior Deputy or the Watch Commander, advise the reason for the request, and obtain approval. The Level 1 Senior Deputy will author a "Booking Refusal" JIR and forward it to the Watch Commander. In cases where an EVJ Deputy contacts the Booking Nurse and advises his/her of a booking refusal/medical clearance, the East Valley Booking Deputy shall author a "Booking Refusal" JIR and notify the PTDF Watch Commander.
 7. If a medical clearance is requested, the Booking Nurse will note the reason for the refusal on the Health Intake Screening form, which will then be posted on the board adjacent to the Reception Booking window until the inmate returns.
- D. Communicable Diseases: Arrestee(s) taken into custody with body fluids on their persons shall be booked at the PTDF only and temporarily isolated from other inmates during the booking process. A magnetic sign with "Isolated/Contaminated Area" shall be posted on the area where the inmate is being isolated. If the arrestee's clothing or property is contaminated refer to the policy on the handling of contaminated property.
1. Magnetic signs with "Isolated/Contaminated Area" will be stored in the Watch Commander's office, Special Housing, and Level 3 & 4 Control.

IV. LEGAL CAUSE FOR RECEIVING PRISONER

- A. The Level 1 Senior Deputy shall ensure there is legal cause for receiving the prisoner into custody, i.e., warrant, court order, fresh arrest on a bookable offense, etc. If a question should arise involving legal cause the Senior Deputy shall notify the Facility Sergeant.

V. COMPLETED BOOKING PROCESS

- A. All prisoners, with the exception of traffic detainees, that have been received into custody at the PTDF and EVJ shall complete all phases of the booking process.
 1. EXCEPTION: Traffic detainees.
 - a. Traffic detainees who can make bail shall not be booked, fingerprinted, or photographed.

PROCEDURES:

I. PRE-BOOKING PROCESS

Officers booking inmates into the Pre-Trial Detention facility will utilize the computerized Pre-Booking system to prepare a Booking Information Sheet. The computer terminals and a printer are located at the interior sally port area leading to the booking area(s). This is intended to expedite the booking process.

- A. The transporting officer will enter the sally port area with the arrestee handcuffed behind the back. (The arrestee will be seated and shackled to the bench.)
- B. Fresh arrests and warrant arrests require the appropriate paper work, i.e., PC declaration, Application for OR, Arrest Warrant, etc.
- C. The Booking Information Sheet will be generated by following the step-by-step instructions on the computer screen.
 1. All computer fields must be filled. The arresting officer must complete the Single Print Identification (SPI) process for each person he attempts to book. The SPI process will require supervisory approval for each inmate who is not identified as previously being in custody or if the inmate's fingerprints are unobtainable. Deputies at the EVJ have been given override access and shall notify the PTDF Watch Commander when an override is completed.
 2. Arrestees that are unable or refuse to give a name will be booked as "John Doe" or "Jane Doe" based on the gender of the arrestee.
 3. The computer field will be filled with "UNK." for information that is unknown.
 4. If the arrestee refuses to give the information, the computer field will be filled with REFUSED.
 5. If bail amount is known, enter it in the appropriate field. If bail is not known, tab past it and it will be entered later.
 6. Arrest warrant information must include the case number; warrant number, and issuing agency.
- D. When the booking information is completely entered, print a copy. The transporting officer will sign it in the appropriate box.

- E. The arresting/transporting officer shall write the last and first name of the inmate along with the booking number onto a temporary pink armband and secure the armband onto the arrestee's right wrist prior to the inmate being escorted into the booking area.
- F. The arrestee will be evaluated by the booking nurse in the Medical Intake Screening Office (MISO) after the pre-booking paperwork is generated. The arrestee will be seated and shackled to the bench while waiting for entry into the MISO. Reception booking can begin after the Booking Nurse has accepted the arrestee for booking.
- G. If an EVJ Booking Deputy receives an affirmative response to any of the questions, they shall contact medical staff at the PTDF for immediate determination as to the inmate's acceptability for booking at the EVJ or the arrestee will be refused for booking and referred to the PTDF. The Level 1 Senior Deputy or Facility Sergeant shall be advised as deemed necessary.
- H. Enter the booking area with the arrestee and place all the booking paperwork in a tray with the arrestee's property and give it to the Reception Deputy.
 - a. Prior to entering the booking area, the arresting/transporting officer shall be responsible for searching his/her arrestee and removing all items including, watches, belts, jewelry, weapons, drugs, etc.
- I. The transporting officer will sign the property receipt before leaving the facility. This will complete the reception booking process.

NOTE: In the event an inmate cannot be safely shackled to the bench in the interior sally port area, the transporting officer will bring the inmate into the booking area where the inmate can be safely secured. Handwritten Booking Information Sheets will still be available inside the booking area when the pre-booking system is not available.

II. RECEIVING A PRISONER

- A. The prisoner shall be directed to stand in front of one of the reception booking pat down slots and face the blue padded wall.
- B. The arresting/transporting officer shall provide a plastic tray for the property and assist in the control of the inmate.
- C. The transporting officer shall place all property and money in the plastic tray. All contraband items shall be retained by the transporting officer. (Refer to "Control of Contraband").

1. Shoelaces will be removed from all shoes. Sweatshirts with drawstring hoods will have the drawstring removed unless it is sewn into the sweatshirt. If the inmate does not wish to wear the sweatshirt during the booking process, place it in the booking tray to be inventoried.
 2. All steel toe shoes, work boots, western boots with metal toe or heel caps will be removed immediately and properly tagged until the inmate is either released, transferred, or processed for housing.
- D. The Booking Deputy at the PTDF shall ensure all booking paper work is reviewed and approved by a Sergeant or Senior Deputy before accepting an inmate. No such approval is necessary at the EVJ.
- E. The Reception Security Deputy shall conduct additional searches.
1. The Reception Security Deputy shall conduct a thorough custodial search on all inmates making certain that all property has been removed from the inmate's person.
 - a. Every effort will be made to have an inmate remove jewelry voluntarily. If the jewelry could be used as a weapon, contact the Facility Sergeant (PTDF) or Facility Supervisor (EVJ). The decision to cut off any item from an inmate's person rests with the PTDF Watch Commander. In the event the item cannot be cut off, isolated housing and special handling may have to be considered. Any actions by PTDF or EVJ personnel in relation to this policy will be documented on a JIR.
 - b. Should an inmate have jewelry that is unable to be removed and the item is not a potential weapon, the Booking Deputy will photograph the item on the inmate's body. (Discretion will be used if photographing an inmate's breasts or genitalia.) A color copy of the photo(s) will be printed and the inmate's booking number written on it. The photo(s) will be placed in the inmate's property bag. Upon the inmate's release from custody, the photo(s) will be attached to the release jacket.

Should the inmate's jewelry be safely removed at a later time while the inmate is still in custody, the jewelry will be placed in the inmate's valuable property and a notation made in the inmate's VCIJIS property list.
 - c. Removal of Items Affixed to Inmate's Body:

No item (natural or artificial), which is affixed to any inmate's body, shall be removed by personnel assigned to the PTDF or EVJ unless the PTDF Watch Commander approves such

removal. Removal of items may also be performed in compliance with a court order or, in an emergency, essential for the preservation of life or the safety of the inmate.

If an inmate is performing an act, which is potentially injurious to that inmate, i.e. tying their hair around their neck or scratching themselves with their fingernails, staff shall employ some form of restriction to prevent the inmate from causing injury to himself or herself. If there is no alternative method available, staff shall contact the PTDF Watch Commander and obtain permission prior to removing the item from the inmate's body. (Removal may include trimming nails.)

2. The Reception Security Deputy may conduct an unclothed search under the following circumstances:
 - a. When there is reasonable suspicion unique to the particular inmate sought to be strip searched, indicating current possession of contraband that may be visually detected as a result of the search. Only after written permission by the PTDF Watch Commander shall the strip search be conducted following the authorization procedures as outlined in Detention Services Divisional Policy 12-23 – Strip Search Policy.

III. RECEPTION BOOKING

- A. After the Pre-reception search, the transporting officer shall go to the reception-booking window and give the Reception Employee (Sheriff's Intake and Release Specialist (SIRS) at PTDF Men's Booking, Reception Deputy at PTDF Women's Booking, or Reception Deputy at the EVJ) the information necessary to complete the booking process.
 1. The Reception Employee is responsible for reviewing the Booking Information Sheet, Own Recognizance Release and Probable Cause forms.
 - a. The Reception Employee will confirm the charges and bail amounts.
 - b. The Level I Senior Deputy or Senior SIRS will verify all cash over \$500.00. The EVJ Senior Deputy will verify all cash over \$500.00 at the EVJ and in his absence, both EVJ Reception Deputies will verify the cash amount.
 2. A Sergeant or Senior Deputy shall review the Booking Information Sheet, the completed Probable Cause Form, the Own Recognizance Release form and the Intake Health Screening Form prior to the paper work being submitted to the Reception Technician. The EVJ Reception

Deputy has the authority to accept the paperwork without the supervisor's approval.

NOTE: The officer and arrestee portion of the O.R. form is to be completed by the transporting officer prior to submitting it to the Sergeant, Senior Deputy, or EVJ Reception Deputy.

- B. For warrant arrests, the transporting officer shall telephone the Warrants Division and have the warrant or abstract for out of county warrants sent to the appropriate booking facility (Central Inmate Records or EVJ). For local warrants, the transporting officer shall sign off the warrant. For out of county warrants, the transporting officer shall complete the Defendant Notification form (#SO-1036).
 - 1. Individuals under the age of 19 years who are arrested on a Juvenile Court Warrant with no other charges should be lodged at Juvenile Hall.
- C. A warrant check shall be completed on all new arrestees prior to reception booking.
- D. The Reception Employee shall use the Reception Booking computer screen and perform steps 1-10 (PTDF) or 1-12 (EVJ), Pre-book Queue through Summary and cause the booking receipt to be printed (See "Inmate Management System User's Guide").
- E. The PTDF Reception Employee shall sign the booking receipt and prepare a wristband (remands only) for the Reception Security Deputy, bearing the inmate's last name, first name, and booking number.
- F. The Reception Employee shall give the booking receipt, the wristband, a copy of the booking form, and the Intake Health Screening form to the Reception Security Deputy.
- G. The transporting officer and Reception Employee shall reconcile any problems concerning money or property with the inmate.
- H. The transporting officer and inmate shall sign the Booking Receipts. If the inmate refuses to sign the receipt, the Reception Security Deputy shall note "Refused to sign" on the inmate signature line, and write his I.D. number on the receipt. The inmate shall also sign the Intake Health Screening form.
 - 1. The Reception Security Deputy shall place the completed Intake Health Screening form into the magnetic board tray, for approval by the Level 1 Senior Deputy. The EVJ Reception Deputy shall place one copy of the completed Health Screening form in the inmate's jacket and the second shall be forwarded to PTDF Booking Nurse.

2. At the PTDF, the Level 1 Senior Deputy will review and approve the Intake Health Screening form by initialing and placing his or her I.D. number in the upper right corner of the form. The Level 1 Senior Deputy will separate and disseminate the form.
- I. The EVJ Reception Security Deputy shall fingerprint and photograph the inmate using the Live Scan computerized Identix System and Photo Imaging System.
 - J. The Reception Security Deputy shall give the inmate a copy of the booking receipt and process the reception booking per the Central Inmate Records Reception Booking Procedures.
 - K. The Reception Security Deputy shall place the wristband on the inmate's right wrist.
 - L. The PTDF Reception Security Deputy shall escort the inmate to a telephone holding cell to make phone calls prior to processing the inmate. The EVJ Reception Security Deputy shall process the inmate prior to allowing telephone calls. The inmate will be allowed at least fifteen minutes in the telephone holding cell to complete his or her three phone calls. (P.C. 851.5)
 - M. The Reception Security Deputy shall utilize the special holding cells for special handling bookings (refer to "Special Handling Inmates/Booking Operations").
 - N. The Reception Technician shall give the completed reception booking paperwork to the Classification Deputy (Not applicable at the EVJ).
 - O. After completion of the reception booking process, the PTDF Booking Security Deputy shall fingerprint and photograph the inmate using the Live Scan computerized Identix System and Photo Imaging System.
 - P. The Booking Security Deputy shall then place the inmate into a holding cell.

IV. MASTER BOOKING

A. PTDF

1. The Deputy assigned to work Women's Booking is responsible for completing the master booking process for female arrestees.
2. The Classification Deputy shall complete the classification and O.R. screening process. The completed paperwork shall be placed in the Master Booking Tray adjacent to the Master Booking Station.
3. Upon completion of the Classification Process, the Booking Security Deputy shall remove inmates from the phone cells and place them in the Master Booking Station for completion of the Master Booking

process by the Booking Technician as set forth in "Central Inmate Records-Master Booking Procedures".

- a. Inmates who have been placed on safety precautions prior to Master Booking shall complete the process in "abstentia" after Classification has completed the screening.
 - b. A notation shall be placed in the inmate's jacket indicating the inmate must be fingerprinted/SPI/photographed as soon as possible, and prior to release.
4. After the identification process, the Booking Security Deputy shall escort the inmate into a holding cell pending release or housing processing.
- a. The movement of the inmate shall be updated on the Level One Magnetic Housing Board.
 - b. An inmate shall not be transferred to the bail bondsman interview area until the master booking and identification process have been completed.
 - c. The Booking Security Deputy shall make any wristband changes required due to a special handling status.
 - d. The Booking Security Deputy will check the Release on Own Recognizance Form to determine whether the O.R. has been approved or denied.
 - 1) If the O.R. is approved, the inmate will be placed in the O.R. Release Holding cell.
 - 2) If the O.R. is denied, the inmate will be questioned on whether he or she will make bail.
 - 3) If the likelihood of making bail exists, the inmate will be placed in the Bail Holding Cell.
 - 4) If the inmate cannot bail within a reasonable time frame, or states he or she cannot or will not bail, he or she will be moved to the Dress-Out Holding cell.

B. EVJ

1. The East Valley Reception Deputy shall complete the classification and O.R. screening process.
2. After the booking and identification process is complete, the East Valley Jail Booking Deputy shall escort the inmate into a holding cell

pending release or transportation to the Pre-Trial Detention Facility,

- a. The movement of the inmate shall be updated on the Magnetic Housing Board.
 - b. An inmate shall not be transferred to the bail bondsman interview area until the master booking and identification process have been completed.
 - c. The Booking Security Deputy will check the Release on Own Recognizance Form to determine whether the O.R. has been approved or denied.
 - 1) If the O.O. is approved the Inmate will be processed for release.
 - 2) If the O.R. is denied, the inmate will be questioned on whether he will make bail.
 - 3) If the likelihood of making bail exists, the inmate will be placed in a phone cell to facilitate the bail process.
 - 4) If the inmate cannot bail within a reasonable time frame, or states he cannot or will not bail, he will be moved to a holding cell pending transfer to the Pre-Trial Detention Facility.
3. A photo-armband shall be made and placed on the inmate before being transported to the Pre-Trial Detention Facility.

V. DRESS-IN PROCEDURE

- A. A Level 1 Security Deputy shall escort the inmates from the holding cell into the dressing area. The Level 1 inmate worker shall instruct the inmate where to place his or her clothing.
- B. The Property Room Deputy shall monitor the inmates during the receipt and storage of personal clothing (refer to "Property/Clothing Control, Receipt and Storage"), showering and issuing of jail clothing. In addition, the inmate will be given a towel, property box, and an admission kit.
- C. Upon completion of the dress-in process, the Property Room Deputy shall advise the inmate to sit on the bench in the dressing area until he or a Level Security Deputy is available to move the inmate. A Booking Deputy shall complete a visual strip search of each inmate prior to his or her permanent housing in a facility. Inmates who have not been cleared and assigned

housing (i.e. inmates still in booking) are not subject to strip search without reasonable suspicion (Refer to Divisional Policy 12-23 for further).

NOTE: The Deputy assigned to work Women's Booking is responsible for the Dress-In Procedure for female arrestees. Inmates at the EVJ remain in their street clothing after the booking process and are dressed-in upon their arrival at the PTFD.

VI. ASSIGNMENT TO HOUSING

- A. The Level 1 Security Deputy shall contact the Security Classification Deputy and advise the following:
 - 1. The availability of the inmate for transfer to housing.
 - 2. Any information that may affect the housing assignment.
- B. The Security Classification Deputy shall assign housing via the IMS computer system and notify the Level 1 Senior Deputy.
- C. The Level 1 Senior Deputy or (Women's Reception Deputy) shall locate the Inmate's Buff Card, notate the Inmate's housing locator in the upper right hand corner of the card and 3 hole punch the Buff Card along the left edge. The Senior Deputy shall tab to the "Inmate Movement" folder on the Facility Senior/Sergeant screen. The Senior Deputy will find the appropriate inmate to be housed and place him "IT-Cell." If the inmate to be housed is a female, the Women's Booking Deputy is responsible for this step.
- D. A photo armband shall be made and placed on the inmate before being housed.
- E. The housing deputy shall contact Level 1 Control, the Level the inmate is assigned, and the Quad and ask if it is clear to send up new housings.
 - 1. Movement of Inmates during the evening count (2115-2200 hrs.) shall be restricted to emergency movements only. Any emergency movements require the approval of the Level Senior Deputy prior to movement.
- F. The Level 1 Deputy shall give the inmate the computer generated inmate movement order and the buff cards sealed in a plastic bag. The Level 1 Deputy shall then escort the inmate to the appropriate elevator lobby.
 - 1. The Release/Transfer Security Deputy shall escort male inmates to:
 - a. Elevator Lobby A: Quadrants A & B, Level 3
Quadrants E & F, Level 4

- b. Elevator Lobby C: Quadrants C & D, Level 3
Quadrants G & H, Level 4
 2. The Level 1 Control Sheriff's Service Technician will dispatch an elevator via Central Control, and direct the elevators to the assigned housing level.
 - a. Level 1 Deputies and SST's will be responsible for staffing Level One Control, Monday thru Friday 2200-0600 hrs, and on the weekends and holidays when needed.

VII. TRAFFIC DETAINEES

- A. When detainee has sufficient bail:
 1. When a person qualifying as a Traffic Detainee enters the facility, the reception deputy will determine if the subject has sufficient cash or other acceptable form of payment to post his or her bail.
 2. If the Detainee has the required bail, the transporting officer will be directed to take the arrestee to the Sheriff's Warrant Window for posting of bail.
- B. When the Detainee does not have the required bail.
 1. The Transporting Officer will fill out the Pre-Booking information on the intake computer.
 2. The Transporting Officer will inventory the inmate's property on the Detainer Information Sheet.
 3. Cash, if any, will be counted by both the Transporting Officer and sheet.
 4. The Transporting Officer will sign the Detainer Information Sheet as the Inventory Officer.
 5. The original will be placed in the property bucket with the property and the copy will be given to the inmate as a receipt.
- C. Reception Booking of Traffic Detainee:
 1. The Reception Technician will make a computer entry by bringing enter the format into the system.
 2. The computer will generate the next available detainee number.
 3. This number must be transferred to the information sheet.

4. The detainee's money and property will be secured by the CIR Supervisor or EVJ Reception Deputy.
5. If the inmate has not posted bail after three hours, the Reception Employee will display the "PREBOOK," screen, adding the detainee number and placing an "X" in the column next to the "BOOK" selection on the computer. The Reception Employee will complete the reception booking process.

D. Bail for Traffic Detainee:

1. Cash, bank checks (Cashiers), GovPay (Misdemeanor only) with valid identification may be accepted as bail. Checks (Cashiers or Travelers only) will be made out to the appropriate court; i.e., "Ventura County Superior Court".
2. The Release Employee will prepare a Bail Fine Receipt and send it to Public Reception. The Public Reception Technician will complete the Bail Fine receipt (SO-1015), have the person sign it and furnish the person posting the bail with the goldenrod copy. The EVJ Release Deputy will complete the Bail Fine Receipt, have the person sign it, and furnish the person posting bail with the goldenrod copy.
3. If the detainee's money is needed to complete the bail, the Release Specialist will advise the Senior Sheriff's Intake & Release Specialist. The Senior Sheriff's Intake & Release Specialist will remove the amount needed to complete the bail from the Detainee's property and make a notation on the bottom of the Detainer Information Sheet.
 - a. Only the Senior Sheriff's Intake & Release Specialist will remove money or any item from the detainee's property.
 - b. The EVJ Reception Deputy can remove the amount needed to complete the bail from the Detainee's property and make a notation on the bottom of the Detainer Information Sheet.
4. A copy of the Bail Fine Receipt will be kept at the Supervisor's desk in CIR or the Facility Supervisor's Desk at the EVJ for tracking purposes, since there is no computer record of a traffic detainee who posts bail within the three-hour time frame.

E. Release of Traffic Detainee:

1. The detainee will be brought to the Release/Transfer area.
2. The releasing officer will give the detainee his or her property and money while checking it off the Detainer Information Sheet.
3. The Releasing officer will have the detainee sign and date the bottom of the Detainer Information Sheet.
4. The Level 1 Officer or EVJ Deputy will bring up the "PREBOOK" screen on the computer and place an "X" in the column next to the release selection on the screen. This will remove the detainee from the computer system. The Detainer Information Sheet and any receipts generated will be returned to the Senior Sheriff's Intake & Release Specialist.

VII. OFF-SITE MEDICAL BOOKINGS

- A. Arresting agencies are responsible for providing their own hospital security until the prisoner can be medically cleared for booking. Outside agencies without a proper medical clearance will not be allowed to book their prisoner in absentia.

VIII. 187 PC ARRESTS AT THE EVJ

- A. All fresh or warrant arrests for 187 PC shall be refused booking at the East Valley Jail. The PTDF Watch Commander should be immediately notified of the refusal and a JIR shall be completed. Any media inquiries regarding any such arrest should be referred to the PTDF Watch Commander.

REFERENCE:

Title 15, Section 1206.5
Title 15, Section 1207

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 7 Chapter 7

Remands

Drafted: August 7, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish policy and procedures for the process of court remanded inmates into custody.

POLICY:

To process remands in a safe and expeditious manner.

GENERAL PROVISIONS:

Remands shall, at a minimum, be pat down searched before entering Men's or Women's booking.

PROCEDURES:

I. REMAND/COURT PAPERS

- A. CIR gathers the remand papers and prepares a remand list for each day. A copy of the list is distributed to the PTDF Facility Sergeant, Level 1 Control, Level 1 CIR, and Classification.
- B. The remand papers are to be placed in Level 1 Control, in the wall tray located between the key box and the first aid kit.

II. LEVEL 1 CONTROL DUTIES



- A. Place the Remand/Court papers in alphabetical order.

B. [REDACTED]

- 1. A.M. remands will be called for at 0730 hours or when A.M. court is complete, whichever comes last.
- 2. P.M. remands will be called for at 1905 hours.
- 3. No more than six (6) remands are to be accepted at one time.

4. Male and Female remands are not to be mixed.
- C. Ask each remand their name and pull their court papers.
1. If we do not have court papers for the individual, ask them for their copy.
 - a. This is to be returned to the inmate after a copy is made by CIR.
 - b. Ensure the court papers they have state they are supposed to be here on this date, at this time.
- D. Booking Information Sheet:
1. Give each remand a Booking Information Sheet and ask them to fill out everything between the highlighted areas.

The Deputy will need to fill out the Health Intake Screening Form and the additional Pre-Booking Questionnaire Form.

 - a. If there are no remand papers for the remand.
 - 1) 
 - 2) 
 2. Paper clip the Booking Information Sheet to the top of the remand/court papers.
- E. Contraband:
1. Ask the remands if they have any knives or pepper spray. If so, tell them to relinquish them. Secure the knives in a closed position with tape and mark them with the remand's name. The deputy will book the knives, pepper spray, or other potentially dangerous items for safekeeping in the Sheriff's Property Room. Advise the remand that he/she will have to pick up the item(s) there upon their release.
 2. Have the remands remove any hair ties, clips, bands etc. and place them in their pocket.
- F. Search Area:
1. Male & Female inmates:
 - a. Usually the pat down search will be done on the wall between CIR and the Men's Reception doors and

occasionally, in the interview room.

- G. The Reception Booking deputy should now be called and told how many remands he or she has.

III. BOOKING DEPUTY DUTIES

- A. Bring the following to Level 1:

1. A property tray for each remand.
2. A Health Intake Screening form for each remand.

- B. Contraband:

1. Any knives and or pepper spray seized from the remands by the Level 1 Control officer shall be given to the deputy and these articles shall be booked at the Sheriff's Property Room.

- C. Search:

1. A pat down search will be completed on all remands, prior to bringing them into the booking areas. All sentenced remands, including those sent from court, will be strip searched in accordance with the guidelines of Detention Services Division Policy 12-23: Strip Searches.
2. Place all property in the trays.
3. Remove jackets, shoes and socks to be searched.
4. Complete the Health Intake Screening form.
 - a. Health Intake Screening forms will be completed with an element of privacy. This may be accomplished by moving the remand a reasonable distance away from the other remands to ask the questions while still maintaining officer safety.
 - b. The Booking Nurse, or other medical staff, will evaluate the remand based upon the Health Intake Screening standards. If medical staff determines a remand should not be accepted for booking because of medical issues, the Facility Sergeant will be notified. If the Facility Sergeant and Booking Nurse agree that the inmate will not be accepted, the following procedure will be completed:

- 1) The deputy will complete a Health Intake Screening form, and the Booking Nurse will note the reason for the refusal at the bottom of the form.
 - 2) The white copy of the Health Intake Screening form will be given to medical staff for placement in the inmate's medical file. The yellow copy of the form will be given to CIR to be retained with the inmate's court papers.
 - 3) The Level 1 Senior Deputy will write a JIR detailing the booking refusal. A copy of this JIR, along with a copy of the Health Intake Screening form, will be distributed to the Facility Commander, Facility Manager, and the Legal Unit.
5. Place CIR's copy of each remand's court paperwork in the respective tray.
 6. Move all remands, single file to any available cell designated for remands, for processing.

D. In Booking:

1. Complete the upper portion of the Booking Information sheet by:
 - a. Adding the amount of money
 - b. Searching ID number
 - c. Remand's race
 - d. Include all charges on the booking sheet
2. Give the trays with the completed paperwork to the Level 1 Senior Deputy for booking approval. After approval, the Senior Deputy will give the trays to the Reception SIRS.

IV. FEMALE REMANDS

- A. Female remands may be called either before or after male remands but never at the same time.
- B. The booking process is the same as for male remands except:
 1. If it is necessary to secure them due to a delay in the process, they will be placed into the interview room.

V. MISCELLANEOUS INFORMATION

- A. To keep the process moving smoothly, do not call Public Reception for another group of remands until the prior group has been moved to the booking area.
- B. Alternate females and males, this keeps one area from becoming overloaded.
- C. Remands are supposed to bring only that property listed on their copy of the court papers, which consists of:
 - 1. One form of I.D
 - 2. Cash (no checks) for their commissary account.
 - 3. Keys

Ventura County Sheriff's Office
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Section 7 Chapter 8

Special Handling Inmates

Drafted: August 23, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To provide proper care, medical resources, housing, safety, and classification for special handling inmates.

POLICY:

Detention Services personnel shall provide for the care and safety of those inmates who are classified as requiring special handling and housing considerations.

DEFINITIONS:

Administrative Segregation: Any inmate who must be segregated from all other inmates for their own safety or the safety of other inmates.

Psychiatric Inmate: Inmates who display a pattern of bizarre behavior and/or suicidal intent/ideation.

Protective Custody: Inmates who must be segregated from the General Inmate Population for their own protection due to the nature of their crime, their informant status, or other special circumstances.

Violent Crime: Inmates who are arrested and charged with one or more of the crimes listed in Section 11, Chapter 4: Inmate Classification and Placement.

Violent Assaultive: Inmates who have assaulted staff or who have shown a pattern of violence toward others.

Gang Member: Inmates identified as members of prison gangs, crime syndicates, street gangs or outlaw motorcycle clubs. This shall also include affiliates or active sympathizers. Those so identified shall be screened by Classification to determine the inmate's status before being classified as a gang member. Factors, which may be considered in identifying gang members include:

- Tattoos depicting gang affiliations.
- Admissions by the inmate, which indicate gang affiliation.
- Mode of dress consistent with gangs.
- Possession of writings attributed to a particular gang.
- Arrest arising from a criminal act in which known gang members participated.
- Information from other law enforcement gang officers identifying the inmate as a gang member or associate member.

Medical Inmates: Inmates who require special medical attention, special medication, a special diet, or isolation due to a contagious disease as determined by medical staff.

Intoxicated Inmates: Any inmate who is under the influence of any intoxicating substance and is in such a condition that he or she is unable to exercise care for his or her own safety.

Developmentally Disabled: An inmate that, due to a learning disability, requires special housing/treatment.

Hard of Hearing/Deaf Inmates: An inmate who, due to a physical hearing limitation or deafness, requires special equipment or treatment while housed in our facilities.

Visually Impaired/Blind Inmates: An inmate that, due to a physical visual limitation or blindness, requires special equipment and treatment while housed in our facilities.

PROCEDURES:

I. VIOLENT ASSAULTIVE INMATES

A. Reception/Booking:

1. Whenever an arrestee displays behavior as outlined in this policy, (a violent inmate who has physically demonstrated a present intent to cause physical harm to self or others), is delivered to the Ventura County Sheriff's Office for booking, the arresting agency will be required to obtain a medical clearance prior to acceptance. If the inmate would be immediately placed into a safety cell as a custody admittance upon acceptance, that criterion alone is sufficient to require a medical clearance from the hospital. In all cases, both medical personnel and the jail Facility Sergeant must

agree that an inmate is acceptable to book. When a violent and/or assaultive inmate brought into the reception/booking area, the Deputies shall immediately notify a supervisor.

NOTE: Violent/Assaultive inmates shall not be accepted for booking at East Valley Jail. The arrestee will be refused for booking and the arresting agency will be required to obtain a medical clearance prior to booking at the PTDF. The East Valley Booking Deputy will complete a JIR documenting the circumstances of the booking refusal.

2. Any time a medical clearance has been received or an inmate has been accepted for booking, and the use of mechanical restraints are necessary, Section 12, Chapter 27: Use of Mechanical Restraints will be followed.
3. A Jail Incident Report shall be written documenting the circumstances for the use of restraints.

II. COMMITMENT FOR A VIOLENT CRIME

- A. Detention Facility personnel shall be particularly sensitive to situations which may occur that could adversely affect the security and safety of facility employees or the inmate during reception processing and in housing.
- B. When a inmate has been arrested for a particularly heinous or violent crime, it shall be the responsibility of the Classification Desk Deputy (PTDF) or Booking Deputy (EVJ) to proceed with his or her classification and placement in accordance with the existing Inmate Classification and Placement System.

III. PROTECTIVE CUSTODY

- A. When it is brought to an officer's attention that an inmate should be housed in protective custody, that officer shall immediately segregate the inmate and notify the Classification Desk Deputy.

IV. GANG MEMBER OR AFFILIATE

- A. Whenever any officer receives information that an inmate is affiliated with a prison or street gang, the discovering officer shall immediately notify the Classification Desk Deputy.
 1. The Classification Desk Deputy shall evaluate the information and make appropriate computer entries into the inmate's file. (Refer to Section 11, Chapter 4: Inmate Classification and

Placement)

2. The discovering officer shall also write a JIR describing the information received and forward a copy to Classification.

V. PSYCHIATRIC INMATES

- A. If an inmate exhibits bizarre behavior while being booked or during incarceration, the officer shall notify medical staff of the occurrence and shall write a Jail Incident Report detailing his/her observations. The officer shall submit the report to the Classification Desk Deputy without unnecessary delay. The inmate should be segregated from other inmates if the likelihood of an inmate conflict exists. Medical staff should also conduct a psychiatric evaluation.

NOTE: If an inmate exhibits psychotic behavior while being booked at the EVJ, the EVJ Booking Deputy shall refuse the booking and instruct the arresting agency to transport the inmate to the PTDF for booking.

- B. At the PTDF, when the behavior is such that the inmate places himself, herself, or others in immediate danger, the observing officer will immediately request the assistance of additional Security Deputies to restrain the inmate and place him or her in a safety cell (See Section 12, Chapter 26: Use of Safety Cell / Safety Precaution Levels) until the inmate can be evaluated by a doctor or psychiatrist.
- C. At EVJ, when the behavior is such that the inmate places himself or others in immediate danger **after booking**, the East Valley Booking Deputy will immediately request the assistance of additional deputies from the Patrol Watch Commander, in order to restrain the inmate until transportation to the PTDF can be arranged.
- D. If needed, the use of restraints shall follow established guidelines. See Section 12, Chapter 27: Use of Mechanical Restraints.

VI. MEDICAL

- A. At the PTDF, when a Security Deputy observes an inmate in the reception/booking process who is physically disabled (i.e., artificial limb, confined to a wheelchair, needs the assistance of a cane or crutches), or when an officer observes or is advised an inmate that requires special medication and/or immediate medical attention (i.e., injury, severe heart condition, diabetic or an illness that requires isolation), the officer shall notify the Level Senior Deputy and the Booking Nurse without unnecessary delay. If medical staff determines the inmate has special needs, due to a medical condition, then medical staff will document the special needs on a JIR. Special needs

may include a specific type of housing. The Classification Desk Deputy will make accommodations for the inmate according to the information provided by medical staff.

- B. At EVJ, if the above conditions outlined above in Section A are observed, the Booking Deputy shall notify the arresting officer that the inmate shall be transported to the PTDF for booking.
- C. When an inmate has been diagnosed by medical staff with having a contagious illness, i.e. chicken pox, the inmate will be housed appropriately in Special Housing.
 - 1. An "Isolation" placard will be placed on the outside of the inmate's cell door indicating staff must use Universal Precautions when dealing with the inmate.
 - 2. Staff must review all GI information regarding the inmate's medical condition. Staff shall not post copies of the JIR on the cell door, as this is considered confidential information.

VII. INTOXICATED INMATES

- A. At the PTDF, when an intoxicated inmate is brought into the reception/booking area, the Booking Deputy shall determine if the inmate's state of intoxication makes him/her an apparent danger to himself/herself or other persons. If, due to the level of intoxication, the inmate is a danger or unable to complete the booking process, the inmate will be placed into the Sobering Cell. Refer to Section 12, Chapter 21: Sobering Cells for further procedures. At the EVJ, if the arrestee is so intoxicated the booking process cannot be completed, the EVJ Booking Deputy shall advise the arresting officer that the inmate shall be transported to the PTDF for booking.
 - 1. If an inmate is not too intoxicated to book and is cooperative during the booking process, his/her booking should not be unreasonably delayed.
 - 2. Once an inmate completes the booking process and posts bail on his charges, his/her release shall not be unnecessarily delayed.
 - a. No effort shall be made to accelerate or delay the release procedure. Inmates placed in Sobering Cells should be given adequate time to reduce their level of intoxication prior to completing the booking process. This does not require that the inmate be totally sober, only that his/her state of intoxication has dropped to a

level that allows him/her to cooperate and safely complete the booking process. The inmate should be encouraged and allowed to make the necessary phone calls to arrange for someone to pick him/her up from the jail.

- B. If the incoming inmate is unconscious, he/she should be evaluated by the Booking Nurse and immediately taken to the hospital by the arresting/transporting officer for a booking medical clearance.
 - 1. The Booking Nurse will determine if an ambulance is required for transportation or immediate emergency care.
 - 2. The Arresting/transporting Officer will be responsible for the security of the inmate.
 - 3. The inmate will be returned to the Pre-Trial Detention Facility only after medical clearance is given by a certified physician.
 - 4. If a medical clearance is obtained, that document will be given to medical personnel by a supervisor at the time of reception booking and prior to the arresting officer's departure.

VIII. DEVELOPMENTALLY DISABLED INMATES

- A. A Developmentally Disabled Inmate may be identified by the following:
 - 1. Not able to follow complex directions, which have more than one step (e.g. walk to the red line, face the wall, then put your hands behind your back).
 - 2. When asked if he/she graduated from high school, the inmate states that he/she was in Special Education.
 - 3. Poor language skills (other than having a language barrier.)
 - 4. When asked questions, the inmate smiles and nods head; however, it is evident that he/she does not understand the questions.
 - 5. Has an elastic waistband on pants and /or Velcro shoes, evidence that the inmate is unable to properly dress self.
 - 6. Has a Regional Center business card.
 - 7. May be on psychotropic medication.

- B. The determination must be made as to whether the inmate is just being uncooperative or is under the influence, as opposed to being Developmentally Disabled. At the EVJ, if an inmate is suspected of being Developmentally Disabled, based on any of the above observations, the arresting officer will be advised to transport the arrestee to the PTFD for booking.
- C. If an inmate who is suspected of being Developmentally Disabled (based on any of the above observations) is booked into our facility, the Tri- County Regional Center should be contacted by medical staff by calling [REDACTED], during normal business hours, Monday through Friday 0800-1700 hours. There is no need to contact the Regional Center after hours. If a Developmentally Disabled inmate is booked after hours, the Regional Center should be contacted the next business day.
- D. Upon notification, the Regional Center will advise if the inmate is their client. If the inmate is not a client, there is no need for further contact with the Regional Center during the inmate's stay and/or at their release. If the inmate is a client, the Regional Center will need to be notified at the inmate's release. This notification should be coordinated during business hours since they are not available to pick up/transport their clients after hours. If an inmate needs to be released forthwith, the Regional Center can be contacted at 1-800-322-6994; however, there is no guarantee that they will be able to pick up the inmate.
- E. When a Security Deputy suspects an inmate may be developmentally disabled, the Security Deputy will notify the Classification Desk Deputy and Medical Staff as to the name and booking number of the suspected Developmentally Disabled inmate. Any inmate determined to be Developmentally Disabled will be classified Administrative Segregation and the determination will be documented on a JIR. A Developmentally Disabled inmate who is not their client will need a psychological evaluation completed at release. Developmentally Disabled inmates should be released to a responsible party.

IX. HARD OF HEARING/DEAF INMATES

- A. Inmates who are determined to be hearing impaired or are deaf must be provided with alternate means of completing and understanding the entire booking process, intake medical screening and jail facility rules. Deaf/hearing impaired inmates are provided with a second white armband printed with "Deaf" in addition to the colored armband denoting their classification.

- B. A certified interpreter is required by law when completing these official interactions with an inmate who meets the definition of hearing impaired or deafness.
- C. Refer to Divisional Policy Section 12, Chapter 8: Communication with Deaf and Hard of Hearing Inmates, for additional procedures.

X. VISUALLY IMPAIRED/BLIND INMATES

- A. Inmates who are determined to be visually impaired or who are blind must be provided with an alternate means of completing and understanding the entire booking process, intake medical screening, and jail facility rules. Blind/visually impaired inmates are provided with a second white armband printed with "Blind," in addition to the colored armband denoting their classification.

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Section 7 Chapter 9

Review of Commitment Logs

Drafted: June 10, 2015

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish a procedure by which all inmates who are committed to a Psychiatric Institution by order of the court are reviewed to ensure they are properly classified, are receiving the proper medical/psychiatric attention and that the Sheriff's Office is in compliance with all conditions of the court order.

POLICY:

The following procedure for reviewing all inmates committed to Psychiatric Hospitals shall be utilized.

PROCEDURES:

I. COMMITMENT LOG PREPARATION

- A. While court is in session, Central Inmate Records (CIR) personnel will receive court dockets which state case activity and/or disposition of inmates (release or remain in custody).
- B. Once all court dockets have been received, they shall be matched to the appropriate inmate jacket.
- C. If a court docket instructs the Sheriff's Office to transport an inmate to State Prison or to a Psychiatric Hospital (i.e. Patton State Hospital, Sylmar Health and Rehabilitation Center, Metropolitan State Hospital), or any other institution as part of the disposition of their court case, CIR personnel will enter the date, inmate's name, booking number and facility on the "State Prison Commitment Log".
- D. At the end of the shift, CIR personnel will forward the log to the PTDF Classification Unit, the Medical Coordinator, Sheriff's Legal Unit, Sheriff's Transportation Unit, and the CIR Supervisor.

II. CLASSIFICATION UNIT'S ROLE

- A. When the Classification Unit receives the "State Prison Commitment Log", they will check for any inmates being committed to Psychiatric Hospitals.
- B. Any inmates with fresh commitments to a Psychiatric Hospital will have their classification reviewed in consultation with Medical and Psychiatric staff.
- C. Based on the review of the inmate's classification, in conjunction with any recommendations made by Medical/Psychiatric staff, appropriate changes shall be made to the inmate's classification.

III. MEDICAL / PSYCHIATRIC ROLE

- A. Medical personnel will review the medical charts of any inmate committed to a psychiatric hospital to ensure their treatment and medication is appropriate.
- B. Medical personnel will also confer with the Classification Unit in reference to any inmate committed to a psychiatric hospital, and make appropriate recommendations as to the inmate's classification.
- C. Behavioral Health staff assigned to Detention Services will assist Medical staff with putting together the inmate's medical and psychiatric record needed for transfer to the commitment facility.
- D. If the inmate committed to a Psychiatric Hospital requires additional special accommodations, medical personnel will communicate to/alert the receiving facility of such special accommodation.

IV. LEGAL UNIT'S ROLE

- A. The Legal Unit will check the log for any fresh commitments and review their court dockets to ensure Detention Services is complying with the Court's orders.
- B. The Legal Unit will also act as a liaison between the Courts, the facilities, the Sheriff's Transportation Unit, our detention facilities, and the attorneys if any issues arise about the treatment and the commitment of an inmate.

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Section 7 Chapter 10

Transgender and Intersex Inmates

Drafted: January 1, 2020

Reviewed: May 16, 2022

Revised:

PURPOSE:

To establish procedures for the proper care, custody, and control of transgender and Intersex inmates.

POLICY:

It is the policy of the Ventura County Sheriff's Office to provide a safe and secure environment that is free from discrimination or harassment of any kind, including that based on actual or perceived gender, gender identity, and gender expression.

DEFINITIONS:

Gender Expression: A person's gender-related appearance or behavior, or the perception of such appearance or behavior, whether or not stereotypically associated with the person's sex assigned at birth.

Gender Identity: Each person's internal understanding of their gender, or the perception of a person's gender identity, which may include male, female, a combination of male and female, neither male nor female, a gender different from the person's sex assigned at birth, or transgender.

Intersex: A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.

Transgender: A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth.

Cross-gender: For the purposes of this policy, cross-gender is defined as two people of the same gender identity but differing anatomical sex.

GENERAL PROVISIONS:

I. PROCEDURE

- A.** During the intake medical screening process, each inmate brought into the PTDF shall be asked their gender identity. Any inmate who identifies as transgender or intersex will be provided a Statement of Preference Form and the Watch Commander will be notified.
- 1.** Jail staff shall not search or physically examine a transgender or intersex inmate for the sole purpose of determining the inmate's anatomical sex. If the inmate's anatomical sex is unknown, medical staff may attempt to determine it through conversations with the inmate, by reviewing medical records, by reviewing arrest history, or by a review of other available databases.
 - 2.** The Statement of Preference Form will be used to aid in determining the inmate's gender and the gender of the Detention Services Staff who will conduct any pat down, custodial, or strip search of the inmate. Jail medical staff should also interview transgender and intersex inmates to aid in determining the best choice for the gender of the searching staff member.
 - a.** Transgender and intersex inmates shall be booked under their legal names. Staff should refer to all inmates by their last names.
 - b.** Staff shall not engage in any form of discrimination or harassment based upon an inmate's expressed or perceived gender identity.
 - c.** Transgender and intersex inmates shall complete the booking process based upon anatomical sex (i.e., a biological male will complete the booking process in men's booking and a biological female will complete the booking process in women's booking). All searches will be conducted in accordance with Section II below.
 - d.** Transgender inmates requiring a shower will be escorted to Special Housing.
 - e.** Transgender and intersex inmates will be placed in cells by themselves during the booking process for their own safety until a more thorough analysis can be completed regarding housing of that inmate (See Section III, below).
 - f.** The original Statement of Preference Form will be placed in the inmate's CIR file with copies provided to Classification and the Legal Unit. This form will also be maintained in the archived inmate jacket.

II. SEARCHES

- A.** Prior to the completion of the reception custodial search, or a strip search, the searching deputy shall ensure, the Watch Commander has reviewed and signed

the Statement of Preference Form. The Watch Commander shall make the final determination as to who will perform the custodial search.

1. The expressed preference of the inmate will be given serious consideration in determining the gender of the staff member conducting the search. As a result, cross-gender strip searches may be appropriate. The inmate's preference for a cross-gender search may be denied, however, when there are articulable facts that do not support the request and/or the inmate's stated gender identity. Any denial of a transgender inmate's request for a cross-gender strip search requires Facility Manager approval.
 2. Cross-gender pat searches will be conducted on the booking floor, in full view of audio and video surveillance systems. Two staff members shall be present during the search.
 3. Cross-gender strip searches shall be conducted in a private location, out of view of surveillance systems, inmates, and uninvolved staff members. Two staff members shall be present during the search, one of whom should be a supervisor, if the supervisor's gender is consistent with the gender identity of the person being searched.
 4. If, during the booking process, an inmate does not cooperate with questions regarding gender identity or the statement of preference, and staff suspects the inmate is transgender, a female deputy shall conduct the custodial and pat searches.
 5. 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.
 6. Cross-gender pat and strip searches conducted on transgender and intersex inmates shall be documented on a JIR. The JIR requirement is for the initial intake searches only. Once the Gender Classification Committee has made a finding regarding the inmate's housing, searches and housing will be conducted in accordance with the determinations made by the Gender Classification Committee.
- B. Sworn staff will receive annual training in the proper performance of cross-gender searches and searches of transgender and intersex inmates.

III. CLASSIFICATION AND HOUSING

- A. Transgender and intersex inmates will be classified per the Detention Services Divisional Policy Section 11, Chapter 4, titled Inmate Classification and Placement.

1. Protecting inmates at high risk for abuse and minimizing actual or perceived fear of becoming a victim of violence is of paramount importance. As such, transgender and intersex inmates will initially be housed alone pending a housing review. However, the primary goal shall be to house all inmates in the least restrictive environment necessary, and provide equal access to facility services, while ensuring safety and security.
- B. Classification staff will make a referral to the Gender Classification Committee, which consists of the facility commander or designee, administrative captain or designee, facility medical coordinator, classification sergeant, and medical sergeant.
1. The board will meet and consider the case of each inmate who is identified as transgender or intersex within 72 hours of booking, excluding weekends / holidays.
 2. All committee meetings will be documented on the committee review form. The committee findings will be noted in the inmate's restricted information in the VCIJIS system.
 3. Prior to the meeting, the medical sergeant, or designated representative, will meet with the inmate to discuss preferences and concerns with respect to housing assignments, showering, hygiene, clothing, and searches. The inmate's own views with respect to their own safety shall be given serious consideration.
 4. The committee will consider all available information and records, including the input provided by the inmate, in determining the appropriate classification and housing for the inmate.
 5. The committee shall not place inmates in restricted housing based solely on their sexual orientation or gender identity.
 6. In circumstances where there is reason to believe a heightened risk to the inmate's safety exists, the committee may deem special housing considerations are necessary. The factors supporting that decision will be thoroughly documented on the committee review form.
 7. Transgender or intersex inmates housed in protective custody will be reviewed every 30 days to determine the continued need for protective custody classification.
 8. Due to the increased potential for harassment of the transgender and intersex population in a custody environment, all intersex and transgender inmates will be evaluated by psychiatric staff as soon as possible, but no longer than 72 hours after intake.

9. Copies of the committee review form will be routed to the inmate's file, the Classification Unit, and the Legal Unit.
10. Inmates will not be limited in access to work assignments and/or programs based solely on their transgender or intersex status.

REFERENCES:

Prison Rape Elimination Act of 2003 (PREA); and US Department of Justice Office of Justice Programs Prison Rape Elimination Act

Ventura County Sheriff's Office
Detention Services
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Section 8 Chapter 1

Bail Bond Surrender

Drafted: August 22, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To properly handle a bail bond surrender at the Pre-Trial Detention Facility (PTDF) or East Valley Jail (EVJ).

POLICY:

At any time before the forfeiture of their undertaking, or deposit by a third person, the bail or depositor may surrender the defendant in their exoneration, or they may surrender themselves, to the officer to whose custody he was committed at the time of giving bail (reference Penal Code Sections 1300, 1301, 1302, and 1305).

PROCEDURE:

I. BAIL BOND SURRENDER

- A. Upon arrival at the Public Reception waiting area, the bail bondsman or bail enforcement agent should immediately inform personnel working the counter that he has an inmate to surrender. The SIRS will give him priority over other activities being processed.

II. RESPONSIBILITIES OF THE PUBLIC RECEPTION STAFF

- A. Obtain name, DOB and case(s) on which the individual is being surrendered; Make sure it is a local case only. We cannot process out of county cases.
1. The bondsman must submit:
 - a. A certified copy of each bond **OR**;
 - b. An affidavit listing all of the specific information that would be included on a Certified copy of the bond for each case being surrendered; **AND**
 - c. Certificate of Surrender.
- B. A warrant check will need to be completed on the person being

surrendered to make sure the case(s) has not gone to warrant.

1. Check if the person being surrendered is already in custody.
- C. If the case has not gone to warrant the individual will be booked as a bail bond surrender.
1. The bondsman will complete a booking information sheet. He will list himself as the arresting and arresting/transporting officer.
 2. After the bondsman has completed the booking paperwork that include, the booking information sheet, certified copy of the bond(s) or affidavit and the Certificate of Surrender, documentation will be given to the deputy who will escort the inmate into booking.
 3. If the person being surrendered is already in custody and not booked on the case(s), accept the surrender/booking paperwork and forward to Central Inmate Records for processing as described under "Responsibilities of the Reception Staff."
- D. If the case (s) has gone to warrant, we cannot accept the inmate as a bail bond surrender. The individual will be booked as a warrant arrest.
1. He will be arrested on the warrant(s) by one of the deputies and processed accordingly. A deputy will be sent to Public Reception to escort the inmate into custody via the public elevator or stairwell.
 2. The bondsman will be listed as the arresting/transporting officer. A copy of the surrender paperwork will still be accepted, signed by a Sergeant, Senior Deputy or the CIR Supervisor, and kept in the inmate's file. By accepting the surrender document, this shows we took the individual into our custody from the bondsman. After the document has been completed, make a COPY of the surrender document and return the original to the bondsman so that he can submit it to court.
- E. If the person is already in custody and booked on the case(s) and the case is active, we will sign an In-Custody Letter provided by the bondsman, which he will submit to the court;
- F. Make a copy of the In-Custody Letter for the inmate's jacket.

III. RESPONSIBILITIES OF THE RECEPTION BOOKING STAFF

- A. Ensure there is a completed booking information sheet, certified copy of the bond **or** an affidavit **and** a Certificate of Surrender for each case

being surrendered;

- B. Ensure a Sergeant, Senior Deputy or CIR Supervisor has signed the surrender document;
- C. After the surrender document is signed, make TWO copies of it for our use and send the ORIGINAL surrender document to Public Reception for return to the bail bondsman.
- D. The inmate will be booked as a bail bond surrender (BB), using the information on the bond(s) or affidavit(s) to complete the booking. The bail amount is the amount listed on the bond or affidavit.

IV. RESPONSIBILITIES OF UPDATE DESK STAFF

- A. Schedule an appropriate court date. Misdemeanor charges will be scheduled for misdemeanor arraignment (like an SL) and felony charges will be scheduled for felony arraignment. The court clerks will do the actual scheduling of the court appearances, by calendaring the appropriate case or cases;
- B. Make a copy of the certified bond(s) or affidavit(s) and attach one of the copies to the surrender document;
- C. Across the top of the document in large letters, write "ATTN: NEW FILINGS CLERK." Also place the Booking # and the court date you have scheduled at the top of the document. Place the copies in the warrants tray at the Update Desk for transmittal to court;
- D. The original certified copy of the bail bond or affidavit and a copy of the surrender document must be kept in the inmate's jacket. It is our authority to have the inmate in custody;
- E. On the jacket copy, indicate that the court copy of the certified bond(s) or affidavit(s) were sent to court, sign and date the note;
- F. The jacket is to be given to the CIR Supervisor with the surrender paperwork attached to the outside of it;
- G. For cases that have gone to warrant, schedule for the next court date, per the usual warrant scheduling procedure. A copy of the surrender document(s) should be attached to the warrant(s) as notification to the court clerk that the case involves a bail surrender.

V. RESPONSIBILITIES OF THE CIR SUPERVISOR

- A. Upon receipt of the jacket from the Update desk, the supervisor will verify that the surrender paperwork is complete and that copies have

been placed in the appropriate warrant try at the Update desk. The jacket will be kept temporarily at the supervisor's desk;

- B. The following day (late morning or early afternoon), verify in VCIJIS that the inmate has been calendared for a bail surrender hearing. If not, call New Filings immediately at [REDACTED]. Once a hearing date has been calendared, give the jacket back to the Update desk for placement in the "fresh" file.
- C. If these procedures are followed, SL should not occur; however, in the rare instance an inmate should come back "dry" on the SL date, it will be handled on a case by case basis.
- D. If an inmate who has been booked as a bail surrender posts bail prior to his in-custody arraignment date, schedule a court appearance for 2 days (48 hours) from the date of release at 0815 hours in Room 118.
- E. Attach the bail bond surrender paperwork to the new bail bond and place immediately in the HOJ tray. Do not wait to break down the jacket to distribute the surrender paperwork. It must be picked up by the HOJ deputy on his very next run.

VI. CASH BAIL SURRENDER

- A. A person who has posted cash surety for release of an inmate has the right to surrender that individual to exonerate the bail. The depositor surrendering the inmate should have a court certified copy of the Bail Fine Receipt as proof they paid the bail. The certified copy of the Bail Fine Receipt supports and documents that "probable cause" exists to book the inmate as a bail surrender.
- B. If the depositor is surrendering the inmate at a time when court is not open and is unable to obtain a certified copy of the Bail Fine Receipt, the depositor's copy may be used. The depositor may only surrender the inmate prior to a failure to appear. This could occur if the depositor fears that the person bailed intends to flee prosecution or fail to appear in court.
- C. A deputy will be sent to Public Reception to escort the inmate into custody. The Level 1 SST or the deputy will complete the booking information sheet. The Public Reception Staff will advise the depositor to contact the New Filings Clerk to determine what is required of them for exoneration of the cash bail. This must be done by the first court day after the surrender.
- D. A cash depositor surrendering an inmate will not have a surrender document to notify the court clerk to calendar the case for a bail hearing. To ensure that the case is scheduled for a court appearance,

the Call Courts Staff will contact the New Filings Clerk and advise him/her that the inmate is in custody on a cash bail surrender and must be calendared for a bail review within the required 48-hour time frame. The court appearance provided by the New Filings Clerk will be entered in the appropriate case screen.

() CERTIFICATE OF SURRENDER OF PRISONER BY BONDSMAN

() CERTIFICATE OF SURRENDER AGAINST PRISONER IN CUSTODY BY BONDSMAN

State of California

Ventura County Sheriff's Office

County of Ventura, Ventura, California

_____, one of the sureties upon the bail bond of
_____, hereinafter called defendant, charged with
_____ having delivered to me a certified
copy of the bail bond or affidavit surrendering said defendant, and I having thereupon
taken into custody the same defendant, do hereby certify and by this certificate
acknowledge that _____ has surrendered the said
defendant, and that said defendant is now in my custody.

Deputy Sheriff

Date

Central Inmate Records

Date

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 8 Chapter 2

CIR Job Responsibilities / Records Maintenance

Drafted: August 21, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To define the job responsibility for supervisory and line personnel who are assigned to Central Inmate Records and to establish general procedures for the storage of inmate records.

CENTRAL INMATE RECORDS MANAGER:

I. JOB DESCRIPTION

- A. Exercises administrative and operational control over the Sheriff's Custody Records System and the personnel assigned therein.
- B. Formulates records collection and retention guidelines in accordance with statutory requirements and division policy.
- C. Relationship to System: The Sheriff's Records Manager reports to the Facility Commander. As manager of the records system, he/she delegates authority and operational control to the CIR Supervisors.

II. TASKS AND DUTIES

- A. Studies and formulates procedures for records keeping, retention and distribution.
- B. Attends to resolution of personnel issues in the unit.
- C. Evaluates and reports on the performance of Central Inmate Records (CIR) Supervisors.
- D. Oversees the collection and preparation of statistical data for administrative application.
- E. Reviews official reports or memorandums originated by personnel in the unit.

- F. Studies and recommends change to existing policy as it pertains to the activities under his control.

CENTRAL INMATE RECORDS (CIR) SUPERVISOR:

I. JOB DESCRIPTION

- A. Exercises direct control and supervision over inmate records personnel, directs records keeping, collection and distribution, oversees public reception functions, handles cash disbursements from inmates' trust accounts.
 - 1. Relationship to System:
 - a. The CIR Supervisor reports to the Clerical Supervisor III.
 - b. The job requires the day-to-day supervision of records personnel.
 - c. Frequent interaction with Detention Services Division staff, departmental records personnel, representatives of law enforcement agencies and County data processing personnel.

II. TASKS AND DUTIES

- A. Oversee day-to-day deployment of records technicians.
- B. Disburses cash from inmates' trust accounts.
- C. Oversees activities at the Public Reception Counter.
- D. Evaluates and reports on the performance of records personnel under their supervision.
- E. Ensures that department policy is observed in the release of inmate records.
- F. Thoroughly reviews all paperwork in inmate packets before a release can be completed.

PUBLIC RECEPTIONIST:

I. JOB DESCRIPTION

- A. Directly responsible for the operation of the Public Reception Counter.
- B. The Public Receptionist works under the supervision of the CIR Supervisor.
- C. The position requires extensive interaction with the general public and persons who regularly transact business with the Facility.

II. TASK AND DUTIES

- A. Provides general information to the public.
- B. Accepts monies for inmates in accordance with established procedures.
- C. Arranges for the release of inmate personal property.
- D. Answer telephone and personal inquiries from the general public.
- E. Coordinates personal and professional inmate visitation with the respective level control.
- F. Monitors the public lobby.
- G. Maintains and updates all prescribed logs and records pertaining to his duties.

BOOKING:

I. JOB DESCRIPTION

- A. Provides initial booking of incoming arrestees.
 - 1. Relationship to system:
 - a. The Sheriff's Intake and Release Specialist (SIRS) works under the supervision of the CIR Supervisor.
 - b. Interacts extensively with Law Enforcement agency bringing in arrestees.

II. TASKS AND DUTIES

- A. Receive and verify completeness of paperwork from arresting agency.
- B. Complete want and warrant checks as necessary.
- C. Enter relevant information and inventory of arrestee's property and

money into reception screen.

- D. Complete printed reception receipt with bail information and initial or enter ID number on the form.
- E. Return completed paperwork to arresting officer for his/her signature.
- F. Make entries on the booking forms, place them in individual plastic jackets and deliver them to classification.
- G. When reception receipts are returned; distribute according to policy.
- H. Keep an updated log of booking numbers.

UPDATE DESK:

I. JOB DESCRIPTION

- A. Conducts continuous updating of computer data with relevant inmate information.
 - 1. Relationship to System:
 - a. The SIRS assigned to update works under the CIR Supervisor.
 - b. Interacts extensively with the Release Processing Specialist.

II. TASKS AND DUTIES

- A. Receives and distributes new master and supplemental booking packets.
- B. Receives court documents and supplemental case information and makes appropriate computer entries.
- C. Enters Bail settings.
- D. Retrieves inmate files, collates paperwork and file jackets after data has been entered.
- E. Ensures that court releases are given to the release desk.

RELEASE DESK:

I. JOB DESCRIPTION

- A. Reviews inmate file to determine if an inmate is eligible for release.
- B. Processes the necessary paperwork and makes computer entries on all inmates released from custody.
 - 1. Relationship to System:
 - a. The Senior SIRS works under the CIR Supervisor.
 - b. Interacts closely with the Update, Public Reception, and the Time Computation Specialist.

II. TASKS AND DUTIES

- A. Ensure releases scheduled for any given day are calculated in a timely manner and all deadlines are met.
- B. Receives, reviews and prepares all paperwork for inmates being released and ensures its accuracy.
- C. Confirm the inmate scheduled for release does not have outstanding warrants or holds.
- D. Assigns appropriate court dates for inmates being granted certain types of releases and ensures that the correct information is reflected on all paperwork and computer entries.
- E. Ensures that all computer entries made by him/her are accurate and complete and verifies the accuracy of all other entries.
- F. Ensures that proper notification is made to transport inmates housed at other facilities who are eligible for release.
- G. Ensures that all computer, communications and office equipment under his/her control is maintained in good working order.

MASTER BOOKING SPECIALIST:

I. JOB DESCRIPTION

- A. Interviews inmates to obtain personal information for the purpose of completing the booking process.
 - 1. Relationship to System:

- a. The SIRS works with the CIR Supervisor, as well as the Senior Sheriff Intake and Release Specialist.

II. TASKS AND DUTIES

- A. Interviews inmates to obtain and verify personal information and enters that information into the computer, thus producing a master booking packet.
- B. Enters information on other court cases, warrants or holds for each inmate into the computer, thus producing supplemental booking packets.
- C. Ensures that all known aliases (AKA's) are entered into the computer.
- D. Ensures that the information entered by him/her is accurate and complete. Also verifies the accuracy and completeness of the information entered previously by the Intake Specialist.
- E. Ensures that his/her assigned work area is neat, clean and stocked with all necessary supplies.
- F. Ensures that the computer and printer equipment assigned to his/her work area is properly maintained and in good working order.

TIME COMPUTATION/CALL COURTS SPECIALIST:

I. JOB DESCRIPTION

- A. Calculates and checks inmate release dates, files court declarations on inmates who fail to remand to serve their court ordered sentences and acts as a liaison between Central Inmate Records and the courts.
 1. Relationship to System:
 - a. The Time Computation/Call Courts Specialist works with the CIR Supervisor and interacts closely with the Intake, Update and Release Specialists, as well as the Senior Sheriff's Intake and Release Specialists.

II. TASKS AND DUTIES

- A. Reviews and interprets all court sentencing documents and ensures that the computer updating done by CIR personnel correctly reflects the court's findings.

- B. Calculates release dates and ensures that the correct release date is reflected on all paperwork and computer entries, as well as in the release book.
- C. Receives and reviews loss of time documentation and re-computes release dates for inmates who have lost good and/or work time.
- D. Receives and reviews court documents that are unclear or incomplete and determine what resolution is needed.
- E. Communicates with the courts on a variety of issues and obtains corrected court documents on "problem" court orders.
- F. Works closely with the CIR Supervisor in troubleshooting a wide range of court related issues.
- G. Maintains a "no show" file on individuals who have missed their remand dates and accesses various computer data bases to determine whether or not an individual has reported to the jail to serve a court ordered sentence.
- H. Generates Violation of Probation declarations on individuals who have failed to remand themselves to the jail to serve their court ordered sentences and maintains a log of those declarations filed with the court.

ROVER SPECIALIST:

I. JOB DESCRIPTION

- A. A fully trained SIRS who is utilized to assist any one of the various workstations in Central Inmate Records.
 - 1. Relationship to System:
 - a. The Rover Specialist works under the supervision of the CIR Supervisor as well as the Senior Sheriff's Intake and Release Specialist and interacts with all of the other workstation technicians in CIR.

II. TASKS AND DUTIES

- A. Assists the Intake Specialist by processing new bookings as needed.
- B. Assists the Master Booking Specialist by interviewing inmates for the purpose of completing the booking process.

- C. Assists the Update Specialist with his/her workload as needed.
- D. Assists the Release Specialist with the various release desk duties as needed.
- E. Assists the Public Reception Specialist(s) when the workload is especially heavy. May be temporarily assigned to answer phones during peak hours.
- F. If qualified, may assist the Time Computation Specialist by computing or checking inmate release dates.
- G. May act as a "runner", delivering paperwork to other work areas as necessary.
- H. May be utilized to assume any one of the CIR workstations should the need arise due to a co-worker's absence.
- I. Ensures that the workload in CIR proceeds in an efficient manner and that all work processed by him/her is accurate and complete.

RECORDS MAINTANANCE:

A. CIR

CIR will maintain a local record for each inmate in Ventura County custody. CIR will maintain the inmate's Central File (Inmate Jacket) at the PTDF. CIR will collect and maintain the following:

- a. Booking/intake paperwork
- b. Health Intake Questionnaire
- c. Personal property receipts
- d. Commitment papers, which may include: Time calculations and release dates
- e. Court paperwork, which may include: Bail information and future court dates
- f. Reports of disciplinary action

B. Medical

All inmate medical/disability records shall be maintained by the jail's contract medical provider.

Ventura County Sheriff's Office
Detention Services
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Section 8 Chapter 3

Criminal Subpoenas and Civil Papers

Drafted: August 21, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish a policy and procedure for inmates to be served with civil process and criminal subpoenas, in accordance with the law.

POLICY:

The Detention Facilities will provide a visiting room and/or otherwise make inmates available to be served with criminal subpoenas, civil papers, and Declaration Re Ex Parte Notices. This transaction will not be counted as one of an inmate's weekly visits.

GENERAL PROVISIONS:

Persons who may serve process on an incarcerated person at the Detention Facilities include peace officers, registered process servers, or District Attorney employees.

Persons serving inmates with criminal or civil papers and subpoenas shall be directed to report to the Public Receptionist in the jail lobby. Peace Officers may be afforded a contact visit with the inmate after approval from the Facility Sergeant.

PROCEDURES:

I. PUBLIC RECEPTION DUTIES

- A. After the process server completes a professional visitation slip, verify the identity of the process server with government-issued picture identification. Process servers may only receive a non-contact/pass-through visit.
- B. Confirm the inmate's housing location and log the process server under "professional visit" in the VCIJIS Visitor Screen.
- C. If the inmate is working, the process server will be asked to return after 4 PM unless the worker is within the East County Patrol Station. The worker will be located and directed to return to the jail.

- D. East Valley Jail employees will make a copy of the process with the inmate printout attached and forward it via Brown Mail to CIR with a stamp or notation that states, "To be filed in the inmate's jacket".
- E. The process server shall leave one (1) copy of each summons or subpoena with the Public Reception staff prior to the professional visit. The Public Receptionist's identification number shall be noted on the copy. The copy will then be filed in the inmate's jacket. This will ensure a copy is available to update the computerized transportation list.
- F. Process servers shall be directed to proceed to the area where the inmate is to be served. Paper clips, cell phones, or any other items not specifically needed to conduct the service to the inmate will not be allowed in the facility or visiting areas.
- G. The CIR Supervisor shall ensure the inmate's court appearance date is updated in the computer.

II. SERVICE OF CIVIL PROCESS OR CRIMINAL SUBPOENAS

- A. The process server will personally conduct the actual service of civil process or criminal subpoenas.
- B. Process servers who request, or insist, Sheriff's staff serve civil papers or subpoenas shall be referred to the Sheriff's Civil Detail for the proper handling of their request.
- C. The service of a civil matter is considered complete when the inmate is advised of the nature of the documents served by the process server. If the process server cannot transfer the paperwork to the inmate due to security reasons or no pass-through capability, jail staff shall immediately, and in the presence of the process server, transfer the paperwork to the inmate. It is the responsibility of the process server to file the proof of service with the court.

III. SERVICE OF DOMESTIC VIOLENCE RESTRAINING ORDERS

- A. When an involved party requests service of a Domestic Violence Restraining Order on an inmate whose release is approaching, the Facility Sergeant shall be notified. A deputy will be assigned to serve the order personally. Once service is complete, the deputy shall complete the provided proof of service.
- B. The deputy shall call Teletype (654-2324) to notify Records of the service of the Domestic Violence Restraining Order.

- C. The proof of service shall be returned to the person requesting the service for filing with the court.

IV. HANDLING OF EX PARTE NOTICES

- A. When an involved party requests an inmate be verbally notified of an impending child custody hearing, they shall present a Declaration Re Ex Parte Notice at the Public Reception Counter.
- B. The Public Receptionist will collect the Declaration Re Ex Parte Notice and contact the appropriate facility Senior Deputy. The Senior Deputy shall obtain the names of the parties involved, date of hearing, time and courtroom number to verbally advise the inmate. The requesting party will be given the name of the advising Senior Deputy for their paperwork.
- C. The advising Senior Deputy shall contact the Watch Commander after advising the inmate. The Watch Commander shall document the information of the advisement in the facility Red Book.

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Section 8 Chapter 4

Offender Registration Forms

Drafted: August 20, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish procedure and define the criteria for health and safety registration (290 P.C., 457.1 P.C. and 11590 H.S.).

POLICY:

To completely and accurately complete the Notice of Registration form.

PROCEDURE:

I. NOTICE OF REGISTRATION FORM

- A. The Property Deputy (male/female) is responsible for having the inmate sign and complete the Notice of Registration Form. There are five sections to the Notice of Registration Requirement form:
1. Personal history information:
 - a. This section is filled out by the Central Inmate Records Sheriff's Release Specialist.
 2. Conviction information:
 - a. This section is filled out by the Sheriff's Release Specialist.
 3. Release information:
 - a. The Property Deputy completes the "address where person notified expects to reside."
 - b. If the inmate refuses to sign:
 - 1) The Property Deputy will put in the appropriate section "Refused to sign, copy given."

4. Notification statement:

- a. Sex Offender Registration (290 P.C.) requires the inmate to register within 5 working days to the local law enforcement agency in the city where the inmate will be residing. (See 290 P.C. Form 8-4c)
- b. Arson Offender Registration (457.1 P.C.) requires the inmate to register within 30 working days to the local law enforcement agency in the city where the inmate will be residing. (See 457.1 P.C. Form 8-4a)
- c. Narcotics Offender Registration (11590 H&S) requires the inmate to register within 30 working days to the local law enforcement agency in the city where the inmate will be residing. (See 11590 H & S Form 8-4b)
- d. If the inmate lives in the Ventura County Sheriff's Office jurisdiction, the inmate will be required to register at the Government Center Sheriff's Records Office. The office hours are Monday - Friday, 8:00am to 4:30pm. No appointment is necessary and questions regarding registration can be made by calling 805-654-2371. The East County Police Station does not register offenders.
- e. The deputy making the notification will obtain the following:
 - 1) The inmate must sign his or her name.
 - 2) The date must be written.
 - 3) The Property Deputy shall place a rolled right thumbprint in the appropriate spaces provided.

5. Statement of notifying officer:

- a. The first line for Notifying Agency should have been filled out by CIR.
- b. The Property Deputy shall complete this portion of the form:
 - 1) Give the back copy to the inmate.
 - 2) Place the original back into the release jacket.

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Section 8 Chapter 5

Processing of Fugitives/Fugitive Warrants

Drafted: August 20, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To confirm an inmate is not wanted in another state or county for extradition.

POLICY:

Persons arrested and delivered as fugitives shall be received by and processed in the facility in accordance with the pertinent provisions of the law and existing Departmental and Divisional regulations.

(Also see Section 8, Chapter 11: Service and Processing of Warrants)

DEFINITIONS:

Fugitive: For purposes of implementing the above policy, a fugitive is a person charged in another state with treason, felony, or other crime, who has fled from justice and is found and arrested in this state.

Sheriff's Fugitive/Warrant Detail: A Detail under the Detention Division, Court Services Bureau, which is in charge of the investigation, follow-up and undertaking the arrests of fugitives found within the jurisdiction of the County of Ventura or fugitives who have fled from the County.

PROCEDURES:

I. RECEPTION AND BOOKING

A. Determination of Fugitive Status- There are two ways by which an inmate's fugitive status is determined, these are:

1. When, at the time of reception, the Booking Information Sheet states that the inmate is being booked solely as a fugitive under Section 1551.1 P.C.
2. When, at the time of reception or during subsequent processing and record checks, a Fugitive Warrant is found to be outstanding on the inmate in addition to local charges on which he was originally booked.

II. NOTIFICATIONS

- A. The CIR Supervisor shall immediately notify the Sheriff's Fugitive/Warrant Detail (Ext. 3555) of any inmate who is booked solely on a Fugitive Warrant.
- B. The CIR Supervisor shall also immediately notify the Sheriff's Fugitive/Warrant Detail of any inmate who is originally booked on local charges and subsequently found to have an outstanding Fugitive Warrant.
- C. For weekend and non-business hours notification of the Fugitive Warrant Detail, refer to Procedures, Section III, Subsection 5.

III. PROCEDURES

- A. For inmates booked solely on Fugitive Warrants, the Sheriff's Intake and Release Specialist (SIRS) shall:
 - 1. Examine the warrant or abstract, if available. (Some smaller Sheriff's Departments are closed after hours or on weekends.) If the arresting officer is unable to obtain an abstract, we will accept the following information.
 - a. Agency placing the hold.
 - b. Name and phone number of contact person.
 - c. Confirmation that the warrant is active with the name and phone number of person confirming this information.
 - 2. The person may then be reception booked as a hold under section 1551.1 P.C., with "VCSH" as "Whose Inmate".
 - a. During the Reception Booking process of a Fugitive (no local charges) a fugitive flag will be placed into the computer system.
 - 3. Accomplish the initial entries on a (pink) Fugitive card as follows:
 - a. Name
 - b. Booking Number
 - c. Place the card in front of the Booking Information Sheet inside of the plastic jacket.
 - 4. Verbally advise the CIR Supervisor of the "Fugitive" charge on the

inmate.

5. Once the inmate is master booked and the Update Specialist has entered the appropriate court date, the Update Specialist will give the jacket to the Supervisor. The CIR Supervisor shall advise the Fugitive/Warrant Detail of the particulars of the fugitive booking and complete the Fugitive card as follows:
 - a. Date and time Fugitive/Warrant Detail was notified.
 - b. Name of the detective receiving the notification.
 - c. Name of Supervisor and employee number.
 - d. Return the completed Fugitive card to the inmate jacket.
 6. If the booking occurs on a weekend or after office hours when the Fugitive/Warrant Detail cannot be notified, the booking jacket will be held on the CIR Supervisor's desk so that the Fugitive/Warrant detail can be notified on their next working day. Upon notification of the Fugitive/Warrant Detail, the CIR Supervisor shall complete the (pink) Fugitive card, per Section B above, and return the card to the inmate jacket.
- B. For inmates booked on local charges who are subsequently found to have outstanding Fugitive or out-of-state warrants, the Intake Specialist shall:
1. Reception book the inmate on the local charges only.
 2. Follow the procedures set forth in Section A.
 3. The only time an inmate will be booked on Section 1551.1 P.C. is when he has been cleared of all local charges. Once the local charges are taken care of, the legal authority to hold the inmate in custody will have to exist by booking him under Section 1551.1 P.C. on the strength of a Fugitive Warrant or the abstract thereof. (Refer to Section 8, Chapter 11: Service and Processing of Warrants)

IV. OBTAINING THE WARRANT OR ABSTRACT

- A. For inmates booked solely on Fugitive Warrants:
1. Computer information (NCIC Hits) is sufficient to book a person on Fugitive Warrants since under Section 1551.1 P.C. (the arrest

was made on probable cause grounds), the warrant itself or an abstract thereof may not be available at the time of booking. In this case, the Fugitive/Warrant Detail shall be notified after booking so it can make arrangements to expedite the sending of the abstract.

2. Confirmation that the warrant is active is required.

B. For inmates booked on local charges who are subsequently found to have outstanding Fugitive or out-of-state warrants:

1. When the CIR Supervisor notifies the fugitive/Warrant Detail, the detective receiving the notification contacts and notifies the agency which originated the warrant and requests a copy or an abstract of the warrant.

2. As soon as the Fugitive/Warrant Detail detective receives the warrant or abstract, he transmits the same to CIR Supervisor.

3. The CIR Supervisor shall insure the warrant or abstract is placed in the inmate's jacket.

V. RELEASE

A. Fugitive Hold Release: There are various ways by which an inmate who has a fugitive hold may be released, these are:

1. Dismissal of charges by the originating agency.

2. Refusal by originating agency or state to extradite.

3. Expiration of time per statute of limitations.

4. Posting of Bail - there are fugitive warrants or abstracts which state the amount of bail set. However, the bail must be set by a local Judge who may change the bail, leave it as stated on the abstract or release the defendant on his own recognizance. In cases where the bail is not stated, only the court may set bail.

B. Inmate booked under Section 1551.1 PC:

1. If an inmate who has been booked solely under Section 1551.1P.C. is about to be released, the Supervising SIRS shall immediately contact and notify the Fugitive/Warrant Detail about the impending release.

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Section 8 Chapter 6

Receipt of Bail or Fine Payment

Drafted: August 21, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To properly process payment for bail or fine of an inmate who has been booked into custody in a Ventura County jail.

POLICY:

Detention Facility personnel shall accept bail for inmates who have been booked into the Sheriff's custody. Posting may be paid using a Bail/Fine Receipt (form SO-1015) at the Pre-Trial Detention Facility or East Valley Jail.

DEFINITIONS:

I. U. S. CURRENCY

A. Exact amount only.

1. The Facility Supervisor or Senior Deputy will verify cash amounts larger than \$500.00.
 - a. The East Valley Jail second booking deputy will verify in the absence of the facility supervisor.
2. Identification is required for all bail being posted by cash.
3. If a PC 1275 is set by the court, request required identification, and confirm on the court docket that the court has addressed the PC 1275 issue and approved bail being posted **prior to accepting the bail**.
 - a. If there is no notation in the court docket and the court has not addressed the PC 1275 issue do not accept the bail. Central Inmate Records (CIR) may contact courts for clarification on addressing the PC1275.

II. CHECKS

- A. Certified cashiers (bank check). **No personal checks shall be accepted.**
 - 1. All checks for **local** warrants or charges shall be made out to Ventura County Superior Court.
 - 2. Checks for Out of County Warrants shall be made payable to Ventura County Sheriff's Office.
- B. All checks shall be verified from the bank institution prior to being accepted

III. CREDIT CARDS (VIA GOVPAY) – MISDEMEANORS ONLY

- A. American Express
- B. Visa
- C. MasterCard
- D. Discover Card

GENERAL PROVISIONS:

I. BAIL/FINE RECEIPTS

- A. Jail staff members shall:
 - 1. Conduct a warrants check on the defendant prior to completing the Bail/Fine Receipt or accepting bail from the defendant or other party.
 - 2. Complete a Bail/Fine Receipt (SO-1015) when bail is being posted or a fine is being paid using any of the acceptable forms of payment (exceptions are noted in other county warrants or by court docket entries).
 - 3. Determine whether the person posting the bail wants it applied to any fine that may be imposed on that case and document that person's decision on the Bail/Fine Receipt.
 - 4. Bail / Fine receipts will be completed at PTDF or East Valley (where the inmate is bailing out from) and during the release process, the inmate will sign the Bail/Fine Receipt at the time of

his/her release.

II. DETERMINING FELONY/MISDEMEANOR STATUS FOR BAIL PURPOSES

A. Prior to arraignment:

1. The determination of the felony or misdemeanor status of an offense shall be predicated upon the statute designation. All wobblers should be booked as the higher felony offense.
2. After Arraignment (PTDF only, E.V.J. excluded):
 - a. The court has set the bail and may have modified the charges. The next court appearance will be set by the court as listed in the court docket.

III. BAIL STACKING

- ### **A.**
- This term refers to the combining (sum) of bails on multiple cases or warrants. Bail for fresh charges may never be combined (added together) unless they have a different RB # (report number). The fresh charge that carries the highest bail shall be used as the amount necessary for bail. If there are warrants, combine the highest fresh bail amount with all bails from warrants.

IV. BAIL RECEIPTS

A. Misdemeanor Violations

1. Bail posted on misdemeanor charge(s) and/or warrant(s) shall be given a court date according to the current out of custody court appearance schedule. Bail being posted on a fresh violation of probation shall be given a court appearance date that is noted on the booking sheet.
 - a. All appearances shall be scheduled at the Hall of Justice, Room 118 for Ventura County Superior Court.

B. Felony Violations:

1. Bail being posted on fresh felony charge(s) and felony warrants shall receive a court date according to the warrant out of custody court appearance schedule. Appearance shall be at the Hall of Justice, Room 118, Ventura.

C. Out of County Warrants:

1. Bail being posted on a warrant from another county shall receive a court date 2 weeks from the date that bail is being posted. If the date should be a holiday or weekend day then the next following court day shall be assigned. The exception to this rule is if the issuing court has given instructions for appearance on the warrant abstract. Unless the bail is specified that it may be forfeited on the warrant abstract, a court date shall be assigned.

PROCEDURES:

I. COMPLETING THE BAIL/FINE RECEIPT

- A. Jail staff member shall complete the following information.
 1. Complete the Defendant's name, address, telephone number, and social security information (if known). Leave any space blank where information is not known. If another individual is paying the bail/fine, question them to find any missing information. Be as complete as possible when filling out the Bail Fine Receipt.
 2. Complete the arresting agency, report number, and the booking number.
 3. Place your Sheriff Identification number in the space provided for the prepared by.
 4. Fill in the space marked Total Bail. This amount will agree with the cases that are listed on this form only. If more than 1 Bail/Fine Receipt is needed, they will indicate the total bail for the cases listed on each.
 5. Complete the court address line. Refer to Section IV for court assignments.
 6. Enter the case number, the charges, and the bail amount.
 - a. If a second bail is being listed, use the above rule.
 - b. A separate Bail/Fine Receipt must be used if the defendant is being given court appearances in more than 1 court.
- B. The Jail staff member shall complete the following:
 1. Verify the information in the Defendants space as being complete and whom the bail/fine is being posted.

2 Complete the section for an individual posting bail or fine payment for a defendant.

- a. Request a valid Identification.
- b. Identification is necessary for those posting bail.
 - 1) Cashier's Checks
 - 2) U.S. Currency
 - 3) Credit Cards (GovPay)
 - 4) Bail Bonds (Bail Agent Identification / Certificate)
- c. Verify the address on the Identification as the correct address. The court will use this address to mail the returned bail when the case is resolved.
- d. Complete the Identification line with valid Driver License number or Identification number.
- e. Request a phone number and enter on the line provided.
- f. If bail is being posted for any drug charges, request to see the individuals California Driver License or ID card and social security card and write the numbers below the Identification line.
- g. Verify that the total bail amount agrees with the case(s) listed on the bottom of the form.

Verify that the court appearance and charges are correct according to the computer entries. For warrants verify the information per the abstract. Public reception personnel will utilize the computer entries for verification.

- h. Accept the appropriate form of payment. Cash from the other party posting bail/fine money will be deposited to the inmates account.
- i. Indicate if any money posted may be used for a fine that could be given the defendant.
- j. Have the individual posting bail read the form and sign on

the correct line. If the Defendant is posting bail, they must sign at the line for the Defendant.

- k. If cash bail was posted by another, have them sign the deposit slip. The deposit slip shall be marked "FOR BAIL" in the remarks section. This shall be done for inmates housed at this facility only. Have the depositor sign accounts and the inmate copy. Give them the depositor copy for their records.
- l. Mark all copies of Bail/Fine Receipt with a time stamp on the back. If no time stamp is available, write the date, time, and initial the entry.
- m. The Bail/Fine Receipt is distributed in the following manner.
 - 1) The yellow copy is placed in a money envelope (PTDF uses a plastic pouch) along with whatever acceptable form of payment. Immediately place in a safe.
 - 2) The golden rod copy is given to the individual posting the bail. In the event that the Defendant is posting their bail, the pink copy shall be given at the actual release.
 - 3) The white and pink copies are forwarded to the SIRS for processing.

C. The Jail staff member shall:

- 1. Make the correct entries in the computer and place the inmate in pre-release status.
 - a. If cash was used for bail, a withdrawal shall be made equal to the amount needed for bail.
- 2. The Releasing Deputy shall have the Defendant sign the withdrawal receipt and sign the Bail/Fine Receipt.
 - a. The pink copy is given to the released individual.
 - b. The white copy along with the inmate jacket is given to the CIR Supervisor for distribution.
- 3. The Jail staff member shall drop the white copy in the safe. The

accounts copy of the cash withdrawal receipt will be attached to the white copy of the Bail/Fine Receipt prior to dropping in a safe.

II. BAIL BOND PROCESS

- A. Jail personnel shall receive bonds from a bondsman and verify the information in VCIJIS and verify the accuracy.
 - 1. The amount of bail posted
 - 2. The court date and/or the assigned court date.
 - 3. The amount of the bail bond compared to the power does not exceed the face value of the power.
 - 4. The bond insurance date has not expired.
 - 5. No corrections (white-out or cross out) shall be made on the bond power. If any of these corrections are found a new bond shall be requested.
- B. Jail personnel shall sign the bond after the above information has been verified and initiate release processing.
 - 1. The bond number shall be noted in the final release section of the Master Booking Sheet.
 - 2. The bond shall be enclosed in the inmate's booking packet and sent to CIR distribution.

III. INMATE PAYING HIS OWN BOND (SELF BAIL)

- A. If an inmate at the East Valley Jail wishes to have money taken from his account for bail, the bond or cash bail must be posted at the East Valley Jail.
- B. An inmate housed at the East Valley Jail may use GovPay (Misdemeanor only) to pay his bail. The booking deputy can provide credit card information from the inmate's property.

REFERENCES:

Vehicle Code Section 40510 (a), (b), (c), (d)

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 8 Chapter 7

Receipt and Disbursement of Inmate Cash

Drafted: August 21, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To process money deposits onto inmate accounts and disbursement of money from inmate accounts.

POLICY:

To ensure that inmate funds are received and disbursed in a manner which provides for the integrity, accountability, and safety of those funds.

DEFINITIONS:

Cash: U.S. currency, checks received from another jail facility or prison may be endorsed by the inmate and entered as cash at the time of reception booking. No two-party checks will be accepted for deposit.

Booking Receipts: The receipt issued to inmate for cash received at the time of booking.

Deposit Receipt: The receipt issued when a visitor deposits cash to an inmate's account.

Withdrawal Receipt: The receipt issued when cash is withdrawn from an inmate's account.

Release Receipt: The receipt issued when an inmate's cash account is cleared at the time of release from custody.

Positive and Negative Receipts: Receipts issued when a correction or adjustment has been made to an inmate's account.

Cash Fund (PTDF): That amount specified by the Sheriff's Business Office to be utilized to maintain a cash-in/cash-out system for the monetary transactions of the Pre-Trial Detention Facility. The fund consists of a "Cash Drawer" from which cash disbursements are made, and a "Safe Reserve" from which the Cash Drawer is replenished as necessary.

PROCEDURES:

I. INMATE TRUST ACCOUNT RECEIPTS

A. Reception Booking:

1. All cash taken from inmates during reception booking at the PTDF or East Valley Jail (EVJ) shall be processed in the following manner:
 - a. Receive the inmate's cash from the Arresting/transporting Officer and verify the amount listed on the Booking paperwork is correct. If there is a discrepancy in the cash amount, it is brought to the arresting/transporting officer's attention for correction. If the amount is \$501 or more, the amount can be verified by any Sheriff personnel, whereby there should be two (2) sets of initials verifying the count. At EVJ, the amount can be verified by any EVJ Booking Deputy.
 - 1) Checks received from another jail facility or prison may be endorsed by the inmate and entered as cash at the time of reception booking. No two-party checks will be accepted for deposit.
 - b. Complete the reception booking computer screen ("Reception Booking-Arrest Detail" tab) including the amount of cash received.
 - c. Obtain three (3) Booking Receipt computer printouts, sign them, then send them out the reception booking window so the Arresting/transporting Officer and the inmate can sign all three (3) copies.
 - d. If the inmate is unable or refuses to sign, the Booking Deputy shall note "Refused", "Verbal Approval", or "Unable to Sign" on the inmate signature line.
 - e. Inmates disputing the receipted amount shall be directed to resolve it with the Arresting/transporting Officer or his Agency.
2. Cash will be deposited in the safe with appropriate receipt.
 - a. EVJ will secure cash in an accessible lock box if the inmate is eligible for release by bail or Own Recognizance.

- b. If the inmate is to be transported to the PTDF, the cash will be removed from the accessible lock box and placed into the transportation safe.
 3. The Booking Receipts shall be distributed as follows:
 - a. Inmate Copy: To inmate.
 - b. Property Copy: Into inmate's property bag.
 - c. Accounts Copy: Into moneybag with inmate cash, then into the deposit box.
 4. East Valley Jail personnel shall secure the Pre-Trial inmate cash in the safe for the transportation deputy. The transportation deputy shall deliver the safe to the CIR Supervisor
- B. Public Reception Counter:
 1. All cash deposits brought in by visitors for inmate accounts shall be received and verified by the staff member who will also verify the inmate is in custody. If the amount is \$501 or more the amount can be verified by the Senior SIRS, CIRS Supervisor, Senior Deputy, or Facility Sergeant. At EVJ, if a supervisor is unavailable, the amount can be verified by the other EVJ Booking Deputy. A government issued photo identification card is required to make deposits.
 2. The staff member shall credit the cash deposited to the inmate's account by completing the "Inmate Account Transaction" computer screen.
 3. The staff member will printout three (3) copies of the Deposit Receipt. The visitor depositing the money will sign his/her name on the "Received From" line on the accounts copy. The staff member shall enclose the cash and signed accounts copy receipt in a money envelope. The money envelope is immediately placed into the drop safe. At EVJ, the funds with the attached receipt will be placed in the Transportation safe.
 4. The staff member shall then distribute the copies of the receipt as follows:
 - a. Depositor Copy: To the person making the deposit.
 - b. Inmate Copy: One (1) copy signed by the depositor to the inmate via pneumatic tube at the PTDF or Inmate mail

process at TRJ.

- 1) For deposits made at a facility other than where the inmate is housed the staff member will arrange for the inmate's receipt to be sent to the appropriate facility by brown mail, transportation runs, or other intra- department mail.

c. The signed by the depositor will be enclosed in the plastic bag with the funds and routed to the Business Office.

5. Housing Officers shall ensure the inmate receives his/her copy without unnecessary delay.

C. Mail

1. All mail will be processed through the Pre-Trial Detention Facility.
2. City, County, State or other Government checks, which may be in sealed envelopes, shall be stamped "For Deposit Only", and posted by the Mail Couriers. All other checks received via mail will be returned to the sender.
 - a. Envelopes will be processed in accordance with mailroom Policy and Procedure. (Refer to Section 6, Chapter 7: Inmate Mail Guidelines).
3. City, County, State or Federal Government check numbers shall be noted in the "Remarks" section of the receipt.
4. The Detention Services Mail Courier shall generate the Deposit Receipt from the computer printer and distribute the copies as follows:
 - a. Accounts Copy: Attached to the check and deposited.
 - b. Inmate Copy: to the inmate via mail.
5. The Level Housing Staff concerned shall ensure that the inmate receives his copy without unnecessary delay.

II. INMATE TRUST ACCOUNT DISBURSEMENTS

A. Pre-Trial Detention Facility (PTDF) Public Reception Counter:

1. The SIRS shall process all requests from the public for

disbursement of funds from the inmate's account. There shall be no more than one (1) transaction per incarceration. All requests must be for one of the following reasons:

- a. The inmate wishes to use the money to post bail.
 - b. An emergency situation (documentation NOT required).
 - 1) The withdrawal is to comply with a court order.
2. When one of the above reasons is met, the disbursement of funds shall be completed in the following manner:
- a. Contact a CIR Supervisor.
 - b. Complete the Authorization for Cash Withdrawal (SO-1009), except the signature portions thereon.
 - c. Check I.D. (California Driver's License, etc.) of person requesting withdrawal. Write I.D. type and number across top of Authorization for Cash Withdrawal.
 - d. Send the form via pneumatic tube to the station closest to the inmate's assigned housing area for the inmate's signature.
3. The facility employee in the inmate's housing level receives the form and has the inmate sign, authorizing the disbursement of funds.
4. The facility employee who witnesses the inmate sign the form then signs the Authorization for Cash Withdrawal and sends the form to Central Inmate Records (CIR) via pneumatic tube.
5. If the inmate authorizes the withdrawal, the CIR Supervisor shall withdraw the specified amount from the inmate's account by completing an "Inmate Account Transaction" computer screen and obtaining a Withdrawal Receipt.
6. The CIR Supervisor shall:
- a. Withdraw the specified amount from the inmate's account.
 - b. Write a check for the amount authorized and make it payable to the person specified on the authorization. (In

the Check Register, indicate the name and booking number of the account it is drawn against).

- c. Write the check number on the withdrawal receipt. In the remarks section, indicate the reason for the withdrawal (i.e. "Release of Funds" or "For Bail"). The person specified on the authorization for withdrawal shall sign the withdrawal receipt in the "Received by" section.
 - d. The check, minus the bottom portion and the carbon copy, is paper clipped to the Withdrawal Receipt and forwarded to Public Reception. (The copies are held on CIR Supervisor's desk until the signed withdrawal is returned).
7. The Public Reception Specialist shall:
- a. Ensure the visitor signs the "Received by" portion of the receipt.
 - b. Verify with the visitor the check amount is the same as the amount listed on the Withdrawal Receipt.
 - c. Send the signed Withdrawal Receipt to CIR via pneumatic tube.
8. Copies of the Withdrawal Receipt shall be distributed as follows:
- a. Accounts Copy: Combine with the original white Authorization for Withdrawal and carbon copy of the check. Deposit in Record Specialist drop safe.
 - b. Depositor Copy: To the person receiving the check.
 - c. Inmate Copy: Combine with the bottom portion of the check and yellow copy of the Authorization for Withdrawal. File in the inmate's jacket.
9. When an inmate is housed at any Sheriff's Custody Facility other than the Pre-Trial Detention Facility the following additional procedure shall be followed:
- a. The Public Receptionist shall telephone the facility in which the inmate is housed and advise them that a cash withdrawal from an inmate's account is requested.

- b. The facility personnel shall complete an Authorization for Cash Withdrawal (SO-1009), have the inmate sign the authorization and forward it, via inmate movement detail, to Pre-Trial Detention Facility Attention: CIR Supervisor to be filed in the inmate's record jacket.
- c. The facility personnel shall notify the Pre-Trial Detention Services Public Receptionist, via telephone, that the inmate has signed the authorization. The Public Receptionist shall write "Approved per Dep. Jones #1243, Todd Road" on the inmate's signature line of the Authorization for Cash Withdrawal (SO-1009).
- d. The Public Receptionist then forwards the Authorization for Cash Withdrawal to Central Inmate Records to be processed.

B. East Valley Jail

- 1. East Valley Jail personnel shall not process requests from the public for disbursement of funds from the inmate's account. All requests shall be directed to the Pre-Trial Detention Facility Public Reception Counter.
- 2. Withdrawals for Bail/Fine Payments
 - a. East Valley Jail personnel shall complete a Withdrawal Receipt to document bail/fine payments from an inmate's account.

C. Release Processing from East Valley Jail

- 1. After all release documentation is prepared; East Valley Jail personnel shall withdraw the inmate's total cash balance by completing an "Inmate Account" tab on the computer screen.
- 2. East Valley Jail personnel shall:
 - a. Obtain the computer Release Receipt.
 - b. Remove the inmate's money envelope from the deposit box.
 - c. Re-verify the cash count.

3. The inmate shall verify the amount and sign the Release Receipt on the "Received By" line.
4. East Valley Jail personnel shall then sign the Release Receipt on the "Disbursed By" line; give the cash and the inmate copy to the inmate.
5. East Valley Jail personnel shall distribute the Release Receipt as follows:
 - a. Accounts Copy - staple the white copy of the Release Receipt to the white copy of the Booking Receipt as documentation for the removal of the cash. Both receipts are enclosed in a money envelope and placed in the Transportation safe.
 - b. Jacket Copy - To Central Inmate Records for the inmate's record jacket. Include in the paperwork package for inmates booked and released at East Valley Jail.
 - c. Inmate Copy - to the inmate.

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

■

[REDACTED]

■

[REDACTED]

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 8 Chapter 8

Receipt and Disbursement of Inmate Cash (Manual Procedure)

Drafted: August 21, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To manually complete paperwork during a computer system failure/upgrade.

POLICY:

In the event of a total or prolonged breakdown of the Ventura County Integrated Justice Information Computer System (VCIJIS), the collection, temporary storage and dissemination of Inmate Data at Central Inmate Records and other operating stations in the facility shall be conducted manually to ensure continuity of jail operations.

GENERAL PROVISIONS:

I. INITIATION OF MANUAL OPERATIONS

- A. When VCIJIS becomes inoperative, it shall be the responsibility of the Sheriff's Intake and Release Specialist (SIRS) at the Pre-Trial Detention Facility (PTDF) or East Valley Jail (EVJ) personnel, to contact I.S.D. [REDACTED] to determine the length of the downtime. Based on the estimated downtime a decision whether to initiate manual operations will be made.
 - 1. PTDF and EVJ personnel shall notify the Pre-Trial Detention Facility Watch Commander once the decision is made to conduct manual operations.
 - 2. No disbursements from any inmate account shall be made while the computer system is not operational.

PROCEDURES:

I. INMATE TRUST ACCOUNT DISBURSEMENTS

- A. When manual record keeping operations are in effect, there will be no cash disbursements from the PTDF or EVJ.

II. INMATE TRUST ACCOUNT RECEIPTS

A. Public Reception:

1. The SIRS shall continue to accept money for deposit to inmate accounts. Manual Receipt (SO-1038) shall be completed for these deposits and the copies distributed as follows:
 - a. White Copy
 1. Enclose in a money envelope with the cash and place immediately in the drop safe.
 - b. Green Copy
 1. To be retained by the SIRS to ensure that it is posted when the computer becomes operational.
 - c. Yellow Copy
 1. To depositor.
 - d. Pink Copy
 1. Discard.
 - e. Goldenrod Copy
 1. Discard.
2. It shall be the responsibility of the SIRS who took the deposit to ensure all manual cash receipts are entered into the computer as soon as it is available for data input (computer screen "Inmate Account Transaction").
3. When the entry has been made, the SIRS shall attach the Accounts Receipt to the corresponding green copy of the Manual Receipt and note the Deposit Receipt tracer number on the green copy. The two receipts shall be stapled together and dropped in the safe for the Accounts Clerk.

III. RECEPTION BOOKING

- A. The staff member responsible for reception booking shall continue to accept monies and property utilizing the Manual Receipt (SO-1038)

and distributing the receipt as follows:

1. White Copy
 - a. Place in a money envelope with the cash and drop in the drop safe.
 2. Green Copy
 - a. Place in the inmate's booking jacket along with the Booking Information Sheet and any other booking paperwork.
 3. Yellow Copy
 - a. Inmate copy.
 4. Pink Copy
 - a. Is sealed with valuable property and sent to the Property Room
 5. Goldenrod Copy
 - a. Discard (Usually unreadable).
- B. The staff member who processed the booking shall ensure all monies and property are entered into the computer as soon as it is operational with the manual booking # that was given NOT a booking # that the system would normally give. On occasion, the CIR Supervisor may assign one SIRS to enter all of the manual bookings completed during a particular computer down time.
1. When all entries have been made, the staff member shall attach the corresponding green copy of the Manual Receipt and note the Booking Receipt tracer number on the green copy.
 2. The Manual and Booking Receipts shall be retained for the Accounts Clerk. The remaining Booking Receipts shall be distributed as follows:
 - a. Inmate Copy: To the inmate.
 - b. Depositor Copy: Discard.

IV. MASTER BOOKING

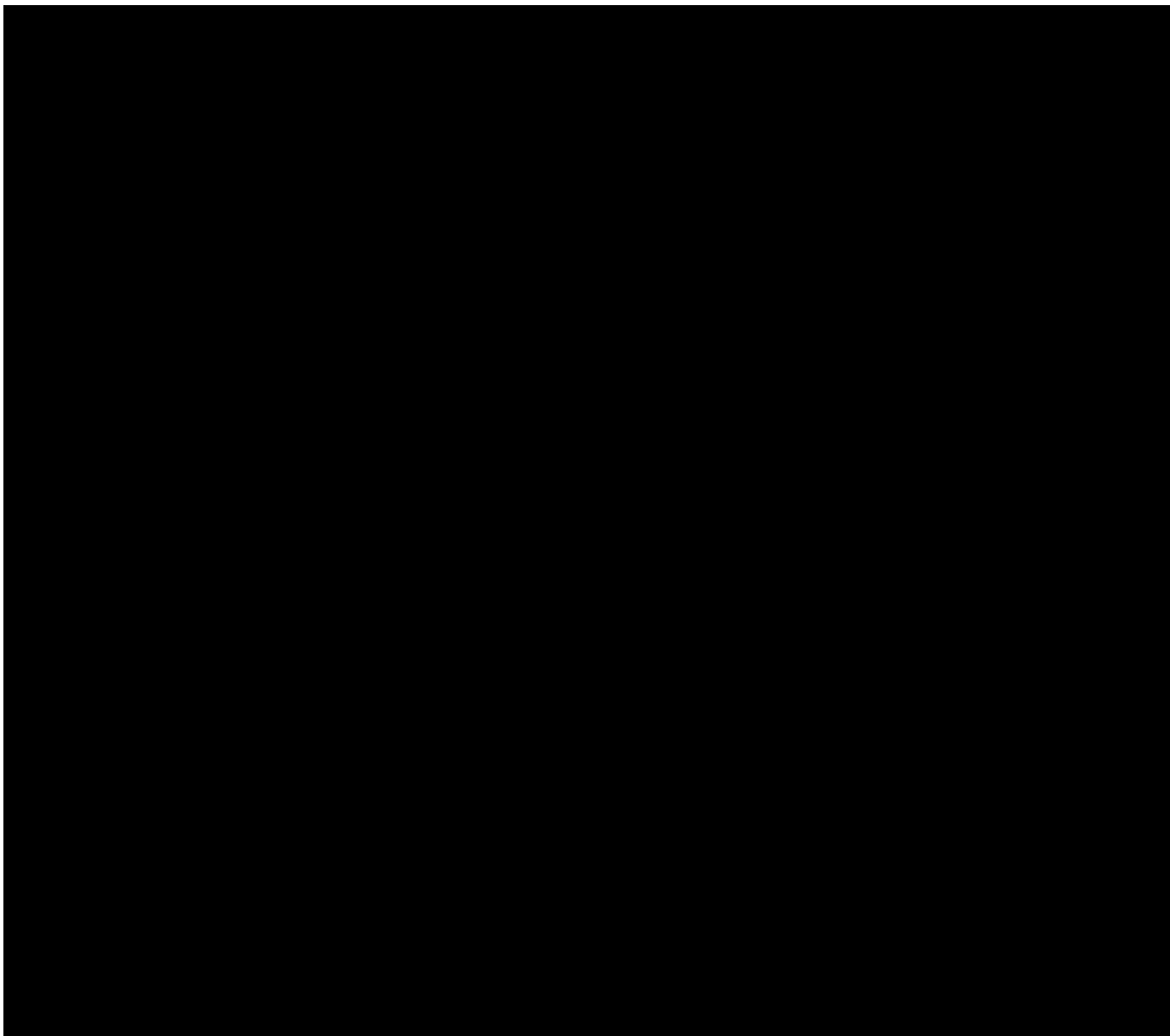
- A. Master Booking Sheet shall be completed manually by a staff member and shall be distributed in accordance with the distribution schedule.
- B. Supplemental Booking Sheets shall also be completed manually.
- C. The staff member entering the booking data into the computer shall make a notation on the face of the Booking form, upper right-hand corner followed by his/her last name and employee number that the information has been entered.

V. RECORD UPDATES

- A. Compilation of the day's court list shall be conducted by referring to the fresh arrest file, new bookings roster and transportation logs.
- B. Court documents, which come in daily, shall be filed in the appropriate inmate jackets. Said inmate jackets, however, shall be separated until the computer system is operating again and the updating of each affected inmate's computer record is complete.

VI. RELEASE

- A. Manual Release procedures shall be essentially the same as the Automated Release procedures.
- B. Inmates for release shall be determined by manual checking of court papers (Statute of Limitation, 849. B.1. P.C. and served sentence). Release dates shall be given by using the release book maintained by the time computation clerk.
- C. The Sheriff Inmate Records Bureau is also fully automated and a complete warrant check cannot be done, however, on occasion the Bureau can do a manual check for local warrants only. Contact Records Bureau at telephone [REDACTED]
- D. Considering that inmate money balances cannot be obtained from any paperwork on file, the inmate's account cannot be closed or zeroed-out. The inmate shall therefore be given the following form and return to pick up any monies owed to him/her:



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Detention Services
Divisional Policy



Section 8 Chapter 9

Release of Information to the Public

Drafted: August 20, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To outline the procedures for staff to follow when handling requests for the release of information of inmates in custody in a Ventura County jail facility.

POLICY:

Detention Services Division employees shall disseminate information regarding inmates or department employees to the public in accordance with Departmental and Penal Code standards, with concern for both the public's right and safety, as well as to unclassified information of the inmate's or employee's right to privacy.

PROCEDURES:

I. INFORMATION REGARDING ADULT INMATES

- A. Any Detention Services Division Employee may release any or all of the following information contained on the "Public Info" computer screen:
1. Inmate's name
 2. Inmate's age
 3. Inmate's place of birth
 4. Vehicle location
 5. Arresting Agency
 6. Date and time received
 7. Local bail of each case
 8. Total bail
 9. Inmate's release date

10. Next court appearance
 11. Visiting
 12. Charges and descriptions
 13. Facility Location
- B. Information about an inmate's release date or any information regarding an inmate's trust (money) account may not be given out.
- C. The Public Reception Specialist or any Facility employee receiving inquiries from the public, personnel of other government agencies, or the news media concerning inmate information not specified in subsections A and B above shall forward the same to the Facility Manager, Commander or Facility Sergeant for proper handling.

II. PUBLIC INFORMATION PLAN

- A. Copies of the "California Title 15 Division 1 & Public Information" are available:
1. At all jail facilities' public lobbies, upon request
 2. In all inmate housing units, upon request
 3. Ventura County Sheriff's Intranet (for employee access)

III. INFORMATION REGARDING JUVENILE INMATES

- A. Information regarding the identity of a juvenile inmate shall not be released, except by the Juvenile Court (refer to 827 W&I) or at the direction of the court.

IV. INFORMATION REGARDING DEPARTMENT EMPLOYEES

- A. Inquiries about personal data and work assignments of Facility personnel shall be referred to a Facility Supervisor for proper handling.

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Section 8 Chapter 10

Service of Temporary Restraining Orders (TRO)

Drafted: August 20, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish a policy by which Domestic Violence TRO's received via the FAX machine, from the District Attorney's Office, may be served.

POLICY:

This procedure will only be used if the Sheriff's Civil Bureau cannot serve the Domestic Violence Temporary Restraining Order (TRO) in a timely manner, or there is an imminent release of the inmate to be served.

PROCEDURE:

I. VICTIM SERVICES UNIT DUTIES

- A. The Victim Services Unit of the District Attorney's Office will fax the TRO to the Level 2 Central Inmate Records (CIR) fax machine.

II. CLASSIFICATION DEPUTY DUTIES

- A. The Classification Desk Deputy will verify the inmate's location and complete a green "Victim Notification" (SII) card.
- B. The Victim Notification card will indicate that a TRO needs to be served by the Property Deputy on the inmate indicated. The Classification Desk Deputy will send the TRO and the Victim Notification card to the Senior Sheriff's Intake and Release Specialist (Sr. SIRS). The Sr. SIRS will place the SII card in the inmate's jacket.

III. SUPERVISING RECORDS TECHNICIAN DUTIES

- A. The Sr. SIRS will make two copies of the proof of service. The duplicate copy will be signed and presented to the inmate upon release.
- B. The Sr. SIRS will place the TRO in the inmate's jacket until release. The FAX face sheet shall be retained with the TRO, as it may contain important information and phone numbers.

- C. When the inmate is worked up for release, the TRO and proof of service will be clipped on the outside of the jacket and a notation on the release order should be placed (i.e. TRO). This will alert the Property Deputy that it needs to be served.

IV. PROPERTY DEPUTY DUTIES

- A. The Property Deputy shall give the inmate the TRO and have the inmate sign that he/she received it. The inmate shall be given the duplicate copy of the proof of service, along with the entire TRO.
- B. If the inmate refuses to sign, the Property Deputy shall document the refusal on the proof of service and give the inmate the copy.

V. CIR SUPERVISOR

- A. Upon completion of the release process, the CIR Supervisor shall fax a copy of the proof of service to the District Attorney 24-hour FAX number located on the proof of service. The original proof of service will be returned to Victim's Services Unit.
- B. Anytime there is a need for service outside of the Pre-Trial Detention Facility, the Victim Services Unit shall be instructed to contact the Legal Unit who will arrange for coordination of service at the facility where the inmate is housed.

Ventura County Sheriff's Office
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Section 8 Chapter 11

Service and Processing of Warrants

Drafted: August 20, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To provide a policy for the service of arrest warrants.

POLICY:

To detail the process to be used to serve an arrest warrant for an inmate who is in custody in a Ventura County Detention Facility.

DEFINITIONS:

Supplemental Charges: Criminal charges brought against an inmate in addition to the original charge(s) he/she was booked under. Supplemental charges are designated with numbers (2, 3, 4, etc.) following the booking number assigned to the inmate. Example: When an inmate whose booking number is 123456 is booked on a supplemental charge, the original charge is number 1, and the supplemental charge is designated as 123456-2 and entered as such into the computer database. A second supplemental charge on the same inmate shall be designated as 123456-3, and so forth.

Supplemental Booking: The process by which an inmate is booked on supplemental or additional criminal charges.

Supplemental Booking Packet: The booking packet consists of the following:

- A. Original Warrant certification and/or copies of any out of county warrants. Copies of out of state abstracts will also be furnished when no local charges are pending.
- B. Completed Supplemental Booking form stamped with the 851.5 PC admonishment (right to telephone calls).

PROCEDURE:

I. RECEPTION AND SERVICE OF WARRANTS

- A. When a warrant is received at Central Inmate Records, the Sheriff's

Intake and Release Specialist will do the following:

1. Complete a Supplemental Booking form on the inmate.
2. The Sheriff's Intake and Release Specialist (SIRS) will stamp the Supplemental Booking form with the 851.5 PC stamp.
3. The SIRS will use the pneumatic tube system and send the forms to Level 1 (PTDF), Facility Sergeant's office (TRJ). The Senior Deputy or Sergeant will forward the forms to the appropriate Housing Security/Booking Deputy for completion.
4. Once the Housing Security Deputy receives the warrant it will be his/her responsibility to ensure the warrant belongs to the inmate. The Housing Security Deputy should compare the inmate's demographics and identification numbers with those listed on the warrant. If it is confirmed the warrant belongs to the inmate and the inmate is housed at PTDF, the inmate will be sent to Level 1 for Livescan and arrest on the warrant.
 - a. The deputy will put the correct report number in the vacant box designated "Arrest Rpt No." on the Supplemental Booking form.
 - b. The deputy will comply with 851.5 PC by asking the inmate the questions listed and completing the stamped section of the Supplemental Booking form.
 - c. If the inmate wishes to use the three free phone calls afforded him/her under 851.5 PC, the deputy will send the inmate to Level 1 and note the time and date on the stamped section of the Supplemental Booking form.
 - d. If the inmate is housed at TRJ, the Housing Security Deputy will be responsible for confirming the warrant and completing the arrest. The Housing Security Deputy will ensure the inmate is escorted to Intake for Livescan and access to free phone calls per 851.5 PC. If a Livescan trained deputy is not available at the time the supplemental booking packet is received, the Facility Sergeant will make the determination whether the arrest can wait until a Livescan trained deputy is on-duty or the inmate needs to be sent to PTDF for Livescan.
5. The identification of the inmate and the confirmation of the warrant will be completed in compliance with Divisional Policy:

Section 7, Chapter 3: Booking Identification for Warrant Arrests and Claims of Mistaken Identity.

6. If there is any question as to whether the warrant belongs to the inmate, the Housing Security Deputy will notify the Housing Senior Deputy. If the Housing Senior Deputy believes there is a need for further investigation, the Classification Desk Deputy will be contacted for further investigation, e.g. computer and phone follow up. It is the responsibility of housing personnel to conduct any needed interviews with the inmate.
 - a. If the warrant in question is a Ventura County warrant, the Classification Deputy should first attempt to determine the case (docket) number for the warrant. Once the case number is determined, it should be run in VCIJIS or VCJIS to determine the BI number for the original defendant. Once the BI number is determined then the fingerprints and/or booking photograph of the original defendant can be compared to the person in custody.
 - b. If the warrant in question is an out of county warrant the Classification Desk Deputy should contact the agency that issued the warrant. Fingerprints and/or a photograph of the warrant subject should be requested so they can be compared to the person in custody.
 - c. If there are no fingerprints or photographs to be obtained, for example in the case of a warrant for failure to appear for a traffic citation, the Classification Desk Deputy will report the lack of findings to the requesting Senior Deputy. The Senior Deputy will notify the Facility Sergeant of the situation. The Facility Sergeant will have final discretion as to whether the inmate is booked for the warrant.

II. WHEN LOCAL CHARGES ARE NO LONGER PENDING

- A. When local charges are no longer pending, a teletype shall be sent to all agencies that have out-of-county warrants in place advising them of availability of the Defendant, and naming all other agencies holding warrants for coordination purposes. In most instances the agencies with out-of-county holds have 5 days to pick up the inmate.
 1. In computing the five (5) days, the time shall start at 0001 Hours on
on
the day beginning after the release date on our local charges (i.e., served sentence and credit time served). However, when a

defendant is released via OR, Bail, case dismissed, or is booked with no local charges, then the five (5) days shall start immediately.

- a. In felony cases where the agency requesting the arrest is over 400 miles from Ventura County, the five (5) day period will be computed as five (5) court days.
 2. When inmates are transferred from Ventura County Sheriff's Office custody, all agencies holding out-of-county warrants shall be notified.
 3. If the inmate is not picked up in five (5) days, the inmate shall be released Statute of Limitations (SL) and a teletype will be sent to the issuing agency notifying them of the SL release and requesting re-activation of the warrant.
- B. When no local charges are pending, and bail is posted on out-of-county warrants, then notification teletypes will be included in the release jacket for the CIR Supervisor's approval at the same time the jacket is submitted for the inmate's release.

III. DISCOVERY OF AN INMATE WHO WAS WRONGLY BOOKED ON ANOTHER PERSON'S WARRANT

- A. Follow procedures outlined in Divisional Policy: Section 7, Chapter 3: Booking Identification for Warrant Arrests and Claims of Mistaken Identity.

Ventura County Sheriff's Office
Detention Services
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Section 9 Chapter 1

Found/ Lost Inmate Property

Drafted: August 7, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish policy regarding the loss of inmate property.

POLICY:

I. FOUND/ MISSING INMATE PROPERTY

- A. When an inmate is being released and informs staff, or staff discovers that all or part of the inmate's property is missing and after every attempt has been made to locate the missing property, the following steps shall be taken.
1. The Releasing Deputy/Property Deputy will complete a Lost Inmate Property Report form (SO-1070). **Both the Staff member and the inmate then sign the form.**
 2. The Property Deputy/Property Deputy will complete a JIR or incident report, if necessary, detailing the circumstances of the lost property and what steps were taken to locate the property.
 3. The inmate is then given the Pink copy of the form and told to contact Risk Management.
 4. The reports shall be forwarded to the Facility Administrative Sergeant for distribution. A copy of the "Property Returned to Inmate at Release" sheet and the JIR or incident report must be attached to the white and canary copy of the Lost Property Report. (Staff shall mark off every item of property being returned to verify the inmate has received everything.)
 5. In the event inmate property is found, the Property Deputy shall prepare a Property/Evidence Report and book the found property into the Sheriff's Office Property Room as "Found Property."
 - a. For details regarding the Property/Evidence Report, refer

to the Sheriff's Policy Manual: Policy 804 Property and Evidence, Custody and Control of Property and Firearms (see also Report Writing Manual, July 2002).

6. Copies of all Found or Lost Property Reports must also be provided to the Legal Unit for reference in handling Risk Management claims.

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Section 9 Chapter 2

Property/Clothing Receipt Storage

Drafted: August 13, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish policy regarding the receipt of inmate property at East Valley Jail (EVJ) and Pre-Trial Detention Facility (PTDF).

POLICY:

To systematically and accurately receive, record, and store inmate property and clothing.

DEFINITIONS:

Valuable Property: Shall include, but shall not be restricted to, jewelry, negotiable instruments (payroll checks, bearer checks), rare or collectible coins (even if not legal tender), car keys and wallets with their contents.

Clothing: Only those garments the inmate is wearing at the time of booking.

Bulk Property: All property, other than valuable property and clothing, shall be termed bulk property; this includes, but is not restricted to, purses, belts, briefcases, boots and excess clothing.

GENERAL PROVISIONS:

I. ABBREVIATIONS

A. The Booking Deputy, Intake Specialist, or Women's Booking Deputy shall list jewelry or other metallic valuable property on the "Booking Receipt" utilizing the following abbreviations:

1. Y/M - Yellow metal (possibly gold)
2. W/M - White metal (possibly silver)
3. Rd Stone - Red stone (possibly ruby)
4. Clr Stone - Clear stone (possibly diamond)

5. WH Stone - White stone (possibly pearl)
6. Gr Stone - Green stone (possibly emerald)
 - a. Example: 1 y/m ring w/3 clr stones; i.e., possibly a description of a gold ring with 3 diamonds. The Booking Deputy should list if a stone is missing. The Booking Deputy should also list a ring or other item, which is not removable from the inmate's body.

II. CHECKS

- A. The Booking Deputy / Reception Technician shall not list check numbers on the "Booking Receipt"; examples of proper listings - 1 check book; 1 - \$600 Penney's paycheck; 5 - \$20 traveler's checks.

III. VALUABLE PROPERTY

- A. The Booking Deputy, Intake Specialist or Women's Booking staff shall seal the valuable property and the "Property Receipt" in a plastic bag and place it in the box at reception booking.

IV. CLOTHING ISSUED AT PTDF

- A. The Property Deputy shall be responsible for the initial issue of jail clothing to inmates being assigned to housing.
 1. Prior to the inmate showering, the Property Deputy shall obtain the inmate's jail clothing sizes and note them on the "Property/Clothing Storage Worksheet."
- B. In Women's Booking, the female deputy shall be responsible for the initial issue of jail clothing to inmates being assigned to housing.
 1. The female deputy shall obtain the inmate's jail clothing sizes and note them on the "Property/Clothing Storage Worksheet."

V. BULK PROPERTY

- A. The Booking Deputy shall ensure that all bulk property taken at the time of reception booking is properly identified and delivered to the property room.
- B. If the bulk property will not fit in a plastic property bag, it will be returned to the arresting/transporting officer for booking at their respective station.

1. No knives, scissors, razors, any other type of cutting instrument, suitcases, books, papers or any other bulk property will be accepted from the arresting/transporting officer (exceptions will be made for VSO Transportation and out of county or state transportation).
- C. Clothing delivered to the PTDF Property Room with bulk storage (such as bulky sweaters, coats, or hats) will be accepted if they fit in a green mesh bag. The bag shall have an identification tag attached to it with the inmate's name and booking number visible.

VI. RECORDING PROPERTY/CLOTHING STORAGE LOCATIONS AT PTDF

- A. The Property Deputy shall utilize a "Property/Clothing Storage Worksheet" to temporarily log property locations and clothing sizes until the information is entered into the computer.
- B. The Property Deputy shall enter property locations and jail clothing sizes received during the shift to the computer screen. The "Property" queue, Property tab computer up-date will list the bin number and clothing locator. Remarks regarding property may be listed in the "Notes" box.

VII. RECEIPT OF PERSONAL CLOTHING

- A. When an individual requests to leave personal clothing for an inmate to wear to court appearances, the individual will be directed to contact the Courts for instructions.

NOTE: Detention facilities will not accept clothing, unless authorized by the Facility Manager.

PROCEDURES:

I. VALUABLE PROPERTY

- A. At the East Valley Jail, the East Valley Booking Deputy shall receive all valuable property from the arresting officer. At the PTDF, the Property Deputy shall receive all valuable property from Central Inmate Records (both men's and women's side) and secure it in the designated storage area.
- B. The Property Deputy shall not leave valuable property bags on the counter unsecured and/or unattended. All valuable property bags shall

be secured in the designated cabinet within the Property Room.

- C. The Property Deputy shall note valuable property locations on the "Property/Clothing Storage Worksheet" and enter the locations in the computer.
- D. See Section 9-3 for property release procedures.

II. BULK PROPERTY

- A. The East Valley Booking Deputy or Property Deputy shall place the bulk property in a bulk storage bin. The Property Deputy shall note the bin number on the "Property/Clothing Storage Worksheet."

III. CLOTHING

- A. Contaminated or infectious clothing (at time of booking).

Upon the approval of the Level 1 Senior Deputy or the PTDF Facility Sergeant, the Booking/Property Deputy shall discard those items of clothing/property from fresh-arrest or remanded inmates, which have been contaminated with feces or blood. Clothing contaminated with urine or any infectious medical condition such as lice, scabies, etc. are to be placed in a water-soluble bag and then a yellow bag and tagged with the inmate's name and booking number. This bag of clothing will be delivered to the Property Deputy for washing in the Property Room.

- a. Medical Staff may be consulted to determine the extent and condition of the inmate and whether the inmate's clothing poses a risk to staff.
2. The inmate's clothing shall be bagged in a red trash bag, noting "Infectious Material." Staff shall take the bag to Special Housing on Level 2, where it will be placed in a Biohazard bin for destruction.
- a. The staff member disposing of the clothing/property shall notify a Senior Deputy or the PTDF Facility Sergeant and complete a Jail Incident Report documenting the destruction. The inmate shall be notified of the disposal of clothing.
 - b. The Property Deputy will be given a copy of the report to update the computer to indicate the clothing has been destroyed.

- c. The Property Deputy shall replace the discarded items with welfare clothing furnished by Inmate Services upon the inmate's release.
- d. The inmate may be directed to file a claim with Risk Management if he so desires.

IV. POST BOOKING SEARCHES OF INMATE PROPERTY

- A. Clothing, valuable property or bulk items belonging to inmates which are received from the arresting officer and placed in the Pre- Trial Detention Facility Property Room may be examined by any law enforcement personnel without the use of a search warrant. (Turner [9th Cir. 1994] 28 F.3d 981, 983.)

V. SEIZURE OF INMATE PROPERTY

- A. Clothing, valuable property, or bulk items belonging to inmates, which are received from arresting officers and placed into the Pre- Trial Detention Facility Property Room, may be seized by any law enforcement personnel without a search warrant. (People V Davis 84 Call App 4th 390 [October 2000].)
- B. Any time clothing, valuable property, or bulk items are released to any law enforcement personnel, a "Seized Property Report" SO- 2011 shall be completed and distributed per the forms directions.

VI. SEARCH WARRANTS

- A. All search warrants served on any and all Detention Facilities involving the contents of an inmate's cell, shall be served and handled by the investigator/attorney listed on the warrant.
- B. Under no circumstances are Detention Services personnel to act as seizing agents for the attorney listed on the warrant. Deputies shall stand by to escort the investigators/attorneys to the cell and stand by as security, only.

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Section 9 Chapter 3

Property Procedure for Release

Drafted: August 13, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish a procedure for releasing inmate property.

POLICY:

To systematically process inmate property for release.

DEFINITIONS:

Bulk Property: Items too large to fit in valuable storage shelves.

Clothing: Items stored on clothing racks. All contaminated clothing too soiled to be laundered will be properly disposed of using the biohazard procedure.

Valuable Property: Items that fit into valuable storage bins (e.g. watches, cellular phones, wallets, papers, shoe laces).

Prescription Medication: Prescription medication is medication in a container with a pharmacy/medical label noting the person's name, issuing physician or pharmacist, type of medication and quantity of medication in the container.

GENERAL PROVISIONS:

I. TRANSPORTING INMATE PROPERTY FROM EVJ TO PTFD

- A. The inmate's valuable property and bulk property shall be given directly to the transporting officer for transportation to the Pre-Trial Detention Facility.
- B. The inmate's money will be secured in a drop safe. The safe will be given to the transportation officer for transportation to the Pre-Trial Detention Facility.

II. RELEASE OF INMATE PROPERTY TO TRANSPORTATION OFFICER

- A. When an inmate is being released to the custody of a transportation officer, the Property Deputy shall release clothing to the inmate. The inmate's valuable property, bulk property, medication, and cash shall be given directly to the transportation officer after the inmate signs the Release Property Receipt.

III. RELEASE NOTIFICATION

- A. After a Sergeant signs off an inmate's release jacket, he/she will keep the completed jacket in the Facility Sergeant's Office. The Property Deputy shall routinely check with the Watch Commander to determine if there are release jackets to be picked up and processed.

IV. SECURITY HAZARDS

- A. The Property Deputy shall retain any property that could be considered a security hazard (i.e., drugs or medication, cigarettes) or dangerous property. Security hazard and dangerous property shall be given directly to the inmate at Level 1 Control upon final release.
- B. Knives, letter openers, tools with knives and other sharp objects will not be accepted at the time of initial booking and will be given back to the arresting officer to book as safekeeping. Matches will not be sealed in the inmate's property bag and will be destroyed.

PROCEDURES:

I. PREPARING PROPERTY FOR INMATES TO BE TRANSFERRED FROM EAST VALLEY AND TODD ROAD

- A. A Deputy shall prepare the inmate's property for transfer upon notification.
- B. A Deputy shall place all property belonging to inmates being transferred to the Pre-Trial Detention Facility in the designated cargo case.
- C. The East Valley Jail Booking Deputy shall remove all money envelopes belonging to inmates being transferred to the Pre-Trial Detention Facility from the "OR" cashbox. The money envelopes will be secured in the drop safe. The drop safe will be placed in the designated cargo case for transfer to the Pre-Trial Detention Facility.

II. PREPARING PROPERTY FOR INMATES TO BE RELEASED FROM EVJ

- A. The East Valley Jail Booking Deputy shall unseal the valuable/personal property in front of the inmate and check each item off in the box on the "Property Released to Inmate at Release" sheet as it is returned. Any items missing shall be circled. The East Valley Jail Booking Deputy shall initial under the checked items (i.e., Jones/1234). The form with the inmate's signature will be returned with the inmate's "jacket."
- B. Any lost property shall be documented on a Lost Property report, JIR, and Detention Services Lost Inmate Property Report (SO- 1070). A copy will be made of the "Property Released to Inmate at Release." Refer to Detention Services Policy regarding distribution and completion of forms.
- C. The East Valley Jail Booking Deputy shall return all bulk property.
- D. If the inmate's property has been released prior to the inmate's release, the inmate shall receive a form of the property that has been released. All property will be released, other than currency and clothing, at the time a property release is requested.

III. RELEASE OF CASH FROM EAST VALLEY

- A. The East Valley Jail Booking Deputy shall count the inmate's cash and ensure it equals the amount listed on the Release Receipt.
- B. The East Valley Jail Booking Deputy shall instruct the inmate to sign the Release Receipt.
 - 1. The East Valley Jail Booking Deputy shall give the inmate the cash and "Inmate" copy of the Release Receipt.

IV. PREPARE PROPERTY FOR RELEASE/TRANSFER PROCESSING FROM PTFD

- A. The Property Deputy shall prepare the inmate's property and clothing for release after picking up a completed release jacket from the Watch Commander's office.
 - 1. The Property Deputy will check the VCIJIS property screen for any inmate property and clothing to be released. The Property Deputy will locate the clothing, bulk and valuable property and medications.
 - 2. The Releasing Deputy will process the inmate for release.
 - 3. When the Property Deputy releases the inmate's bulk and

valuable property, clothing, and medication, they must change the property status from "stored" to "released."

V. RELEASE OF CLOTHING FROM PTFD

- A. The Releasing Deputy shall return all the inmate's personal clothing and instruct the inmate to get dressed.
- B. The Releasing Deputy shall ensure the inmate returns all jail issued clothing.
- C. If an Inmate's clothing was destroyed because of contamination, the inmate shall initial the release paperwork noting the clothing was destroyed and welfare clothing was issued.

VI. RELEASE OF VALUABLE PROPERTY AND BULK PROPERTY FROM PTFD

- A. The Property Deputy shall unseal the valuable property in front of the inmate. The Property Deputy will check each item off in the box on the "Property Released to Inmate at Release" sheet as it is returned. The Property Deputy shall initial under the checked items (i.e. Jones/1234). The signed form will be returned with the inmate's CIR jacket. **Any missing items shall be circled and a Lost Property Report Form (SO-1070) will be completed.**
- B. The Property Deputy shall return all bulk property.
- C. The Detention Facilities no longer release inmate clothing before the inmate's release. The only exception is when an inmate is being transferred to state prison. In this case, all of the inmate's property and clothing (except shoes) can be released before their transfer from the facility. If property has been released before the inmate's release, the Property Deputy shall write "released" and circle the items that were released. The jail has an "all or nothing" property release policy. (Refer to Divisional Policy 9-4 Release of Property By Inmate.)

VII. RELEASE OF MEDICATION FROM PTFD

- A. See Divisional Policy, Section 7, Chapter 1.

VIII. RELEASE OF CASH FROM PTFD

- A. The Property Deputy shall count the inmate's cash and ensure it equals the amount listed on the Release Receipt. If it does not, the Releasing Deputy shall immediately notify the CIR Supervisor.

- B. If the cash is correct, the Property Deputy shall instruct the inmate to sign the Release Receipt.
 - 1. The Releasing Deputy shall give the inmate the cash and the printed white copy of the Release Receipt.

IX. VERIFICATION OF RECEIPT OF ALL PERSONAL PROPERTY FROM PTDF

- A. If all property, clothing, medication, and cash have been returned, the Releasing Deputy shall instruct the inmate to sign the Property/Cash sheet and obtain the right four fingerprints.
- B. If the inmate claims property or cash is missing and the property or cash cannot be located, follow the Lost Property procedures in the Divisional Policy Section 9, Chapter 1: Found/Lost Property Report.
 - 1. The Level 1 Senior Deputy shall be informed of all inmate claims of lost property. An attempt shall be made to locate the property. If the property is not found, the Level 1 Senior Deputy shall ensure that a Lost Inmate Property report (SO-1070) is completed.

X. DISPOSAL OF PROPERTY OF RELEASED INMATES

- A. When an inmate is transported to Court from Todd Road and the Court releases the inmate, a Todd Road Jail Deputy will send the released inmate's property to the Pre-Trial Detention Facility on the next transportation run. In most cases the inmate's property will not arrive at the PTDF before the inmate's Court ordered release.
- B. When the property does not arrive prior to the inmate's release or extra property is found after the inmate's release, the inmate has fifteen (15) days to pick up the found property. At the end of fifteen days, the property can be thrown out. The property will be marked off the handwritten log as being destroyed.

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Section 9 Chapter 4

Release of Property by Inmate

Drafted: August 13, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish policy regarding the release of inmate property.

POLICY:

The Public Receptionist shall coordinate the release of valuable property and bulk property as requested by individuals at the Public Reception Counter, subject to the inmate's approval.

The individual requesting the release of property must take **all** of the inmate's property, except the inmate's clothing. Individual items will not be released, unless pursuant to a court order or with approval of the Facility Sergeant. If an inmate has been sentenced to state prison, all of their property and clothing, except their shoes, must be released.

PROCEDURES:

I. PROPERTY RELEASE

A. PTDF

1. When an individual requests the release of an inmate's personal property, the Public Reception Specialist shall complete the "Property Release To" information on the "Property" module under Public Reception computer screen and check all property to be released. Exceptions can only be approved by the Watch Commander.
2. The Public Reception Specialist will call the appropriate Level/Quad and inform the staff member on duty that authorization is needed from the inmate to release property to the person making the request. If the inmate is unavailable, such as being at court or otherwise unable to be reached, the visitor will be told they must return at a later time.

3. Once the written approval has been obtained from the inmate, the staff member will write their name and ID number witnessing the approval.
4. Inmates who are being released to any California State Prison facility, including those inmates booked on California Department of Corrections holds only, shall be allowed to release all of their personal property that was in their possession at the time of Reception Booking, including clothing, with the exception of shoes. All property that has since been accumulated by the inmate (books, mail, magazines, etc.) will be transferred to the State Prison facility.
5. Once the authorization has been obtained, the Public Reception Specialist will call the Property Deputy informing them of the request to release property for the inmate and the booking number. Once the Deputy has located the property and enters the release of property into the system, the item(s) will be walked to the public reception area by the Property Deputy. Either the Property Deputy will respond to Level 2 with the property or the requesting party will be sent to Level 1 to pick up the items.
6. The Property Deputy will give the property to the individual and obtain signatures on the "Property Release To" form acknowledging they have received, and are taking possession of the item(s).
7. Once the documents are signed, the "Property Release" form will be stapled to the inmates "Inventory Receipt" and both will be filed in the Property Room. The remaining copies of the "Property Receipt" will be distributed as indicated on the form.

B. EVJ and TRJ

1. This process for inmates housed at the Todd Road Facility or East Valley Jail will be handled in the same manner. The authorizations will take place over the phone, the proper witnessing will be noted and the requesting party in Public Reception will be given the property once a signature has been obtained.

II. PROPERTY RELEASE – PROPERTY DEPUTY

- A. The Property Deputy shall query the "Property queue- Property Tab" for property locations and the inmate's property bag and/or clothing as indicated on the "Property Receipt."

1. The Property Deputy will process the request and notify Public Reception when the property is ready for release.
 2. Each individual property item will be checked off the white "Property Release" form and if inmate clothing is also released, the appropriate check boxes will be marked.
 3. The receiving person must sign the "Property Release" form.
 4. The releasing employee shall place their initials and I.D. number on both forms.
 5. The "Property Release" form will be stapled to the inmate's "Inventory Receipt" and both will be filed in the Property Room.
 6. The remaining copies of the "Property Receipt" will be routed as stated on the form.
 - a. Inmate File Copy: To Central Inmate Records to be filed in the inmate's record jacket.
 - b. Inmate Copy: To the inmate for his/her information.
- B. The Property Deputy will update the Ventura County Integrated Justice Information System (VCIJIS) to reflect the status of the property as "released."
- C. No valuable property or bulk property will be accepted from the public for storage in the Pre-Trial Detention Facility Property Room.

III. RECEIVING PROPERTY FROM THE PUBLIC

- A. Detention Facilities may, in limited circumstances, accept requests to leave personal items for an inmate. Three possible reasons may include:
1. The inmate's personal clothing was seized as evidence.
 2. The inmate requires prescription glasses.
 3. To comply with a court order.
- B. Direct all clothing exchange inquiries to the Public Receptionist at the PTDF.

Ventura County Sheriff's Office
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Section 10 Chapter 1

Confirming Inmate Identity for Release/Transfer

Drafted: August 16, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish a procedure to properly confirm an inmate's identity prior to release.

POLICY:

During the processing of an inmate for release/transfer, Pre-Trial Detention Facility personnel shall take specific precautions in identifying the inmate to prevent the erroneous release/transfer of an inmate.

GENERAL PROVISIONS:

At the PTDF, the female Booking Deputy shall perform the functions of the Property Deputy for female inmates.

PROCEDURES:

I. PTDF

A. RELEASE/TRANSFER FROM A HOUSING SECTION

1. The Housing Officer/Quad Monitor shall pull the housing copy (buff) booking sheet from the quadrant file whenever an inmate is being released/transferred from the quadrant. It shall be the Housing Officer's responsibility to accurately identify the inmate utilizing the photograph on the Buff Card and matching the booking number on the Buff Card with the inmate's armband. If the Buff Card matches the inmate being released, the Quad Monitor will hand the Buff Card and the Movement Order to the inmate. The Quad Monitor will then direct the inmate to take the Buff Card and the Movement Order to release.

B. RELEASE/TRANSFER FROM LEVEL 1:

1. Prior to initiating the procedures for the release of clothing and property, the Property Deputy shall:

- a. Identify the inmate utilizing:
 - 1) The photograph and booking number on the buff card.
 - 2) The inmate who is to be released or transferred shall be placed in the appropriate release/transfer cell, e.g. 'Main Jail Release' cell, 'OR Release' cell, 'Special' cell, 'Other Agency Release' cell. Often times these cells will be completely filled with inmates who are being sent to prison, inmates who have no housing or inmates who are placed in the alternate environment cell. In these cases the Property Deputy will have to use whichever cells are available in release/transfer or booking. Inmates being transferred to other agencies or to Sheriff's Transportation shall be segregated from inmates who are to be released.
2. After the inmate signs the Property Sheet the deputy shall:
 - a. Take the right hand "release impression finger prints" on the back of the booking sheet.
 - b. Re-confirm the identity of the inmate to be released by comparing:
 - 1) Photograph
 - 2) Booking number
 - 3) Release impression fingerprints.
 - 4) If necessary, the releasing officer may ask personal history questions obtained from information on the Master Booking sheet.
 - 5) Inmates being released to another agency will complete the Single Print Identification (SPI) scan in Men's Property or Women's Booking.
3. After confirming the inmate's identity, the deputy shall:
 - a. Write his ID number in the release box indicating that he/she is the releasing officer and write the time of the release.
 - b. The deputy shall take a head count of the inmate(s) to be

escorted to Level 1 Control and compare the head count to the number of release jackets and corresponding Buff Cards in hand. No more than six inmates shall be escorted to Level 1 Control for release at one time.

4. The Level 1 Control officer shall:
 - a. Conduct a head count of the inmates in the release corridor and compare it to the number of inmate release jackets and Buff Cards in hand.
 - b. Re-confirm the identity of the inmate to be released following the same procedure of comparing with the additional process:
 - 1) Photograph
 - 2) Booking number
 - 3) Single Print Identification scan (SPI)
 - 4) Release impression fingerprints.
 - 5) If necessary, the level control officer may ask personal history questions obtained from information on the Master Booking sheet.
 - c. Indicate the time released and write his/her ID number below the time notation.

II. EVJ

A. RELEASE/TRANSFER FROM A HOUSING SECTION

1. The East Valley Jail Booking Deputy shall remove the Housing Card from the housing binder whenever an inmate is being released/transferred from the housing dorm. It shall be the East Valley Jail Booking Deputy 's responsibility to accurately identify the inmate utilizing the photograph printed on the Housing Card.
2. The East Valley Jail Booking Deputy will ensure the inmate who is being released/transferred has bagged his personal property and has changed into unsentenced inmate clothing.
3. The East Valley Jail Booking Deputy will make the appropriate housing changes in VCIJIS and print a movement order for the Transportation Deputy.

B. RELEASE FROM BOOKING

1. Prior to releasing an unsentenced inmate housed in booking, the East Valley Jail Booking Deputy shall identify the inmate to be released utilizing the photograph attached to the release paperwork.
2. The East Valley Jail Booking Deputy shall take the release impression prints on the back of the booking sheet.
3. After the inmate signs all release paperwork, the Booking Deputy will release the inmate through the Booking/Public Lobby door.

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Section 10 Chapter 2

Court Ordered and Forthwith Releases

Drafted: August 16, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish policy regarding inmate releases pursuant to a court order.

POLICY:

The court ordered release of Detention Facility inmates shall be handled in an expeditious and timely manner.

DEFINITIONS:

Housing Officer: Officers who directly supervise in inmate housing areas. (The Quad Officers on Level 3 and 4, the Special Housing or Segregated Deputy in Special Housing or Segregated Housing.)

GENERAL PROVISIONS:

The PTFD female Booking Deputy shall also perform the functions of the Property Deputy and Property Deputy for female inmates.

PROCEDURES:

I. COURT ORDERED FORTHWITH RELEASES

- A. Court ordered Forthwith Releases have priority in the release process.
- B. The Hall of Justice (HOJ) personnel shall:
 - 1. Be contacted by the court clerk and notified that they have a court ordered release.
 - 2. HOJ will then immediately notify:
 - a. Level 1 Control
 - b. CIR

- c. The Facility Sergeant
 3. As soon as the inmate is received from the court, the inmate will be sent to the Pre-Trial Detention Facility.
- C. Level 1 Control shall:
 1. If the inmate is housed at the Pre-Trial Detention Facility:
 - a. Send the inmate back to their housing area to roll up their belongings, after which the inmate will return to Level 1.
 - b. Send inmate to release area to be held until their paperwork is processed.
 2. If the inmate is housed at Todd Road Jail or East Valley Jail:
 - a. The inmate will be sent to the release area to be held until their paperwork is processed.
- D. The Update Record's Specialist shall:
 1. Receive the Court Order from the court via the court printer and immediately give it to the Senior Sheriff's Intake and Release Specialist.
- E. The Senior Sheriff's Intake and Release Specialist (SIRS) shall:
 1. Prepare the release documentation per Central Inmate Records procedures.
 2. Forward it to the CIR Supervisor.
- F. The CIR Supervisor shall:
 1. Check the release paperwork.
 2. Attach the inmate's funds.
 3. Place the package on the Level 1 Senior Deputy's desk in the Release Jacket Tray.
- G. The Senior Deputy shall:
 1. Notify the Sergeant as soon as the jacket arrives on the desk.

2. Ensure that the signed release jackets are given to the Property Deputy or the Women's Booking Deputy in a timely manner.

H. The Facility Sergeant shall:

1. Review and follow the guidelines for approving inmate releases as listed in Divisional Policy: Section 10, Chapter 5 (Release of Inmates from Reception Booking).
2. Notify the Property Deputy that the "Inmate Jacket" is ready for pick-up.

I. The Property Deputy or the Women's Booking Deputy shall:

1. Pull the inmate's personal property and clothing.
2. The clothing shall be placed on the clothing rack for releasing inmates.
3. Any of the inmate's property still located at the TRJ or EVJ will be transported to the PTDF at the earliest convenience.
4. If the inmate's property does not arrive at the PTDF in an acceptable amount of time, the inmate will be released without his property with instructions to return at a later date to pick it up.
5. Enter the new housing location in the computer using the "Housing Monitors" queue "Inmate Movement" tab to:
 - a. Men: Men's Rel
 - b. Women: Wm's Bk/Rel (Female Deputy/SST responsibility)
6. Give the inmate his/her personal clothing.
7. Give the Property Deputy the inmate's valuable and bulk property. (Refer to "Property/Clothing Procedures for Release.")

J. The Release/Transfer Officer Shall:

1. Identify the inmate by wristband and photograph.
2. Fingerprint the inmate on the back of the Master Booking Sheet.
3. Have the inmate sign for his money and any applicable release

paperwork, i.e., OR Forms, Registration Forms.

4. Each item of property on the Master Booking sheet will be checked off in the inmates' presence, and initialed with ID # by the Release/Transfer Security Deputy.
5. The Releasing Officer shall complete and sign all appropriate release forms.
6. The Releasing Officer shall write his ID number in the release box on the Master Booking form as the Releasing Officer.
7. Complete the Single Print Identification (SPI) scan if being released to another agency.
8. Contact Level 1 Control for clearance to bring out releases.
 - a. No more than 6 releases shall be brought out at a time.
 - b. The classifications must be compatible per policy. Do not mix classifications that cannot be housed together.
9. Escort the inmate and the release jacket to Level 1 Control in the release corridor.
10. Identify the inmate to Level 1 Control.
11. Give Level 1 Control the release documents.

K. Level 1 Control shall:

1. Verify the paperwork has been completed properly.
2. Verify the identity of the inmate by checking his/her armband and photograph with the inmate's jacket.
3. Complete the Single Print Identification (SPI) scan.
4. Post the release in the computer.
5. On the Master Booking sheet, fill in the time of release as reflected on the computer and sign as releasing officer.
6. Remove the inmate's wristband.
7. Release the inmate from custody.

8. Return the release documents to the CIR Supervisor.

II. COURTROOM - FORTHWITH RELEASES

- A. When a judge orders an in-custody defendant be released forthwith from the courtroom, for example following an acquittal, this type of release will be accommodated if certain conditions have been met:
 1. The defendant must be dressed in his/her own clothing.
 - a. If the defendant is in his/her own personal clothing then he or she may be released from the courtroom.
 - b. If the defendant is in jail clothing, he or she will be returned to the jail for release through the Pre-Trial Detention Facility forthwith release process.
 2. The Bailiff will call the HOJ Inmate Movement Senior Deputy, extension 2317, and advise him/her of a possible courtroom forthwith release. The Inmate Movement Bureau Senior Deputy will notify the CIR Supervisor that a defendant is potentially being released forthwith from the courtroom. The CIR Supervisor will immediately initiate the "COURTROOM FORTHWITH RELEASE" procedure which includes:
 - a. Warrant checks
 - b. Check for other pending cases or charges
 - c. Any holds or detainers
 3. The CIR Supervisor will make the notations on the COURTROOM FORTHWITH RELEASE CHECKLIST that all of the above has been completed and the inmate qualifies to be released forthwith from the courtroom. The Supervisor will immediately notify the Inmate Movement Bureau Senior Deputy of the outcome. The COURTROOM FORTHWITH RELEASE CHECKLIST will go into the inmate's jacket.
 4. The bailiff will have the defendant sign the COURTROOM FORTHWITH RELEASE WAIVER FORM acknowledging that he or she will be required to immediately return to the public counter of the Pre-Trial Detention Facility to pick up personal property and money. The defendant will be told that any, and all property he/she has left in his/her cell will not be retrieved. This property will be properly

disposed of. If the defendant wishes to retrieve his/her property, he/she will have to return to the Pre-Trial Detention Facility to be released through the Pre-Trial Detention Facility - Forthwith release process. The bailiff will cut the defendant's arm band off and the defendant may be released.

5. The bailiff will forward the COURTROOM FORTHWITH RELEASE WAIVER FORM to the Pre-Trial Detention Facility Central Inmate Records Supervisor.
 6. The CIR Supervisor will attach the COURTROOM FORTHWITH RELEASE WAIVER to the back of the inmate's booking sheet.
- B. Since the inmate will be returning to Public Reception to retrieve his/her personal property, he/she will unlikely have identification to provide as required when releasing property. The following procedures will be implemented to complete the release process.
1. The Public Reception Technician will bring up the inmate's photograph on the Person Search screen to verify the inmate's identity.
 2. Public Reception will then contact the CIR Supervisor for the Release Jacket paper work for the inmate to sign for his/her property.
 3. Public Reception will contact the Property Deputy or the Women's Booking Deputy to bring the inmate's property to Public Reception immediately. The Deputy will complete the release procedure as a normal release by verifying all of the property/clothing is there and sign for his/her money. With the exception of the Single Print ID, the Deputy will use an ink pad to get the final release prints on the back of the Master Booking Sheet.
 4. The inmate's Jacket will be returned to CIR to release the inmate out of the VCIJIS system. The Facility Sergeant or Admin Sergeant may approve the inmate's release from the "Release Queue."
 5. The Facility Sergeant or Admin Sergeant will then notify the appropriate housing level and/or housing unit, and Level 1 Control of the inmate's release. A staff member from the inmate's housing location will personally enter the inmate's cell to retrieve his/her property to be disposed of.

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Section 10 Chapter 3
Off-site Release

Drafted: August 16, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish guidelines and policy for off-site releases.

POLICY:

The release of Inmates from the VCMC Hospital shall be handled in an expeditious and timely manner.

PROCEDURES:

I. WHEN INMATE BEING RELEASED IS AT VCMC:

A. The Facility Sergeant who is approving the release shall:

1. Notify the VCMC Admitting Office by phone at (805) 652-6071 or (805) 652-6916 of the pending release.

B. The Facility Sergeant shall:

1. Send a deputy with:
 - a. The required release paperwork
 - b. The inmate's property and clothing.
 - c. A fingerprint inepad.

C. The Releasing Deputy shall:

1. Have the inmate sign the paperwork in the proper location.
 - a. If the inmate is not capable of signing, the deputy shall indicate this on the form.

2. Fingerprint the inmate on the back of the Master Booking Sheet in the release fingerprint section.
 - a. If the inmate is not capable of giving fingerprints, this shall be noted on the form.
3. The Deputy shall sign as releasing officer and write the date and time of release.
4. Fill out a "Release of Legal Hold" form from Hospital Admitting.
5. The inmate's property shall be returned to the inmate.
 - a. If the inmate is not capable of receiving his/her property, the inmate's property shall be booked into the Property Room as safekeeping.
 - b. A Property Report shall be authored in Versaterm and the Facility Sergeant shall be notified.
6. The completed paperwork shall be returned to Central Inmate Records.

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Section 10 Chapter 4

Release of Inmates from PTDF Housing

Drafted: August 15, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish policy regarding the release of inmates from PTDF housing level.

POLICY:

The release of Detention Facility inmates shall be handled in an expeditious and timely manner.

DEFINITIONS:

Housing Officer: Officers who directly supervise in inmate housing areas. (The Quad officers on Level 3 and 4, the Special or Segregated Deputy in Special or Segregated Housing.)

GENERAL PROVISIONS:

The female Booking Deputy shall also perform the functions of the Property Deputy for female inmates.

PROCEDURES:

I. RELEASES FROM QUADS, MS, SPECIAL, AND SEGREGATED HOUSING

A. The Sheriff's Release Specialist shall:

1. Prepare the release paperwork according to CIR Release Procedures.
2. Forward the paperwork to the CIR Supervisor.

B. The CIR Supervisor shall:

1. Check the release paperwork
2. Attach the inmate's funds

3. Place the package on the Level 1 Senior Deputy's desk in the Release Jacket Tray.

C. The Facility Sergeant shall:

1. Periodically check the tray on the Senior Deputy's desk for release jackets to be signed.
2. Review and follow the guidelines for approving inmate releases as listed in Chapter 10-5 "Release of Inmates From Reception Booking."
3. If the inmate being released is at VCMC, the VCMC Admitting Office shall be notified by phone at [REDACTED] of the pending release.

D. The Senior Deputy shall:

1. Ensure the signed release jackets are given to the Property Deputy in a timely manner.

E. The Property Deputy shall:

1. Pull the inmate's personal property and clothing.
2. The clothing shall be placed on the clothing rack for releasing inmates.
3. The Property Deputy shall advise the Level Control Officer (via intercom, phone, or send list) of the name, booking number and location of the inmate who is to be sent to the Release/Transfer area.

F. The Level Control Officer shall:

1. Give the Housing Officer (or Deputy if the Quad is unmanned):
 - a. The inmate's name
 - b. Booking number
 - c. Location
 - d. The location the inmate is to be transferred to.

G. The Housing Officer, or deputy if the Quad is unmanned, shall:

1. Advise the inmate to prepare for release.
2. Complete a computer generated "Inmate Movement Order" for the inmate to hand carry.
3. Pull the Buff Card and write "release" across the top.
4. Cross the inmate's name off of the unit list and write "released" next to it including the officer's initials and ID #.
5. Ensure the inmate removes all personal property, bedding and clothing from the cell.
 - a. 1 mattress
 - b. 1 blanket
 - c. 1 towel
 - d. 2 sheets
 - e. 1 property box
 - f. Full issue: (1 pair pants, 1 blue shirt, 1 t-shirt, 1 underwear, socks, 1 pair of shoes)
6. Give the inmate the computer generated "Inmate Movement Order" and the Buff Card.
7. Tell the inmate to step to the Quad Door.

H. The Level Control Officer shall:

1. Verify the inmate's identity by checking the movement order and the Buff Card to the inmate's armband.
2. Via intercom, call for an elevator informing the Elevator Officer of the classification of the inmate for release.
3. Post the new housing location in the computer using the "Housing Monitor" queue "Inmate Movement" tab to:
 - a. Men: Men's Rel
 - b. Women: Wm's Bk/Rel

I. The Level 1 Control Officer shall:

1. Advise the Property Deputy or Property SST that an inmate is

in the elevator lobby and the inmate's classification.

2. Direct the inmate from the elevator lobby to the Release/Transfer area.

J. The Property Deputy shall:

1. Give the inmate his clothing.
2. Give the Property Deputy the inmate's valuable and bulk property. (Refer to "Property/Clothing Procedures for Release.")

K. The Releasing/Transfer Officer Shall:

1. Identify the inmate by wristband, photograph, and Buff Card. (Refer to "Release/Transfer Identification Procedures.")
2. Have the inmate sign the Master Booking Sheet and fingerprint the inmate on the back of the Master Booking Sheet.
3. Have the inmate sign for his money and any applicable release paperwork, i.e., OR Forms, Registration Forms.
4. Each item of property on the Master Booking sheet will be checked off in the inmate's presence and initialed and ID# by the Release/Transfer Deputy.
5. The Releasing Officer shall complete and sign all appropriate release forms.
6. The Releasing Officer shall write his ID number in the release box on the Master Booking Form as the Releasing Officer.
7. Contact Level 1 Control for clearance to bring out releases.
 - a. No more than 6 releases shall be brought out at a time.
 - b. The classifications must be compatible per policy. Do not mix classifications that cannot be housed together.
8. Escort the inmate and the release jacket with the Buff Card, to Level 1 Control in the release corridor.
9. Identify the inmate to Level 1 Control.
10. Give Level 1 Control the release documents.
11. Exit the release corridor.

L. Level 1 Control shall:

1. Verify the paperwork has been completed properly.
2. Verify the identity of the inmate by checking his armband and photograph with Buff Card and inmate's jacket.
3. Post the release in the computer.
4. On the Master Booking sheet, fill in the time of release as reflected on the computer and sign as releasing officer.
5. Remove the inmate's wristband.
6. Release the inmate from custody.
7. Return the release documents to the CIR Supervisor.

II. SPECIAL HOUSING

A. The Special or Segregated Housing officer shall:

1. Deliver the Buff Card to the inmate with the required computer generated "Inmate Movement Order."
2. Post the new housing location in the computer "Housing Monitors" queue "Inmate Movement" tab to:
 - a. Men: Men's Rel
 - b. Women: Wm's Bk/Rel
3. Via intercom, call for an elevator informing the Elevator Officer of the classification of the inmate for release.

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Section 10 Chapter 5

Release of Inmates from Reception Booking

Drafted: August 16, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish policy governing the release / transfer of inmates from reception booking at the Pre-Trial Detention Facility (PTDF) and East Valley Jail (EVJ).

POLICY:

The release of Pre-Trial Detention Facility and East Valley Jail inmates shall be handled in an expeditious and timely manner.

GENERAL PROVISIONS:

The Women's Booking Deputy and the East Valley Jail Booking Deputy shall perform the functions of the Release/Transfer Security Deputy

PROCEDURES:

I. THE SHERIFF'S INTAKE AND RELEASE SPECIALIST SHALL

- A. Prepare the release paperwork according to CIR Release Procedures.
- B. Forward the paperwork to the CIR Supervisor.

II. THE CUSTODY RECORDS SHIFT SUPERVISOR OR EAST VALLEY BOOKING DEPUTY SHALL

- A. Check the release paperwork
- B. Attach the inmate's funds
- C. PTDF: Place the package on the Level 1 Senior Deputy's desk.

III. THE PTDF FACILITY SERGEANT OR EAST VALLEY BOOKING DEPUTY SHALL

- A. PTDF: Periodically check the tray on the Senior Deputies desk for

release jackets to be signed.

B. Use the following guidelines for reviewing the inmate's jackets for release:

1. Remove all documents from the jacket.
 - a. Confirm the name on the booking sheet is the proper person to be released.
 - b. Check that the booking sheet belongs to that jacket.
 - c. Check that all the paperwork in the jacket is for the same inmate.
 - d. PTFD: Closely check that the name on the court order or any hold is the same person whom you are releasing (i.e., CDC number, court case number, etc.).
2. Booking Charges:
 - a. Check that the charges on the Booking Information Sheet are on the Master Booking Sheet and that they are correct.
 - b. Check for additional warrant abstracts, holds, or detainers, and their related supplementary (white) booking sheets.
 - c. If necessary, compare the paperwork in the jacket to the "Level 1 Sergeant" "EVJ Release" queue, "Case Info" tab.
3. Check that there are no other charges or holds pending.
 - a. Check for supplementary (white) booking sheets inside the jacket.
 - b. Check that all cases have some type of disposition (i.e., court order, hold dropped, Statute of Limitations, 849b1 PC, etc.)
4. Check that the charges do not fall under 1270.1PC.
 - a. Look for a 1270.1 PC stamp on the Booking Information Sheet.
 - b. Look up all violent felonies and domestic crimes under

1270.1 PC. They are listed in 1270.1 PC, 1192.7PC subdivision (c), and 667.5PC subdivision (c).

- c. DO NOT RELEASE: Court appearance is mandatory before release if:
 - 1) Bail is raised for any reason;
 - 2) Bail is lowered for any reason;
 - 3) Arrestee is to be released on his/her Own Recognizance (by Judge).
5. Check that the charges are not affected by 1275.1 PC.
- a. Look for a 1275.1 PC stamp on the upper right corner of the Booking Information Sheet.
 - b. Check for a 1275.1 PC court order.
 - 1) Declaration by an officer is not sufficient.
 - 2) Court order is required.
 - c. Prior to release, check for a 1275.1 PC hearing with court instructions and comply with the instructions of the court.
6. Check that the type of release is correct.
- a. Court Order: Court docket paper states type of release, i.e., Own Recognizance, Bail, Sentence Deemed Served, Charges Dropped, Sentence Stayed, Deliver to another facility, etc.
 - b. Served Sentence (PTDF): Check the court document and check that the calculations by CIR appear correct and approximate.
 - 1) Time served equals the days of sentence minus credits of 1/6 for good time and 1/6 for work time, unless otherwise indicated by direction from the court.
 - 2) Subtract any loss of good time or work time from credits.

- c. Bail: The amount of Bail Bond or cash is consistent with the charges and the set bail, bail schedule, or court order.
 - d. Statute of Limitation (PTDF):
 - 1) Calculate the two court days from the time of arrest and confirm the Statute of Limitations release day is correct (refer to 825PC).
 - 2) On all felonies call the Watch Commander of the Law Enforcement Agency who made the arrest:
 - a) Advise the W/C of the pending SL releases;
 - b) Note and advise the W/C of any notable defendants, charges or excessive bail;
 - c) Advise W/C of any high profile, newsworthy, or politically sensitive cases;
 - d) Sheriff's Detention Services will no longer permit the re-arrest of an in-custody inmate on the same charges (effective December 6, 2000). Every inmate who statutes out on his/her case, or otherwise has their charges dismissed will be released from custody without unnecessary delay.
7. 849(b)(1) PC: When a law enforcement officer becomes aware that a case has been rejected by the District Attorney's Office, it is the presenting officer or deputy's responsibility to present an 849(b)(1)PC form without unnecessary delay if the arrestee is still in custody.
8. Holds, Enrouters, and Transfers (PTDF):
- a. Check the jacket for additional charges or supplemental bookings that are still pending.
 - b. Carefully check the Teletype or Fax and compare the inmate's name and Identification Numbers with those on the booking sheet.
 - c. Read the Teletype or Fax completely for additional information, restrictions, or instructions.

9. Detainers (PTDF):
 - a. A detainer will show up under the CIR Supervisor queue - Detainer List tab.
 - b. A "detainer" is a legal "hold" placed by an authorized agency to ensure an inmate remains in custody (i.e., placed by another Sheriff's Department for an incomplete sentence pending at their facility).
 - c. Inmates with detainers will remain in custody until the detainer expires or the inmate is transported or released to the detaining agency.
10. Check that the release monies are correct:
 - a. The "Property Returned to Inmate at Release" sheet should indicate the amount withdrawn and clearing out the inmate's account. That is the amount of money due the inmate.
 - b. EVJ: Inmates will be released with the same money that they were booked into custody with.
11. Victim Notifications:
 - a. Call the requesting party (victim, officer, or witness) and advise them of the pending release of the inmate (refer to 4024.4PC). Enter the required data in the Level 1 Sergeants queue "Victim Notification" tab.
 - b. Make all reasonable attempts to contact the requesting party at a reasonable hour of the day and before the inmate is release.
12. Special Notifications:
 - a. Carefully check the noteworthy charges, high publicity cases, or politically sensitive inmates or issues and make the proper notifications to the arresting agency, Sheriff's management, or Red Book entry.
 - b. Yellow (Psych) cards and Green (Victim Notification) cards that are attached to the release paperwork must be complied with:

- 1) Yellow card (PTDF only): Senior Deputy shall complete a Psychological (5150W&I) * evaluation form.
- 2) Yellow card (PTDF only): Senior Deputy will complete a Psychological (5150W&I)* evaluation form, if there are no other medical directives from CFMG doctor.
- 3) Green card: Comply with request (i.e., notify a specific directive of the release).
- 4) (PTDF only): *If an inmate falls under the guidelines of 5150 W&I, then a 5150 W&I Report will be completed and the inmate processed out of our facility and immediately transported to Ventura County Mental Health and released to them along with the proper paperwork for a 48 hour evaluation.

13. Proper Release (PTDF): Sergeant's Approval

- a. If all of the above procedures are correct, then the Level 1 Sergeant will place his/her initials and the time of the release approval on the right side of the Master Booking Sheet on the line entitled "Final Release."
- b. To distinguish the Sergeant's final release from any other entries, approvals or writings, the Sergeant's approval shall be in red ink.
- c. The Sergeant shall also make the required entry in the "Release Approval" tab.

14. Release (PTDF):

- a. Once the approving Sergeant has signed off the Master Booking Sheet, the jacket will be delivered to either the Men's Property Deputy or Women's Booking Deputy for the final processing of the release.
- b. Check if the inmate being released is at VCMC, if so, the VCMC Admitting Office shall be notified by phone at 652-6071 or 652-6916 of the pending release.

IV. THE SENIOR DEPUTY SHALL (PTDF)

- A. Ensure that the signed release jackets are given to the Property Deputy in a timely manner.

V. THE PROPERTY DEPUTY SHALL (PTDF)

- A. Pull the inmate's personal property and clothing.
- B. The clothing shall be placed on the clothing rack for releasing inmates.
- C. The inmate's valuable property and bulk property are to be given to the Property Deputy (Refer to Divisional Policy: Section 9, Chapter 3 (Property Procedures for Release)).

VI. THE RELEASING/TRANSFER DEPUTY SHALL

- A. Escort the inmate from the reception holding cell to the Release/Transfer area.
- B. Identify the inmate by wristband and photograph. (Refer to Divisional Policy: Section 10, Chapter 1 (Confirming Inmate Identity for Release/Transfer)).
- C. Fingerprint the inmate on the back of the Master Booking Sheet.
 - 1. Verify the fingerprints match this inmate.
 - 2. PTDF: Complete the Single Print Identification scan if being released to another agency.
- D. Have the inmate sign for his/her money and any applicable release paperwork, i.e., OR Forms, Registration Forms.
- E. Each item of property will be checked off, in the inmate's presence, on the Master Booking sheet and initialed by the Deputy with his/her ID number.
- F. Sign all appropriate release forms.
- G. Write his/her ID number in the release box as the Releasing Officer.
- H. PTDF: Contact Level 1 Control for clearance to bring out releases.
 - 1. No more than 6 releases shall be brought out at a time.
 - 2. The classifications must be compatible per policy. Do not mix

classifications that cannot be housed together.

- I. PTDF: Escort the inmate and the release jacket with the Buff Card to Level 1 Control in the release corridor.
- J. Write his/her ID number in the release box as the Releasing Officer.
- K. PTDF: Give Level 1 Control the release documents.
- L. PTDF: Exit the release corridor.

VII. LEVEL 1 CONTROL SHALL (PTDF)

- A. Verify the paperwork has been completed properly.
- B. Verify the identity of the inmate by checking his/her armband and photograph.
- C. Complete the Single Print Identification Scan.
- D. Post the release in the computer.
- E. On the Master Booking sheet, fill in the time of release as reflected on the computer and sign as releasing officer.
- F. Remove the inmate's wristband.
- G. Release the inmate from custody.
- H. Return the release documents to the basket in CIR.

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Section 10 Chapter 6

Releases from Todd Road Jail and East Valley Jail

Drafted: August 15, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish policy regarding the release of inmates from either the Todd Road Jail Facility or the East Valley Jail Facility.

POLICY:

The release of Detention Facility inmates shall be handled in an expeditious and timely manner.

GENERAL PROVISIONS:

The PTDF female Booking Deputy shall also perform the functions of the Property Deputy for female inmates.

PROCEDURES:

I. RELEASES FROM TODD ROAD AND EAST VALLEY

A. The PTDF Sheriff's Release Specialist shall:

1. Prepare the release documentation per Central Inmate Records (CIR) procedures.
2. Forward it to the CIR Supervisor.
3. Locate the inmate's housing location and notify the Senior Deputy.

B. The CIR Supervisor shall:

1. Check the release paperwork.
2. Attach the inmate's funds.
3. Place the package on the Level 1 Senior Deputy's desk in the Release Jacket Tray.

- C. The PTDF Level 1 Senior Deputy shall:
1. Coordinate with the Classification Desk Deputy to arrange transportation between facilities.
 2. If the release is due to the inmate posting bail or a parole hold being dropped, arrangements will be made for transportation from the respective Facility at the earliest opportunity.
 3. Ensure that the signed release jackets are given to the Property Deputy in a timely manner.
 4. When the inmate arrives, he will be escorted to the Release Transfer area for processing.
- D. The PTDF Facility Sergeant shall:
1. Periodically check the tray on the Senior Deputy's desk for release jackets to be signed.
 2. Review and follow the guidelines for approving inmate releases as listed in Chapter 12-4, "Release of Inmates from Reception Booking."
 3. Return the jacket to the Senior Deputy's desk tray.
- E. The Property Deputy shall:
1. Pull the inmate's personal property and clothing.
 2. The clothing shall be placed on the clothing rack for releasing inmates.
 3. Post the new housing location in the computer using the "Housing Monitors" queue "Inmate Movement" tab to:
 - a. Men: Men's Rel
 - b. Women: Wm's Bk/Rel (Female Deputy responsibility)
 4. Give the inmate his personal clothing.
 5. Give the Property Deputy the inmate's valuable and bulk property. (Refer to "Property/Clothing Procedures for Release.")
- F. The Releasing/Transfer Officer Shall:
1. Identify the inmate by wristband and photograph with the inmate's Buff

Card. (Refer to "Release/Transfer Identification Procedures.")

2. Have the inmate sign the Master Booking Sheet and fingerprint the inmate on the back of the Master Booking Sheet.
 3. Have the inmate sign for his money and any applicable release paperwork, i.e., OR Forms, Registration Forms.
 4. Each item of property on the Master Booking Sheet will be checked off in the inmate's presence, and initialed, including ID# by the Release/Transfer Security Deputy.
 5. The Releasing Officer shall complete and sign all appropriate release forms.
 6. The Releasing Officer shall write his/her ID number in the release box on the Master Booking Form as the Releasing Officer.
 7. Contact Level 1 Control for clearance to bring out releases.
 - a. No more than 6 releases shall be brought out at a time.
 - b. The classifications must be compatible per policy. Do not mix classifications that cannot be housed together.
 8. Escort the inmate and the release jacket, with the Buff Card, to Level 1 Control in the release corridor.
 9. Identify the inmate to Level 1 Control.
 10. Give Level 1 Control the release documents.
 11. Exit the release corridor.
- G. Level 1 Control shall:
1. Verify the paperwork has been completed properly.
 2. Verify the identity of the inmate by checking his armband and photograph, with the inmate's jacket and Buff Card.
 3. Post the release in the computer.
 4. On the Master Booking sheet, fill in the time of release as reflected on the computer and sign as releasing officer.

5. Remove the inmate's wristband.
 6. Release the inmate from custody.
 7. Return the release documents to the CIR Supervisor.
- H. If the inmate is a fresh arrest and currently housed at EVJ, then the inmate may be released from EVJ instead of being transported to PTDF.

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Section 10 Chapter 7

Release of Special Interest Inmates

Drafted: August 17, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish policy and define the criteria for releasing special interest inmates.

POLICY:

The Facility Sergeant will maintain an electronic (VCIJIS) file containing all requests from victims, witnesses, or Law Enforcement Agencies for notification upon the release of an inmate from the custody of the Ventura County Jail System.

DEFINITIONS:

Victim Notification: Used for both Victim and Witness Notification (green).

Special Interest Inmate: Used for notification of arresting agencies, detectives, parole officer, Law enforcement personnel, etc. (green).

Psychiatric Inmate: Used for inmates with a past or present psychiatric history (yellow).

Suicidal Inmate: Used for inmates with a past or present suicidal history (yellow).

GENERAL PROVISIONS:

The Level 1 Sergeant, Classification Desk Deputy, or East Valley Deputy shall complete the Victim Notification card and Notification of Inmate's Release form in its entirety, capturing all information, including address, and telephone number(s), (home, cell phone, work, etc.)

PROCEDURES:

I. VICTIM, WITNESS, AND SPECIAL INTEREST INMATE NOTIFICATION

A. If the initial call for notification is received at the East Valley Jail:

1. The green Victim Notification card will be completed by the East

Valley staff and maintained in the inmate jacket.

2. The "Victim Notification" queue "Notification Info" tab will be completed on the "Level 1 Sergeant" queue at the East Valley Jail.

B. If the call is received at the Pre-Trial Detention Facility:

1. The employee receiving the call shall:
 - a. Direct the call to the Facility Sergeant or Classification Desk Deputy.
2. The Facility Sergeant or Classification Desk Deputy shall:
 - a. Complete the Victim Notification card (green)
 - 1) This card is to be used for Victim or Witness Notification or;
 - b. Complete the Special Interest Inmate card (green)
 - 1) This card is to be used for all other notifications.
3. The Facility Sergeant shall personally:
 - a. Place the Victim Notification card inside the inmate's jacket and sign the card indicating as such.
 - b. The Sergeant shall update the "Victim Notification" queue "Notification Info" tab with the supplied information.

C. Prior to Release:

1. Upon receipt of an inmate release jacket which contains a Victim Notification Card or a Special Interest Inmate Card the Facility Sergeant shall:
 - a. Update the "Victim Notification" queue "Notification Attempts" tab on the Level 1 Sergeant computer screen.
 - b. Call the listed victim, witness, detective, or agency, etc.
 - c. Advise the person of the inmate's release information.
 - d. Sign the green Victim Notification card and file in the card file. The Special Interest Card will be returned to the Classification Unit.

II. PSYCHIATRIC OR SUICIDAL INMATE

- A. Prior to the release of a Psychiatric or Suicidal Inmate, the Facility Sergeant will notify the Level 1 Senior Deputy of the pending release.
 1. Psychiatric or suicidal inmates not cleared for release by in-house psychiatric staff shall be evaluated by the Level I Senior Deputy to determine if the inmate meets the criteria of 5150 W&I.
 2. The Medical Staff personnel shall review the inmate's medical file and advise the Level I Senior Deputy of any pertinent information that may assist in the 5150 W&I assessment.
 3. The Level I Senior Deputy and Nursing Staff Member shall document their assessments on a Psychiatric Evaluation Report.
 - a. If the inmate meets the criteria for a 5150 W&I hold, the proper documentation will be completed (i.e. – Incident Report and 5150 W&I form).
 - b. Medical staff must be notified of all inmates being released to Mental Health on a 5150W&I hold to enable them to provide Continuance of Care documentation to Mental Health staff. (This does not apply to inmates who have served sentence and are voluntary commitments to Mental Health.)
 4. All documentation will be forwarded to the Facility Sergeant prior to the release of the inmate.
- B. The Facility Sergeant will evaluate the circumstances and arrange for the inmate to be released to the proper authorities.
 1. If the arresting agency needs to be notified, the Facility Sergeant will remove the Agency Notification Card from the card file and advise the listed agency of the pending release.
 2. If the inmate is a psychiatric inmate, the Facility Sergeant will arrange for the release of the inmate to their self, to a responsible adult or the proper Mental Health authorities.
 3. If the inmate is a developmentally disabled inmate, the Facility Sergeant will contact the Tri-Counties Regional Center so that proper arrangements for providing assistance can be made.
- C. The Level 1 Senior Deputy will write a Psychiatric Evaluation Form or JIR setting forth the circumstance of the release of a psychiatric or developmentally disabled inmate.
 1. The Facility Sergeant will retain a copy of the Psychiatric Evaluation form or JIR for future reference.

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Section 10 Chapter 8

Release to an Outside Agency

Drafted: August 16, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish guidelines and policy for releasing to an outside agency.

POLICY:

The release of Detention Facility inmates shall be handled in an expeditious and timely manner.

DEFINITIONS:

Housing Officer: Officers who directly supervise in inmate housing areas. (The Quad Officers on Level 3 and 4, the Special or Segregated Deputy in Special or Segregated Housing.)

GENERAL PROVISIONS:

The female Booking Deputy shall also perform the functions of the Property Deputy for female inmates.

PROCEDURES:

I. PRIOR TO THE RELEASE DATE

A. The Outside Agency will:

1. Usually call within 24 hours of the pickup.
2. Contact either the Central Inmate Records (CIR) Supervisor or Transportation.
 - a. INS or Out-of-County agencies will generally contact the Custody Records Shift Supervisor.
 - b. Transportation will notify CIR for CDC (3056PC) or Out-of-County agencies that will be picking up our inmates.

3. Give the date and time of the pickup.
 4. Give the Name and Booking number of the inmate to be picked up.
- B. The CIR Supervisor shall:
1. Locate the inmate for release.
 - a. If the inmate is housed at the PTDF, the name will be placed on the release list for the date indicated.
 - b. If the inmate is housed at TRJ or EVJ, the inmate's name will be placed on the send-list.
- C. CIR or Transportation shall:
1. Create a send list and send it to the appropriate facilities/staffing:
 - a. Classification
 - b. Todd Road Medical
 - c. Nurse PTDF
 - d. Property
 - e. Transportation

II. ON THE DAY OF THE RELEASE

- A. The Sheriff's Intake and Release Specialist shall:
1. Prepare the release paperwork according to CIR Release Procedures.
 2. Forward the paperwork to the CIR Supervisor.
- B. The CIR Supervisor shall:
1. Check the release paperwork.
 2. Attach the inmate's funds.
 3. Place the package on the Level 1 Senior Deputy's desk.

- C. The Facility Sergeant shall:
1. Periodically check the tray on the Senior Deputy's desk for release jackets to be signed.
 2. Check the release paperwork to ensure there are no legal holds or other documentation which would block the release of the inmate by following the guidelines for approving inmate releases as listed in Chapter 10-5 "Release of Inmates from Reception Booking."
 3. Sign off the Master Booking Sheet in red.
 4. Update the "Release Approval" on the Level 1 Sergeant navigator queue.
 5. Return the booking jacket to the release tray on the Senior Deputy's desk.
- D. The Senior Deputy shall:
1. Ensure the signed release jackets are given to the Property Deputy in a timely manner.
- E. The Property Room Technician shall:
1. Pull the inmate's personal property and clothing.
 2. The clothing shall be placed on the clothing rack for releasing inmates.
 3. Contact the Level Control officer where the inmate is housed and ask for the inmate to be sent down to Release.
 - a. Ask the Level Control officer to have the property bagged.
- F. The Housing Officer or deputy if the Quad is unmanned shall:
1. Advise the inmate to prepare for release.
 2. Complete a computer generated "Inmate Movement Order" for the inmate to hand carry.
 3. Pull the Buff Card and write "release" across the top.
 4. Cross the inmate's name off of the unit list and write "released" next to it with officer's initials and ID #.

5. Ensure the inmate removes all personal property, bedding, and clothing from the cell.
 - a. 1 mattress
 - b. 1 blanket
 - c. 1 towel
 - d. 2 sheets
 - e. 1 property box
 - f. Full issue: (1 pair pants, 1 blue shirt, 1 t-shirt, 1 underwear, socks, 1 pair of shoes)
6. Give the inmate the Inmate Movement Order with the Buff Card.
7. Write the inmate's name and booking number on the outside of a plastic property bag and have the inmate place the property into the bag.
8. Tell the inmate to step to the Quad Door.

G. The Level Control Officer shall:

1. Verify the inmate by checking the movement order to the inmate's armband with Buff Card.
2. Seal the plastic inmate property bag.
3. Via intercom, call for an elevator informing the Elevator officer of the classification of the inmate for release.
4. Post the new housing location in the computer "Housing Monitors" queue "Inmate Movement" tab to:
 - a. Men: Men's Rel
 - b. Women: Wm's Bk/Rel

H. The Property Deputy shall:

1. Return the inmate's personal clothing if appropriate for this transfer.
2. Give the Property Deputy the inmate's valuable and bulk property. (Refer to "Property/Clothing Procedures for Release".)

- I. The Property Deputy shall:
 1. Place the inmate in an appropriate holding cell pending the arrival of the transporting officer.
 2. Prior to the arrival of the transporting officer the Property Deputy shall:
 - a. Identify the inmate by wristband and photograph with the Buff Card. (Refer to "Release/Transfer Identification Procedures.)
 - b. Have the inmate sign for his/her money and any applicable release paperwork, i.e., OR Forms, Registration Forms.
 - c. Fingerprint the inmate on the back of the Master Booking sheet.
 - d. Each item of the inmate's property will be checked off on the Master Booking sheet and initialed with ID # by the Releasing deputy.
 - e. Complete the Single Print Identification (SPI) scan.
- J. Level 1 Personnel shall:
 1. When the transporting officers arrive, direct them to the release/transfer area to pick up their inmate.
- K. The Property Deputy shall:
 1. Make the final positive identification check (refer to "Release/Transfer Identification Procedures").
 2. Release the inmate's valuable property, bulk property, and cash (refer to "Property/Clothing Control and Release from Storage") to the transporting Officer.
 3. Give the transporting officer any necessary documentation.
 4. Complete the "release by" block on the Master Booking sheet.
 5. Have the transporting officer sign his name, I.D. number and department on the Master Booking sheet.
 6. Fill in the "release to" block and write his ID number in the release box.

7. Fill in the time the inmate is released on the Master Booking Sheet.
 8. Direct the transporting officer to the transfer sally port.
 9. Deliver the release documents to the Level 1 Control Officer.
- L. The Level 1 Control Officer shall:
1. Stage the transporting officer into the transfer sally port and advise Central Control.
 2. Post the release in the computer.
 3. Fill in the time of release as reflected on the computer and write his/her ID number below the releasing officer notation.
 4. Return the release documents to the CIR Supervisor.

III. OUT OF AGENCY TRANSFER PARAMETERS

A. Wasco: New Commitments

1. Transported by: VCSD
2. Attire: Jail Blues
3. Property: All items are sealed in a plastic bag.

B. Wasco: Parolee Violators

1. Transported by: CDC
2. Attire: Jump suits (provided by CDC)
3. Property: All items are sealed in a plastic bag.

C. Out of County Warrant Pickup

1. Transported by: Arranged between our Transportation Detail or CIR and theirs.
2. Attire: Street Clothes
3. Property: All items are sealed in a plastic bag.

D. INS

1. Transported by: INS
2. Attire Street Clothes
3. Property All items are sealed in a plastic bag.

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Section 10 Chapter 9

Release /Transfer of Inmates - Job Responsibilities

Drafted: August 16, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish policy regarding the job responsibilities of employees when transferring inmates.

POLICY:

The release of Detention Facility inmates shall be handled in an expeditious and timely manner.

PROCEDURES:

I. PROPERTY DEPUTY JOB DESCRIPTION

- A. The Property Deputy is responsible for maintaining the efficient operation of the Release/Transfer processing area of the facility.
- B. Relation to System
 - 1. The Property Deputy reports directly to the Level 1 Senior Deputy and coordinates his activities with those of the Level 1 Control Officer, Booking/Transport Deputy, and the Central Inmate Records (CIR) Supervisor.
- C. Tasks and Duties
 - 1. Maintains security in the Release/Transfer processing area.
 - 2. Controls the movement of inmates from holding cells to Level 1 for release or housing.
 - 3. Controls the movement of transferring inmates from holding cells to Sally Port and coordinates movement with Transportation officers.
 - 4. Makes final identification checks of inmates for release or transfer purposes.

5. Ensures that all required paperwork for release or transfer of inmates has been completed properly.
6. Ensures that his area is clean and free of safety hazards.
7. Coordinates the movement of inmates with Classification Desk Deputy, Level Control Officer and the Booking Deputy.
8. Ensures that all inmates ready for housing are issued, and secured with a permanent armband bearing name, booking number, and a correct photo image of inmate.
9. Ensures inmates are showered and issued jail clothing prior to housing.

II. RELEASE PROCESSING CLERK JOB DESCRIPTION

- A. The Release Processing Clerk receives and examines all court documents and supplemental case information, updates computer data with the appropriate release information, and prepares release document packages.
- B. Relation to System
 1. The Release Processing Clerk reports to the CIR Supervisor and works in coordination with other Central Inmate Records personnel.
- C. Tasks and Duties
 1. Receives and makes a thorough examination of all court documents and supplemental case information.
 2. Ensures that computer data on every inmate is continuously and expeditiously updated with the relevant release information.
 3. Obtains daily list of inmates for release and ensures the proper distribution thereof.
 4. Prepares the release documents package and ensures that all legal and departmental requirements are satisfied before an inmate is released from custody or transferred to another institution.
 5. Maintains logs and records pertaining to their tasks of that

workstation to which they are assigned.

6. Ensures that office and computer equipment assigned to them are properly utilized and maintained in good working order.
7. Maintains workstation in clean and orderly fashion.

III. LEVEL 1 CONTROL JOB DESCRIPTION

- A. The Level 1 Control Officer is responsible for the secure and efficient operation of the Level 1 Control Center. The primary function is to coordinate the movement of all inmates on the Level by controlling access and egress to the Level, elevators and the staging and movement of inmates between Level 1 and the Hall of Justice holding facility, releases, remands, and supervises inmates in the holding/interview room.
- B. Relation to System
 1. The Level 1 Control Officer reports to the Level 1 Senior Deputy, communicating and interacting extensively with the other Level Control Centers, The Elevator Officer, Level 1 work centers and the court holding facilities in the Hall of Justice.
- C. Tasks and Duties
 1. Controls and coordinates the movement of staff and inmates on the assigned level through observation, audio communications and electronically controlled doors. It is imperative that the SST be aware of the different classifications and how it affects the movement of inmates.
 2. Responsible for the storage and accounting of facility keys in the Level Control Lockbox.
 3. Controls floor traffic to and from the Level, in coordination with other Level controls and Hall of Justice (HOJ).
 4. Ensure that all security, surveillance and communications equipment is functioning properly. If inoperative, notifies a supervisor and completes maintenance request forms.
 5. Executes emergency procedures in coordination with Central Control.
 6. Maintains cleanliness and supplies of Level Control.

7. Visually monitors attorney and bail bondsmen contact with inmates on Level 1.
8. Completes the inmate release procedure.
9. Initiates the booking process for Remands

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Section 10 Chapter 10

Transfers - Inter Facility (PTDF to Todd Road or East Valley Jail)

Drafted: August 17, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish policy regarding the transfer of inmates between Sheriff's Office Facilities.

POLICY:

Detention Facility personnel shall maintain an accurate record of the location of inmates who are being housed under their supervision.

PROCEDURES:

I. STAFF RESPONSIBILITIES

A. The Classification Desk Deputy shall:

1. Send the Level Control Officers a send list with the names of inmates to be transferred to other Detention Services Facilities.

B. The Level Control Officer shall:

1. Contact the Quads and notify the Quad or Housing Officer of the names of the inmates to be transferred.
2. House the inmates to "Men's Rel" or "Wm's Bk/Rel" in the computer.
3. Seal the inmate's property bag.
4. Seal the inmate buff cards in a plastic bag and give to one inmate to deliver to the Property Deputy on Level 1. The inmate's property bags must be sealed and hand carried by the inmate to the Property Deputy before the inmate leaves the facility.

C. The Quad Officer shall:

1. Tell the inmate to "roll it up." (Get fully dressed; bring out all

property and bedding.)

2. Check to ensure that the inmate is fully dressed and has:
 - a. 1 mattress
 - b. 2 sheets
 - c. 1 blanket
 - d. 1 Towel
 - e. 1 property box
3. Prepare an Inmate Movement Order form.
4. Pull the inmate buff card from the buff book and send it to the Level (the buff is to go to the new facility when the inmate is transferred).
5. Cross the inmate's name off the unit list and indicate that the inmate was transferred to:
 - a. East Valley Jail EJ
 - b. Todd Road Jail TR
6. Bag the inmate's property with the inmate's name and booking number clearly printed on the outside of the bag.

D. The Property Deputy shall:

1. Ensure the buff cards are sent with the transporting officer to the new facility.
2. Ensure all inmates transferred to Todd Road or East Valley are wearing a legible armband with the proper classification. The Booking Deputy should also ensure each inmate being transferred has his/her buff card.

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Section 10 Chapter 11

Transfer Procedures

Drafted: August 17, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish a procedure for transferring inmates to the Pre-Trial Detention Facility from outside facilities.

POLICY:

The transfer of Pre-Trial Detention Facility inmates shall be handled in an expeditious and timely manner.

DEFINITIONS:

Housing Officer: Officers who directly supervise an inmate housing area. (The Housing Officers on Levels 3 and 4, and the Special Housing Deputy in Special Housing and the Segregated Housing Deputy in Segregated Housing.)

GENERAL PROVISIONS:

The female Booking Deputy shall handle all the functions related to the transfer of a female inmate.

Transfers to outside agencies from the Pre-Trial Detention Facility are processed as a release from the Ventura County Jail System.

PROCEDURES:

I. TRANSFERS TO THE PTDF FROM OUTSIDE AGENCIES

- A. The transporting officer shall enter the Pre-Trial Detention Facility through the reception sally port.
- B. The Booking Deputy shall receive the inmate for processing (refer to "Reception/Booking Procedures")

II. TRANSFERS TO THE PTDF FROM TRJ OR EVJ

- A. The Property Deputy shall meet the Transportation Deputy at the Release/Transfer area entrance and ensure the Transportation Deputy

has complete documentation.

1. Buff copy of the booking sheet with a photograph.
2. All other pertinent documents.
3. If from East Valley Jail, the inmate's personal property shall be bagged and identified with the inmate's name and booking number. The property will be placed into the bins located inside Central Inmate Records (CIR) and later retrieved by the Property Deputy and logged into property.

NOTE: The Property Deputy shall be the only person who will log and store inmate property and clothing in the Property Room. The Women's Booking Deputy can take female inmate property and clothing to the Property Room where the assigned Property Deputy will collect, log and store the property.

- B. Either the Property Deputy or the transporting Deputy shall escort the inmate to a release/transfer area holding cell.
- C. The transporting Deputy shall deliver the Inmate Movement Order and the Buff Card to the Level 1 Senior Deputy. Any other pertinent documents shall be delivered to the Classification Desk Deputy. The Level 1 Senior Deputy shall ensure that the computer is updated regarding the inmate's transfer.
- D. The Classification Deputy shall make the housing assignment.
- E. The Booking Deputy shall:
 1. Notify the housing quad of the pending new housing.
 2. Print and give the Inmate Movement Order and the Buff Card to the inmate (sealed in plastic).
 3. Escort the inmate to the elevator lobby for transfer to the housing levels.

III. TRANSFERS TO TRJ FROM PTDF

- A. The Classification Desk Deputy shall coordinate with Todd Road Jail in the preparation of the transfers. It will be the responsibility of the Pre-Trial Detention Facility to transport inmates from Todd Road and East Valley Jails on weekends and holidays (dayshift hours only). Personnel from Todd Road Jail will handle the transfer of inmates

during the dawnshift hours, [REDACTED]. The Classification Desk Deputy (PTDF) and Classification Deputy/Cross-Trained Deputy (TRJ) shall facilitate any other transport runs as needed. Nothing in this policy shall prevent the ability to interchange responsibilities based on the needs of either facility.

- B. The Classification Desk Deputy shall send a computer roster to:
 - 1. The affected Level Control Officers.
 - 2. The Todd Road Jail.
- C. The Level Control SST shall give the housing officer the inmate's name, booking number, location and where the inmate is to be transferred.
- D. The Housing Officer shall:
 - 1. Via intercom, advise the inmate to prepare for transfer.
 - 2. Print an Inmate Movement Order for the inmate to hand carry.
 - 3. Pull the Buff Card with attached photograph.
- E. At the direction of the Housing Level Control SST, the Housing Security Deputies shall process the inmate out of the housing section by performing the following functions, except in Special/Segregated Housing, where the respective security deputies shall perform these steps:
 - 1. Ensure the inmate removes his/her own personal property, bedding and clothing from the cell.
 - 2. Inspect the cells for serviceability and vandalism.
 - a. Secure the cell door.
 - b. Advise the Level Supervisor of any damage.
 - c. As directed, initiate appropriate report(s).
 - 3. Inventory and account for all bedding, linen and clothing items.
 - 4. Pat down the inmate to confirm all property and contraband has been removed.

5. The deputy will seal the inmate's personal property in a plastic bag and identify it with the inmate's name and booking number (the inmate carries the bagged property to the release/transfer area).
6. Pick up the Buff Card and Inmate Movement Order.
7. Escort the inmate to Level Control.
8. Ensure the Inmate Movement Order and Buff Card accompany the inmate to Level 1.
9. Tell the inmate to step into the elevator.

F. Housing Levels 3 and 4.

1. The Housing Security Deputies shall deliver the Buff Card to the Level Control SST who seals it in a plastic bag with the movement order.
2. The Level Control SST shall coordinate the inmate movement to Level 1.
 - a. Via intercom, advise the Elevator Control Officer where the inmate is to be transferred.
 - b. Change the new housing location ("MJ-1-MR-00 or MJ-1-WB-00") in the computer when the inmate leaves the level.
 - c. Notify the Level 1 Senior Deputy of any necessary armband changes.

G. Special or Segregated Housing.

1. The Special or Segregated Housing Security Deputy shall post the new housing location ("Men's Rel or Wm's Bk/Rel).

H. The medical staff shall be responsible for the delivery of medical records and/or medication to the Todd Road Jail.

I. Level 1 Control Officer.

1. Direct the inmate from the elevator to the release/transfer area.

- J. The Property Deputy shall:
 - 1. Place the inmate in an appropriate holding cell pending the arrival of the transportation deputy.
 - 2. Ensure a Buff Card with a photograph is received for each inmate.
 - 3. Note any transfers or deletions on the computer roster of any facility transfers.
 - 4. Make appropriate armband changes according to Classification.
- K. Level 1 Control shall admit the transportation deputy into the release/transfer area.
- L. The Property Deputy shall assist the transportation deputy to the transfer sally port.
- M. The Property Deputy or Property Deputy shall change the inmate housing locator to IT-TR, or IT-EJ.

IV. SECURITY MEASURES

- A. Deputies escorting/transporting inmates to and from the PTDF shall adhere to the following procedures:
 - 1. The deputy assigned to transport inmate(s) shall obtain a movement order, the inmate buff(s), and any inmate property if applicable.
 - 2. The deputy shall compare the buff(s), photos, and armband(s) with each inmate.
 - 3. The deputy shall make a head count and compare it with corresponding buff(s).
 - 4. Any time a deputy is transporting more than one inmate out of the Facility, and both sally ports are not available for loading the inmates, a second deputy shall assist in escorting the inmates until they are properly secured in the transportation vehicle. All inmates shall be secured with handcuffs at a minimum. The need and degree of additional mechanical restraints shall be commensurate to the inmate's classification, demeanor, etc.
- B. The only exception to this policy is the transportation of Level-1 inmate

workers. They may be escorted out the pedestrian door utilizing the appropriate level of mechanical restraints.

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Section 10 Chapter 12

After Hours Releases (PTDF & EVJ)

Drafted: January 31, 2020

Reviewed: May 16, 2022

Revised:

PURPOSE:

To establish policy and procedure for the release of inmates after hours from the Pre-Trial Detention Facility.

POLICY:

Inmates released during the night are potentially at greater risk of becoming victimized. In an effort to lessen this risk, inmates shall not be released between the hours of midnight and 0600 hours with the exception of inmates who post bail or are ordered released forthwith. Own Recognizance releases will not be performed after hours. Any inmate released between 2200 hours and 0600 hours will be made aware of certain safeguards put into place for their safety.

DEFINITIONS:

After Hours- For the purposes of this release policy, after hours is defined as the time period between 2200 hours and 0600 hours.

PROCEDURES:

I. RELEASE PROCEDURE

A. Pre-Trial Detention Facility

Any inmate released between 2200 hours and 0600 hours requires additional considerations by staff members processing the inmate for release. The following directions will be performed at a minimum:

- 1) An inquiry shall be made of the inmate to determine if he or she has made transportation arrangements;
- 2) If no arrangements have been made, the inmate shall be asked if they have access to a cellular telephone to make such arrangements;

- 3) If the inmate does have a cellular telephone, the inmate shall be advised of free access to wall outlets in the public reception area for charging purposes;
- 4) If the inmate does not have a charging cord, one will be offered to them, free of charge. Free charging cords will be maintained in the watch commander's office and are not for employee use.
- 5) If an inmate does not have access to a cellular telephone, the inmate will be asked if they need to use the free telephone in booking, prior to release, specifically for the purpose of making travel arrangements. If necessary, the inmate will be allowed a reasonable amount of time to place calls for this specific purpose;
- 6) Inmates being released who are allowed to make brief calls for travel arrangements will not be mixed with other inmates in booking. Inquiries about the need to make such calls will be done prior to completing release paperwork, prior to giving any of the inmates property back, and prior to changing the inmate out of jail clothing;
- 7) Inmates released after hours will be advised that the public reception lobby is open 24/7 and they are free to remain in the lobby until they are able to arrange safe transportation. This advisement should be made in full view of the audio and video surveillance system
- 8) Inmates will also be advised that the Public Reception Lobby is regularly patrolled for their safety.

B. East Valley Jail

- 1) An inquiry shall be made of the inmate to determine if he or she has made transportation arrangements;
- 2) If no arrangements have been made, the inmate shall be asked if they have access to a cellular telephone to make such arrangements;
- 3) If the inmate does have a cellular telephone, the

inmate shall be advised of free access to wall outlets in the upstairs lobby area for charging purposes;

- 4) If the inmate does not have a charging cord, one will be offered to them, free of charge. Free charging cords will be maintained in the office area and are not for employee use;
- 5) If an inmate does not have access to a cellular telephone, the inmate will be asked if they need to use the free telephone in booking, prior to release, specifically for the purpose of making travel arrangements. If necessary, the inmate will be allowed a reasonable amount of time to place calls for this specific purpose;
- 6) Inmates being released who are allowed to make brief calls for travel arrangements will not be mixed with other inmates in booking. Inquiries about the need to make such calls will be done prior to completing release paperwork, prior to giving any of the inmates property back, and prior to changing the inmate out of jail clothing;
- 7) Inmates released after hours will be advised that the upstairs lobby area is open 24/7 and they are free to remain in the lobby until they are able to arrange safe transportation. This advisement should be made in full view of the video / audio surveillance system;
- 8) Inmates will also be advised that the lobby is regularly patrolled for their safety.

II. PATROLLING OF THE LOBBIES

- A. For safety reasons, both the Public Reception Lobby at the Main Jail and the upstairs lobby at the East Valley Station will be patrolled by deputies at least once every two hours during the hours of 2200-0600.
 1. The Pre-Trial Detention Facility watch commander shall ensure this requirement is met, and will note in the Redbook the times the lobby was patrolled.

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Section 11 Chapter 1

Classification Mission Statement

Drafted: August 8, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To provide a Mission Statement for the Pre-Trial Detention and Todd Road Jail Facilities Classification Units.

"Through teamwork, the Classification Units continually strive towards upholding the integrity, security, and continuity of the Detention Services Division and its facilities. We do this by working within a dynamic classification process which promotes a proactive inmate management style that allows for adaptability and legal necessity without compromising our principles. Through the utilization of information and intelligence, we seek and anticipate problems while offering appropriate action plans.

Gathering information from every available source, we maintain open lines of communication with staff and other agencies to ensure we are meeting the needs of the facility and the Division. We strive to maintain an environment that is safe for the staff, citizens and inmate population through the proper identification, classification, and placement of individual inmates.

We hold each other to a higher standard of performance, training, and ethics far above the rest that allows us to accomplish all goals and challenges placed before us.

Our goal shall be...

“SAFETY - ACCURACY – PROFESSIONALISM”

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Section 11 Chapter 2

Classification Job Responsibilities

Drafted: August 16, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 11 Chapter 3
Classification Unit's Intelligence Responsibilities

Drafted: August 16, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

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Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 11 Chapter 4
Inmate Classification and Placement

Drafted: August 16, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

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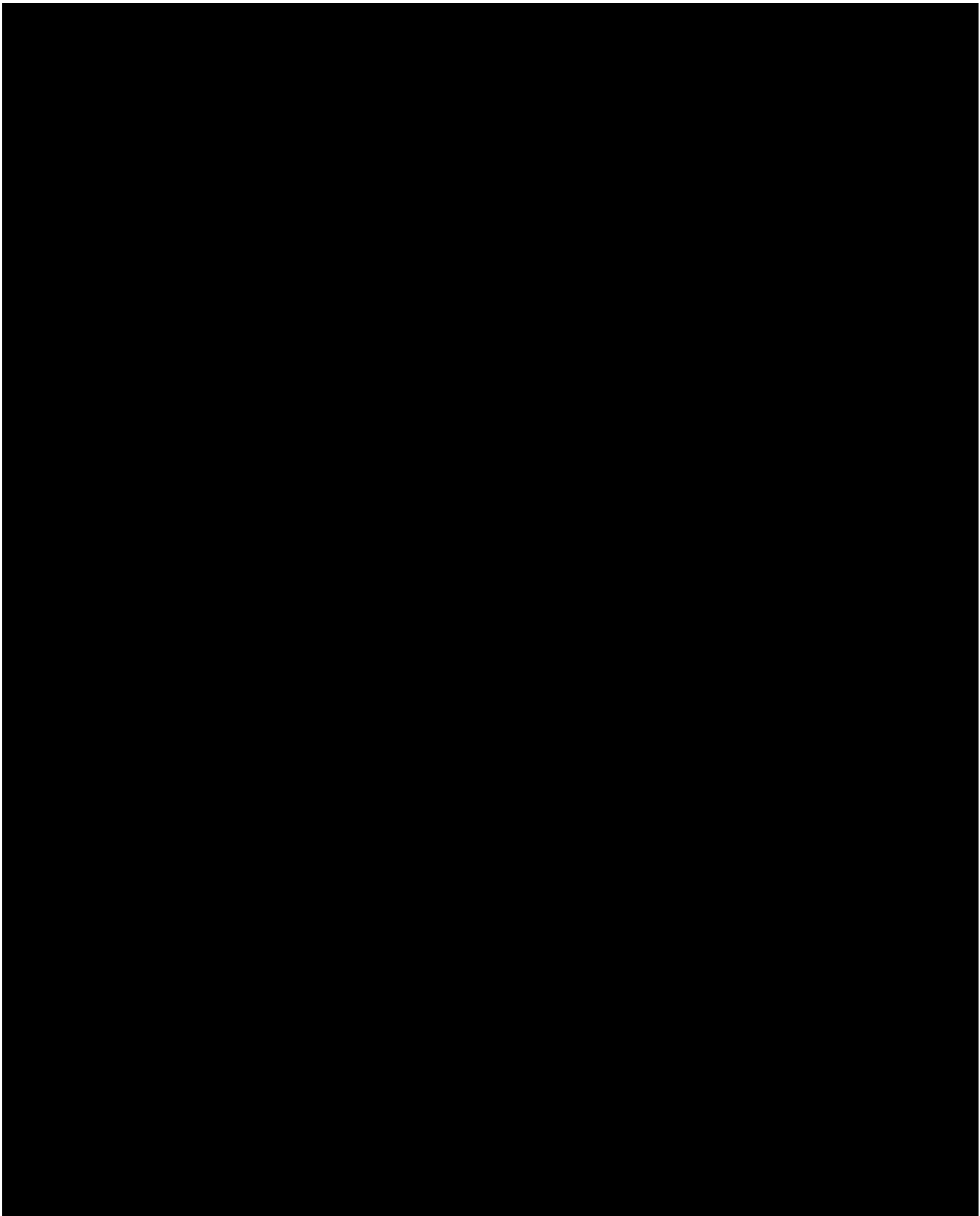
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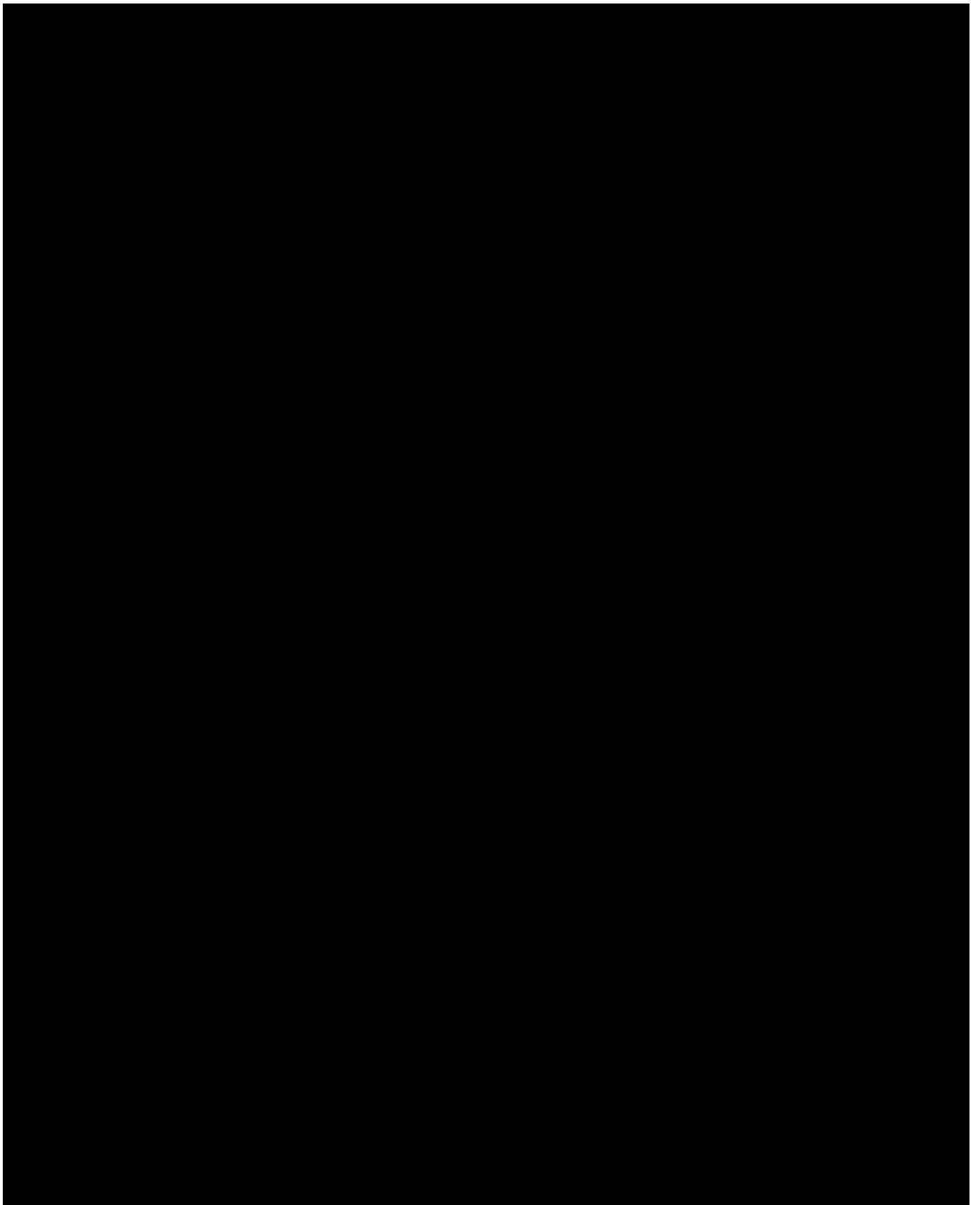
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Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 11 Chapter 5

Reclassification Requests and Appeals

Drafted: May 18, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish the procedure for handling reclassification requests and appeals by inmates.

POLICY:

It is the policy of Detention Services that all reclassification requests and classification appeals be directed to the facility's Classification Unit where the inmate is housed.

PROCEDURE:

I. RECLASSIFICATION

- A. The reclassification of an inmate can be initiated by any jail staff member who has reason to believe the inmate's status has changed significantly to warrant reclassification. The staff member initiating the reclassification shall prepare a Jail Incident Report stating the grounds for requested reclassification. The staff member shall submit the report directly to the Classification Unit. The Classification Unit shall then verify the reasons cited therein and review the inmate's status. If Classification determines there are sufficient grounds for reclassification, they shall make the appropriate reclassification, document the reclassification, and enter the restricted information in the computer.
- B. In addition to the reclassification procedures outlined above, Classification shall review the classification of inmates being held in Sheriff's Detention Facilities and reclassify and re-house those inmates whose circumstances have changed by virtue of court decisions and developments in their cases by reviewing the supplemental bookings.
- C. The Classification Senior Deputy shall pay specific attention to changes in the inmate's legal status. Inmates who have been sentenced on all charges must have their status updated.

II. APPEAL OF CLASSIFICATION

- A. Any inmate who disagrees with the classification under which he was placed may appeal such classification through the Inmate Grievance Procedure or by submitting a white kite to the Classification Unit. Per CCR Title 15, Section 1050, any inmate who has been sentenced to more than 60 days may request a review of his/her classification no more often than 30 days from his/her last review.

- B. Any jail staff member receiving a grievance appealing a classification shall forward the grievance directly to the Classification Unit and circumvent the intermediate steps in the grievance process. Classification shall investigate the grievance and issue the appropriate response.
 - 1. When a grievance is received from an inmate appealing the Psychiatric Classification, Classification will ensure that the opinion of the Medical Psychiatric staff is included as part of the grievance investigation.

REFERENCES:

CCR Title 15 Section 1050

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 1

Access to Haircuts/ Electric Hair Clippers and Shavers

Drafted: February 25, 2013

Reviewed: May 16, 2022

Revised: November 1, 2021

PURPOSE:

To establish a policy and procedure that reduces the opportunity for inmates housed in specific areas of the Detention Facilities to injure themselves or others, by providing access to an electric shaving razor, electric hair clippers and/or nail clippers.

POLICY:

Disposable razors, generally, shall not be provided to inmates housed in Reception Housing, Psychiatric Housing, Disciplinary Separation, and other specified areas designated by each Facility Manager. Inmates in these areas will be afforded the opportunity to shave daily using a battery-operated electric shaver. Electric hair clippers and nail clippers however, are generally available to all inmates housed at Detention Facilities.

GENERAL PROVISIONS:

- I. The following inmates may receive haircuts:
 - A. All sentenced inmates.
 - B. All unsentenced inmates on misdemeanor charges, unless there is a court order restricting such because of identity concerns for the court process.
 - C. All unsentenced inmates on felony charges, only after arraignment, unless there is a court order restricting such because identity concerns in court.
- II. It will be the practice of Detention Facilities that in unsentenced felony cases, haircuts not be allowed until after arraignment. Per Title 15, Section 1267, if the inmate has not been arraigned within thirty days and there is no court order restricting a haircut, the inmate is entitled to a haircut.
- III. Inmates housed in the Reception Center will not be allowed to shave.

PROCEDURES:

I. PRE-TRIAL DETENTION FACILITY

A. Haircuts/ Hair Clippers

1. Supplies and Inventory

- a. Facility Stores will maintain a supply of hair clippers and cleaning supplies. The Stores SST will initially stock the following housing areas with the indicated number shavers, and an appropriate amount of cleaning supplies:

Administrative Housing	1
Quads	1 per Quad

- b. Once notified by staff, the Stores SST will replenish the equipment. Should a clipper need to be replaced, the Deputy or SST assigned to the housing area, shall email the Stores SST. The clipper shall be sealed in a plastic bag, which will be picked up by the Stores SST when the new shaver is delivered to the housing area.
- c. The deputy or SST assigned to the housing area will inventory the clippers and cleaning supplies at the beginning of each shift and make a notation in the Red Book. Staff will monitor the distribution, collection and cleaning of the clippers.
- d. Special Housing inmates may use the clippers during their dayroom time.

2. Cleaning / Disinfecting Process

- a. Hair clippers must be cleaned after every use. The following process shall be followed:
 - 1) Brush away loose debris.
 - 2) Spray the clippers with "Clippicide" spray.
 - 3) Allow to dry for 10 minutes.
- b. Staff will provide the inmate worker with latex gloves to wear while cleaning the clippers. Clippicide will be stored in the Quad Booth.

3. Haircut procedures- Administrative Housing

- a. Inmates that request to cut their hair will be given the hair trimmer kit during their assigned dayroom time.
- b. Classification will be notified when an inmate requests a haircut but is unable to do so without assistance. A suitable worker will be chosen by Classification. The inmate receiving the haircut will be belly chained and shackled. Two deputies will monitor both inmates.
- c. The deputy assigned to Administrative Housing needs to account for all items in the hair trimmer kit.

B. Electric Shavers

1. Supplies and Inventory

- a. Facility Stores will maintain a supply of battery-operated shavers and cleaning supplies. The Stores SST will initially stock the following housing areas with the indicated number shavers, and an appropriate amount of cleaning supplies.

Psych Housing (2 for 3 MS)	8
Special Housing	10
Quad H (for 4 MS)	2

- b. Once notified by staff, the Stores SST will replenish the equipment. Should a shaver need to be replaced, the Deputy or SST assigned to the housing area, shall email the Stores SST. The shaver shall be sealed in a plastic bag, which will be picked up by the Stores SST when the new shaver is delivered to the housing area.
- c. The deputy or SST assigned to the "Psych" Inmate Sections, or Special Housing will inventory the shavers and cleaning supplies at the beginning of each shift and make a notation in the Red Book. Staff will monitor the distribution, collection and cleaning of the shavers.
- d. The deputy or SST assigned to the "Psych" Inmate Sections, or Special Housing will ensure the hair cutting kits are not given to the inmates.

2. Cleaning / Disinfecting Process

- a. Shavers must be cleaned and disinfected after every use. The following process shall be used:
 - 1) Remove the shaver head and brush away loose debris.
 - 2) Dip the shaver head in a premixed solution of 'Barbarcide'.
 - 3) Wipe the shaver head dry with a clean cloth or paper towel.
 - 4) Replace the head on the shaver.
- b. Staff will provide the inmate worker with latex gloves to wear while cleaning the shavers. Cleaning solution is usable for one week. Each Sunday, the Shift 2 Quad SST or Security Deputy will mix new cleaning solution. The old solution can be poured down any utility sink.

3. Procedures

a. Administrative Housing

- 1) Inmates housed in Administrative Housing will be allowed to use a disposable razor during their dayroom time only. All inmates other than those classified as 'Psych' (yellow band) may purchase razors through the regular commissary process. Use of the battery-operated shaver is restricted to inmates classified as "Psych" (yellow band) or to inmates issued a medical treatment order (MTO).

When commissary is distributed, the razors will be packaged in a separate see through bag to show to the inmate. After the inmate signs for his commissary order, the deputy will take the razors and place them in the designated storage container at the deputy's work station. Every Administrative Housing inmate will have a dedicated storage container bearing his last name.

- 2) Inmates will be allowed to order two razors per week. No more than two razors will be stored in the

dedicated storage container. Excess razors will be destroyed.

- 3) When an inmate is placed into the dayroom he can request a razor from the deputy. The deputy will provide the inmate with a disposable razor for use only while the inmate is in the dayroom. The deputy will make a notation on the unit list to keep track of which inmates received a disposable razor during their dayroom time. At the conclusion of the inmate's dayroom time, the razor will be passed out to the deputy. The deputy will inspect the razor to ensure the razor is unaltered, and then place the razor in the inmate's dedicated storage bin.
- 4) The deputy can dispose of the razor at the request of the inmate. The razor should be placed into a "Sharps" container.
- 5) The "Sharps" container will be kept at the Administrative Housing Deputy's workstation. When the "Sharps" container is full, it shall be replaced with an empty container by the Shift 2 Administrative Housing Deputy.

b. Special Housing and Psych Housing Units

- 1) Special Housing Inmates and Inmates housed in Psych Housing Units will be given the opportunity to shave during their day room period. The inmate worker (or staff member where necessary) will give the inmate a clean shaver at the beginning of his/her day room time. The shaver must be collected prior to the end of the inmate's day room, and subsequently cleaned by either an inmate worker or staff. Inmates housed in Special Housing who cannot attend day room due to physical or medical limitations may be allowed to shave in their cell, under the supervision of staff.

c. Re-housed Inmates

- 1) Staff shall ensure inmates re-housed to the Reception Center," Psych" housing areas, Special Housing and Administrative Housing do not possess disposable razors.

II. EAST VALLEY JAIL

A. Haircuts

1. Inmates wishing to use the hair clippers at the East Valley Jail shall contact jail staff and request the clippers for a haircut. Prior to and after the hair cut is given, the equipment shall be disinfected by the method approved by the State Board of Barbering and Cosmetology in order to meet the requirements of Title 16, Chapter 9, Sections 979 and 980, of the California Code of Regulations. Inmates refusing to shower and maintain their hygiene will be re-housed to the Pre-Trial Detention Facility to keep possible vermin outbreaks at bay.

B. Electric Shavers

1. Inmates housed in the East Valley Jail Dorms shall be allowed to shave daily and receive hair care services at least once per month.

III. TODD ROAD JAIL

A. Haircuts/ Hair Clippers/ Nail Clippers

1. Supplies and Inventory
 - a. The Housing Deputies will inventory the hair clippers (2), nail clippers (2), and their associated cleaning supplies at the beginning of each shift and make a notation in the Deputy Redbook. Deputies will also monitor the distribution, collection and cleaning of the hair clippers and nail clippers. Inmates using the hair clippers and nail clippers shall do so in the housing unit multi-purpose room. Prior to and after the hair cut is given, the equipment shall be disinfected by the method approved by the State Board of Barbering and Cosmetology in order to meet the requirements of Title 16, Chapter 9, Sections 979 and 980, of the California Code of Regulations.
 - b. Inmate Services shall be responsible for maintaining one hair clipper in each of the housing units. Should a hair clipper need to be replaced, an email shall be directed to the Warehouse SST explaining the situation. A copy of the email and hair clipper shall be placed in a plastic bag and stored in the housing deputies' office until the Warehouse SST brings a replacement. The Warehouse SST will

contact Inmate Services and advise them of the hair clipper replacement. The Warehouse SST will dispose of the hair clippers in an appropriate manner, taking into consideration security issues.

- c. There shall be two nail clippers maintained in each of the housing units at all times. The Warehouse SST shall be responsible for the distribution of nail clippers should one become inoperable. In that case, the Housing Deputy shall email the Warehouse SST and advise him of the need for a replacement. As with the hair clipper, the broken nail clippers with a copy of the email will be sealed in a plastic bag and kept in the housing deputies' office until the Warehouse SST can bring a replacement. The Warehouse SST will notify Inmate Services of the nail clipper replacement. The Warehouse SST will dispose of the nail clippers.

2. Haircut Procedures

a. Non-ADSEG Inmates:

- 1) Inmates shall complete an "Inmate Request for Information or Service" form (KITE) to request a haircut. The inmate shall forward the completed request to a Housing Deputy.
- 2) The Housing Deputy will ensure that sufficient haircutting supplies are in stock for use. (If additional stock is needed, the Housing Deputy will contact Inmate Services for supplies.)
- 3) As time allows, the Housing Deputy will select a volunteer inmate barber and ensure that the inmate barber reads, understands, and complies with haircutting disinfecting guidelines prior to being allowed to start cutting hair.
- 4) Inmate haircuts will usually take place in the multi-purpose room, but the Housing Deputy has the discretion to designate an alternate location, with supervisor approval.
- 5) The Housing Deputy will verify that the haircutting area is cleaned and all haircutting tools are cleaned and disinfected by the inmate

barber pursuant to haircutting disinfecting guidelines, upon completion of the haircutting session.

b. ADSEG inmates

- 1) The Housing Unit "A" deputy will be responsible for finding a level 1 inmate to give the haircuts. Once a level 1 inmate is found, the Housing Unit Deputy shall confirm with the TRJ Classification Unit that the level 1 inmate is clear to give the haircut. (I.E: keep- away issue, no record of violence, rival gang issues, etc.)
- 2) The ADSEG inmate will be handcuffed and shackled and placed in the multipurpose room. The haircut will be given under the direct supervision of a Deputy.
- 3) Should staff feel that the inmate's recent behavior warrants additional staffing in order to safely make the move, additional personnel shall be summoned to assist.

B. Electric Shavers

1. Supplies and Inventory

- a. The Warehouse SST will maintain a supply of battery- operated shavers and cleaning supplies in each of the housing units.
- b. The Warehouse SST shall also be responsible for replacing the equipment as needed. Should a shaver need to be replaced, an email shall be directed to the Warehouse SST explaining the situation. A copy of the email and the defective shaver shall be placed in a plastic bag and kept in the housing deputies' office until the Warehouse SST can bring a replacement. The Warehouse SST shall notify Inmate Services of the electric shaver replacement.
- c. The Housing deputy of each shift shall document the number of shavers (operable and inoperable) the housing unit has in the Redbook Log.

2. Distribution procedures

- a. Staff will monitor the distribution, collection and cleaning of the shavers in the following manner:

- 1) For those inmates housed in IMP or Disciplinary Separation, a shaver will not be assigned, but will be made available to those inmates on a daily basis.
- 2) Each morning, during feeding, a shaver will be offered to each inmate housed in an area with disposable razor restrictions. If one is requested, it will be provided and the inmate will have the opportunity to use the shaver in their cell, or alternate location as determined by the housing deputy.
- 3) A deputy shall make note of who was given a shaver and no more than one hour later, the shavers will be picked up.
- 4) The deputy is then required to inventory the shavers and check them for any damage to insure that they are still in good working order.

3. Cleaning and Disinfecting

- a. After each use, the shavers will be given to the housing unit workers for cleaning prior to reissue.
- b. During the cleaning and disinfecting process, the inmate worker shall remove the shaver head and brush away any loose debris and place the heads and blades in the disinfectant solution.
- c. When the cleaning and disinfecting process is complete, the shaver will be assembled and charged for its next usage.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 2

Administrative Housing Cells / 3HS (PTDF)

Drafted: December 10, 2012

Reviewed: May 16, 2022

Revised: February 7, 2020

PURPOSE:

To establish policy and procedure for the use of Administrative Housing Cells in the Detention Services Division and to monitor and ensure their proper use.

POLICY:

The use of Administrative Housing Cells shall be carefully controlled and monitored by the Classification Unit in order to prevent the indiscriminate and arbitrary placement or retention of inmates therein.

DEFINITIONS:

Administrative Housing Cells- Cells that are designated by the Facility Manager for the purpose of housing inmates whose presence in the general population poses a serious threat to the orderly operation and security of the facility.

High Security Housing Cells- The two cells that are located on [REDACTED] that are designated by the Facility Manager for the purpose of housing inmates whose presence in general population and Administrative Housing poses a serious threat to the orderly operation and security of the facility.

GENERAL PROVISIONS:

I. ADMINISTRATIVE HOUSING

- A. The housing of certain inmates away from the general inmate population shall be conducted in accordance with the existing Inmate Classification and Placement Program. Inmates who will be housed in Administrative Housing should generally fall under the following categories:
1. Violent and Assaultive to staff or other inmates
 2. Commitment for violent crime, on a case by case review
 3. Protective Custody

4. Civil Inmates
 5. Prominent figure in the community
 6. Facility/Personnel security risk
 7. Alternate Life Style inmates (blatant)
 8. Juvenile offenders booked as adults
- B. Exceptions to the above shall require prior clearance from the Classification Unit or a Facility Supervisor.
- C. All inmate placements into Administrative Housing cells shall have the prior approval of the Classification Unit.
- D. Administrative Housing shall not involve any other deprivation of privileges than is necessary to obtain the objectives of protecting the inmates and staff and maintaining the orderly operation of the facility. In instances where the behavior of others with security considerations would not permit the extension of common privileges to that inmate, a written justification shall be rendered in a Jail Incident Report by any of the following staff members:
1. Classification Deputy
 2. A Housing Security Deputy
 3. Area Senior Deputy
 - a. All incidents involving the revocation of common privileges must be approved by a Facility Sergeant.
 - b. The report shall be forwarded to the Facility Manager for review. The original shall be sent to the Classification Unit to form part of the inmate's file.
- E. Inmates in Administrative Housing shall be afforded the opportunity to use dayroom facilities for up to four (4) hours per day (28 hours per week), and outdoor recreation a minimum of three (3) hours a week.
- F. The Housing Officer or Security Deputy shall maintain a daily activity log on each inmate housed in an administrative housing cell. The SST/Deputy shall note when each daily activity is performed i.e., feeding, shower, dayroom, etc.

- G. The status of inmates in Administrative Housing will be reviewed every thirty (30) days. The review shall be for the purpose of determining the continuation or cessation from administrative housing. Inmates will have the opportunity to participate in these reviews. Refer to the "Inmate Classification and Placement Program" for the detailed procedures.
- H. A step-down procedure will be available to all inmates housed in these cells.

PROCEDURES:

I. PLACEMENT INTO ADMINISTRATIVE HOUSING FROM RECEPTION

A. PTDF

1. If, based upon the available information, the Booking Deputy decides that an inmate in the reception process needs to be removed from the other inmates, he shall:
 - a. Separate the inmate from other inmates.
 - b. Contact the Classification Desk Deputy and inform them of the placement and the circumstances thereof.
 - c. The Classification Desk Deputy shall then verify the information furnished by the Booking Deputy by:
 - 1) Conducting a search of available criminal and/or custodial records on the inmate involved, or
 - 2) Conducting a search of the inmate's local and criminal history.
 - 3) Conducting interviews with the inmate himself and/or the arresting officer(s).
 - d. If the Classification Desk Deputy determines that the initial placement decision made by the Booking Deputy cannot be supported by any of the above verification checks, they shall contact the Booking Deputy and advise them that the inmate will have to be taken out of administrative housing. The Booking Deputy will then remove the inmate from administrative housing and place them into a regular holding cell.
 - e. In the event the circumstances and/or information which

led to the placement of the inmate into administrative housing is verified or confirmed by the Classification Desk Deputy, he will prepare a Jail Incident Report (JIR) stating the circumstances and the subsequent verification(s) they have made. If the inmate has a documented ADSEG Administrative classification history, a new JIR is not necessary.

- f. The Classification Desk Deputy shall notify the Classification Unit [REDACTED] any time and Administrative inmate comes into custody.
- g. It shall be the Classification Desk Deputy's responsibility to ensure that the administrative status of the inmate is maintained when he is moved from reception to the housing unit.

B. TRJ

- 1. All Administrative inmates who are received at the Todd Road Jail will be placed individually into separate holding cells during the reception process, unless there is another compatible Administrative inmate available or the inmate bypasses reception housing.
- 2. During the Reception process, the TRJ Classification Unit will provide a housing assignment and dayroom group assignment for the Administrative inmate(s).
- 3. Following Reception, the inmate(s) will be escorted to their housing unit.

II. PLACEMENT INTO ADMINISTRATIVE HOUSING FROM A REGULAR HOUSING UNIT

A. PTDF

- 1. Placement of inmates into administrative housing from a regular housing unit shall be conducted in accordance with the existing Inmate Classification and Placement Program.
 - a. Prior approval of the Classification Deputy, either verbal or written, will generally be required before the actual segregation of the inmate is made.

- b. In the event the inmate involved has to be immediately housed in Administrative housing in order to preserve order and security in the housing section, the Housing Security Deputy or the Level Supervisor will affect the placement into administrative housing and verbally notify the Classification Deputy who will then make the appropriate changes to the Inmate Housing Assignment or Movement Screen.
- c. The Deputy causing the placement (Housing Security Deputy or Level Senior Deputy) shall prepare a Jail Incident Report and submit the same to the Classification Deputy for approval. It shall be the Classification Deputy's responsibility to ascertain that the placement is in conformity with existing rules and regulations and approve or disapprove the placement on its merits. In the event the placement is disapproved, the Facility Supervisor shall be advised of the situation for final disposition.
- d. The procedure set forth above shall be observed in the distribution of the Jail Incident Report.

B. TRJ

- 1. Placement of inmates into Administrative Housing from a regular housing unit shall be conducted in accordance with the existing inmate Classification and Placement plans.
- 2. Prior approval of the Classification unit will generally be required before placing an inmate into Administrative Housing.
- 3. In the event that an inmate has to be segregated immediately in order to preserve order and security in a housing unit and there is no space available in the Inmate Management Program, the Housing or Facility Sergeant can temporarily place an inmate into Administrative Housing. The authorizing supervisor will notify the Classification Unit of the action and the surrounding circumstance. The placement will be reviewed at the first opportunity by the Classification Unit and will be either approved or denied.

III. ADMINISTRATIVE HOUSING DAYROOMS

A. PTDF

1. All Administrative housing inmates will be given the opportunity to use the dayroom and its facilities for a minimum of one (1) hours and up to (4) hours every day, and outside recreation a minimum of three hours per week. All Administrative inmates will program alone or with other compatible Administrative inmates, as determined by the Classification Unit.
2. All Administrative Housing inmates will use the dayroom during scheduled times. The schedule allows each group to use the dayroom at different times during a seven-day period. Each group will use the dayroom only during its assigned time, in the assigned dayroom. Any refusal to use the dayroom will be logged as a refusal and that inmate will not be offered the dayroom at any other time during that day. If an inmate is in court during his assigned dayroom time, he will be given the opportunity to use the dayroom later that day, however, the inmate's monitoring log should reflect that he was in court during his normal dayroom time.

B. TRJ

1. All Administrative Housing inmates will be given the opportunity to use the dayroom and its facilities for a minimum of one (1) hour and up to (4) hours, every day, and outside recreation a minimum of three hours per week. All Administrative inmates will program alone or with other compatible Administrative inmates, as determined by the Classification Unit.
2. In the event that there are additional dayroom hours available, at the beginning of each day shift, the Housing SST will divide the available dayroom hours equally between the number of Administrative inmates. Each inmate will receive an equal share of the available dayroom time. After advising the Housing Deputy about the intended schedule, the Housing SST will implement that date's dayroom schedule.

IV. 30 DAY REVIEW PROCEDURE

- A. All inmates housed in Administrative Housing will be provided a Detention Services Division, Administrative Housing Review form, every 30 days. This form is used to notify the inmate of their impending review and will allow the inmate to participate by providing input, in writing, prior to their review.
- B. Inmates in Administrative Housing may waive their participation in the

30-day review by signing the waiver section of the Administrative Housing Review form.

C. Those inmates who wish to participate in their review, shall provide their input on the form provided to them and forward the form to Classification.

D. REVIEW PROCESS

1. **Sergeant Review – 30 Day, 60 Day, 120 Day and 150 Day**

- a. Inmate must complete the section of the Administrative Housing Review form that is provided for their input, stating why they feel a removal from Administrative Housing is warranted.
- b. The Sergeant shall evaluate the inmate, taking into account the inmate's input. The Sergeant shall enter their decision into the Administrative Housing review section in VCIJIS and on the Administrative Housing Review form.
- c. The inmate will receive a copy of the completed Administrative Housing Review form and a printed copy of the VCIJIS Administrative Housing review documentation with the decision for this review cycle.

2. **Captain Review – 90 Day**

- a. Inmate must complete the section of the Administrative Housing Review form that is provided for their input, stating why they feel a removal from Administrative Housing is warranted.
- b. The Sergeant will provide input to the Captain.
- c. The Captain will meet with the inmate and discuss the re-class request.
- d. The Captain evaluates the inmate and enters their decision into the Administrative Housing review screen in VCIJIS and on the Administrative Housing Review form.

- e. The inmate will receive a copy of the completed Administrative Housing Review form and a printed copy of the VCIJIS Administrative Housing review documentation, with the decision for this review cycle.

3. Commander Review – 180 Day

- a. Inmate must complete the section of the Administrative Housing Review form that is provided for their input, stating why they feel a removal from Administrative Housing is warranted.
 - b. The Sergeant will provide input to the Commander.
 - c. The Commander will meet with the inmate and discuss the re-class request.
 - d. The Commander evaluates the inmate and enters their decision into the Administrative Housing review screen in VCIJIS and on the Administrative Housing Review form.
 - e. The inmate will receive a copy of the completed Administrative Housing Review form and a printed copy of the VCIJIS Administrative Housing review documentation, with the decision for this review cycle.
4. The review cycle is repeated for the duration of the time the inmate is in Administrative Housing.

V. STEPDOWN PROCEDURE

- A. After being housed in Administrative Housing for a least 30 days, inmates may request to participate in a stepdown program to be rehoused out of Administrative Housing. The ultimate decision regarding whether a step-down program is approved is at the sole discretion of staff.
 - 1. This program will require the inmate sign and comply with a participation contract.
 - 2. This program will be facilitated by Classification staff in conjunction with Inmate Services.
 - 3. If the inmate receives any disciplinary write-ups while participating in the step down program, they may be removed from the program.

4. Inmates removed from the program will be required to wait 30-days before applying to participate in the stepdown program again.
 5. The program will require the inmate participating in the stepdown program to complete two out of the three Interactive Journaling classes offered. These classes are titled: Self-Control, Responsible Thinking, and Substance Use. Completed journals will be reviewed by designated Inmate Services Staff to confirm the work was completed.
- B. Inmates who successfully complete the stepdown program will then be considered for rehousing out of Administrative Housing.
 - C. **Inmates who receive any disciplinary write-ups within 15-days of rehousing may be returned to Administrative Housing.**

III. PLACEMENT INTO 3-HS ()

- A. No inmate shall be placed into 3-HS without the prior approval of the PTDF Facility Manager and the Classification Unit shall be notified.
- B. Should an inmate be approved for placement into 3-HS, the inmate will be checked by the security deputy according to the schedule set forth by the PTDF Commander or PTDF Facility Manager.
- C. Should the inmate be placed in 3-HS for disciplinary reasons, the current Policy and Procedure for Administrative Cells will be adhered to.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 3

Armband Count

Drafted: August 23, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish a system of inmate counts to provide for the accurate and regular accounting of each inmate in custody at Detention Facilities.

POLICY:

Inmate counts shall be conducted and documented in the Redbook by facility personnel.

DEFINITIONS:

Armband Count: Armband count is a process where a Deputy compares the armband of each inmate in his or her housing/holding area with the inmate's name and booking number on the unit list. An armband count may substitute for a cell scan.

Cell Scan: A cell scan is a process where a staff member conducts a cell check with a hand-held data collector [REDACTED]. A cell scan shall not substitute for an armband count. Refer to Detention Services Divisional Policy Chapter 12, Section 4 (Cell Scan Policy) for additional information.

GENERAL PROVISIONS:

- I. Inmate counts shall be conducted at the following times: [REDACTED]
[REDACTED]:
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]

- II. The Deputies conducting the count shall use a current inmate unit list printed out just prior to the count.
- III. The Deputies conducting the count shall check the wristband of each inmate, comparing the photo with the inmate, in the Housing Unit and compare the armband to the unit list.
 - A. All armbands shall have the inmate's name, booking number, and clear picture on it.
 - B. If any tampering or alteration of the wristband is suspected, the Deputy conducting the count should further investigate by asking the inmate personal questions from the data contained on the inmate's housing card.
 - C. If an inmate's armband is damaged, illegible, or the booking photo is in poor condition, the armband shall be replaced before the end of the shift.
- IV. At the completion of the count, the Deputy shall compare the count to the unit list and verify any missing inmates with the inmate's current location in VCIJIS to get an accurate count.

PROCEDURES:

I. PRE-TRIAL DETENTION FACILITY

- A. At about [REDACTED] the Level Three and Level Four Control SST's, Property Deputy, Women's Booking Deputy, Special Housing Deputy, and Segregated Housing Deputy shall print a unit list for their respective housing location and a Main Jail Inmate Population IMS Report for the oncoming shift.
- B. Each Deputy shall conduct armband count in their assigned areas.
- C. SST's may conduct feeding/armband count if a Deputy is unavailable due to extenuating circumstances.
- D. At the completion of armband counts, the Deputy or SST shall notify the Level Control SST of the count.
 1. The Level Three and Four Control SST's, all Quads, Special Housing Deputy, Segregated Deputy, Kitchen Security Deputy, Property Deputy, and Women's Booking Deputy will log the count in their Redbook.

E. The Level Senior Deputies shall ensure armband counts are being completed and the appropriate counts are entered in the respective Redbooks. The Facility Sergeant will be advised when all inmates are accounted for, and the Facility Sergeant will make a Redbook entry noting all inmates are accounted for.

F. Discrepancies in count:

1. When an inmate is not present, the Deputy, Quad SST, and Level Control SST shall determine the reason for the discrepancy, take immediate action to locate the inmate, contact the location where the inmate was moved to or the last known housing location and notify the Level Senior Deputy within a reasonable time.

2. The Level Senior Deputy shall resolve any discrepancy that cannot be handled by the Level Control SST, Quad SST and Deputy.

a. If the Level Senior Deputy cannot resolve the discrepancy within 30 minutes, the Facility Sergeant shall be notified.

b. The Facility Sergeant shall lock down the facility and notify the Classification Sergeant and Facility Manager in a reasonable time.

3. The Facility Sergeant shall coordinate further efforts to resolve the count discrepancy.

a. Once the count is valid, the Facility Sergeant shall notify all Level Control SST's normal facility operations may resume.

█ [REDACTED]

1. [REDACTED]

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

[REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

[REDACTED]

■ [REDACTED]

II. EAST VALLEY JAIL

- A. The Deputies conducting the count shall use a current inmate unit list printed out just prior to the count.
- B. At the completion of the count the Deputy shall compare the count to the unit list and verify any missing inmates with the inmate's current location in VCIJIS to get an accurate count.
- C. It shall be the responsibility of the Booking Deputy to keep an accurate count of which inmates are out on work assignments each day.
- D. At the [REDACTED] count the Booking Deputy shall also conduct a count of the pre-trial arrestees and shall note that count in the red book along with the count of sentenced inmates.
- E. At the conclusion of a count if there is any discrepancy, East Valley Jail personnel shall immediately make every effort to resolve the discrepancy.
 - 1. If the discrepancy cannot be resolved, East Valley Jail Personnel shall immediately notify the East Valley Jail Facility

Supervisor along with the Pre-Trial Detention Facility Sergeant.

- F. At the completion of the [REDACTED] and [REDACTED] counts, the Deputy shall notify the PTDF Facility Sergeant all inmates are accounted for and the Facility Sergeant will make a Redbook entry noting all inmates are accounted for.

III. TODD ROAD JAIL

- A. The Deputies conducting the count shall use a current inmate unit list printed out just prior to the count.
- B. At the completion of the count, the Security Deputy shall notify the Cluster Control personnel of the count.
1. The Cluster Control personnel shall compare the inmate count to a current Population printout.
 2. Cluster Control will print these lists at various times throughout the day:
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 3. It must be remembered that inmates who are out for court, work crews, vocational programs, etc. will affect the count totals.
 4. Every inmate must be accounted for, whether the inmate is present or not in the housing unit.
- C. The Housing Supervisor shall be responsible for attempting to rectify any discrepancies that cannot be handled by Housing Control.
1. If the Housing Supervisor cannot find the error, the Facility Supervisor shall be notified.
- D. The Facility Supervisor shall be responsible for coordinating further efforts to resolve count discrepancies and shall notify all Housing Control SSTs when normal Facility operations and inmate movements

may resume.

E. Work Crew Counts:

1. Any Deputy assigned to supervise an inmate work crew shall provide an accurate roster of inmates on his/her crew to the Housing Control SST, prior to leaving the housing area.
2. It shall be the work crew supervisor's responsibility to advise the Housing Control SST of any changes in the crew throughout the shift.
3. The work crew supervisor shall conduct periodic counts of the inmates on the work crew.
 - a. The work crew supervisor shall possess a current work list specifying which inmates are pulled to work.
 - b. The crew supervisor will conduct a [REDACTED] count.

F. Vocational and Educational Inmate Counts:

1. Deputies assigned to supervise inmates in any vocational or educational program shall provide an accurate roster of inmates that are assigned to the class, prior to leaving the housing area.
2. It shall be the Deputy's responsibility to advise the Housing Control SST of any changes in the class roster throughout the shift.
3. The Deputy's supervisor shall conduct periodic counts of the inmates assigned to the programs.

G. Exercise Programs:

1. The Deputy escorting inmates to the recreation yards shall conduct a count of the inmates [REDACTED].
 - a. The Deputy will advise the Housing Control SST of the count.
2. [REDACTED], the inmates will be re-counted. Once the recount is completed, the inmates will be allowed to return to their housing unit.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 4
Cell Scan Policy

Drafted: August 13, 2012

Reviewed: May 16, 2022

Revised: January 31, 2020

PURPOSE:

To establish a policy and procedure for the effective use of the Guard1 Plus System, and to incorporate its use to conduct random safety checks, satisfying the requirements of Title 15, Section 1027.5.

Randomness is a key factor in cell scans as a life safety and crime prevention tool, which may result in scans being conducted more frequently.

POLICY:

The Guard1 Plus System, combined with regular inmate counts, satisfies the hourly cell check requirements of safety checks outlined in Title 15, Section 1027.5 and provides means for documentation. Detention Services personnel who supervise the inmate population in jail and court holding facilities will ensure they are familiar with this policy and the operational capabilities of the Guard1 Plus System, and will utilize each element of the system in accordance with its intended use.

DEFINITIONS:

Safety checks: Direct, visual observation conducted at random intervals within timeframes prescribed in these regulations to provide for the health and welfare of inmates.

Direct visual observation: Direct personal view of the inmate in the context of his/her surroundings.

Hourly: No longer than 60 minutes.

Guard1 Plus System: The Guard1 Plus System consists of hand held data collectors, which are commonly referred to as "pipes." The staff member conducting the cell check will touch this pipe to a metallic memory device that is commonly referred to as an ID "button." Upon contacting the button with the pipe, a beep will sound, indicating that the data has been collected. At the Pre-Trial Detention Facility and Todd Road Jail Facility there are five checkpoint buttons located within each housing section. One button is at the entrance for the housing section, and the others are located at the end of the cells on both levels. In the Hall of Justice, checkpoint buttons are affixed to each of the cell doors.

Pipes: Due to the unique design and differences in staff assignments, each facility has a different number of pipes assigned to their housing areas. Generally, the following number of pipes should be available in the listed housing areas: Todd Road Jail Facility should have two pipes assigned to each housing unit. The Pre-Trial Detention Facility should have one each available to Women's Booking, Special Housing, and Segregated Housing, respectively. There should be two available at Men's Booking, four available for Level 3, and four available for Level 4. In the Hall of Justice Holding Facility, one staff member each day will be responsible for completing the minimum number of cell checks.

ID Buttons: Staff members who may be required to complete cell checks will be issued an ID button to be carried on his/her key ring. This button contains the employee's name and ID number. Staff shall scan their employee button by placing it on the end of their assigned pipe, at the beginning of each shift. The pipe will beep confirming the employee's information has been logged into the system. Buttons are only to be used by the staff member to whom it was assigned. If the staff member changes the pipe they are using, they must scan their employee button again. Buttons assigned to a Detention Services employee will work at any of the facilities.

Overtime Deputies: Deputies working overtime, who do not have an ID button assigned to them, will be assigned a visitor's ID button at the start of shift by the Facility Sergeant at TRJ, the Housing Senior Deputy at PTDF, or the Hall of Justice Inmate Holding Facility Sergeant. The Supervisor issuing the ID button will log the information on the ID button check out log. The notation will include the deputy's name and the assigned button number. The deputy will return the ID button to the issuing authority at the end of shift.

GENERAL PROVISIONS:

The staff assigned to the Detention Services facilities utilize an interactive inmate management style while supervising the inmate population. Although this style allows for frequent verbal and visual contact between the staff and inmates, contacts with individual inmates are not always documented. These contacts include pill call, mail call, court movement, etc.

PROCEDURE:

I. CELL CHECKS

- A. Shall be conducted 24 hours per day, on an hourly basis. All cell scan button locations were changed to create consistent application of this policy. Safety checks are required hourly, **with randomness as a goal.**

- B. During the cell checks, staff will have direct visual observation of the inmate to ensure his/her well-being. It is not necessary to arouse an inmate who appears to be sleeping and is on their bunk, unless staff is unable to determine the inmate's condition. Inmate Jail Rules prohibit inmates from covering their heads with objects while sleeping because it can prevent staff from determining their physical well-being.
1. **PTDF** - Guard1 Plus Cell Safety Checks shall be conducted at least hourly through direct visual observation of all inmates. There shall be no more than a 60-minute lapse between checks in all housing cells. Generally, deputies complete the Guard1 Plus checks.
 2. **TRJ** - Guard1 Plus Cell Safety Checks shall be conducted at least hourly through direct visual observation of all inmates. There shall be no more than a 60-minute lapse between checks in all housing cells. Deputies will conduct the hourly Guard1 Plus checks by placing the pipe over all five checkpoints within each housing section. The entrance button should be scanned upon both entry and exit to record the amount of time spent in the section. (The Housing Unit "C" Deputies are responsible to monitoring the Special Use Cell.)
 3. **EVJ** – Cell Safety Checks shall be conducted at least hourly through direct visual observation of all inmates. There shall be no more than a 60-minute lapse between checks. All safety checks shall be documented by making an entry into the facility Redbook as they are completed.
- C. Guard1 Plus scanning need not be used during the hours when inmate armband counts or feeding occur. When Guard1 Plus scanning is not used due to these activities, proper documentation must be entered into the appropriate Red Book. PTDF staff members will be required to scan the checkpoint buttons of the section pass-through before and at the completion of feeding, clothing exchange, or any other activity where all inmates are accounted for at that location at that time.
- D. Anytime a Guard1 Plus pipe is not available (i.e., malfunction, taken with the deputy during emergency, etc.), the Senior Deputy will be notified and attempts will be made to provide a pipe. If extenuating circumstances arise, and no one is available to conduct the cell scan check, staff will notify their Senior Deputy so arrangements can be made to conduct the scan. Staff may assist with the Guard1 Plus scans in housing areas other than those to which they are assigned. Should the Guard 1 Plus system not be in use due to a system failure, the circumstances shall be documented and the cell checks recorded on monitoring logs

- E. In the event that an hourly check is missed/late, the responsible staff member(s) shall advise the Senior Deputy assigned to their area and prepare a memorandum documenting the reason for missing the checks. The staff member(s) will also make a notation in the appropriate Red Book outlining the reason the check was missed/late. The Senior Deputy will notify the Housing Sergeant/Facility Sergeant of any missed/late hourly checks and forward the memorandum written by the responsible staff member(s).

NOTE: Guard1 Plus scanning shall not replace a monitoring log for individuals who require one due to suicidal precautions, safety cell placement, mechanical restraints, or sobering cell placement.

II. DOWNLOADING OF PIPES

- A. At the end of each shift, deputies are responsible for ensuring their pipes are downloaded. This is accomplished as follows:
 - 1. **PTDF**– Deputies can download the pipes themselves or contact their Senior Deputy to have them downloaded. The pipes will be down loaded into the Management Assistant’s computer in Facility Administration or other download stations located in the facility (on the housing Levels and at the Senior Deputy desk on Level 1). To download, the computer must be logged on to the Guard 1 sign on.
 - 2. **TRJ** – The deputies will download their pipes into the download unit that is located in each of the housing deputies’ offices.
- B. At both jail facilities, after the pipes are downloaded, the deputies are responsible for ensuring the pipes are returned to their assigned areas for the oncoming shift to use.
- C. At the Hall of Justice Inmate Holding Facility, the assigned deputies are responsible for downloading the pipe into the facility supervisor’s computer and returning the pipe to the Control Room.

III. AUDIT REPORTS

- A. On a frequent basis, the Guard1 Plus Administrator will check the system to see if all pipes have been downloaded and audit reports will be generated and reviewed to ensure the integrity of the program. The Facility Housing Sergeants shall conduct random audit checks daily; the Facility Managers weekly.

IV. SUPERVISOR RESPONSIBILITIES

- A. At least once each shift, the Facility Sergeant is responsible for randomly reviewing cell scans of a chosen housing unit or quad to ensure compliance with the provisions of this policy. Each review shall be forwarded to the Facility Captain.
- B. Any deficiencies in the manner scans are being conducted shall be brought to the attention of the effected shift's Facility Sergeant who will address the deficiencies with the responsible employee. Any action taken shall be documented accordingly and may be subject to progressive discipline.
- C. Other than Guard1 Plus Administrators, no employee is authorized to make changes to the Guard1 Plus System databases in the hand-held pipes or the facility computers.

V. MAINTENANCE

- A. Inoperative Pipes
 - 1. Should a pipe become inoperative, a notation will be made in the Red Book log where the pipe was assigned. The pipe will be given to a Facility Administrative Sergeant with a memorandum (e-mail will suffice) describing the defect. The Facility Administrative Sergeant will issue a replacement pipe and coordinate the replacement pipe. In the event a replacement pipe is not immediately available, the supervisor may arrange for staff to coordinate the use of one pipe for multiple housing areas.
- B. Inoperative Buttons
 - 1. Facility Buttons - A staff member who discovers a facility checkpoint button is malfunctioning will write a memorandum or email to the Facility Administrative Sergeant explaining the malfunction. The Facility Administrative Sergeant will provide a staff member of the PTFD/TRJ work crew a re-programmed checkpoint button to replace the defective one.

2. Employee Buttons – A staff member who discovers their employee ID button is malfunctioning will write a memorandum or email to the Facility Administrative Sergeant explaining the malfunction. The Facility Administrative Sergeant will provide the employee a replacement ID button. If a malfunction occurs when the Facility Administrative Sergeant is unavailable, a Facility Sergeant will provide a loaner ID button to the employee following the same procedure used for visiting deputies.

REFERENCES:

Title 15, Section 1027.5

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 5

Clothing/Linen/Bedding Issuance and Exchange

Drafted: August 24, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To ensure inmates receive regular clothing/linen exchanges and to provide for the issuance, use, and repair of bedding.

POLICY:

The California Code of Regulations - Title 15, sections 1260, 1262, 1270 and 1271 sets forth rules and regulations to ensure that inmates receive regular clothing and linen exchanges.

DEFINITIONS:

Housing Deputy: Deputy who directly supervises an inmate housing area or unit.

Major Clothing/Linen Exchange: The exchange of outer garments, socks, underclothing, two (2) sheets and a towel.

Minor Clothing/Linen Exchange: The exchange of under clothing and socks (females will include nightgowns).

Inmate Worker Clothing Exchange: The exchange of outer garments, socks and under clothing.

Blanket Exchange: Blanket exchange is every ninety days or as necessary upon inmate's request.

GENERAL PROVISIONS:

- I. Clothing, Linen and Bedding
 - A. Clothing
 - 1. Clean Shirt
 - 2. Clean Pants
 - 3. Clean Undergarments

- a) Men receive boxers shorts and undershirt
 - b) Women receive a bra and 2 pairs of panties
- 4. Clean Socks
- 5. Clean Footwear
- 6. Women receive a nightgown
- B. Linen and Bedding
 - 1. Clean and serviceable mattress
 - 2. Two (2) sheets
 - 3. One 1 Blanket (or more depending upon climate conditions)
 - 4. One (1) Towel

II. PRE-TRIAL DETENTION FACILITY AND EAST VALLEY JAIL

- A. Schedule for Major Clothing/Linen Exchange: Refer to current clothing exchange schedule.
- B. Schedule for Minor Clothing/Linen Exchange: Refer to current clothing exchange schedule.
- C. Schedule for Inmate Worker Clothing Exchange: Daily for all inmate workers.

III. TODD ROAD JAIL

- A. Major Clothing Exchange Schedule

- B. Minor Clothing Exchange Schedule

PROCEDURES:

I. COMPUTER CLOTHING WORK LIST

- A. Any inmate being housed in the Ventura County Jail system shall be entered into the computer clothing work list at the time he/she is being dressed out for housing.
- B. The Property Deputy /Women's Booking Deputy shall enter the inmate's clothing sizes into the computer by using the IMS "Property" security group and the "Clothing Size" module.
- C. To update the clothing work list, i.e. change sizes from a housing computer, use the "Housing" security group and open the "Housing Laundry" drop down. In areas of size discrepancy, the Housing Officer will make the changes in the computer.
 - 1. Select Housing Laundry from the main menu.
 - 2. Search for the inmate you wish to change sizes for.
 - 3. Highlight the inmate's record.
 - 4. Click on the clothing size.
 - 5. Change the size in the dropdown list.
 - 6. Once the size has been changed in the drop down list the Save button will activate (letters turn black)
 - 7. Click on the Save button and the change is saved.
 - 8. The next clothing exchange will include the new size.
- D. Size Codes:
 - 1. Clothing
 - a. Medium M
 - b. Large L
 - c. Extra Large XL
 - d. 2 Extra Large 2X
 - e. 3 Extra Large 3X
 - f. 4 Extra Large 4X
 - g. 5 Extra Large 5X

2. Sandals

- a. M
- b. L
- c. XL
- d. 2XL

II. CLOTHING EXCHANGE

- A. Inmate's clothing will only be exchanged on an item-for-item basis. Each inmate is responsible for his/her own clothing. Inmates may receive disciplinary write-ups for damaged or lost clothing. All clothing must be exchanged.
- B. Minor clothing exchange will be conducted by use of the section pass-through
- C. Major clothing exchange will be conducted inside the section. Inmates will remain in their cells with the doors closed. Deputies will cause each individual cell door to be opened and the inmates, who are to be wrapped in their blankets, will pass out their dirty items of clothing/linen. When the old issue is accounted for, the inmate's clean issue of clothing/linen will be given to him and the cell door will be closed.
 - 1. Dayroom Inmates in overflow quads will remain in the dayroom cell. The officer conducting the clothing exchange will check the dayroom bunks for additional clothing before leaving the section.
- D. To ensure inmate workers are not hoarding or exchanging clothes, inmate workers are to be kept under observation anytime they are handling clothing.

III. INMATE WORKER CLOTHING EXCHANGE

A. PTFD

- 1. Unclothed Search of Workers - In accordance with the Detention Services Divisional Policy Section 12 Chapter 23, all workers returning to their assigned housing unit from any work assignment away from their housing level, shall be strip searched before entering their respective housing sections. The paint crew, HOJ workers, special housing workers, and the kitchen workers will receive a new clothing roll when they return from work each day. All other workers are to receive clean clothing only during minor and major clothing exchange, unless specific circumstances indicate otherwise.

B. EVJ

1. East Valley Inmate Workers will have the opportunity to exchange their clothing after every workday. The Laundry worker will prepare clothing roles for all inmate workers housed at the East Valley Jail. The Laundry Worker will be the only inmate allowed in the Clothing/Storage room.

C. TRJ

1. At the end of the workday, outside work crews will be returned to the facility via intake. Prior to their arrival, one of the Central Services Deputies will take a level 1 worker from the laundry crew and deliver the outside worker clothing rolls to intake. The outside workers will be strip-searched and issued new clothing by the Movement/Lobby or Central Services Deputy, prior to being escorted back to their housing assignments.
2. Laundry workers will be strip-searched in the laundry sally port and issued new clothing prior to returning to their housing units. Commissary and print shop workers will be strip-searched and issued new clothing upon returning to their housing unit.
3. All vocational classroom inmates will be patted down in the housing unit prior to returning to their housing section. All inmates returning to their housing units from the vocational area will pass through the metal detector.

IV. INMATE CLOTHING DISCREPANCIES

- A. If the inmate complains of improper clothing sizes during the clothing exchange process, the deputy will visually inspect the inmates clothing and attempt to provide the correct size from clothing available in the housing unit.
- B. If, at any other time, the inmate believes that he has been issued the incorrect size clothing, the inmate will submit a "kite" to the Deputy addressing the problem.
- C. After receiving the inmates "kite", the Deputy will visually inspect the clothing being worn by the inmate. The Deputy will determine if the clothing is appropriate for the inmate or if a size correction is necessary. If a size correction is necessary, the Deputy will issue the inmate the proper size clothing and change the inmate's sizes in the computer under "Housing Laundry."
- D. At any time, a Deputy observes an inmate whose clothing appears to be too large or too small, he will ensure that the inmate clothing is changed as soon as practical.

V. CONTAMINATED CLOTHING EXCHANGE PROCEDURE

- A. Refer to Divisional Policy Section 12, Chapter 6 "Contaminated Clothing/Linen Exchange."

VI. ISSUANCE OF BEDDING

- A. Inmates admitted for housing shall be issued a complete set of bedding at the level to which he has been assigned.
- B. When the inmate leaves the housing unit for re-housing, he shall take his entire bedding issue to the housing unit to which he is being assigned, with the exception of inmates re-assigned to another Detention Facility.

VIII. TORN OR DAMAGED BEDDING

- A. Torn or damaged bedding shall not be issued to inmates.
- B. Bedding and mattresses, which are torn or damaged, will be collected and replaced with undamaged items. Damaged bedding will be handled in the following manner:
 - 1. Mattress:
 - a. At the PTDF, damaged mattresses will be collected and forwarded to TRJ for repair/replacement. At TRJ, damaged mattresses will be stored in the off-site storage units.
 - b. Repaired mattresses will be cleaned and returned to the active stock for reissue.
 - 2. Sheets:
 - a. Are put into the dirty bedding cart and returned to Todd Road Jail.
 - 3. Blankets:
 - a. Are put into the dirty bedding cart and returned to Todd Road Jail.

IX. CLEANING MATTRESSES

- A. When an inmate turns in their mattress, the housing unit worker, under the supervision of staff members, will clean the mattress with a disinfectant. The clean mattress will be stored in the mattress closet.

REFERENCES:

CCR Title 15, section 1260, 1262, 1270, 1271

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 6

Contaminated Clothing/Linen Exchange/Delousing Procedures

Drafted: August 21, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To ensure contaminated inmate clothing/linens are properly handled, to describe the procedures for controlling the spread of vermin infestations, and to describe the proper treatment for affected inmates.

PROCEDURES:

I. CONTAMINATED CLOTHING/LINEN EXCHANGE PROCEDURE

- A. Whenever medical staff diagnoses an inmate as having a contagious condition, that inmates' dirty clothing will be handled in the following manner:
1. The inmate will thoroughly clean his mattress and living area with disinfectant obtained from the cleaning cart.
 2. Medical staff will determine where the exchange is to take place, either in the inmates housing location or Special Housing (PTDF), or Intake (TRJ) depending on the prescribed medical treatment.
 3. The inmate will be given a yellow, "contaminated waste" bag and a clear water-soluble bag with a red stripe on it.
 4. The inmate will be instructed to place all contaminated/soiled clothing, sheets, blanket and towel into the water-soluble bag and tie it closed.
 5. The inmate will place the clear bag inside the yellow bag and tie it closed.
 6. At the PTDF, the bag will be taken to Level 1 for laundering in a washing machine located in Men's Property. At TRJ, the bag will be placed in the laundry bin and sent to Laundry.
 7. The inmate will be issued clean clothing and given the needed

medical treatment.

- B. Any jail issued clothing or bedding which becomes contaminated with blood or feces:
 - 1. Will be placed in a red biohazard bag and placed in the Bio-Hazard Bin in Special Housing at the PTFD or in the closet between Housing Units B and C at TRJ. All safety cell smocks will be laundered at the PTFD under the supervision of the Men's Property Deputy or in Laundry at TRJ under the supervision of the Laundry Deputy.
 - 2. In the event an inmate or arrestee's personal property is confiscated for destruction, a JIR shall be written by the Property Deputy/Women's Booking Deputy. The Booking Property receipt shall list the property that was destroyed. The Facility Sergeant shall be notified before any clothing/property is destroyed.
 - 3. The inmate may file a claim with Risk Management for reimbursement of the destroyed property. See procedures for lost or missing property.

II. DELOUSING PROCEDURES

- A. Treatment for Scabies
 - 1. Generally, Permethrin Lotion Treatment will be prescribed by the Medical Provider for inmates with scabies. Permethrin is a very toxic medicine, so care should be taken to follow procedures properly. If the procedure is not followed correctly, the inmate may have to repeat the treatment.
 - 2. Cellmates will not have to undergo this treatment unless they have close contact with the affected inmate's clothing, bedding or person. Permethrin treatments will proceed as follows:
 - a. The inmate is given Permethrin lotion, a towel, a clear plastic bag, a yellow plastic bag, and instructed to shower and thoroughly dry off. The inmate showers in the housing section and applies the Permethrin Lotion all over his body from the neck down. The inmate is instructed to leave the lotion on for at least eight hours but no more than twelve hours.
 - b. The Housing Control SST shall make a log entry and the

Housing Deputy shall follow up to confirm the treatment schedule has been followed.

- c. The inmate is given clean clothing and disposes of the contaminated clothing and towel as outlined previously. The inmate may resume normal activities.
- d. Eight to twelve hours later, the inmate is given another set of clean clothing, bedding and a towel. The inmate showers in his housing area. Contaminated clothing and bedding is disposed of in the clear bag and yellow bag as previously described.

B. Treatment for Lice

- 1. Permethrin shampoo treatment is given to inmates who have been diagnosed by medical staff as having lice.
 - a. The inmate is given a clean towel and takes a shower in the housing area. Hair is lathered with the Permethrin shampoo and stays in the hair for four minutes. The inmate rinses the shampoo out of his hair and combs it.
 - b. The inmate is given clean clothing and sent back to his cell with a clean set of sheets, blanket, and a towel.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 7
Commissary

Drafted: August 20, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To provide the Detention Services Division with guidelines for Commissary Staff to ensure inmate commissary orders are processed in a prompt and accurate manner.

POLICY:

It is the policy of Detention Services to provide inmates with the opportunity to purchase health, hygiene, and snack food products from an established inventory using computerized trust accounts. Staff will process commissary orders in a timely and accurate manner while maintaining security.

DEFINITIONS:

Commissary Staff: County employees and extra help employees who are responsible for production, delivery, inventory and record keeping of the entire Commissary system.

Housing Officer: Officers who directly supervise an inmate housing area.

Commissary: The weekly privilege offered to inmates at which time they may order a variety of personal hygiene products, food items and stationary.

Special Commissary Order: A onetime only issue of commissary for the new inmate to provide necessary hygiene, stationary and other items.

Extra Sale: A supplemental privilege offered to inmates to order additional commissary food items.

Discipline Commissary: Inmates on discipline may order from the Commissary Discipline order form.

GENERAL PROVISIONS:

I. WEEKLY COMMISSARY ORDER

A. All inmates will be allowed to order commissary items weekly unless

the privilege has been withheld for disciplinary reasons.

B. Inmates shall submit their commissary orders to the Housing Security deputy on a Commissary Order form.

1. The Facility Sergeant approving disciplinary violations will enter the number of days' commissary privileges will be suspended in the "Discipline" module. Commissary staff will automatically be notified on their computer module of those inmates whose commissary privileges have been curtailed.

a. Any protest over whether or not an inmate is on discipline should be directed to the Housing Sergeant.

b. Inmates who are on discipline are only allowed to purchase basic stationary supplies and personal hygiene items.

II. SPECIAL COMMISSARY ORDER

A. A blue order form is given to new inmates in their Admission Kits, which entitles the inmate to one "special" order.

1. Moving from one housing area to another does not qualify the inmate for a "special" order.

B. Inmates who try to gain additional commissary by using additional blue slips will have those orders denied, and may be subject to discipline for deception.

III. ADMISSION KITS

A. Admission kits are provided in the booking area to inmates being sent to housing (female inmates will receive their kits in TRJ Intake). It includes a comb, toothbrush, shampoo, toothpaste, pencil, and one blue commissary order form.

1. The kit is available for sale for a nominal cost but is free to indigent inmates.

2. All inmates who receive an "admission" kit need to sign the packet check out slip clearly. This is commissary's record that the inmate was offered the kit.

a. Staff should not break open kits to take items out. Kits are inventoried as a unit and broken kits destroy the integrity of the inventory.

- b. Kit items belong to the Inmate Welfare Fund and are not for the use of the staff.
3. Indigent inmates may order welfare kits from the Commissary List on the regular Commissary order day.
4. All admission kit slips are to be returned to Commissary.
5. The kits are stored in the Men's Property Room (PTDF) and Intake (TRJ) and are replenished each week by Commissary.

IV. INMATE ACCOUNTS

- A. Invoices attached to commissary bags are the only receipts the inmate will receive for regular commissary orders. Money is deducted from the inmates account at the time the order is processed.
- B. Money charged for admission kits will be deducted from the inmate's account when the signed charge slip is returned to Commissary

V. INMATE CLAIMS OF LOST, REMOVED, OR DAMAGED COMMISSARY

- A. A supervisor needs to evaluate the incident not only to determine if the inmate is making a valid claim, but also to address any procedures by staff that may need to be addressed.
 1. If it is determined staff is at fault and the commissary needs to be replaced, a memo shall be submitted to the Commissary Program Manager by the investigating supervisor stating the circumstances and the commissary items that need to be replaced.
 2. The memo is necessary for inventory purposes and to help show any trends in inmate claims that can later be identified.
 3. The Commissary Program Manager will respond to the memo after checking commissary records and inventory.

PROCEDURES:

I. PTDF

- A. Commissary Order Forms
 1. Commissary Order Forms and Extra Sale order forms are to be passed out to each inmate on Saturday night.

B. Pick-up of commissary order slips.

1. Deputies on Shift "2" will collect commissary slips from the inmates during armband count during the PM lock down. Any slips turned in late by an inmate will still be accepted. It will be at the discretion of the commissary staff as to whether the order will be filled or not.
2. All commissary slips will be placed in the green zippered bag provided by Commissary. The bag will be sent to Public Reception on Shift 2 and placed in the Commissary bin for pick-up by a Commissary employee each Sunday morning. Any slips turned in late will be processed in the same manner and handled by Commissary staff.

C. Delivery of Commissary

1. Delivery days:
 - a. Sunday, Monday, Tuesday, and Wednesday
 - b. Extra Sale delivery: Thursday and Friday
 - c. Special Orders will be processed on all weekdays.
2. Commissary staff will distribute orders to inmates.
3. Inmates will be called, one at a time, to the section pass through window.
 - a. The inmate's wristband will be checked to ensure it matches the name and booking number on the order receipt.
4. The inmate will be required to sign the "shipping document" prior to receiving commissary items, which verifies the inmate has received their order.
 - a. The Commissary worker will then count and pass through to the inmate all items on the receipt.
 - b. Any shortages will be written in the "shortage book"
 - 1) No inmate claim of a shortage will be honored after the inmate has left the pass-through window.

- c. Shortages will be processed within the same week.
 - d. Any overage will be locked in the Commissary cart and returned to Commissary.
- 5. If an inmate has been transferred to another housing area or even to another branch facility, the original order shall follow the inmate to their new housing locator and should not be re-ordered.
 - a. If the inmate has been released, the Commissary order shall be returned to Commissary, and their account will be adjusted.
- 6. If an inmate is not in their assigned housing area when Commissary is being delivered, the Commissary staff member shall return the next working day in an attempt to deliver the order.

II. EVJ

A. Commissary Order Forms

- 1. East Valley Jail staff is required to pass out Commissary order slips to each inmate weekly.

B. Pick-up of Commissary Order Slips.

- 1. Deputies on Shift I will collect Commissary Slips from the inmates by armband count weekly.
- 2. All Commissary slips will be sent to the Pre-Trial Detention Facility in a green commissary bag by Wednesday morning.
 - a. The commissary bag will be placed in the commissary bin in Public Reception at PTDF or sent directly to Commissary.
 - b. Any slips turned in later than that time will not be processed.

C. Delivery of Commissary:

- 1. Commissary will fill the orders and drop the orders off at the laundry department at Todd Road.
 - a. The orders will be sealed in boxes.

- b. The boxes will be numbered to confirm all orders are accounted.
 - c. The boxes will be left with the laundry deputy for delivery to the East Valley Jail.
 - d. The laundry deputy will drive the commissary orders to East Valley on Sunday on their normal run to East Valley.
 2. Each Commissary Order is to be given out individually to the inmate whose name appears on the Commissary Order receipt attached to the commissary bag.
 - a. The inmate's name and booking number should be checked to make sure the armband and commissary receipt match, the bag should be opened in front of the inmate, and each item counted.
 - b. Check what is in the bag against what is written on the commissary receipt to ensure that all items the inmate was charged for are in the commissary bag.
 3. Every inmate that has money on his books and received Commissary must sign for his Commissary in front of the Officer on the Commissary shipping document.
 - a. This should be done on an individual basis, as the inmate receives his order.
 4. If there is an inmate's name listed on the Commissary Worksheet that is no longer in the housing dorm, make a notation on the space where the inmate is to sign as to why the Commissary Order was not delivered to the inmate (i.e., "Released", "Moved to the Pre-Trial Detention Facility", "In Segregation").
 - a. No inmate signature should be left blank.
 5. If an inmate has been released, his Commissary bag should be sent to Commissary, with "Released" written across the Commissary Slip. If possible, place the order in the green bag to be returned, otherwise, place the order in a box labeled Todd Road Commissary.
 6. If an inmate has been transferred to another facility the Commissary Order will be returned to Commissary.

7. The Officer is to sign the Commissary Shipper on the first page with his name and identification number.
8. No Commissary bags are to be given to the inmate, which includes yellow bags that contain medication.
 - a. All yellow bags and plastic bags that are in usable condition should be folded neatly and returned to Commissary via the green commissary bag.
9. All extra items that are received (i.e. cups, welfare orders, extra items placed in inmate's bag) should be returned to Commissary.
10. All Commissary Orders that are rejected will be attached to the Commissary Shipper.
 - a. The commissary order will be placed in the green commissary bag or a box(s) labeled Todd Road Commissary if there are multiple orders.
 - b. If the commissary order can't fit in the green commissary bag, the commissary order will be placed in a box and the box marked "Commissary."
 - c. The box will be returned to the commissary office.
11. Inmate workers will not be allowed to handle any Commissary without direct supervision of the Officer.
12. When a shortage occurs in a Commissary Order, the Officer shall circle the missing item(s) and the Officer should write the item and amount missing on the provided Commissary Shortage Sheet in RED PEN.
 - a. The Commissary Slip will be returned to Commissary, who will fill the shortages and return it to the inmate the next week commissary is distributed.
13. If an inmate refuses an order, the entire order will be sent back to Commissary.
 - a. The only exception is with deck shoes. If the shoes do not fit, the shoes will be returned and the inmate will be allowed to keep the remaining commissary.
 - b. If the inmate keeps the shoes, the inmate booking number

will be written on the shoes once the inmate confirms the shoes fit properly. Once the booking number is written on the shoes, they cannot be returned.

14. When all commissary has been passed to the inmates, the signed commissary worksheet will be faxed to Commissary.
 - a. Once the shipping document has been faxed, the sheet will be placed in the green commissary bag and sent to Commissary.

III. TRJ

A. Commissary Order Forms

1. Housing Deputies will distribute commissary order forms to each inmate on Sunday after evening feeding.

B. Pick-up of Commissary Order Slips

1. The Housing Deputies will collect completed commissary order forms from each section on Sunday, at final (PM) count. Each Housing Deputy will place the completed commissary order forms in the provided green zippered bag and place it in the special tray in Cluster Control. Commissary Staff will retrieve the order forms Monday morning for processing.
2. Late forms will be addressed by commissary staff and should still be turned into commissary.

C. Delivery of Commissary

1. Delivery Days:
 - a. Commissary distribution will occur between 1330-1630 hours. Sections A and C will receive their commissary on Wednesday. Sections B and D will receive their commissary on Thursday.
 - b. Extra Sale Commissary will be delivered to Housing Unit B on Mondays, Housing Units C and D on Tuesdays and Housing Unit A on Fridays.
2. Commissary Staff will distribute orders to the inmates
3. Commissary will be carted to the housing sections doors by the commissary staff.

4. The Housing Control SST will announce commissary distribution, via the P/A system, before staff arrives at the section.
5. Inmates will be directed by the SST, via the P/A system, to be fully dressed and ready to step out with their property boxes when their name is called. If a commissary order is small enough to carry by hand, inmates are not required to bring their property box.
6. Commissary Staff will enter the Housing Section with a Deputy. Commissary orders will be distributed on the dayroom tables in each housing unit with a deputy standing by for security.
 - a. In A-7, Commissary will be delivered through the pass-through ports.
7. The inmate's wristband will be checked to ensure it matches the name and booking number on the order receipt.
8. Commissary Staff will count and pass to the inmate all items on the receipt using the dayroom tables.
9. The inmate will be required to sign the "shipping document" prior to receiving commissary items, which verifies the inmate has received their order.
10. Shortages will be logged in the shortage book and corrected as soon as possible.
11. Any overage will be locked in the commissary cart and returned to commissary.
12. Inmates, who are not in their assigned Housing Unit during the distribution of commissary, will have their commissary delivered the next working day by Commissary Staff.

REFERENCE:

Title 15, Section 1265

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 8

Communication with Deaf and Hard of Hearing Inmates

Drafted: August 13, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish a policy and procedure on methods available to communicate with deaf and hard of hearing inmates in jail facilities.

POLICY:

The Detention Services Division will make every effort to ensure its staff members communicate properly and effectively with people who are deaf or hard of hearing, in a manner equivalent to that provided to other persons.

DEFINITIONS:

Communication Aids: Communication aids, also known as “auxiliary aids and services,” are used to communicate with people who are deaf or hard of hearing. These include the use of gestures, visual aids, notepad and pencil, assistive listening system to amplify sound, and the use of a qualified oral or sign language interpreter.

On-Call Interpreting Services: The Detention Services Division has contracted with LIFESIGNS to provide 24-hour interpreting services for official communications within the jail system. LIFESIGNS contact number during normal business hours: **1-888-930-7776**. After 1700 hours or emergency contact number: **1-800-633-8883**. In an urgent/emergency situation, LIFESIGNS can normally have an interpreter on site within 45 minutes. Advance notice is desired for routine services, and informational brochures are in the Facility Sergeant offices. The supervisor that ordered the services shall sign the interpreter billing invoice and forward a copy to the Detention Administration Budget Unit.

Qualified Sign Language or Oral Interpreter: A qualified sign language or oral interpreter is one who is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Accordingly, an interpreter must be able to sign to the deaf individual (or interpret orally to the person who lip reads) what the Deputy is saying and be able to voice to the Deputy what is being communicated by the inmate.

Telecommunication Relay Services: A service whereby one or more of the parties are deaf or hard of hearing and the service interprets sign language, TTY or TDD

communications teletypewriter. This service is funded through public telephone utility companies and is available nationwide. Inmates may access the relay service from GTL inmate jail phones by dialing **711** which any hearing and speaking inmate from the jail can use to call any hard of hearing person through the California Relay Service. The calls are free to the inmate and are recorded.

TTY and TDD devices: Calls using a teletypewriter (TTY), which is also known as a telecommunications device for deaf people (TDD). Staff must also accept business telephone calls placed by persons who are deaf or hard of hearing through the Telecommunications Relay Service, but not calls directly to inmates.

GENERAL PROVISIONS:

There are specific legal obligations under the Americans with Disabilities Act (ADA) to communicate effectively with people who are deaf or hard of hearing and to carry out these policies and legal obligations. Government entities are required by ADA to provide certain necessities, communication devices/auxiliary aids, and services to individuals with disabilities. State and local law enforcement agencies have a federal mandate to ensure adequate and appropriate communication with deaf and hard of hearing persons, whether as a victim, witness, suspect, or arrestee.

The Ventura County Jail is contracted with a local interpreting service to translate the spoken word for the deaf or hard of hearing and may be contacted for official jail business with deaf or hard of hearing inmates. Not every inmate with hearing difficulties requires an interpreter, however, this service must be made available for proper communication and understanding of their incarceration. An interpreter should be utilized for booking, explaining the jail orientation and rules, disciplinary hearings, release, transfer to another facility, any significant event, programs, medical sick call appointments, etc. Inmates who are deaf or hard of hearing must not be charged for the cost of a service needed for effective communication.

We are **not** obligated to provide an interpreter for personal, attorney, or investigator visits, personal telephone calls, or other elective activities.

PROCEDURE:

I. ON-CALL INTERPRETING SERVICES

- A. The Detention Services Division will maintain a list of sign language and oral interpreting services that are available (on-call 24 hours per day) and willing to provide qualified interpreters as needed. The Detention Services Division will update this list annually.
- B. The Detention Services Division will maintain a list of staff members who have the ability to communicate with deaf or hard of hearing inmates through American Sign Language, reading lips or other

communication techniques. Any supervisor has the discretion to utilize custody staff that have ASL capabilities to *assist* with communicating with deaf/hard of hearing inmates, but at no time should it take the place of a certified interpreter when warranted.

- C. Because a qualified interpreter must be able to interpret impartially, a family member, child, or friend of the individual who is deaf or hard of hearing may not be qualified to render the necessary interpretation because of factors such as professional, emotional, or personal involvement, or considerations of confidentiality, unless in an emergency.

II. INTAKE AND HOUSING PROCEDURES

A. Booking

1. When an inmate that is suspected to be deaf or hard of hearing is booked into jail, the Booking Nurse will immediately be called to assess the inmate.
2. Supervisors should also interview the inmate, if possible, to determine the level of impairment and which services may be needed. The supervisor, along with medical staff, shall attempt to communicate with the inmate and make a determination of the inmate's level of communication skill; if the inmate communicates by American Sign Language (ASL), reads lips, is literate in English or Spanish, and able to communicate by writing, etc.
3. A certified sign language interpreter should be contacted and respond to the jail to communicate with inmates determined to be deaf or hard of hearing and assist them through the booking process. A Jail Incident report (JIR) shall be completed to document the level of impairment, interviews and services provided.

B. Classification

1. Classification staff shall be notified if it is determined an inmate is deaf or hard of hearing. The inmate will be classified appropriately (Physically Disabled/Deaf) and given a white armband denoting "DEAF." This armband will be in addition to the normal colored identification/ classification armband.

C. Housing

1. By use of the additional armband, staff will be alerted that the inmate is deaf or hard of hearing, for the purpose of routine housing communications. Even if an interpreter is not required, staff should take other steps to ensure effective communication, such as writing information and making other accommodations in their usual practices. This mandate is found in state and federal laws protecting the rights of individuals with disabilities under ADA.

D. Programs

1. If an inmate has a disability that may prevent or interfere with his/her access to reading materials, vocational programs, educational classes, or attendance at any other functioned offered to inmates, Inmate Services will provide the appropriate assistance or offer equivalent curriculum.

REFERENCES:

Communicating with People Who Are Deaf or Hard of Hearing: ADA Guide for Law Enforcement Officers.

Also see Sheriff's Policy 370-Communications with Persons with Disabilities.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 9

Daily Housing Unit Inspections

Drafted: August 23, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish policy and procedure for the performance of daily morning inspections of all housing units to ensure inmate housing areas are clean and free of graffiti and/or vandalism, and identify any threats to facility security.

POLICY:

Morning housing unit inspections will be completed to ensure housing unit sections and cells are clean, orderly, and free from graffiti and/or damage. Deputies should also focus on identifying any possible threats to the security of the facility. Morning inspections will be completed daily in all occupied housing units. If for some reason an inspection cannot be completed due to extenuating circumstances, then it is the responsibility of the Housing Deputies to notify a Housing Senior Deputy, who will then get approval from the Facility Housing Sergeant to excuse the inspection for that day.

PROCEDURES:

I. DAILY INSPECTION TIMES

- A. Inspection should begin no later than [REDACTED] in all Detention facilities, dependent on activities taking place in the housing units.
1. An announcement will be given for the inmates to line-up for inspection. Inmates need to be fully dressed with their towels around their neck and in front of their open cell.
 2. Inmates assigned to the overflow day room bunks will be directed to stand by their bunks with their hands behind their backs.
 3. Inmates in a modified dayroom program will remain secured in their cells during inspection and random cells within the housing unit will be inspected.

4. The Housing Deputy will look at each inmate to observe their physical condition and general well-being. This creates an avenue of direct communication between staff and the inmates.
5. The cells and common areas will be checked for contraband.
6. Staff shall insure the housing area is clean and jail fixtures and equipment are maintained in proper working order. Maintenance requests should be completed for maintenance issues not previously reported.
7. Inmate requests or inquiries generated as a result of these inmate inspections or contacts shall be handled by the Deputy or Housing Unit SST.
8. If a request is beyond the expertise of the staff member, it should be referred to the appropriate Jail Services unit via an "Inmate Request for Information or Services" (kite) completed by the inmate.
9. The Housing Unit SST shall note in the Red Book the time in which inspections were completed and if there were any loss of privileges.
10. There are to be no television and phone privileges until morning inspection is completed (except in Administrative Segregation). Once a housing unit inspection has been completed and with the deputies' approval, the SST can turn on the television and phones for the inmates currently in their dayroom time.
11. If for some reason the deputies conclude that there should be a loss of television or phone privileges, they should direct their concerns to the Housing Senior Deputy, who will then get approval from the Housing or Facility Sergeant.
12. The Housing Deputy should be inspecting the cleaning carts before they enter and after they exit the housing areas to check for missing and/or broken items and contraband trafficking.

II. EVJ

- A. After the daily transportation run, the deputy will inspect the booking cells for graffiti and to check that everything in each cell functions properly.

1. If there is a problem with the cell, the deputy will fill out the proper maintenance request form.
2. The Facility Supervisor shall also conduct a visual inspection of the Jail Facility each week to ensure there are no facility issues that need to be addressed.

REFERENCE:

Title 15, Section 1280.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 10
Feeding/Inmate Meals

Drafted: August 22, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To provide the Detention Services Division with guidelines regarding inmate meals.

POLICY:

All food prepared for inmate consumption will conform to the standards established by the Food Services Manager and will meet or exceed state regulations. Detention Services staff shall ensure that meals are distributed to each inmate after the food carts are delivered to inmate housing and holding areas.

PROCEDURES:

I. PRE-TRIAL DETENTION FACILITY

A. Deputies are responsible for feeding inmates. An SST may conduct feeding when a Quad SST or Security Deputy is present in the quad booth and the booth keys are secured in the quad booth.

B. Food Services Cook - The Food Services Cook will obtain a computer printout of "Special Meals" at the following times:

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

C. Kitchen

1. The inmate kitchen crew, supervised by kitchen staff, shall prepare the inmate food trays in the kitchen and place the trays in the food carts.

2. The inmate kitchen worker shall deliver the food carts to the Special Housing workstations or to the housing/holding unit levels via elevators A & C.

3. At the conclusion of the mealtime, the inmate kitchen worker shall pick up the food carts at the service elevator.
4. The kitchen staff shall provide an information sheet on the food cart specifying the amount of trays placed in the food cart and any "special diet" meals.

D. Housing/Holding areas (Quads)

1. Upon arrival of the food cart, the Inmate Worker, Security Deputy, or Quad SST shall plug the food cart into the appropriate electrical outlet until the food is served.
2. The Quad SST or Security Deputy shall announce via the intercom that the inmates need to line up in cell order for food trays. Inmates in a dayroom program will be fed based on the quad/section dayroom program or via the cell door pass-through.

E. Feeding by the Security Deputy/Quad SST

1. Inmate feeding shall be controlled by a Security Deputy/Quad SST in all quads. When an inmate worker is used to distribute food trays, the Security Deputy/Quad SST shall directly supervise the inmate worker at all times.
2. The Security Deputy/Quad SST shall ensure one hot tray and one cold tray is served to each inmate, unless an inmate's designated diet dictates otherwise.
 - a. Each inmate's name will be verified by inspecting the armband and checking it off of the computer printed unit list as the inmate receives his/her meal.
 - b. Staff should constantly observe the quality and quantity of food each tray contains and ensure they are uniform in portions and content.
 - c. If significant variations occur, the Level Senior shall be notified and will correct the problem with the kitchen staff.
3. Any inmate not wanting or refusing food trays must notify the Security Deputy/Quad SST in person at the pass-through.
4. The Security Deputy/Quad SST shall keep count and compile a total number of trays and cups that enter each section.

5. When a Security Deputy/Quad SST is outside of the quad booth supervising an inmate worker feeding, the quad booth shall be occupied by a Security Deputy/Quad SST and the booth keys will be secured in the quad booth.

F. When the meal is completed

1. When an inmate has completed his meal, any excess food on the tray should be dumped into the trash and the tray and cup stacked near the pass-through.
2. The Quad SST/Security Deputy shall supervise the inmate worker as he collects and counts the trays and cups to ensure all are returned.

G. Missing cups and/or trays

1. If all food trays and cups are not returned, the following procedures shall be followed:
 - a. An announcement to the section will be made stating that there are cups and trays missing. Do not tell the inmates the number missing.
 - b. If the required numbers are not returned after the announcement, the section shall be locked down, and the Senior Deputy notified.
 - c. A cell-to-cell search by deputies throughout the section shall be completed looking for the missing items.
 - d. Do not discontinue the search once the exact number is located, but continue looking for additional trays or cups.
 - e. Once the exact number is returned, the section shall be let out of lock down.
2. In the event that additional actions must be taken to retrieve missing cups and trays:
 - a. With a Sergeants approval, all movements and privileges will cease until the next scheduled meal. A JIR will be written documenting the lock down and/or loss of privileges.
 - b. Court, attorney visits, medical and interviews will be the only movements allowed.

3. Privileges lost may include, but are not limited to, roof, phones, TV, radio, visits.
4. Privileges shall be returned after the next meal only if the section complies and returns the correct number of trays and cups for the first count.

H. When trays are picked up by workers

1. When all of the trays are returned to the food carts the Security Deputy/Quad SST shall ensure that the food carts are taken to the service elevator. The Security Deputy/Quad SST may instruct the inmate worker to take the food carts to the elevator.

I. Ordering Extra Regular meals:

1. The staff member needing extra meals will contact the Level Control SST (Special and Booking will call either Level 3 or 4) and advise them how many trays are needed.
2. The Level SST will then contact the other Quads on the level and determine if there are any additional trays on the food carts. Additional trays will be sent to the needed location.
3. If no extra food trays are available, the Level SST shall call the other housing level or booking to ask if they have any extra trays.
4. If no extra trays are located, the Level SST originating the request shall contact the Kitchen to request the necessary food trays.
5. Should any further issues arise, the Level Senior Deputy shall be contacted.
6. Upon request for additional trays, Food Services will prepare the trays, mark the location, and send them to the intended destination.
7. Upon request for additional trays by the Senior Deputy, Food Services will prepare the trays, mark the location, and send them to the intended destination.

J. Special Meals:

1. When a special meal is required, the above procedure will be followed with the exception that the Level Control SST or Special Housing Deputy will bypass calling other locations and will call the

Level Senior Deputy immediately. The Level Senior Deputy will then follow the above procedures.

2. Special meals will not be provided unless approved by the chaplain and / or medical staff due to religious and / or medical reasons.

II. EAST VALLEY JAIL

- A. The inmate kitchen worker shall prepare the inmate food trays in the kitchen and give one tray to each inmate in the housing dorm.
- B. The inmate kitchen worker shall also heat up the frozen inmate meals for the fresh arrests and give one tray to each arrestee.
- C. After the meal is complete, the food trays shall be collected by the inmate kitchen worker or the inmate assigned to dishwashing that day. The kitchen worker will pick up the trays from the fresh arrests.
- D. The inmate assigned as the dishwasher for that day shall wash all the dishes and put them away.
- E. The East Valley Booking Deputy will monitor all inmates' meals.

III. TODD ROAD JAIL

- A. Food will be served to the inmate population in the following manner:

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

- B. All food will be delivered to the inmate housing areas by inmate workers utilizing a food cart capable of keeping hot and cold food at proper temperatures. The food carts will be plugged into receptacles outside the housing sections to keep the meals at appropriate temperatures until distribution.
- C. The Housing Control SST will announce meal time and instruct the inmates, via the Public Address system, to line up fully dressed and in cell order.
- D. For Sections housing General Population inmates (e.g. Level 1 and Level 2), the housing deputy may feed within the housing section with the inmate worker (where applicable) or from the food pass-through

- E. For Sections housing Special Handling inmates (e.g. Protective Custody, Protective Custody Violent Crime, Violent Crime/Violent Assaultive, etc.) and Level 3 General Population inmates, the housing deputy may feed within the housing section using the assigned dayroom groups, with the appropriately classified inmate worker or from the food pass-through. If the changes are agreed upon, I would like to send out an email notifying staff of the upcoming change to the policy.
- F. For Disciplinary Segregation, the Inmate Management Program (IMP), and Administrative Segregation (ADSEG) housing, the housing deputy will enter the section with the cart and inmate worker (where applicable) to conduct feeding.
- G. The entry/exit watch tour button should be scanned at the beginning and conclusion of feeding, so two scans are documented for the hour.
- H. During food service, the housing deputy will confirm the number and identity of inmates fed by comparing the unit list to inmate armbands. Each tray will be individually inspected to ensure consistency of portions.
- I. If the inmate does not show up in cell order, the unit list is marked and feeding continues until the entire section is completed. The inmate who was late or out of order is then located, fed, and given a minor write up.
- J. Inmates will be allowed thirty minutes to complete each meal.
- K. Inmates are to eat in the dayroom only, with the exception of tier programs.
- L. If there are missing trays and/or cups, the section is given a warning that a tray/cup is missing and if the item is not located, the inmates will be "locked down" pending a search.
- M. A section worker will load the cups and trays onto a food cart.

IV. MEAL REFUSALS

- A. If an inmate refuses two consecutive regular meals, (e.g., medical reasons, hunger strike) a JIR shall be written documenting the refusal, and every meal thereafter. If the inmate is in regular housing, the refusals will also be noted in the housing unit Redbook. If the inmate is in a one-hour dayroom program, Disciplinary Segregation,

Special Housing, or Segregated Housing, the refusals will be documented in the inmate's daily activity log in VCIJIS. Additionally, the Facility/Housing Sergeant will be notified.

- B. The Housing or Facility Sergeant will ensure Medical Staff are notified of an inmate or inmates refusing meals for more than 24 hours. Upon such notification, Medical Staff shall begin monitoring the physical and mental status of inmates involved in such action.

V. INMATE MEDICAL DIETS

- A. According to Title 15, the Food Services Manager is required to maintain a record for one year, of all inmates who receive medical diets (discipline diet not included). To accommodate this the following procedure will be followed:
 - 1. All medical diet trays will have a white "Diet Slip" attached to the food tray designating what type of medical diet it is and the inmate's name to whom it is designated for.
 - 2. Pregnant inmates will receive a "double-tray" with whole milk.

VI. SPECIAL HOUSING

- A. All inmates in Special Housing will be fed in their cells via the "Pass- through Ports". An inmate worker, under the direct supervision of the Housing Deputy, may assist with the distribution and collection of the trays.

VII. ADMINISTRATIVE SEGREGATION

- A. All ADSEG inmates will be fed in their cells via the pass-through ports by the Segregated Housing Deputy.

VIII. INMATE WORKERS

- A. Inmate workers will be fed at the designated break area for their work assignment.
- B. A break/eating area has been established for the outside work crews at the storage container east of the warehouse. Their meals will be packaged in disposable containers, which will be discarded outside the facility.

IX. HEALTH & SANITATION

- A. In accordance with state law, all inmates and staff handling food will

wear disposable gloves and hairnets. Inmate workers will be briefed by food services staff about the requirement to maintain their personal hygiene and wash their hands after using the restroom.

- B. In order to meet California Medical Association (C.M.A.) requirements, all workers who handle or serve food must complete a Screening Questionnaire For Food Service Workers form prior to being assigned as a Hall Worker/Quad Worker.
- C. The Classification Deputy will be responsible for ensuring all prospective workers have completed the form. The inmate will be required to answer the questions on the form and then sign the form indicating they understand and agree to abide by the rules and regulations, and the information they provided is true. The Classification Deputy will then sign the form and indicate if the inmate is clear for food service work.
- D. If the inmate is not clear for food service work, the form will be forwarded to Medical Staff for further Medical follow-up.
- E. In all cases, copies of the completed Screening Questionnaire For Food Service Workers form will be forwarded to Medical Staff and Inmate Records for retention in the inmate's file.

Ventura County Sheriff's Office
Detention Services
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Section 12 Chapter 11

Forcibly Removing Clothing from Female Inmates

Drafted: August 13, 2012

Reviewed: May 16, 2022

Revised: June 5, 2020

PURPOSE:

To establish proper guidelines and documentation for the removal of clothing of a female inmate without her consent, permission, or cooperation.

POLICY:

The California Code of Regulations, Title 15, Article 5, section 1055 mandates the specific regulated use of Safety Cells. Per Title 15, the facility administrator, in cooperation with the medical physician, is required to develop policies and procedures for the proper use governing Safety Cell use.

The Divisional Policy Section 12, Chapter 26 directs the use of Safety Cells and the parameters of when inmates will be placed into them. A brief outline of requirements for placing inmates in the Safety Cells are listed below.

I. REQUIREMENTS FOR SAFETY CELL USE

- A. Inmates who have been placed on Level 1 safety precautions may be placed into a safety cell with only a safety smock (or safety gown/blanket) to wear. However, underpants are allowed for female inmates who are on their menstrual period.
 - Inmates may be allowed to keep blue clothing if circumstances permit, with Watch Commander's approval.
- B. All inmates who have been placed on Level 2 safety precautions shall not have any clothing to wear, other than jail blues. However, underpants are allowed for female inmates who are on their menstrual period.
- C. The dignity and respect of the female inmate shall be honored at all times during the forcible removing of the inmate's clothing, while recognizing the need for officer and inmate safety. Forcibly removing clothing from a female inmate shall be done as a last resort, and all reasonable efforts shall be made to gain the inmate's cooperation prior to the use of force.

DEFINITIONS:

Forcibly Remove Clothing: To remove the clothing of a female inmate without her consent, permission, or cooperation.

Circumstances Permitting: Only those events which are defined by this policy.

GENERAL PROVISIONS:

The forcible removal of clothing from female inmate(s) shall be done under the following procedures and only under the immediate direction of a facility supervisor with at least one female deputy present.

PROCEDURES:

I. CIRCUMSTANCES

- A. When a female inmate is on Level 1 safety precautions, she shall remove or have removed all of her clothing and be given a safety smock (safety gown) to wear. Underpants are allowed for female inmates who are on their menstrual period.
- B. When a female inmate is placed on Level 2 safety precautions, she shall have no other clothing than jail blues. Underpants are allowed for female inmates who are on their menstrual period.

II. REQUESTING COMPLIANCE

- A. Once in the Safety Cell, the female inmate shall be directed to remove her clothing and put on a safety smock.
- B. The female inmate will be given the opportunity to comply with the directive.
- C. A verbal refusal or failure to comply with the directive by the female inmate is sufficient to initiate the forcible removal of her clothing.

III. FORCIBLE REMOVAL OF CLOTHING

- A. The removal of the clothing shall be done only in a safety cell.
- B. The clothing removal shall be done in the following manner:
 - 1. The inmate shall be handcuffed during the clothing removal.

2. The inmate shall be placed face down on the padded floor.
 3. If the female inmate is actively fighting, struggling, or resisting, the inmate's clothing may be cut off.
 4. Once the clothing is removed, a safety smock shall be placed over the inmate.
 5. A deputy shall remove the handcuffs and direct the female inmate to remain on the floor until staff has exited the cell.
 6. All the deputies shall leave the safety cell and close the cell door behind them.
- C. Male deputies may assist the female deputy and supervisor in this process. The male deputies will be limited to the following activities in assisting the female deputy.
1. Assisting the female inmate into the safety cell.
 2. Maintaining physical control of a combative or uncooperative inmate while the female deputy removes or cuts off the female inmate's clothing.
 3. Maintaining physical control of the female inmate while the handcuffs are being removed.

IV. DOCUMENTATION

- A. The female deputy who completed the forcible clothing removal shall complete a JIR. The names and identification (ID) numbers of all deputies involved in the incident shall be listed in the report.
- B. A video and audio taping of the incident shall be started as soon as possible from the beginning of the incident that created the decision to place the female inmate into the safety cell, until the closing of the safety cell door after the female inmate's clothing removal has been completed. The video will be forwarded to the Facility Manager as soon as possible for review.
- C. The use of the safety cell recording system is sufficient for recording the clothing removal request and the clothing removal. If the camera and/or recording system is inoperative a manual recording (video and audio) shall be made of the incident.

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Section 12 Chapter 12

Housing of Civil Inmates and Sexually Violent Predators (SVP)

Drafted: August 13, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish a policy for the proper housing of civil inmates and civil commitments per the Sexually Violent Predators (SVP) Act.

POLICY:

Individuals committed to the custody of the Sheriff under this act are civil commitments. Based on a 9th Circuit Court case, they cannot be subjected to conditions that "amount to punishment." They will be confined in our custody in a manner that ensures their presence at trial, maintains jail security, and allows for the effective management of the facility.

DEFINITIONS:

Civil Inmate: Persons being detained as witnesses, held under civil process, held under an order imposing punishment for contempt (Section 4001 P.C.) or inmates who are identified as sexually violent predators per 6600 W&I.

Sexual Violent Predator (SVP): The Welfare and Institutions Code, Sections 6600 through 6609.2 refer to a person who has been convicted of a sexually violent offense against two or more victims and who has a diagnosed mental disorder that makes the person a danger to the health and safety of others, in that it is likely he/she will engage in sexually violent criminal behavior again. They will be referred to in this policy as "SVP."

(Civil SVP inmates are not to be confused with criminal defendants housed under PC 1348. This policy only affects the Civil SVP inmates.)

PROCEDURE:

I. TRANSPORTATION PROCEDURES

- A. Sheriff's Transportation Deputies will advise the Jail Classification Unit when delivering all civil and SVP inmates to the Pre-Trial Detention

Facility, including those who are enroute to another county and only remain in the Ventura County Jail overnight or for a short period of time.

- B. Transportation deputies shall write "CIVIL" in the charge portion of the booking information sheet, along with either the term "Enrouter" or "PCOP" (Penal Code Order of Production).

II. TRANSFERS TO OR FROM THE FACILITY

- A. Civil inmates and SVPs should be placed into the segregated cages on the bus or van. They should be segregated from others in the least restrictive manner possible depending on the seating arrangements available on the particular bus or van, while maintaining complete security. All civil inmates and SVPs will be waist chained and shackled during all outside movements for security purposes.
- B. Civil inmates and SVPs should not be routinely strip searched when received from another facility, unless there is reasonable suspicion that they are harboring contraband.

III. CIR PROCEDURES

- A. The booking authority for these inmates shall be "PCOP-Civil" or "Enrouter-Civil."
- B. These booking authorities are to be used for Sexual Violent Predators (SVP, W&I 6600) and should not be confused with other criminal "Enrouter" or "PCOP" bookings, such as: PC 2621 (Material witnesses) or PC 2625 (Family law hearing).
- C. Each case number referenced on the document will be supplementally booked with no bail.
- D. Once an SVP appears in Court on the petition, the jail will receive a Court document. The Court document will identify the two or more cases and charges that qualify the individual as an SVP. The civil inmates and SVPs custody records will be updated in the "Complete View" screen.
- E. **No SVP inmate should be booked under 2620 PC.** That charge should be used for inmates that are ordered produced from a prison to Sheriff's custody for Court proceedings.

IV. BOOKING AND RECEPTION PROCESS

- A. Civil inmates and SVPs shall be kept apart from other inmates, and each other, during the booking process, and will be immediately classified when it comes to the attention of the Classification Deputy.

- B. SVPs shall be classified as ADSEG immediately “SVP” by the Classification Deputy and will wear a purple armband.
- C. The Classification Deputy shall classify civil inmates as “ADSEG” with the subclass of “X”. Therefore, a civil inmate will be identified as ASX and will wear a green armband.

V. CLASSIFICATION PROCEDURES

- A. Civil inmates and SVPs shall not have any physical contact with general population inmates, unless the SVP petitions the Court for a waiver to be housed in the same fashion with inmates charged with similar offenses. Civil inmates and SVPs housed in other than an administrative segregation (ADSEG) capacity will ultimately be based on classification criteria.

VI. HOUSING

- A. If housed in ADSEG housing, civil inmates and SVPs will be afforded as much freedom of movement in their housing unit as the physical location will allow. Civil inmates and SVPs must have somewhat more opportunity to utilize the recreation yard, dayroom, telephone, and law library than a general population inmate, and will be subjected to strip searches only when there is reasonable suspicion they are concealing contraband, not for routine searches or housing area inspections.
- B. Unless the SVP petitions the Court and is granted a housing waiver:
 - 1. Civil inmates and SVPs shall not be housed with any other type of inmate including other Administrative Segregation inmates, material witnesses or family law hearing inmates who do not have the same classification and charges. Generally, the civil and SVP inmates should be housed alone, although in some cases, they can be housed with another compatible civil or SVP if a Classification Deputy interviews both inmates and documents the information on a Jail Incident Report.
 - 2. Civil inmates and SVPs may be strip searched when there is reasonable suspicion they are harboring contraband. Reasonable suspicion is the belief, based on specific and articulable facts, that a civil inmate or SVP inmate may be carrying or concealing contraband. The purpose of this procedure is to maintain facility security, and all strip searches will be performed under the same conditions as outlined in the Divisional Policy: Section 12, Chapter 23- Strip Searches.

3. When a civil or SVP inmate demonstrates an inability to conform to the rules of the facility or is a danger to staff or inmates, he may be placed into a more restrictive housing location.
4. Civil inmates and SVPs will be allowed unrestricted use of the day room phone during the time the dayroom is open, unless they are creating a disturbance for other inmates in the vicinity or have documentation of abusing the privilege.
5. Due to facility security concerns, civil inmates and SVPs will be dressed out in jail issue clothing and will wear ADSEG color wristbands for identification. They will be afforded clothing exchange on a schedule as with a general population inmate.

VII. RECREATION AND LAW LIBRARY USE

- A. Civil inmates and SVPs will be allowed to utilize the recreation yard on a schedule that allows for more opportunities than that afforded to general population inmates, while not creating an unworkable burden on the staff.
- B. Civil inmates and SVPs will be allowed to utilize the facility law library on a schedule that allows for as much opportunity as is reasonably possible to accommodate. They will not be placed in a lower priority for use than a general population inmate, nor will they displace an inmate who has the status as a Pro Per or Pro Se.

REFERENCES:

Welfare and Institutions Code, sections 6600 through 6609.2

California Penal Code, sections 2620 through 2625

California Penal Code, sections 4001 through 4002

Jones v. Blanas, 393 F. 3d 918 (2004) US App. (9th circuit, Cal.) Decided 10/03/05

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 13
Inmate Counseling

Drafted: August 2, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish policy and procedure for the counseling of inmates housed in our facilities.

POLICY:

At times, it becomes necessary to individually counsel inmates regarding their actions or behavior while incarcerated. Some inmates may experience problems with other inmates that may dictate the need for counseling. Other inmates may test the system or the individual staff members to determine the limitations of the system or the resolution of the staff members. These and other negative behaviors may indicate the need for an inmate to be removed from their housing section and be placed into an interview room for individual counseling. Removing the inmate from the housing section will allow the inmate a "cooling off" period before the counseling occurs, as well as, removing the inmate from the audience of other inmates.

Counseling is any event where a deputy is addressing a rule violation, unacceptable behavior, or a security issue with an inmate.

PROCEDURE:

I. INMATE COUNSELING

- A. To avoid allegations of excessive force stemming from an inmate counseling session, the following procedure will be followed:
1. Should an inmate display pre-assaultive indicators or the Deputy believes that a "use of force" incident is likely to occur, the Deputy will advise the Housing Senior Deputy prior to placing the inmate into an interview room or other secure area to be counseled.
 - a. The deputy will tell the Housing Senior Deputy the specific reason for the counseling and the identity of the inmate.
 - b. The Housing Senior Deputy will be responsible for

ensuring that the counseling is performed in an appropriate manner in accordance with established policy and procedure.

- c. Employees will not use threatening or obscene gestures during counseling.
 - d. Employees will not degrade or ridicule inmates.
 - e. Employees will conduct themselves in a professional manner while counseling inmates.
2. Nothing in this policy should prevent a Deputy from being able to place an inmate into an interview room and counsel on his/her own accord. This policy is simply to specify the need to notify a Senior Deputy should aggravating circumstances apply.
 3. When applicable, all necessary reports (JIR, Disciplinary Report, Disciplinary Disposition, Notice of Disciplinary Violation, etc.) will be completed and approved before the end of the staff member's shift.

Ventura County Sheriff's Office
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Section 12 Chapter 14

Inmate Group Movement/ Ratio/ Housing Movement

Drafted: August 17, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To ensure the safe and secure movement of inmates within Detention Facilities.

POLICY:

The movement of large groups of inmates creates security risks to Detention Facility staff. In order to enhance security, the following procedures will be implemented.

PROCEDURE:

I. INMATE MOVEMENT

- A. Inmates will not be moved within the Facility in groups exceeding ten (10) persons.
- B. Exceptions to this rule are:
 - 1. VC/VA inmates: No more than four (4) in a group when moved in their dayroom groups.
 - 2. PC inmates: No more than ten (10) in a group.
 - 3. PC/VCVA inmates: No more than four (4) in a group.
 - 4. PVC inmates: One (1) at a time unless celled together.
 - 5. Administrative inmates: One (1) at a time unless celled together or in the same dayroom room group. If celled together or in the same dayroom group, they can move (2) at a time.
 - 6. Workers (TRJ only): Workers operating in laundry, kitchen, and vocational can be moved in groups of up to twenty if supervised by two deputies.

II. HOUSING SECTION MOVEMENT (TRJ)

- A. General Housing Sections:
 - 1. All officers within a Housing Unit will have knowledge of the intended movement of inmate(s) prior to the inmate(s) being allowed into or out of a section.
 - 2. In the L1/L2 sections, Security Staff is allowed to move inmates within the section without locking down the inmates in the opposing dayroom group.
 - 3. In L2/L3 sections, Security Staff will be allowed to move one inmate or unlock one cell for movement within the section while inmates in the opposing dayroom groups are out of lockdown.
NOTE: This shall only occur when Security Staff have ensured no "keep-aways" exist between the inmates being moved, or the inmate's cellmate, and the inmates in the opposing dayroom group.

- B. Special Housing Section(s)
 - 1. When a staff member receives a call requesting either VA/VC, PC, Psychiatric or Administrative Segregation inmate to be moved from or returned to a housing section and this inmate is not currently in the dayroom, the inmate(s) currently in the dayroom from the inmate's opposite tier group will be locked down.
 - a. Staff will visually ensure that all inmate(s) are locked down prior to letting the inmate from the opposite tier group in or out of their cell(s).
 - b. If the inmate(s) being moved are in the same dayroom/program group, there is no need for the inmates outside of their cell to be locked down.

III. HOUSING UNIT MOVEMENT (TRJ)

- A. If inmate(s) are being moved out of a Housing Unit to the Central Services area, Cluster Control shall be contacted for clearance.
- B. If inmate(s) are being moved to the intake area, both Central and Cluster Control must be contacted for clearance.
- C. General Population Housing Unit(s):
 - 1. Deputies assigned as Housing Security are responsible for visually monitoring movement of General Population to and

from the Housing Rotunda and into or out of their assigned housing sections. Deputies will ensure the separation of inmate classifications, "keep-aways," and, in general, are responsible for the safe movement of inmates within the Housing Unit.

D. Special Handling Housing Unit(s):

1. Deputies assigned to the Special Handling Housing Units are responsible for physically escorting all Special Handling inmates (VA/VC, PC, P, and Administrative inmates) to and from the Housing Rotunda and into or out of their assigned housing sections, ensuring the separation of inmate classifications and/or "keep-aways."
2. Provisional Deputies shall not escort inmates outside any Housing Unit unless accompanied by another (Non-Provisional) Sworn Staff member.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 15
Inmate Workers

Drafted: December 5, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish guidelines and policy in the selection and deployment of inmate workers.

POLICY:

This policy is designed to outline the protocols in the selection and deployment of inmate workers in an objective and uniform manner.

DEFINITIONS:

Inmate Worker: Any inmate who, based on his/her classification, is assigned to an authorized work detail.

Work Time: Time credit that an inmate earns while in custody at any Detention Facility.

GENERAL PROVISIONS:

I. SELECTION OF INMATE WORKERS

A. The selection of inmate workers shall be the responsibility of the Classification Unit and shall be based on the following criteria:

1. Inmate's Classification
2. Inmate's Skills
3. Inmate's willingness to work
4. Inmate's in-custody work history and behavior
5. Gang status, criminal history, and sophistication

B. All inmates falling under the "General Population" and PC classification, with the exception of L3 and ST classifications at the PTDF and EVJ, shall be screened by the Classification Unit weekly or whenever the need arises, for possible assignments to a work detail.

- C. All outside inmate workers are required to sign an escape clause. All inmate workers who work around food will complete a medical questionnaire, which will be reviewed by medical staff.

PROCEDURES:

I. ASSIGNMENT OF WORKERS

A. PTDF

1. The selection/assignment of inmates as workers shall be the responsibility of the PTDF Classification Unit. The Quad Monitors working in General Population and PC Quads will hand out "Food Service Worker Signup Questionnaires" to inmates requesting to work. The Quad Monitor will forward the "Food Service Worker Signup Questionnaires" to the Classification Unit for review. Inmates may also submit a white kite requesting to work for non-food related assignments. Kites received from inmates requesting to work shall be forwarded to the Classification Unit for review.

a. Classification either approves or denies each inmate requesting work status using information obtained from the Inmate Management System. Classification is responsible for updating the "Jail Worker" list in the Inmate Management System with cleared workers on a daily basis.

b. The Quad H SST is responsible for printing out a "Jail Worker" list and updating the handwritten work list at the beginning of each shift. Classification is responsible for assigning quad workers and level workers to specific shifts and for updating the kitchen crew worker schedule and shifts.

2. The number of inmate workers needed is as follows:

a. Male Workers:

Job Assigned	Number Needed	Classification	Miscellaneous
Level 3	1	L2	Server Cleared
Level 4	1	L2	Server Cleared
Alternate Level	1	L2	Server Cleared
HOJ	3	L1KC/L2	Minimum - 2
Kitchen Crews	12x3=36	L1KC/L2	Kitchen Cleared
Kitchen Helpers	2	L1KC/L2	Kitchen Cleared
Kitchen Salad	2	L1KC/L2	Kitchen Cleared
Kitchen Stores	2	L1KC/L2	Kitchen Cleared
Level 1	4	L2	Server Cleared
Medical/Searecat	2	L2	Server Cleared

Quad Workers 12 L2/PC Server Cleared

b. Female Workers:

Job Assigned Number Needed Classification Miscellaneous

Booking 4 L1/L2 Server
Cleared (assigned by TRJ)

NOTE: Kitchen cleared = cleared by medical for food service. Food Server cleared = no "yes" answers on food server application

3. Work Assignments

- a. Quad Worker - A work detail composed of one or more inmates assigned to attend to routine day-to-day cleaning assignments within the confines of a quad. The quad worker is responsible for assisting in the serving of meals, assist in clothing exchange, and general maintenance of the quad. (Includes: Multi-Purpose Room, barber shop, interview rooms, exercise room, and hall area outside of housing sections, storage and utility closets.) Quad workers are under the supervision of the Quad Monitor. Quad workers shall not handle property belonging to another inmate unless under the direct supervision of a staff member.
- b. Level 1 Worker (Male Inmates) - Attend to routine cleaning assignments, the feeding and clothing distribution to inmates on Level 1 Reception/Release. Primary direction to come from the Property Deputy, secondary direction from Level 1 Deputy Sheriff's.
- c. Booking Worker (Female Inmates) - Attend to routine cleaning assignments, the feeding and clothing distribution to inmates in Women's Booking. Primary direction will come from the Women's Booking Deputy.
- d. Hall of Justice Worker – Attend to routine cleaning and other various assignments at the direction of Deputy Sheriff's working within the Hall of Justice.
- e. Kitchen Crew Member - Responsible for food preparation and overall operation and maintenance of the Facility Kitchen area. Primary direction is to come from the Kitchen Deputy, Shift Cook Supervisor, and secondary from Central Control personnel.

- f. Level 2 - Special Housing - Attend to routine cleaning and specific high supervision assignments. Primary direction is to come from a Deputy Sheriff, secondary from medical staff.
- g. Level 2 - Central Control Worker (Kitchen Hall Worker) - Attend to routine cleaning of areas immediately surrounding Central Control. Carry out specific tasks at the direction of Central Control personnel.
- h. Dawn Shift Level 3/Level 4 Worker - Carry out specific tasks at the direction of Level Control personnel.
- i. Painter - Carry out specific painting tasks under the immediate direction of a Work Crew SST.

B. EVJ

1. EVJ Inmate Workers are chosen by the PTDF Classification Unit. Once the selection is made, the PTDF Classification Deputy will call the EVJ and provide the inmate's name and booking number. The East Valley Jail Deputy shall do the following:
 - a. Contact transportation and arrange for the new inmate worker to be transported from the PTDF to the EVJ.
 - b. Check the inmates RI, GI, Discipline History, Case History (for any open cases), holds, etc. This is in addition to the checks completed by the PTDF Classification Unit to make sure no pertinent information was missed when considering the inmate's EVJ worker status.
2. Upon the inmate's arrival the East Valley Booking Deputy shall complete the following:
 - a. Have the worker change into a complete new roll of clothing.
 - b. Complete and have the inmate sign an Escape Clause (attached to this policy).
 - c. Assign the inmate to one of the dorm areas; provide the inmate with a roll of toilet paper, soap, mattress, blanket, towel and sheets. Complete a search of the inmate's bagged property for contraband prior to allowing it into the dorm area.

- d. Print a housing card for each newly assigned inmate. Place the housing card and signed Escape Clause in the inmate housing binder.
- e. Provide the inmate with a copy of the East Valley Jail Inmate Worker Rules (supplemental to the rule book provided at the Main Jail).

C. TRJ

1. The selection process for facility workers shall be the responsibility of the Central Services Deputy. The Central Services Deputy will automatically screen inmates for job assignments. All eligible inmates will be given a job assignment or placed onto a job assignment waiting list.
2. The Central Services Deputy shall make the actual assignments of inmates to existing work details as follows:
 - a. Off-site / Fillmore P.D. Workers
 - b. Kitchen / Food Service
 - c. Warehouse
 - d. Laundry
 - e. Commissary
 - f. Inmate Services
 - g. Facility Janitors
 - h. Painters
 - i. Reception
 - j. Medical
 - k. Landscape
 - l. Hallway Workers
3. Kitchen / Food Service Facility Workers - The identification will be a uniform dress of a white work shirt.

4. Outside Facility Workers - The identification will be a uniform dress of blue work shirt and bluejeans.
 - a. Work crew supervisors may allow inmate workers to remove their outer shirts while at their work assignment.
5. Hallway Workers – Workers assigned to each housing unit for the purpose of routine day-to-day cleaning assignments within the confines of the housing unit. The hallway worker is responsible for assisting in the serving of meals, clothing exchange, and general maintenance of the housing unit. Hallway workers are under the supervision of the Housing Security Deputies and Housing Unit SST. Hallway workers shall not handle property belonging to another inmate unless under the direct supervision of a staff member.

II. LOSS OF WORKER STATUS

- A. Excessive violations of Facility rules and regulations.
- B. Involvement in any altercation with other inmates.
- C. Any security violation.

III. SEARCH OF WORKERS

NOTE: Staff is encouraged to conduct random and unannounced pat down, unclothed, and area searches of workers and their work areas to ensure the safety and security of the facility and to control the introduction of contraband.

- A. PTDF
 1. All workers returning to their assigned housing unit, from any work assignment away from their housing level, shall be strip searched before entering their respective housing sections. The paint crew, HOJ workers, special housing workers, and the kitchen workers will receive a new clothing roll when they return from work each day. All other workers are to receive clean clothing only during minor and major clothing exchange, unless specific circumstances indicate otherwise.
 - a. The Quad H workers will make the inmate workers' clothing rolls, in advance. The Quad H worker will store the clothing in a pre-designated area in the quad.
 - b. The Level Control Officer or Deputy will direct the inmates to stand outside the quad until a deputy is ready to complete

a search of the returning workers and then direct the inmates to stand:

- 1) Facing the wall
 - 2) Hands behind their backs
 - 3) No talking.
- c. The deputy will direct one inmate at a time into the Quad and will strip search the inmate in an area out of view from other inmates and employees. One deputy will conduct the strip search unless circumstances exist that warrant the presence of more deputies to be present.
- d. The Strip search will be conducted in accordance with the Detention Services Division Policy Section 12, Chapter 23.
- e. The Deputy will retrieve the inmate's clothing from the rack, and inspect the roll for contraband (i.e. extra clothing) before handing the roll to the inmate.
- f. The workers will throw the dirty clothing into the clothing bin (thus preventing extra clothing and contraband from reaching the housing section). The workers may return to their housing section wearing only boxers if they wish to shower prior to putting on their clean clothes.
- g. The workers will show the officer in the booth their armband before being sent back to their respective sections.

B. EVJ

1. A strip search shall be conducted when an inmate worker returns from a job outside the facility.

C. TRJ

1. Outside workers
 - a. At the end of the workday, outside workers will be returned to the facility via the warehouse loading dock area through the Laundry Sally port.
 - b. A strip-search will be conducted inside the Laundry Sally port of all outside workers. No more than ten inmates will be searched at a time. Care must be taken to thoroughly

search the clothing of the workers including the inside of their shoes (lift the insoles), also to make sure the inmates who have been searched do not have contact with those who have not been searched. Once an inmate has been searched they should not go outside the facility again.

- c. During the searches, the camera in the Laundry sally port area will be put on "hold." The actual strip-search will be conducted behind a partition allowing for inmate privacy from the other inmates' view.
- d. Upon completion of the outside worker searches, the Deputy will, via radio, request from laundry permission to walk the worker through laundry and back to housing. No contact should be allowed between the laundry worker and the outside workers.

2 Laundry Workers

- a. The Laundry Deputy, or other staff member, will bring no more than ten inmates into the laundry sallyport. The Laundry Deputy or other staff member will monitor the rest of the crew who are not being searched at that time in the laundry work area.
- b. The deputy conducting the strip-search will advise Central Control via radio that they are going to conduct the search and place the cameras on "hold." The deputy will then turn the cameras on hold by utilizing the key switch, which is located in the sally port. Once the cameras in Central Control are on "hold," the cameras in Cluster Control are automatically put on "hold."
- c. The deputy will conduct strip-searches on the inmates one at a time behind the privacy curtain. No more than ten inmates will be searched in the sally port at one time. Care must be taken to thoroughly search the clothing of the workers including the inside of their shoes (lift the insoles), also to make sure the inmates who have been searched do not have contact with those who have not.
- d. The dirty clothing will be thoroughly searched for contraband by the deputy, then placed into a dirty laundry bin. The clothing rolls for the laundry workers will be placed on a rack in the laundry sally port. Inmates will not be handed clothing rolls until the strip-search and a search of the clean clothing rolls has been completed.
- e. Once all the inmates are clothed again, the deputy will take

the cameras off "hold" by utilizing the key switch, and notify Central Control the laundry sally port is 10-8.

- f. Once the crew has completed clothing exchange, they will be returned to housing via the Laundry to the Central Services hallway. There may be times when the Security Deputy is unable to respond. These cases should be minimal, but when they do occur, if necessary one uniformed staff member will respond instead.
 - g. The "Duress System" does not have a receptor in the laundry sally port. In the event of an emergency situation, radio communication will be utilized for transmitting emergency traffic.
3. Commissary and Print Shop Workers
- a. Commissary and print shop workers will be strip-searched and issued new clothing upon returning to their housing unit.
4. Vocational Classroom Inmates
- a. All vocational classroom inmates will be patted down in the housing unit prior to returning to their housing section. All inmates returning to their housing units from the vocational area will pass through the metal detector.
5. Metal / Weapon Detection System
- a. There has been a Metal Detector placed in the Central Services hallway. The Metal Detector shall be used for all inmates returning from an inmate work assignment or from a classroom in Vocational. The Metal Detector does not take the place of strip-searches that are already being conducted. Inmates assigned to the Kitchen will walk through the Metal Detector in their regular clothing issue. A staff member will search the rubber boots.
 - b. It is important to pay close attention to the inmate workers when they are walking through the Metal Detector. The inmates must walk at a slow pace and keep at least a three-foot distance between each other. In order to set the sensitivity of the Metal Detector, a key is needed. The key will be kept in the Facility Sergeant's Office and in the Housing Sergeant's Office. If the sensitivity needs to be adjusted on the Metal Detector, the changes will be done by a Sergeant or Senior Deputy.



VENTURA COUNTY SHERIFF'S OFFICE
Pre-Trial Detention Facility
ESCAPE CLAUSE



Name: _____ Classification: _____

Booking #: _____ Locator: _____

Date: _____ Work Assignment: _____

BI #: _____ Release Date: _____

Penal Code 4532
Inmate arrested, charged or convicted of a misdemeanor and persons committed under specified provisions as inebriates: punishment for escape...

(a)(1) "Every inmate arrested, charged or convicted of a misdemeanor, and every person committed under the terms of Section 5654, 5656, or 5677 of the Welfare and Institutions Code as an inebriate, who is confined in any county of city jail, prison, industrial farm, or industrial road camp, is engaged on any county road or other county work, is in the lawful custody of any officer or person, and who thereafter escapes or attempts to escape from the county or city jail, prison, industrial farm, or industrial road camp or from the custody of the officer of person in whose lawful custody he or she is, punishable by imprisonment in the state prison for a determinate term of one year and one day, or in county jail not exceeding one year."

(2) "If the escape or attempt escape described in paragraph (1) is by force or violence, the Person guilty of a felony, punishable by imprisonment in the state prison for two, four, or six years to be served consecutively, or in a county jail not exceeding one year. When the second term of imprisonment is to be served in a county jail, it shall commence from the time the inmate otherwise would have been discharged from jail."

Acknowledgment

By signing below, I am indicating I have read and understand the above Penal Code section.

 Inmate's Signature

 Date



VENTURA COUNTY SHERIFF'S OFFICE
Todd Road Jail Facility
ESCAPE CLAUSE



Name: _____ Classification: _____

Booking #: _____ Locator: _____

Date: _____ Work Assignment: _____

BI #: _____ Release Date: _____

Penal Code 4532
Inmate arrested, charged or convicted of a misdemeanor and persons committed under specified provisions as inebriates: punishment for escape...

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Acknowledgment

By signing below, I am indicating I have read and understand the above Penal Code section.

 Inmate's Signature

 Date

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 16

Lockdown

Drafted: August 23, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To ensure the orderly lockdown of inmates within Detention Facilities for the safety of staff, visitors or inmates.

POLICY:

Detention Facility personnel shall provide for the immediate and orderly lockdown of inmates for the purpose of administrative control or to ensure the safety of staff, visitors or inmates.

DEFINITIONS:

Facility Lockdown: A Facility lockdown occurs when, at the direction of a Level Senior Deputy or Housing Supervisor, all inmates are ordered to enter their assigned cells and close their respective cell doors.

Area/Housing Unit Lockdown: An area lockdown occurs when a specific Quad, Housing Unit, tier, multiple cells or area is placed in lockdown.

██████: A ██████ designation or broadcast is used to restrict the use of communication system within the Facility to those personnel directly involved in an emergency or acting under the direction of the Facility Sergeant. When a Facility lockdown is being instituted, a ██████ broadcast will be issued from Central Control.

██████ **(At the East Valley Jail):** If additional personnel are needed immediately to handle a situation, the staff member should call dispatch and hit the emergency buzzer (panic alarm). Additional resources can also be summoned by dialing ██████ on the telephone and making an ██████ advisement to the East County Patrol Station.

PROCEDURES:

I. PTDF

A. FACILITY LOCKDOWN

1. Facility or Level Supervisors shall implement a Facility lockdown by

directing the Central Control Officer to broadcast a "Facility lockdown" to all intercom stations. The announcement should be as follows:

a. "There is a [REDACTED] in effect. We are now in facility lockdown."

2 Level 1

a. After receiving notification of a "Facility Lockdown", the Level 1 Control Officer shall make the following notifications:

1) Release/Transfer Security Deputy

a) The Property Deputy shall secure his area by placing all inmates in the release/transfer area into holding cells.

2) Booking Deputy

a) The Booking Deputy shall secure his area by placing all inmates in the reception booking area into holding cells unless approved by the Facility Sergeant.

3) Women's Booking Deputy

a) The Female Booking Deputy shall secure the area by placing inmates in the Women's reception area into holding cells, and discontinuing all movement of female inmates unless approved by the Facility Sergeant.

4) Hall of Justice Staff

a) HOJ personnel shall discontinue inmate movement through the inmate movement corridor.

5) Level 1 Senior Deputy/Booking Deputy

a) The Level Senior Deputy shall assist in securing inmates.

b) The Level Senior Deputy or Booking Deputy shall advise Central Control when the Level 1 lockdown is completed if appropriate.

- 6) Visitors
 - a) Visitors shall be escorted out of the facility by the Level Senior Deputy or any available deputy.
3. Level 2
 - a. After receiving notification of a "lockdown", the Central Control Officer shall make the following notifications after discontinuing inmate movements from level to level.
 - 1) Special Housing Deputy
 - a) The Special Housing Deputy shall secure all inmates in their assigned cells, and place inmates who are receiving medical attention or examinations in the Special holding cell. He shall then secure any inmates in the Level 2 visiting rooms and escort visitors to the Detention Services Lobby.
 - b) The Level 2 Senior Deputy shall respond to the kitchen to assist in securing the inmate workers in that area. The kitchen workers shall be secured in the Level 2 visiting rooms or the Segregated Housing corridor.
 - 2) Segregated Housing Deputy
 - a) Between the hours of [REDACTED] any inmates in the Segregated Housing Dayroom Cells will remain locked down in the dayrooms.
 - 3) Public Reception
 - a) Public Reception personnel shall, upon notification of a lockdown, discontinue the admittance of visitors and unauthorized personnel into the Facility.
 - b) After the Kitchen and Special Housing areas have been secured, the Level 2 Senior Deputy shall notify Central Control "Level 2 lockdown completed" if appropriate.
 4. Level 3 and 4
 - a. The Level Control Officers shall notify each Quad Officer on

his level of the "Facility lockdown" order by intercom.

- b. The Level Control Officers shall advise Housing Security Deputies to escort visitors out of the Facility.
 - c. The Quad Officer or Security Deputy shall advise the inmates, by intercom in each section, to "proceed to your assigned cells and lockdown".
 - 1) In the event the emergency / disturbance is located in a housing unit, which is in overflow, the Quad Officer, or Security Deputy will instruct the affected section inmates assigned to bunks, to lockdown in the dayroom cell.
 - 2) Inmates in the adjoining dayroom housing units will be directed to lockdown on their bunks.
 - 3) Once the situation has been determined to be stabilized, the inmates may be directed to interview rooms, multipurpose rooms or their respective bunks.
 - d. After the initial section lock downs are completed the Housing Security Deputies shall begin a check of each Quad and if appropriate, remove inmates from the following areas and place them in their assigned cells.
 - 1) Multipurpose Room
 - 2) Health Screening Room
 - 3) Secure Interview Room
 - 4) Visiting Room
 - 5) Exercise Room
 - e. After all Quads have been secured, the Level Senior Deputy or Level Security Deputy shall notify Central Control by Master to Master that the "Level 3 or Level 4 lockdown has been completed".
5. Roof Recreation Area Lockdown Procedure:
- a. Upon notification by Central Control that a "Facility Lockdown" is in progress, the Roof Control Officers shall verify the number of inmates in the recreation area. If they find any discrepancy between the number of inmates and

the number they received at the beginning of the recreation period, they shall notify the appropriate Level Control.

- b. The Roof Control Officers shall detain inmates in the Recreation area until notified by the affected Level Control and/or Central Control to move them to their housing levels.

B. AREA LOCKDOWN

1. The Lockdown of a specific Quad, section, tier, multiple cells or area of the Facility can be initiated by a Level Senior Deputy or any Facility Supervisor. Implementation will proceed by applying the procedures specified for that area in the "Lockdown Procedure".
2. The Level Senior Deputy or Facility Supervisor shall notify employees, Central Control, of the Level Lockdown, and inmate movements shall cease to the affected level.

C. REPORTING PROCEDURES

1. After a "lockdown" has been canceled, the initiating supervisor shall ensure that a Jail Incident Report detailing the purpose and duration of the lockdown, and if applicable a Crime and Incident Report describing the crime, be submitted to the Level 1 Supervisor.

D. RESCINDING A "LOCKDOWN ORDER"

1. The Facility Sergeant shall direct the Central Control Deputy to broadcast a "Lockdown Is Lifted" or "██████████ Terminated", when the need for a lockdown no longer exists. Normal Facility operations and communications will resume at this time.

E. SECURITY QUAD LOCKDOWN PROCEDURE (VA/VC QUAD)

1. During routine lockdowns to accommodate movement of non-compatible inmates or different dayroom groups.
 - a. Those inmates that are to be locked down shall be ordered to stand in front of their cell doors.
 - b. When the Quad Officer has determined that the proper inmates are accounted for and are in front of their correct cell doors, the Quad Officer will either order and lock down the inmates in a group or by specific cell order.

F. SECURITY PROCEDURES IN ALL HOUSING UNITS

1. During normal housing operations and/or while in lockdown in all housing units, staff member operating the control doors shall be responsible for ensuring each inmate is secured in his/her cell before allowing other inmates out of their cells. Visual contact shall be made with each inmate being locked down ensuring the inmate is locked down in his/her correct cell.

G. DAILY LOCKDOWN

1. All Housing Sections that are on a modified dayroom schedule will begin dayroom or lockdown within 15 minutes of the specific dayroom schedule developed by Classification.
2. Any Housing Sections on a six-hour dayroom program will begin dayroom or lockdown within 15 minutes of the below listed schedule.



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

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

3. Any Housing Section that does not have a modified dayroom program will begin dayroom or lockdown within 15 minutes of the below listed dayroom schedule.

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

Any SST or Deputy may temporarily lock down or extend a lockdown of a Quad, section, tier, or multiple cells due to maintenance, staffing or other facility related issues with the approval of a supervisor or the Facility Sergeant.

II. TRJ

A. FACILITY LOCKDOWN

1. The Facility Sergeant or Housing Sergeant shall implement a Facility lockdown by directing the Central Control personnel to broadcast a "LOCKDOWN" and [REDACTED]. The broadcast will be made via the radio and intercom systems.
2. After the "LOCKDOWN" broadcast has been completed, the following shall occur in each security area:

B. CENTRAL CONTROL

1. Central Control personnel will be responsible for coordinating the removal of visitors from the ADA Visiting/Video Conference room and directing visitors from the other areas out of the security envelope of the Facility and into the Public Lobby. Central Control personnel will direct unsecured inmates in the Central Control area to a staffed secure location for lockdown purposes. If ADA Visiting/Video Conference was being utilized by an inmate, the inmate will remain locked down in the Visiting Room.

C. RECEPTION/TRANSFER

1. Reception and Transfer Deputies shall secure the area by placing all inmates into holding cells.

D. MEDICAL SERVICES

1. The Medical Deputy shall secure the area by placing inmates into the medical holding cells.

E. PUBLIC RECEPTION

1. The Public Reception personnel will discontinue admittance of visitors or unauthorized personnel into the Facility. Public Reception personnel will check out all registered visitors and report any discrepancies to the Facility Sergeant.

F. CLUSTER CONTROL

1. Cluster Control personnel will visually monitor the closing of the vocational and laundry hallway security doors.

G. HOUSING UNITS

1. All inmates in the Housing Units, including the recreation yards, multi-purpose rooms, and interview rooms, will be locked down into their assigned cells. All visitors in the Housing Units will be escorted to Cluster Control for further direction.

H. HOUSING UNITS WITH DAYROOM OVERFLOW

1. All inmates who are assigned to dayroom bunks will lock down immediately in the designated dayroom cell.

I. CENTRAL SERVICES

1. All inmates in the Central Services area will remain in their respective work areas or vocational training areas.

J. STAFF DINING WORKERS

1. The Movement Deputy will escort all inmates in the Staff Dining area or Facility Cook to their Housing Unit by uniformed staff.

K. OUTSIDE WORK CREWS

1. All outside work crews that are on the Facility Grounds will return to Reception/Transfer and lockdown at that location.
2. After allowing sufficient time for all of the above areas to lockdown, Central Control personnel will contact each area for a lockdown status report. After lockdown has been confirmed for all areas, Central Control personnel will inform the Facility Sergeant or Housing Sergeant that the Facility lockdown is complete.

L. HOUSING UNIT LOCKDOWN

1. Upon the announcement of a Staff Alarm or a Duress Alarm, staff shall immediately secure all inmates within their housing units. At least one deputy shall remain in each housing unit until all inmates are secured before responding to an emergency in another location within the facility. Secured means that all inmates in the dayroom are locked down in their cells. Inmates that are outside of their housing sections shall be secured in the multipurpose room, interview rooms, or recreation yards.

2. Should a Facility Lockdown be issued however, all inmates in the multipurpose room, interview rooms, or recreation yards shall be locked down in their assigned cells. See "Facility Lockdown Procedure."
3. Any security personnel can initiate the lockdown of a specific Housing Unit of the Facility. The Housing Sergeant shall be immediately notified following the lockdown.

M. RESCINDING A LOCKDOWN ORDER

1. The Facility Supervisor or Housing Supervisor shall advise the Central Control personnel to broadcast a lockdown and 10-33 termination via the radio and intercom systems. Normal Facility operations and communications will resume.

N. REPORTING

1. After the "lockdown" has been canceled, the initiating supervisor shall ensure that a Jail Incident Report detailing the purpose and duration of the lockdown is completed. If necessary, a Crime Report and/or Incident Report will be completed. All reports will be completed by the end of the responsible employee's shift. Copies of all reports will be forwarded to the Facility Manager. The Facility Manager shall make all necessary notifications.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 17

Medical Lines, Medical Treatments and Pill Call

Drafted: August 30, 2012

Reviewed: May 16, 2022

Revised: March 1, 2021

PURPOSE:

To describe procedures that will provide inmates at the Detention Facilities access to health care services.

POLICY:

The Detention Facilities shall provide adequate health care services in a secure environment for both personnel and inmates.

DEFINITIONS:

Housing Deputy: Deputy who directly supervises inmates in housing areas.

Wellpath (formerly CFMG): Is the first privately owned, west coast based provider of quality health care to correctional facilities. Wellpath delivers health care and medical services to those inmates under the Sheriff's jurisdiction.

Medical Lines: (Doctor's Lines, Sick Call Lines, Psychiatrist Lines, Mental Health Professional Lines, Dental Lines, Treatment Lines, Health Educator's Lines) The daily opportunity for inmates to bring physical or mental ailments to the attention of medical staff for the purpose of receiving an evaluation, examination, treatment, education or help with after care.

Pill Call: The distribution of medications by a qualified CFMG staff member.

GENERAL PROVISIONS:

The operations of the medical staff shall be under the direction of the Health Services Administrator and shall be consistent with medical policies and procedures.

Inmates shall submit requests to see medical staff personnel on a blue "Medical Kite" (SO-1071).

Pill Call - No medication will be distributed to inmates at the East Valley Jail.

PROCEDURES:

I. DIVISION OF RESPONSIBILITIES

A. Responsibilities of the Sheriff's Office:

1. To provide a consulting role defining level of service pursuant to Title 15 (Minimum Jail Standards) or legal requirements.
2. To provide security for both inmate and medical personnel.
3. To provide personnel to transport inmates who require medical attention outside the jail facility.
4. To provide for the internal movement of inmates to medical services within the jail facilities.
5. To provide adequate space within the facilities to accomplish medical programs.
6. To coordinate with the medical authority regarding jail environment, special diets and housing, and any other area of mutual concern.
7. The Facility Sergeant or Facility Manager shall retain the ability to arbitrate any conflict between Security and Medical staff in regard to issues affecting Facility security.

B. Responsibilities of Wellpath:

1. To provide a consulting role defining level of service pursuant to Title 15 and/or other legal requirements.
2. To act as jail consultant concerning environmental factors, special diets, and any other area of mutual concern.
3. To provide and monitor health care for the inmates of the jail system.
4. Be responsible for maintenance of all medical records.
5. To provide medical equipment, medical supplies, and medical personnel.
6. To provide a physician/administrator who will be responsible for the quality of all health care delivered to the inmate population.

7. To coordinate after care upon the inmate's release.

II. CATEGORIES OF MEDICAL SERVICES AVAILABLE

A. Sick call

1. Sick call provides inmates with the opportunity to report a medical illness or other health problem and to receive diagnosis or treatment to mitigate the condition, if possible.
2. A physician, RN, Nurse Practitioner or physician's assistant will conduct sick call on a daily basis, Monday through Friday. The following process will be observed:
 - a. Inmates wishing to be seen at sick call must submit a request on a "sick call kite" by final (PM) count the previous evening.
 - b. At EVJ, the Deputy receiving the sick call kite will call the nurse at the Pre-Trial Detention Facility and have the inmate placed on Sick Call line. The inmate shall be transported to PTDF on the A.M. transportation run.
 - c. Late sick call kites will be processed for the next day. Cases requiring immediate attention will be evaluated by medical staff and added to the sick call list if appropriate.
 - d. Sick call kites will be picked up by Housing Deputies and will be stored in the respective quad booth until picked up by medical staff after lockdown.
 - e. Medical staff will process, generate, and distribute a sick call list to all housing units.
 - f. Medical staff will notify Housing Control SSTs when they are ready to begin sick call.
 - g. Housing Control will call into the sections, as listed on the sick call list, and notify the appropriate inmates to be fully dressed and ready to step out of the section when called.
 - h. The inmates will be directed from their section to the Medical Exam Rooms located in the main corridor of the housing unit. Inmates will be staged in interview rooms pending individual examinations.

- i. Medical staff will conduct sick call in the “Exam” rooms located in each housing unit.
 - j. During sick call, the Medical Deputy or available Housing Deputy shall remain in close proximity to and within view of the Medical Exam room to provide security.
 - k. General population inmates will return to their sections as they complete sick call.
 - l. Special handling inmates will be returned to their sections in the same group that they were brought to the medical office.
3. Inmates who are out of their housing section due to court and other valid reasons will automatically be rescheduled for the following day's sick call. Inmate workers will be held back for sick call and will remain locked down in their cell until seen by the medical staff. If cleared by medical staff to return to work, they may be escorted back to their job assignment at the completion of sick call.

B. Pill Call

1. Prescribed and non-prescribed medications will be dispensed efficiently, observing reasonable security precautions to ensure that all inmates receive proper health care treatment. Medications will be dispensed to inmates by qualified medical staff escorted by deputies. Medications are distributed three times a day, once in the morning (AM Pill Call), once in the afternoon (Noon Pill Call) and once in the evening hours (PM Pill Call).
2. During Pill Call, Housing Units will be locked down from the beginning of Pill Call until its conclusion in that Housing Unit. When Pill Call is first initiated, only inmates receiving pills will be in the dayroom, lined up and ready to receive their medications. When Pill Call is ending in one Section, the inmates receiving pills in the next Section may be let out of their cells to prepare to receive their medication.
 - a. The Housing Control SST will announce via intercom lockdown, and for the inmates to be fully dressed. The SST will shut off televisions, phones, and showers prior to the medical staff entering a section.
 - b. Upon the nurse's arrival at the section, the Deputy will escort the nurse into the section.
 - c. The nurse will dispense medication while the Deputy

visually confirms that the medication has been ingested and not concealed or hoarded.

- d. After the nurse has finished dispensing medication to those inmates in line, inmates with prescribed medications, who were not in line, will be called. Unless a valid reason is given, inmates late for pill call will receive a disciplinary write-up.
 - e. Inmates electing to refuse medication for which they have been prescribed will be required to stand in line and advise the nurse of the refusal.
 - f. Exceptions: All inmates housed in special housing units, (VC/VA, PC, ADSEG, etc.) Disciplinary Segregation or the Inmate Management Program will remain in lockdown during pill call in their housing unit.
3. Inmates that have been identified by Wellpath to participate in an Opioid Use Disorder Medicated Assisted Treatment (MAT) program will be continued on a program while in custody.
 4. Inmates on a verified Suboxone program will be maintained on that program.
 5. Inmates on a verified Methadone program will be transitioned to a Suboxone program in accordance with current best practices. Pregnant females will not be transitioned from Methadone to Suboxone.
 6. Inmates will receive this medication once a day at the Noon Pill Call. At this time there will be no more than 20 inmates participating in the MAT program.
 - a. Inmates housed at the Pre-Trial Detention Facility will be brought down to Special Housing in groups of no more than four (4), based on compatible classifications. Inmates that are housed at the Todd Road Jail will be called out of the section to the Housing Unit Exam Room in groups of no more than four (4), based on compatible classifications.
 - b. Wellpath has selected a dissolvable pill as their approved MAT Suboxone medication. The pill will dissolve in the mouth between five (5) and eight (8) minutes. One deputy/senior deputy will be assigned to directly monitor the inmates for the duration of the dissolving period. The deputy/senior deputy shall have continuous, direct supervision of the inmates while the pill is dissolving in the inmates' mouths.

- c. The deputy/senior deputy will provide security for the nurse when the pill is administered into the mouth of each inmate. The inmates will then be instructed by the deputy/senior deputy to remain seated with their hands on top of their thighs for nine (9) minutes. At no time, should the inmates be allowed to move their hands near their mouth. At the end of nine (9) minutes, the nurse will provide each inmate with a small cup of water. The inmates will be instructed to gargle with the water for five (5) seconds. After the inmates swallow the water, the deputy/senior deputy will check each inmate's mouth to ensure the pill has completely dissolved and is not being hoarded.
- d. If an inmate is at court during the Noon Pill Call, the above procedures will be completed when the inmate returns from court.
- e. Any inmate failing to follow the above protocol should receive a disciplinary write-up and the incident shall be documented in a Jail Incident Report.

C. Dental Services

1. Dental services will be available at Pre-Trial Detention Facility and Todd Road Jail twice a week, on site. A dental office and holding cells have been provided in the medical services area. Dental hygiene services will be available at Pre-Trial Detention Facility and Todd Road jail once a month, on site.
2. Inmates who request dental services will be required to submit a "sick call" kite as previously described.
3. At the EVJ, the Deputy receiving the kite requesting Dental services will call the nurse at the Pre-Trial Detention Facility and have the inmate placed on the Dental Line.
4. The Medical Deputy will forward a "Send list" to all housing units identifying those inmates scheduled for the dental line. EVJ inmates will be temporarily housed in Men's Booking.
5. The Medical Deputy will have a copy of the "send list" and a current "keep-away" list and begin escorting inmates to the dental waiting area.
6. The Medical Deputy will assume responsibility for the inmates once they have arrived at the medical holding cells.

7. Classification procedures will be strictly adhered to at all times.
8. Once the dental services have been completed, the inmates will remain in the holding cell until all of the inmates are ready to return to their housing module as a group.
9. Inmates refusing dental services will be required to sign a refusal form, which will be forwarded to Medical Services.

D. Emergency Medical Care

1. In the event emergency medical care is needed for a particular inmate, onsite medical staff will be summoned and consulted. The Facility Sergeant and Housing Sergeant have the final responsibility to determine whether emergency transportation by ambulance is necessary. The Facility Sergeant/Housing Sergeant will consider the following criteria:
 - a. Seriousness of the condition.
 - b. Is medical staff at the facility?
 - c. What is the recommendation of medical staff?
 - d. Are there sufficient jail medical resources on-site to handle the emergency?
 - e. Does the Pre-Trial Detention Facility have sufficient resources?
 - f. Does the jail have a transportation vehicle properly equipped to handle the particular medical condition requiring transport?
2. If it is determined that an ambulance is required, Central Control will call Dispatch and assign jail staff to direct the responding fire/ambulance to the scene. A Jail Incident Report will be written documenting all pertinent information. The Facility Sergeant or Housing Sergeant will make the necessary entry in the daily Facility Sergeant's Shift Redbook.

E. X-Rays

X-rays and ultrasounds are not administered at East Valley Jail but are scheduled each Wednesday morning at the Pre-Trial Detention Facility and Todd Road Jail.

Ultrasounds are scheduled each Thursday morning at the Pre-Trial Detention Facility and Todd Road Jail.

F. Medical Treatments

1. Special medical treatments are done daily. All treatments will be conducted in the Housing Medical Exam Rooms unless circumstances (such as equipment) require that the inmate be escorted to the Medical Treatment Room in Booking for treatment.
2. Medical staff will notify the Housing Control SST of those inmates requiring treatment. The Housing SST will then notify the inmates via intercom and have the inmates exit the section. A Housing Deputy will then escort the inmates to the Medical Exam Room.
3. Upon completion of the medical treatments, the Housing Deputy will escort the inmates back to their sections.

G. Inmate Medical Deliveries

1. The procedures for handling medication or medical devices, other than eyeglasses, brought to Public Reception for an inmate in our custody are as follows:
 - a. Medication: Public Reception will not accept any medication but will instead instruct the person delivering the medication to wait in the lobby area while medical staff is summoned. Public Reception will then notify medical, informing them of the name and booking number of the inmate involved. Medical personnel will respond to Public Reception to evaluate the medication in question. The decision to accept or refuse the medication will be made by medical staff. If accepted, it will be documented on a Property Receipt generated by Public Reception.
 - b. Medical Devices: The handling of medical devices will be similar to that of medication. Public Reception will not accept the device and will notify medical staff, informing them of the name and booking number of the inmate involved. Additionally, the Facility Sergeant or his designee will be notified so that the device can be inspected from a security standpoint. If the device is acceptable, by both medical and custody staff, medical will take the device and ensure delivery to the intended inmate. Public Reception will generate a Property Receipt documenting its reception.
 - c. Medical may elect to accept a device for further examination or consultation with a specialist, such as the

dentist, for example. If it is later determined that the device is not necessary, the device will be sent to the PTDF for placement in the inmate's property.

H. Outside Facility Medical Appointments

1. The Medical Deputy will assist the WellPath staff in the scheduling and transportation of inmates requiring medical attention to an outside facility. The following procedures will be adhered to for this operation:
 - a. Medical staff will make a schedule available to the medical deputies, Facility Sergeant, and Classification on Fridays for the following week's medical appointments. Any changes to the schedule will be shared as early as possible. The medical deputies are responsible for reviewing the classification, charges, custody behavior (e.g. JIR and GI search) of each inmate on the schedule. Any inmates determined to be a potential security risk based on this review (i.e., high profile inmate, AP and/or ADSEG inmate, unstable Psych inmate, serious felony charges, history of assaultive behavior or escape) will be brought to the attention of the Facility Sergeant. It will be up to the Facility Sergeant's discretion to schedule additional security if needed for the medical run.
 - b. The inmate(s) will be placed in handcuffs or handcuffed to a fixed object at all times. Female inmates who are pregnant will be handcuffed in front and will not wear leg shackles to help prevent any injury, which might incur from a fall. At no time will a woman who is **in labor** be shackled by the wrist, ankles, or both during transport to a hospital, during delivery, or while in recovery after giving birth.
 - c. Anytime two or more inmates are taken to an appointment outside the facility, two deputies will be assigned to the detail. One of the deputies will be the same gender as the inmates.
 - d. If an inmate escapes during transportation, or while being detained at a medical facility, the deputy will immediately notify the Patrol Watch Commander and give all available details about the escape, including the escapee's physical and clothing description, description of the escape vehicle, if any, direction of travel, inmate's charges, weapon or possible weapon. The deputy will then immediately notify

the Facility Sergeant of the escape. The Facility Sergeant will immediately notify the Facility Manager and/or Commander.

- 1) This policy also applies to inmates who have been admitted as a patient at any hospital or mental health facility, which requires a twenty-four-hour guard.
- 2) It is understood that there may be times when extenuating circumstances occur that prevent a deputy from directly supervising and/or handcuffing an inmate during a medical procedure (i.e. operating room). If, at any time, the inmate cannot be handcuffed, shackled, or directly supervised, the deputy will notify the PTDF Facility Sergeant of the circumstances and request permission to deviate from the standard procedure.

REFERENCES:

CCR Title 15 sections 1206 & 1211 4011.5 PC

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 17a

Inmate Self-Medication Program

Drafted: August 24, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To facilitate the timely delivery and administration of safe prescription drugs to incarcerated inmates who meet the program criteria and to encourage inmates to take responsibility for their own health.

POLICY:

Ventura County Jail inmates who meet defined safety and compliance criteria may be allowed to carry on their person and self-administer approved unit doses of 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 medications prescribed for them following instructions for self-administration by the medical staff. The self-medication program is a privilege revocable for rule violations.

GENERAL PROVISIONS:

Specific categories of medication will not be included on the self-medication program. The current formulary of the medications is maintained by the jail medical contractor, WellPath (formerly CFMG).

Inmates in certain housing locations including Administrative or Disciplinary Segregation may be placed on the self-medication program.

Inmates with a repeated history of failure on the program (at least 2 prior failures), or frequent rule violations of any type, will not be considered for this program.

PROCEDURES:

I. SELECTION PROCESS FOR SELF-MEDICATION PROGRAM

- A. The jail medical staff will select inmates for the self-medication program and require the inmate to sign the Self-Medication Agreement. The self-medication program is a combined effort of the jail medical staff and

the Sheriff's Office. Jail facility management may remove or suggest any inmate for the program. The self-medication program is a privilege revocable if the rules are not followed.

II. MEDICAL TREATMENT ORDER

- A. An MTO identifying each inmate in the self-medication program will be provided to the Jail Watch Commander and housing staff. Books with detailed information about medications, including a photograph, are available in the jail housing areas and in the medical department.

III. MONITORING

- A. Jail medical staff will perform periodic audits of inmate compliance with self-administration medication program. 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, physician's assistant, or physician is completed as appropriate.
- B. The deputy may spot check those inmates who carry the medications at any time.
- C. When a cell search is conducted, the name on the medication card will be checked against the inmate's name. If there is a discrepancy or any medication is found lying around, the officer will immediately contact medical staff. The medical staff will inform jail staff of any inmate's self-medication status upon request.
- D. Detention staff is not responsible for insuring inmates take their medications.
- E. Trading or sharing of any medication is an automatic loss of self-medication program privileges and will be subject to disciplinary action.
- F. Alteration of medication packaging or loose medication will result in confiscation of the medication and notification of jail medical staff of the program violation.
- G. Non-compliance with self-administration agreement may constitute reason for termination of this self-medication program for that inmate.

NOTE: 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.

IV. TRANSFER/RELEASE OF INMATE WHO IS ON SELF-MEDICATION PROGRAM

- A. If an inmate is transferred to another facility, the inmate's medication will be picked up by the nurse and returned to the medical department. If the nurse is not available, then the officer may drop the medication off at the jail medical department prior to inmate's transfer.

- B. 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.

CFMG

California Forensic Medical
Group I N C O R P O R A T E D
SELF-MEDICATION
AGREEMENT

Self-Medication program is a privilege that allows you to take an active role in your medical care and assume full responsibility for the administration of qualified¹ medications. In order to successfully be enrolled into this program, you must comply with the following rules:

1. You must take the medication as prescribed and as written on the package.
2. You must always bring the medications with you when you are seen by a medical provider.
3. Your medications must remain in your cell except when you are seen by a medical provider.
4. If you receive discipline², you are automatically dropped from the Self-Medication program.
5. Medical and/or custody staff will perform periodic and/or spot checks and your enrollment into the Self-Medication program may be **cancelled** if:
 - a. You fail to show up when called for spot checks
 - b. You fail to take the correct amount of medication
 - c. You are found to share medication (This may also result in custody discipline)
6. If you believe that anyone, including your cellmate is tampering with your medications, you **MUST** report it to custody.

Inmate's Name (Print) _____ Bkg# _____ Date _____

Inmate's Signature _____ Witness _____

¹ Medication is an approved medication for the Self-Medication program

² Inmate is not on Administrative or Disciplinary Segregation

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 18
Monitoring Logs

Drafted: August 15, 2012

Reviewed: May 16, 2022

Revised: January 30, 2020

PURPOSE:

To establish guidelines and policy for use of a Detention Services Monitoring Log at the Detention Facilities.

POLICY:

This policy outlines the protocols and requirements necessary when documenting an inmate's behavior on a Detention Services Monitoring Log form.

These logs are relied upon in investigations and/or litigation. It is imperative that they are done correctly and contain as much information as possible.

DEFINITIONS:

Alternative Environment: To provide an alternate environment for an inmate whose behavior requires relocation to allow for de-escalation. Alternative environments should be used for short periods of time away from the general inmate population.

PROCEDURES:

I. MONITORING LOG

- A. Whenever a Monitoring Log is initiated and placed on or next to the cell door for an inmate under observation, a JIR indicating the reasons for the Monitoring Log shall be posted on the cell door within two hours after such a placement is made.
- B. A Monitoring Log will be initiated under the following circumstances:
 1. When a doctor, nurse, Facility Sergeant, or Facility Manager determines an inmate should be placed on any level of safety precautions. In this case, medical staff will usually complete the JIR indicating the reasons for the use of the Monitoring Log. Refer to the policy and procedure regarding suicidal inmates.
 2. Whenever the Facility Sergeant determines it is in the benefit of

both staff and the inmate that their behavior be monitored and recorded. In this case, a staff member shall complete a placement JIR indicating the reason for the placement and monitoring log.

3. Alternative Environment Relocation - A placement JIR and 30-minute monitoring log shall be completed on all inmates placed in the Release/Transfer cells (PTDF) or Intake cells (TRJ) when the placement is to provide an alternate environment for an inmate whose behavior requires relocation to allow for de-escalation. At the PTDF, mentally ill inmates who need an alternative environment to allow for de-escalation may be placed in one of the Booking Floor cells, rather than the Release/Transfer cells under these conditions.
 - a. If it is determined the inmate needs to be housed in an alternative environment for an extended period of time, it will be considered a re-housing. In this instance, a one-hour log shall be maintained to document the inmate's safety checks, interactions with staff, and behavior.
4. Each monitoring log and subsequent pages, should include the inmate's name, booking number, locator, level of safety precautions, name and I.D.# of the staff member initiating the log, and the date and time the inmate entered the cell. This information is located at the heading of each page of the log and shall be completed for each page during the duration of the inmate's monitoring period. When the level of safety precautions for any inmate has been changed, a new log shall be initiated indicating the new level of safety precautions.

II. MONITORING LOG ENTRIES

- A. When completing a monitoring log, staff is required to note the date and time for each entry of the log. **Inmates should be monitored randomly within the timeframe set for the log and not at exact increments.**
- B. The staff member shall note they observed the inmate by marking as many applicable check boxes within the activity information section of the form (see below).
- C. If the inmate converses with staff, the details of the conversation should be noted on the log. If an entry requires more than the four lines given, continue into the next entry area and note the same date and time for the added entry. Each form has the following unique check boxes listed for each entry:
 1. Medical Assessment: To be marked whenever medical staff conducts an assessment.

2. Entered Cell: To be marked any time a staff member enters the cell for any reason.
3. Verbal Response: To be marked whenever a staff member receives a verbal response from the inmate. In the comments area note what the verbal response was, i.e. "Can I have a blanket?"
4. Water Given: To be marked whenever any staff member gives an inmate water. This is particularly important for inmates housed in a safety cell where water is not readily accessible. Water should be offered during every medical assessment.
5. Position: To be marked each time an entry is made and will properly note the inmate's physical position.
6. Response to Stimuli: To be marked when staff or medical personnel enter the cell and the inmate responds to some type of stimuli.
7. Visible Movement: To be marked when the inmate displays some unique movement such as hand gestures or other distinct visible movement. The type of movement will be noted, i.e. waved right hand.

NOTE: Deputies shall obtain a verbal response and/or note a visible body movement during each log entry.

- D. With each entry there are three separate fields for staff to sign as applicable, they are as follows:
 1. I.D.# / Initials: Any Deputy Sheriff or Sheriff's Service Technician who makes an entry should identify themselves by writing their I.D. number, initials and / or name for every entry.
 2. MEDICAL: Any staff member employed as a medical care provider (i.e., nurse, doctor, psychologist, etc.) should identify themselves by writing their ID #, initials and / or name for every entry.
 3. SUPERVISOR: Any person with the rank of Senior Deputy or above should identify themselves by writing their I.D. #, initials and / or name for every entry.
- E. As long as the inmate is being monitored, all of the completed logs for the preceding twenty-four hours shall remain affixed to the cell door with the JIR. Inmate Monitoring Logs that are beyond the past twenty-four hours can be filed in the inmate's jacket at Central Inmate Records.
- F. When inmate monitoring is no longer required and the inmate is removed

from the safety or sobering cell, a final notation of such removal and the reason why shall be made on the log.

- G. No information in the activity information section of the log can be pre-filled. All entries must be completed when staff makes the observation.**

See example form on the following page.

INMATE NAME:	BOOKING #:	LOCATOR:	SAFETY CELL: <input type="checkbox"/>
			SOBERING CELL: <input type="checkbox"/>
LOG INITIATED BY:	ID#:	DATE INMATE ENTERED CELL	TIME INMATE ENTERED CELL: hours
OBSERVATION INTERVALS:	15 MIN <input type="checkbox"/>	30 MIN <input type="checkbox"/>	1 HOUR <input type="checkbox"/>
SAFETY PRECAUTION LEVEL:	LEVEL 1 <input type="checkbox"/>	LEVEL 2 <input type="checkbox"/>	LEVEL 3 <input type="checkbox"/>

ACTIVITY INFORMATION

Date:	Time:	Left Side <input type="checkbox"/> Right Side <input type="checkbox"/> On Back <input type="checkbox"/> On Stomach <input type="checkbox"/> Sitting <input type="checkbox"/> Standing <input type="checkbox"/> Walking <input type="checkbox"/>	ID# / Initials
Medical Assessment <input type="checkbox"/>	Visible Breathing <input type="checkbox"/>	Alert <input type="checkbox"/>	Observations / Remarks
Entered Cell <input type="checkbox"/>	Sleeping <input type="checkbox"/>	Calm <input type="checkbox"/>	Medical ID / Initials
Verbal Response <input type="checkbox"/>	Awake <input type="checkbox"/>	Confused <input type="checkbox"/>	
Water Given <input type="checkbox"/>	Fed / Eating <input type="checkbox"/>	Agitated <input type="checkbox"/> Angry <input type="checkbox"/>	Supervisor ID / Initials
Visible Movement <input type="checkbox"/> _____		Responds to Stimuli <input type="checkbox"/>	

Date:	Time:	Left Side <input type="checkbox"/> Right Side <input type="checkbox"/> On Back <input type="checkbox"/> On Stomach <input type="checkbox"/> Sitting <input type="checkbox"/> Standing <input type="checkbox"/> Walking <input type="checkbox"/>	ID# / Initials
Medical Assessment <input type="checkbox"/>	Visible Breathing <input type="checkbox"/>	Alert <input type="checkbox"/>	Observations / Remarks
Entered Cell <input type="checkbox"/>	Sleeping <input type="checkbox"/>	Calm <input type="checkbox"/>	Medical ID / Initials
Verbal Response <input type="checkbox"/>	Awake <input type="checkbox"/>	Confused <input type="checkbox"/>	
Water Given <input type="checkbox"/>	Fed / Eating <input type="checkbox"/>	Agitated <input type="checkbox"/> Angry <input type="checkbox"/>	Supervisor ID / Initials
Visible Movement <input type="checkbox"/> _____		Responds to Stimuli <input type="checkbox"/>	

Date:	Time:	Left Side <input type="checkbox"/> Right Side <input type="checkbox"/> On Back <input type="checkbox"/> On Stomach <input type="checkbox"/> Sitting <input type="checkbox"/> Standing <input type="checkbox"/> Walking <input type="checkbox"/>	ID# / Initials
Medical Assessment <input type="checkbox"/>	Visible Breathing <input type="checkbox"/>	Alert <input type="checkbox"/>	Observations / Remarks
Entered Cell <input type="checkbox"/>	Sleeping <input type="checkbox"/>	Calm <input type="checkbox"/>	Medical ID / Initials
Verbal Response <input type="checkbox"/>	Awake <input type="checkbox"/>	Confused <input type="checkbox"/>	
Water Given <input type="checkbox"/>	Fed / Eating <input type="checkbox"/>	Agitated <input type="checkbox"/> Angry <input type="checkbox"/>	Supervisor ID / Initials
Visible Movement <input type="checkbox"/> _____		Responds to Stimuli <input type="checkbox"/>	

Date:	Time:	Left Side <input type="checkbox"/> Right Side <input type="checkbox"/> On Back <input type="checkbox"/> On Stomach <input type="checkbox"/> Sitting <input type="checkbox"/> Standing <input type="checkbox"/> Walking <input type="checkbox"/>	ID# / Initials
Medical Assessment <input type="checkbox"/>	Visible Breathing <input type="checkbox"/>	Alert <input type="checkbox"/>	Observations / Remarks
Entered Cell <input type="checkbox"/>	Sleeping <input type="checkbox"/>	Calm <input type="checkbox"/>	Medical ID / Initials
Verbal Response <input type="checkbox"/>	Awake <input type="checkbox"/>	Confused <input type="checkbox"/>	
Water Given <input type="checkbox"/>	Fed / Eating <input type="checkbox"/>	Agitated <input type="checkbox"/> Angry <input type="checkbox"/>	Supervisor ID / Initials
Visible Movement <input type="checkbox"/> _____		Responds to Stimuli <input type="checkbox"/>	

Date:	Time:	Left Side <input type="checkbox"/> Right Side <input type="checkbox"/> On Back <input type="checkbox"/> On Stomach <input type="checkbox"/> Sitting <input type="checkbox"/> Standing <input type="checkbox"/> Walking <input type="checkbox"/>	ID# / Initials
Medical Assessment <input type="checkbox"/>	Visible Breathing <input type="checkbox"/>	Alert <input type="checkbox"/>	Observations / Remarks
Entered Cell <input type="checkbox"/>	Sleeping <input type="checkbox"/>	Calm <input type="checkbox"/>	Medical ID / Initials
Verbal Response <input type="checkbox"/>	Awake <input type="checkbox"/>	Confused <input type="checkbox"/>	
Water Given <input type="checkbox"/>	Fed / Eating <input type="checkbox"/>	Agitated <input type="checkbox"/> Angry <input type="checkbox"/>	Supervisor ID / Initials
Visible Movement <input type="checkbox"/> _____		Responds to Stimuli <input type="checkbox"/>	

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 19

Recreation and Exercise Areas

Drafted: December 6, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish guidelines and policy, in accordance with Title 15 & 24, for Detention Facility inmates in the use of exercise areas and recreational programs.

POLICY:

Detention Facility inmates shall be afforded an opportunity to utilize the exercise areas and participate in the recreational programs of the Detention Facilities. Detention Facilities shall provide a minimum of three (3) hours per seven (7) day period of outside recreational activities to all inmates, weather permitting.

PROCEDURES:

I. PTFD

A. Roof Recreation

1. The Roof SST shall advise the Quad Monitor by intercom/telephone when to send inmates to the roof for their exercise period. For inmates housed in Special or Segregated Housing, the Roof SST will make the notification to the respective Housing Deputy.
2. The Roof SST shall search the roof and surrounding area prior to and after use by each group of inmates. The Roof SST will ensure that all security doors, panels, and fences are intact and functioning as intended.
3. The Roof SST shall secure all doors on the roof prior to the arrival of inmates.
4. The Quad Monitor or Housing Deputy shall check the Medical Treatment Order Chart to determine which inmates are not allowed roof activity or allowed limited roof activity and advise the Roof SST. In Segregated Housing, the Deputy will confirm the

inmate is

not on discipline. In Special Housing the Deputy will check not only the discipline status, but also ensure the inmate is not on safety precautions.

5. A Deputy will conduct a pat down search of all inmates going to the roof. Inmates may not bring any articles with them to the roof. This includes combs, candy, toilet paper, etc. Inmates will be fully dressed.
 - a. All inmate workers going to the roof from work assignments that are away from their regular housing level, will be strip- searched in accordance with Divisional Policy Section 12, Chapter 23.
6. The Quad Monitor shall advise the Roof Recreation Officer of the number of inmates being sent to the roof. The Quad Monitor will make the appropriate changes in VCIJIS to reflect the roof as the current location of the inmates who were sent. On Level Two, the respective Deputy will be responsible for these tasks.
7. The Roof Recreation Officer shall verify the number of inmates, by physical count, upon their arrival. When the inmates return to housing from the roof, the housing officer shall verify the return count with the Recreation Officer.
8. The Roof Recreation Officer shall utilize the VCIJIS activity log to record which inmates came to the roof, as well as their arrival and departure times. The Roof Recreation Officer will also utilize the activity log to document which inmates refused their roof time.
9. The Roof Recreation Officer shall maintain visual surveillance of inmates at all time by utilizing the roof control booth.
10. Once secured inside the control booth, the Roof Recreation Officer shall not leave the control booth nor allow interference with the supervision of inmates while they are present on the roof.
11. The Roof Recreation Officer shall place sports equipment in the elevator sally port area prior to the arrival of inmates on the roof.
12. The Roof Recreation Officer shall routinely inspect the sports equipment and request replacement equipment as needed.
13. The Roof Recreation Officer shall not allow more than one (1) inmate at a time to utilize the Roof restroom. The Roof restroom door shall remain locked until all inmates are clear of the elevator sally port. If

an inmate wishes to use the restroom, the door shall be unlocked and after the Roof Recreation Officer is secure in the control booth, the inmate may be allowed access to the restroom.

14. The exercise periods should not be less than 90 minutes, twice in a 7-day period or the equivalent of 3 hours in a 7-day period. Quad Monitors should expedite the movement of inmates to the roof to ensure the inmates the full use of their exercise period.
15. Movement of inmates should be coordinated with the Central Control Elevator Officer, the Quad Monitor, and the Level Control Officer.
16. In the event of an injury or emergency, the Roof SST shall advise all uninvolved inmates to move into the elevator sally port or as directed. The Roof SST shall not leave the control booth. The Roof SST shall notify Central control either via a panic alarm, master-to-master, or telephone, depending on the circumstances. Emergency help should respond via elevator as directed by the Roof Recreation Officer and/or Central Control.
17. A portable radio shall be furnished to the Roof SST for additional communication.
18. Except for Administrative Segregated and Medical Housing inmates, all other inmate recreation periods are to be rotated, so as not to establish a pattern.
19. A physical count of inmates using the roof will be conducted at least two (2) times during each exercise period in addition to the arrival and departure counts. If any inmates are not accounted for, the Roof Recreation Officer shall immediately notify the Housing Supervisor or Facility Sergeant, and not allow any inmates to leave the roof until the discrepancy is resolved.
20. The Roof SST may allow the inmates to remove their shirts while on the roof. Inmates must be fully dressed during movement to and from the roof.
21. No inmates will be moved to or from the roof during shift change.
22. The recreation period will be cancelled for the entire group for violations of jail rules.
23. Inmates will not cross any red line or red painted area.
24. The Roof Recreation Officer will not have any physical contact with

inmates on the roof at any time.

25. When the roof is staffed by only one SST, he shall notify the Central Control Officer prior to and after their roof security check. They shall carry a portable radio at all times.
26. When the roof is staffed by one Roof Recreation Technician, only one exercise area (side) will be utilized.
27. Inmates should be advised that they will forfeit their visit if they choose to participate in the exercise period during visiting hours.
28. AP or Two Deputy classified inmates who require belly chains and shackles during movement will still be afforded unsecured roof time. These inmates will be evaluated by Classification and required to sign a behavioral contract before their belly chains and shackles can be removed during their roof time. Due to their classification, AP or Two Deputy classified inmates will be the only inmates who use the fenced roof sections during the allotted AP or Two Deputy roof time.
29. In order to remain in compliance with Title 15, Roof SSTs shall utilize all the roof sections. Inmates who are different classifications can be on the roof at the same time, as long as they are in different sections of the roof and do not have any physical contact. Any specific keep away order which prohibits inmates from being on the roof at the same time (even though they have no physical contact) will be addressed by Classification in the form of a memorandum to roof personnel.

B. Static Exercise Machines in Housing

1. Static Exercise Machines are located in all the housing quad exercise rooms except for Quads A, B & D. Inmates may request, and should be allowed to, use the exercise equipment as time permits during their dayroom time.
2. A Static Exercise Machine is located in each dayroom in Segregated Housing. Inmates can use the Static Machine during their dayroom time. Due to the multitude of activities that can occur in the dayroom, not every inmate uses the Static Machine during their one-hour dayroom time. The deputy working Segregated Housing may not see an inmate actually using the Static Machine. The dayroom time is noted on the inmate's log. The dayroom usage notation can be used as information the inmate had the opportunity to use the Static Machine whether or not the inmate chose to do so. Because of the twenty-three-hour lockdown in Segregated Housing, having dayroom affords the inmate the ability to exercise every day. Though this activity does not fulfill the requirements

of outside recreation, it does reduce the confinement issues.

II. EVJ

A. Outdoor Recreation Yard

1. All East Valley Jail inmates will have the opportunity to use the recreation yard for a minimum of at least three (3) hours distributed over a period of seven (7) days between 0700 hours and dusk.
2. A Deputy shall check the inmates visually every hour.
3. Deputies shall maintain the sports equipment in good condition.
4. In the event of an injury or emergency, the Deputy shall call for any assistance needed. The injured inmate shall be transported to the Pre-Trial Detention Facility or to the hospital depending on the seriousness of the injury. The Facility Supervisor or the Pre-Trial Detention Facility Watch Commander shall be notified and the required forms shall be completed.
5. The Deputy may allow the inmates to remove their blue shirts while in the recreation yard. Inmates must be fully dressed during movement to and from the recreation yard.
6. Inmates may not bring any articles with them to the recreation yard.
7. The recreation period will be canceled for any inmate in violation of the jail rules.

B. Universal Gym

1. The universal gym equipment has been provided in the dayroom for the inmate workers.
2. Only one inmate can use the equipment at any one time.
3. The Deputy shall ensure that all inmates have an equal opportunity to use the equipment, unless they have lost the privilege (refer to Inmate Disciplinary Procedures).
4. The Deputy shall remove any inmate who uses the gym equipment in a manner which could endanger himself, others, or damage the

equipment.

5. The Deputy may allow inmates to remove their blue shirts when using the gym equipment.

III. TRJ

A. Outdoor Recreation Yard

1. The Housing Control SST will coordinate with the Housing Deputy in determining which section is scheduled for outdoor recreation.
2. The Housing Deputy will search the recreation yard for contraband, vandalism, graffiti or evidence of escape attempts.
3. If the recreation yard is clear, the deputy will advise Housing Control to send the section to the recreation yard.
4. The Deputy will obtain a unit list of the section going to use the recreation and verify those inmates' names going into the recreation yard. They also need to verify those inmates who refuse to use the recreation yard.
5. The Housing deputies will use their discretion when conducting pat down searches of the inmates prior to entering the recreation yard. A random search shall be conducted with every group of inmates going to the recreation yard.
 - a. All inmate workers going to the recreation yard from work assignments that are away from their housing unit will be strip-searched.
6. The Deputies will secure the inmates in the recreation yard and report the count to Housing Control. The Deputy will then enter the inmates' names into VCIJIS using the Group Activity Log showing the activity as "Rec Yard Started" and location as the recreation yard they are in. Deputies also need to indicate in VCIJIS those inmates who refused their recreation yard time.
7. Refusals will count for 90 minutes. Two refusals per week will meet the 180 minutes or three-hour minimum requirement.
8. In the event of inclement weather or a security problem, the Housing Section scheduled for the yard will be rescheduled. Inclement weather will count for 90 minutes.
9. Deputies can run an "Inmate Rec Yard Compliance Report" to

see what inmates need additional time to reach 180 minutes or three- hour minimum requirement.

10. Housing Control SSTs will monitor the recreation yard, however, this does not relieve deputies from making frequent checks.
 11. Housing deputies will determine when the inmates will return to their section. It is recommended that each recreation period consist of one to three hours at a time.
 12. When the inmates are scheduled to return to their Housing Section, Housing deputies will notify Housing Control that inmates are ready to return to a particular section.
 13. Deputies will count the inmates as they leave the recreation yard and conduct a random pat down search of each group before escorting them back to the Housing Section.
 14. Deputies will advise Housing Control of the count and inspect the recreation yard for cleanliness, vandalism, graffiti or evidence of an escape attempt.
 15. Inmates not wanting to go to the yard will lock down in their cells or be restricted to their dayroom bunks. Inmates are prohibited from using dayroom tables, phones, or televisions when they have refused recreation yard time.
- B. Inmates with MTOs- Inmates with MTO's (Medical Treatment Orders) for light exercise will be allowed to go to the recreation yard. The procedures for getting the MTO inmate to the recreation yard will be as follows:
1. The Housing Unit SST shall review the MTO list and identify those inmates that have an MTO for "No Vigorous Exercise" and also review the end date.
 2. When the Housing Deputy calls for a section, group or individual inmate, the Housing Unit SST will advise the Deputy which inmates are restricted from vigorous exercise.
 3. When the Housing Deputy receives the inmates, he or she shall ensure that the restricted inmate wears a provided orange vest and his activities are closely monitored. If the inmate is seen by staff participating in any physical activity, other than walking, the inmate will lose his recreation yard time and be sent back to his assigned Housing Unit.

- a. MTOs identify those inmates that can use the recreation yard with restricted exercise (walking only). If the MTO reads "No Exercise" then those inmates are restricted entirely from the yard and shall lock down in their cells.

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Section 12 Chapter 20

Redbook Entries/Shift Incident Reports

Drafted: August 21, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To maintain an official log of daily activities and document events that occur in the employee's work area during the shift, which might be of significant interest to employees working future shifts in the same area and/or to management.

POLICY:

Deputies and Sheriff's Service Technicians (SST's) will be responsible for documenting significant events and completion of routine daily events in the electronic Redbook that have occurred during their shift.

PROCEDURES:

I. REDBOOK ENTRIES

- A. Any Deputy or SST assigned to a work area shall enter daily activities or any significant events in the electronic Redbook.
 - 1. All entries shall be in chronological order and contain:
 - a. Time the event occurred
 - b. A brief synopsis of the event
 - 2. Entries other than a routine daily event, shall also include the following information:
 - a. Report Number (if applicable)
 - b. Names of involved and notified persons
 - c. Inmate's Booking Number
 - d. Disposition

II. TRJ

- A. At the end of the Deputy or SSTs shift, a Deputy/SST shall print out two copies of the Shift Incident Report.
 1. After signing the first copy, the Deputy/SST will forward the copy to the Housing Sergeant for approval prior to the end of the Deputy or SST's shift. In the event the Housing Sergeant is unavailable, the Facility Sergeant will review and approve the Shift Incident Report.
 - a. The approved Shift Incident Report shall be forwarded to the Facility Manager for review and filing.
 - b. The Shift Incident Report, having been reviewed by the Facility Manager, shall be maintained as required by law.
 - c. The second copy will be placed on the Shift Incident Report clipboard in the work area and maintained on the clipboard for 30 days, after which time it may be purged.
 2. In the event that a system failure occurs that prevents the input of information into the electronic Redbook, a manual Shift Incident Report shall be maintained on a separate piece of paper.
 - a. This manual Shift Incident Report shall be forwarded to the Housing Sergeant for approval prior to the end of the shift as outlined above.

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Section 12 Chapter 21
Sobering Cells

Drafted: August 14, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish policy and procedure for the use of sobering cells and to carefully control and monitor to ensure the proper utilization thereof. Refer to Title 15, Section 1056.

POLICY:

This policy is designed to outline the protocols and procedures for the use and monitoring of sobering cells.

DEFINITIONS:

Sobering Cells: Padded cells in Reception/Booking, which are specially designed and equipped for inmates who are a threat to their own safety or the safety of others due to their state of intoxication.

Intoxicated Person: A person who appears to be or displays the objective symptoms of being under the influence of alcohol or drugs or a combination of both and who due to their level of intoxication is a threat to their own safety or the safety of others.

PROCEDURES:

I. SOBERING CELLS (PTDF)

- A.** The determination on whether or not an inmate is intoxicated and should be placed in a sobering cell shall be made by a Deputy based on his/her personal observation of the inmate and on his/her conversations with the arresting/transporting officer(s) and in collaboration with medical staff.
- B.** An inmate who is so intoxicated he/she has lost consciousness will not be accepted in the Facility. The arresting/transporting officer(s) will be advised that the unconscious inmate will not be accepted for booking and the inmate must be conscious and accompanied by a hospital clearance prior to being accepted for booking. It is the arresting/transporting officer's responsibility to obtain the clearance.

1. To be held in a sobering cell, the inmate must be conscious, respond to simple commands, have no difficulty breathing and not appear acutely ill or have apparent injuries. The inmate must be able to respond verbally to stimulation and walk with minimal assistance. (Per Title 15, Section 1056.)
- C. Whenever an inmate is placed into a sobering cell, the Facility Sergeant and Booking Nurse shall be notified.
 - D. The Facility Sergeant shall require the Security Deputy requesting the placement to submit a Jail Incident Report stating the reason(s) for such placement.
 - E. The Facility Sergeant or Senior Deputy shall approve or disapprove the sobering cell placement based on the report. If the placement is disapproved, the Facility Sergeant shall cause the immediate removal of the inmate from the sobering cell and placement into the appropriate holding cell.
 - F. Inmates shall be removed from sobering cells as soon as the Deputy, in collaboration with medical staff, determines that they are able to reasonably comprehend and continue in the booking process (Per Title 15, Section 1056.) The Facility Sergeant and Booking Nurse will be notified of the removal.
 - G. Medical staff shall be notified immediately prior to a sobering cell placement. All inmates being placed into a sobering cell must be assessed by medical staff and medical staff will initiate a CFMG Sobering Cell Form. All inmates in sobering cells will be checked by medical staff at least every four (4) hours and the findings will be documented in the medical record. The four (4) hour checks by medical staff are in addition to, and not in lieu of, the 15- minute checks by the Deputy. The Level 1 Supervisor or Sergeant will ensure the medical checks are completed per Title 15 (Sections 1056 and 1213.) Inmates in Sobering cells will be checked by medical staff upon any request from Custody Staff. Medical staff will also medically evaluate the inmate at 12 hours from time of placement.
 - H. When warranted, a sobering cell may be used to hold up to six (6) inmates. Any exception to the above limitation shall be granted by the Facility Sergeant.
 - I. An inmate in a sobering cell must be checked at least every 15 minutes for signs of a deteriorating medical condition. Ultimately, this is the responsibility of the Booking Deputy.
 - J. **If the inmate is sleeping, an attempt shall be made to ensure he/she**

responds to either verbal or pressure stimulation. A response (either physical or verbal) from the inmate is mandatory.

- K.** The Deputy is looking for signs of deterioration of the inmate's medical condition, including, but not limited to:
1. The person is less easily roused.
 2. The person shows a decreasing ability to follow simple commands.
 3. The person has difficulty breathing.
 4. The person is acutely ill.
- L.** Attempts to rouse the inmate can be made by calling the inmate by name while observing from outside the cell, making a loud noise or asking another inmate in the cell to get a response. If unable to obtain a response to verbal stimulation, the deputy shall go into the Sobering Cell and attempt to rouse the inmate. The degree of contact with the inmate in the Sobering Cell may vary according to the level of consciousness and ability to respond to verbal stimuli of the individual.
- M.** All inmates who have been placed in sobering cells will only be fed on Styrofoam plates with Styrofoam cups. Regular food trays are not allowed for security reasons. Inmates going through the detoxification process should be encouraged to eat and drink an adequate amount of food and fluids.

II. REPORTING PROCEDURES

- A.** The Deputy placing an inmate into a Sobering Cell shall be responsible for immediately preparing and submitting a Jail Incident Report to the Facility Sergeant. A copy shall be attached outside the respective Sobering Cell.
- B.** For every inmate placed in a Sobering Cell, an Inmate Monitoring Log will be maintained by the Deputy. The Inmate Monitoring Log shall list the times when the condition of the inmate in the Sobering Cell was checked along with unusual events, level of consciousness (oriented, alert, disoriented, etc.) and the type of stimuli and response received from the inmate. Example; "Inmate awake and sitting in corner, looked at me when I called his name," or, "Inmate asleep on floor, shook awake and responded, 'Let me sleep'."
- C.** Any damage caused by an inmate while inside a Sobering Cell shall be

documented in a Jail Incident Report and on the Inmate Monitoring Log and forwarded to the Facility Sergeant.

- D. Upon an inmate's removal from the Sobering Cell, a shift supervisor shall review and approve the Inmate Monitoring Log prior to the end of their shift. All approved monitoring logs shall be forwarded to Central Inmate Records for storage in the inmate's jacket.

III. SOBERING CELLS (EVJ)

- A. The use of the Sobering Cell at the East Valley Jail is strictly prohibited. Inmates requiring the use of the Sobering Cell shall be immediately transported to the Pre-Trial Detention Facility.
- B. If the arresting officer is still in the facility, they will need to transport the inmate to the Pre-Trial Detention Facility. If the arresting officer has left the facility then the Facility Supervisor, or in their absence, a booking deputy, must be called to arrange immediate transportation for the inmate to the Pre-Trial Detention Facility.

Ventura County Sheriff's Office
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Section 12 Chapter 22

Searches/Control of Contraband

Drafted: August 22, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish policy and procedure governing the control of contraband within Detention Facilities.

POLICY:

Detention Facility personnel shall perform thorough and systematic inmate searches during the reception process and periodically thereafter, along with unannounced area searches, to control illegal and administratively prohibited contraband within the Facility.

Deputies shall not search inmates of the opposite sex, except when exigency exists or a same sex staff member as the inmate is present.

DEFINITIONS:

Same Sex Staff Member: Any sworn personnel, SST, or member of the medical staff, which is the same sex as the inmate.

Custodial Search: A physical examination (pat down) of clothed inmate for the purpose of discovering and removing contraband from the inmate's person or clothing.

Unclothed Search: An examination of an unclothed inmate which includes a visual check of body cavities for the purpose of discovering weapons and/or narcotics and removing such items from non-cavity areas. This also includes a thorough search of all the inmate's clothing while not being worn by the inmate.

Body Cavity Search: A search of body cavities conducted by Medical personnel, acting under the authority of a valid search warrant, for the purpose of discovering or removing contraband.

Area Search: An area search is for the purpose of discovering and/or removing contraband.

PROCEDURES:

I. CUSTODIAL SEARCH

- A. A custodial search of an inmate who has just arrived at the Pre-Trial Detention Facility or East Valley Jail shall only be conducted after the arresting/transporting officer has removed all personal property from the inmate's person. Custodial searches shall be conducted on all remands sent from Public Reception prior to entering Booking.
 - 1. Illegal contraband items found on an inmate while the arresting/transporting officer is still in the facility:
 - a. Shall be returned to the arresting/transporting officer.
 - 2. Illegal contraband found on an inmate after the departure of the arresting/transporting officer or on a remanded person shall be:
 - a. Dealt with by the Level 1 Senior Deputy (PTDF) or Booking Deputy (EVJ) as appropriate for the contraband that is found.
 - 3. Illegal contraband found in the booking area (source unknown):
 - a. The discovering officer shall notify the Level 1 Senior Deputy.
 - b. The property shall be forwarded to the Sheriff's Crime Lab with a Property Report designating the item for retention as evidence or destruction.
- B. Pat down searches shall be conducted on all inmates leaving their housing units for purposes other than work. This includes before and after pat down searches of inmates going to a multi-purpose room or classroom occupied by other inmates, staff, or volunteers for religious services or programs.
- C. If it becomes necessary for a deputy to perform a cursory or custodial search of an inmate of the opposite sex, a same sex staff member will be present to witness the search. Whenever possible, a supervisor will be made aware of the circumstances prior to conducting the search. When such a search is performed, the deputy performing the search shall document the circumstances in a JIR.

II. UNCLOTHED SEARCH (STRIP SEARCH)

- A. All unclothed searches shall be conducted in accordance with the Detention Services Divisional Policy, Section 12, Chapter 23: Strip Searches.

III. BODY CAVITY SEARCH

- A. A body cavity search shall only be conducted by Medical personnel and must be authorized by a valid search warrant or with the inmate's express consent.
- B. Whenever an inmate is subjected to a body cavity search pursuant to a valid search warrant or with the inmate's consent, a facility Senior Deputy or Sergeant shall accompany the inmate to the hospital, in addition to any other security Deputies in order to facilitate the execution of the search warrant.
- C. The Facility Sergeant shall notify the Facility Manager of the body cavity search warrant prior to the inmate leaving the facility.
- D. Documentation:
 - 1. The following shall be placed into the inmate's jacket in Central Inmate Records:
 - a. A copy of the JIR, which contains the Facility Sergeant's authorization for the body cavity search.
 - b. A copy of the search warrant (if applicable).

IV. AREA SEARCH

- A. Area searches shall be conducted on an unscheduled basis and the Housing Senior Deputy should be advised of the search whenever possible.
- B. A custodial search by deputies shall:
 - 1. Be completed on all inmates who are present in the search area.
 - 2. Remove the inmates from the search area and secure them in a common room, dayroom, or vacant cells.
- C. Uniformed staff shall:
 - 1. Systematically search every item in the area before going to the next area.
 - 2. Not purposefully damage or destroy inmate property while conducting searches.

3. Take care not to co-mingle inmate personal property or bedding.
4. If contraband is found, continue until the entire area is cleared.
 - a. Be aware that occasionally unimportant contraband will be left so that a deputy will find it and stop searching or leave the search scene to report the contraband leaving the scene unsecured.

D. Documentation:

1. Any area search within the facility shall be documented on a Jail Incident Report. The narrative should include the areas searched, the names of involved staff members, any contraband found, any problems encountered, and the actions taken in response to the search.

V. LARGE AREA SEARCH TECHNIQUES

A. A deputy shall:

1. Conduct a custodial search on all inmates present in the search area.
2. Secure the searched inmates in a common room.

B. The Supervisor shall:

1. Divide the large area into small units.
2. Assign officers to search each unit.

C. Each officer shall:

1. Search one unit completely before going to another.
2. Independently search areas assigned by the Supervisor.

- D. If contraband is located, the searching officers shall continue the search until the entire area is cleared.

VI. DOCUMENTATION

- A. When narcotics or illegal contraband are found during any search described in this policy, the discovering officer shall complete at least

one of the following reports:

1. Jail Incident Report.
2. Departmental Crime/Incident Report
 - a. An Incident Report will be generated when any narcotics are found during searches, whether during a pat-down, strip search or area search.
3. Departmental Arrest Report
4. Appropriate Disciplinary Reports as specified in the Detention Services Divisional Policy, Section 6, Chapter 3: Discipline Guidelines.
5. A copy of the report(s) shall be forwarded to the Commander, Captain and Legal Unit.

Ventura County Sheriff's Office
Detention Services
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Section 12 Chapter 23
Strip Searches

Drafted: August 28, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To provide clear and uniform guidelines for the unclothed visual body cavity searches (strip searches) of inmates.

POLICY:

Unclothed visual body cavity searches (strip searches) play an important role in restricting the introduction of weapons, drugs, and other potentially dangerous contraband into Detention Facilities. Strip searches are conducted to ensure the safety and security of staff, visitors, inmates, and the facility. Detention facility personnel shall follow the guidelines established for this type of inmate search.

DEFINITIONS:

Unclothed Visual Body Cavity Search (Strip Search): An Unclothed Visual Body Cavity Search (Strip Search) is an examination of an unclothed inmate, which includes a visual check of body cavities for the purpose of discovering weapons, narcotics, narcotics paraphernalia or other potentially dangerous items.

Contraband: Contraband is any item possessed by an inmate that is declared illegal by law or not specifically approved for inmate possession. Examples of contraband include weapons, escape devices, drugs and/or drug paraphernalia, or authorized items that are possessed in excessive quantities or altered to be utilized in a manner not intended. Absent a search warrant, strip searches are never authorized merely to search for evidence of a crime.

Reasonable Suspicion: Reasonable suspicion is knowledge sufficient to lead an ordinarily prudent and cautious person to believe criminal activity is taking place or has taken place. Reasonable suspicion requires less information than probable cause, but more information than a hunch or a guess. Reasonable suspicion, like probable cause, must be based upon known facts indicating that the inmate is concealing a weapon or contraband and a strip search may reveal it.

PROCEDURES:

I. STRIP SEARCH JUSTIFICATIONS

- A. Inmates who are cleared for, and assigned housing, may be strip-searched to screen for contraband any time the inmate may reasonably have come into possession of contraband.
- B. Inmates who have not been cleared and assigned housing (i.e. inmates still in booking) are not subject to strip search without reasonable suspicion. These inmates may be strip searched only when there is reasonable suspicion unique to the particular inmate sought to be strip searched, indicating current possession of contraband that may be visually detected as a result of the search. Only after written permission by the Facility Sergeant shall the strip search be conducted following the authorization procedures outlined below.

1. Authorization

- a. The deputy shall contact the Facility Sergeant and complete the VCIJIS electronic Visual Strip Search Authorization form requesting authorization to conduct a strip search articulating the specific facts. The Sergeant shall either authorize or deny the strip search based solely upon the facts stated.

b. Documentation:

- 1) In order to gain authorization, the deputy shall complete the facts on the Visual Strip Search Authorization form listing the following information:
 - a) The name, booking number and gender of the inmate to be searched.
 - b) Time and Date.
 - c) Arrest charges and name of arresting agency.
 - d) Place of the search.
 - e) The name and gender of the officer conducting the search.
 - f) The name of other Deputies or health personnel present during the search.

g) A description of the reason for the search.

NOTE: The Visual Strip Search Authorization form shall contain all facts given to the Sergeant who authorized the search.

- c. When an authorized strip search reveals found contraband, a JIR and/or other applicable reports are to be completed. However, in every search, a statement of the results of the search shall be documented on the Visual Strip Search Authorization form.
- d. The authorized and approved Visual Strip Search Authorization form will be printed out and forwarded to the Facility Manager, Divisional Legal Unit, and Classification Unit.

II. STRIP SEARCH TECHNIQUE

- A. The searching deputy should explain clearly to the inmate the search techniques to be utilized and the response expected from the inmate.
- B. Strip searches of inmates shall, after written approval of the Sergeant:
 - 1. Be conducted in safety cells or other areas, which afford the inmate privacy so that the search cannot be observed by persons not participating in the search. No visual recording devices are allowed.
 - 2. Be performed by an officer of the same gender as the inmate. In the case of transgender inmates or those who are undergoing sexual reassignment surgery, that inmate can be interviewed to best determine the gender of the searching deputy.
 - 3. If the inmate refuses to cooperate, the searching deputy shall insist upon compliance and will inform the inmate of the consequences of disobedience, including possible prosecution under 148 P.C. If the searching deputy has probable cause to believe that the inmate is concealing a weapon or drugs or drug paraphernalia, the deputy shall promptly request the Facility Sergeant's authorization to obtain a warrant. The warrant shall order a body cavity search by medical personnel at VCMC to search the inmate in order to remove such contraband. (Jail Medical staff is not to be utilized for this search).
 - 4. Except when necessary to restrain a combative arrestee, to

prevent the loss or destruction of evidence, or for self-protection, deputies shall not touch the arrestee during the strip search.

- C. While conducting the search the deputy shall search each item as it is removed from the inmate.
1. The deputy will direct the inmate to remove:
 - a. All clothing
 - b. Bandages
 - c. Prosthetic devices (the device itself shall also be searched)
 - d. Wigs
 - e. Dental plates
 - f. Any other items from his person.
 2. The searching deputy shall direct the inmate to lean forward and run their fingers aggressively through their scalp hair.
 3. The inmate shall be directed to face the deputy and extend his/her arms to an outstretched position.
 4. The deputy shall make a visual check of the inmate's nasal, ear and mouth cavities with the aid of a flashlight, if necessary.
 5. The deputy shall inspect the inmate's arms, armpits and fingers.
 6. The inmate shall be directed to lift the breasts if necessary to observe under them.
 7. A male inmate shall be directed to peel back the skin on his penis and lift his penis and scrotum to allow observation.
 8. The deputy shall inspect the inmate's torso, legs, feet, and direct the inmate to turn around to allow for an inspection of the neck and back.
 9. The inmate shall be directed to bend forward, spread the buttocks, and cough to allow for a visual inspection of the anal area, with the assistance of a flashlight if necessary. A female inmate may be told to spread her labia at the same time to allow a check of the vaginal area.
 10. Should the deputy have any question that the inmate is secreting contraband in the genital area, the deputy shall direct the inmate

to squat and cough. This will dislodge all but deeply inserted contraband.

11. Deputies shall maintain a professional attitude when conducting strip searches and shall refrain from making any degrading or humiliating comments.
 - D. Strip searches shall not be conducted as a punitive practice and should not require the use of undue force, embarrassment or indignity to the inmate.
 - E. If a weapon or contraband is observed, the deputy shall instruct the inmate to remove the item in such a manner as to ensure the inmate's safety as well as that of the deputy while preserving the item. If the inmate declines, Detention personnel shall not touch the inmate or any item of contraband either directly or indirectly. Instead, a search warrant must first be obtained and executed only by Ventura County Medical Center (VCMC) medical personnel
 - F. If at the conclusion of the strip search the searching deputy believes that contraband may still be secreted in an inmate's body cavity, the deputy shall notify the Facility Sergeant.

REFERENCES:

Bull v. City and County of San Francisco, 539 F.3d 1193 (9th Cir. 2010), Way v. County

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 24

Suicide Prevention / Suicide Attempts

Drafted: August 22, 2012

Reviewed: May 16, 2022

Revised: January 1, 2020

PURPOSE:

To establish a Suicide Prevention Plan for Ventura County Sheriff's Office jail facilities and to establish guidelines and policy for responding to inmates who have attempted to inflict physical harm upon themselves, in compliance with Title 15, Section 1030.

POLICY:

It is imperative that inmates are properly evaluated, monitored, housed and treated when suicidal ideation is present with an inmate in our custody. The Ventura County Sheriff's Office has established procedures to prevent inmate self-harm while in our custody.

Inmates who have attempted to inflict physical harm upon themselves shall be given immediate medical and custodial attention in order to alleviate their mental distress and ensure their physical safety.

DEFINITIONS:

Captain Clear: A designation given to inmates who have attempted suicide while in custody. No inmate shall be removed from Captain Clear housing, without the approval of the PTDF Facility Manager.

Custodial Attention: The reclassification, re-housing and, if necessary, application of special security measures to prevent further suicide attempts.

Medical Attention: The treatment of both physical injuries and mental trauma caused by/or resulting from the suicide attempt.

Medical Treatment: The initial response to any suicide attempt by an inmate shall be governed by the policies and procedures in Injury or Illness to an Inmate (refer to Divisional Policy Section 5, Chapter 15- Injury or Illness to Inmate).

A. The following steps shall also be taken subsequent to the initial response:

1. The inmate shall be placed on mandatory sick call regardless of whether

or not he/she has been seen by a physician after his/her suicide attempt.

2. The jail medical staff shall ensure a psychiatrist or a trained mental health worker sees the inmate as soon as practical.

PROCEDURES:

I. SUICIDE PREVENTION MEASURES (PTDF and TRJ)

A. Training

1. Custody staff receive suicide prevention training during their STC Core Course.
2. Sworn staff receives a suicide prevention block in the P.O.S.T. Basic Course.

B. Intake Health Screening (refer to Divisional Policy Section 7, Chapter 6, Reception-Booking Procedures)

1. The Booking Nurse will complete a Health Intake Screening of all inmates prior to Master Booking.
2. The Booking Nurse will ask the Health Intake questions to evaluate and determine the arrestee's current physical and mental state, evaluate any injuries whether sustained during the arrest or pre-existing, determine if the arrestee is under medical care, takes any medication, and make an informed decision regarding the arrestee's fitness for booking or need for a medical clearance prior.
3. Booking/Medical staff will have the ability to communicate with arresting/transporting officers reference suicide risk, during Reception Booking.

C. Housing - Inmate Reception Center (IRC) - (refer to Divisional Policy Section 12, Chapter 30 - Policy Reception Center Housing)

1. All Inmates will be housed in Inmate Reception Center for the first 48 hours of their incarceration to provide a higher level of monitoring.
2. All inmates will complete the Reception Housing Clearance form before being rehoused out of the IRC.
3. All regular housing cells are equipped with an emergency button two-way intercom system that is linked to the quad/section booth.

- D. Safety Cells/Precautions (refer to Division Policy Section 12, Chapter 26 – Use of Safety Cells – Safety Precautions)
 - 1. Inmates that show signs or make statement of suicidal//homicidal ideation or self-harm, will be placed on Safety Precautions.
- E. Cell Scans (refer to Divisional Policy Section 12, Chapter 4 – Cell Scan Policy)
 - 1. Housing Security Deputies will perform cell scans at intervals no longer than every 60 minutes to verify the well-being of all inmates.

II. SUICIDE ATTEMPTS CUSTODIAL MEASURES (PTDF and TRJ)

- A. The Facility Sergeant or Housing Sergeant shall coordinate an investigation regarding the attempt suicide.
 - 1. Search location of attempt suicide for any suicide note.
 - 2. Interview potential witnesses including other inmates.
 - 3. Secure all evidence/property according to Policy & Procedures.
 - 4. Ensure that copies of all reports pertaining to the suicide attempt are forwarded to the Classification Unit.
- B. The Facility Manager shall conduct a multi-disciplinary administrative review of all attempt suicides.
- C. Reclassification of the inmate to Suicidal, (SU) (mentally disordered), status shall be mandatory.
- D. At the PTDF, a suicidal inmate will be housed only in Special Housing unless the inmate is on Level 1 Safety Precautions. He then may be housed in the Level 1 Safety Cell. The determination of whether to house a suicidal inmate in a safety cell or a Special Housing cell shall be made by the Facility Sergeant and/or a designated physician.
- E. At the TRJ, a suicidal inmate on Level 1 safety precautions will be housed in the Intake area safety cell. If the inmate is on Level 2 or 3 safety precautions, the inmate shall be housed in the Special Use cells. If more than one inmate needs placement into a safety cell, the watch commander shall arrange transportation to the PTDF where more safety cells are available.

NOTE: If an inmate is placed in a safety cell, his placement and stay shall be governed by the policies and procedures on the use of safety cells (refer to Divisional Policy Section 12, Chapter 26.)

III. CUSTODIAL MEASURES (EVJ)

- A. The following steps shall also be taken subsequent to the initial response:
 - 1. The deputy, after initially examining the inmate, shall determine if the injury is life threatening or requires immediate medical attention. In this situation, the inmate shall be immediately transported to the nearest available hospital via ambulance. The Watch Commander shall immediately be notified and arrangements will be made with the Patrol Watch Commander to assist with transport / security of the inmate while out of the facility.
 - 2. All other inmates will be transported to the Ventura County Medical Center for clearance for housing at the Main Jail.

REFERENCES:

Title 15, Section 1030.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 25

Supervising Inmates of the Opposite Sex

Drafted: September 17, 2012 Reviewed: May 16, 2022 Revised: January 23, 2019

PURPOSE:

To establish a policy and procedure for the supervision of inmates of the opposite sex.

POLICY:

Department members working in a detention facility will not enter a cell or room (e.g. interview room, medical room, etc) occupied by an inmate of the opposite sex without a same sex staff member present, except under exigent circumstances (e.g., immediate need for the safety and security of the inmate). In the event a same sex staff member is not available, a secondary staff member must be present.

The same sex staff member may be sworn personnel, an SST, or a member of the medical staff.

PROCEDURES:

The following is the procedure for supervision in housing units containing inmates of the opposite sex of the Department members assigned to Detention Facilities:

I. FEEDING

- A. Feeding and tray pickup may be conducted by any Security Deputy.

II. SICK CALL/PILL CALL

- A. Nursing staff may be accompanied by any Security Deputy.

III. CELL INSPECTIONS

- A. Cell inspections will be conducted daily by a deputy the same sex as the inmate population or by a deputy accompanied by a staff member the same sex as the inmate population of that housing unit.

IV. MINIMUM CLOTHING

- A. Inside their cells, female inmates shall minimally wear the following:

brassiere, T-shirt, blue inmate pants or a nightgown. Nightgowns may only be worn between 2000 hours to 0600 hours. Female inmates shall be fully clothed when outside of their cells.

V. CLOTHING EXCHANGE

- A. Deputies of the opposite sex of the inmates in the housing unit may participate in the clothing exchange as long as additional staff members of the same sex of the inmates are present. Only deputies the same sex of the inmates will have direct contact with the inmates during clothing exchange.

VI. INMATE HYGIENE

- A. Females shall be issued sanitary napkins and/or tampons, as needed. Females will be provided the opportunity to purchase liners from commissary.

REFERENCES:

Penal Code 4021(a) Female Staffing

Penal Code 4021(b) Supervising Inmates of the Opposite Sex.

Detention Services Divisional Policy Section 12, Chapter 22: Searches/Control of Contraband.

Title 15, Section 1265

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 26

Use of Safety Cells/Safety Precaution Levels

Drafted: August 13, 2012

Reviewed: May 16, 2022

Revised: April 22, 2020

PURPOSE:

To establish policy and procedures for the use of the safety cells in the Detention Services Division. This policy is designed to outline methods of providing temporary, safe and humane housing to hold only those inmates who display behavior which reveals an intent to cause physical harm to self.

DEFINITIONS:

Safety Cell: The padded cells in the Pre-Trial Detention Facility (PTDF) Reception/Booking, in the PTDF Special Housing Section, and the Todd Road Jail (TRJ) Intake Area are specially designed and equipped for inmates who display behavior which reveals the intent to cause physical self-harm.

Intoxicated Person: A person who appears to be, or displays the objective symptoms of being under the influence of alcohol or drugs, or a combination of both and who appears to be unable to care for his own safety or the safety of other persons.

Mentally Disordered Inmate/5150 W&I: An inmate who appears to be a danger to himself or others or appears to be gravely disabled. Per 5150 W&I, "When any person, as a result of a mental disorder, is a danger to others, or to himself or herself, or gravely disabled, a peace officer, or other professional person designated by the county may, upon probable cause, take, or cause to be taken, the person into custody and place him or her in a facility designated by the county and approved by the State Department of Mental Health at a facility for 48-hour treatment and evaluation."

Custody-initiated Admission (aka Custody Admit): Under directive of the Facility Sergeant to provide safe placement for an inmate whose behavior presents a danger to himself or herself and where other lesser restrictive alternatives were not adequate to provide a safe environment.

POLICY:

I. USE OF THE SAFETY CELL

A. PTDF- Reception/Booking Area and Special Housing Safety Cells:

1. The safety cells at the PTDF may be used in the following cases only with the approval of the Facility Manager, the Facility Sergeant or the designated Medical Staff:
 - a. When an arresting/transporting officer advises the Booking Deputy the inmate he/she is bringing in has attempted or may have the tendency to attempt suicide.
 - b. When it has been determined by the Booking, Security or Classification Deputy that there is a great likelihood of an inmate causing physical self-harm if placed in a regular holding cell or sobering cell.
 - c. When an inmate displays behavior, which results or is likely to result in, or reveals intent to cause physical self-harm.

B. TRJ- Intake Area Safety Cell

1. TRJ Intake Area safety cells will be utilized when an inmate displays behavior, which results or is likely to result in, or reveals intent to cause physical self-harm.
2. TRJ inmates placed in a safety cell will remain at TRJ unless both safety cells are occupied. If this occurs, the inmate will be transported to the PTDF for placement in an available safety cell. This process will be facilitated between to the two facilities' watch commanders.
3. Any time a TRJ safety cell is occupied, a deputy will be staffed in the Intake Area to monitor the inmate and ensure the required monitoring log is maintained. An on-duty Classification deputy shall fill this role in lieu of a regular housing deputy whenever possible.

C. EVJ

1. The use of the Safety Cell at the East Valley Jail is strictly prohibited. Inmates requiring the use of the Safety Cell shall be immediately transported to the Pre-Trial Detention Facility.
2. If the arresting officer is still in the facility, he or she should transport the inmate to the PTDF. If the arresting officer has left the facility, the Facility Supervisor or in his or her absence, a booking deputy, shall notify the PTDF Watch Commander to

arrange immediate transportation for the inmate to the Pre-Trial Detention Facility.

PROCEDURE:

I. PLACEMENT IN A SAFETY CELL

- A. An inmate shall be placed in a safety cell only with the approval of the Facility Manager, Facility Sergeant or the designated Medical Staff.
 - 1. When an inmate is placed in a safety cell, regardless of the reason, a 15-minute monitoring log will be maintained at the inmate's cell.
 - 2. Cell checks should be conducted randomly with no more than 15 minutes between each check.
- B. The Facility Sergeant shall be notified and will ensure a Jail Incident Report (JIR) is completed indicating the reason the inmate was placed into the safety cell. Both the Reception/Housing Deputy and Booking Nurse/Medical Staff shall each write a JIR. A copy of the approved JIRs will be attached to the 15-minute monitoring log that is posted on the inmate's cell door.
- C. Immediately upon placement into the safety cell, the Booking Nurse /Medical Staff will be notified and will respond and check the inmate to determine his/her health condition. This assessment must be done within one hour of being placed in the safety cell. Continued retention in the safety cell will be reviewed every **four hours** by both Medical Staff and the Facility Manager or Facility Sergeant. Both Medical Staff and the Facility Manager or Facility Sergeant will document their findings and reason for continued retention on the monitoring log. This review is intended to remove an inmate from the safety cell as soon as it is safe to do so.
 - 1. The four-hour retention checks by Medical Staff and Facility Sergeant are in addition to, not in lieu of, the 15-minute checks performed by custody staff.
 - 2. Medical Staff will check an inmate in the safety cell whenever requested by custody staff.
- D. An assessment by medical staff shall be completed within a maximum of 12 hours of placement in the safety cell or at the next daily sick call, whichever is earliest. The physician, PA/FNP or RN on sick call, shall

medically clear the inmate for release or continued retention every 24 hours thereafter.

- E. A mental health opinion on placement and retention shall be secured within eighteen (18) hours of placement. Psychiatric staff shall evaluate the inmate every 24 hours thereafter, as long as the inmate remains in the safety cell.
- F. When female inmates are placed in a safety cell, the Facility Sergeant will make every effort to have a female staff member present.
- G. **A safety cell shall never be used for punishment or as a substitute for treatment.**

II. After an inmate has been in a safety cell for six hours, a decision must be made to determine if the inmate should be transported to the hospital for medical treatment. When possible, vital signs should be taken by Medical Staff. The following are examples of when transportation to the hospital would be appropriate:

- Inmate shows no physical or mental improvement
- Inmate continues to deteriorate, behavior escalates, or displays inappropriate bizarre behaviors
- Inmate is unable to take fluids

III. CLOTHING REMOVAL

If an identified risk of suicide exists, custody staff may remove clothing and issue a safety smock. This temporary measure will only remain in place until an evaluation is performed by a qualified mental health professional. Upon completion of the mental health evaluation, the mental health professional will determine whether to continue or discontinue the use of the safety smock.

IV. FOOD, WATER, AND INMATE PROPERTY

- A. Paper plates, foam drinking cups, and a scoop made from a foam cup will be used at meals. Inmates will be given the same portions of food as any other inmate.
- B. No other property will be given to an inmate in a safety cell. When placing the inmate in the safety cell, the deputy should ask the inmate if he/she wants water. Water will also be provided to the inmate upon

request. These requests and the fact that water was given will be documented on the monitoring log.

V. SAFETY PRECAUTION LEVELS

A. Level 1, Maximum Safety Precautions:

Level 1 safety precautions shall be used in circumstances in which an inmate is acutely suicidal. Examples of these circumstances include, but are not limited to; suicide attempts, suicidal ideation with some overt action in furtherance of that ideation, and suicidal ideation with articulation of a very specific and achievable plan.

1. Housed in Safety Cell.
2. A 15-minute monitoring log shall be maintained at the inmate's cell.
3. Inmates may be allowed to retain their blue outer clothing, depending on the situation, and this consideration will be made by the Housing Sergeant or Watch Commander.
4. If all clothing is removed, a safety smock shall be provided. Female inmates on their menstrual cycles may be given undergarments with a menstrual pad.
5. Based on the totality of the circumstances, a safety blanket and safety mattress may also be given.
6. Meals served on paper plates with foam scoops; liquids served in foam cups. No personal property.
7. Attorney/Client visits may be allowed in exceptional situations but only with the Facility Sergeant's approval.
8. In-person, social, non-contact visits may be granted in exceptional situations only with Facility Manager approval. These visits will be coordinated and supervised by the Therapeutic Inmate Management Unit.

B. Level 2, Standard Safety Precautions:

Level 2 safety precautions should be used in circumstances where an inmate articulates suicidal ideation, but has not attempted suicide, taken overt actions of self-harm, or articulated a clear and achievable

plan.

4. Housed in a Special Housing cell or Booking cell at the PTDF or at TRJ in Intake, or Special Use Cells 1 or 2.
2. A 15-minute monitoring log will be maintained at the inmate's cell.
3. Based on the circumstances and compatibility, inmates may be housed together while on Level 2 safety precautions.
4. The inmate will be given a gray blanket and regular mattress
5. The inmate may have toilet paper.
6. Only jail blue shirt and pants will be provided. Undergarments with a menstrual pad are allowed for female inmates on their menstrual cycles.
7. Restriction of dayroom privileges will be determined on a case by case basis.
8. No personal property.
9. Meals served on paper plates with foam scoops; liquids in foam cups.
10. Attorney/Client visits may be allowed in exceptional situations but only with the Facility Sergeant's approval.
11. In-person, social, non-contact visits may be granted in exceptional situations only with Facility Manager approval. These visits will be coordinated and supervised by the Therapeutic Inmate Management Unit.

C. Level 3, Minimum Safety Precautions:

Level 3 safety precautions should be used in circumstances where mental health staff believes the inmate needs a transitional period before returning to standard housing.

1. Housed in Special Housing cell or Booking cell at the PTDF or

at TRJ in Special Use Cells 1 or 2, or Intake.

2. Based on circumstances and compatibility, inmates may be housed together while on Level III safety precautions.
3. The inmate may have personal belongings except for razors, pencils, or other sharp/cutting objects.
4. Inmate privileges restored, including visits and dayroom/roof/recreation yard as deemed appropriate by mental health staff.
5. A 30-minute monitoring log shall be maintained at the inmate's cell.

D. Mandatory Safety Precautions:

1. All inmates sentenced to death or prison terms in excess of 15 years shall be kept under observation in the PTFD Level 1 Control Interview Room or a TRJ Intake interview room, until evaluated by the Booking Nurse or Medical Staff. Medical Staff can make a determination to place the inmate on safety precautions or return the inmate to the housing area.

VI. REPORTING PROCEDURES

- A. The deputy placing an inmate into a safety cell shall be responsible for preparing and submitting the appropriate Jail Incident Report (JIR) within two (2) hours of the placement. A copy of the approved JIR shall be posted on the cell door.
 1. The Security Deputy assigned to the location of the safety cell will maintain inmate monitoring logs. The inmate monitoring log shall contain a record of the times when the condition of the inmate is checked and any remarks made concerning the inmate. Cell checks should be conducted randomly with no more than 15 or 30 minutes between each check (depending on safety precaution level).
- B. At the beginning of each shift, the Level/Housing Senior Deputies will apprise the Facility Sergeant of the safety cell status on their level/housing area. The Facility Sergeant can, at his or her discretion, request evaluation by Medical Staff of an inmate in a safety cell to determine if continued retention is necessary.

VII **Release Procedures**

- A. If an inmate with a medical-suicidal flag is released from custody, one of the following must occur:
1. A written release must be obtained from the psychiatric/medical staff.
 2. The Level 1 Senior Deputy shall evaluate the inmate.
 - a. The Level 1 Senior Deputy shall interview the inmate prior to release to determine if the inmate meets the criteria of 5150 W&I.
 - b. The Level 1 Senior Deputy shall review the inmate's G.I. (General Information) regarding any suicidal/medical information.
 - c. If the inmate does not meet the criteria of 5150 W&I, the Level 1 Senior Deputy shall have medical staff assist in making an evaluation of an inmate's mental condition.
 - d. The Level 1 Senior Deputy shall document his or her assessment on a Psychological Evaluation Form.
 - e. The Facility Sergeant shall approve the Psychological Evaluation prior to the decision being made on the inmate's release.
 - f. If the inmate meets the criteria of 5150 W&I, the Department approved procedure for commitment to Mental Health shall be adhered to.
- B. Upon removal of the inmate from the safety cell, the monitoring log shall be forwarded to Central Inmate Records for filing in the inmate's jacket.

REFERENCES:

CCR Title 15 Sections 1052, 1055, and 1058;
CCR Title 24 S e c t i o n s 1013(a), 1013(c) 8

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 27

Use of Restraint Chair and Mechanical Restraints

Drafted: October 24, 2014

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish policy and procedure for the use of the restraint chair and mechanical restraints in the Detention Services Division. This policy is designed to provide a temporary, safe and humane method of securing an inmate who has displayed behavior that is hazardous to self or others while qualified medical personnel and the Watch Commander can properly evaluate, treat, and/or identify other less restrictive means in which to control the inmate's violent behavior. (Per Title 15, Section 1058.)

DEFINITIONS:

Mechanical Restraints: Manufactured metal handcuffs in conjunction with leg shackles, and waist or belly chains.

Restraint Chair: Aedec Pro-Straint Deluxe Safety Chair II

Hazardous Behavior: Inmate behavior which physically demonstrates a present intent to cause harm to self or others. This may include immediate verbal threats to cause such harm, accompanied by articulated information, which would support the inmate's stated intention. A bad attitude, foul or angry language, and hitting/kicking cell doors or windows in a manner that is not an attempt at self-harm will not in and of itself constitute justification for placement into the restraint chair or mechanical restraints.

Mental Health Provider: A psychiatric nurse, psychiatric technician, psychiatric social worker, physician or psychiatrist.

Medical Personnel: Registered nurse, family nurse practitioner, physician's assistant, physician or psychiatrist.

On-Call Medical Provider: Physician or psychiatrist or psychiatric registered nurse.

POLICY:

I. USAGE

- A. The restraint chair and mechanical restraints should be used on a limited basis when other alternatives have been considered and

deemed inappropriate. Those other alternatives may include single person cells, safety cells, or handcuffs alone. (Under no circumstances will an inmate be "hog-tied" with their feet and hands cuffed together.)

- B. The Restraint chair and /or mechanical restraints may be used to temporarily restrain a violent inmate for a minimum amount of time who has physically demonstrated a present intent to cause physical harm to self or others.
- C. When the Emergency Response Team has been used to restrain an inmate, the restraint chair or mechanical restraints may be used during movement or transportation of the inmate out of the area to another location within the facility. This policy does not apply to the daily use of belly chains and shackles for the sole purpose of staff safety when inmates with additional precautions are being moved around the facility.
- D. **NOTE:** Use of the restraint chair or mechanical restraints as punishment, discipline, playfulness, or carelessness is strictly forbidden. Inmates whose behavior is problematic, and a nuisance, shall not be subjected to the restraint chair or mechanical restraints unless their conduct legitimately demonstrates a present intent to cause real harm to themselves or others. No inmate in restraints shall be subjected to ridicule, embarrassment or inhumane treatment.
- E. Acceptance of Violent Inmates
 - 1. Whenever an arrestee who has physically demonstrated a present intent to cause physical harm to self or others is delivered to the Ventura County Sheriff's Office for booking, the arresting agency will be required to obtain a medical clearance prior to acceptance. If the inmate would be immediately placed into the restraint chair or mechanical restraints upon acceptance, that criterion alone is sufficient to require a medical clearance from the Ventura County Medical Center. In all cases, both the jail medical personnel and the Facility Sergeant must agree that an inmate is acceptable to book.

PROCEDURES:

I. APPROVAL AND USE OF THE RESTRAINT CHAIR OR MECHANICAL RESTRAINTS

- A. Mechanical restraints are primarily used for security purposes (i.e. AP moves, inmate transportation, etc.). Mechanical restraints as a means of controlling an inmate who poses an ongoing hazard to self or others should be used on a very limited basis and after coordination with medical or mental health staff. The Pro-Strait Chair is specifically designed to humanely and safely control an individual who is an active hazard to themselves or others. The Facility Sergeant should articulate

and document a clear rationale for choosing a particular manner of restraint over another method of controlling an inmate.

- B. The Facility Sergeant and medical staff must evaluate the totality of the circumstances presented by an inmate; level and suspected type of intoxication, degree of mental instability, intensity, and duration of active resistance to determine the most appropriate manner of addressing the situation.
- C. Use of the restraint chair or mechanical restraints shall be limited to the Pre-Trial Detention Facility. In the event it is determined that an inmate from any other facility is to be placed into the restraint chair or mechanical restraints, the inmate shall immediately be transported to the Pre-Trial Detention Facility.
- D. The Facility Sergeant shall be present whenever an inmate is placed in the restraint chair or mechanical restraints for the reasons referred to in this chapter under Section I "Usage", Subsections A, B, or C.
- E. Whenever an inmate is placed in the restraint chair or in mechanical restraints, the Facility Sergeant shall notify the Facility Manager of the placement by phone, 24 hours a day.**
- F. The Facility Sergeant shall ensure that medical personnel are immediately summoned to conduct a medical and mental health screening as defined by Title 15 and the Institution for Medical Quality (IMQ)/California Medical Association (CMA) standards to the best of their ability, taking into consideration the level of cooperation of the inmate. The restrained inmate shall be assessed for signs of medical distress, mental illness, proper circulation, and breathing restrictions and vital signs. Following the medical screening, medical staff will immediately notify the jail physician of the circumstances and the condition of the inmate. The Watch Commander shall be guided by any recommendations made by jail medical personnel and current suicide policy if applicable.
- G. If medical personnel, the mental health provider or the Facility Sergeant believe the inmate's physical or mental health is compromised or deteriorates because of the restraints, the Watch Commander will immediately facilitate the inmate's transfer to a medical or mental health facility; unless medical personnel believe removal from restraints will resolve the issue.
- H. The Facility Sergeant and medical personnel shall review the need for continued retention at least once every **60 minutes** and document that review on the restraint log. Included in the assessment will be the inmate's medical and mental health condition as determined by medical or mental health staff.

NOTE: Information used in determining continued restraint of an inmate shall be documented by the Facility Sergeant on the restraint log.

II. PLACEMENT OF AN INMATE INTO THE RESTRAINT CHAIR OR MECHANICAL RESTRAINTS

- A. Only that force which is reasonably necessary, based on the circumstances of each incident, shall be used to place an inmate into the restraint chair or mechanical restraints.
- B. Officer safety shall be maintained. It is imperative that the supervisors continually evaluate the methods of restraint used during each incident.
- C. If an inmate is secured in the restraint chair with their hands secured behind their back in metal handcuffs, the inmate shall not be restrained in this manner for a period exceeding **30 minutes**. After 30 minutes, the inmate must have the metal handcuffs removed and have their hands secured at their sides.
- D. **Under no circumstances will a restrained inmate be housed with an unrestrained inmate.**
- E. **Under no circumstances will an inmate be secured to the floor grate in a Safety Cell.**
- F. **Under no circumstances shall pregnant inmates be placed into the restraint chair or mechanical restraints. If the behavior is so violent, transport to a medical or mental health facility should be considered. A claim of pregnancy shall suffice for purposes of this policy.**
- G. **All placements into the restraint chair or into mechanical restraints, regardless of location, will be recorded with a portable recording device that records both video and audio.**
- H. **The placement of the restrained inmate into one of the safety cells, and their continued retention will be recorded on PTDF's automatic recording system. If the PTDF's video recording system is not operational, an alternate recording device that records both video and audio must be set up.**

III. CELL PLACEMENT OF A RESTRAINED INMATE

- A. Cell placement for any inmate placed into the restraint chair or in mechanical restraints shall be limited to **PTDF Safety Cells only**. The safety cells in Special Housing will be utilized for female inmates placed in the restraint chair.
- B. At no time will an inmate be stripped of his/her clothing to be placed in the restraint chair or in mechanical restraints unless an inmate has removed his/her own clothing or has suicidal ideation. Every effort will

be made to provide them with a paper gown, safety smock, or other appropriate attire while he/she is restrained to ensure personal dignity is protected to the extent possible.

IV. PLACEMENT OF A SPIT MASK

- A. The spit mask shall be available for use if the inmate being restrained has shown the propensity to spit or bite. Place the "spit sock hood," or similar item with see-through design mesh netting, over the inmate's head to prevent the inmate from spitting on staff. This can be done after the initial restraining of the inmate, or once the inmate has been restrained. The spit mask will be removed as soon as practical. The Facility Sergeant shall immediately be notified whenever a spit mask is utilized.

V. HYDRATION AND SANITATION ISSUES

- A. A restrained inmate will be offered water at least once every hour by medical personnel during their assessments or as often as recommended by the medical staff or as reasonably requested by the inmate. Unbreakable or paper cups will be used to give the inmate water.
- B. If the restrained inmate expresses a need to use the toilet, the Facility Sergeant will be notified and will respond and supervise the removal of enough of the restraints to accommodate the use of the toilet. A deputy of the same gender will maintain visual observation of the inmate while they are out of the restraints.
- C. If at any time during this process, the inmate attempts to injure self, staff, or others, he/she will be immediately restrained until such time as the Facility Sergeant determines the inmate will cooperate with the toilet procedure.
- D. The Facility Sergeant will re-assess the inmate's behavior at this time and if appropriate (e.g., where the inmate is cooperative) remove him/her from the restraint chair or mechanical restraints. If the inmate is returned to the restraint chair or mechanical restraints, the Facility Sergeant must document the continued violent behavior justifying continued retention.
- E. Any time hydration or sanitation needs are addressed by staff, those issues will be noted on the monitoring logs.

VI. EXERCISING EXTREMITIES

- A. The use of the restraint chair or mechanical restraints to restrain an extremity carries with it a danger of restricting or cutting off circulation and compromising the health of the inmate.

- B. To ensure that circulatory problems (e.g., blood clots) do not develop in the extremities (arms and legs) of any inmate placed in the restraint chair or mechanical restraints, staff will provide the restrained inmate an opportunity to exercise his/her extremities within the first two hours and at all other times as recommended by medical personnel.
 - 1. Each time a range of motion procedure is conducted; medical personnel shall monitor and note such activity on the restraint log and medical record.
- C. Staff shall loosen one limb at a time allowing the inmate to extend the limb as fully straight as possible, ten times per limb or three minutes per limb, whichever comes first.
- D. If at any time an inmate attempts to injure staff during this range of motion exercise, he/she will be immediately restrained. Additional attempts to permit range of motion exercises will occur at the next one (1) hour period.
- E. During the range of motion exercises, there shall be an assessment as to whether the restraining should continue and whether the inmate can be safely removed from the restraint chair or the mechanical restraints.

VII. MONITORING OF AN INMATE HELD IN RESTRAINTS

- A. An inmate held in the restraint chair or in mechanical restraints must be directly observed by staff at least every 15 minutes to ensure the safety and wellbeing of the inmate.
 - 1. Each deputy who monitors an inmate in restraints shall ensure the restraints are properly employed, ensure the safety and well-being of the inmate, and ensure release when the violent behavior stops. Each time a deputy checks on an inmate, the deputy will document if the inmate's behavior is such that they could be removed from the restraints. If a deputy believes an inmate is capable of being released from restraints, they will contact the Facility Sergeant who will evaluate releasing the inmate from restraints. These observations and issues will be noted on the restraint log and medical records.
- B. An inmate must be examined by medical personnel immediately upon placement into the restraint chair or mechanical restraints.
 - 1. If at any time medical personnel requests staff remove an inmate from the restraints for a medical reason, the Facility Sergeant will immediately remove the restraints and/or facilitate the inmate's transfer to a medical or mental health facility.

2. If medical or mental health staff recommends that a restrained inmate be transported to a Mental Health Facility as provided in 5150 of the Welfare and Institutions Code, the Facility Sergeant will facilitate the immediate transportation of the inmate.
- C. An inmate must be reviewed for continued restraint retention a minimum of at least once every **60 minutes** by the Facility Sergeant and medical personnel. During every review, the Facility Sergeant will consult with medical and/or mental health staff to ensure the inmate's physical or mental health is not being compromised pursuant to B. 1 above.
 - D. All of this monitoring must be documented on the restraint logs at a minimum of every 15 minutes.

VIII. REMOVAL FROM THE RESTRAINT CHAIR OR MECHANICAL RESTRAINTS

- A. The Facility Sergeant shall release an inmate from the restraint chair or mechanical restraints as soon as possible unless the inmate's behavior continues to threaten the safety of others, staff or self. The Facility Sergeant must specifically describe the continued violent behavior to self or others justifying continued restraint in writing on the inmate- monitoring log. If continued restraint is justified, the Facility Sergeant will review the justification again within one hour
- B. If after a four (4) hour period, an inmate displays behavior which necessitates the continued restraint, the Facility Sergeant will immediately facilitate the inmate's transfer to a medical or mental health facility.
- C. In no case will an inmate be restrained longer than four (4) hours, exclusive of the time necessary to transport them to a mental health or medical facility.

IX. RESTRAINT NOTIFICATION AND DOCUMENTATION REQUIREMENTS

- A. The Facility Sergeant shall ensure a Jail Incident Report (JIR) is submitted stating the reason for placing the inmate in the restraint chair or mechanical restraints. The Facility Sergeant shall inspect each report and once approved, they will be forwarded to the Facility Manager for review. This does not preclude the necessity of submitting a Crime/Incident Report if the circumstances warrant it, (i.e., ERT, cell extraction). In all cases, a fifteen (15) minute restraint log shall be initiated and maintained until the inmate is removed from the restraints.
- B. The Facility Sergeant shall immediately begin the checklist attached to this policy (12-27b). Once completed the checklist shall be forwarded

to the facility manager for review.

- C. In accordance with IMQ (Institution of Medical Quality) guidelines, the nurse shall examine all inmates placed in the restraint chair or mechanical restraints for the reasons referred to in this chapter under Section I "Usage", Subsections A, B, or C. This information shall be documented on the inmate's medical chart and on the restraint log.
1. If the placement into the restraint chair or mechanical restraints is accomplished during an ERT cell extraction, the reasons for such placement shall be incorporated into the ERT report.
 2. If the placement into the restraint chair or mechanical restraints is accomplished in conjunction with housing into a safety cell, one JIR stating the reasons for both shall suffice.
 3. If force is required to place an inmate into the restraint chair or mechanical restraints, the JIR shall include the action of the deputies involved. Each deputy using force shall document their actions in the appropriate report.
 4. After an inmate has been removed from the restraint chair or mechanical restraints, all original reports and logs will be given to the Facility Manager. Once approved they will be distributed according to the Restraint Log Checklist.

REFERENCES:

California Code of Regulations, Title 15, Section 1058
Detention Services Divisional Policy, Section 15, Chapter 6: Use of Force
Documentation and Notification.

Ventura County Sheriff's Office
 Detention Services
Restraint Log

Inmate Name: _____

PAGE 1 of 5

Booking No: _____ Date: _____

		TIME	RESTRAINT JUSTIFICATION & CONDITION OF INMATE	Name/ID
PLACEMENT			WATCH COMMANDER RESTRAINT JUSTIFICATION Medical Provider:	Yes No WC Medical Personnel
	15 MINUTES CHECKS	15 minute		Yes No Circulation Check Breathing Check Used Toilet Spit Sock
		30 minute		Yes No Circulation Check Breathing Check Used Toilet Spit Sock
		45 minute		Yes No Circulation Check Breathing Check Used Toilet Spit Sock

WATCH COMMANDER
 UPON INMATE'S REMOVAL FROM RESTRAINTS
 COMPLETE PAGE 5

Ventura County Sheriff's Office
 Detention Services
Restraint Log

Inmate Name: _____

PAGE 2 of 5

Booking No: _____ Date: _____

	TIME	CONTINUED RESTRAINT JUSTIFICATION & CONDITION OF INMATE		Name/ID
HOURLY CHECKS		WATCH COMMANDER	Yes No	
		Medical Assessment Circulation Check Breathing Check Offered Water Drank Water Used Toilet Medical Provider: Exercised Extremities Spit Sock	WC Medical Personnel	
15 MINUTES CHECKS	15 minute		Yes No Circulation Check Breathing Check Used Toilet Spit Sock	
	30 minute		Yes No Circulation Check Breathing Check Used Toilet Spit Sock	
	45 minute		Yes No Circulation Check Breathing Check Used Toilet Spit Sock	

WATCH COMMANDER
 UPON INMATE'S REMOVAL FROM RESTRAINTS
 COMPLETE PAGE 5

Ventura County Sheriff's Office
 Detention Services
Restraint Log

Inmate Name: _____

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Booking No: _____ Date: _____

	TIME	CONTINUED RESTRAINT JUSTIFICATION & CONDITION OF INMATE		Name/ID
HOURLY CHECKS		WATCH COMMANDER	Yes No	
		Medical Assessment Circulation Check Breathing Check Offered Water Drank Water Used Toilet Medical Provider: Exercised Extremities Spit Sock	WC Medical Personnel	
15 MINUTES CHECKS	15 minute		Yes No Circulation Check Breathing Check Used Toilet Spit Sock	
	30 minute		Yes No Circulation Check Breathing Check Used Toilet Spit Sock	
	45 minute		Yes No Circulation Check Breathing Check Used Toilet Spit Sock	

WATCH COMMANDER
 UPON INMATE'S REMOVAL FROM RESTRAINTS
 COMPLETE PAGE 5

Ventura County Sheriff's Office
 Detention Services
Restraint Log

Inmate Name: _____

PAGE 5 of 5

Booking No: _____ Date: _____

	TIME			NAME/ID	
TRANSFER INFORMATION / REMOVAL INFORMATION		STOP!	Yes	No	Watch Commander
		CONTINUED RETENTION IN RESTRAINTS NOT ALLOWED <i>(unless to transport to medical or mental health facility)</i> WATCH COMMANDER:	Medical Assessment Circulation Check Breathing Check Offered Water Drank Water Used Toilet Exercised Extremities Spit Sock		
		REMOVED FROM RESTRAINTS OR TRANSPORTED TO: Mental Health Ventura County Medical Center Facility Captain Notified			

WATCH COMMANDER CHECKLIST

TOTAL TIME IN RESTRAINTS:

ALL ORIGINAL REPORTS AND LOGS WILL BE GIVEN TO THE FACILITY MANAGER. ONCE APPROVED THEY WILL BE DISTRIBUTED TO:

- _____ Legal Unit
- _____ Bureau Commander
- _____ Facility Captain
- _____ Classification
- _____ Inmate Jacket

ORIGINAL VIDEO TAPE TO LEGAL UNIT

Ventura County Sheriff's Office
Detention Services
RESTRAINT CHAIR / MECHANICAL RESTRAINT CHECKLIST

To be completed by the Watch Commander

Type of Restraint: **Restraint Chair** **Mechanical Restraint**

Inmate's Name: _____ Bkg #: _____ Class: _____

JIR(s) #: _____ RB #: _____

Date Booked: _____ Charges: _____ Arresting Agency: _____

Date of Placement: _____ Time of Placement: _____ Safety Cell #: _____

Watch Commander Approval: _____
Name / ID #

60 Minute Review

		ID#			ID#			ID#			ID#
Hour	W/C		Hour	W/C		Hour	W/C		Hour	W/C	
1	Medical		2	Medical		3	Medical		4	Medical	

Water Offered

		ID#			ID#
Time:		By:		Time:	
Time:		By:		Time:	

Exercise Extremities

		ID#			ID#
Time:		By:		Time:	
Time:		By:		Time:	

Removal from Restraints

Date/Time of Removal: _____ W/C: _____ Medical: _____

Reason: _____

Transfer to Outside Facility

Facility: _____ Date/Time: _____^{If applicable} Transported By: _____

Distribution:

Original to Inmate's Jacket

Copy to Legal

Copy to Classification

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 28

Incarcerated Pregnant Persons; Conditions of Confinement, Labor, and Delivery

Drafted: August 21, 2012

Reviewed: May 16, 2022

Revised: July 16, 2021

PURPOSE:

To establish guidelines ensuring the rights of pregnant incarcerated persons, per AB 732, including the use of mechanical restraints and force.

POLICY:

I. RIGHTS OF INCARCERATED PREGNANT PERSONS

Upon confirmation of an inmate's pregnancy, the inmate shall be advised orally or in writing of the standards and policies governing pregnant persons, by medical staff.

A. Incarcerated persons who may be pregnant must have access to:

- a) Voluntary pregnancy tests
- b) Optional comprehensive and unbiased counseling
- c) Timely pregnancy exams - Within 7 days of arrival at the jail
- d) Regular prenatal care visits
- e) Prenatal vitamins and housing accommodations
- f) Community based programs and drug treatment
- g) Social Services including options in feeding and placement of the child
- h) A support person while in labor
- i) Postpartum care

II. USE OF MECHANICAL RESTRAINTS AND FORCE ON PREGNANT PERSONS

- A. An inmate known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body and they shall never be shackled to anyone else
- B. A pregnant inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public.

- C. Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.
- D. The Facility Sergeant must approve the use of mechanical restraints on any pregnant inmate in labor. This does not prohibit the security deputy from using mechanical restraints on a pregnant inmate in labor who becomes a safety or security threat after leaving the facility. The deputy shall notify the Facility Sergeant as soon as possible, detailing the reasons for the use of the restraints.
- E. Any time mechanical restraints are used on a pregnant inmate in labor, the incident will be documented on a JIR. The deputy shall detail the reasons for using the restraints, and who approved their use.
- F. The use of taser, pepper spray or any chemical weapon is prohibited on all incarcerated pregnant persons.

III. LABOR AND DELIVERY

- A. Pregnant people in labor shall be given the maximum level of privacy possible during the labor and delivery process.
 - 1. Guarding deputies will be stationed outside the room absent extraordinary circumstances.
 - 2. If the guarding deputy must be in the room, they shall stand in a place that grants as much privacy as possible.
 - 3. The guarding deputy shall leave the room if a professional who is currently responsible for the medical care of the pregnant incarcerated person during the labor, delivery or recovery, determines that the removal of the guard is medically necessary.
- B. Pregnant incarcerated persons may elect to have a support person present during labor, delivery, and recovery. The support person may be an approved visitor or the jail's staff designated to assist pregnant persons.

REFERENCES:

Title 15, Section 1058.5.

California Penal Codes 3407 and 6030(f).

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 29

Use of Humane Restraint Blanket Wrap

Drafted: May 1, 2014 Reviewed: May 16, 2022 Revised: January 1, 2018

PURPOSE:

To establish policy and procedure for the use of the Humane Restraint Blanket Wrap (also known as "Blanket Wrap")

DEFINITIONS:

Supervisor: Sergeant or Senior Deputy

Humane Restraint Blanket Wrap: Manufactured cloth wrap with Velcro fastening straps, and attached handles to carry the restrained inmate.

Hazardous Behavior: Inmate who physically demonstrates a present ability and intent to cause harm to self or others. This may include immediate verbal threats to cause such harm, accompanied by articulated information, which would support the inmate's stated intention. A bad attitude, foul or angry language, will not in and of itself constitute justification for the use of the blanket wrap.

POLICY:

I. USAGE

- A. The Humane Restraint Blanket Wrap may be used to secure and transport an inmate within a facility whenever the inmate is violent or combative and unable to move safely on his/her own.
- B. Use of the Humane Restraint Blanket Wrap as punishment, discipline, playfulness, or carelessness is strictly forbidden. No inmate in restraints shall be subjected to ridicule, embarrassment or inhumane treatment.

PROCEDURES:

I. APPROVAL AND USE OF THE BLANKET WRAP

- A. Inmates who exhibit hazardous behavior, as described above, and who require transport to another area within the same facility may be

transported using the Humane Restraint Blanket Wrap.

- B. A supervisor shall be present whenever an inmate is secured in the blanket wrap, and shall give approval for the use of the wrap for the purpose of transporting an inmate within the facility. The supervisor shall be present during the entire time that an inmate is restrained in the blanket wrap.
- C. The supervisor shall ensure that the inmate is secured in the blanket wrap in a safe manner and that there are sufficient personnel on scene to safely secure and transport the restrained inmate in the blanket wrap. If available, staff should consider moving the restrained inmate on a gurney to prevent potential injuries to staff.

II. PLACEMENT OF AN INMATE INTO THE BLANKET WRAP

- A. Only that force that is reasonable should be used to place the inmate into the blanket wrap. The circumstances of each incident will dictate how much force will be used.
- B. Officer safety shall be maintained. It is imperative that the supervisors continually evaluate the methods of restraint used during each incident and the physical condition of the inmate.
- C. All inmates secured in the blanket wrap shall be handcuffed prior to being secured in the blanket wrap. The inmate shall be secured either laying face up or face down, with care taken so that the inmate is able to readily breathe.
- D. The straps shall be secured tight enough to safely restrain the inmate for transport, but not too tight that it restricts the inmate's ability to breathe, nor too tight to restrict blood flow.

III. TRANSPORTING THE RESTRAINED INMATE

- A. Sufficient deputies shall be utilized to safely move the inmate restrained in the blanket wrap using the available handles that are sewn into the blanket wrap. Whenever possible, the inmate should be moved to a gurney or wheelchair for transport through the facility.
- B. Care shall be taken so that the inmate is not dropped or run into hard obstacles such as walls or doorways.
- C. One deputy shall be assigned to video the incident, unless there is sufficient fixed facility video equipment to record the incident.
- D. One deputy shall be assigned to lead the group to ensure that the

pathway is unobstructed and free from other hazards along the way, as well as to physically open doors along the way. Medical staff shall accompany the restrained inmate during transport.

IV. PLACEMENT OF A SPIT MASK

- A. If an inmate is spitting while being placed in the blanket wrap, the Facility Sergeant may authorize the use of a spit mask. Place the "spit sock hood," or similar item with see-through design mesh netting, over the inmate's head to prevent the inmate from spitting on staff. This can be done after the initial restraining of the inmate, or once the inmate has been restrained. The spit mask will be removed as soon as practical.

V. REMOVAL FROM THE BLANKET WRAP

- A. Staff shall release an inmate from the blanket wrap once the inmate has been delivered to the new destination within the facility, and as soon as there is sufficient staff to safely remove the inmate from the blanket wrap.
- B. Staff shall remove the inmate immediately upon noticing any signs of medical distress.
- C. The blanket wrap is only to be used for transporting an inmate within the same facility, and under no circumstances is the blanket wrap to be used to restrain the inmate for a prolonged period of time once the inmate has been delivered.
 - 1. Refer to the policy on the use of Mechanical Restraints for inmates requiring further prolonged restraint.
- D. Staff shall use good officer safety tactics when removing the inmate from the blanket wrap.

VI. BLANKET WRAP RESTRAINT NOTIFICATION AND DOCUMENTATION REQUIREMENTS

- A. The Facility Sergeant shall ensure a Jail Incident Report (JIR) is submitted stating the reason for placing the inmate in the Humane Restraint Blanket Wrap, and the length of time the inmate was restrained in the blanket wrap. The Facility Sergeant shall inspect each report, and once approved, they will be forwarded to the Facility Manager for review. This does not preclude the necessity of submitting a Crime/Incident Report if the circumstances warrant it, (i.e., ERT, cell extraction).

1. If the placement into restraints is accomplished during an ERT cell extraction, the reasons for such placement shall be incorporated into the ERT report.
 2. If the placement into the blanket wrap is accomplished in conjunction with housing into a safety cell, one JIR stating the reasons for both shall suffice.
 3. If force is required to place an inmate into the blanket wrap, the JIR shall include the actions of the deputies involved. Each deputy using force shall document their actions in the appropriate report.
- B. In accordance with IMQ (Inmate Medical Questionnaire) guidelines, medical personnel shall examine all inmates secured in the blanket wrap to ensure that the inmate is secured in a medically safe manner. This information shall be documented in the JIR.

VII. CARE AND SERVICE OF THE HUMANE RESTRAINT BLANKET WRAP

- A. Whenever a blanket wrap has been used to transport an inmate within the facility, the supervisor shall ensure that the wrap is inspected for serviceability, and laundered if needed.
- B. Blanket wraps with loose stitching, rips, tears, or that are otherwise found to have lost structural integrity shall be discarded, and the Facility Administrative Sergeant shall be notified so that a replacement can be obtained.
- C. Property Room and TRJ Laundry deputies are responsible for laundering soiled blanket wraps. All Velcro fasteners shall be fastened during laundering to prevent excessive wear and tear during the laundering process.
- D. One blanket wrap shall be kept in the Facility Sergeant's Office. A second blanket wrap shall be stored with the facilities Emergency Response Team equipment.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 30

Reception Housing Center

Drafted: July 30, 2004

Reviewed: May 16, 2022

Revised: January 8, 2020

PURPOSE:

To provide the Detention Services Division with a thorough process by which inmates are monitored and housed within the first 48 hours of being in custody, to help ensure the safety of the inmates and staff.

POLICY:

The Detention Services Division Reception Housing Center policy governs the use of the Reception Center during an inmate's first 48 hours of incarceration, which includes a higher level of monitoring.

PROCEDURE:

I. RECEPTION HOUSING BACKGROUND

- A. Detention Services Division has identified the first 48 hours of an inmate's incarceration as the most critical period. During this period, the Detention Services Division's liability is most exposed, staff safety is most at risk, and the inmates are most unpredictable. It is in the first 48 hours that most jail deaths occur by suicide or unidentified injuries.
- B. Detention Services Division has created Reception Housing Centers at both the Pre-Trial Detention Facility and Todd Road Jail, which are defined in the housing plan maintained by the Classification Unit. Reception Housing Center personnel shall be tasked with the continuous observation and monitoring of inmates during this critical period.
- C. Currently, Reception Housing Centers are located within Quad A, Quad D and Special Housing at the Pre-Trial Detention Facility, and within Housing Unit A and Special Use Cells at the Todd Road Jail. When necessary due to a lack of available housing in a Reception Center, male special handling inmates may serve all or a portion of their Reception Housing time in Men's Booking. Every effort shall be made by the Classification Deputy to move these inmates to a designated Reception Housing Center as soon as space becomes available.

II. BOOKING PROCEDURE

- A. The process by which the inmate population is assigned to a particular facility and/or type of housing unit will include the following process prior to the inmate being assigned permanent housing. Exceptions to this process are also included.
- B. Rather than assigning permanent housing upon completion of the booking process, the Classification Desk Deputy will assign the inmate to a Reception Housing Center for a 48-hour observation and monitoring period. Periodically, and only under certain circumstances, an inmate may be allowed to bypass the Reception Housing Center or be moved out of Reception Housing prior to the completion of the 48-hour observation period. In those rare circumstances, the inmate must meet specific criteria and Reception Center staff must follow a set procedure in order for the inmate to bypass the Reception Housing Center. Every effort should be made to house all new inmates in a Reception Housing Center and to keep the use of the bypass procedure to a minimum.
- C. Deputies and other Booking staff shall constantly monitor inmate behavior during the booking process. They shall especially be aware of inmates who exhibit signs of depression, intense anxiety, and/or potentially violent behavior.
- D. The Level 1 Senior Deputy shall review the bottom portion of the Booking Information Sheet for any special handling or information pertaining to the arrest of the inmate prior to signing off the booking paperwork.
 - 1. A mark in a yes box requires an explanation from the arresting or arresting/transporting officer.
 - 2. Special handling information will be forwarded to the appropriate staff members for proper handling.

III. HOUSING ASSIGNMENTS

- A. The responsibility for housing assignments within the Reception Center will be coordinated between the Reception Center Security Deputy or SST and the Classification Desk Deputy.
- B. The Classification Desk Deputy shall assign housing in VCIJIS. The Booking Deputy will print a movement order for the inmates ready for housing. All other policies and procedures pertaining to inmate movement shall be followed.
- C. The Classification Desk Deputy shall ensure all special handling inmates who

are assigned to housing in a Reception Housing Center or other housing assignment that are within the 48-hour period of observation will have the M (Medical) & R (Reception) sub classifications added. These sub classifications shall be used as a tracking mechanism to track special handling inmates still in their reception housing time.

- D. A Detention Services Admission Kit will be provided to those inmates who sign for the kit.
- E. The following inmates may receive alternate appropriate housing rather than housing in a Reception Housing Center upon review by Medical Staff and approval from the Classification Desk Deputy and Facility Sergeant.
 - 1. Inmates returning from the California Department of Corrections pursuant to Penal Code 1203.3.
 - 2. Inmates returning in 90 days or less from competency hearings at state hospitals pursuant to Penal Code sections 1368, 1370, etc.
 - 3. Inmates returning in 90 days or less from another county detention facility or state prison after appearing in court for a warrant, after serving time on a parole hold, or being temporarily housed in that facility.
 - 4. Inmates returning to the custody of the Ventura County Sheriff's Office within 48 hours of their last release from custody.
- F. If an inmate fits the above criteria, the Classification Desk Deputy will coordinate with booking staff to have the inmate given a housing bypass clearance form. Once the inmate has completely filled out the form, the Booking Deputy will provide the form to the Classification Deputy to coordinate a review by Medical Staff. After a Medical Staff review, the Classification Deputy will have the Facility Sergeant review the form for final approval to bypass the inmate's reception housing time. Upon approval by the Watch Commander, the Classification Desk Deputy shall make the appropriate notation in VCIJIS indicating the inmate received a Reception Housing bypass.
- G. Nothing in the above section shall preclude a Classification Deputy from housing an inmate in a Reception Housing Center if the deputy believes:
 - 1. It is in the best interest of the inmate;
 - 2. It is in the best interest of the Detention Services Division;
 - 3. The inmate's classification has changed significantly;

II. RECEPTION HOUSING (PTDF)

- A. All general population inmates housed in a Reception Housing Center will have a cellmate if one is available. All cell doors will remain fully open in those sections that do not house Special Handling inmates during dayroom hours. Some cell doors may be closed momentarily during the time the inmate is utilizing the restroom facilities for privacy purposes and/or when Reception Housing Center staff have determined a significant security concern exists that necessitates the closure of cell doors. If an inmate housed in a cell is released, Reception Housing Center staff and/or the Classification Deputy shall move another inmate from a dayroom bunk into the cell with the remaining inmate if one is available.
- B. Reception Housing Center reaches its maximum inmate capacity, the Reception Center SST/Deputy or the Classification Desk Deputy will identify those inmates who are best suited for permanent housing. Things to consider when identifying those inmates for permanent housing are:
 - 1. Inmates with multiple stays in custody.
 - 2. Level of criminal sophistication and/or experience.
 - 3. Prior custody history.
 - 4. Prior suicidal history.
- C. Prior to assignment of permanent housing, the inmate will have a Medical/Psychiatric evaluation/screening. Refer to "Housing Clearance Form", Section V.
- D. Special Handling inmates will also have a cellmate if one is available but nothing in this policy shall require that a Special Handling inmate or general population inmate must have a cellmate at all times.
- E. Most daily activities that occur in the rest of the housing quads will occur in the Reception Housing Center with the exception of roof activities, law library and major clothing exchange. Quad workers will be assigned from the worker quad.

III. RECEPTION HOUSING (TRJ)

- A. Housing Unit A, Section 3, is the Reception Housing Center for female general population inmates at Todd Road Jail. This housing section will be staffed by both a Housing Deputy and at least one SST. Housing Unit A, Section 6 or 7 is the Reception Housing Center for female VA, VC, ADSEG and Psych inmates.

- B. All female general population and Special Handling inmates shall have a cellmate if one is available. Nothing in this policy shall require that a Special Handling or general population inmate must have a cellmate at all times.

IV. HOUSING CLEARANCE FORM

- A. The Classification Unit and Medical Staff have developed a Housing Clearance form to assist personnel in determining suitable housing for inmates prior to being re-housed out of the Reception Housing Center.

- B. Moving inmates from the Reception Housing Center

1. Inmate Distribution of the Housing Clearance Form

- a. Pre-Trial Detention Facility

- 1) Dawn shift personnel assigned to Reception Housing Centers will generate a list of inmates who have been housed in reception housing for at least 48 hours. This list will be provided to day shift personnel for Housing Clearance form distribution.
- 2) It will be the responsibility of the day shift Reception Center Security Deputy to pass out and collect Housing Clearance forms in a timely manner. The Security Deputy will ensure all questions are answered and the inmate has signed the form. The inmate will not be eligible to be moved until every question is answered.

- b. Todd Road Jail

- 1) The Todd Road Jail Medical Deputy shall generate a list of female inmates that have completed their reception housing time and forward it to the Reception Center Housing Deputy. The Housing Deputy shall distribute and collect the Reception Housing Clearance forms from all inmates on the list.

2. Review of the Housing Clearance Form (PTDF/TRJ)

- a. The Security/Housing Deputy collecting the Housing Clearance form will review it and determine if the inmate needs to be evaluated by Medical Staff or if the inmate is clear for housing based on the inmate's responses to the questions. The Security/Housing Deputy will notify Medical Staff if there are

any inmates that need to be evaluated. Any indications of prior suicide attempts, suicidal ideation or mental health problems by the inmate will be referred to Medical Staff for further evaluation.

- b. If the inmate refuses to fill out or sign the Housing Clearance form, the Security/Housing Deputy will contact the housing supervisor. The supervisor will interview the inmate to determine the reason for the refusal. Upon completion of the interview, the supervisor shall document the inmate's statements in a Jail Incident Report (JIR) and notify Medical Staff of the inmate's refusal. The supervisor will request the inmate be seen and evaluated by Medical Staff. See Section VI- Psychiatric Screening of Inmates for further information.

3. Operational Distribution of the Housing Clearance Form

- a. PTFD

- 1) The Security Deputy will sign and mark the appropriate box at the bottom of the form ("Refer to Medical Staff" or "Cleared to House Out of Reception Housing"). For inmates that are cleared to house out of the Reception Center, the Security Deputy will stamp the "Buff Cards" with a "Reception Cleared" stamp and distribute the Housing Clearance forms to CIR and Medical Staff. The stamped "Buff Cards" will be sent along with the inmate to their new housing location. Should an inmate's responses indicate further medical evaluation, the Security Deputy will generate a send list and forward the list to Medical Staff. The Security Deputy will retain all forms in the quad booth until the inmate can be evaluated and cleared by medical staff.

- b. TRJ

- 1) The Medical Deputy will send a list to the Housing Deputy with all inmates who have completed their Reception Time. The Housing Deputy will have all listed inmates complete the Housing Clearance Forms. The Housing Deputy will review the forms to ensure they were properly filled out before forwarding all forms to the Medical Deputy. For inmates who have been cleared to be housed of the Reception Center, the Medical Deputy will forward the completed forms to the Classification Deputy. For those inmates that are not cleared from Reception Housing, the Medical Deputy shall retain the Housing Clearance Form and provide it to Medical Staff for further evaluation of the

inmate. A send list will be generated by the Medical Deputy and sent to the Classification Deputy identifying any inmates that require further evaluation by Medical Staff.

- 2) The Classification Deputy will forward the completed forms to CIR and Medical Staff along with assigning the inmate a new housing location.
- 3) The Classification Deputy will be responsible for locating and assigning permanent housing for all inmates that have successfully completed their Reception Housing time. It shall be the responsibility of the Classification Deputy to rehouse and generate a movement order in VCIJIS showing all inmates "in transit" to their newly assigned permanent housing location.
- 4) The Classification Deputy will remove the "M" and "R" sub classifications, if necessary, after assigning the inmate a permanent housing location. If no member of the TRJ Classification Unit is available to rehouse the inmate(s), the PTDF Classification Desk Deputy shall be contacted to complete the rehousing.
- 5) Once the movement order is received by Reception Center personnel, the Security/Housing Deputy shall coordinate the movement of the inmates to their newly assigned permanent housing location in a timely manner.

V. PSYCHIATRIC SCREENING OF INMATES

- A. If it is determined than an inmate needs a psychiatric evaluation based on that inmate's responses to the questions, Medical Staff will evaluate the inmate.
- B. After an evaluation, Medical Staff will make a determination of whether the inmate can be re-housed out of the Reception Center, the inmate needs to remain in the Reception Center, or housed in Special Housing.
- C. Medical Staff will sign the Housing Clearance form and mark the appropriate box at the bottom of the form. If the inmate is cleared to house of the Reception Center, the form will be returned to the Reception Center Security Deputy for distribution as outlined under Section VI – Housing Clearance Form (Subsection B, paragraph 3). If the inmate is to be retained in the Reception Center, no changes will be made to the inmate's housing and the form will be forwarded to the Classification Deputy for proper distribution. If the inmate is to be re-housed to Special Housing, the Security Deputy will notify the Classification Deputy who will

coordinate the inmate's movement. The Classification Deputy will add the "M" and "R" sub classifications to the inmate's classification.

VI. BYPASSING RECEPTION HOUSING

- A. In the event that it becomes necessary for an inmate to bypass Reception Housing (i.e., inmate is not compatible with any other inmate and no other housing is available), the Classification Desk Deputy will notify Medical Staff. The inmate will fill out the Housing Clearance form and then will be psychiatrically evaluated by Medical Staff. The Facility Sergeant or Classification Sergeant will make the final determination on whether or not the inmate may bypass a Reception Housing Center. When determining whether or not an inmate should bypass the Reception Housing Center, the Facility Sergeant or Classification Sergeant should use current and past information from Classification and Medical.
- B. The Facility Sergeant or Classification Sergeant shall review the Health Screening form along with the Housing Clearance form in an effort to ensure the information is consistent. If there are discrepancies in this information, the Facility Sergeant or Classification Sergeant should take that into consideration when deciding whether or not to allow this inmate to bypass the Reception Center.
- C. The approving Facility Sergeant or Classification Sergeant and Medical Staff will sign the form and mark the appropriate box at the bottom of the form. The form will be given to the Classification Desk Deputy and the appropriate housing changes will be made.
- D. If the inmate is not cleared for housing and the inmate is not compatible with any other inmate, the inmate will be housed in Special Housing or in Men's Booking for the completion of the 48-hour reception period.
- E. The Housing Clearance Form may be used in lieu of Medical Staff writing a JIR.

VII. RECEPTION HOUSING CENTER POPULATION CONSIDERATIONS

- A. Overcrowding
 - 1. If a Reception Center section surpasses its maximum population, the Reception Center SST/Security Deputy may identify the best-suited inmates to be bypassed to permanent housing. The amount of time the inmate has been in custody, how long the inmate has been housed in the Reception Center and prior suicide history will be taken into consideration in order to determine if the inmate is a good candidate.

2. Reception Center staff will notify Medical Staff who will, in turn, conduct a psychiatric evaluation of those inmates so they can be rehoused to a permanent housing assignment.
3. All procedures listed under Section VIII – Bypassing Reception Housing must be completed prior to any inmate being eligible to be rehoused out of the Reception Center.

B. 24-hour Coverage:

1. Reception Center personnel will be required to be in the Reception Center during their complete shift. An exception would be in the case of a facility emergency outside of the Reception Center, at which time the Security Deputy may respond to the location of the emergency, if needed. In order to accommodate staff breaks, Reception Center personnel must coordinate with other facility personnel to ensure the Reception Center is fully staffed at all times.

REFERENCES:

Title 15, Section 1030.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 31

Body Scanner and Radiation Safety Program

Drafted: June 30, 2015

Reviewed: May 16, 2022

Revised: June 3, 2020

PURPOSE:

Over the years, there has been a significant rise in narcotics being smuggled into the jail facilities contributing to several overdoses. The most prolific method of smuggling has been through inserting contraband into body cavities.

The purpose of this policy is to establish a procedure for which the Body Scanner will be used to identify contraband being smuggled in body cavities to better ensure a safe and secure custodial environment for both the inmates and staff.

Additionally, this policy will establish an effective radiation safety and protection program that will reduce the risk of exposure related to the use of ionizing x-radiation, and provide for the safe operation of the body scanner.

POLICY:

It is the policy of this office that the low dose, X-Ray based operation of the Canon RadPRO SecurPASS, *Adani ConPASS* and Tech84 Intercept body scanners will be used as a tool to assist staff with the detection of contraband, particularly narcotics, to prevent them from entering the jail.

Should narcotics or other contraband be detected in or on a scanned inmate, this policy will outline procedures on how to address the situation in a way that maintains the security of the jail while also protecting the rights of others.

DEFINITIONS:

Body Scan: X-ray technology used to produce an image revealing the presence of contraband concealed on or inside of a subject.

Body Scan Device: A stationary system for obtaining full height radiographic images of a person to detect any kind of weapons, explosives, drugs, and precious stones and metals either concealed under the clothes, swallowed, or hidden in anatomical cavities of the human body (for example, drugs in capsules) without causing harm to the scanned person.

Anomaly: Any part of the scanner image that appears to indicate that the person has an item that could be contraband.

X-Ray: Referred to as x-radiation, is a form of electromagnetic radiation similar to light but of shorter wavelength and capable of penetrating solids and of ionizing gases.

Radiation: Radiation is the process in which energetic particles or waves travel through a medium or space. There are two distinct types of radiation: ionizing and non-ionizing. X-radiation is an ionizing radiation.

Radiation Survey: Measurement of the x-radiation equivalent dose rate at the external surfaces of the body scan device, the personnel work station(s), the boundaries of the working zone, and in adjacent rooms if applicable.

Exposure: A term defining the amount of ionizing radiation that strikes living or inanimate material. The Federal Drug Administration definition is found in CFR, Title 21, 1020.40(b)(5).

Dose: The quantity of radiation or energy absorbed.

RSO: Radiation Safety Officer.

GENERAL PROVISIONS:

I. GUIDELINES

- A. All arrestees booked into the Pre-Trial Detention Facility will be scanned during the initial screening process and prior to entering the booking floor. The exception to this will be pregnant female arrestees and any inmate who is so non-compliant that force would need to be used to accomplish the scan.
- B. Remands entering the Pre-Trial Detention Facility will be immediately taken to the booking sally port area for body scanning prior to being placed into any booking cells.
- C. Only authorized personnel who have been trained in the use of the equipment may operate the scanner and view the body scan monitors or images produced by the body scanner.
- D. The monitors shall not be in an area viewable by inmates.
- E. Whenever possible, at least one person conducting or otherwise present in the monitor viewing area shall be the same sex as the person being scanned.

- F. Inmates transported from the Pre-Trial Detention Facility to the Todd Road Jail will be scanned again in the intake area prior to being moved into housing assignments.

PROCEDURES:

I. SCANNING AN ARRESTEE PRIOR TO BOOKING

- A. If the arresting officer has articulable information that the arrestee has concealed contraband, narcotics or a weapon(s), the arresting officer will explain the circumstances to the Facility Sergeant while the arrestee is still in Pre-book. If the contraband cannot immediately be recovered with the arrestee's cooperation, the Facility Sergeant will refuse the booking.
- B. Arrestees entering the pre-booking area will be scanned by Sheriff's personnel. If an anomaly is detected during the scan, the arrestee will be refused for booking pending a medical clearance. If the scan shows no suspected contraband, the arrestee may proceed to the medical screening.
- F. The body scanner may be used to scan any item or property belonging to an arrestee or inmate who is booked within the facility.
- G. Use of the body scanner to inspect the contents of packages or articles not belonging to an arrestee, or items that will not be stored inside the jail property room will not be conducted.
- H. The purpose of the body scanner is to prevent contraband from entering the facility, and to detect weapons, drugs and contraband possessed by inmates within the facility or hidden within their property. It is not intended to assist arresting officers with general searches of arrestee's or their property.
- I. The body scanner will not take the place of a pat-down search or strip search.

II. SCANNING OF INTOXICATED INMATES AND ARRESTEES

- A. Deputies **shall not** scan an inmate whose level of intoxication is so great that standing, or remaining still for the duration of the scan might not be possible.

- B. If the person demonstrates objective symptoms of intoxication to an extent that their safety may be compromised, then the scan should be delayed to a later time, or deferred completely if the person will be released when sober.

III. REFUSALS OR COMBATIVE INMATES AND ARRESTEES

- A. Due to the nature of the scanning process, scanning a combative or uncooperative inmate will not produce a usable image.
- B. Inmates who refuse to cooperate with the scanning process will be, at a minimum, placed into a cell where their activities can be monitored. If the inmate's charges, history or behavior would lead a reasonable deputy to believe or otherwise qualify them for a strip search, the inmate may be strip searched and given jail clothing while housed in the cell.
- C. If the arrestee would not otherwise be qualified for a strip search, their refusal to submit to a scan may be considered with other factors such as behavior, symptoms of drug use or observations that would seem to indicate an attempt to conceal a weapon or drugs.
- D. The inmate will remain in a dry cell until they have been scanned or a strip search conducted, for weapons, drugs or contraband. With the exception of Men's Booking, an inmate will not be housed within the facility, until they are scanned. If at the end of 24 hours, the inmate has not consented to a scan, the Facility Sergeant shall consult with the Facility Captain. Exceptions may be made at the discretion of the Facility Sergeant.
- E. If an inmate is housed in a dry cell for observation due to a refusal to submit to a scan, medical staff will be notified and a 30-minute observation log will be initiated.
- F. In any case where an inmate is placed in a dry cell pursuant to this section, the placement will be reviewed by the Facility Captain within the first twenty-four (24) hours of placement, and every twenty-four (24) hours thereafter.

IV. DETECTION OF CONTRABAND - In-Custody Inmate

- A. If the scanning process of an inmate already in custody reveals an object that is clearly identifiable as a weapon, drug or contraband, the following procedures will be followed:
 - 1. If the object is clearly a weapon or suspected drug, appropriate officer safety practices will be utilized, the inmate will be secured

with waist chains, placed under constant supervision in a dry cell and a 15-minute observation log started.

2. The Facility Sergeant will be advised of the detection.
3. The inmate's clothing will be searched in the approximate area where the object appeared to be located.
4. If the clothing search is unsuccessful, a strip search may be authorized by the sergeant.
5. If the object appears to be in a body cavity such as the rectum, vagina or mouth, the inmate will be asked to remove the object.
6. If the inmate refuses to remove the object, or the object appears to be in a location where a physical body cavity search or intrusive medical procedure would be required, medical staff will be notified of the suspected concealed item and apparent location and a medical evaluation conducted to ensure they are not in medical distress.
 - a. Upon a determination from medical staff that the object presents a medical threat to the health or welfare of the inmate, or cannot be removed without intrusive medical procedures, a physical body cavity search will be requested via search warrant. (See Section B below.)
7. The inmate will remain in a dry cell for observation.
 - a. Prior to placement in a dry cell, a deputy shall search the cell to ensure there is no contraband in the cell.
 - b. If using a standard cell as a dry cell, the water in the cell will be turned off and the toilet flushed to empty the toilet.
 - c. A 15-minute observation log will be started.
8. If the object is clearly a weapon, the inmate will be placed in waist chains. He or she must be afforded meals and fluids, and use of a portable toilet. Refusal or acceptance of these items will be noted on the observation log.
 - a. Water will be offered to inmates in restraints at least every two hours. A notation will be made on the observation log every time water and the portable toilet are offered and whether it was accepted.

- b. Any movement out of the cell or entry into the cell will be coordinated with the Facility Sergeant to ensure that appropriate tactics and sufficient personnel are utilized.
9. A bowel movement can be searched by utilizing the body scanner to determine the presence of contraband.
10. If it is a weapon (E.g. gun, knife) it will be processed as evidence and a crime report taken. All other contraband should be processed in accordance with the Sheriff's Office evidence procedures.
11. If appropriate, the staff member shall complete a disciplinary report.

B. Physical body cavity searches will be conducted as follows:

1. The Facility Sergeant will notify the Pre-Trial Detention Facility administration.
2. A search warrant for a physical cavity search will be obtained.
3. A search warrant for a physical cavity search will be obtained even if the inmate provides consent, unless the immediate removal is necessary for the safety of the inmate.
4. Once a search warrant has been signed by a judge, a copy of the "order portion" of the search warrant shall be made available to the inmate.
5. The inmate will be transported to the Ventura County Medical Center Emergency Room for the service of the search warrant.
6. Only a physician may conduct a physical body cavity search. The physician conducting the procedure must not be affiliated with the jail, unless exigent circumstances exist.
 - a. Except for the physician conducting the search and their designated nursing staff, persons present must be of the same sex as the person being searched. Only the necessary sworn staff needed to maintain the safety and security of the medical personnel shall be present. Sworn staff shall also be the same sex as the inmate.
7. Privacy requirements, including restricted touching of body parts and sanitary condition requirements are the same as required for a strip search.

8. All such searches shall be documented on an appropriate report including:
 - a. The facts that led to the decision to perform a physical body cavity search of the inmate.
 - b. The reasons less intrusive methods of searching were not used or were insufficient.
 - c. The Facility Manager's approval.
 - d. A copy of the search warrant.
 - e. The time, date and location of the search.
 - f. The medical personnel present.
 - g. The names, sex and roles of any staff present.
 - h. Any contraband or weapons discovered by the search.
 - i. A copy of the reports will be given to Classification, the Facility Captain, the Facility Commander and the Legal Unit.

V. PACEMAKERS AND OTHER MEDICAL DEVICES

- A. There is no FDA published material indicating the use of the body scanner will adversely affect implanted medical devices, such as a pacemaker.
- B. A person who claims to have such a device should first be examined by medical staff prior to a scan.
- C. However, the presence of such a device should not preclude the use of the body scanner, unless other circumstances known to medical or jail staff indicate otherwise.

VI. PREGNANT INMATES

- A. Prior to scanning an arrestee or inmate, the deputy performing the scan shall ask the arrestee or inmate if they are pregnant.
- B. The body scan device shall not be used to scan arrestees or inmates who are known to be pregnant under any circumstances. A statement by the arrested person or inmate that she is pregnant is sufficient for deputies until verification can be made.**

- C. If pregnancy is not obvious and there is suspicion the inmate is alleging pregnancy to avoid being scanned the pregnancy can be verified.
 - 1. Pregnancy tests will be conducted by medical staff. This test normally occurs before the female is housed.
 - 2. If medical staff advises an arrestee claiming to be pregnant has tested negative (not pregnant), the arrestee may be scanned with the body scan device. This will only occur if the negative test result is revealed before the arrestee is housed.

VII. INMATE PROPERTY

- A. Inmate property may be scanned at any time, and for any reason.

VIII. PRESERVATION OF IMAGES

- A. In the event weapons, drugs or contraband items are detected, the image will be flagged as a "positive" and noted in the log book maintained at the operator station.
- B. The Facility Sergeant will be notified of the detection and appropriate steps will be taken to preserve the image, if needed as evidence for a criminal prosecution.
- C. Sheriff's Office protocols for booking evidence will be utilized for criminal cases.
 - 1. If the evidence is being provided to another agency, that agency will be responsible for documenting chain of custody.
 - 2. *The original digital image will be downloaded onto a disc and booked as evidence at the Property Room. A copy will be maintained on the SecurePass, ConPASS or Tech84 Intercept computer system.*
 - 3. *Once the initial scan has occurred and the image logged, any request for the image shall be made through the legal unit.*
- D. When contraband is recovered or detected as a result of the body scan, a Jail Incident Report will be generated.
- E. If the item discovered is evidence of a crime, a corresponding report will also be generated to ensure proper documentation of the evidence and/or chain of custody.

- F. All other scans will be kept on the scanner's computer database and maintained by Classification.

IX. SCANNER SAFETY INFORMATION

- A. The inspected person dose rate should not exceed 250 uSv per year.
- B. The operator position when scanning a subject with the Intercept should be outside of the Intercept, on the floor, and beside the system, preferably facing the operator kiosk.
- C. The operator position for the SecurePass scanner is a position 2 meters away from the scanner. The scanning work zone for the SecurePass system shall be clearly marked
- D. For incidental or occasional bystanders, the level of exposure per day and year is negligibly low.

X. RADIATION DOSES / SAFETY OF THE PERSONS SCANNED

- A. SecurePass scanners can be configured to operate at three power settings. Those settings are labeled 100, 200 and 300.
 - 1. Each setting has a corresponding radiation level for an individual scan being .25 μ Sv, change to 0.5 μ Sv, and 1.0 μ Sv. By default, the scanner is set to 300 (1.0 μ Sv).
 - 2. **The SecurePass body scanner at the PTFD will remain at the 300 setting. Any change in the setting will be determined by the Classification Unit in consultation with jail administration.**
- B. The ConPass scanners can configure to operate at three power settings. Those settings are 1- Low, 2 – Normal, 3 – High.
 - 1. Each setting has a corresponding radiation level for an individual scan being less than 25 μ Rem, 24.3 μ Rem, and 71.5 μ Rem.
 - 2. **The ConPass body scanner will remain at the 3 setting. Any change in the setting will be determined by the Classification Unit in consultation with jail administration.**
- C. The Intercept scanner can operate as a General Use or a Limited Use system. This is based on the dose used per scan. The

Intercept can be configured to administer four (4) different doses per scan.

1. The Intercept delivers 0.25 μSv per scan in the General Use mode.
 2. The Intercept can deliver 0.50 μSv , 1.0 μSv or 2.0 μSv in the Limited Use mode.
- D. The maximum allowable dosage for a twelve-month period for one person is 250 μSv . Therefore, the maximum number of scans for an inmate in any twelve-month period is 250. The maximum number of scans done in any one particular day is three (3).

XI. SYSTEM SAFETY AND OPERATING PARAMETERS

- A. The following provisions shall be adhered to by all staff:
1. Upon becoming aware of any safety issues related to a body scan device, staff shall immediately report their concerns to their supervisor.
 2. Operators of a body scan device shall use it in a responsible manner, in accordance with this policy, and in accordance with the manufacturer's operating instructions.
 3. The operator's manual for the body scan device shall not be removed from the work station.
 4. During operation of the body scan device, unauthorized persons (other than service personnel) are not allowed within the working zone, approximately 2 meters out from each side of the base of the unit.

XII. SAFETY FEATURES

- A. The system operation modes are preset by the manufacturer during installation and are not to be changed by the operator.
- B. The following design features of the system make it possible to minimize radiation doses for staffing conducting the scan and persons being scanned:
1. Inbuilt dosimeter to monitor the personal dose rate under any mode of the X-ray generator operation.
 2. 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.

3. Red signal lights (on the portal) indicate X-rays generation and platform movement.

XIII. SYSTEM CHECK

- A. The assigned operator of a body scan device for each shift will complete an initial status equipment and safety check prior to operating the device.
- B. Staff completing a status equipment and safety check will:
 1. Inspect the device for obvious damage.
 2. Ensure all access panels are securely in place.
 3. Ensure all accessible (external) cable connections are secure.
 4. If the system is not already on, turn it on using the key switch (clockwise).
 5. Verify that the "POWER ON" light is lighted.
 6. Record the check in the post log book.
- C. If any damage or malfunction is found during a system check, staff will:
 1. Power the unit off
 2. Notify the Facility Sergeant, who will notify the Facility Manager or designee.
- D. The Facility Manager or designee will:
 1. Advise the RSO the body scanner may need service or repair.
 2. Ensure the body scanner is not operated until appropriate service or repairs have been completed.
 3. If it is believed that the damage or malfunction may compromise the safety of any persons in the immediate vicinity of the device, the emergency procedures outlined within will be followed.

XIV. EMERGENCY PROCEDURES

- A. If an emergency situation occurs, the body scan device shall be

powered off and the appropriate personnel shall be notified in accordance with the system check requirements.

- B. If the control panel is not accessible or functioning, the main power breaker for the system must be shut off and/ or the unit should be unplugged immediately.
- C. If a situation occurs in which staff suspect possible exposure to excessive or dangerous levels of radiation while operating the body scan device, the operator will immediately notify the Facility Sergeant who will assess the situation and circumstances.
- D. If a risk exists, the Facility Sergeant will see that the body scanner is shut down appropriately and will notify Classification, the Facility Manager and the manufacture.
- E. Classification will:
 - 1. Schedule any needed service and a radiation survey on the identified body scan device.
 - 2. If it is deemed safe, ensure that the body scan device is surveyed in the condition it was when it became suspect.
 - 3. Only clear the body scan device to return to normal operations if it is determined to be safe by a service engineer from Virtual Imaging or another qualified service contractor.
- F. If it is believed a radiation leak has occurred, Classification will ensure that a service engineer from Virtual Imaging or another qualified service contractor will calculate the approximate exposure (radiation intensity) of the person(s) exposed for the purpose of filing a First Report of Injury or Exposure report.

XV. TRAINING

- A. Body scanner operator training will consist of 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, X-ray tube, 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. Practice and knowledge testing
- B. The Classifications Unit and collaterally assigned Sheriff's Service Technicians will be responsible for training and certifying deputies to operate the equipment.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 12 Chapter 32

**Jail Based Competency Treatment
Involuntary Administration of Psychotropic Medication**

Drafted: December 1, 2020 Reviewed: May 16, 2022 Revised:

PURPOSE:

To establish guidelines under which an inmate may be given a court ordered involuntary antipsychotic medication dose for treatment and recovery pursuant to Penal Code sections 1369.1 and 1370.

The involuntary medication administration procedure is to ensure the safety and security of the inmate, the medical staff, and the custodial staff. As such, it shall be executed with respect and clear communication.

POLICY:

On June 6, 2020, the Ventura County Board of Supervisors, designated the Pre-Trial Detention Facility as a Treatment Facility as defined in Penal Code section 1369.1 to provide medically-approved involuntary medication pursuant to a court order to inmates found to be incompetent to stand trial and who lack the capacity to provide informed consent to the administration of antipsychotic medications due to a mental disorder.

This Policy will clarify procedures to ensure the rights and safety of the inmate are protected and the safety of staff is assured. This Policy is limited to administration of involuntary psychotropic medication pursuant to court orders under Penal Code section 1370 .

DEFINITIONS:

Jail Based Competency Treatment Program ("JBCT"): a collaboration between California Department of State Hospitals, Ventura County Sheriff's Office, and Ventura County's contracted medical provider to restore competency to mentally ill inmates so they can stand trial.

Involuntary Antipsychotic Medication Order a court order authorizing the administration of involuntary antipsychotic medication to an inmate.

Involuntary Antipsychotic Medication Review Order: a court order requiring a review hearing of an inmate's status prior to ordering involuntary medication.

JBCT Staff: mental health professionals working in conjunction with correctional staff and the County's contracted medical provider to restore competency of mentally ill inmates to stand trial.

Therapeutic Inmate Management Unit (TIMU) Deputy: correctional deputy assigned to the JBCT Program who works in partnership with staff from the California Department of State Hospitals, to facilitate programs and treatment to restore competency of mentally ill inmates to stand trial.

Therapeutic Inmate Management Unit (TIMU) Sergeant: correctional sergeant assigned to supervise the JBCT Program who works in partnership with staff from the California Department of State Hospitals, to facilitate programs and treatment to restore competency of mentally ill inmates to stand trial.

Emergency Response Team: correctional deputies with specialized training in the safe and lawful application of force and use of force tactics.

Mental Health Prescribers: licensed psychiatrists or psychiatric nurse practitioners contracted to provide mental health and program services within the County's adult detention facilities.

Medical Provider or Medical Staff: Ventura County's contracted medical service provider who provides licensed medical services to the inmate population in the County's adult detention facilities; positions include psychiatrists, psychiatric nurse practitioners, registered nurses, and psychiatric technicians.

Treatment Facility: a facility designated to provide medically approved medication to inmates found to be incompetent to stand trial and who lack the capacity to provide informed consent due to a mental disorder pursuant to California Penal Code Section 1367, et seq.

GENERAL PROVISIONS:

- I. An Involuntary Antipsychotic Medication Order issued by the Ventura County Superior Court is required before any involuntary antipsychotic medication is administered to a mental health inmate confined to the custody of the Sheriff and admitted to the Jail Based Competency Treatment program.

- II. The maximum period an inmate may be treated under the same involuntary medication order shall not exceed six months.
 - A. Upon completion of the six-month treatment period, a review hearing of the Involuntary Antipsychotic Medication Order shall be held by the judicial court of jurisdiction to determine a continued treatment period, if any.
- III. Only Mental Health Prescribers may prescribe involuntary medications.
- IV. Only licensed medical providers or Medical Staff shall administer medications to inmates.
 - A. Facility Medical Staff or emergency medical first responders may administer lifesaving medications in exigent circumstances to all inmates without consent.
- V. If mechanical restraint devices are used to maintain the safety of the inmate and facility staff, use shall be in accordance with established Use of Force policy.
- VI. Administration of psychiatric medication on an involuntary basis shall not be administered to an inmate in view of other inmates unless:

The inmate refuses to comply with involuntary medication procedure, in which case Medical Staff and custodial staff may determine the safest location possible to administer involuntary medications. For example, medical exam room, safety cell, or the inmate's cell.
- VII. After administration of involuntary medication, monitoring procedures shall take place pursuant to procedures set forth under **CARE AFTER MEDICATING** of this policy.

PROCEDURES:

Custodial personnel will complete the following procedures when assisting mental health clinicians and Medical Staff in administering involuntary antipsychotic medication to an inmate.

I. MEDICATION ADMINISTRATION

- A. Planning administration
 - 1. A contact person will be selected to lead conversation with the inmate.
 - a) If practicable, the contact person preferably has an established relationship with the inmate.

2. A second person will be selected to provide support to the contact person.
 - a) If practicable, the preferred second person is a Therapeutic Inmate Management Deputy.
 - (1) If a Therapeutic Inmate Management deputy is the contact person, then another custodial staff member may be the second person.
3. JBCT Staff, Therapeutic Inmate Management deputies and/or medical staff will notify the Therapeutic Inmate Management Sergeant when an Order is issued.
 - (a) If the Therapeutic Inmate Management Sergeant is unavailable, the jail Watch Commander will be notified.
4. The Therapeutic Inmate Management Sergeant (or Watch Commander in their absence) will coordinate with JBCT and custody staff in developing a plan to identify a time and location for administering the medication.

B. Compliant Inmate Medication Procedure:

1. The contact person will check the inmate's armband and verify their identity matches the Involuntary Antipsychotic Medication Order.
2. The contact person will communicate with the identified inmate to notify the inmate that an Involuntary Antipsychotic Medication Order has been issued to administer medication.
3. If the inmate voluntarily complies to receive medication, he/she shall ambulate to the defined location where the medication shall be administered.
 - a) At the discretion of custody staff, the inmate may be placed in restrains (handcuffs, belly chain, and/or shackles) while escorting the inmate to the defined location.
4. Medical staff will administer the medication, with a custody staff supervisor present.
5. The Therapeutic Inmate Management Sergeant (or Watch Commander in their absence) will determine if the inmate will be returned to his/her cell or placed into an appropriate cell for observation.

6. If during the attempt to gain voluntary compliance the inmate becomes agitated to the extent that force is needed to contain his/her physical actions:
 - a) Staff will stabilize the inmate's movement.
 - b) Staff will make a final attempt to gain voluntary compliance with medication.
 - c) If the inmate continues to refuse, then medical staff will safely administer involuntary antipsychotic medications.
7. After administration of involuntary medication, monitoring procedures shall take place pursuant to procedures set forth under **CARE AFTER MEDICATING** of this policy.

C. Non-Compliant Inmate Medication Procedure:

1. The contact person will check the inmate's armband and verify their identity matches the Involuntary Antipsychotic Medication Order.
2. The contact person will communicate with the inmate that an Involuntary Antipsychotic Medication Order has been issued to administer involuntary psychotropic medication.
3. JBCT staff and the Therapeutic Inmate Management Deputy will attempt to gain voluntary compliance for the administration of medication.
4. If JBCT staff are unsuccessful in gaining voluntary compliance, the following protocol shall be followed:
 - a) The full event and administering of involuntary medication shall be video recorded.
 - b) The inmate is to be escorted to an appropriate cell or area where medical staff or a mental health prescriber will administer the ordered medication.
 - (1) A custody staff supervisor shall be present during the administration of all involuntary medication.
 - c) After the administration of involuntary medication, medical staff shall medically assess the inmate.

5. The Sergeant present during the administration of the involuntary medication will confer with medical and mental health staff to determine if the inmate is to be returned to their cell, temporarily rehoused to medical housing, or placed onto appropriate safety precautions.
6. After administration of involuntary medication, monitoring procedures shall take place pursuant to procedures set forth under **CARE AFTER MEDICATING** of this policy.
7. Whenever any involuntary medication is administered, a detailed Jail Incident Report (JIR) is to be completed by custody staff detailing the entire incident.
8. A Redbook entry shall be made in the JBCT Redbook and Jail Watch Commander Redbook for each instance of an involuntary medication administration.
9. Medical staff shall ensure that an Involuntary Medication Log is maintained and each occasion of involuntary medication administered to any inmate is recorded.
 - a) The log entries shall identify the inmate by name and number and shall include the reason for medication and the time and date of medication.
 - b) This information shall be maintained as part of an electronic medical record system.
 - c) Upon request, statistical information will be made available to custody supervisors and executives.

II. **STABILIZATION AND INVOLUNTARY TRANSFERS**

All efforts will be made to encourage the inmate to safely cooperate with the administration of involuntary medication; that is, medical and custodial staff will encourage the inmate to voluntarily ambulate to appropriate area for administration of involuntary medication. However, stabilization and involuntary transfer may be required if the inmate refuses to cooperate with the transfer and administration procedure.

- A. Custody staff will escort inmate to area for medication.
 1. Medical staff will first ask inmate to ambulate to that location.

2. If inmate refuses to ambulate to the location, medical staff will inform the inmate that custodial staff may use force to stabilize and transfer the inmate.
 3. If the inmate continues to refuse to cooperate with the process, custodial staff may use force to stabilize the inmate.
 4. Once the inmate is stabilized, custodial staff shall ask the inmate if the inmate is willing to ambulate to the agreed upon location.
 5. If the inmate refuses to ambulate and attempts to deescalate and gain voluntary compliance have proven unsuccessful, custodial staff may use reasonable force to transfer the inmate to the agreed upon location.
 6. If the transfer poses a significant danger of harm to the inmate or staff, then administration can take place without transfer.
 7. Medical and mental health staff will use clinical judgment when it is safe to administer medications.
 8. Custodial staff will remain nearby to ensure inmate's physical stability during administration process.
 9. Custodial staff, medical staff, and mental health staff will continuously offer verbal comfort to the inmate during the stabilization and relocation process.
- B. After administration of involuntary medication, monitoring procedures shall take place pursuant to procedures set forth under **CARE AFTER MEDICATING** of this policy.
1. In the event the inmate develops side effects from the medication, monitoring staff shall contact a medical doctor, psychiatrist, or psychiatric nurse practitioner immediately.
 2. Monitoring staff shall immediately initiate emergency response procedures if the inmate develops emergent or life-threatening side effects.

3. In all cases where it is both feasible and medically desirable, a fast-acting medication shall be utilized to facilitate the inmate's rapid transfer to a licensed medical facility.

III. CARE AFTER MEDICATION ADMINISTRATION

It is important to monitor the inmate after administration of involuntary medication to track effectiveness of medication, to address any side-effects, and to monitor overall health of the inmate.

- A. Custodial staff will monitor the inmate twice every 30 minutes for the first hour. At the discretion of the Therapeutic Inmate Management Sergeant (or Watch Commander in their absence) the amount of time the inmate is observed may be extended past the first hour.
- B. Medical staff shall monitor the inmate after medication administration as per the Medical Provider's appropriate policy.
- C. Mental health prescribers and medical staff shall note their observations and decisions in writing in the inmate's medical record.
- D. If a significant adverse reaction to the medication occurs, emergency care shall be given, and the inmate shall be immediately transferred to a hospital

REFERENCES:

Penal Code section 1369.1, 1370

Ventura County Sheriff's Office Detention Services Divisional Policy



Section 12 Chapter 33

Inmate Tablets

Drafted: June 4, 2021

Reviewed: May 16, 2022

Revised:

PURPOSE:

This policy will govern the use of the inmate tablet devices. The purpose of this policy is to provide guidelines and procedures for use, management, and security of tablets issued to inmates.

POLICY:

It is the intent of the Ventura County Sheriff's Office to offer a tablet system that will provide a productive, practical, and positive use of inmate's time while in custody. The tablets will provide a secure, wireless device, specifically designed to provide reasonable educational and rehabilitative programs, activities, and services to inmates when such services can be provided within a framework of safety, security, and good order. The tablets will also allow inmates to communicate with their friends and family using modern technology.

Use of the tablet shall be made available to inmates depending on classification and may be revoked for disciplinary reasons at any time. The use of the tablet is a privilege, not a right. Services include free and fee-based options, such as secure messaging, streaming services, games, entertainment, and access to religious and educational programs.

DEFINITIONS:

Tablet: An electronic mobile device used by inmates for educational purposes, sending and receiving email messages, making telephone calls, video visitation, and purchasing entertainment.

Community Tablet: A tablet allowing free access to applications that can connect an inmate to services that can help a person overcome challenges, cope with incarceration in a healthy way, and get a start building a productive life on the outside. This tablet will display Green.

Subscription Tablet: A personal tablet subscription that offers premium content such as music, games and movies in addition to the free content provided on the community tablet. Subscription fee is \$5.00 every 30 days from date of purchase. This tablet will display Blue.

GENERAL PROVISIONS:

- I. Each housing unit is equipped to work with the Securus SecureView Tablet. All aspects of the wireless network are restricted, thereby limiting inmate access to only approved content.
- II. Free Applications
 - A. **Outbound Phone System:** enables inmates to place calls to anyone, anytime, in relative privacy and safety. Helps avoid confrontations in common areas. Standard in-facility rates apply.
 - B. **Job Search:** this application provides a large database of local and national job opportunities to inmates. This database allows inmates to look for employment prior to their release.
 - C. **Law Library:** allows inmates to educate themselves about their case, by finding state and federal cases, codes and litigations, jurisdiction specific codes, and more.
 - D. **Podcasts:** provides both verbal and visual information to inmates that can benefit them. For example, categories may include but not be limited to: self-help, religious, vocation, education, and sports information.
 - E. **Education Assistance:** enables inmates to take assessments towards GED testing, and receive classroom instruction in many subjects like English, Math, Science, and more.
 - F. **Religion:** offers publishing from a variety of religions, for spiritual guidance and growth.
 - G. **Music:** Provides categorical music to inmates which, depending on facility approval, may be streamed and stored on the tablet device.
 - H. **EBooks:** provides access to books based on book type (i.e., fiction, non-fiction, adventure, etc.). The app allows an inmate to choose the book to read and view it to his/her tablet device.
 - I. **Inmate Services:** this application gives inmates access to jail policies and procedures and real-time notices from staff.
 - J. **Games:** this application allows inmates to play over 25 different card games as well as Sudoku.
- III. The following are general policies related to the distribution, storage, and maintenance of inmate tablets.
 - A. Qualified inmates shall be allowed to check out a tablet at 0800 hours with the approval of the Quad Housing Deputy, unless such activity is canceled due to safety and security concerns.

- B. Inmates in Reception Housing or on Safety Precautions shall not be given a tablet.
- C. Inmates who are outside of their housing unit when the tablets are distributed should be given the opportunity to obtain their tablets upon their return to the housing unit.
- D. Tablets are designed for use by hearing impaired individuals and are in accordance with all applicable laws, in compliance with the American with Disabilities Act (ADA) and Telephone Devices for the Deaf (TDD) regulations and standards.
- E. Inmates assigned to the Therapeutic Inmate Management Unit (TIMU) will only be issued a tablet after a recommendation from TIMU Sergeant. The TIMU Sergeant must, in collaboration with a Qualified Mental Health Professional, decide if the inmate would benefit from the use of the tablet and on the structure in which the inmate will have access to the tablet. The terms must be approved by the Pre-Trial Detention Facility Captain.
- F. If an inmate is moved to disciplinary housing, they will continue to have access to either their subscription tablet or a community tablet. The Housing Senior Deputy, Housing Sergeant or the Watch Commander will ensure that all applications are disabled except for:
 - (1) Law Library
 - (2) Educational Assistance
 - (3) Religion
 - (4) Inmate Services
- G. All tablets will be collected at 2100 hours for recharging. Housing Deputies will verify the total number of tablets at collection and report any missing tablets to the Watch Commander or Housing Sergeant. Jail staff will ensure all tablets are returned to charging carts and plugged in to allow ample recharging time for the next scheduled use. A housing unit redbook entry will be made noting that all tablets are accounted for or documenting any variances.
- H. Inmates are not allowed to distribute or collect tablets for other inmates.
- I. If the battery dies during the day, the tablet will be placed in the charging rack by the Housing Deputy and will not be reissued until the following day.
- J. Headphones are required for any application where sound is involved.
- K. Inmates that are rehoused out of reception housing will receive their first set of earbuds free of charge. Each reception housing Quad will keep a supply on hand to give to the inmates. Inmate Services will be responsible for replenishing the supply.
- L. In order to ensure accountability that inmates received their first pair, the reception housing SST/Deputy will have the inmates initial next to their name on the send list that is sent from Classification after giving each inmate a pair of

earbuds. Once every inmate has initialed, or refused, the send list will be placed in Commissary's mail tray. If an inmate refused the earbuds or will not initial the list, they will not receive a pair and refused will be noted next to their name. After that, if inmates wish to purchase a new pair, they must do a 1-for-1 exchange.

- M. Inmates may only have one pair of earbuds in their possession. The earbuds will not leave the inmates' assigned housing area.
- N. Inmates are not permitted to loan or borrow tablets from others. If an inmate allows another inmate to use his or her tablet, both inmates are subject to disciplinary action.
- O. Tablets are not permitted to be taken to inmate work assignments.
- P. Any misuse of the tablet will result in a loss of privilege with no refund.
- Q. If the tablet is broken or damaged outside normal use, the inmate should receive discipline and could be prosecuted and responsible for the cost of the tablet.
- R. Any alteration of the tablet or its programming will result in the permanent loss of tablet access.
- S. Tablets may also be used as a telephone. Procedures for the use of the telephone will apply when using the electronic tablet as a telephone.
- T. Tablets are the property of Securus. Inmates are not allowed to take the tablet with them when they are released.

PROCEDURES:

I. Distribution and Maintenance of Blue Subscription Tablets:

- A. Housing officers are to distribute Blue Subscription tablets to inmates every day after morning inspections. The tablets will not be activated until 0800 hours.
- B. The tablets shall be inspected for damage prior to issuing to each inmate.
- C. Inmate's MUST show their armbands to claim their subscription tablet.
- D. The Housing Deputy shall verify the inmate armband matches inmate name on the tablet.
- E. Housing Deputies are to pick up Blue Subscription tablets every day at 2100 Hours.
- F. The tablets shall be inspected for damage when receiving it back from the inmate. Any damage should be documented in a Jail Incident Report (JIR) and appropriate Disciplinary Report.
- G. Removal for security reasons (broken or tampered with tablets) will happen immediately. The tablet should be labeled "damaged" and placed on the bottom rack of the tablet charging cart AND plugged into a charging cord.

- (1) If the broken tablet is a Blue subscription tablet, the Housing Senior Deputy, Housing Sergeant, or Watch Commander shall be contacted to decommission the tablet.

If the tablet was not intentionally damaged, the inmate may receive a replacement tablet. After the Housing Senior Deputy, Housing Sergeant, or Watch Commander “decommissions” the broken tablet, the inmate will be able to re-subscribe to a Green community tablet to resume his tablet subscription with no additional cost by entering their Booking Number and Pin on the log-in screen. The tablet will convert to Blue with the inmate’s name displayed. The housing officer will place the tablet into the charging cabinet on the bottom shelf and email the Securus Site Coordinator so the tablet can be picked up.

II. Reassignment of Inmates with Blue Subscription Tablet

- A. If an inmate has a Blue subscription tablet and is being reassigned to another housing unit, that inmate will take their tablet with them. The tablet will update automatically and display the inmate’s new housing location. The housing Deputy can verify this on the Officer Tablet. If an inmate is being reassigned and does not have a subscription tablet, they can use any Green community tablet in their new housing section.
- B. Inmates that are being released will leave their tablet in their housing section. Once they are assigned to Men’s Release (MR) in VCIJIS their subscription will automatically be deactivated. Inmates that are moving between facilities should have their housing location changed to In Transit (IT), not assigned to MR to avoid accidental deactivation of their subscription account.
- C. If a housing section runs low on tablets, supervisors from that facility should check the other housing units for extra tablets. If there are none, or limited amounts, the supervisors from each facility should communicate and have tablets moved to the facility that is short. The supervisors can then reassign the tablets using the officer tablet to the appropriate housing section.
- D. The tablet is property of Securus. Inmates WILL NOT be allowed to take their tablet with them when they are released.

III. Distribution and Maintenance of Green Community Tablets:

- A. Housing officers are to distribute Green Community tablets to inmates every day after morning inspections. The tablets will not be activated until 0800 hours.
- B. The tablets shall be inspected for damage prior to issuing to each inmate.
- C. Housing officers are to pick up Green Community tablets every day at 2100 Hours.

- D. The tablets shall be inspected for damage when receiving them back from the inmates. Any damage should be documented in a Jail Incident Report (JIR) and appropriate Disciplinary Report.
- E. Removal for security reasons (broken or tampered with tablets) will happen immediately. The tablet should be labeled “damaged” and placed on the bottom rack of the tablet charging cart and plugged into a charging cord. If the tablet was not intentionally damaged, the inmate may receive a replacement tablet. The housing officer will place the tablet back into the charging cabinet on the bottom shelf and email the Securus Site Administrator so the tablet can be picked up.

IV. Supervision and Management:

- A. Deputies and SSTs will use due diligence to confirm inmate tablets are being used and handled in an appropriate manner at all times. Deputies shall check each tablet for damage before issuing and upon receiving at the end of the day.
- B. Inmates are NOT to remove tablet covers for ANY reason.
- C. Inmates are not to engrave, write, or personalize tablet covers in any way.
- D. Phone calls can be made on the inmate tablet and maintains the same security requirements and processes as the phones on the wall. The phone application can be disabled by a supervisor on an officer tablet
- E. Inmate Tablets are a privilege and will be managed as necessary by the housing officer.
- F. Applications and use of inmate tablets can be restricted to achieve inmate compliance with rules and regulations. Restriction of applications are regulated by the Housing Sergeant or Watch Commander.
- G. Inmate and Officer Tablets will only be permitted to utilize approved applications in the manner intended.

V. Officer Tablets:

- A. Officer Tablets are to be used as an inventory and management tool for inmate tablets only.
- B. Officer tablets are distinguishable by a red cover and a purple screen. Inmates are never to have access to an officer tablet.
- C. Broken officer tablets should be reported and exchanged with the Securus Site Administrator.
- D. Administrative Officer tablets will be issued to Housing Senior Deputies, Housing Sergeant, and Watch Commanders to manage decommissioning of broken inmate tablets and restrictions on inmate tablet applications for disciplinary issues.

- E. Watch Commander and Supervisor tablets will be charged in the Watch Commander's office and checked out at the beginning of each shift.

VI. Discipline

- A. Administrative Suspension- Inmate access to tablets is a privilege and may be suspended, limited, or revoked. Jail supervisors may suspend, limit, or revoke an inmate's access to a tablet and/ or kiosk without formal disciplinary action. If such action is taken, the incident surrounding the decision must be communicated to the Watch Commander, Housing Sergeant, facility Sergeant or Manager for approval. Reasons for the administrative suspension do not have to be related to tablet use. All administrative suspensions will be documented in the Housing Unit Redbook and in a Jail Incident Report.
- B. Disciplinary Suspension- Formal disciplinary suspensions shall be documented on a Jail Incident Report and a Disciplinary Report will be generated. The disciplinary process will be followed in accordance with Divisional Policy Section 3, Chapter 6 – Discipline Guidelines.

VII. Tablet Charging Cabinets:

- A. Charging cabinet keys will be secured in the Quad Booth or Deputy's Office.
- B. Charging cabinets are to remain locked anytime a staff member is not present.
- C. Only deputies will be allowed to remove or replace tablets from the charging cabinets.
- D. Do not let inmates place anything on top of the charging cabinets.
- E. Charging cords and plugs are NOT property of any inmate and will not be removed from charging carts at any time.
- F. Deputies will report damaged cords to the Securus Site Administrator.

REFERENCES:

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 13 Chapter 1
Inmate Visiting

Drafted: August 13, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To describe the procedure for visiting general population inmates at the Pre-Trial Detention Facility (PTDF), East Valley Jail (EVJ) and Todd Road Jail (TRJ).

POLICY:

It is the policy of all facilities to provide inmates with the opportunity to visit members of the public at least twice a week for up to one half hour. Inmates subject to administrative discipline, may have their visiting privileges suspended as described in Divisional Policy Section 6, Chapter 3.

GENERAL PROVISIONS:

I. VISITOR ATTIRE

- A. All visitors will be dressed appropriately. Men and women must wear top and bottom garments, which cover the intimate parts of the body and shoes to protect their feet. Visible undergarments are not acceptable. Suggestive or other inappropriate clothing will disqualify an individual from visiting. Prohibited clothing includes, but is not limited to the following:
1. Bathing suits or low-cut tops, tight fitting shorts, halter-tops, spaghetti straps.
 2. Short skirts or "see through" or low-cut clothing which reveal intimate parts of the body.
 3. Clothing which displays gang slogans or codes.
- B. The Facility Sergeant or EVJ Supervisor will make the final decision on visitor attire discrepancies.

II. VISITOR ELIGIBILITY

- A. All visitors wishing to visit an inmate who is eligible for visits shall be

admitted except under the following circumstances:

1. Those who have contagious disease(s).
2. Those who appear to be intoxicated or under the influence of drugs.
3. Unescorted minors under the age of 18 years without parent or court ordered guardian.
 - a. Minor children of the inmate must be accompanied by the child's parent, grandparent or legal guardian. Evidence of parental rights or guardianship may be requested. The final decision to allow a visit by a minor child resides with the Facility Sergeant/Supervisor.
4. An inmate's spouse under the age of 18 years shall be allowed to visit, provided he/she has proper identification and proof of marriage.
5. Any person previously convicted of a felony and was confined in any California State Prison is not allowed to be upon the grounds of any custodial facility without the consent of the Facility Manager.
 - a. The Facility Sergeant/Supervisor shall review requests by convicted felons to visit. 4571PC states in part that a person convicted of a felony can be denied visiting access to a jail. When determining if a person fits the criteria of 4571PC, make sure they have served time in a state prison. The fact that a person is a convicted felon does not meet all the criteria for disallowing a visit.
6. Individuals released from the Ventura County Jail may not return as a visitor for one year.
7. Those who have been arrested for smuggling or attempting to smuggle contraband into the facility.
8. Those persons involved in any escape or attempt escape.
9. Those unable to provide proper identification.
10. Those who are attempting or have attempted entry with the use of falsified identification papers.
11. Those who have been documented as Persona Non-Grata by

any Detention Services Manager.

12. Those whose visits have been restricted due to unauthorized communication with an inmate or inmates.
13. The number of visitors shall be limited to two (2) at a time.

III. INMATE VISIT ELIGIBILITY

- A. Inmates are not eligible for visits if they are not physically present in the facility. Examples are:
 1. Inmates attending court proceedings.
 2. Inmates in transit to or from another facility.
- B. Inmates may not be eligible for visits for the following reasons:
 1. Those who are under quarantine for medical or health reasons.
 2. Inmates who, during visiting hours, have not been assigned to housing and/or are still in the booking, transfer or release process.
 3. Inmate has lost visiting privileges due to disciplinary reasons.
 4. Inmate housing quad or section is in lockdown for discipline reasons.
 5. Inmates who are on Level 1 Safety Precautions.
 6. The inmate is working in the kitchen. Contact the Kitchen Deputy to check on the inmate's availability. If the inmate is a worker at HOJ, contact ext2317 to verify the inmate's availability. The HOJ worker's visit will be held on Level 1 interview room.

PROCEDURES:

I. VISITOR CHECK-IN

- A. All visitors will be directed by signs to the public parking area.
- B. All vehicles are required to be locked and no children or pets are allowed to remain in the vehicle unless accompanied by an adult.
- C. Visitors will proceed to the public lobby entrance and present a valid

Driver's License, State Identification Card or other valid photo identification at the public reception counter. Refer to Section 4, Chapter 1 for acceptable Government-Issued Identification.

- D. The visitor's name will be checked in the computer wants/warrants, and then the visitor will be directed to the visiting area or the waiting room if the visiting area is full.
- E. Adult visitors are responsible for maintaining control and supervision of children. Adult visitors will be warned, one time only, about unruly behavior of children. If the adult visitors do not rectify the child's behavior, the visit will be terminated.
- F. Visitors are not allowed to take any property into the visiting area, except for the below listed items. Visitors must return to the parking lot and store the property in their vehicle. At TRJ, visitor property may be stored in the lockers located in the lobby.

- 1. The following items are the only items allowed in the visiting area:
 - a. Personal key ring
 - b. Personal identification
 - c. One baby bottle and/or blanket (if bringing an infant)

NOTE: Possession of items other than those listed above in the visiting area may result in the visit being terminated. Facility staff will not "hold" any item.

- G. Visitors and their property are subject to search at any time and visitors may be checked for outstanding warrants.
- H. TRJ visitors are required to pass-through a metal detector before proceeding to the visiting area. In the event the metal detector alarm sounds, a uniformed Deputy will ask the visitor to remove the contents from their pockets and clothing. The Deputy will use a hand-held metal detector and/or conduct a pat down search to prevent weapons or contraband from being brought into the visiting area.
- I. If contraband is located, the TRJ Lobby Deputy will consider the nature of the contraband and the surrounding circumstances. The Deputy will either instruct the visitor to remove the contraband from the facility or suspend the visit. In the event a visit is suspended, the Facility Sergeant will be notified and must approve the suspension.
- J. If illegal contraband or a weapon is discovered, the TRJ Lobby Deputy will call for assistance and take whatever criminal enforcement action

is required. The Facility Sergeant will be notified as soon as possible and approve a course of action.

II. VISITING AREA

- A. Visitors will be directed to a specific visiting area. Color-coded sections at PTDF & TRJ will distinguish the visiting booths for each housing unit. Visitors will be allowed to visit only designated inmates per 4570 P.C.
 - 1. Visitors will be seated in the booth opposite the inmate.
 - 2. A Sheriff's Service Technician, Security Deputy, or EVJ Booking Deputy will note the time the visit began and when the half-hour time limit has expired.
 - 3. When the visit has concluded, the visitors will be directed back through the hallway, down the stairs, and out of the facility.
 - 4. At TRJ, sworn staff will rove the visitor side of the rotunda to ensure order, monitor the overall security of visiting, and direct visitors back to the public reception area when their visit is completed.
 - 5. Visitors that are disruptive will be asked to leave.

III. LEVEL (PTDF)/ CLUSTER (TRJ) CONTROL

- A. Level/Cluster Control is responsible for the following procedures:
 - 1. Confirm that all security doors within the visiting rotunda have been locked and that the area is secure for visiting.
 - 2. Monitor the time length of the visit and notify staff when the time limit has expired.
 - 3. Notify Housing Deputies when inmates will be returning from the visiting area.
 - 4. Visually monitor visiting area for security and discipline reasons.

IV. HOUSING CONTROL (PTDF AND TRJ)

- A. Housing Control is responsible for the following procedures:
 - 1. Notify Housing Deputies when an inmate is coming out for a visit.

V. PUBLIC LOBBY (TRJ)

- A. The Public Lobby Staff will consist of the Deputy, two Custody Record Technicians (CRT), and other staff as needed for visiting. The Public Lobby Staff will be responsible for the following visiting procedures:
 - 1. The CRT will check the visitors' names in the computer wants/warrants system and verify identification.
 - 2. The CRT will document the visitors in the log in sheet.
 - 3. Enter the visit in the VCIJIS system.
 - 4. Track the number of inmates with scheduled visits and the available space.
 - 5. The CRT will notify the appropriate Housing Control of the visit.
 - 6. The Deputy will provide security in the lobby area and monitor the metal detector.
 - 7. All Public Lobby Staff will be responsible for providing directions and answering questions.

VI. GENERAL SECURITY PROVISIONS

- A. No outside inmate crews (except the Janitorial Crew) will be working during visiting hours.
- B. At TRJ, Security staff, Central Control, and Cluster Control will closely monitor all Central Services activities.
- C. At TRJ, all Central Services exterior doors will remain secured during visiting hours and no deliveries will be accepted.

VII. PHONE INSPECTION

- A. At the completion of visiting every Sunday, the Lobby Deputy (TRJ), with the assistance of a second Deputy, shall physically inspect all visitor phones and will advise the Facility Sergeant of any inoperative or broken phones. They shall also inspect for any damage or graffiti to the visitor phones or area. A report of any findings will be reflected in the Redbook. The Facility Sergeant shall be notified of any findings of damage or graffiti and will make a determination whether a Crime/Incident report and/or JIR will be written.

VIII. VISITING SCHEDULE

- A. See Standard Operating Procedures (SOP) Manual for a current listing of visiting dates and times.

IX. SPECIAL VISITS

- A. Special Visits may be granted at the discretion of the Facility Sergeant under the following guidelines:
 - 1. The visitors are from out-of-county (subject to verification of their addresses through personal identification papers) who obviously had driven long distances to visit with the inmate.
 - 2. A recent death or serious illness has occurred in the inmate's immediate family, provided, that the Facility Sergeant has reason to believe that such an eventuality has occurred.
 - 3. The special visit will not adversely impact essential jail operations such as, serving of inmate meals, sick call, and court staging.
- B. Court requested visits shall be given priority over other special visit requests.
- C. Subject to the foregoing guidelines and conditions, special visits shall be conducted in the same manner as regularly scheduled visits.

X. INMATE SPOUSAL VISITING

- A. All requests for inter-facility spousal visits will be directed to the Pre-Trial Detention Facility Sergeant. All spousal visits will be conducted at the Pre-Trial Detention Facility regardless of where the respective inmates are housed.
- B. Spousal visits will be limited to one per calendar month and for a time of 30 minutes.
- C. The Pre-Trial Detention Facility Sergeant will have the responsibility of checking the computer to determine when the last visit was granted. If no other visit had been granted during that calendar month, the Pre-Trial Detention Facility Sergeant will verify that a legal marriage exists between the parties requesting the spousal visit. He may then grant the visit. If unable to determine marital status or in the case of special circumstances, refer the request to the Jail Chaplain.
- D. The Pre-Trial Detention Facility Sergeant will call East Valley Jail or Todd Road and notify the Facility Administrative Sergeant, or in his absence,

the Facility Sergeant/Supervisor who would then place the inmate's name on the list for transportation to the Pre-Trial Detention Facility.

- E. The respective Facility Sergeant's shall contact the inmate through the respective housing Monitor and notify them that the visit has been approved. The PTDF Facility Sergeant shall then place the answered "Inmate Request" form in the requesting inmate's jacket for future reference.
- F. When the visit is completed, the appropriate supervising staff member shall enter the visit into the computer.
 - 1. Spousal visits are to be entered by using the "Housing Monitors" queue "Visitor" module, "Search" tab. A notation should be entered with the name of each inmate's spouse and booking number.
 - 2. The spousal visit is to be counted as one of the inmates two allowed visits that week.

REFERENCES:

CCR Title 15 Section 1062, CA 4571 PC

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 13 Chapter 2

Professional Visitors/Interviews

Drafted: August 13, 2012

Reviewed: May 16, 2022

Revised: April 14, 2022

PURPOSE:

To describe the Detention Services Division policy for professional visits, including but not limited to: law enforcement officers, probation and parole officers, attorneys, and their authorized investigators.

POLICY:

Inmates shall be afforded the right to interviews by attorneys, investigators, bail bondsmen and other persons concerned about their welfare. Facility personnel shall ensure that appropriate security measures are observed during the visit/interview process without unnecessarily impairing the rights and privileges of any inmate.

DEFINITIONS:

Law Enforcement Officers: Sheriff's deputies, Police officers, Federal and State enforcement agents (*except ICE agents*), Parole and Probation officers, District Attorneys and District Attorney's Investigators and Welfare Fraud investigators with valid identification issued by their respective agencies.

Pursuant to the Ventura County Sheriff's compliance with the Truth Act and SB54, Immigration Officials are not included in this definition.

Attorneys and Staff Members: Includes private investigators currently accredited by the State Bar; private investigators possessing a valid private investigators license issued by the State of California and duly authorized by an attorney; Public Defenders; and Public Defender Investigators; Conflict Defense Attorneys and state licensed investigators duly authorized by them.

Duly Authorized: This means confirmation can be made that the investigator is acting on behalf of an attorney. Common ways to confirm include, but are not limited to, a letter on letterhead, a phone call from the attorney, a court order, etc.

Secure Inmate Interview (pass through visits): The process by which an inmate is interviewed in person by an attorney, bail bondsmen, law enforcement officer or any person authorized under the above policy where the inmate is separated from

the interviewer by a security barrier which precludes any physical contact.

Contact Inmate Interview: The process by which an inmate is interviewed in person by an attorney, law enforcement officer or any person authorized under the above policy, where the inmate is not separated from interviewer by a security barrier.

Regular or Secure Inmate Visiting (non-contact): The process by which an inmate is visited by relatives, friends, and other members of the public where the inmate is separated from his visitors by a security barrier, which precludes any physical contact.

Contact or Non-Secure Inmate Visiting: Inmate is not separated from his visitors by any security barrier and is allowed to have a certain degree of physical contact with his visitors. Only the Facility Manager or Facility Sergeant can authorize this category of visitation.

Special or Unscheduled Visit: Visiting which occurs at times other than those specified in regularly scheduled visits.

Legal Runners: A person appointed by a “pro-per” inmate and approved by the Court to assist him in preparing his case.

GENERAL PROVISIONS:

I. DAYS AND HOURS OF SCHEDULED VISITS

- A. Consult the Standard Operating Procedures for schedules at each facility.

II. LENGTH OF INMATE INTERVIEWS

- A. There shall be no time restrictions on inmate interviews except during emergency conditions, by law enforcement officers, attorneys, and staff members.

III. FREQUENCY OF VISITS/INTERVIEWS

- A. Inmates are not eligible for visits/interviews if they are not physically present in the facility. Examples are:
 - 1. Inmates attending court proceedings.
 - 2. Inmates in transit to or from another facility.
- B. Inmates may not be eligible for visits/interviews for the following reasons:

1. Those who are under quarantine for medical or health reasons.
2. Inmates who have not been assigned to housing and/or are still in the booking, transfer or release process.
3. Inmates who are on Level 1 Safety Precautions. Attorney/Client visits allowed with Facility Sergeant prior approval.
4. The inmate is working in the kitchen. Contact the Kitchen Deputy to check on the inmate's availability. If the inmate is a worker at HOJ, contact ext2317 to verify the inmate's availability.

IV. VISITOR ELIGIBILITY

- A. The following persons shall not be eligible for visits/interviews:
 1. Those who have known felony records.
 - a. The Facility Sergeant/Supervisor shall review requests by convicted felons to visit. 4571PC states in part that a person convicted of a felony can be denied visiting access to a jail. When determining if a person fits the criteria of 4571PC, make sure they have served time in a state prison. The fact that a person is a convicted felon does not meet all the criteria for disallowing a visit.
 2. Those who have been determined to be Persona Non-Grata by Detention Facility Administration or a Sergeant.
 3. Those who have had their visiting restricted because of unauthorized communication with an inmate or inmates.
 4. Individuals released from the Ventura County Jail within the last year (365 days), may not visit.

V. RULES TO BE OBSERVED BY VISITORS

- A. A visitor shall be restricted to the particular area assigned.
- B. Visitors and their property, except law enforcement officers, are subject to search at any time and visitors may be checked for outstanding warrants.
- C. If visitors are allowed inside the PTFD or TRJ security envelope,

Public Reception shall issue them a pass indicating the location of the visit. Visitors shall prominently display the visitors' badges on the upper front portion of their outside garment. Visitors' badges must be returned to the Public Receptionist before leaving a Facility.

- D. Visitors who become disruptive, disorderly, or unruly during visiting may be removed from the facility by Deputies.
- E. At the discretion of a Deputy, a visitor inside his area may be subjected to a search with a hand-held electronic search device.

VI. DRESS CODE

- A. All professional visitors entering any Detention Services Facility for a contact visit shall wear, at the minimum, business casual attire.
- B. Business casual attire for men means a shirt with a collar such as a casual shirt, a polo shirt or a golf shirt worn with pants whether khakis, Dockers, or similar style slacks. For women, it means casual skirts, dresses, pants and blouses.
- C. Denim, spandex, sweatshirts and pants, t-shirts, exercise clothing, sundresses, and sandals are not acceptable.
- D. Any professional visitor that requests a non-contact visit will be subject to the dress code for regular visits.
- E. Clothing that is deemed inappropriate by facility staff, may have the decision reviewed by the Facility or Housing Sergeant. The Sergeant's decision is final.
- F. Refusal to comply with the dress code may result in a contact visit being denied.
- G. **If an attorney or investigator is denied a contact visit with their client, the attorney or investigator must be given the opportunity to have a professional, non-contact visit with their client.**

PROCEDURES:

I. VISITORS

- A. All persons who request to visit/interview inmates shall check in, and out, at Public Reception.
- B. No one shall be admitted to the facility if there is evidence of alcohol

consumption or illegal use of drugs.

- C. All visitors shall have proper picture identification and be required to display it.
- D. Any person, with the exception of Sheriff's Office personnel, who is granted access to the facility, shall be issued a paper temporary "Visitor Pass". The pass shall be marked with the destination of the visitor. The visitor shall display his/her visitor's badge while in the jail facilities.
- E. All visits will be entered into VCIJIS by Public Reception personnel. Professional visits conducted at TRJ after Public Reception closes will be entered by the escorting Deputy.

II. INTERVIEW SLIPS

- A. A visitor requesting a special visit shall submit an "Interview Slip" request form, which can be obtained from Public Reception. Upon submission of the request, it shall be referred to the Facility Sergeant.
- B. Professionals planning to visit inmates should be advised to call the Jail Facility Public Reception at least one hour prior to the visit to verify the inmate is at the facility, and available, when the visitor arrives.
- C. Upon receiving authorization for the visit, Public Reception shall notify the appropriate Housing Unit of the visit and whether it is a contact or non-contact visit.

III. CONTACT VISITS (LAW ENFORCEMENT AND ATTORNEYS/STAFF)

- A. Contact visits shall be granted to law enforcement officers, attorneys and staff members, and those ordered by a court of law. Any other request for a contact visit shall be referred to the Facility Sergeant for approval.

It is important to note that the people conducting this category of visit and interview are employed by a government agency. Their time, like ours, is valuable and limited. Every effort should be made to expedite these individuals' visits and interviews.

NOTE: Contact interviews may be denied or delayed by the Facility Sergeant or a Facility Sergeant for facility safety or security reasons. If practical, a facility supervisor is encouraged to explain the reason why the contact visit was denied or delayed.

1. The following people will be granted a contact visit with an

inmate **without** the prior approval of the Facility Sergeant.

- a. California State Parole Officers
 - b. Ventura County Probation Officers (Probation Agency)
 - c. Ventura County District Attorneys and Investigators
 - d. Ventura County Public Defender Attorneys and Investigators
 - e. Police Officers and Deputy Sheriffs
 - f. Federal or State Law Enforcement Officers (except ICE agents - Refer to Detention Services Policy, Immigration and Customs Enforcement Interviews, Holds and Notification Procedure, Section 6, Chapter 16)
- B. Proper identification must be supplied including authentic identification issued by their respective agencies. Attorneys must prove they are accredited members of the California State Bar (Bar Card).
- C. If any pre-approved person brings a visitor with them, the Facility Sergeant must be notified for review and approval.
- D. All persons requesting a contact visit shall complete a "Special Visit Request" interview slip.
- E. The Public Receptionist shall confirm with the Facility Sergeant where the interview is to take place and direct the visitor accordingly.
- F. Prior to entering the facility, the interviewer is subject to a cursory search of his person and/or any hand-carried articles, such as brief cases. The search may be conducted with an electronic hand-held search device.
1. Any Peace Officer, Ventura County District Attorney, Ventura County District Attorney Investigator, Ventura County Public Defender or Ventura County Public Defender Investigator conducting a contact interview / visit **shall not** be searched or wanded unless there is cause to do so and only after approval of the Facility Sergeant.
 2. Private attorneys, private attorney investigators, defense experts or other professional visitors need Facility Sergeant approval before being granted an unscheduled contact interview/visit. Private attorneys, private attorney investigators, defense experts

or other professional visitors will be searched or wanded before entering the security envelope of the facility. Private Attorneys must prove they are accredited members of the State Bar of California (Bar Card).

3. Law enforcement officers and other persons carrying weapons shall secure their weapons in gun lockers before being allowed into the facility.
4. When a Peace Officer (Police Officer, Deputy Sheriff, D. A. Investigator, Probation Officer, Parole Officer) requests a contact visit and / or / contact interview, they will be tactfully asked by Public Reception personnel if they have any possible weapons on them (firearms, OC, knives, etc.). Should they be in possession of any weapons, the weapon shall be secured in the provided gun locker.

G. The Public Receptionist shall issue a visitor's badge to the interviewer.

1. Ventura County Sheriff's personnel in civilian clothing may use their Ventura County Sheriff's Office identification card or badge in lieu of the issued visitor's badge.
2. Any person other than a Ventura County Sheriff's Office personnel, who has been granted access to the facility, shall be issued a paper temporary Visitor Pass. The pass shall be marked with the destination of the visitor. This includes County of Ventura Employees falling under the definition of law enforcement officers.
3. The Public Receptionist shall remind the interviewer to display their identification card or visitor's badge while in the jail to facilitate recognition by Control and Security personnel.
4. If the interviewer has properly requested multiple visits, the Public Receptionist shall inform the Level Control Officer or Housing Deputy and SST of the names and locations of all inmates to be interviewed.
5. The interviewer will not be allowed to arbitrarily request additional interviews while in the Housing Areas. If such requests do occur and the Level Control Officer or Housing Deputy has not been informed of any additional interviews, the Housing Sergeant or Housing Senior Deputy will be notified and respond to resolve the issue.

H Cameras and cell phones are not allowed into the facility unless

approved by the Facility Sergeant. Law enforcement or attorneys who wish to photograph their clients will need approval from the Facility Sergeant. Cell phones may only be used to retrieve information stored on the phone, not place calls, text messages, access the Internet, etc.

- I. Laptops and similar devices are allowed, but must not be connected to the Internet.
- J. Inmates are prohibited from touching electronic devices such as laptops, DVD players, or similar devices during any visit.
- K. No contact between the inmate and his/her visitor is allowed.
- L. If a visitor wishes to leave documents with the inmate, the documents shall be searched for contraband.
- M. Inmates shall be strip-searched after each contact visit. The inmate does not need to be strip-searched following an interview with law enforcement, parole officers, probation officers, or Inmate Services.
- N. The Housing Deputy shall search the interview rooms for vandalism and contraband before and after each visit.

IV. Contact Visits (Non-Law Enforcement AND Non-Attorney/Staff)

- A. Contact or non-secure visits other than those outlined in this Chapter shall be referred to the Facility Sergeant/Supervisor for approval.
 - 1. Facility Supervisors will strive to limit the number of non-Law Enforcement and non-Attorney and Staff contact visits. Persons wishing to have a contact visit should be encouraged to use the pass-through visiting rooms on the housing levels.
- B. Visitors, as well as any items in their possession, shall be searched
- C. Visitors shall be required to secure purses, bags, briefcases and other hand-carried articles inside their vehicles before being allowed to proceed within the secure areas of the jail. Cameras and cell phones are not allowed.
- D. The visit shall be visually monitored by a Deputy or a Sheriff's Service Technician.
 - 1. Both the visitor and the inmate shall be required to be seated during visiting.

- E. No contact between the inmate and his visitor shall be allowed.
- F. After the visit, the inmate shall be strip searched before being returned to his housing section. The strip search will be conducted in accordance with Divisional Policy, Section 12, Chapter 23: Strip Search Policy.
- G. The visitor shall be directed to leave the facility through the Public Reception area.

V. SECURE INTERVIEWS (PASS-THROUGH) AT PTFD AND TRJ

- A. Persons requesting secure interviews shall be required to present valid identification documents. In addition, attorneys and bail bondsmen shall submit "Interview Slips" form SO-1003.
- B. The Public Receptionist shall verify the location and availability of the inmate by contacting the SST. Upon confirmation of the inmate's availability, the Public Receptionist shall then advise the SST of the impending interview.
- C. The Public Receptionist shall verify the availability of a secure (pass-through) interview room with Central Control (TRJ) or with the Level Control Officer (PTDF) on the level the inmate is housed.
- D. Law enforcement officers, attorneys, staff members and bail bondsmen may take their briefcases into the visiting area, subject to search. Law enforcement officers and other persons carrying weapons shall be required to secure their weapons in gun lockers before being allowed into the jail. No one will be allowed to bring in a camera or cell phone unless approved by a Facility Sergeant.

NOTE: Subject to the foregoing guidelines, secure interviews shall be conducted in the same manner as regularly scheduled visits.

VI. SPECIAL VISITS

- A. A professional requesting a special visit shall be required to submit an "Interview Slip" request form (SO-1003), which can be obtained from Public Reception. Upon submission of the request, it shall then be referred to the Facility Sergeant.
- B. Special visits shall be granted to legal runners' subject to the following conditions:
 - 1. The inmate to be visited has a Pro Per status.

2. The legal runner is duly approved by the court having jurisdiction over the inmate's case.

VII. INTERVIEWS CONDUCTED OUTSIDE THE FACILITY/REMOVING INMATES FROM THE FACILITY

- A. The Facility Manager will review all requests made by any other agency to remove an inmate from the Detention Facility. If the request is approved, the Watch Commander shall have the CIR Supervisor complete an "Emergency/Outside Release Log" and then have the form signed by the arresting/transporting officer. The same "Emergency/Outside Release Log" shall be signed by the arresting/transporting officer upon return of the inmate to the Detention Facility.
 1. The Classification Sergeant should contact the arresting agency, if different, and inform them of the request.
 - a. If the inmate is sentenced and there are no other pending cases, the Classification Sergeant does not need to contact the arresting agency.
 2. If the arresting agency expresses a concern about the pending request, efforts will be made to have the agencies resolve the issue.
 3. At least one Ventura County Deputy assigned to the Classification Unit will be present with the inmate at all times while the inmate is out of the facility.
 4. The Facility Manager has the ultimate authority to deny any request since the inmate is the responsibility of the Ventura County Sheriff's Office. The one exception is when a valid court order has been served for such a removal.

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Section 13 Chapter 3

Parole/CYA Interviews and Hearings

Drafted: August 13, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

Parole hearings will no longer be conducted at Detention Facilities.

POLICY:

Parole hearings will no longer be conducted at Detention Facilities. As a result of AB 109, Parole hearings will be handled through the court system.

Parole interviews shall be conducted in accordance with Divisional Policy Section 13 Chapter 2.

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Section 13 Chapter 4

Privileged Communications

Drafted: August 13, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE

To establish policy and procedure related to privileged communications between an inmate in custody at a Detention Facility and the inmate's attorney, religious adviser, or licensed physician.

DEFINITIONS:

Privileged Communication: as defined in Penal Code 636 is "a conversation, or any portion thereof, between a person who is in the physical custody of a law enforcement officer or other public officer, or who is on the property of a law enforcement agency or other public agency, and that person's attorney, religious adviser, or licensed physician." Violation of this section is a felony.

POLICY:

Personnel shall not by any means, electronically or otherwise, eavesdrop on or record, any part of any conversation between an inmate and his/her attorney, religious adviser, or licensed physician. (Religious adviser includes religious volunteers.)

PROCEDURES:

I. PRIVILEGED COMMUNICATION

- A. When an inmate is involved in a conversation as defined above, all intercom equipment shall be turned off to the interview room or other multipurpose room in which the interview is taking place.
 - 1. In the event that a staff member observes a security issue regarding the interview, that staff member (if not a deputy) will immediately notify a deputy.
 - a. The deputy will enter the room and address the security issue if it is of an exigent nature.
 - b. If the security issue is not of an exigent nature, the deputy

will seek direction from an immediate supervisor before approaching the interview.

- c. In any event where staff had to intervene on a conversation as described above, the Facility Supervisor will be notified and a Jail Incident Report will be generated articulating the reason for the intervention, the action taken, and the names of all parties involved.
- 2 This policy does not preclude staff from providing security for WellPath (formerly CFMG) medical staff or religious services provided by the Detention Services Chaplain's Office.

REFERENCES:

Cross Reference: 636 PC

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Section 13 Chapter 5
Special Handling Visits

Drafted: August 13, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To describe the procedure for visiting Special Handling Inmates at Detention Facilities.

POLICY:

It is the policy of the jail facilities to provide inmates with Special Handling classifications (ADSEG, VA, VC, PC, PCVC, PCVA, Psych) the opportunity to visit members of the public at least twice a week for up to one-half hour.

GENERAL PROVISIONS:

Special Handling inmates will follow the same procedures as General Population inmates to schedule visits and visitor Check-In procedures remain the same for Special Handling Inmates as described in Chapter 13, Section 1.

PROCEDURES:

I. GENERAL SECURITY PROVISIONS

- A. Special Handling Inmates will be escorted by Deputies to the Visiting area, and if housed in Unit "A" at TRJ, locked into the visiting booth.
- B. Before an inmate is allowed to enter the visiting booth, the Deputy will inspect the area for contraband, graffiti or unauthorized communication.
- C. When Special Handling inmates are scheduled for visiting at TRJ, the inmates will be escorted by sworn staff from the housing section to Housing Unit A where the locked visiting booths are located.

Exception: Protective Custody inmates housed in regular Protective Custody housing units, will visit per the Visiting Schedule.

- D. Depending on the inmate's demonstrated custody behavior, the Classification Unit or a Housing Supervisor may require two or more

Deputies to escort certain inmates to and from visiting. This information will be stored in the VCIJIS computer system.

REFERENCES:

Cross Reference: Title 15, Section 1053, 1062

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Section 13 Chapter 6
Video Conferences

Drafted: August 15, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE

To describe the policy and procedure for inmate video conferences at Detention Facilities, including but not limited to attorneys and probation officers.

POLICY:

It is the policy of Detention Facilities to provide Video Conferences to representatives of the Criminal Justice System, and others with a legitimate reason. Staff will ensure that all security regulations are adhered to during the inmate's Video Conference process without unnecessary interference.

GENERAL PROVISIONS:

I. VIDEO CONFERENCES

- A. Video conferencing is used by the Ventura County Probation Agency and the Public Defender for interviews.

NOTE: Under no circumstances is the conversation between an attorney and inmate to be monitored (Attorney/Client Privilege).

PROCEDURES:

I. PTDF

- A. Video conferences will be conducted Monday through Friday from 0700 to 1900 hours except holidays.
- B. The Probation Agency will use two video conferencing locations. The video conferencing equipment is located in interview room 1 in Quad B and the video conferencing equipment in interview room 2 in Quad G.
- C. The Public Defender will use the video conferencing equipment in interview room 1 in Quad C.

D. The Quad SST will be responsible for staging inmates to prevent video conferencing delays.

1. A list of inmates for video conferencing will be emailed to the respective quad Outlook mailbox noting the inmate, locator, date and time of the video conference, requesting person, and contact phone number.
2. The Quad SST will be responsible for signing onto the Outlook email system to retrieve the video conference list periodically during their shift. The sign on for the Outlook quad email notification mailboxes are the following: "Quad B" password is "video" / "Quad G" password is "video" and "Quad C" password "video."
3. Inmates will not be allowed to carry items to a video conference.
4. The Quad SST will send the requested inmates into the video conference interview room by the scheduled time listed on the email. The Housing Senior Deputy or Watch Commander will handle any schedule conflicts that arise.
5. The video conference equipment is mounted in a locked metal case on the interview room wall. The equipment has continuous power and there is no need to open the video conference equipment case unless it's being repaired by a technician. The inmate should be seated facing the equipment so that the inmate can be watched by the SST or Deputy while in the interview room.
6. Video conferences will be arranged in time order. Once the interview is complete, the inmate should be given a movement order to return to their housing unit by the SST or Security Deputy. After the video conference has been completed, the Security Deputy of SST should visually inspect the equipment and interview room for any damage or contraband.

II. TRJ

- A. Video conference hours are 0700-1700.
- B. The agency or individual (Attorney, Probation Officer, or Law Enforcement Officer) will E-mail or telephone (933-8569) the Senior Deputy to notify them of the inmates that have a videoconference.
 1. The Housing Senior Deputy will verify that the inmate is available.

2. The Housing Senior Deputy will obtain the name and phone number of the requesting party, so that contact can be made if there are problems preventing the conference from taking place.
 3. When the video conference is to take place, the Housing Senior Deputy will have the Security Deputy, or other available sworn staff member, bring the inmate to the video conference rooms, located in Housing Unit's B and D.
 4. The party requesting the Video Conference should have their equipment turned on when the inmate arrives at the Conference Room. At that time, the deputy will turn on the room light and instruct the inmate to talk with the other party.
 5. If the T.V. screen is not working on the inmate's arrival, the Security Deputy will retrieve the Video Conference keys from the Housing Supervisors office. The gold keys are for the video box and the silver keys are for the power source.
 6. The deputy shall ensure the inmate is in front of the camera.
 7. The Security Deputy will verify that the monitor and communications are working properly by checking the inmates view of the screen (you should see the other party) and by verifying with the inmate that he can hear and speak with the other party. When this is established, the Security Deputy can leave.
 8. If there is a problem preventing the conference from taking place and it cannot be immediately corrected, the inmate will be returned to his housing unit. The Housing Senior Deputy or his/her designee will be advised, who will then notify the party requesting the Video Conference that it cannot take place and why.
- C. Any problems preventing the Video Conference from taking place, or any needed repairs are to be brought to the attention of the Facility Sergeant, who will notify I.S.D. of the circumstances as soon as possible.
- D. Special requests for video conferences held outside of the above listed hours must be approved by the Facility Sergeant (933- 8502).

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Section 14 Chapter 1

Court Ordered Phone Calls, Haircuts and Showers

Drafted: August 20, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish a procedure of tracking inmate court ordered phone calls, haircuts, and showers.

POLICY:

To ensure that all court ordered phone calls, haircuts, and showers will be given in accordance to those orders in a timely manner. Furthermore, the paperwork (original or copy) will be maintained in the inmate's file for tracking purposes according to the following procedure.

PROCEDURE:

I. CENTRAL INMATE RECORDS

- A. Court ordered activities (phone calls, showers, haircuts, etc.) are received on the network printer in Central Inmate Records (CIR) at the Pre-Trial Detention Facility (PTDF).
- B. Distribution of orders will be directed to the appropriate area per the order.
 - 1. Original CIR inmates master jacket.
 - 2. Todd Road Jail (TRJ) Facility Sergeant.
 - 3. Legal Unit at PTDF
- C. A copy of the order will be sent to the housing Deputy where the inmate is housed.
 - 1. The housing deputy will ensure that the inmate receives the phone calls, haircut, or shower as specified in the court order.
- D. If the inmate informs the deputy of a court ordered activity the deputy was previously unaware of, the deputy will make a copy of the order

provided by the inmate, research the validity of it, and make every effort to comply with a valid order in a timely manner as directed in this policy.

- E. Unless stated otherwise, court ordered telephone calls should be interpreted as calls given at county or court expense.
- F. Court ordered phone calls will utilize the conference call phones in Men's Booking or Segregated housing at the PTDF. Calls for TRJ housed inmates will use the conference call room in the inmate Intake Area.
- G. Completing a court ordered phone call:
 - 1. Confirm the order is valid and secure the inmate in the telephone room with the phone that does not have outgoing call capabilities.
 - 2. The deputy will call the number and confirm that the person called will speak with the inmate.
 - 3. When the above is confirmed the deputy will transfer the call to the conference room and instruct the inmate to pick up the phone.
- H. Log the status of the call (completed / incomplete) in the "Inmate Activity Log" as well as on the copy of the court order. If the inmate refuses to attempt to make any of the calls when afforded the opportunity, log the refusal as well.
 - 1. Upon completion of the court ordered phone call, haircut, or shower, the deputy will document the completion of the court order in the "Housing Redbook" and the "Inmate Activity Log." The deputy will include the court case number and date of the order in the activity log for tracking purposes.
 - 2. The deputy will sign the bottom of the paperwork including their identification number, time, and date given. The deputy will then forward the signed paperwork back to the Sergeant.
 - 3. The Sergeant will document the completion of the court order in the Facility Redbook and then forward the paperwork to PTDF records to be filed in the inmate's file, with a copy forwarded to the legal unit.

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Section 14 Chapter 2

Release of Audio-Visual Tapes, Jail Records, and Phone Records

Drafted: August 20, 2012

Reviewed: May 16, 2022

Revised: June 4, 2020

PURPOSE:

To establish guidelines for the dissemination of official Detention Services Division media and records to law enforcement investigators.

POLICY:

Copies of jail records, audio and video tapes, inmate emails, and inmate telephone recordings from a Ventura County Jail facility may be released to authorized law enforcement officials and investigators pursuant to an official investigation; except in civil proceedings involving the county or any of its employees. Those authorized persons shall articulate a specific need for the contents of the requested information.

DEFINITIONS:

Audio-Visual Records: Audio and visual tapes that are generated by stationary cameras, recording devices, or by Detention Services personnel, in the performance of their duties, at any Ventura County Jail or holding facility.

Inmate Email: In-coming emails for inmates that have been generated through the Inmate Email Program.

Inmate Phone Records: Audio, digital, and paper records of inmate telephone calls originating from within any of the Ventura County Jail or Holding facilities.

Jail Records: All documents created internally by jail and holding facility staff regarding incidents, daily routines or other information regarding inmates, visitors, or staff members.

Law Enforcement Investigators: Those persons who are sworn law enforcement personnel pursuant to 830 P.C. (Et al.), and Deputy District Attorneys.

GENERAL PROVISIONS:

I. VIDEO AND AUDIO SURVEILLANCE

A. There are several areas within the Pre-Trial Detention Facility (PTDF),

East County Jail, the Hall of Justice Inmate Holding areas, and the Todd Road Jail that are under 24-hour video and audio surveillance. Since a person is allowed up to two years to file a suit in Federal Court, and if incarcerated, extensions may be granted by law, it was determined that, by local policy, the events captured on this system will be maintained for a period of two years.

1. As of July 2004, the inmate phone system has the ability to monitor and record all outgoing inmate-initiated phone calls. Since April 2005, a Personal Identification Number (PIN) has been assigned to each inmate, allowing phone call records in the inmate housing areas to be retrieved by inmate booking number in addition to the phone number. All calls are digitally stored and retrievable since the initiation of the current system.
 - a. The existence of this technology and the corresponding data produced by it will result in requests by law enforcement officials. This policy addresses the parameters for the release of such information, in addition to official jail reports, documents, and other paper records.

PROCEDURE:

I. REQUEST FOR AUDIO/VIDEO TAPES

- A. Any law enforcement agency performing an official law enforcement investigation can request audio-video tapes of any incident in a jail or court holding area incident, a copy of inmate telephone records, and/or internal jail records.
 1. Requests for inmate phone records, jail records and jail and HOJ audio or audio-video recordings must be made in writing by management level staff, or, at the Legal Unit's discretion, by the Sergeant supervising the requesting unit. Deputy District Attorney's and Supervising District Attorney Senior Investigators may also submit record requests.
 - a. For jail records and audio-video recordings, the investigator shall indicate the name, booking or BI number of the inmate, location of event, and the date of the incident using the *Request for Information or Records* form (SO-1055a).
 - b. For phone records, the investigator shall provide the name and booking number of the inmate, specific date range for the requested calls, and the telephone number(s) called by

the inmate, if known. The investigator shall also include a specific reason or purpose for requesting these records. The above information then shall be forwarded, using official department letterhead or by electronic mail to the Detention Services Division Legal Unit Supervisor.

2. The Legal Unit will endeavor to complete all requests in a timely manner. If the official request does not provide details of a specific incident, location, or number, or if it is unclear in any way, the Legal Unit will request clarification before proceeding.
3. The Legal Unit shall retain the completed electronic request or letterhead request. As custodian of Detention Services records, this will fulfill the requirement of maintaining a record concerning to whom the information was released by the Legal Unit.
4. Only persons who are sworn law enforcement personnel pursuant to 830 P.C. (Et al.), and Deputy District Attorneys are allowed to listen to calls and/or visits at any of the Securus listening stations.

II. RELEASE/USE OF PHOTOGRAPHIC TAPES, JAIL RECORDS, AND PHONE RECORDS

- A. All Sheriff's Office photographic tapes, jail records, inmate emails or audio phone records are provided for, and shall be used only for, legitimate law enforcement investigative purposes.
 1. The above listed items will be released for a specific law enforcement function; however, these items will not be released in cases where civil litigation is pending in which the County of Ventura or any of its employees are named in any legal action. In these instances, all requests shall be submitted to the County Counsel's office for review, or to retained legal counsel representing the Sheriff on specific litigation, whichever is most appropriate.
 2. The Assistant Sheriff of the Detention Services Division or designee must authorize any exceptions to the above policy.
 3. All requests made by private attorneys or Public Defenders must be done through a Subpoena Duces Tecum (SDT).
 4. All requests for medical records shall be made through a Subpoena Duces Tecum (SDT) to WellPath (formerly CFMG).

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Section 14 Chapter 3

Release of Inmate Mail and Property to Investigators

Drafted: August 20, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish guidelines for the search, copying, seizure, and dissemination of inmate mail and property to law enforcement investigators.

POLICY:

Inmate property and copies of inmate mail may be released to authorized law enforcement officials and investigators pursuant to an official investigation after receipt of an official request. Those authorized persons shall articulate a specific need for the contents of the requested information.

DEFINITIONS:

Inmate Property: Valuable, bulk, or personal property of an inmate received at time of booking at the Ventura County Jail. Inmate property includes all items added to the inmate's property bag.

Inmate Mail: Written material that is processed through the Detention mail system. Includes mail that is delivered through the U.S. Postal Service.

Confidential Mail: Legal written material from any county, state and federal courts, or any member of the State Bar, holder of public office and the State Board of Corrections. Inmates may also correspond, confidentially, with the facility manager or the facility administrator. Mail from private attorneys must be on official letterhead and in a properly identified outer envelope to be considered confidential.

GENERAL PROVISIONS:

I. INCOMING MAIL SCREENING

- A. All incoming mail, except confidential (legal) mail, is screened by Detention Services personnel to ensure appropriate security measures are observed. This security screening occurs so contraband and/or sensitive material are not introduced into the Custody system. The legal mail is opened only in front of the inmate and then checked for contraband

or other prohibited items. Refer to Divisional Policy Section 6, Chapter 7 for details.

1. Mail addressed to certain inmates may be scanned or read with approval of the Facility Manager. If information that may be pertinent to an agency outside of Detention Services is read, the agency will be notified. The agency must submit a request for a photocopy within 48 hours.
2. Investigators without any warrant or other official request may view inmate property. The release of inmate property or an original article of inmate mail is only accomplished after completion and receipt of form: "*Seized Property Report*" (SO-2011).

PROCEDURES:

I. RELEASE OF INMATE PROPERTY

- A. Whenever a law enforcement agency requests articles of inmate property booked in the Ventura County Jail Property Room that is related to an official law enforcement investigation, the request must be submitted in writing to the Pre-Trial Detention Facility on a *Seized Property Report* form designated for this purpose (SO-2011). A copy of the form is placed in the inmate's property bag as well as in the inmate booking jacket in Central Inmate Records.
- B. Investigators may view inmate property without a search warrant or other paperwork. Any prosecuting attorneys or criminal defense attorneys, if verified to be the attorney of record for that inmate or Public Defender investigators, may also view the property without a court order. The Detention Legal Unit or the Jail Facility Sergeant will schedule the appointment.

II. RELEASE OF INMATE MAIL

- A. Photocopies of inmate mail: Whenever a law enforcement agency from outside the Sheriff's Office requests photocopies of inmate mail, the request must be made in writing by management-level staff using official department letterhead to the Detention Services Division Legal Unit. Sheriff's Office managers requiring this same information may submit the written request through interoffice electronic mail.
- B. Original articles of inmate mail:
 1. If investigators request the seizure of original mail **after** it is

delivered to an inmate in the custody of the Ventura County Jail, a search warrant is required, and the search warrant shall be served and handled by the investigator/attorney listed on the warrant. Unless authorized by the Facility Manager, no Detention Services personnel will act as seizing agents for the investigator/attorney listed on the warrant.

2. Investigators requesting to seize original mail **prior** to delivery to an inmate in the custody of the Ventura County Jail shall complete a *Seized Property Report* form (SO-2011).

NOTE: The inmate will be presented with a copy of this form notifying the inmate that the mail has been seized.

- a. The Detention Legal Unit shall retain copies of the completed SO-2011 and all letterhead requests for copies of inmate mail provided to investigators. As custodian of Detention Services records, this will fulfill the requirement of maintaining a record concerning to whom the articles of mail have been released.

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Section 14 Chapter 4

Release of Jail Booking Photographs

Drafted: August 20, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish guidelines for the dissemination of inmate booking photographs to media sources and law enforcement investigators.

POLICY:

Inmate booking photographs are the property of the Sheriff's Office and will only be released to authorized law enforcement officials pursuant to an official investigation and to media sources if a pending investigative procedure will not be compromised. All persons shall articulate a specific need for the requested images.

DEFINITIONS:

Inmate Booking Photographs: Images captured during the official booking process of inmates booked into the Ventura County Jail.

Investigative Photographs: Digital and any other images captured by or provided to any member of the Sheriff's Office for official purposes. This includes images of tattoos, clothing, articles of property, or any other image except booking photographs.

Law Enforcement Officials: Law Enforcement Officials are those persons who are sworn law enforcement personnel pursuant to 830 P.C. (Et al.), and Deputy District Attorneys.

Media Sources: Media sources are newspaper, television, radio, Internet and other businesses designed to provide information to the public.

PROCEDURE:

I. REQUESTS FOR BOOKING PHOTOGRAPHS

A. Any law enforcement agency performing an official law enforcement investigation can request booking and other inmate photographs from Detention Services.

1. Detention Facility Sergeants may approve the release of official

photographs and images to law enforcement staff in furtherance of any investigation.

2. Inmate booking photographs will be released for a legitimate law enforcement function, however, these items will not be released in cases where civil litigation is pending in which the County of Ventura or any of its employees are named in any legal action, without management approval.
3. Only the Public Information Officer assigned to Sheriff's Administration, or his designee, may approve the release of inmate photographs requested by media sources. Prior to any release, the original arresting agency shall be contacted to confirm that the release of the image will not disrupt the investigation. This requirement is intended to avoid jeopardizing any investigation.
4. All Sheriff's Office photographic images shall only be used for legitimate law enforcement investigative purposes, or media distribution, if approved. Employees are prohibited from accessing, printing, or disseminating in any way images, photos, or any other visual/audio files for personal, commercial or entertainment purposes. Any staff member violating the letter or spirit of this policy shall be subject to discipline.

NOTE: All requests for audio-visual recordings from jail facilities and the Hall of Justice Holding Facility shall follow the procedures outlined in Detention Services Divisional Policy 14-2: *Release of Audio-Visual Tapes, Jail Records, and Phone Records*.

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Section 14 Chapter 5

Release of Jail Records to Law Enforcement Investigators

Drafted: August 20, 2012

Reviewed: May 16, 2022

Revised: June 3, 2020

PURPOSE:

To establish guidelines for the release of jail records and recordings to Law Enforcement Investigators regarding all jail records pertaining to current and former inmates.

POLICY:

Jail records for in-custody inmates requested by law enforcement investigators shall be released to those persons authorized to have them in accordance with Title 15 regulations and those statutes imposed by the Public Records Act.

DEFINITIONS:

Jail Records: Those records that are generated by Detention Services personnel in the performance of their duties inside the jail (i.e., Jail Incident Reports, monitoring logs, etc.). These records may also include inmate-generated requests (i.e., "kites").

Law Enforcement Investigators: Those persons who are sworn law enforcement personnel pursuant to 830 P.C. (Et al.)

PROCEDURES:

I. REQUESTS FOR JAIL RECORDS

- A. Whenever a law enforcement agency requests jail records, the request must be submitted in writing to the Detention Services Division Legal Unit of the Ventura County Sheriff's Office.
 1. Requests for jail records can be made through a, Detention Services Records Request form, a Request for Information or Records form (SO-1055) or a Subpoena Duces Tecum (SDT). However, should requests become excessive an SDT may be required.
 - a. The Legal Unit will have 7-10 business days in which to complete the request and return the original written

request to Records.

- b. If the investigator does not provide a request detailing a specific incident or if their request is unclear, the Legal Unit will request clarification.

II. REQUESTS FOR MEDICAL RECORDS

- A. Requests for medical records shall be made through a Subpoena Duces Tecum (SDT) to WellPath (formerly CFMG).

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 15 Chapter 1

Building Maintenance

Drafted: September 7, 2005

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish guidelines for building maintenance affecting the Detention Facilities.

POLICY:

Prompt attention to the resolution of building maintenance problems is required of all Detention Facility employees. Building maintenance, equipment repair and other concerns affecting a Facility's physical plant shall therefore be handled in a uniform manner as set forth in the following procedures.

PROCEDURES:

I. REPAIRS

- A. Whenever repairs are needed on any element of the physical system of a Facility, the Staff Employee shall:
 - 1. Pre-Trial Detention Facility (PTDF) and East Valley Jail (EVJ): Call the Maintenance Dispatch at [REDACTED].
 - 2. Todd Road Jail (TRJ): Email the Warehouse staff member who contacts the Maintenance Supervisor to assign a work order.
- B. If the repair need is urgent, the employee discovering the damage or malfunctioning item shall contact the on-duty maintenance person for repairs and advise the Facility Sergeant/ Supervisor.
 - 1. **PTDF** and **EVJ**: Contact Maintenance on duty via radio or master.
 - a. If the urgent repair at PTDF or EVJ is needed from 2230 hours to 0700 hours the employee discovering the damage or malfunctioning item shall contact the Facility Sergeant/Supervisor and get an approval to call Maintenance Dispatch at [REDACTED] and request that the "on-call maintenance person" be paged.

2. **TRJ:** Contact Maintenance on duty via radio or call the Maintenance Shop at [REDACTED] or Maintenance Office at [REDACTED].
 - a. If the urgent repair at TRJ is needed from 2330 hours to 0700 hours the Employee discovering the damage or malfunctioning item shall contact the Facility Sergeant/Supervisor and get an approval to call Maintenance Dispatch at [REDACTED] and request that the “on-call maintenance person” be paged.

II. REPAIR FOLLOW-UP

- A. Requests for new or updated equipment or materials must be submitted to the Facility Administrative Sergeant for approval and forwarded to GSA Maintenance.

III. EXCLUSIONS

- A. The following equipment is not covered by this policy:
 1. Computer equipment - I.S.D. (Help Desk: [REDACTED])
 2. Communications Equipment - Radios, and control panels (Help Desk: [REDACTED])
 3. Telephone equipment - staff phones (Help Desk: [REDACTED])
 4. Inmate Telephone Equipment - Booking, bail cell, inmate, and pay phones (Global Tel. Link: [REDACTED])
 5. Non-Dialing Telephone Equipment - visiting rooms and public reception (Global Tel. Link: [REDACTED])
- B. If operating problems should arise with any of the above-listed equipment, the Facility Sergeant shall be notified, and he shall attend to the prompt resolution of those problems.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 15 Chapter 2
Court Ordered Blood Testing

Drafted: September 7, 2005

Reviewed: May 16, 2022

Revised: April 5, 2021

PURPOSE:

To establish guidelines for the procedures and documentation required for the Court-Ordered blood testing of inmates.

POLICY:

The following policy outlines several requirements that must be met in order to request a Court-Ordered blood test of a person in custody at the Ventura County Jail when it is believed the person's bodily fluids have mingled with those of the peace officer or employee covered under (H & S 121060).

GENERAL PROVISIONS:

Proposition 96 was enacted by the voters in the November 1988 general election which provides for mandatory Acquired Immune Deficiency Syndrome (AIDS) blood testing for persons charged with interfering with the official duties of public safety employees when there is probable cause to believe there has been an exposure to blood or bodily fluids of an arrestee. An order of the Court is required for the testing (H&S 121060).

DEFINITIONS:

Bodily Fluids:

1. Blood
2. Tissue
3. Mucous containing visible blood
4. Semen
5. Vaginal secretions

Health Care Professional:

1. RN, Nurse Practitioner
2. Medical Doctor

PROCEDURE:

I. BASELINE BLOOD DRAW

- A. The victim peace officer or employee shall, as soon as possible, proceed to Ventura County Medical Center (VCMC) to have a "baseline" blood draw and be treated for the injury.

II. CONFIRMATION OF EXPOSURE

- A. The Watch Commander will detail the circumstances of the exposure by filling out portion #2 of the "Certification of Health Care Professional" form (page 4 of the "Declaration in Support of Request for Blood Testing – 15- 2a). All other areas will remain blank for the Health Care Professional to complete.
- B. The arrestee will be taken to VCMC. The Health Care Professional will read the "Certification of Health Care Professional", exam the suspect and determine if an actual exposure has occurred.
- C. The Health Care Professional will attempt to get the suspect to submit to a voluntary blood draw. (H&S 121060).

III. VOLUNTARY CONSENT

- A. Every effort should be made to obtain a voluntary blood draw at this time as it will negate the necessity of obtaining a Court-Ordered blood draw.
- B. If the arrestee submits to a blood test, no further action is necessary.

IV. COURT-ORDERED BLOOD DRAW

- A. If the arrestee refuses to submit to a blood test, have the Health Care Professional sign the "Certification of Health Care Professional".
- B. The "Declaration in Support of Request for Blood Testing" must be completed by the victim peace officer or the officer's employing agency. The declaration and the "Certification of Health Care Professional" must be accompanied by all the required police reports (Crime and Arrest Reports).
- C. The completed petition (the employee's Declaration and the "Certification of Health Care Professional") and all corresponding reports will be given to the Classification Deputy. The Classification Deputy will contact the on-call judge and present the petition to the judge.

- D. If the judge signs the petition, it is now considered a Court Order. The Watch Commander will arrange to have the inmate's blood drawn and tested, per the Court Order. This is only the case when the arrestee is in custody.
- E. A template to create this court order request can be found in Divisional Policy Section 15, Chapter 2a.

NOTE: *The jail medical staff does not draw court-ordered blood samples.*

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[Name & Business Adress of Petitioner]

SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA

THE PEOPLE OF THE STATE OF CALIFORNIA,)	COURT NO.
)	
Plaintiff,)	PETITION OF [Insert
)	the applicable job of
)	the victim as listed
)	in Health & Safety
v.)	Code 121060 (a)] FOR
)	TESTING OF DEFENDANT'S
)	BLOOD; DECLARATION AND
)	REQUEST FOR BLOOD
)	TESTING
)	
)	(Health & Safety Code
)	§ 121060)
)	
[Name of Arrestee],)	
)	Date:
Arrestee.)	Time:
)	Courtroom:

TO THE CLERK OF THE COURT AND THE ARRESTEE:

Petitioner, [Name of Individual] , alleges that he/she is a [Insert the applicable job of the victim as listed in Health & Safety Code 121060 (a)] employed by [Name of Agency] . Petitioner further alleges that he/she, while acting within the scope of his/her duties, was exposed to the arrestee's blood or bodily fluids as defined in Health and Safety Code section 121060.1, and that probable cause exists to believe that a possible blood borne pathogen exposure took place.

Petitioner requests that pursuant to Health & Safety Code section 121060, the court order that the arrestee provide three specimens of blood for testing for human immunodeficiency virus ("HIV"), hepatitis B and hepatitis C.

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Petitioner requests that three specimens be collected for testing as soon as it is practical to do so.

The motion will be based upon this Petition and Notice, the attached Declaration In Support of Blood Testing and Certification of Health Professional, and such other evidence that the court may require.

Respectfully submitted,

DATED: _____ [Name of Petitioner]

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DECLARATION IN SUPPORT OF REQUEST FOR BLOOD TESTING
(Peace Officer, Firefighter, Custodial Officer, or any other
named individuals in Health & Safety Code 121060(a))

I, [Name of Petitioner] , declare:

I am [an individual named in Health & Saf. Code 121060 (a)]
employed by [Name of Agency] .

On [date], while performing my duties, I was exposed to the
blood or bodily fluids of [Name of Arrestee] , who is an inmate
of [Name of Facility] . The possible transfer of [blood, tissue,
mucous containing blood, semen, vaginal secretions] took place
between the arrestee and me as follows: [description of events]

I request that the arrestee be tested for the communicable
diseases listed in Health and Safety Code 121060 and that the
tests be performed as provided in Health and Safety Code 121065.

I declare under penalty of perjury under the laws of the
State of California that the foregoing is true and correct, and
that this declaration is executed on [date], at [location],
California.

[Name of Petitioner]

1 SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA

2
3 THE PEOPLE OF THE STATE OF CALIFORNIA,) COURT NO.
4 Plaintiff,)
5 v.) ORDER TO TEST
6) ACCUSED'S BLOOD
7 [Name of Arrestee],) (Health & Saf. Code
8 Arrestee.) § 121065)
9)

10 Probable cause appearing that a possible blood borne
11 pathogen exposure, as defined in Health and Safety Code
12 121060.1, took place between arrestee and petitioner, this court
13 ORDERS:

14 1. The arrestee, [Name of Arrestee], shall provide three
15 specimens of blood to test for the communicable diseases listed
16 in Health and Safety Code 121060 and that the tests be performed
17 as provided in Health and Safety Code 121065.

18 2. The blood shall be drawn by a medical professional
19 listed in Health & Safety Code section 121065, subdivision (a),
20 and shall be tested by a licensed medical laboratory for:
21 medically accepted indications of exposure to or infection by
22 human immunodeficiency virus ("HIV"), Hepatitis B and
23 Hepatitis C.

24 3. The results of the test shall be sent to:

- 25 a. The arrestee;
26 b. If the person subject to testing is a minor, to
27 the minor's parent or guardian;
28 c. The officer in charge and the chief medical

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officer of the facility in which the arrestee is incarcerated or detained;

d. The petitioner;

e. The petitioner's employing agency, officer, or entity.

4. The test results shall be sent to the designated recipients with the following disclaimer: "The tests were conducted in a medically approved manner. Persons receiving this test result should continue to monitor their own health and should consult a physician as appropriate. Recipients of these test results are subject to existing confidentiality protections for identifying information about HIV, hepatitis B, or hepatitis C test results. Medical information regarding the HIV, hepatitis B, or hepatitis C status of the source patient shall be kept confidential and may not be further disclosed, except as otherwise authorized by law."

5. All persons who receive a test result, other than the test subject, shall maintain the confidentiality of personal identifying data relating to the test results except as may be necessary to obtain medical or psychological care or advice.

DATED: _____

Judge of the Superior Court

CERTIFICATION OF HEALTH CARE PROFESSIONAL

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1. I, _____, am a licensed _____
_____.

2. I was informed that _____ ("victim") was
exposed to the blood or bodily fluid of _____
("arrestee"). I am informed that on _____,

_____.

1 3. In my professional opinion, this event constitutes an
2 exposure to arrestee's blood or bodily fluids and places
3 [victim] at risk for human immunodeficiency virus ("HIV"),
4 hepatitis B and hepatitis C. This exposure justifies testing
5 arrestee's blood for HIV, hepatitis B and/or hepatitis C and, if
6 the test results are positive for HIV, hepatitis B and/or
7 hepatitis C, to then provide appropriate medical treatment to
8 both petitioner and arrestee.
9

10 4. I notified arrestee of the blood borne pathogen exposure and
11 attempted to obtain the voluntary written informed consent of
12 arrestee to perform a test for HIV, hepatitis B and hepatitis C.
13 Arrestee, however, refused to give consent.
14

15 I declare under penalty of perjury under the laws of the
16 State of California that the foregoing is true and correct, and
17 that this declaration is executed on _____, at _____,
18 California.
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Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 15 Chapter 3

DNA Databank Sample Collection

Drafted: August 13, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish a policy and procedure to obtain DNA samples from in custody convicted felons and all persons required to submit samples upon arrest pursuant to Penal Code Section 296.

POLICY:

Penal Code Section 296 requires that any person convicted of a felony offense, or arrested for certain offenses enumerated in the section, shall provide blood, saliva, and/or buccal swab samples, right thumbprint, and a full palm print impression of each hand for law enforcement identification analysis. When notified that an inmate has been ordered by the court to submit to DNA testing, the Sheriff's Detention Services Division shall ensure the requisite samples are collected prior to the inmate's release from custody and forwarded to the State of California Department of Justice DNA Databank Program.

AUTHORITY:

Penal Code Sections 296-300 – "DNA and Forensic Identification Database and Data Bank Act of 1998"; SB 1242-Brulte "Criminal identification: specimen or sample collection: use of reasonable force"; Title 15, Section 1059 "Use of Reasonable Force to Collect DNA Specimens, Samples, Impressions."

PROCEDURE:

I. NOTIFICATION

- A. The Detention Services Legal Unit shall obtain a list of DNA sample collection orders from the IMS system ("DNA Court Order" report) for all inmates, upon felony conviction. The Legal Unit shall verify the Court Orders and print out copies of the Minute Order.
- B. The inmates' CII record will be checked to see if those with prior qualifying felony convictions have been previously tested if the inmate remains on probation, parole, or is otherwise under the jurisdiction of the criminal justice system for the previous offense. Certain new probable cause arrested inmates are also required to submit DNA samples prior to their release from

custody.

II. TEST KITS

- A. DNA sample collection kits are distributed by the Department of Justice DNA databank program at no cost to the submitting agency.
- B. The Legal Unit shall be responsible for ordering and maintaining the supply of the DNA collection kits from DOJ.
- C. Once the Court Order is verified and no prior testing is determined, the Legal Unit shall prepare the Specimen Information Card contained in the kit.

III. SAMPLE COLLECTION

- A. The prepared kit shall then be forwarded to a supervisor at the appropriate jail facility for distribution to the staff member responsible for sample collection.
- B. When notified that an inmate is required to provide a DNA sample, the Housing Deputy shall advise the inmate that he must submit to DNA sample collection pursuant to a Court Order. (A copy of the Court Order shall be sent with the collection kit.)
 - 1. If the inmate questions the order or refuses to submit voluntarily to the sample collection, the Housing Deputy shall notify a supervisor to respond immediately. (Refer to Section V – Refusal to Give Samples)
- C. The sample shall be collected in accordance with specific instructions contained in the kit.
- D. The Housing Deputy shall obtain the required thumbprints on the Specimen Information Card and the buccal swab samples (refer to instruction sheet in kit).

IV. DISPOSITION OF COMPLETED SAMPLES

- A. The completed kit shall be returned as soon as possible to the Legal Unit. (The courier shall be utilized to hand carry the sample kit to and from Todd Road Jail.)
- B. The Legal Unit shall seal and mail the sample kit to the DOJ DNA Databank Program.
- C. The Legal Unit shall make the appropriate entry in the IMS system in the “DNA Court Order” screen to indicate that the test has been completed.

V. REFUSAL TO GIVE SAMPLES

- A. Any person who refuses to give the required samples is guilty of a misdemeanor and is subject to arrest and booking (Penal Code Section 298.1).
- B. Use of reasonable force by law enforcement is authorized in collecting required samples from inmates who, after written or oral request, refuse to provide such samples (Penal Code 298.1).
 - 1. Verbal refusals shall be tape-recorded. The audio recording shall be booked as evidence with the same RB# as the arrest or incident report.
 - 2. If the refusal includes a cell extraction, the entire extraction shall be videotaped including audio. The videotape shall be retained by the department, and if not required as evidence in criminal proceedings, shall be retained for the length of time required by law.
- C. Use of force to obtain a DNA sample must be approved, in writing, by a sergeant and consistent with Penal Code 298.1 and Title 15-Section 1059 "Use of Reasonable Force to Collect DNA Specimens, Samples and Impressions." (Refer to Section 1059 at end of this document).
- D. Jail medical staff shall not be utilized in the forceful collection of requisite specimens. The inmate should be transported to the Ventura County Medical Center (VCMC) to force collection of blood and/or saliva samples. A quantity of boxes containing specific paperwork and blood vials supplied by the California DOJ are located in the Facility Sergeant's office at both facilities.
- E. The boxes that are supplied for the collection of blood for the DNA data bank include two blood tubes, a buccal swab, specimen information card, instructions, and ink strips for fingerprints.
- F. Forced blood kits, with all paperwork completed, shall be hand carried to the Legal Unit offices on weekdays. After hours and on weekends, the forced blood kits with all included paperwork, buccal swab, and fingerprints are to be booked into the Sheriff's Crime Lab Property Room in the refrigerated blood evidence lockers. The entire **unsealed** box with filled blood vials and paperwork is to be placed in the evidence locker along with a Property/Evidence Report outlining the description of the stored DNA blood kit. The Detention Services Legal Unit is to be notified that the vials have been placed in the Crime Lab Property Room lockers for proper follow-up and disposition of the items.

G. In addition to the “Penal Code Section 298.1 Admonishment Form” included with the sample kit, any refusal and use of force shall be documented on a JIR, Incident Report and/or Arrest Report. Copies of all reports shall be forwarded to the Legal Unit.

1. Title 15-Section 1059 – Use of Reasonable Force to Collect DNA Specimens, Samples, Impressions

a) Pursuant to Penal Code Section 298.1, authorized law enforcement, custodial, or corrections personnel including peace officers, may employ reasonable force to collect blood specimens, saliva samples, or thumb or palm print impressions from individuals who are required to provide such samples, specimens or impressions pursuant to Penal Code Section 296 and who refuse following written or oral request.

1) For the purpose of this regulation, the “use of reasonable force” shall be defined as the force that an objective, trained and competent correctional employee, faced with similar facts and circumstances, would consider necessary and reasonable to gain compliance with this regulation.

2) The use of reasonable force shall be preceded by efforts to secure voluntary compliance. Efforts to secure voluntary compliance shall be documented and include an advisement of the legal obligation to provide the requisite specimen, sample or impression and the consequences of refusal.

b) Force shall not be used without the prior written authorization of the supervising officer on duty. The authorization shall include information that reflects the fact that the offender was asked to provide the requisite specimen, sample, or impression and refused.

c) If the use of reasonable force includes a cell extraction, the extraction shall be videotaped, including audio. Video shall be directed at the cell extraction event. The videotape shall be retained by the agency for the length of time required by statute. Notwithstanding the use of the video as evidence in a criminal proceeding, the tape shall be retained administratively.

Penal Code Section 298.1 Admonishment Form

Inmate Name/Bkg#: _____

Date/Time: _____

Check only one box:

- You have been convicted of: _____ which requires you to comply with Penal Code Section 296;

- In the past, you were convicted of: _____ which requires you to comply with Penal Code Section 296; and/or

- You have received written notification, from a peace officer, advising you that you must comply with Penal Code Section 296.

Read following admonishment to subject:

It is a violation of Penal Code Section 298.1 (misdemeanor), if you refuse to provide blood and saliva samples and palm prints, per Penal Code Section 296. You may be arrested and booked for this new crime. Refusal to provide these samples may result in increased jail time. In addition, pursuant to Penal Code Section 298.1, reasonable force may be employed to collect blood and saliva samples and print impressions from individuals who refuse to voluntarily provide those samples or impressions.

Inmate Signature: _____

Officer Signature: _____

Supervisor Signature: _____

Phlebotomist Signature: _____

- Inmate complied by providing all samples and print impressions.

- Inmate refused to voluntarily provide all samples and print impressions.

Authorization for use of force to obtain samples by:

Sergeant Signature: _____ Date/Time: _____

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 15 Chapter 4

Identification Lineups

Drafted: August 13, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish policy and procedure for conducting identification lineups.

POLICY:

The lineup room is located at Todd Road Jail and will be made available for all law enforcement agencies.

PROCEDURE:

I. SCHEDULING

- A. All requests will be made through the TRJ Classification Senior Deputy. A three-day advance notice will normally be required.
- B. It is recommended that lineups be conducted [REDACTED] during the hours of [REDACTED] and [REDACTED].
- C. The TRJ Classification Senior Deputy will direct a memo to the affected Facility Sergeant, Housing Sergeant, and Lobby Deputy advising them of the upcoming lineup.

II. SELECTION OF INMATES

- A. It will be the responsibility of the agency requesting the lineup to select the inmates who will participate. The selection of the inmates will occur one day prior to the lineup date and at a time that is convenient for the TRJ Classification Deputy who will accompany the officers.
- B. Public Reception will notify the TRJ Classification Deputy of the officer(s) arrival. The TRJ Classification Deputy will meet and escort the officer(s) to the General Population Housing Areas. Only General Population inmates will be used as participants in the lineup process (does not apply to suspect). All inmate involvement will be voluntary.

- C. Once the inmates have been selected, the TRJ Classification Deputy will confirm the inmates' availability (i.e. court, programs, work assignment etc.) and "keep away" restrictions.
- D. Once a list of participating inmates has been assembled, the inmates' availability confirmed, and "keep away" status checked, the officer(s) will be finished and can be escorted back to the Public Reception Lobby to check out.

III. CONDUCTING THE LINEUP

- A. On the day of the lineup, the TRJ Classification Deputy will give the list of participating inmates to the Movement Deputy. The Movement Deputy will be responsible for assembling the involved inmates, including the suspect. All the involved inmates will be assembled at least one-half hour prior to the lineup start time. The inmates will be held in a Reception Area holding cell.
- B. If the suspect inmate is a special handling classification [REDACTED] the suspect will be kept in a separate holding cell for security purposes, but his/her armband will be temporarily changed to a General Population armband color for the actual lineup. During the lineup assembling process, when the suspect inmate and the volunteer inmates are mixed together, the Movement Deputy will be physically present to provide security for the suspect inmate. During the actual lineup, the Movement Deputy will stand in the lineup room with the inmates to provide security for the suspect inmate.
- C. The requesting officer(s), victim(s), witnesses, and other observers will be known as the Viewing Group. They will check in at the Public Reception Lobby and obtain the proper identification badges. They will remain in the lobby until the actual start time, at which time the TRJ Classification Deputy will meet them. Prior to entry into the Hearing Room Area, the TRJ Classification Deputy will contact the Movement Deputy and confirm that all of the inmates involved in the lineup are secured in the Reception Area. This is to avoid any possible contact between the suspect and members of the Viewing Group other than the officer(s). Once it has been confirmed that all involved inmates are secured in a Reception Area holding cell, the Viewing Group will be led into the Hearing Room.
- D. Photographs of the inmates participating in the lineup are the responsibility of the requesting agency. Photographs will be taken in the Reception Area. The photographs can be taken as a group, individually or both. During the actual lineup, the officers of the agency conducting the lineup are responsible for giving any necessary verbal commands to

the participants. This may be accomplished by either placing an officer in the Lineup Room with the inmates or using the intercom from the Hearing Room.

- E. Throughout the lineup, the TRJ Classification Deputy and the Movement Deputy will remain present to provide security. The TRJ Classification Deputy will remain in the Hearing Room and the Movement Deputy will remain in the lineup room.

IV. CONCLUSION OF LINEUP

- A. When the lineup is completed, the Movement Deputy will return the inmates to the Reception Area holding cell(s).
- B. The members of the Viewing Group will be escorted to the Public Reception Lobby by the TRJ Classification Deputy to check out.
- C. After the members of the Viewing Group have been escorted to Public Reception, the Movement Deputy will return the inmates to their housing units.
 - 1. It must be remembered that if the suspect inmate had his armband changed to a General Population color, the armband will need to be changed back to the appropriate Special Handling color before that inmate is sent back to his/her Housing Unit.
- D. A Log Entry (Red Book) will be written by the Facility Sergeant. The entry will list dates and times, involved inmates, requesting agency officer(s), and any problems that may have occurred.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 15 Chapter 5
Investigation of Crimes

Drafted: August 13, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish a procedure for the referral of certain criminal investigations at Detention Facilities.

POLICY:

I. INVESTIGATION OF CRIMES

- A. When certain crimes or incidents dictate, the Facility Sergeant of the Detention Facility will refer the investigative responsibility to the appropriate investigative unit (Classification, Major Crimes, etc.).
1. During regular business hours, the Facility Sergeant will also advise the Facility Manager of the circumstances. During non-business hours, the Facility Manager can be contacted via e-mail/phone.

PROCEDURE:

I. CRIMES/INCIDENTS REFERRED TO MAJOR CRIMES UNIT

- A. The following crimes and incidents that occur at the Detention Facility will be referred to the Major Crimes Unit of the Special Services Division:
1. All felony crimes that could result in death of a staff member, inmate or visitor.
 2. All felony sex crimes.
 3. Unattended deaths or suicides.
 4. Any other crime that requires the expertise of a regularly assigned investigator due to special circumstances or needs as determined by the Facility Sergeant. The Major Crimes Captain will have final authority regarding investigative needs or

requirements in this area.

- B. For the above crimes and incidents, the Facility Sergeant shall also notify the Classification Sergeant and the Facility Manager as soon as possible. If the Facility manager is not present, the Patrol Watch Commander will be notified.

II. CRIMES/INCIDENTS REFERRED TO A CLASSIFICATION SUPERVISOR

- A. All other felony crimes will be referred to a Classification Supervisor, who will determine the appropriate course of action.
 - 1. In the event a Classification Supervisor is unable to be contacted either in person or via phone, the Facility Sergeant will make the determination.

III. CRIMES REFERRED TO DETENTION SERVICES SWORN PERSONNEL

- A. Detention Services sworn personnel will investigate the following crimes within the facility:
 - 1. All misdemeanor crimes.
 - 2. All drug violations not requiring follow-up investigations by regularly assigned investigators.

IV. CASE TRACKING/FILING

A. PTDF/EVJ:

- 1. Felony arrests
 - a. The PTDF Classification Unit will file all in-custody cases. The arresting Deputy shall forward all report attachments (D.I.R. form, etc.) and copies of any audio/photographs to Classification.

B. TRJ:

- 1. All original reports and report attachments shall be forwarded to the TRJ Classification Senior Deputy for dissemination and case filing. The TRJ Classification Senior Deputy shall maintain a case file for each report and track each case to the final disposition.

Ventura County Sheriff's Office
Detention Services
Divisional Policy



Section 15 Chapter 6

Use of Force Documentation & Notification

Drafted: August 23, 2012

Reviewed: May 16, 2022

Revised: January 1, 2018

PURPOSE:

To establish policy regarding the documentation of use of force incidents within the facility.

POLICY:

Any use of physical force by a member of this department shall be documented completely and accurately in an appropriate report. Every sworn staff member is required to be familiar with Sheriff's Policy Manual: Policy 300- Use of Force.

DEFINITIONS:

Physical force: Any physical contact with, or use of any lethal or less-lethal weapon against a person (or persons), where there is a reasonable potential for injury.

Hands-On Techniques: Includes the use of control holds, take-downs, strikes, etc. Manual escorts are not considered physical force for the purpose of documentation.

Less-Lethal Weapons: Includes the use of OC and Conducted Energy Device. Physically pointing a Conducted Energy Device at an inmate is considered a use of force and shall be documented.

PROCEDURES:

I. DOCUMENTATION

- A. A retrievable report with an RB number assigned (e.g. General Offense or Supplemental Report) is required any time physical force is used in accordance with Sheriff's Policy Manual: Policy 300- Use of Force. The report shall include a Use of Force Text Template in Versaterm as well as a narration in the Officer's Narrative describing the use of force. A JIR will automatically be generated upon report entry into the Versaterm system.
- B. If multiple deputies use force on the same subject(s), each deputy shall write a report detailing their involvement.

- C. All Use of Force reports shall be completed and forwarded to the Housing Sergeant or Facility Sergeant before the end of shift. This will ensure if any training issues arise regarding the appropriateness of the force, it can be addressed.

II. SUPERVISOR DUTIES

- A. A Housing Sergeant or Facility Sergeant will respond immediately to the location where the force was used and conduct a thorough review of the incident. The review shall determine if the force was appropriately applied under departmental and divisional policy.
- B. The Sergeant will ensure that all required documentation is thoroughly and accurately completed.
 - 1. The Use of Force incident shall be logged in the Facility Sergeant's Redbook along with all associated report numbers.
 - 2. The reviewing Sergeant shall complete a "Use of Force Notification- Detention Services" form on any Use of Force incident and forward it along with all reports/JIRs and videos associated with the Use of Force incident to the Facility Manager. If the Use of Force results in injury to an inmate or staff, notification will be made to the Facility Commander and Detention Services Legal Unit.
 - a. The Use of Force Notification form can be accessed on the Intranet. Click on the "Forms" icon, then scroll down to the Use of Force Notification section.



USE OF FORCE NOTIFICATION DETENTION SERVICES

Internal Use Only / For Administrative Notification

DATE / TIME OF INCIDENT: - Hours LOCATION: RB #:

SERGEANT: JIR #s:

INMATE NAME	BOOKING #	D.O.B.	INJURIES	TREATED BY

Photos should also be taken of non-visible injuries e.g. complaint of pain, secondary impact areas from fall.

STAFF MEMBERS PRESENT DURING INCIDENT:				
NAME	I.D.#	INJURIES	TREATED BY	First Report of Injury Completed
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

STAFF / INMATE INJURIES PHOTOGRAPHED BY: MEDICAL STAFF PRESENT:

AUDIO RECORDINGS OF INTERVIEWS: Yes No / VIDEO OF INCIDENT: Yes No

CANVAS OF SECTION/AREA COMPLETED FOR WITNESSES: Yes No

WITNESSES TO INCIDENT: Yes No / INTERVIEWS COMPLETED BY:

COPY OF CURRENT UNIT LIST RAN (if applicable): Yes No

ALL REPORTS REVIEWED AND APPROVED: Yes No

INMATE ARRESTED: Yes No Pending / CHARGES:

ATTEMPTED MITIGATION OF FORCE: Yes No

Describe:

SUMMARY OF INCIDENT:

OPINION OF FORCE USED DURING INCIDENT:

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[Section 15 Chapter 7](#)

Biohazard and Crime Scene Clean-Up

Drafted: July 13, 2020

Reviewed: May 16, 2022

Revised:

PURPOSE:

To clearly establish the procedure for contacting and scheduling an outside vendor for the purpose of cleaning and decontaminating crime scenes and areas exposed to a significant biohazard.

POLICY:

To provide for the safety and wellbeing of jail personnel, inmates and visitors, the Detention Services Division has approved Bio SoCal to be our contractual biohazard clean up service to be used to decontaminate significant crime scenes and biohazards.

GENERAL INFORMATION:

Bio SoCal is available for emergency response situations and will respond when called for the decontamination of biohazards resulting from any crime scene, traumatic event or incident. Bio SoCal is on-call, 24 hours/day.

DEFINITIONS:

Biohazardous materials include:

- Blood
- Bodily fluids
- Fecal matter
- Urine

PROCEDURES:

Below are the procedures for contacting Bio SoCal for both emergency and non-emergency clean up.

1. The use of Bio SoCal services requires Captain Approval.
2. Request for service between the hours of 2200-0500 - Please send an email to Alan@BioSoCal.com and advise point of contact, location, description and/or vehicle number (for contaminated patrol unit). Bio SoCal will call the

Sergeant (Watch Commander) first thing in the morning to advise of a response and ETA. If decontamination is critical to operations and cannot wait until the morning, call (805) 852-1600 for 24/7 response. This phone line is monitored 24 hours/day.

3. Request for service between the hours of 0500-2200 - Please call (805) 852-1600.

NOTE: For crime scenes, please advise what services will be needed and give the anticipated time the scene will be released by investigators.

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Section 15 Chapter 8

Kitchen Operations

Drafted: March 9, 2018

Reviewed: May 16, 2022

Revised:

PURPOSE:

To establish the guidelines for kitchen operations.

POLICY:

It is the policy of Detention Services to operate and maintain clean and safe work environments and kitchen facilities.

PROCEDURES:

I. STAFF ROLES AND RESPONSIBILITIES

A. Food Services Senior Manager

1. Responsible for the overall management and operation of all kitchen facilities.
2. Maintains a current kitchen operations/management certification.
3. Conducts quarterly safety inspections utilizing the "Kitchen Hazard Assessment Checklist". [REDACTED]
 - a. Completed checklist should be maintained by the facility administrative sergeant.
4. Ensures all employees have received and acknowledged the safety training using the "VSO SUPERVISOR/EMPLOYEE SAFETY ORIENTATION TRAINING" form. [REDACTED]
5. Refer to County Job Description for additional information.

B. Supervisors of Food Services

1. Under the direction of the Senior Manager, the Supervisor is responsible for overseeing the day-to-day operation and supervision of line staff.
2. Maintains a current kitchen operations/supervision certification.

3. Should conduct daily inspections of bulleted items listed on the "Kitchen Hazard Assessment Checklist". (Note: No documentation necessary.)
4. Contacts and interacts with GSA on maintenance issues and equipment problems.
5. Refer to County Job Description for additional information.

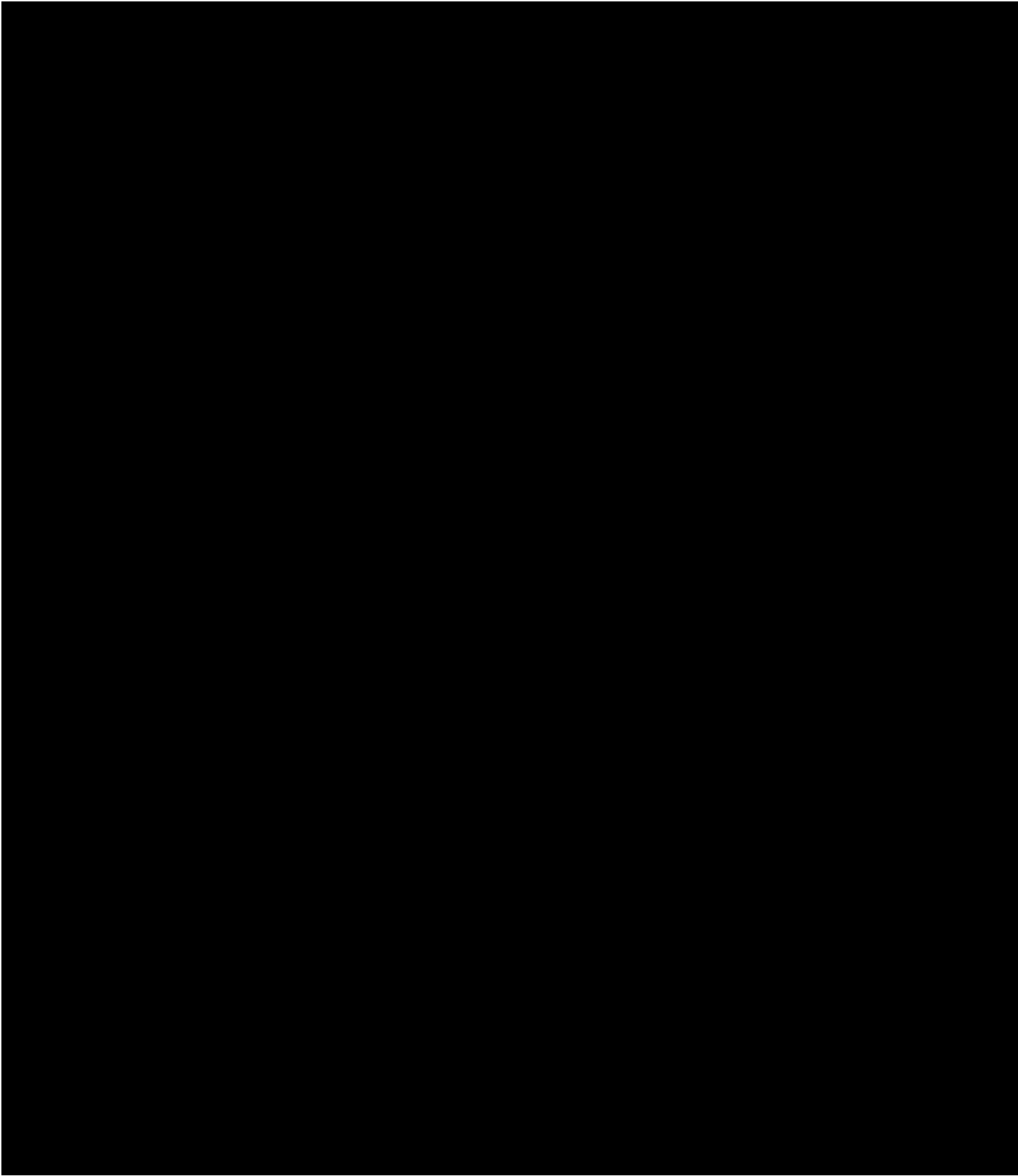
C. Jail Cook

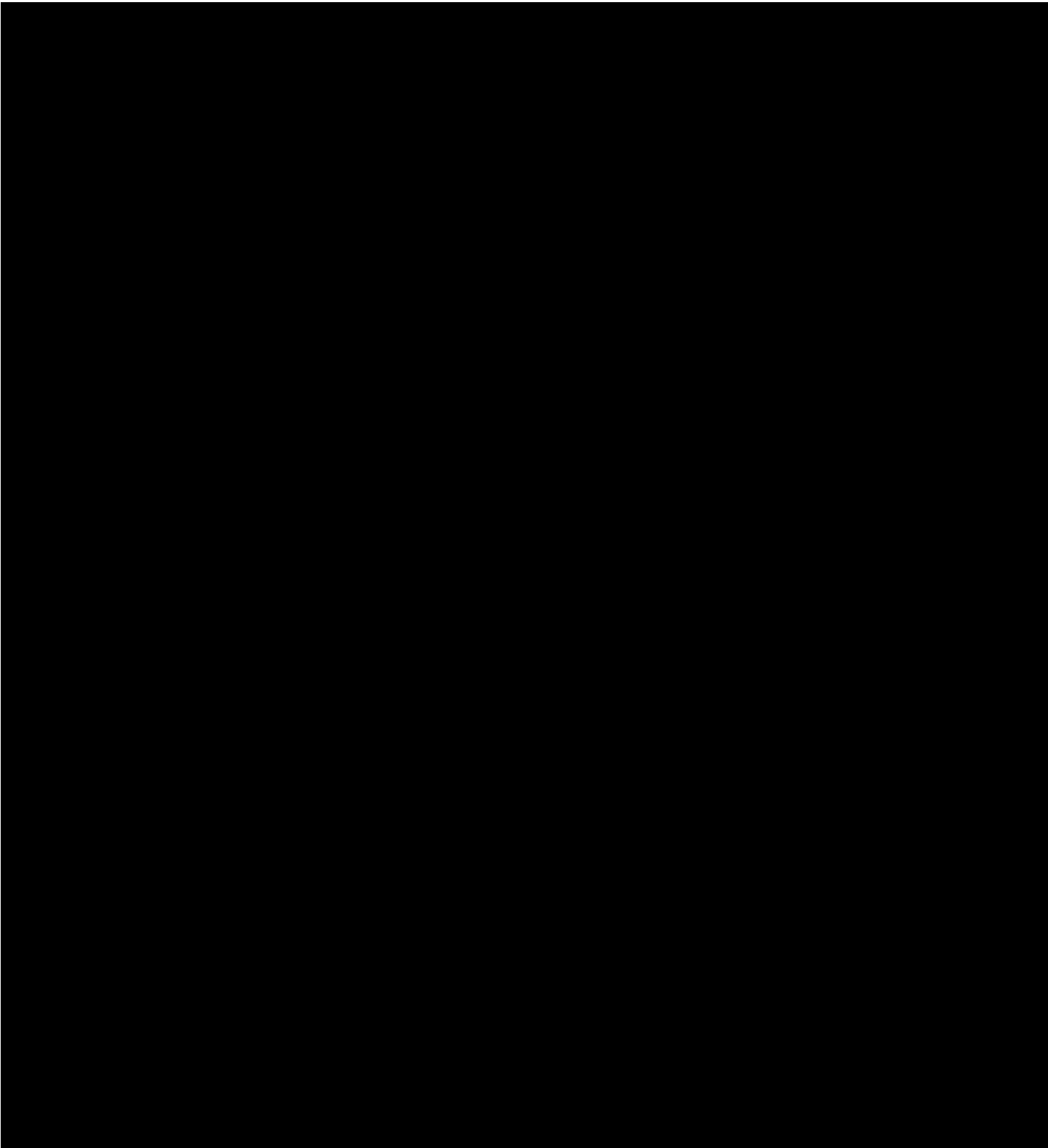
1. Refer to the County Job Description.

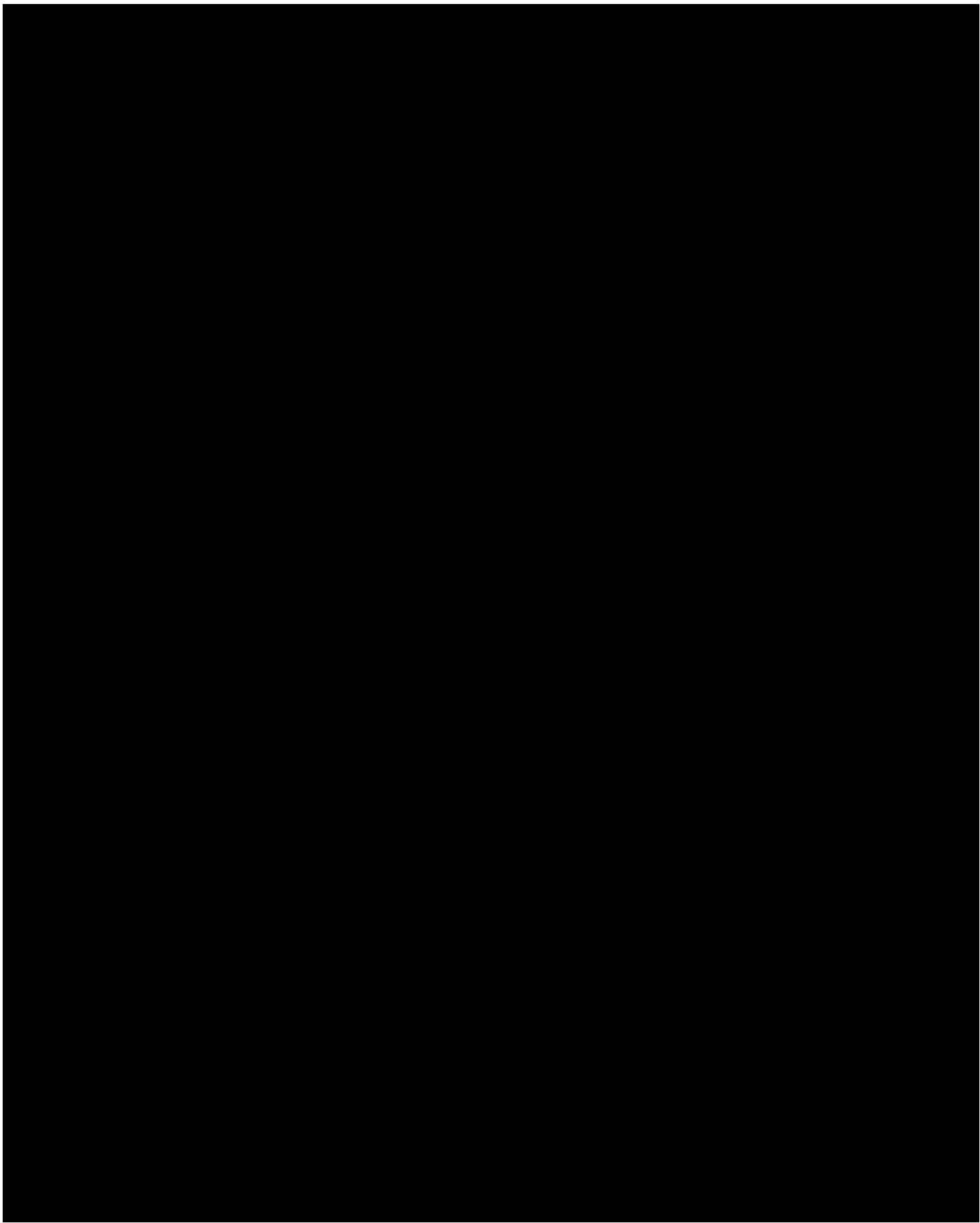
II. New Employee Kitchen Orientation

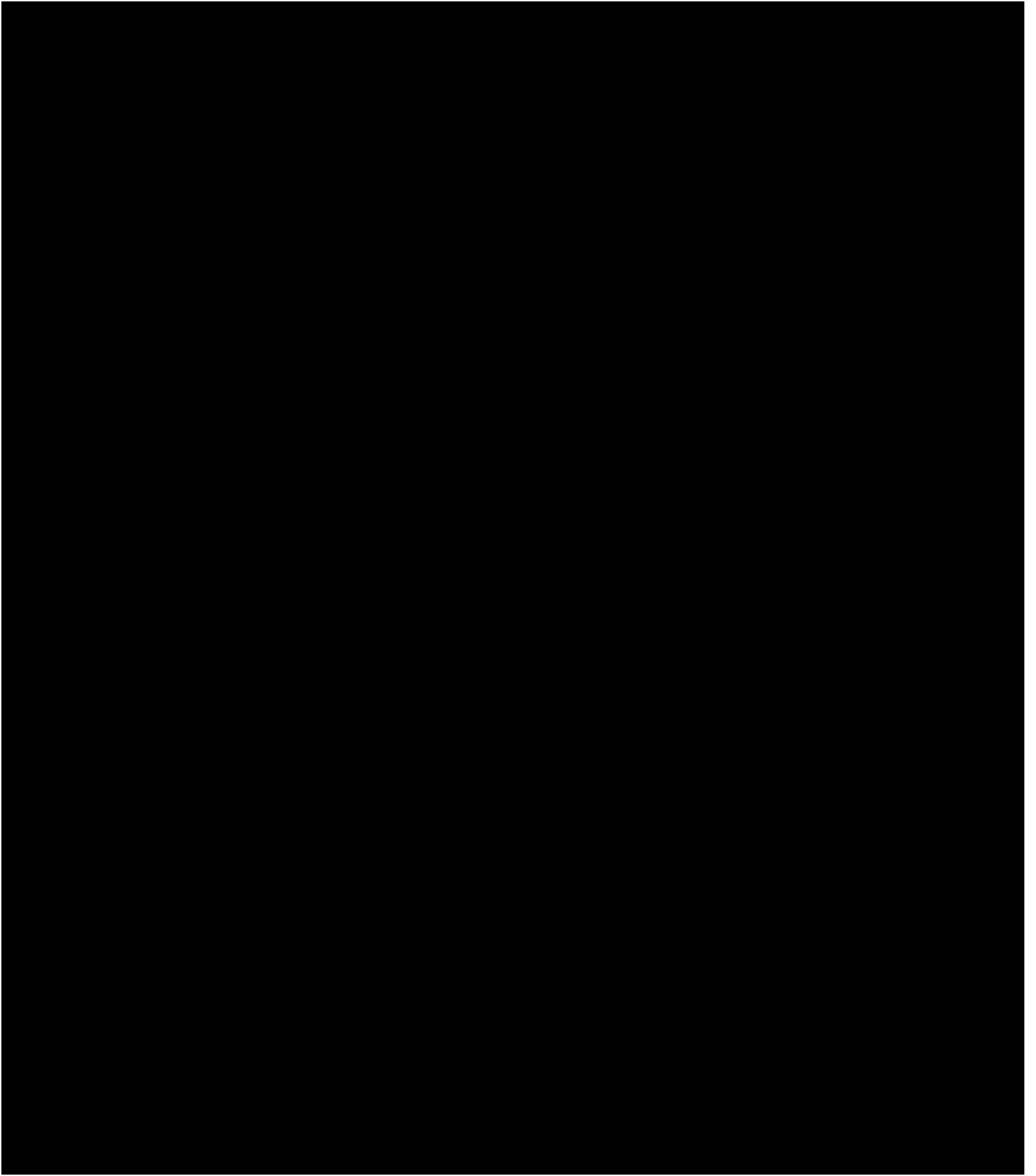
A. In addition to the County and Sheriff's Office's new employee orientation training, new staff assigned to the kitchen facilities shall receive the "VSO SUPERVISOR/EMPLOYEE SAFETY ORIENTATION TRAINING".

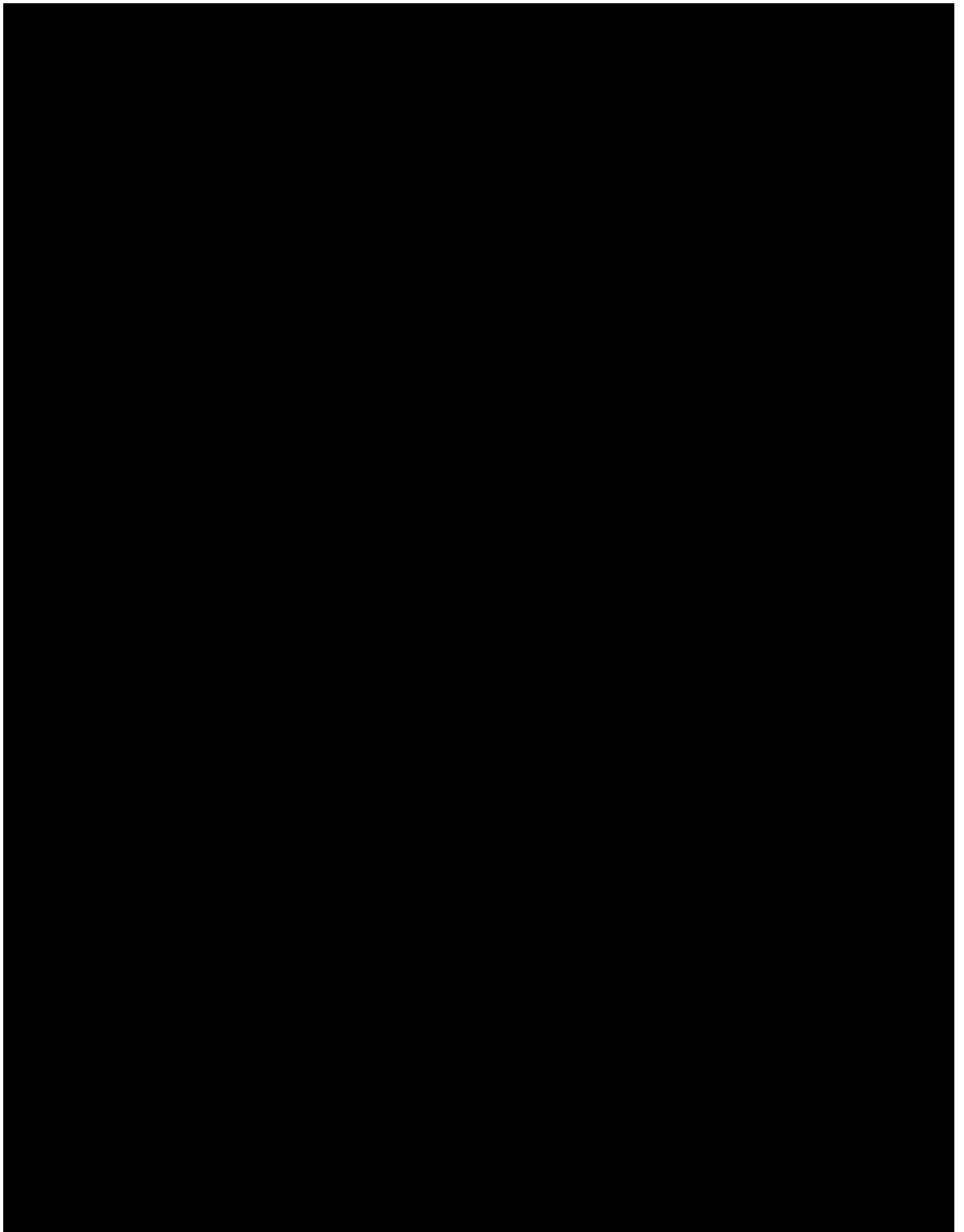
1. Supervisors will go over the Safety Orientation form with each new employee to ensure understanding.
2. Once completed the form is to be maintained [REDACTED].











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Section 16 Chapter 1

Prison Rape Elimination Act (PREA)

Drafted: August 13, 2012

Reviewed: May 16, 2022

Revised: January 8, 2020

PURPOSE:

To establish a policy and procedure to prevent, identify, and deter incidents of sexual assault and sexual harassment in detention facilities.

POLICY:

It shall be the policy of the Ventura County Sheriff's Office to comply with the requirements of the Prison Rape Elimination Act of 2003. Inmates can and do become victims of sexual assaults and harassment while in custody. It is important for custody staff to recognize the importance of properly responding to reports of sexual assaults, rapes and violence in our facilities. The Ventura County Sheriff's Office has a zero-tolerance policy in regards to these incidents.

GENERAL PROVISIONS:

I. PRISON RAPE ELIMINATION ACT (PREA): BACKGROUND

- A. Estimates suggest that as many as 13% of persons incarcerated in Federal, State and local detention facilities in the United States have been victims of sexual assaults. Over-represented among assault victims are the mentally ill, who are believed to constitute as much as 20% of the inmate population. Among the most vulnerable to sexual victimization are youthful offenders, who are at much greater risk for assault, often within the first 48 hours of incarceration.
- B. In response to this issue, Federal legislation was passed entitled the "Prison Rape Elimination Act." According to the text of the Act, it was created to:
 - 1. Establish a zero-tolerance standard for the incidence of prison rape in jails and prisons in the United States;
 - 2. Make the prevention of prison rape a top priority in each prison system;
 - 3. Develop and implement national standards for the detection, prevention, reduction, and punishment of prison rape;

4. Increase the available data and information on the incidence of prison rape, consequently improving the management and administration of correctional facilities;
5. Standardize the definitions used in collecting data on the incidence of prison rape;
6. Increase the accountability of prison officials who fail to detect, prevent, reduce, and punish prison rape;
7. Protect the Eighth Amendment rights of Federal, State, and local inmates;
8. Increase the efficiency and effectiveness of Federal expenditures through grant programs such as those dealing with health care; mental health care; disease prevention; crime prevention, investigation, and prosecution; prison construction, maintenance, and operation; race relations; poverty; unemployment; and homelessness;
9. Reduce the costs that prison rape imposes on interstate commerce.

II. PREA: MANDATES

- A. The Bureau of Justice Statistics is required to conduct annual statistical reviews of the incidence and effects of prison rapes. The review must contain data from a sampling of not less than 10% of all institutions, including county jails.
- B. A Review Panel on Prison Rape, appointed by the Attorney General, will hold public hearings concerning the operation of the institutions that appear to be over-represented or underrepresented in prison rape statistics.
- C. A National Clearinghouse, within the National Institute of Corrections, will provide information on prevention, investigation, and punishment of prison rape.
- D. Grant money will be available to states for the prevention, investigation, and punishment of prison rape.
- E. The Prison Rape Reduction Commission, appointed by the President of the United States and leaders of the U.S. Senate and the House of Representatives, will undertake a comprehensive study of prison rapes, and make recommendations from which future national standards will be adopted.

PROCEDURES:

I. STAFF OBLIGATIONS

- A. We must provide methods for inmates to report incidents of sexual assault or harassment.
 - 1. Inmate can complete a jail kite or confidential medical kite
 - 2. Inmates have direct dial free phone access to the Public Defender's Office for reporting

- B. We have an obligation to protect inmates, and ourselves, from the effects of these acts. We can accomplish this by the following:
 - 1. Treat the problem seriously. Any reported sexual assaults, expressed fear of sexual assaults, or sexual harassment shall result in prompt action. Document your actions in appropriate format (General Offense Report, etc.).
 - 2. If an inmate reports a sexual assault, initiate an immediate investigation. Preserve evidence and contact the Sheriff's Sex Crimes Unit. A medical examination is critical for evidence collection and documenting very subtle injuries. It is also important to detect, prevent and respond to retaliation against any staff or inmate after reporting any abuse.
 - 3. Care shall be given during the classification/housing process for inmates who appear youthful or criminally unsophisticated.
 - 4. Thorough and unpredictable jail cell security checks may serve as a deterrent to sexual assaults or harassment. Consider occasional audio monitoring of cells where possible.
 - 5. Cooperate with program officials. In addition to statistical reporting, we may be called upon to make inmates available for interviews. These interviews are authorized by law, and we shall cooperate with federal investigators seeking to do interviews pursuant to this Act.

- C. A thorough and professionally investigated claim of sexual assault or rape, or sexual harassment, regardless of its validity, protects all involved parties.

- D. Our policy and avenues for reporting are included in the Inmate Orientation Handbook.

REFERENCE:

Prison Rape Elimination Act of 2003 (PREA); and US Department of Justice Office of Justice Programs Prison Rape Elimination Act