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Section I. Introduction
Purpose:

The purpose of this Emergency Procedures Plan is to provide a guideline for a comprehensive plan of action for staff to utilize when dealing with an emergency situation.

It is the goal of this plan to promote a safe environment for employees, inmates, and visitors by outlining the control element in dealing with emergencies, emergency step procedures, and training on emergency procedures.

References:

Penal Code Sections; 207, 4012, 4532, 4574

California Administrative Code, Title 15; 1012, 1028, 1029, 1032

California Administrative Code, Title 19, Sections; Article 3 3.11, 3.29, Article 11, 596.1, 596.4, Article 12, 597

The Standard For Adult Local Detention Facilities – Published by the American Correctional Association (ACA); 2-5120, 2-5149, 2-5150, 2-5151, 2-5153, 2-5154, 2-5157, 2-5158, 2-5159, 2-5160, 2-5161, 2-5162, 2-5194, 2-5195, 2-5197

Uniform Building Code Sections; 1013; 18 & 24, 1033; 7

Tuolumne County Sheriff’s Office, Policy and Procedure;

Point of Contact:

Emergency 911
TCSO Dispatch Ext. 5815
Patrol Sergeants office 533-6312
Sonora Police Department 532-8143/8141
CA. Highway Patrol 984-3944/4251
Sonora Regional Hospital 536-5000
American Red Cross 532-4112
Chaplain 743-7342
Sierra Conservation Center 984-5291
County Fairgrounds 532-7428
Office of Emergency Services 533-5511
Airborne Security Patrol 533-7800
County Fire Department 533-5815
County Fire Prevention 533-5549
Sonora City Fire Department 532-7432
P.G.E. – Power 1-800-628-2814
TUD – Water 532-5560
County Maintenance 533-5660

Section I. Introduction, Continued

Foothill Fire Equipment 533-2060
State Fire Marshall (916) 445-8435
Distribution List:

Copy 1  Sheriff, Tuolumne County
Copy 2  Under-Sheriff, Tuolumne County
Copy 3  Jail Commander
Copy 4  Jail Sergeants Office
Copy 5  Jail Control Room
Copy 6  Jail Corporal's
Copy 7  Dispatch Center
Copy 8  Patrol Sergeants
Copy 9  Nurses Office

A copy will be available online in the Jail Policy and Procedures.

Review, Revision, Inspection:

Review:

These Emergency Procedure Plans will be reviewed annually, by a Department member, to insure its validity. This review, along with any other reviews of these plans shall be documented on the "Review Sheet" Page 5.

Revisions:

Any time that any section or sub-section has to be revised, changed or updated, that revision shall be documented on the "Revision Sheet" on page 6. With each revision, all copies of the Emergency Procedure Plans will need to be updated. Refer to the distribution list on this page.

Inspections:

All Fire and Safety inspections of the facility will be documented on the "Inspection Sheet". These inspections shall include:

1. A monthly fire prevention inspection will be conducted by the jail staff. CAC, Title 15, Section 1032.
2. An annual fire prevention inspection by fire safety personnel. CAC, Title 15, Section 1032, Section 13146.1(a) and (b) of the Health and Safety Code.
3. Any other fire and safety inspections.
4. Periodic inspections and testing of emergency equipment such as generator, fire extinguishers, etc. will be done by County Facilities Maintenance.
Emergency Procedures Plans Review

Date: Reviewed By: Title:

Tuolumne County Sheriff's Department
Custody Division

Emergency Procedures Plans Revisions

Date: Section: Sub-Section: Reviewed By:
Tuolumne County Sheriff’s Department
Custody Division

**Emergency Procedures Plans Inspections**

Date: Results: Inspector: Department:
Section I. Approval

These Emergency Procedure Plans have been reviewed, and meet the requirements of the Tuolumne County Sheriff’s Office.
Section II. Structure

Purpose:

The purpose of this section is to define the control, command, and communication aspects of an emergency. It will be used to explain the necessity of training the release of information to the media, and to outline the requirements of documentation of the events that occur during an emergency.
**Command and Command Post:**

The Jail Control Room will be utilized as the primary command post for all operations that occur during an emergency situation, unless:

1. The Jail Control Room is inoperable due to its location or its involvement with the emergency situation, then the Dispatch Center will become the command post, or;
2. Due to total building involvement, or by having to evacuate the entire inmate population to a remote location, then a remote command post will be designated by either the Jail Commander, or the Department Watch Commander (when the Jail Commander is not available) or in the case of immediate danger to the shift sergeant.

**Control Commander:**

Upon Receiving notification of an emergency situation, the shift sergeant, or the O.I.C. will assume the responsibilities of being the supervisor of the emergency until they are relieved by the Jail Commander, or in the absence of the Jail Commander the Department Watch Commander, or any ranking officer who deems it necessary to take charge of the situation.

**Communication:**

During an emergency all communications must be CLEAR, CONCISE, and DIRECT. It is very important that all information is conveyed accurately and as rapidly as possible. Without complete information being communicated between all levels the greater the possibility of a misunderstanding taking place.

Communication can take place in several ways including:

1. Verbally from one person to another.
2. Physically including uniform hand gestures.
3. Telephone
4. Portable Radio

Note: During a bomb threat in NO CASE shall portable radios be used. All transmissions will be banned.

**Training:**

Extensive training is essential to a rapid and proper response to an emergency situation. Without proper training on emergency procedures the deputies’ response may be slow and unorganized. This could cost the life of an inmate or deputy. It is vitally important that each and every deputy is properly trained on responding to an emergency situation. Each deputy must know when to respond, and what their responsibilities are for the job assignment. This can only be accomplished by training.

**Steps of Training:**
A. Recruit Deputy Training Program; the recruit deputy will be trained and tested on emergency procedures during his/her initial training program.

B. Deputies will receive training during formal schools as required by S.T.C., along with additional training in additional schools and classes as they are available.

C. Informal/In-house training will be conducted throughout the year along with quarterly reviews and semi-annual tests.

**Material Covered by Training:**

- Recognizing an emergency.
- The initial reporting of an emergency.
- Evaluation of an emergency.
- Types of emergency.
- Classification of emergency.
- Notification of emergencies.
- Emergency action taken.
- Evaluation of emergency.
- Termination of action on an emergency.
- Emergency reports and paperwork.

**Additional Areas to Cover:**

- Fire and safety inspections.
- Fire Drills.

**Public Relations:**

When dealing with members of the public always address them with respect, courtesy, and professionalism. It is best to take time to direct the media to the proper person to answer their questions, than to ignore or refuse to assist them. This is the best way to maintain a positive rapport with the media without alienating them.

**Press Releases:**

The release of information should always be handled by a Command Officer. All requests shall be referred to the highest ranking person on duty. The Department Public Information Officer will handle media releases of information.

**Documentation:**

The documentation of an emergency situation is a vital necessity. When an emergency occurs, the booking clerk assigned to the control room shall start a log entry containing the following information.

1. All events or actions that occur
2. The times that each event or action occurs
3. The individuals involved

The log entries will be used to assist the deputies in writing reports about the incident.
Reports:

Three types of reports may be filed to document an emergency situation;

1. **Incident Report:** All events will be documented on an Incident Report, describing the incident, times, person involved and the action taken.

2. **Rule Violation Report:** All events in which a Jail rule violation has occurred. The report shall describe the rule violation as well as the times of violation, persons involved, and the actions taken.

3. **Criminal Report:** All events in which a criminal activity has occurred. The sergeant on duty will decide if an investigator or a patrol deputy will be required for assistance. After the report is written, a patrol deputy will be required to assist in inputting the data into the RIMS system.

Report Format:

Each report shall be clear and concise, explaining the entire event as it occurred. Reports shall be written from the position of the first party. Reports shall be completed in a timely manner. Each report shall include a summary, additional victims/witnesses, action, investigation, physical condition and evidence. Each report shall be checked for spelling, punctuation, and grammar, prior to being submitted.

Post Occurrence Evaluation (De-briefing):

After the occurrence of an emergency, the Jail Sergeants shall gather all reports, and logs, and conduct a meeting to critique the situation that has occurred. The critique shall cover;

1. The event that occurred.
2. The response/reaction of staff.
3. The response/reaction of any additional emergency situation.
4. The effectiveness of the response and action taken.
5. The events (if any) which led up to the emergency services.
6. The reports and log entries covering the incident.
7. The Emergency Procedures Plan covering this classification of emergency.

At the conclusion of the meeting, a report of the meeting will be forwarded to the Jail Commander. The report will include;

1. A summary of the emergency.
2. Explanation of the action taken by staff.
3. Effectiveness of the action taken.
4. Describe the assistance of additional emergency services and its effectiveness.
5. Cover any problem areas that arose during the emergency.
6. A critique of the Emergency Procedures Plan covering the type of emergency that has occurred.

The report will also contain any suggestions that are necessary to improve, or redefine, our
Emergency Procedures Plan to provide for a faster, safer, and/or more secure response to any future emergency.

**Annual Emergency Plans Evaluation:**

Once each year, these Emergency Procedure Plans shall be evaluated to ensure its validity, and ability to handle each situation appropriately.

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**Section III. Emergency Steps – Initial Reporting**

**Purpose:**

The purpose of this section is to outline the steps that are necessary to handle and resolve an emergency and to define these steps in order to provide an expedient and efficient response by deputies to an emergency.

**Initial Reporting:**

The belief, or reason to believe, that either staff or inmates are in danger of loss of life, or
First Knowledge:

The initial report of an emergency comes from the first staff member who has knowledge that an emergency situation exist.

Initial Report:

It is crucial that when a staff member has knowledge of an emergency, that he/she immediately reports this information to the shift supervisor. All staff members on duty should be made aware of the emergency as soon as possible. The initial report to the shift supervisor shall be direct, concise, and complete.

Jail Operations:

Once the shift supervisor has been notified of an emergency, he/she will suspend normal jail operations, until the emergency has been terminated.

Section III. Emergency Steps – Evaluation

Purpose:

The purpose is to gather information and facts concerning a given situation.

Evaluation:

Once the shift supervisor has received the initial report of an emergency, he/she will investigate the situation to determine the magnitude and severity of the emergency. The shift supervisor will have to determine:
1. The type of emergency.
2. The location of the emergency.
3. The areas that are involved with the emergency.
4. The size of the emergency.
5. The number of individuals involved with the situation.
6. Any other details that are pertinent to that particular classification of the emergency situation.

It is vital to an effective operation to gather as much information as possible, prior to devising a plan of action.

**Section III. Emergency Steps – Classification**

**Purpose:**

The purpose is to examine the emergency situation in order to determine a course of action.

**Classification:**

Once the shift supervisor has evaluated the situation, he/she shall, keeping the facts as they appear in mind, determine the following conclusions in order to proceed with a plan of action.

1. Type of emergency.
2. Size and severity of the emergency.
3. The location of the areas involved.
4. The number of individuals involved.
5. Potential danger to life and/or serious injury.

Once the shift supervisor has classified the emergency he/she can proceed with the plan of action.

Section III. Emergency Steps – Notification

Purpose:

Communication is necessary to obtain the services and manpower that has been identified as necessary, in order to deal with the emergency at hand.

Notification:

Once the emergency has been classified, it is time to notify the appropriate Department members as to the situation at hand, along with any requirement for additional manpower and/or services.

The Jail Commander shall be notified of all emergencies, and shall receive a written incident report, detailing the emergency on his next working day. In case the Jail commander cannot
be reached, the Under-Sheriff is to be notified. The Department Watch Commander should also be notified of emergencies that occur within the facility.

Medical staff should be alerted whenever an emergency might result in the injury, or the loss of life, of either an inmate or staff member.

All requests for additional services (i.e. Fire Department, Ambulance, Swat etc.) along with requests for additional manpower shall be requested through the Dispatch Center. The recall of just a couple of jail personnel can be conducted without going through the Dispatch Center. A large or full recall of jail personnel will go through the Dispatch Center. It will be the responsibility of the Jail Sergeant or O.I.C. to notify the Dispatch Center as to the need of a jail personnel recall.

Section III. Emergency Steps – Action

Purpose:

A pre-planned series of events designed to counter act the product of an emergency.

Action:

The appropriate action taken in dealing with an emergency is one that minimizes the possibility of injury or loss of life for both inmates and staff.

Once the Shift Supervisor has classified the emergency and notified the individuals required to deal with the emergency, then he/she should implement the plan of action. Refer to section V, Emergency for a guideline to dealing with different types of emergencies.

Once the shift supervisor has implemented a plan of action, all of the staff members involved shall be briefed as to the course of action, and their individual responsibilities, and then
deployed to their assigned post of operation.

To accelerate the quickness and effectiveness of the response of staff members to an emergency situation, all staff members should be familiar with the Standard Response Action Plans. These Action Plans are designed for the different types of emergencies, (refer to section IV Emergencies) along with Evacuation Plans (refer to Section IV Evacuation). Staff members shall receive training on Emergency Plans Response.
Section V. Emergency: Fire

Policy:

All personnel will have knowledge of evacuation routes and fire safety of the facility in order to reduce confusion and expedite the safe evacuation of the facility.

Authority:

A. During an emergency situation the shift supervisor on duty will have authority for decisions made affecting the facility, the emergency, and the security of the premises.
B. Upon arrival of the fire department, the fire officer in charge will be delegated sufficient authority to control and extinguish the fire. All fire department personnel will be under the supervision of the fire officer in charge.

General Information:

A. Emergency evacuation routes will be posted in the staff and post work areas.
B. Fire doors will not be blocked or tied in an open or closed position.
C. All personnel will be provided training on the “Jail Emergency Plan”, prior to entry on duty.
D. All employees are to know the location of fire exits and evacuation routes.
E. All employees are to know the location of firefighting equipment and how to use it.
F. All fire incidents will be documented on a report.
G. Medical attention will be administered as necessary.
H. Fire drills will be conducted twice a year, and in all facility locations as directed by the Jail Commander.
I. All exits will be distinctly and permanently marked, continuously visible, kept clean and maintained in usable condition.
J. Do not disturb the fire site. If emergency extinguishing equipment is used, use short
bursts at the flame base. Do not disturb the dry chemical by prodding or fanning. Use additional dry chemical extinguishing agents if necessary.

K. Turn off all electrical switches, and components.
L. Close all doors and food ports if they are open in the area.

Fire Extinguishers and Fire Classification:

Fire Extinguishers are placed throughout the facility. Extinguishers should be conspicuously located and mounted where they are readily available. They shall not be obstructed or obscured from view. The proper type of extinguishers for each of the fire classifications can be viewed on the chart below:

<table>
<thead>
<tr>
<th>Extinguisher</th>
<th>Type</th>
<th>Solids (paper)</th>
<th>Flammable Liquids</th>
<th>Electrical Equipment</th>
<th>Cooking oils &amp; Fats</th>
<th>Flammable Gas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water</td>
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<td>☑</td>
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<tr>
<td>Dry Powder</td>
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<td>☑</td>
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<tr>
<td>Carbon Dioxide (Co2)</td>
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<tr>
<td>Blanket</td>
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</tr>
</tbody>
</table>

Steps:

A. When the post deputy, or other staff members, discovers a fire, they will;
   1. Determine the nature and extent of the fire.
2. Notify the nature and extent of the fire.
3. Notify the control room of the situation.

B. When the Control Room receives a fire/smoke alarm they will:

1. Notify the post deputy of the affected area, who will inspect the area while maintaining continuous voice contact with the control room via radio or intercom.

C. The shift supervisor will respond to the affected area as soon as he/she is notified, they will:

1. Inspect the area for the extent and nature of the fire.
2. Size of the fire.
3. How much smoke (heavy, light).
4. Color of smoke:
   - **Yellow Smoke** – Indicative of toxic gases, evacuate immediately. **DO NOT ATTEMPT TO EXTINGUISH**
   - **Gray Brown Wisps** – Indicative of flash-over. **STAY CLEAR, EVACUATE IMMEDIATELY**
   - **Gray Black Smoke** – Indicative of primary stage fire. Extinguish if possible after immediate area is evacuated. **DO NOT ATTEMPT TO EXTINGUISH IN THICK SMOKE**

**Fire Training:**

Fire prevention and control training will be incorporated into the In-Service and recruit training programs.

**Keys**

Two sets of emergency keys are available. One is in the control room and the other in the dispatch center.

**Inspections:**

A. Daily inspections will be conducted by every staff member to check for fire hazards.
B. Monthly inspections will be conducted by the day shift supervisor:

1. On the first day of each month.
2. A check off sheet completed and signed, and then filed in the back of the Jail Sergeant’s Emergency Plans Binder.
3. This inspection will include, but not limited to:
   a. Fire Extinguishers.
   b. Emergency Exits.
   c. Emergency Lighting.
d. Emergency Equipment

C. Annual inspection will be scheduled for the month of March. The inspection will consist of members from either the Sheriff’s Department, the Fire Department, State and/or Federal Emergency Services. This inspection will cover:

1. Review of the Jail Emergency Plan
2. The operation of smoke/fire detection equipment.
3. The condition of fire control equipment.
4. Training on the fire prevention and control programs.
5. Emergency power and lighting.

Fire Extinguisher Locations:

Fire extinguishers are located at:

1. Across from Lieutenant’s office
2. Across from holding cell 6
3. Break Room
4. Yard
5. Under the stairs by K tank
6. J2 Post
7. By the Administrative Sergeant's office
8. J3 Post
9. Kitchen
10. Nurse’s Office
11. Garage
12. Garage next to the restroom for car wash
13. Entrance door from Jackson street near men’s locker room
14. Locker Room

Fire Hydrant:

The fire hydrant closest to the facility is located on the corner of Yaney St. and North Lower Sunset drive.

Systems:

VESTA smoke detection systems checks for particles in the air and is located in the control room. Fire alarm system detects smoke, and is located in the control room. There is a sprinkler system throughout the facility.
Section V. Emergency: Flammable, Toxic or Caustic Materials

Policy:

Flammable, toxic or caustic materials will be stored in an area inaccessible to inmates to ensure the safety of staff, inmates and the facility.

Purpose:

To promote a safe environment for employees, inmates and visitors.

Definitions:

Flammable Materials: Any product which will ignite when contacted flame or spark at or below 100 degrees Fahrenheit.

Toxic: A poisonous material that can destroy the life or health of a living animal or plant.

Caustic: A material able to burn or corrode persons or objects by chemical action.

Acquisition:

Every effort shall be made by all employees involved in the purchase or use of hazardous material to replace those products with those less likely to be abused or misused in the detention setting.

Storage:

All flammable, toxic and caustic materials will be stored in secure areas that meet with the approval of the State Fire Marshall.

Paint Locker:

All paints will be stored in a State Fire Marshall approved storage container, to be located in
the car wash area.

Use:

When using a hazardous, flammable, toxic or caustic material, all safety precautions shall be taken.

1. Read and follow the directions and warnings located on the hazardous material container.
2. Wear the necessary protective gear. Examples include gloves, mask, and eye protection.
3. Assure the proper ventilation is present.
4. Report any and all exposures of hazardous materials to medical staff immediately, and follow through with a written report.

Section V. Emergency: Hostage Situation

Policy:

This department has a “NO HOSTAGE POLICY”, which prohibits a person as being used for means to escape, therefore; any person regardless of rank HAS NO AUTHORITY while being held as a hostage.

Purpose:

To deal with a hostage situation in a professional manner, to strive for the safe release of the hostage, safeguard the lives of the staff, inmates and citizens, and to apprehend the responsible parties.

Definition:

Hostage: Any staff member, citizen, or inmate held against his/her will by another person for the purpose of escape, monetary gain, or any reason which may place an individual in danger of losing life or suffering serious bodily injury.

Hostage Event: An act of hostage taking behavior wherein the police have located the hostage taker and the victim and a siege develops or has developed.

Steps:

A. Notify the control room clerk, who will:
   1. Notify the shift supervisor.
   2. Notify the dispatch center and the Watch Commander.

B. Mobilize forces quickly to:
   1. Close off avenues of escape.
   2. Localize trouble to prevent disorder from spreading.
   3. Evaluate and estimate the situation.

C. Gather information; names of individuals involved, attitudes, and positions.
D. Turn the information over to the hostage negotiators.

E. Provide security and support for the hostage negotiators.

F. The hostage negotiators, watch commander, and jail commander will determine when the negotiation have come to impasse.

G. File the necessary reports.

H. The media will not be allowed into the negotiations area, refer them to the Department Public Information Officer.

Section V. Emergency : Medical Death

Purpose:

To outline the steps to take in the event of a medical emergency, or the death of an inmate in custody.

Medical:

Any inmate that shows signs of an injury, or complains of an illness, will immediately be reported to the medical staff. If there is no medical staff, the watch commander shall make the decision whether to contact Sonora Regional Medical Center.

Steps:

1. Notify control room of the situation, and the need for staff to respond.
2. Emergency lifesaving measures will be administered if necessary.
3. Transport to Sonora Regional emergency room if necessary.
4. Prepare and file an incident report.

Deceased Inmates:

A. Should there be any doubt about death, the appropriate emergency lifesaving measures will be administered, and the inmate transported to the hospital.
B. In cases where death has been determined or death is obvious (i.e. Post mortem lividity or rigor mortis) then the body will not be disturbed or moved.
C. Secure the area in its entirety, do not move or disturb anything.
D. Secure all clothing, personal property, and belongings of the deceased inmate.
E. Hold all outgoing, and incoming mail belonging to the deceased.
F. Secure the inmate’s medication.
G. Make no public comments to the media; refer all requests for information to the Department Public Information Officer.
H. Turn the inmates file, and records over to the investigating officer.

Steps:

1. Notify the control room, who will notify:
A. The shift supervisor.
B. The dispatch center, and request:
   1. The watch commander.
   2. The coroner.
   3. Investigations.
   4. DA Investigator.
C. The jail commander.

2. Administer lifesaving measures if necessary.
3. Secure the area.
4. Prepare and file an incident report.

**Types of Medical/Death Situations:**

1. Self-inflicted injury.
2. Victim of an assault.
3. Attempted suicide.
4. Accident.
5. Medical illness or condition.
6. Victim of a murder.
7. Suicide.
Section V. Emergency: Power Failure

Policy:

Security and control of inmates will be maintained during a power failure and every effort will be made to ensure the safety of visitors, staff and inmates.

Definition:

Power Failure: Any loss of or break in electrical service.

General Information:

1. It will be at the direction of the shift supervisor to initiate a lockdown of the facility due to power failure.
2. Should the shift supervisor decide to initiate a lockdown of the facility the following shall apply:
   a. Inmate movement will be held to a minimum during a power failure.
   b. Additionally security checks and inmate counts will be made on each shift until power is restored.
   c. The power failure incident will be entered on the daily log.
I. BACKGROUND

The policy and procedure contained in this section supersede all existing orders, manuals and procedure now or formerly used in the jail. This manual is an integral part of the Tuolumne County Sheriff's Office Policy and Procedures Manual. The department policy and procedure manual contains policies and procedures that govern the entire department.

Unless otherwise authorized, each employee assigned to the Custody Division shall be responsible for compliance of the contents of the custody Policy & Procedures manual and the Tuolumne County Sheriff's Office Policy and Procedures Manual.

The policies and procedures contained in this section comply with the California Department of Corrections and Rehabilitation, Corrections Standards Authority’s Title 15, Minimum Standards for Local Detention Facilities, which include biennial inspections of all facilities, as mandated by Sections 6031, 6031.1 and 6031.2 of the California Penal Code.

Any policy or procedure in this section found to be illegal, incorrect or inapplicable shall not affect the validity of the remaining content.

Policy and procedure contained in this section will be approved by the administration division chain of command, which consists of the Sheriff, Undersheriff, and Custody Division Commander. Input from sergeants, corporals and line deputies is encouraged and requested at all times.

II. DEFINITIONS

The following definitions shall be applicable to the Custody Division of the department manual.

A. INMATE

1. Any person incarcerated in a facility of the custody division.

2. Any person remanded by the court to the custody of the Sheriff of Tuolumne County.

B. PRE-SENTENCED INMATE: "Pre-sentenced Inmate" shall be used to describe any incarcerated person awaiting arraignment, hearing, trial or sentencing.
C. **SENTENCED INMATE:** "Sentenced Inmate" shall be used to describe any incarcerated person who has been sentenced by a court to any jail, detention camp, or correctional institution.

D. **INMATE WORKER:** "Inmate Worker" shall be used to describe any inmate currently performing a job assignment or work detail. This generally pertains to sentenced inmates only.

E. **PRO PER (PROPRIA PERSONA):** "Pro Per" shall be used to describe an inmate who, as ordered by the court, exercises his constitutional right to act as his own legal counsel in a civil or criminal matter before a recognized court.

F. **HOUSING UNIT:** "Housing Unit" shall be used to describe the area of housing comprised of a cell, cells or dormitory.

G. **CELL:** "Cell" is an individual room within a housing unit.

H. **PERSONNEL:** "Deputy", "Officer" and "Employee" shall be used synonymously to include any Sheriff's Office Employee, Sworn and Civilian assigned to the Custody Division.

I. **MINIMUM JAIL STANDARDS:** Minimum Jail Standards refers to Minimum Standards for Local Detention Facilities, issued by the California Department of Corrections and Rehabilitation, Corrections Standards Authority: Title 15, California Administrative Code.

J. **COMMITTEES AND BOARDS:** "Disciplinary Review Board" shall be used to describe a board consisting of one or more supervising officers responsible for investigating cases involving inmates.

### III. PROCEDURES

A. **ANNUAL REVIEW**

1. An annual review of the custody manual is required of all **jail employees** and the respective supervisor of that employee will acknowledge the review.

B. **CUSTODY DIVISION MEMORANDUMS**

1. The Custody Commander may issue memorandums concerning procedures or subjects of short duration or of an insufficiently critical nature to warrant issuance of a policy and procedure. These memorandums will be of such a nature that they can be purged periodically due to the short duration of their utility.

2. Memorandum distribution: Each sergeant will receive copies of every memorandum and shall be responsible for the dissemination of the information contained therein to all members of his/her shift. Sergeants will make sure that their deputies or employees understand the content and purpose of each memorandum as it is distributed.

3. Placement of memorandums:
a. When necessary, memorandums will be posted in the appropriate location within the jail.

b. All memorandums will be saved by all staff members in their personal section of the County’s computer system.

c. Sensitive memorandums will not be placed in view or made accessible to any inmate.
I. BACKGROUND

The Custody Division personnel, including volunteers, have specific duties and responsibilities within the Sheriff's Department Chain of Command. This section is to define the function and responsibility of each member of the custody staff.

II. DEFINITIONS

This section describes the organization and function of each Custody Division member.

A. **CUSTODY DIVISION COMMANDER** - Commands and is responsible for the activities of the entire Custody Division in accordance with the policies and procedure prescribed by the Sheriff. This position is equivalent to a "Facility Manager" as described in the Minimum Jail Standards, Title 15, and California Administrative Code (CAC). Managerial personnel of any Type I, II, III or IV jail shall be required to complete either the STC management course (as described in Section 182, Title 15, CCR) or the POST management course within one year from date of assignment.


C. **SERGEANT** - Performs supervisory duties and/or specialized staff assignments, conduct personnel evaluations for assigned personnel and are equivalent to "Supervisory Custodial Personnel" as described in Minimum Jail Standards. Prior to assuming supervisory duties, jail supervisors shall complete the core training requirements pursuant to Section 1020, Corrections Officer Core Course. In addition, supervisory personnel of any Type I, II, III or IV jail shall also be required to complete either the STC Supervisory Course (as described in Section 181, Title 15, CCR) or the POST supervisory course within one year from date of assignment.

D. **CORPORAL** - A jail deputy selected to provide training to new employees and acts as Officer in Charge (O.I.C.) in the absence of a sergeant. Prior to assuming supervisory duties, jail supervisors shall complete the core training requirements pursuant to Section 1020, Corrections Office Core Course. In addition, supervisory personnel of any Type I, II, III or IV jail shall also be required to complete either the STC Supervisory Course (as described in Section 181, Title 15, CCR) or the POST supervisory course within one year from date of assignment.

E. **J.T.O.** – Jail Training Deputy selected to provide training to new employees.

F. **OFFICER IN CHARGE (OIC)** - O.I.C.'s performs supervisory duties and/or specialized staff assignments and are equivalent to "Supervisory Custodial Personnel" as
described in Minimum Jail Standards.

G. **JAIL DEPUTY** - The primary duty of jail deputy personnel is the supervision of inmates. These positions are equivalent to "Custodial Personnel", as described in the Minimum Jail Standards.

H. **LEAD BOOKING CLERK** - Coordinates training of new booking clerks, acts as liaison between other county agencies, gives input for booking clerk evaluations as well as booking clerk duties.

I. **JAIL BOOKING CLERK** - Booking clerks provide inmate booking services, maintain inmate computer records, monitor security monitors, activate jail doors, schedule visitations and receive telephone calls for the jail.

J. **COMMISSARY** - Trinity provides inmate assistance through coordination of the jail commissary, and indigent kits.

K. **CLASSIFICATION OFFICER** - The Classification Deputy shall gather sufficient information on each inmate to properly assign him/her to a housing unit, based on the needs and security of the facility and the needs of the inmate.

L. **TRANSPORTATION DEPUTY** – Provides transportation of inmates to and from court, prisons, hospitals, other agencies, etc.

M. **FOOD SERVICES** - The Food Services Program for the Custody Division is contracted to the Trinity Corporation who has the sole duty to provide food services and commissary for the inmates.

N. **JAIL PROGRAM SPECIALIST** - Coordinates inmate programs, assists with maintaining eligible worker lists, and other duties as assigned.

O. **CHAPLAIN** - The Custody Division shall make available to inmates, upon request, the services of a chaplain. The chaplain may:

1. Arrange for a jail ministry program for inmates and conduct religious activities in the facility.

2. Approve assistant chaplains for assistance in the jail ministry.

3. Assist the various clergy in their efforts regarding individual inmates.

4. Arrange for approval to be issued to an inmate's pastor in order that he/she may visit him/her in the visiting area.

5. Provide individual counseling and guidance regarding personal problems such as, but not limited to, contacting inmates’ families about marital problems.

6. Make available religious literature for all faiths.

7. Conduct religious services for those inmates requesting them on an individual basis.
when those inmates are administratively segregated.

P. VOLUNTEER ORGANIZATIONS

1. Organized volunteer groups from the community shall, with the approval of the Custody Commander and Sheriff, be permitted to visit to provide rehabilitation and educational programs for inmates.

2. Appropriate security checks shall be made, prior to admittance, of all individuals participating in such programs. Such checks should include local case files, wants and warrants, etc.

3. Persons convicted of a felony or a misdemeanor within 5 years should not serve within the jail. The Custody Commander may authorize individual exceptions to this rule based on the value of the service to the institution.

III. PROCEDURES

None
I. BACKGROUND

Tuolumne County Jail is a Type II Facility by definition in Title 15, Section 1006.

A Type II local detention facility is used for the detention of persons pending arraignment, during trial, and upon a sentence of commitment.

All standards and requirements contained in CAC Title 15 shall apply to Type II detention facilities except as specifically noted in Title 15.

II. DEFINITIONS

The following definitions apply throughout the standards and are necessary for a common understanding of jail operations, programs, health care, nutrition and design elements. These definitions help determine the applicability of the standards and create a common frame of reference so that administrators, staff, funding agencies, boards of supervisors, jail inspectors and others can share a common vocabulary relative to jail issues.

A. FACILITY/SYSTEM ADMINISTRATOR

1. The Facility Administrator is usually the Sheriff or other Official charged by law with the administration of the facility.

B. FACILITY MANAGER

1. The Facility Manager is the Custody Commander and has primary operational responsibility for the facility.

C. PHARMACEUTICAL MANAGEMENT

1. The terms administering medication, delivering medication, dispensing, disposal, legend drugs, labeling, over-the-counter (OTC) drugs, repackaging, storage, and disposal are limited to the legally obtained drugs covered in Title 15, Section 1216, Pharmaceutical Management.

D. HEALTH AUTHORITY/RESPONSIBLE PHYSICIAN

1. The health authority is responsible for health care services pursuant to a written agreement or job description.
2. The health authority is a medically trained individual who has responsibility for developing and/or managing health care services.

3. The responsible physician is a licensed clinician who provides health care services.

E. **RATED CAPACITY**

1. Also known as Corrections Standards Authority, “Rated Capacity (RC)” and describes the housing capacity of a detention facility based on compliance with all applicable jail standards.

2. Rated Capacity of a facility refers to housing beds for the general inmate population.

3. Rated Capacity does not include special use cells such as safety cells, sobering cells, holding/staging cells or disciplinary isolation.

4. However, cells and housing units which may be used for a dual purpose, such as disciplinary isolation or general housing are included in board rated capacity because they can function as general housing.
I. BACKGROUND

In any detention facility there are circumstances when a facility administrator must vary from established standards in response to emergency situations. A facility administrator has the ability to address these issues within the parameters of this regulation.

II. DEFINITION

An emergency is a significant disruption of normal facility procedure, policies, or activities, and requires immediate action to avert death or injury and to maintain security.

III. PROCEDURES

A. EMERGENCY SUSPENSION OF MINIMUM JAIL STANDARDS OR REQUIREMENTS:

1. The Facility Administrator or his/her designee, may temporarily suspend any standard or requirement imposed by the California Department of Corrections and Rehabilitation, Corrections Standards Authority’s Minimum Jail Standards or any procedure mandated in this Section in the event of an emergency which threatens the safety of the facility, any of its inmates or staff, or the public.

2. Only such regulations directly affected by the emergency may be suspended.

3. Written notification shall be made to the Corrections Standards Authority if the suspension of standards lasts more than three days. Notification should occur as soon as possible, typically by telephone with a written follow-up.

4. In no event shall a suspension continue for more than fifteen days without the approval of the Chairperson of the Corrections Standards Authority.

5. In such a suspension, Title 15, Section 1012 of the Minimum Jail Standards shall be complied with.

6. In any such suspension, the person so ordering it shall prepare a full written report to the Sheriff through the Chain of Command.

7. This report shall set forth all circumstances surrounding the suspension, including the duration and causes thereof.

8. An operational log shall be maintained.
I. BACKGROUND

Every detention facility is required to have sufficient personnel employed in each facility to conduct at least hourly safety checks of inmates. The safety checks shall be through direct visual observation of all inmates to ensure the implementation and operation of the programs and activities required by these regulations.

II. DEFINITION

STAFF - Employees of the Tuolumne County Jail with the title of Jail Deputy, Jail Corporal or Jail Sergeant, with the specific responsibility of housing inmates, providing rights as required by law, and compliance with Title 15 and the Policy and Procedures Manual of the Tuolumne County Sheriff’s Office.

III. PROCEDURE

A. STAFFING

1. Whenever there is an inmate in custody, there shall be at least one employee on duty at all times who trained in fire and life safety procedures for this facility.

2. Such employees shall not have any other duties that would conflict with the supervision and care of inmates in the event of an emergency.

3. Whenever one or more female inmates are in custody, there shall be at least one female deputy who shall be on duty and immediately available and accessible to female inmates.

4. The facility administrator shall prepare and retain a staffing plan indicating the personnel assigned in the facility and their duties.

5. There must be at least one person on duty at all times who has had fire and life safety training, with specific emphasis to that particular facility.

B. SAFETY CHECKS

1. 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 safety checks.

2. Audio or closed circuit television monitoring is NOT what is intended by this regulation.
3. Hourly safety checks shall be documented by the post deputy in the Jail Management System (JMS).

4. Actual times will be recorded in the general notes section of the JMS.

5. Supervisors shall regularly audit the JMS to ensure staff is following the Policy and Procedures during each shift.

6. Additional checks are desirable whenever possible.

7. Special problem inmates and special housing may require more frequent checks and each check shall be recorded.

8. At least once per shift the on duty sergeant shall review the JMS to assure all entries correct and up to date.
I. BACKGROUND

Facility administrators shall consult with their local fire authority to develop a Fire Suppression pre-plan. A Fire suppression pre-plan gives a fire department an established approach for fighting fire in a detention facility.

II. DEFINITION

FIRE SUPPRESSION PRE-PLAN - Will show the locations of fire hydrants and fire extinguishers, access doors and a map of the facility.

III. PROCEDURES

A. STANDARDS FOR EMERGENCY PLANS: All emergency plans in the facility shall be formulated upon the following standards:

1. All plans will be comprehensive

2. Plans shall be available to all officially involved agencies and individuals.

3. The staff shall be trained in the implementation of emergency plans.

4. Key posts to be operated during emergencies shall be pre-determined and activated when needed.

5. Plans shall include instructions as to who has the activation authority and under what conditions they should be notified.

6. Corrective actions should be taken to prevent reoccurrence of the conditions that caused the emergency.

7. Both announced and unannounced emergency drills should be conducted and logged on the facility log. Drills are conducted by the staff. Inmates will not participate and security of the jail will not be compromised.

B. FIRE PREVENTION AND SUPPRESSION

1. Methods of exiting the facility are posted in the jail control room and all housing areas.

2. Locations of fire extinguishers are posted in the jail control room.
3. Installation of fire extinguishing and fire alarm systems has been accomplished as required by local fire ordinances.

4. The Custody Commander will establish procedures and will insure the safe storage and handling of all combustible or explosive material and substances.

5. The Custody Commander will insure the proper installation and maintenance of safe appliances, equipment, decorations and furnishings that preclude chances of fire, explosions or panic hazard.

6. Dispatch shall be notified to contact the fire department as needed.

7. Frequent inspections of jail keys and lock mechanisms will be made to assure that they will function properly during emergency situations.

8. The State Fire Marshall will conduct regular fire inspections as required by law.

9. Records will be kept of all such inspections in the Custody Commander's Office.

10. Staff will conduct fire inspections on a monthly basis. Records of the inspections will be retained for two years. Monthly inspection sheet will contain the following information.

   a. A check of all housing units for a posted emergency evacuation plan

   b. A check of all exit signs for proper working conditions.

   c. A check of all housing units, interior and exterior door locks for proper working condition.

11. Fire drills will be conducted twice a year. All records of the fire drill inspections will be retained for two years.

C. MOVEMENT OF INMATES IN FIRE EMERGENCY

1. The following areas will utilized for housing of inmates in the event of housing unit or facility evacuation:

   a. Holding cells at intake area.

   b. Exercise yard on the third floor.

   c. Courtyard of the Tuolumne County Historical Museum.
I. BACKGROUND

The security and safety of the jail and the inmates are the responsibility of the jail staff. This policy will provide guidelines for maintaining an inmate demographics accounting system. Each facility must have a consistent way to gather population information that is relevant to jail operations and maintain accountability for inmates and their movement.

II. DEFINITIONS

A. INMATE COUNTS

1. Obtaining the numerical amount of inmates in the facility and their location.

2. Inmate counts may be done at any time

III. PROCEDURES

A. INMATE COUNTS

1. The sergeant will insure that a physical inmate count is made once per shift, ascertaining that all jail inmates are present and/or accounted for. The count will be recorded on the jail log.

2. Every night at lock down another thorough count shall be done to confirm the number and location of inmates.

B. INMATE POPULATION ACCOUNTING

1. At midnight, 2400 hours, a Daily Inmate Population Roster shall be prepared. The population roster provides information on the inmates housed in each unit along with information on sentenced and unsentenced, male and female inmates. The roster also indicates the total jail population occupying a bed at midnight, each night.

C. CORRECTIONS STANDARDS AUTHORITY REPORTS

1. Monthly reports in inmate population will be submitted to The Board of State and Community Corrections as required in the Jail Profile Survey form.
I. BACKGROUND

The Facility Administrator shall develop written policies and procedures for the maintenance of individual inmate records.

II. DEFINITION

INMATE RECORDS - A folder maintained in the control room which shall include, but not be limited to, intake information, personal property records, receipts, commitment papers, court orders, disciplinary reports and actions and medical orders issued by the responsible physician. A separate file will be maintained for each inmate and each separate case.

III. PROCEDURES

A. OBTAINING INFORMATION

1. Information about the inmate will be obtained from the time they start the intake process until the time they are released.

2. Intake, property and health screening forms will be filled out when the inmate enters the jail and starts the intake process. This information will be given to the booking clerks.

3. The booking clerks will then complete the booking process by obtaining all personal information from the inmate and arrest information from the arresting officer.

4. The booking clerks will put together a file for each case the inmate is charged with and all inmate information obtained will be placed in the appropriate file.

5. All other information pertaining to this inmate, with the exception of medical records, obtained during the duration of incarceration will also be placed in the inmate's file. This includes disciplinary records.

6. Release information will be documented at the time of release and then placed in the inmate's file.
I. BACKGROUND

The reporting of jail incidents and information is an essential part of corrections work. Reports are useful and necessary for criminal prosecution, disciplinary action and documentation of daily activity.

Documentation of incidents occurring in or related to the jail is done to maintain a factual account of the information. Reports may be used to disseminate information to the jail staff, other departments, and agencies that need to be informed of the incident.

II. DEFINITIONS

A. CRIMINAL REPORT

Criminal reports are the forms and format for documenting illegal acts. A criminal report may be filed with the District Attorney’s Office for potential legal action.

B. INCIDENT REPORT

Incident reports are used to document inmate rule violations, threats to inmates or staff, physical violence and any other information pertinent to the operation of the jail.

C. INJURY REPORT

Every Injury is documented on an Incident Report form and also requires that Worker’s Compensation forms be filled out.

D. DAILY LOG

Booking clerks maintain the daily log in the JMS, which documents information and incidents in the jail as they happen.

III. PROCEDURES

A. INCIDENT REPORTS

1. Incident report forms are incorporated into the Jail Management System (JMS) and must be completed on the jail computers.

   a. Incident reports should be completed by the end of the employee’s shift, but no later than 24 hours after the occurrence, with the approval of the duty sergeant.

   b. Incident reports are used to document inmate rule violations, inmate
information, injuries to inmates or staff, etc.

c. A sergeant or O.I.C. will review and approve all reports
d. Copies will be distributed to appropriate staff members and divisions.
e. If applicable, a copy will be placed in an inmates file.

B. REPORTING OF CRIMES

1. In any instance where there is evidence that a crime may have been committed in the jail, an appropriate report shall be prepared. The sergeant may notify Investigations and request an investigator if the crime is a felony or any misdemeanor that would warrant an Investigator. The Custody Commander shall be notified.

2. Crime reports prepared in the jail will follow reporting procedures contained in the Patrol Division Report Writing Manual. Reports should be turned in by the end of shift.

3. Reporting Crime Information:

   a. Any member who receives crime information from an inmate, regardless of where or when the alleged activity will occur or has occurred, shall immediately relay such information to the shift sergeant.

   b. The sergeant shall notify the Custody Commander who will then notify whoever is deemed appropriate.

   c. Incidents such as escapes, staff assaults, suicides, major problems and serious personnel involvements, both on and off duty, shall be reported immediately via both oral and written report.

   d. A concise report of all incidents shall be typed, approved by the sergeant and delivered to the Custody Commander without delay.

C. INJURY REPORTS

1. The jail shall maintain detailed records of all incidents that result in physical injury or serious threats of physical injury to an employee, inmate, or other person. This shall include minor or major accidental injuries to inmates.

2. Such records shall include date and time of occurrence, name of the person(s) involved a complete description of the incident, and actions taken.

3. Reports of such incidents shall be expediently prepared and submitted to the Custody Commander.

4. **Injured Employee:** In the event of a job related injury to any employee, the
immediate supervisor of the employee will prepare a County of Tuolumne Workers Compensation Supervisor’s Investigation Report.

5. The report must be submitted *within 24 hours* of the injury, to the Department of Employee Relation’s Technician for forwarding to the Human Resources/Risk Management Department.

6. If immediate treatment is provided by Sonora Regional Medical Center Emergency Department, a copy of the treating physician’s report shall be attached to the Supervisors Report.

**D. SHIFT LOGS**

1. A log will be maintained to record all notable events and incidents occurring during that shift. The log will be maintained on the Jail Management System (JMS) computer.

2. **Inmate Movement Log Entry:** Each shift shall maintain records for the purpose of recording all inmate movement. To assure security and accurate inmate count, the following information shall be recorded:
   
   a. Date and time of transfer.
   
   b. Full name of the inmate.
   
   c. "From" indicating current housing area.
   
   d. "To" indicating exact destination.
   
   e. Reason for transfer, i.e. discipline, release, etc.

**E. COURT ORDER LOGS**

1. The jail has developed a system for recording all court dates, and orders affecting jail operations.

2. Each sergeant shall assure compliance with all court orders.

3. All court orders shall be executed as soon as possible within the limits of the jail.

   a. **Court Ordered Telephone Calls:** Where applicable, the following guidelines shall apply to court ordered telephone calls:

   b. All calls shall be made at the expense of the inmate, unless otherwise ordered.

   c. Whenever possible, an attempt shall be made to accommodate the inmate as to the time the call is placed.

   d. A jail log entry will be made to document the call.
4. **Special Court Orders:** Special Court Orders are orders requiring the jail to perform some special or particular service or function or to allow an inmate special privileges. All action and distribution of these orders will be made with the intent to comply with and expedite the order.

   a. The Custody Commander shall receive copies of Special Court Orders when:

   b. They are of an unusual nature, which could interfere with or interrupt the normal operations of the jail.

   c. They are of department concern.

   d. The Custody Commander shall be sent copies of special court orders pertaining to matters of a medical nature. This includes, but is not limited to:

      1. Inmate diet
      2. Inmate physical welfare;
      3. Inmate health;
      4. Orders appointing a doctor to examine the inmate.

   **Note:** Unusual court orders are those that substantially deviate from established department policy or jail policy or procedures, and a copy of the orders shall be forwarded to the Custody Commander.

**F. INMATE BEHAVIOR OR WORK PERFORMANCE REPORT**

1. The purpose of this section is to define the procedure to be used when attorneys, with inmate clients serving lengthy county jail terms as a condition of probation, solicit information concerning the inmate's behavior and/or work performance.

2. Penal Code Sections 1203 and 1204 state that jurisdiction of the inmate is in the hands of the Probation Department and any information concerning the inmate can only go to court via the Probation Department or via direct testimony.

3. Consequently, any reports that are prepared regarding behavior or work performance will be sent to the Probation Department.

**F. ESCAPE FILE**

1. The Custody Commander keeps a file on all escapes affected from the facility. This file includes, but is not limited to:

   a. Name of the escapee.
   b. Booking number.
   c. Time of escape.
d. Exact location from which the inmate escaped.

e. Means of escape.

f. Tools used in the escape.

g. Alleged reason.

2. Each sergeant is responsible for forwarding to the Custody Commander a copy of all reports relative to escapes or attempted escapes at this facility.

3. Upon discovery of escape plans, the sergeant shall prepare a detailed report containing as much information as is available, and forward it to the Custody Commander.

G. MAINTENANCE REPORTS

1. The jail procedure for reporting maintenance problems is through the use of the "Maintenance Request" form which shall list the time, date, type of maintenance required and the location.

2. It shall include the date and time the maintenance request was called in to the maintenance personnel if the request was an emergency.

3. A notation shall be made on the request form when the repair has been completed.

4. Monthly maintenance inspections will be performed by a sergeant assigned to day shift. These inspections will include maintenance items that require repair work and will be sent to the Facilities Maintenance Department. The inspection report will indicate maintenance items that were not completed prior to the inspection.

H. INMATE POPULATION ACCOUNTING

1. At midnight, 2400 hours, a daily inmate population roster shall be prepared. The population roster provides information on the inmates housed in each unit along with information on sentenced and unsentenced, male and female inmates. The roster also indicates the total jail population occupying a bed at midnight, each night.

I. Medical Records

1. All inmate medical records shall be maintained in the nurse's files. These records shall include:

2. Medical evaluation reports.

3. Complaints of illness or injury.
4. Names of personnel who treat, prescribe, and/or issue medication.

5. Location where treated.

**Note:** Refer Policy on "Medical Protocol"
I. BACKGROUND

A public information plan outlines administrative policy relative to public relations dealing with the general public. It also guides the staff in their interactions with the community as well as with inmates.

II. DEFINITION

A. POLICY and PROCEDURES MANUAL - The rules and regulations providing guidelines for the operation of the Tuolumne County Jail.

III. PROCEDURES

A. PUBLIC INFORMATION PLAN

1. Certain sections of the Policy and Procedures Manual and other information are required to be made available to the public and to inmates.

2. These sections from the Policy and Procedures Manual can be separated from the rest of the manual so that no security or confidential information is disclosed.

B. REQUIRED INFORMATION

1. Title 15, Title 24 and the Inmate Handbook are also required to be part of the Public Information Plan and made available to the public and inmates.

2. The following listed sections of the Policy and Procedure manual are to be included in the Public Information Plan.

   a. Section 1045 - Public Information Plan
   b. Section 1061 - Inmate Education Plan
   c. Section 1062 – Visiting
   d. Section 1063 – Correspondence
   e. Section 1064 - Library Service
   f. Section 1065 - Exercise and Recreation
   g. Section 1066 - Books, Newspapers, and Periodicals
   h. Section 1067 - Access to Telephone
   i. Section 1068 - Access to Courts and Counsel
   j. Section 1069 - Inmate Orientation
   k. Section 1070 - Individual/Family Service Programs
   l. Section 1071 – Voting
   m. Section 1072 - Religious Observance
n. Section 1073 - Inmate Grievance Procedure
o. Section 1080 - Rules and Disciplinary Penalties
p. Section 1081 - Plan for Inmate Discipline
q. Section 1082 - Forms of Discipline
r. Section 1083 - Limitations on Discipline
s. Section 1200 - Responsibility for Health Care Services

C. DISSEMINATION OF INFORMATION

1. A copy of the Public Information Plan shall be kept in the jail control room and in the jail library.

2. The Custody Commander or the Watch Commander will be responsible for providing this information to the general public, other government agencies, the news media and PIO.

D. RESTRICTIONS

1. It is not required and not intended for information that is critical to the safety and security of inmates, staff or facility be made public.

2. Policy and procedures related to emergency or security matters should not be included in the Public Information Plan.

3. This policy does not require the department to make and distribute copies of the Public Information Plan.
I. BACKGROUND

All inmates will be classified by the use of an objective classification system to determine the level of custody prior to being assigned to a housing unit to enhance the security and safety of staff and inmates. Policy will follow the guidelines of Title 15.

This policy complies with a system wide consolidated method of managing the inmate population that contributes to the security, safety and dignity of inmates and staff and delineates levels of inmate supervision, custody and service.

II. DEFINITION

CLASSIFICATION - To assign inmates to housing units according to legal requirements, criminal sophistication, sex, enemies and other factors that may be determined at the time of classification.

III. PROCEDURES

A. OBJECTIVES

1. Provide for legally mandated segregation of inmates - male from female, civil from criminally charged, pre-sentenced, and mentally disturbed, the dangerous to self or others and contagious diseased from the general population.

2. Separate inmates that do not get along according to the space available, which is determined by inmate population and construction of the jail.

3. Reduce the number of assaults on deputies and prisoners.

4. Provide for the segregation of vulnerable inmates from aggressive or assaultive inmates, and both of these groups from the general population.

5. Provide for the separation of detainees according to the nature of their crime and degree of criminal sophistication.

6. Provide for the most efficient utilization of inmate resources.
B. **IT SHALL BE THE POLICY OF THE JAIL THAT**

1. No inmate will be kept in a more secure condition of status that his/her potential risk dictates.

2. The classification system will be consistent with individual dignity and basic concepts of fairness.

3. Crucial to each processing stage will be the inmate’s participation in the decisions being made regarding his/her destination.

4. Inmates may appeal their classification in writing to the facility manager.

5. Inmates sentenced to more than 60 days may request a review no more than 30 days from the last review.

6. All classifications will be reviewed monthly during regularly scheduled sergeant’s meetings.

C. **JAIL SYSTEM**

1. The Tuolumne County Jail is a Type II facility divided into male and female sections and houses inmates from initial booking until they are held to answer. It also houses inmates from when they are held to answer, until they are sentenced, and houses inmates sentenced to county jail, including AB109 sentences.

D. **CLASSIFICATION SYSTEM**

This is a system that considers:

1. A limited but significant, specific list of variables that describe the kinds of basic problems that inmates present to the custody operation.

2. Basic degrees of criminal sophistication not only relates to a provision for separate housing, but also related to the extended and duration of security and supervision actually needed.

E. **CLASSIFICATION STAFF**

1. This classification system will be managed by the Custody Commander and implemented and monitored by the sergeants and classification officer.

2. The sergeants and classification officer will be responsible for:

   a. Coordinating and monitoring the system on each shift.

   b. Assuring that all special housing assignments are reviewed daily.

   c. Making criminal record checks and classifying all inmates held to answer or sentenced to thirty or more days in the county jail.
3. The sergeants and classification officer will be responsible for daily reviewing special and general housing assignments in order to maintain the requirements of the stated guidelines. Furthermore, they will be responsible for assuring that all inmates in special housing are individually evaluated within every 14-day period.

F. CLASSIFICATION / HOUSING

Each incoming inmate will be interviewed at booking and will be asked:

1. If he/she has been in jail before.

2. If he/she anticipates having any problem.

3. If he/she was previously convicted of a felony-type crime (a crime for which he/she could have been sent to a state or federal prison).

4. If he/she had ever served time in a state or federal prison.

5. If there is anything the officer should know before making a housing decision.

6. All questions as required by the Prison Rape Elimination Act (PREA).

G. DETERMINANTS

1. History of escape.

2. Current charge is murder (should not preclude general housing after several days of observation and evaluation).

3. Gang affiliation documented by an inmate’s admissions, tattoos, and Department of Corrections confirmation.

4. Vulnerable: The inmates physical characteristics, life style, behavior traits or low self esteem and charges render him/her susceptible to assault by other inmates.

5. Elderly, and physically unable to put up much of a defense if assaulted.

6. Medical: No communicable disease but possessing a disability evoking vulnerability to assault. Determinants: medical diagnosis, self admitted or observed; epilepsy, diabetes and mental illness. Medical staff should be alerted immediately if they have not as yet seen the inmate.

7. Protective custody/safekeeping.

8. Gay/homosexual: Inmate indicated he/she is gay or bisexual and there are corroborating indicators. More extensive interviewing should be conducted - particularly with males - if prisoner states he/she is gay but there are not further observable factors, i.e., opposite sex gestures and/or directed speech etc., or there are observable factors, but the prisoner denies being gay.
9. Psychiatric: Mentally disturbed as diagnosed by medical staff or indicated by disorientation, hallucinations, incoherent rambling, severe depression, or inmates admission (to be confirmed by mental health member within 24 hours).

10. Suicidal: Indicated by inmate, diagnosed by medical staff or observed severe depression. The alleged act or current behavior appears to deliberately endanger the life of the inmate. When any inmate accused of a crime exhibits extreme remorse. Any known indicator should be recorded on the daily log and medical personnel, mental health and the Watch Commander should be notified.

11. Infamous/notorious: Inmate’s alleged criminal activity received major front-page news and/or T.V. coverage.

H. COMPLETION OF CLASSIFICATION

1. Cell assignment will be noted in the Jail Management System (JMS).

2. When a record check is made to verify the criminal history information, the responsible sergeant will place his/her name in the inmate’s file along with a copy of the teletype.

3. A warrant check will be made with all inmates booked; the booking clerk will generally complete this.

4. When an inmate is released from jail the inmate’s file will be stored in the basement file room.

5. Clothing, mattress, blankets, etc., will be issued to the inmate before housing.

6. After the inmate has completed the booking process, he/she will be housed in the appropriate unit.

7. Inmates will be given an ID card for identification and classification purposes.
   a. Yellow ID card- A yellow ID card is given to inmates with the following classification:
      i. General Population
      ii. Administrative Segregation.
      iii. Protective Custody
   b. Red ID card- A red ID card is given to inmates with the following classification:
      i. Two-person movement/transport.
      ii. High Risk.
   c. Blue ID card- A blue ID card is given to inmates with the following classification:
      i. Medical.
      ii. ADA issues.
I. BACKGROUND

Any inmate who is believed to have or may have a communicable disease shall be separated from other inmates to contain and prevent infecting others.

II. DEFINITION

COMMUNICABLE DISEASE - a disease that can be spread by contact or airborne transmittal.

III. PROCEDURES

A. INTAKE SCREENING

1. When an inmate is brought into the Intake/Receiving area a medical screening form shall be filled out. The jail deputy shall ask the inmate a pre written series of questions and then document the inmate’s answers.

2. Part of the medical screening is to ask and then observe to determine if the inmate may have a communicable disease.

3. Jail staff should be aware of coughs, fevers, rashes, and ask about weight loss and past or current communicable diseases.

4. Any symptoms observed by the screening officer or statements made by the inmate concerning communicable diseases must be documented on the medical screening form.

5. Upon identification or suspicion of a communicable disease the inmate shall be segregated from other inmates until evaluated by medical staff. If no medical staff is on duty the sergeant will make the determination to notify the on call physician.

6. The medical screening form will be given to the booking clerk. The booking clerk enters the information in the computer and places the appropriate information from the intake screening in the inmate’s file.
B. **MEDICAL SCREENING**

1. Medical staff will follow up on the intake screening and determine if a communicable disease is present.

2. Medical staff will determine if the inmate should be housed, segregated or transferred.

3. Medical staff will recommend appropriate housing to the Watch Commander.

4. During the incarceration of the inmate, the medical staff will also continue screening and testing for communicable diseases.

C. **HIV/AIDS TESTING**

1. HIV testing will routinely be performed on inmates by the Tuolumne County Health Department. Inmates requesting a test will be informed of local testing resources for testing upon discharge.

2. An ongoing educational program related to the prevention of HIV transmission will be offered.

D. **TB SKIN TESTING**

1. An intradermal PPD will be administered to all jail personnel every year by CFMG. Employees with a history of a prior reactive skin test will be referred for an x-ray.

2. Inmates will be skin tested on a periodic basis, the frequency of which will be based on sound public health practice and adequate nursing staff.
I. BACKGROUND

Mentally disordered inmates can be a danger to themselves or others and can be subject to abuse when housed with general population inmates.

II. DEFINITION

MENTALLY DISORDERED - a person that is a danger to himself/herself or others or appears to be gravely disabled and unable to care for himself/herself.

III. PROCEDURES

A. MEDICAL SCREENING

1. Medical screening will be done during the intake process to determine if an inmate has mental health problems or is disabled in any way.

2. Jail staff will refer any inmate with a medical or psychiatric history to the medical staff. The medical staff will evaluate any inmate, whose behavior or conditions indicate need for a medical evaluation.

3. Jail staff and medical staff will, before housing is assigned, discuss the condition, potential reactions and special needs of medical, mental health or developmentally disabled inmates to determine:
   a. Appropriate housing assignments
   b. Program assignments
   c. Admissions or referrals to other institutions

4. Medical staff will be notified of pending inmate transfers out of the facility.

5. Medical staff will provide information to the jail staff regarding the special medical or psychiatric considerations of the inmate prior to transfers out of the facility.

B. MEDICAL EVALUATION

1. An evaluation from medical or mental health staff shall be secured within 24
hours of identification or at the next daily sick call, whichever is earliest. Segregation may be used if necessary to protect the safety of the inmate or others.

C. RESOURCES

1. In addition to the jail medical staff, there are the options of contacting Tuolumne County Behavioral Health, or taking the inmate to Sonora Regional Medical Center for crisis intervention and management of acute psychiatric episodes.

D. HOUSING CONSIDERATIONS

1. Protective custody/safekeeping.

2. Vulnerable: The inmate’s mental health problems render him/her susceptible to assault by other inmates.

3. Psychiatric: Mentally disturbed as diagnosed by medical staff or indicated by disorientation, hallucinations, incoherent rambling, severe depression, or inmate’s admission.

4. The inmate is a danger to himself/herself or others, or is gravely disabled and unable to care for himself/herself.
I. BACKGROUND

Title 15, Section 1053 provides for the administrative segregation of inmates who are determined to be prone to: promote activity or behavior that is criminal in nature or disruptive to facility operations; demonstrate influence over other inmates, including influence to promote or direct action or behavior that is criminal in nature or disruptive to the safety and security of other inmates or facility staff, as well as to the safe operation of the facility; escape; assault, attempted assault, or participation in a conspiracy to assault or harm other inmates or facility staff; or likely to need protection from other inmates, if such administrative segregation is determined to be necessary in order to obtain the objective of protecting the welfare of inmates and staff. Administrative segregation shall consist of separate and secure housing but shall not involve any other deprivation of privileges than is necessary to obtain the objective of protecting the inmates and staff.

II. DEFINITION

A. ADMINISTRATIVE SEGREGATION (AD-SEG)

1. To house an inmate in a cell, by himself/herself or with other ad-seg. Inmates, without the deprivation of privileges allotted inmates in general population.

III. PROCEDURES

A. CLASSIFICATION

1. The decision to place an inmate in the Administrative Segregation housing unit shall require the approval of the on duty sergeant or O.I.C. at the time of initial housing, or following an incident which justifies such placement in accordance with approved classification policies.

2. Classification to Ad-Seg. should be used to protect a potential victim, isolate a potential predator or to control an inmate or group of inmates that display the propensity to disrupt the proper and secure operation of the jail.

3. Prior to housing in Ad-Seg. for disruptive behavior, corrective action and counseling should be considered.

4. Administrative Segregation is not, and must not, be confused with punishment or discipline.

5. Ad-Seg. status of inmates should be reviewed regularly to confirm that this status is appropriate and necessary.
6. Ad-Seg. status is a grievable issue by inmates so classified.

7. All Ad-Seg inmates shall be handcuffed when moved out of their housing units.

B. DESIGNATION OF ADMINISTRATIVE SEGREGATION HOUSING UNITS

1. Cells J1-J10 are designated as ADMINISTRATIVE SEGREGATION (ad-seg.) Housing to be used in accordance with the standards set forth in Title-15 Sec. 1053. These cells can, if needed, be converted to disciplinary isolation cells.

2. All Housing unit can be used as Ad-Seg as needed for other classifications. Cells B Single, D and E can also be used as Ad-Seg as needed for other classifications.

3. The J unit door is to be shut and locked except when a deputy is standing by at the door.

C. INMATE CONTACT WITH OTHER INMATES WITHIN THE J AND K UNITS

1. There shall be no contact between any inmates housed in J unit, or between any J unit inmate and any inmate housed in unit K. Such prohibited contact shall include but not be limited to:

   a. Talking (at any volume level) to any other inmate from inside a cell or from the walkway or shower area.

   b. Throwing or attempting to throw any object from the J unit down to the K unit.

   c. Spitting, urinating, pouring or throwing water or any other liquid or other substance from the J unit to the K unit.

   d. Passing or attempting to pass any item within the J unit, or from J unit and K unit.

   e. Contact between J unit and K unit inmates and inmates in any other housing units of the facility shall be in accordance with existing policies and procedures.

D. HIGH SECURITY INMATES

1. If an inmate housed in the J unit is designated as a “HIGH SECURITY RISK” inmate by a sergeant, that inmate should be handled with the same safety precautions as any other “HIGH SECURITY RISK” inmate housed in any other area of the jail (in accordance with approved procedures).
a. A bulletin shall be placed in the High Security log by the sergeant who
designates the inmate a “HIGH SECURITY RISK” with the specific
security measures to be used (belly chains, leg irons, handcuffs, etc.)
listed in the bulletin.

b. At least two deputies shall be present at all times when that “HIGH
SECURITY” inmate’s cell door is open and when that inmate is moved
throughout the facility.

E. SECURITY GATES/SHOWER AREAS

1. The security gates at each side of the shower area shall remain closed and
locked at any time an inmate is using the shower area. A telephone and Trinity
Commissary Kiosk is available in the shower area for use by any inmate while
locked in that area.

2. No inmate will be allowed free access to the J unit tier walkway when out of their
cell. They shall be locked in the shower area at all times when not in their cell.

3. Inmates housed in ad-seg cells should be offered a daily opportunity to use the
shower facilities. No pre-set amount of time is required by Title-15, however, a
reasonable amount (one hour) should be provided when possible. Title-15 Sec.
1266 requires access to shower/bathe upon assignment to a housing unit and at
least every other day thereafter, or more often if possible).

F. VISITATION

1. Visiting hours for J unit inmates will be according to the following schedule
(subject to change):

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>1900-2000</td>
<td>J1</td>
</tr>
<tr>
<td></td>
<td>2000-2100</td>
<td>J2</td>
</tr>
<tr>
<td>Tuesday</td>
<td>1900-2000</td>
<td>J3</td>
</tr>
<tr>
<td></td>
<td>2000-2100</td>
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<tr>
<td></td>
<td>2000-2100</td>
<td>J6</td>
</tr>
<tr>
<td>Thursday</td>
<td>1900-2000</td>
<td>J7</td>
</tr>
<tr>
<td></td>
<td>2000-2100</td>
<td>J8</td>
</tr>
<tr>
<td>Friday</td>
<td>1900-2000</td>
<td>J9</td>
</tr>
<tr>
<td></td>
<td>2000-2100</td>
<td>J10</td>
</tr>
</tbody>
</table>

2. Appointments for visits shall be made the day of the visit. Calls will be accepted
between the hours of 0600-1200.

3. All rules that apply to visiting during the weekends, shall apply to weeknight
visiting for J unit.

G. MAIL

1. All administrative segregation inmates shall be able to send and receive outside
mail according to facility rules, unless mail privileges are suspended for a set
time as part of an inmate’s classification.

H. YARD

1. All J unit inmates shall receive their Title-15 required exercise yard time (three
hours per week) unless yard privileges are suspended for a set time as part of the inmate's classification.

I. TELEVISIONS/TELEPHONES

1. Ad-seg inmates (cells J1-J10) have televisions in their individual cells.
   
   a. The volume of the televisions shall be kept at a level such that a staff member's ability to hear or speak while inside the housing unit shall not be impaired. Repeated warnings to turn down the volume may result in a disciplinary incident report and/or loss of television privileges.

J. CLEANING

1. J unit showers shall be cleaned daily.

2. Each inmate housed in J unit shall be responsible for cleaning their individual cells in accordance with established cleaning procedures in the inmate rulebook.

K. FOOD SERVICE

1. Meal trays and sack breakfasts may be handed to J unit through the feeding ports in the cell doors. “HIGH SECURITY RISK” inmates will be fed through the ports. Precautions shall be taken if opening the cell door of an inmate with that designation.

2. No kitchen or laundry worker shall have contact with a J unit inmate, open or close the feeding ports in the cell doors, or hand any item to a J unit inmate except under the direction and supervision of a deputy, such as during meal service or laundry exchanges.

L. LAUNDRY EXCHANGES

1. Clothing and linen exchanges shall be according to an established schedule and Title-15 requirements, and shall be conducted at each cell door under the direction of a deputy. “HIGH SECURITY RISK” inmates shall receive their laundry exchange through the food ports. Precautions shall be taken if opening the cell door of an inmate with that designation.

M. DEPUTY POST DUTIES

1. The J2 post deputy is responsible for observing, monitoring and entering the post log records in the (JMS) for the J unit. When assistance is needed (e.g. to move a “HIGH SECURITY RISK” inmate), J2 will contact another deputy to assist. J2 will also assist J5 in observing the activity in general population unit K.
I. BACKGROUND

The purpose of this policy is to determine appropriate housing of civil detainees pursuant to the Sexually Violent Predators (SVP) Act, Welfare and Institution Code sections 6600-6609.2.

II. DEFINITION

SVP are persons “who have 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 or she will engage in sexually violent criminal behavior.” Welfare & Institutions Code section 6600(a)(1).

III. PROCEDURES

A. SVP who are committed to the Sheriff under the SVP Act are considered civil commitments. According to Jones v. Blanas, (2004), a Ninth Circuit Court of Appeals Case, these detainees are not to be subjected to conditions that “amount to punishment.” The detainees will be housed in the Sheriff's custody in a manner that ensures presence at trial, maintains jail security, and allows for effective management of the facility.

1. SVP are to be housed separately from the general population. Penal Code section 4001. Specifically, SVP will be housed in administrative segregation, unless they petition the Court for a waiver to be placed with inmates charged with similar offenses or with similar criminal histories. Penal Code section 4002(b).

2. SVP shall be afforded more opportunity to access the recreation yard, Legal Research, and telephone than a general population inmate, provided that it does not create an unworkable burden on the staff.

3. SVP shall have a television in his/her cell, along with a plastic chair, telephone access from within the cell (if possible), as well as a microwave oven. However, the SVP shall comply with jail rules and regulations regarding telephone use and proper use of jail property. If for any reason the SVP is in non-compliance with the rules or regulations or destroys the property within the cell, those items will be removed from the cell. The SVP shall be entitled to a daily newspaper, to normal jail visitation, as well as religious services (within the limitations of the jail facility).
4. SVP shall be strip searched when there is a reasonable, articulable suspicion they are concealing contraband. It is imperative that jail security be maintained, however SVP will not be subject to the same random strip search policies as a general population inmate. SVP shall not be routinely strip searched when received from another facility, unless there is reasonable, articulable suspicion they are concealing contraband.

5. In order to maintain jail security, SVP shall be dressed in jail issue clothing or clothing issued from Atascadero State Hospital or any other state facility. They shall be afforded clothing exchange on a schedule similar to a general population inmate.

6. Transfers to and from the state facility will be arranged by the Tuolumne County Sheriff’s Office.
I. BACKGROUND

Housing Unit K was specifically designed and built for the housing of male inmates.

II. DEFINITION

Housing Unit K: a twenty-four hour a day housing unit for male inmates.

III. PROCEDURE

A. DESIGNATION OF HOUSING UNIT K AS MALE GENERAL POPULATION

1. Housing unit K is to be used as general population housing for male inmates.

2. The decision to place an inmate in the K unit shall be made by the Sergeant/OIC at the time of initial housing or at any subsequent time that such placement is justified, in accordance with approved classification policies.

B. RESPONSIBLE DEPUTY

The J5 post deputy will have primary responsibility for Title 15 requirements, for monitoring and handling basic post duties for the K housing unit. J5 will be assisted by J1, J4 and J2 as needed.

C. INMATE CONTACT WITH OTHER INMATES WITHIN THE J AND K UNITS

There shall be no contact between any inmates housed in K unit, or between any K unit inmate and any inmate housed in unit J. Such prohibited contact shall include but not be limited to:

1. Talking (at any volume level) to any other inmate from inside a cell or from the walkway or shower area.

2. Throwing or attempting to throw any object from the K unit into the J unit.

3. Spitting, urinating, pouring or throwing water or any other liquid or other substance from the K unit into the J unit.

4. Passing or attempting to pass any item within the K unit or to the J unit.
5. Contact between K and J inmates and inmates in any other housing units of the facility shall be in accordance with existing policies and procedures.

D. DAYROOM SCHEDULE

Inmates in K unit shall have access to the DAY ROOM area based on the following schedule (subject to change):

- Side “A” 0900 - 1030
- Side “B” 1030 - 1200
- Lunch 1200 - 1300
- Side “A” 1300 - 1500
- Side “B” 1500 - 1700
- Dinner 1700 - 1800
- Side “A” 1800 - 2000
- Side “B” 2000 - 2200

Side “A” can represent either cells K1-K5 or cells K6-K10. Side “B” represents the opposite set of cells. The schedule shall be on a rotating basis with one set of cells out during the “A” times on one day and the other set of cells out at the “B” times. The following day the times will be reversed. Lunch will be served between 1200 and 1300 hours daily. The side out at noon will be served lunch first, then the other side will be served and will be left out for their regular day room time from 1300 to 1500 hours. Dinner will normally be served between 1700 and 1800 hours daily. The side out from 1500 to 1700 will be served first, and then the other side will be served and can be left out after their dinner time period prior to 1800 hours.
I. BACKGROUND

Housing Unit J was specifically designed and built for the housing of male inmates.

II. DEFINITION

Housing Unit J is a twenty-four hour a day housing unit for male inmates with a classification of High Risk/Administrative Segregation and those inmates in discipline.

III. PROCEDURES

A. DESIGNATION OF HOUSING UNIT J AS HIGH RISK/AD-SEG/DISCIPLINARY

1. Cells J1-J10 are designated as HIGH RISK/ADMINISTRATIVE SEGREGATION (ad-seg) housing to be used in accordance with the standards set forth in Title-15 Sec. 1053. These cells can, if needed, be converted to disciplinary isolation cells. When designated as DISCIPLINARY ISOLATION housing the cells will be used in accordance with the standards set forth in Title-15 Sec. 1083.

2. The decision to place an inmate in the J unit shall require the approval of the Watch Commander at the time of initial housing (ad-seg) or following an incident which justifies such placement in accordance with approved classification policies or appropriate disciplinary action.

3. The J unit door is to be shut and locked except when a deputy is standing by at the door.

B. HIGH SECURITY UNIT CLOTHING

All High Security inmates housed in Unit J will be dressed in RED jail issue clothing. No inmate other than a High Security inmate is to be dressed in red clothing.

C. INMATE CONTACT WITH OTHER INMATES WITHIN THE J AND K UNITS

There shall be no contact between any inmates housed in J unit, or between any J unit inmate and any inmate housed in unit K. Such prohibited contact shall include but not be limited to:

1. Talking (at any volume level) to any other inmate from inside a cell or from the walkway or shower area.

2. Throwing or attempting to throw any object from the J unit down to the K unit.
3. Spitting, urinating, pouring or throwing water or any other liquid or other substance from the J unit to the K unit.

4. Passing or attempting to pass any item within the J unit or between J and K units.

5. Contact between J and K inmates and inmates in any other housing units of the facility shall not be allowed.

D. HIGH SECURITY INMATES

A “HIGH SECURITY RISK” inmate is defined as someone who is prone to: escape; assault staff or other inmates or disruptive to the operation of the jail. If an inmate housed in the J unit is designated as a “HIGH SECURITY RISK” inmate by a sergeant, that inmate should be handled with the same safety precautions as any other “HIGH SECURITY RISK” inmate housed in any other area of the jail (according to approved procedures).

1. A bulletin shall be placed in the log by the supervisor who designates the inmate a “HIGH SECURITY RISK”, with the specific security measures to be used (belly chains, leg iron, handcuffs behind the back, etc.) listed in the bulletin.

2. At least two deputies shall be present at all times when a HIGH SECURITY inmate’s cell door is opened and when that inmate is moved throughout the facility. Whenever a High Risk inmate is moved anywhere within the facility 2 deputies must do the move together. If more than 1 High Risk inmate is to be moved the ratio of 2 deputies to 1 High Risk inmate shall be maintained.

E. SECURITY GATES/SHOWER AREA

1. The security gates at each side of the shower area shall remain closed and locked at any time an inmate is using the shower area. A telephone and Trinity Commissary Kiosk is available in the shower area for use by the inmate while locked in that area.

2. No inmate will be allowed free access to the J unit tier walkway when out of their cell. They shall be locked into the shower area at all times when not in their cell.

3. Inmates housed in ad-seg. Cells should be offered a daily opportunity to use the shower facilities. No pre-set amount of time is required by Title-15, however a reasonable amount (1 hour) should be provided when possible. (Title-15 Sec. 1266 requires access to shower/bathe upon assignment to a housing unit and at least every other day thereafter, or more often if possible).

4. Inmates housed in disciplinary isolation shall be as defined by Title 15.
F. VISITATION

Visiting hours for J unit inmates will be according to the following schedule (subject to change):

- Monday 1900-2000 J1  2000-2100 J2
- Tuesday 1900-2000 J3  2000-2100 J4
- Wednesday 1900-2000 J5  2000-2100 J6
- Thursday 1900-2000 J7  2000-2100 J8
- Friday 1900-2000 J9  2000-2100 J10

1. Appointments for visits shall be made the day of the visit. Calls will be accepted between the hours of 0600-1200.

2. All rules that apply to visiting during the weekends shall apply to weeknight visiting for J unit.

G. MAIL

All Disciplinary inmates shall be able to send and receive outside mail according to facility rules, unless mail privileges are suspended for a set time as part of an inmate’s discipline.

H. YARD

All J unit inmates shall receive their exercise yard time hours per week as defined by Title 15) unless yard privileges are suspended for a set time as part an inmate’s discipline.

I. TELEVISIONS

AD-SEG. Inmates (cells 1-10) have televisions in their individual cells.

1. The volume of the televisions shall be kept at a level such that a staff member’s ability to hear or speak while inside the housing unit shall not be impaired. Failure to comply may result in a disciplinary incident report and/or loss of television privileges.

J. CLEANING

1. J unit shower area shall be cleaned daily by one of the inmate workers. This cleaning shall be under the direct supervision of a deputy.

2. Each inmate housed in J unit shall be responsible for cleaning their individual cells in accordance with established cleaning procedures in the inmate rulebook.
**K. FOOD SERVICE**

1. Meal trays and sack Breakfasts may be handed to J unit inmates through the feeding ports in the cell door. “HIGH SECURITY RISK” inmates will be fed through the ports; precautions shall be taken if opening the cell door of an inmate with that designation.

2. **No** inmate worker shall have contact with a J unit inmate, open or close the feeding ports in the cell doors, or hand any item to a J unit inmate except under the direction and supervision of a deputy, such as during meal service or laundry exchange times.

**L. LAUNDRY EXCHANGES**

Clothing and linen exchanges shall be according to the posted schedule located at the J-2 and J-5 posts and shall be conducted at each cell door under the direction of a deputy. “HIGH SECURITY RISK” shall receive their laundry exchange through the food port; precautions shall be taken if opening the cell door of an inmate with that designation.

**M. DEPUTY POST DUTIES**

The J2 post deputy is responsible for observing, monitoring and keeping the post log records for the J unit. **When assistance is needed (e.g. to move a “HIGH SECURITY RISK” INMATE), J2 will contact another deputy (J5, J3, J4, etc.) to assist.** J2 will also assist J5 in observing the activity in general population unit K.
<table>
<thead>
<tr>
<th>DISSEMINATION:</th>
<th>ALL PERSONNEL</th>
<th>SUBJECT:</th>
<th>ADMINISTRATIVE REMOVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIGINATING DIVISION:</td>
<td>CUSTODY</td>
<td>NEW PROCEDURE</td>
<td>PROCEDURAL CHANGE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RELATED POLICY</td>
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**ONLY REQUIRED FOR TYPE IV FACILITIES**
I. **BACKGROUND**

The Safety Cell is to be used to segregate and protect those inmates who display behavior that indicates they are a danger to themselves or others and require close observation. It may also be used for inmates who display behavior resulting in destruction of property.

In no case shall the Safety Cell be used for punishment or as a substitute for treatment.

II. **DEFINITION**

**SAFETY CELL** - A room with padded walls, ceiling and floor and no appliances that an inmate can hurt themselves on.

III. **PROCEDURES**

A. **SAFETY CELL** (Medical Policy Safety Cell Observation - Custody Staff 97-1219B and Title 15, Sec. 1055)

1. Custody staff will triage inmates at intake and during confinement for indicators the inmate has an altered level of consciousness, is suicidal, combative or destructive to the point of needing safety cell observation.

2. Only the Facility manager or designee or responsible health care staff; can determine who should be confined in the Safety Cell unless the inmate is violent and approval is obtained while the inmate is being placed in the Safety Cell. In any case only the Facility manager or designee has the authority to place an inmate in the safety cell.

3. Only one inmate at a time can be placed in a Safety Cell.

4. If it is determined that an inmate is a danger to themselves or others and is to be placed in the Safety Cell, the inmate shall be searched, stripped if deemed necessary, and placed into the Safety Cell.

   a. If stripped, the inmate shall be provided with a safety garment unless specific identifiable risks to the inmate’s safety or to the security of the facility are documented.

5. Custody staff shall observe the inmate at least twice every 30 minutes.
6. The observation shall be logged on the safety check log, noting time of check, verbal response (if any), awake or asleep, and body position (face up, face down, left or right side). The jail staff will sign, initial, or use their departmental identification number to document the check on the safety check log.

7. The Safety Check Log shall also contain at a minimum, the following information:

   a. The inmate’s name.

   b. Date and time of placement.

   c. Which Safety Cell the inmate was placed into.

   d. The Sergeant that approved the placement of the inmate into the Safety Cell.

   e. The reason for the placement and other important information such as; medical, DUI, 647f, drugs, safety, other.

   f. Name(s) of the jail staff member(s) initially placing the inmate in the Safety Cell.

   g. An area to document times when water and other liquids are offered, the amount of water or other liquids provided and refusal of provided liquids.

   h. All foods provided to the Safety Cell inmate shall be documented on the safety check log.

   i. Intoxication information, times tested for readiness to release or house, along with estimated time of release or housing.

   j. An area for medical staff and mental health staff to document visits.

   k. Whether the inmate has been booked, fingerprinted, and photographed.

   l. What date and time the inmate was released from the Safety Cell.

7. A sleeping inmate laying on their face or side is left in that position. As sleeping inmate laying face up is made to turn, or is turned to side or face down to prevent aspiration.

8. A combative, self-abusive inmate is observed for gross injury. If serious injury is noted or if the inmate seems grossly psychotic, the inmate should be restrained and taken to an Emergency Room for evaluation and care.
9. Custody staff will seek consultation with jail nursing staff or a jail mental health consultant for nursing or medical evaluation of the Safety Cell inmate as needed. The Watch Commander will determine the need to inform on call medical staff after hours.

10. Continued retention in a Safety Cell shall be reviewed a minimum of every 4 hours by the Watch Commander or medical staff.

11. A medical assessment shall be completed within a maximum of 12 hours of placement in the Safety Cell or at the next daily sick call, whichever is earlier.

12. The inmate shall be medically cleared for continued retention in the Safety Cell every 24 hours thereafter.

13. A mental health opinion on placement and retention shall be secured within 12 hours of placement.

14. All checks and action taken must be documented with actual times recorded.

15. Inmate shall be provided with necessary nutrition and fluids. Nutrition shall be offered at regular meal times and be served with dishes and utensils that cannot be used to inflict injuries or damage the facility.

   a. Fluids shall be provided as often as medical staff determines is necessary. At a minimum, fluids should be offered at least every two hours.

   b. The Watch Commander will determine when fluids shall be provided during after-hours when no medical staff is on duty.

16. Personal hygiene needs will be met by allowing an opportunity to wash hands and face or even shower depending on cleanliness and length of stay.
I. BACKGROUND

Incarceration of an arrestee under the influence of alcohol or drugs requires special handling to protect their safety as well as the safety of staff and other inmates.

The purpose of this policy is protection of at-risk inmates who demonstrate an altered level of consciousness or combativeness, which makes isolation and observation in a sobering cell imperative. Most at-risk inmates have presumed drug and/or alcohol intoxication causing delirium, somnolence, or suicidal ideation, all of which can result in injury to the inmate.

II. DEFINITION

A Sobering Cell is a room with a padded floor to help prevent an inmate from injuring himself/herself if he/she were to fall down.

III. PROCEDURES

A. SOBERING CELL(S): (Medical Policy: Detox Observation - Custody Staff #97-1219C and Title 15, Section 1056)

1. The purpose of this policy is protection of at-risk inmates who demonstrate an altered level of consciousness due to alcohol and/or drug intoxication that makes isolation and observation imperative. Detox. observation is intended to prevent self-inflicted harm, aspiration and/or death.

2. Custody staff will evaluate inmates at intake for indicators of influence of alcohol and/or drugs. A Safety Check Log form shall be used to record intoxication indicators. If indicators are noted, the inmate shall be placed in the Sobering Cell and a Safety Check Log initiated. The Safety Check Log will be attached to the outside of the cell.

3. The Safety Check Log shall also contain at a minimum, the following information:

   a. The inmate’s name.

   b. Date and time of placement.

   c. Which Sobering Cell the inmate was placed into.

   d. Which sergeant approved the placement of the inmate into the Sobering Cell.
e. The reason for the placement and other important information such as; medical, DUI, 647f, drugs, other.

f. Name of the jail staff member initially placing the inmate in the Sobering Cell.

i. Intoxication information, times tested for readiness to release or house, along with estimated time of release or housing.

j. An area for medical staff to document examination.

k. Whether the inmate has been booked, fingerprinted, and photographed.

l. What date and time the inmate was released from the Sobering Cell.

m. Final disposition of inmate, and time of release or housing.

4. Staff will observe the inmate at least twice every 30 minutes and record their observations on the Safety Check Log posted on the window of the cell.

5. Observations shall be documented on the Safety Check Log noting the time of observation, whether the inmate is awake or asleep, and verbal response (if any), along with the inmate’s body position. The staff member shall sign, initial or use their department identification number to record their entry on the log.

6. A sleeping inmate laying face down or on their side is left in that position. A sleeping inmate laying face up should be turned on his/her side or face down to prevent aspiration.

7. Custody staff will seek consultation with jail nursing staff during the inmate’s intake process.

   a. After hours the sergeant or OIC will determine the need to contact CFMG Nurse Manager for consultation when an inmate appears to be to be intoxicated upon admittance to the jail.

8. Intoxicated males and females must be placed in separate housing.

9. Careful and frequent monitoring by staff of the inmates in Sobering Cells for incompatibility and to prevent fights and injuries is a must.

10. Inmates shall be removed from the sobering cell as soon as they are able to continue in the booking process and are able to walk/stand without undue safety issues. They must not be a risk to themselves or others when moved. Removal from the sobering cell will be at the discretion of the Sergeant or O.I.C.

11. Sober inmates should be removed from the Sobering Cell as soon as possible and housed or released as conditions apply.
B. INTOXICATED MISDEMEANOR ARRESTS

1. It is anticipated, however, that deputies will experience some difficulty with uncooperative, intoxicated subjects in terms of compliance to phone call requirements and release options prior to placement in population. The following guidelines are issued for such situations:

   a. Sobering Cell:

      The Sobering Cell is segregated from the general jail population, and if used exclusively for intoxicated arrestees, will eliminate justification and documentation for placement. If a situation required placing such a subject into general population, justification and documentation as outlined in this policy would be necessary. Arrestees can be booked and placed in the Sobering Cells as current procedures allow, but not strip searched.

   b. Note: Section 1056, Title 15. In no case shall an inmate remain in a Sobering Cell over six hours without an evaluation by a medical staff person or an evaluation by custody staff, pursuant to written medical procedures in accordance with Section 1213 of Title 15, to determine whether the prisoner has an urgent medical problem. At 12 hours from the time of placement, all inmates will receive an evaluation by responsible health care staff. Intermittent direct visual supervision of inmates held in the Sobering Cell shall be conducted no less than twice every thirty minutes.

   c. Three Hour Limit To Attempt Release Options.

      1. Department policy is to not release an intoxicated subject who is in a condition that does not enable him/her to care for the safety of themselves or the safety of others. Persons in such a condition shall be detained until their blood alcohol level is at or below a .06 for ages 21 and above and .05 for ages 20 and below.

   d. Phone Call Requirements

      1. Careful documentation on booking sheets should indicate that intoxicated subjects were afforded phone call opportunities as soon as their conditions made phone use possible. Calls and refusals etc. must be documented, and a diligent effort at obtaining release options attempted as soon as practical.
I. BACKGROUND

This procedure is directed at identifying, assessing, treating, obtaining appropriate classification and housing, the protection, non-discrimination and/or referring any inmate who appears to be in need of mental health treatment or developmental disability treatment at any time during his/her incarceration, subsequent to the receiving screening.

Ref. Title 15, Sections 1052, 1057, 1208 and 1209

II. DEFINITIONS

A. DEVELOPMENTALLY DISABLED

1. Subject is mentally challenged and may not be able to read or write, tell time or count money. The deputy should also ask about the subject’s level of education.

2. Developmental disabilities may be due to being mental challenged, cerebral palsy, epilepsy, autism or a combination of disabilities.

III. PROCEDURES

A. MEDICAL SCREENING

1. Medical screening will be done during the intake process to determine if an inmate has medical or mental health problems or is disabled in any way.

2. If, during the intake process, jail staff believes an inmate to be developmentally disabled, the jail medical staff will be immediately notified, so they can evaluate the inmate, and if necessary notify the Regional Center for The Developmentally Disabled.

3. Jail staff will refer any inmate with a previous medical or psychiatric history or whose behavior or condition indicates a need for a medical evaluation to the medical staff.

4. Jail staff and medical staff will, before housing is assigned, discuss the condition, potential reactions and specials needs of medically, and/or developmentally disabled inmates to determine:

   a. Appropriate housing assignments.

   b. Program assignments.

   c. Disciplinary measures if needed.
d. Admissions or referrals to other institutions.

5. Medical staff will be notified of pending transfers out of the facility.

6. Medical staff will provide information to the jail staff regarding special medical or psychiatric considerations of the inmate prior to transfers out of the facility.

B. HOUSING AND CARE

1. The health authority or their designee shall contact the Regional Center for The Developmentally Disabled on any inmate suspected or confirmed to be developmentally disabled for the purposes of diagnosis and/or treatment within 24 hours of such determination, excluding holidays and weekends.

2. The inmate should be segregated when that inmate’s safety would be jeopardized in general population.
I. BACKGROUND

Restraint Devices shall only be used on inmates who display behavior that results in the destruction of property or reveal intent to cause physical harm to self or others. An inmate shall be placed in restraints only with the prior approval of the sergeant or O.I.C. on duty.

II. DEFINITION

RESTRAINT DEVICE: Any devices that immobilize an inmate’s extremities and/or prevent the inmate from being ambulatory.

III. PROCEDURES

A. PRO-STRRAINT RESTRAINT CHAIR

The PRO-STRRAINT Restraining Chair is a specifically manufactured metal and ABS plastic chair. It is equipped with buckles and retracting straps capable of securing a person to the chair in such a fashion as to limit their ability to move. The chair can also be equipped with a wheeled transport carriage for easy movement from one point to another after the inmate has been secured in it.

1. It is the policy of the Tuolumne County Sheriff’s Department Custody Division that inmates shall only be placed into the restraint chair with the prior approval of the on-duty jail sergeant or officer in charge (OIC). Inmates shall only be placed into the restraint chair under the direct visual supervision of a sergeant or OIC.

2. Jail staff may utilize the restraint chair to control inmates who display bizarre behavior which may result in the destruction of property or who reveal intent to cause physical harm to self or others.

3. The restraint chair may be used when it appears less restrictive restraints would be ineffective in controlling the disorderly behavior.

4. Only jail staff trained in the use of the restraint chair shall place an inmate into the restraint chair. The chair shall not be used as punishment. Any playful or careless use may result in disciplinary action.

5. Intermittent direct visual supervision shall be provided and documented at least twice every thirty minutes with the inspection documented on the jail’s safety check form.

6. The restraint chair shall only be used on inmates who fall under the following provisions:
a. Mentally disordered inmates who appear to be a danger to themselves or others or if they appear gravely disabled until they can be evaluated by medical staff.

b. Inmates who display bizarre behavior that results in the destruction of cell furnishings, or reveal intent to cause physical harm to themselves or others.

c. Inmates who are extremely combative and where a cell extraction team has been used to restrain the inmate. The chair may be used to transport the inmate out of the affected area to another location within the facility.

7. Pre-chair Restraints. Unless the inmate is cooperative, restrain the inmate with shackles and handcuffs (in front) or waist chains prior to placing them in the chair. If using a waist chain, secure the waist chains lock in front. Insure that the optional back support is in place on the chair and place the inmate in the chair using departmentally approved control techniques and reasonable force, if necessary.

8. Placement into the chair.
   a. A sergeant or OIC and a minimum of three deputies should be present to assist with the placement of an inmate into the chair.

   b. Whenever possible, inmates will be fully clothed when placed in the restraint chair.

   c. The chair shall be kept away from walls and other obstructions. The inmate does have some freedom to move their head and may be capable of butting into a nearby wall or other obstruction resulting in self-injury.

   d. The inmate shall be backed up to the chair with one deputy on either side. One deputy shall be in front of the inmate and will step on the shackle chain to hold the inmate’s feet to the floor and reduce the likelihood of injury to staff from kicks by the inmate.

   e. The two deputies alongside the inmate shall assist the inmate into the chair. Support the inmate, usually by the elbows and shoulders, and lower the inmate into the chair by having the inmate sit down. Once seated, strap the inmate in using the securing procedure.

   f. Maintain officer safety. Be cognizant of attempts by the inmate to head butt, spit on, bite, or kick staff.

   g. A spit hood or surgical mask may be placed over the mouth and nose of an inmate who is spitting. The chin portion of the mask shall be cut out to prevent the inmate from aspirating their vomit or saliva.

9. When an inmate is first seated in the chair, the potential for staff being kicked by the inmate is greatest due to the high degree of cant of the chair seat. The cant is purposefully placed in the chair so that it is easier to seat an inmate into the chair
and more difficult for the inmate to rise up and out of the chair.

10. Securing the Inmate: The following procedure for securing an inmate into the restraint chair depicts securing the chest and waist straps prior to restraining the hands. However, procedures (a) and (b) may be reversed, and the hands may be secured before applying the chest straps.
   a. Secure the two cross-chest and waist straps. Upper right to lower left and upper left to lower right. The straps should go across the upper biceps portion of the arms and not across the shoulders of the inmate. Improper placement across the shoulder could restrict blood flow and cause injury.
   b. When securing the cross-chest straps, control the inmate’s head so that the inmate is unable to head butt or bite a deputy.
   c. Pull the straps tight by pulling on the “D” ring retractor handle. Loose straps could result in an inmate tipping over or freeing himself or herself. The “D” ring retractor handle must be pulled straight back from its retainer to make the cinching mechanism function properly. Do not jerk the handle outward as it may cause damage to the retainer. When completed, return the “D” handle to its retainer.

11. Secure the hands.
   a. If the inmate’s hands are unsecured, attach one of the chair’s cuffs to the inmate’s wrist. Duplicate the process for the other wrist. Soft or leather wrist restraints may also be used to secure the wrists to the sides of the chair.
   b. If the inmate is handcuffed in front, or in a waist chain, the cuffs must be exchanged. If necessary, utilize departmentally approved control techniques to safely control the inmate while removing the cuff from one hand. Cuff the wrist (the one with the deputy’s cuff still attached to it) to the chair using the chair’s handcuff. Remove the deputy’s handcuff (and the waist chain if in place) after both wrists have been secured. Tighten the chest straps.
   c. Secure the wrist strap and pull it tight by pulling on the retractor handle.
   d. Secure the leg restraint strap and pull it tight by using the retractor handle.
   e. Secure a second smaller restraint band between the inmate’s legs and around the outside of the leg restraint strap. Cinch it tight. Without this second strap it is possible for the inmate to pull their legs up and through the leg restraint strap, thus freeing their legs.

12. Once secured, transport the inmate to the desired holding cell. Inmates in restraints shall not be placed into a cell with other inmates.

13. Medical staff, if available, should check all restraint belts and hard restraints to ensure the inmate has proper circulation.
14. Restraint removal:
   a. The inmate shall be considered for removal from the chair at least hourly.
   b. Continued retention in the restraint chair shall be reviewed by a sergeant or OIC every two hours.
   c. Staff must remove the restraints (one at a time) every two hours and allow the inmate to exercise their extremities in range of motion exercises.
   d. No inmate shall remain in the restraining chair longer than four continuous hours.
   e. An inmate may be removed from the restraint chair only under the direction of a sergeant or OIC.
   f. The chest and waist strap buckles may be released using a standard handcuff key or ink pen. Insert the key or pen into the hole on the buckle assembly. This will release the tip assembly. The leg restraint can be released by pressing on the buckle release on the back of the buckle assembly (like a standard car seat belt buckle).
   g. Medical staff, if available, should check the inmate for injuries following their removal from the restraint chair or at their first opportunity.
   h. After each use, all buckles and straps on the restraint chair shall be returned to the “ready” position.

15. Use of the transport carriage
   a. The chair has a transport carriage, which can be separated from the chair. It is attached to the chair with two keepers (wing-nuts and screws, located just above the base of the side legs of the chair).
   b. To engage the wheels, step down on the upper lever bar of the compound lever mechanism. Press the lever down until the hook latches.
   c. To disengage the wheels, press the edge of the locking mechanism with the toes and let the lever up slowly.
   d. If it is necessary to disengage the hook with a finger, be aware that the lever can fly up and pinch the fingers between the lever and the seat of the chair.
   e. The inmate shall not be left unattended when the carriage wheels are engaged. Set the chair down in the disengaged position.
   f. The carriage and chair should be stable in themselves. However, if the inmate is extremely violent it may be advisable to remove the keepers. Remove the wing nuts and place the round keepers in the holes on the carriage.
16. Documentation
   a. The restraint chair shall not be utilized without prior approval from a jail sergeant.

   b. The sergeant, OIC, or higher authority shall be present and directly supervise the placement of an inmate into the restraint chair.

   c. The sergeant who initiated the placement of the inmate into the restraint chair shall complete an incident report (Jail 115). This report must include, but not be limited to the following:

      1. The reason for the placement of the inmate into the restraint chair.

      2. The staff member(s) involved.

      3. If the placement into the restraint chair was accomplished in conjunction with housing into a safety cell, one report stating the reasons for both placements shall suffice.

      4. The supervisor shall document times of temporary restraint removal (one at a time- every two hours) to allow the inmate to move their extremities in range of motion exercises. Documentation shall also include which extremity restraint was removed and for how long the restraint was removed.

      5. If the restraint chair is being used at the direction of a jail sergeant for preemptive movement, a report shall be written for each use.

      6. The inmate shall be visually checked and the check documented on the jail’s safety check log at least twice every thirty minutes.

      7. The supervisor removing the inmate from the chair shall document it with a supplemental incident report. The date and time the restraints were removed shall be included.

18. Training requirements

   a. Jail deputies shall attend a two-hour instructional course specific to the restraint chair and its securing procedures prior to their participation as a member of a restraint chair team. Refresher training should be conducted annually.

19. Cleaning

   a. Cleaning the belt webbing only with a mild soap solution recommended for cleaning upholstery or carpets. Follow the instructions provided with the soap.
B. THE EMERGENCY RESTRAINT CHAIR (E.R.C.)

The EMERGENCY RESTRAINT CHAIR (E.R.C.) is intended to help control combative, self-destructive or potentially violent detainees. If used properly it can reduce the risk of physical harm to both the detainee and staff. Violent behavior may mask dangerous medical conditions therefore detainees must be monitored for and provided with medical treatment if needed. Detainees should not be left in the Emergency Restraint Chair for more than two hours. The Emergency Restraint Chair should never be used as a means of punishment.

1. It is the policy of the Tuolumne County Sheriff’s Department Custody Division that inmates shall only be placed into the restraint chair with the prior approval of the on-duty jail sergeant or officer in charge (OIC). Inmates shall only be placed into the restraint chair under the direct visual supervision of a sergeant or OIC.

2. Jail staff may utilize the restraint chair to control inmates who display bizarre behavior which may result in the destruction of property or who reveal intent to cause physical harm to self or others.

3. The restraint chair may be used when it appears less restrictive restraints would be ineffective in controlling the disorderly behavior.

4. Only jail staff trained in the use of the restraint chair shall place an inmate into the restraint chair. The chair shall not be used as punishment. Any playful or careless use may result in disciplinary action.

5. Intermittent direct visual supervision shall be provided and documented at least twice every thirty minutes with the inspection documented on the jail’s safety check form.

6. The restraint chair shall only be used on inmates who fall under the following provisions:
   a. Mentally disordered inmates who appear to be a danger to themselves or others or if they appear gravely disabled until they can be evaluated by medical staff.
   b. Inmates who display bizarre behavior that results in the destruction of cell furnishings, or reveal intent to cause physical harm to themselves or others.
   c. Inmates who are extremely combative and where a cell extraction team has been used to restrain the inmate. The chair may be used to transport the inmate out of the affected area to another location within the facility.

7. Pre-chair Restraints. Unless the inmate is cooperative, restrain the inmate with shackles and handcuffs (in front) or waist chains prior to placing them in the chair. If using a waist chain, secure the waist chains lock in front. Insure that the optional back support is in place on the chair and place the inmate in the chair using departmentally approved control techniques and reasonable force, if necessary.
8. Placement into the chair
   a. A sergeant or OIC and a minimum of three deputies should be present to assist with the placement of an inmate into the chair.

   b. Whenever possible, inmates will be fully clothed when placed in the restraint chair.

   c. The chair shall be kept away from walls and other obstructions. The inmate does have some freedom to move their head and may be capable of butting into a nearby wall or other obstruction resulting in self-injury.

   d. The inmate shall be backed up to the chair with one deputy on either side. One deputy shall be in front of the inmate and will step on the shackle chain to hold the inmate’s feet to the floor and reduce the likelihood of injury to staff from kicks by the inmate.

9. When an inmate is first seated in the chair, the potential for staff being kicked by the inmate is greatest due to the high degree of cant of the chair seat. The cant is purposefully placed in the chair so that it is easier to seat an inmate into the chair and more difficult for the inmate to rise up and out of the chair.

10. Make sure all of the detainee’s personal property has been removed from them, to include jewelry, glasses, shoes, boots, socks, coat, hat and belt. They should only be clothed in their shirt, pants, or dress.

11. Securing the Inmate: The following is the procedure for securing the detainee in the chair.
   a. Have the detainee sit in the seat, secure the lap belt free end in the lap belt clevis, and pull the handle until snug.

      1. To loosen the lap belt, insert a standard handcuff key in the lap belt buckle, and “push in” while pulling slack on the lap belt.

   b. Place the chain of the leg irons behind the chain retainer.

   c. Attach handcuff tether to the handcuffs.

   d. Release the right wrist from the handcuffs and secure it to the arm of the E.R.C. with the right wrist strap and pull the belt snug.

   e. Release the left wrist from the handcuffs and secure it to the arm of the E.R.C. with the left wrist strap and pull the belt snug.

      1. Do not cut off circulation to the hand.

   f. Retighten the lap belt if necessary.

   g. Fasten the shoulder strap by passing the free ends over the shoulders, under the armpits, and secure them to the shoulder strap clevises located on the back of the chair. Then tighten by pulling down on the shoulder strap handle.
2. Do not wrap the straps around the chest, head, or neck.

h. Secure the ankle strap by passing the free end around the front of the ankle and securing it to the ankle strap clevis. Then pull the ankle strap handle until snug.

i. Remove leg irons.

12. Documentation

The sergeant who initiated the placement of the inmate into the restraint chair shall complete an incident report (Jail 115). This report must include, but not be limited to the following:

a. The reason for the placement of the inmate into the restraint chair.

b. The staff member(s) involved.

c. If the placement into the restraint chair was accomplished in conjunction with housing into a safety cell, one report stating the reasons for both placements shall suffice.

Caution, violent behavior may mask dangerous medical conditions:

**Detainees must be monitored continuously and provided medical treatment if needed.

**Handcuffs and leg irons must be removed as soon as possible to prevent injury.

**Belts and straps may need to be loosened to insure adequate blood flow. The Emergency Restraint Chair must always be used in the upright position, leaving the chair on its side or back may cause injury or death to the detainee. Detainees should not be left in the Emergency Restraint Chair for more than two hours. This time limit was established to allow for the detainee to calm down or sober up, and if needed it allows for the correctional officer to seek medical or psychological help for the detainee. This two hour time limit may be extended, but only under direct medical supervision (Doctor / Nurse). This extended time period must not exceed eight hours and range of motion exercises must be performed regularly. Therefore it is not recommended anyone be left in the Emergency Restraint Chair for more than ten hours.

C. SIGNS AND SYMPTOMS REQUIRING IMMEDIATE MEDICAL INTERVENTION

a) Changes in inmates level of consciousness.

b) Inmate becomes extremely agitated or confused.

c) Escalating, inappropriate and/or bizarre behavior.

d) Changes to skin color in hands, feet, lips or ashen face.

e) Unable to follow simple directions or instructions.

f) Labored breathing.

g) Unable to take fluids.

h) Unable to urinate.

i) Life vital signs.
D. CPR EQUIPMENT
   a) Automated external defibrillators (AED’s) are located at the J1 Post and J2 Post.
   b) AMBU Bags (respiration devices) are located at J1, J2, J3 and J4 Posts.

E. MEDICAL ASSESSEMENT
   a) A medical opinion on placement and retention in devices shall be secured as soon as possible, but no later than one hour from time of placement. If medical staff is not on duty a call shall be made to the after-hours Wellpath RN.
   b) A medical assessment shall be completed within four hours of placement. If medical staff is not on duty the inmate shall be taken to a medical facility for further assessment.
   c) If the facility manager, or designee, in consultation with responsible health care staff determines that in inmate cannot be safely removed from restraints after eight hours, the inmate shall be taken to a medical facility for further evaluation.
I. BACKGROUND

Only approved taser holsters may be worn by the Custody Staff. This includes the existing Blade Tech holsters furnished by the Department and the proposed new X-26 Fast – Tac Thigh Taser Holster.

II. DEFINITION

The X-26 Fast – Tac Taser holster is available from Desantis Holster and Leather Goods or other reputable dealers and is available in black basket weave finish with dual cartridge pouches which protect the spare cartridges.

III. PROCEDURES

The X-26 Fast – Tac Thigh Holster may be worn by custody personnel while on duty. The holster will be worn on the opposite side of the Department firearm holster.

The Tuolumne County Sheriff’s Office Policy 309 Taser Guidelines remains in full force and effect. This taser holster policy is not intended to supersede or replace that policy.
I. BACKGROUND

The WRAP Restraint Device

The WRAP, manufactured by Safe Restraints, Inc., was designed as a temporary restraining device. Used properly it can increase officer safety and reduce risk of liability due to injuries and in custody deaths. The wrap immobilizes the body and restricts a subject’s ability to kick or do harm to themselves or others. The wrap minimizes the time to secure a person safely, restrains the subject in an upright position, and has the subject prepared for transport or movement.

II. DEFINITIONS

RESTRAINT DEVICE: Any devices that immobilize an inmate’s extremities and/or prevent the inmate from being ambulatory. Any inmate in restraint devices will be placed in protective housing (kept separate from any other inmates).

III. PROCEDURES

A. Leg Restraint Device

1. The proper use and application of a leg restraint device can reduce the potential of injury and damage to property when dealing with violent or potentially violent persons. This section provides guidelines, policy and procedures for the proper use of these devices.

2. When a deputy deems it reasonable to restrain the legs of a violent or potentially violent person during the course of detention, arrest and/or transportation, only restraint devices approved by the Department shall be used, and only in the departmentally approved manner for such temporary immobilization of the legs.
B. In determining whether to use the restraint, deputies should consider the following:

1. Is the deputy and/or others subject to harm due to the assaulitve behavior of a violent, resisting and/or attacking inmate;

2. Whether deputies anticipate possible violent or combative behavior,

3. If it is reasonable to protect the inmate from his or her own actions which would place him/her in danger (e.g., hitting his or her head against the walls or windows of the holding cells, is combative and or kicking at objects or officers).

4. The restraint shall be used only after a person has been handcuffed.

5. Never use the WRAP on a pregnant individual.

C. The restraint device is designed to reduce the likelihood of injury to the restrained person or others and to reduce the likelihood of property damage caused by the restrained person by preventing them from using his/her legs in a manner likely to result in injury or damage. The restraint will only be used to bind and immobilize a person’s legs. Only those officers trained in the use of the restraint are authorized to employ it on any person. The following guidelines shall be used when applying the restraint device:

1. Notify a supervisor of the intent to apply the restraint. In all cases, a supervisor shall be notified before the application of the restraint.

2. The WRAP can be applied by one person if the subject is passive, but for violent/combative subjects, two or more people should be used.

3. Only qualified deputies who have received training in the use of the WRAP should apply this restraining device, refer to the training manual for application guidelines.

4. Once secured, the inmate shall be placed on their side or in a seated position. This will increase the oxygen recovery rate and reduce the incidence of respiratory fatigue or positional asphyxia often caused by a subject being restrained in the prone position.

5. The protective headgear shall be applied and secured.

6. The shoulder harness should never be tightened to the point that it interferes with the subject’s ability to breathe.

7. Absent a medical emergency, the person being restrained shall remain restrained until the person no longer poses a threat.

8. The inmate should be continuously watched by a deputy while in the restraint, the subject should never be left unattended.
9. The deputy shall look for signs of labored breathing. If the restrained subject complains of or displays signs of breathing distress (shortness of breath, sudden calmness, a change of facial color, etc.), medical attention should be provided immediately.

10. The WRAP is a temporary restraining device and is not escape proof. The leg bands and shoulder harness must be checked frequently for tightness and re-tightened or loosened as necessary until the WRAP is removed.

D. TRANSPORTING RESTRAINED INMATES

When transporting an inmate(s) who has been restrained, deputies shall observe the following procedures:

1. To carry the restrained person, two to four personnel should be used depending on the size and weight of the subject. Proper lifting techniques should be used to prevent injury to officers.

2. As an alternative to lifting, the subject may be moved by means of a shuffle. If the subject is cooperative, the lower WRAP leg band can be loosened to allow some leg movement below the knees without compromising security or safety. By loosening the tether to the shoulder harness, the subject can be brought to a standing position with the help of officers and then allowed to shuffle to or from a vehicle or holding cell. If this method is used, appropriate support must be given to the subject to prevent possible injury by falling.

3. Restrained inmates may be transported in a transport vehicle or patrol unit. Prior to transportation, re-check all belts to ensure that they are securely fastened. The subject shall be seated in an upright position and secured by a seat belt if available.

4. When taken by ambulance/paramedic unit, the inmate shall be followed by an officer in a chase vehicle.

E. DOCUMENTATION

Any time the restraint device is used, the circumstances requiring its use shall be documented in the related report(s). The officer should include the following in the report:

1. The amount of time the inmate was restrained.

2. How the inmate was transported and the position of the inmate.

3. Observations of the inmate’s physical and physiological actions.

4. Any known or suspected drug use or other medical problems.
F. STORAGE AND PREPARATION FOR RE-USE

It is important that the WRAP is immediately ready for use and prepared for storage in a way that prevents the loop fastening material on the bands from becoming dirty or entangled. This allows the WRAP to be quickly laid out next to the subject and applied without the confusion of having to untangle the bands. The WRAP shall be kept in the provided storage bag as follows:

1. The WRAP shall be inspected after each use for signs of wear or damage. If cleaning is necessary, a mild soapy solution may be used. If blood or other bodily fluids must be cleaned from the WRAP, allow the WRAP to thoroughly air dry prior to storage.

2. Lay the WRAP on a flat surface with the leg band side up and detach the shoulder harness. Extend each of the leg bands out flat.

3. Individually fold each of the leg bands back onto itself so that the fold of the band protrudes an inch or two from the edge of the WRAP body.

4. Be sure the retaining “D” ring on the body of the WRAP and harness is open and ready for use.

5. Keeping the bands inside, roll the WRAP tightly towards the buckle and secure with the ankle strap and place in the storage bag.

6. Fully extend the harness buckles and tether. Attach buckles to its counterpart and roll the harness up and place it in the storage bag compartment.
I. BACKGROUND

Restraint Devices shall only be used on inmates who display behavior that results in the destruction of property or reveal intent to cause physical harm to self or others. An inmate shall be placed in restraints only with the prior approval of the sergeant or O.I.C. on duty.

II. DEFINITION

RESTRAINT DEVICE: Any devices that immobilize an inmate’s extremities and/or prevent the inmate from being ambulatory. Any inmate in restraint devices will be placed in protective housing (kept separate from any other inmates).

III. PROCEDURES

A. THE EMERGENCY RESTRAINT CHAIR (E.R.C.)

The EMERGENCY RESTRAINT CHAIR (E.R.C.) is intended to help control combative, self-destructive or potentially violent detainees. If used properly it can reduce the risk of physical harm to both the detainee and staff. Violent behavior may mask dangerous medical conditions therefore detainees must be monitored for and provided with medical treatment if needed. Detainees should not be left in the Emergency Restraint Chair for more than two hours. The Emergency Restraint Chair should never be used as a means of punishment.

1. It is the policy of the Tuolumne County Sheriff’s Department Custody Division that inmates shall only be placed into the restraint chair with the prior approval of the on-duty jail sergeant or officer in charge (OIC). Inmates shall only be placed into the restraint chair under the direct visual supervision of a sergeant or OIC.

2. Jail staff may utilize the restraint chair to control inmates who display bizarre behavior which may result in the destruction of property or who reveal intent to cause physical harm to self or others.

3. The restraint chair may be used when it appears less restrictive restraints would be ineffective in controlling the disorderly behavior.

4. The chair may be used to restrain inmates who have a high violence potential or who are high security risks during movement. This may be done only at the direction and with the prior approval of the jail sergeant or O.I.C.

5. Only jail staff trained in the use of the restraint chair shall place an inmate into the
restraint chair. The chair shall not be used as punishment. Any playful or careless use may result in disciplinary action.

6. Intermittent direct visual supervision shall be provided and documented at least twice every thirty minutes with the inspection documented on the jail’s Safety Check form.

7. The restraint chair shall only be used on inmates who fall under the following provisions:
   a. Mentally disordered inmates who appear to be a danger to themselves or others or if they appear gravely disabled until they can be evaluated by medical staff.
   b. Inmates who display bizarre behavior that results in the destruction of cell furnishings, or reveal intent to cause physical harm to themselves or others.
   c. Inmates who are extremely combative and where a cell extraction team has been used to restrain the inmate. The chair may be used to transport the inmate out of the affected area to another location within the facility.
   d. The chair may be used in a preemptive fashion to restrain inmates who have a high violence potential or who are high security risks during movement.

8. Pre-chair Restraints. Unless the inmate is cooperative, restrain the inmate with shackles and handcuffs or waist chains prior to placing them in the chair. If using waist chains, secure the waist chain lock in front. Place the inmate in the chair using departmentally approved control techniques and reasonable force, if necessary.

9. Placement into the chair
   a. A sergeant or OIC and a minimum of three deputies should be present to assist with the placement of an inmate into the chair.
   b. Whenever possible, inmates will be fully clothed when placed in the restraint chair.
   c. The chair shall be kept away from walls and other obstructions. The inmate does have some freedom to move their head and may be capable of butting into a nearby wall or other obstruction resulting in self-injury.
   d. The inmate shall be backed up to the chair with one deputy on either side. One deputy shall be in front of the inmate and will step on the shackle chain to hold the inmate’s feet to the floor and reduce the likelihood of injury to staff from kicks by the inmate.

10. When an inmate is first seated in the chair, the potential for staff being kicked by the inmate is greatest due to the high degree of cant of the chair seat. The cant is purposefully placed in the chair so that it is easier to seat an inmate into the chair and more difficult for the inmate to rise up and out of the chair.
11. Make sure all of the detainee’s personal property has been removed from them, to include jewelry, glasses, shoes, boots, socks, coat, hat and belt. They should only be clothed in their shirt, pants, or dress.

12. Securing the Inmate: The following is the procedure for securing the detainee in the chair.

   a. Have the detainee sit in the seat, secure the lap belt free end in the lap belt clevis, and pull the handle until snug.

      1. To loosen the lap belt, insert a standard handcuff key in the lap belt buckle, and “push in” while pulling slack on the lap belt.

   b. Place the chain of the leg irons behind the chain retainer.

   c. Attach handcuff tether to the handcuffs.

   d. Release the right wrist from the handcuffs and secure it to the arm of the E.R.C. with the right wrist strap and pull the belt snug.

   e. Release the left wrist from the handcuffs and secure it to the arm of the E.R.C. with the left wrist strap and pull the belt snug.

      1. Do not cut off circulation to the hand.

   f. Retighten the lap belt if necessary.

   g. Fasten the shoulder strap by passing the free ends over the shoulders, under the armpits, and secure them to the shoulder strap clevises located on the back of the chair. Then tighten by pulling down on the shoulder strap handle.

      2. Do not wrap the straps around the chest, head, or neck.

   h. Secure the ankle strap by passing the free end around the front of the ankle and securing it to the ankle strap clevis. Then pull the ankle strap handle until snug.

   i. Remove leg irons.

13. Once secured, transport the inmate to the desired holding cell. Inmates in restraints shall not be placed into a cell with other inmates.

14. Medical staff, if available, should check all restraint belts and hard restraints to ensure the inmate has proper circulation.
15. Restraint removal:

a. The inmate shall be considered for removal from the chair at least hourly.

b. Continued retention in the restraint chair shall be reviewed and approved by the Watch Commander or OIC every two hours.

c. Staff must remove the restraints (one at a time) every two hours and allow the inmate to exercise their extremities in range of motion exercises.

d. No inmate shall remain in the restraining chair longer than four continuous hours.

e. An inmate may be removed from the restraint chair only under the direction of a sergeant or OIC.

f. Medical staff, if available, should check the inmate for injuries following their removal from the restraint chair or at their first opportunity.

g. After each use, all buckles and straps on the restraint chair shall be returned to the “ready” position.

16. Documentation

The sergeant or OIC who initiated the placement of the inmate into the restraint chair shall complete an incident report (Jail Incident Report - JMS). This report must include, but not be limited to the following:

a. The reason for the placement of the inmate into the restraint chair.

b. The staff member(s) involved.

c. If the placement into the restraint chair was accomplished in conjunction with housing into a safety cell, one report stating the reasons for both placements shall suffice.

d. The supervisor shall document times of temporary restraint removal (one at a time- every two hours) to allow the inmate to move their extremities in range of motion exercises. Documentation shall also include which extremity restraint was removed and for how long the restraint was removed.

e. If the restraint chair is being used at the direction of a jail sergeant or OIC for preemptive movement, a report shall be written for each use.

f. The inmate shall be visually checked and the check documented on the jail’s safety check log at least twice every thirty minutes.

g. The supervisor removing the inmate from the chair shall document it
with a supplemental incident report. The date and time the restraints were removed shall be included.

18. Training requirements

a. Jail deputies shall attend a two-hour instructional course specific to the restraint chair and its securing procedures prior to their participation as a member of a restraint chair team. Refresher training should be conducted annually.

19. Cleaning

a. Cleaning the belt webbing only with a mild soap solution recommended for cleaning upholstery or carpets. Follow the instructions provided with the soap.

**Caution, violent behavior may mask dangerous medical conditions.** Detainees must be monitored continuously and provided medical treatment if needed.

Handcuffs and leg irons must be removed as soon as possible to prevent injury. Fluids should be offered hourly.

Belts and straps may need to be loosened to insure adequate blood flow. The Emergency Restraint Chair must always be used in the upright position, leaving the chair on its side or back may cause injury or death to the detainee. **Detainees should not be left in the Emergency Restraint Chair for more than two hours.** This time limit was established to allow for the detainee to calm down or sober up, and if needed it allows for the correctional officer to seek medical or psychological help for the detainee. **This two hour time limit may be extended, but only under direct medical supervision (Doctor / Nurse).** This extended time period must not exceed four hours and range of motion exercises must be performed every two hours. Therefore it is not recommended anyone be left in the Emergency Restraint Chair for more than four hours.
A. PRO-STRAIN RESTRAINT CHAIR

The PRO-STRAIN Restraining Chair is a specifically manufactured metal and ABS plastic chair. It is equipped with buckles and retracting straps capable of securing a person to the chair in such a fashion as to limit their ability to move. The chair can also be equipped with a wheeled transport carriage for easy movement from one point to another after the inmate has been secured in it.

1. It is the policy of the Tuolumne County Sheriff’s Office Custody Division that inmates shall only be placed into the restraint chair with the prior approval of the on-duty jail sergeant or officer in charge (OIC). Inmates shall only be placed into the restraint chair under the direct visual supervision of a sergeant or OIC.

2. Jail staff may utilize the restraint chair to control inmates who display bizarre behavior which may result in the destruction of property or who reveal intent to cause physical harm to self or others.

3. The restraint chair may be used when it appears less restrictive restraints would be ineffective in controlling the disorderly behavior.

4. The chair may be used to restrain inmates who have a high violence potential or who are high security risks during movement. This may be done only at the direction and with the prior approval of the jail sergeant or O.I.C.

5. Only jail staff trained in the use of the restraint chair shall place an inmate into the restraint chair. The chair shall not be used as punishment. Any playful or careless use may result in disciplinary action.

6. Intermittent direct visual supervision shall be provided and documented at least twice every thirty minutes with the inspection documented on the jail’s safety check form.

7. The restraint chair shall only be used on inmates who fall under the following provisions:

   a. Mentally disordered inmates who appear to be a danger to themselves or others or if they appear gravely disabled until they can be evaluated by medical staff.

   b. Inmates who display bizarre behavior that results in the destruction of cell furnishings, or reveal intent to cause physical harm to themselves or others.

   c. Inmates who are extremely combative and where a cell extraction team has been used to restrain the inmate. The chair may be used to transport the inmate out of the affected area to another location within the facility.

   d. The chair may be used in a preemptive fashion to restrain inmates who have a high violence potential or who are high security risks during movement.

8. Pre-chair Restraints. Unless the inmate is cooperative, restrain the inmate with
shackles and handcuffs (in front) or waist chains prior to placing them in the chair. If using a waist chain, secure the waist chains lock in front. Insure that the optional back support is in place on the chair and place the inmate in the chair using departmentally approved control techniques and reasonable force, if necessary.

9. Placement into the chair.

a. A sergeant or OIC and a minimum of three deputies should be present to assist with the placement of an inmate into the chair.

b. Whenever possible, inmates will be fully clothed when placed in the restraint chair.

c. The chair shall be kept away from walls and other obstructions. The inmate does have some freedom to move their head and may be capable of butting into a nearby wall or other obstruction resulting in self-injury.

d. The inmate shall be backed up to the chair with one deputy on either side. One deputy shall be in front of the inmate and will step on the shackle chain to hold the inmate’s feet to the floor and reduce the likelihood of injury to staff from kicks by the inmate.

e. The two deputies alongside the inmate shall assist the inmate into the chair. Support the inmate, usually by the elbows and shoulders, and lower the inmate into the chair by having the inmate sit down. Once seated, strap the inmate in using the securing procedure.

f. Maintain officer safety. Be cognizant of attempts by the inmate to head butt, spit on, bite, or kick staff.

g. A spit hood may be placed over the mouth and nose of an inmate who is spitting.

10. When an inmate is first seated in the chair, the potential for staff being kicked by the inmate is greatest due to the high degree of cant of the chair seat. The cant is purposefully placed in the chair so that it is easier to seat an inmate into the chair and more difficult for the inmate to rise up and out of the chair.

11. Securing the Inmate: The following procedure for securing an inmate into the restraint chair depicts securing the chest and waist straps prior to restraining the hands. However, procedures (a) and (b) may be reversed, and the hands may be secured before applying the chest straps.

a. Secure the two cross-chest and waist straps. Upper right to lower left and upper left to lower right. The straps should go across the upper biceps portion of the arms and not across the shoulders of the inmate. Improper placement across the shoulder could restrict blood flow and cause injury.

b. When securing the cross-chest straps, control the inmate’s head so that the inmate is unable to head butt or bite a deputy.
c. Pull the straps tight by pulling on the “D” ring retractor handle. Loose straps could result in an inmate tipping over or freeing himself or herself. The “D” ring retractor handle must be pulled straight back from its retainer to make the cinching mechanism function properly. Do not jerk the handle outward as it may cause damage to the retainer. When completed, return the “D” handle to its retainer.

12. Secure the hands.

a. If the inmate’s hands are unsecured, attach one of the chair’s cuffs to the inmate’s wrist. Duplicate the process for the other wrist. Soft or leather wrist restraints may also be used to secure the wrists to the sides of the chair.

b. If the inmate is handcuffed in front, or in a waist chain, the cuffs must be exchanged. If necessary, utilize departmentally approved control techniques to safely control the inmate while removing the cuff from one hand. Cuff the wrist (the one with the deputy’s cuff still attached to it) to the chair using the chair’s handcuff. Remove the deputy’s handcuff (and the waist chain if in place) after both wrists have been secured. Tighten the chest straps.

c. Secure the wrist strap and pull it tight by pulling on the retractor handle.

d. Secure the leg restraint strap and pull it tight by using the retractor handle.

e. Secure a second smaller restraint band between the inmate’s legs and around the outside of the leg restraint strap. Cinch it tight. Without this second strap it is possible for the inmate to pull their legs up and through the leg restraint strap, thus freeing their legs.

13. Once secured, transport the inmate to the desired holding cell. Inmates in restraints shall not be placed into a cell with other inmates.

14. Medical staff, if available, should check all restraint belts and hard restraints to ensure the inmate has proper circulation.

15. Restraint removal:

a. The inmate shall be considered for removal from the chair at least hourly.

b. Continued retention in the restraint chair shall be reviewed and approved by the Watch Commander or OIC every two hours.

c. Staff must remove the restraints (one at a time) every two hours and allow the inmate to exercise their extremities in range of motion exercises.

d. No inmate shall remain in the restraining chair longer than four continuous hours.

e. An inmate may be removed from the restraint chair only under the direction of a sergeant or OIC.
f. The chest and waist strap buckles may be released using a standard handcuff key or ink pen. Insert the key or pen into the hole on the buckle assembly. This will release the tip assembly. The leg restraint can be released by pressing on the buckle release on the back of the buckle assembly (like a standard car seat belt buckle).

g. Medical staff, if available, should check the inmate for injuries following their removal from the restraint chair or at their first opportunity.

h. After each use, all buckles and straps on the restraint chair shall be returned to the “ready” position.

16. Use of the transport carriage

a. The chair has a transport carriage, which can be separated from the chair. It is attached to the chair with two keepers (wing-nuts and screws, located just above the base of the side legs of the chair).

b. To engage the wheels, step down on the upper lever bar of the compound lever mechanism. Press the lever down until the hook latches.

c. To disengage the wheels, press the edge of the locking mechanism with the toes and let the lever up slowly.

d. If it is necessary to disengage the hook with a finger, be aware that the lever can fly up and pinch the fingers between the lever and the seat of the chair.

e. The inmate shall not be left unattended when the carriage wheels are engaged. Set the chair down in the disengaged position.

f. The carriage and chair should be stable in themselves. However, if the inmate is extremely violent it may be advisable to remove the keepers. Remove the wing nuts and place the round keepers in the holes on the carriage.

17. Documentation

a. The restraint chair shall not be utilized without prior approval from a jail sergeant.

b. The sergeant, OIC, or higher authority shall be present and directly supervise the placement of an inmate into the restraint chair.

c. The sergeant who initiated the placement of the inmate into the restraint chair shall complete an incident report (Jail Incident Report - JMS). This report must include, but not be limited to the following:

1. The reason for the placement of the inmate into the restraint chair.

2. The staff member(s) involved.
3. If the placement into the restraint chair was accomplished in conjunction with housing into a safety cell, one report stating the reasons for both placements shall suffice.

4. The supervisor shall document times of temporary restraint removal (one at a time- every two hours) to allow the inmate to move their extremities in range of motion exercises. Documentation shall also include which extremity restraint was removed and for how long the restraint was removed.

5. If the restraint chair is being used at the direction of a jail sergeant for preemptive movement, a report shall be written for each use.

6. The inmate shall be visually checked and the check documented on the jail’s safety check log at least twice every thirty minutes.

7. The supervisor removing the inmate from the chair shall document it with a supplemental incident report. The date and time the restraints were removed shall be included.

18. Training requirements
   a. Jail deputies shall attend a two-hour instructional course specific to the restraint chair and its securing procedures prior to their participation as a member of a restraint chair team. Refresher training should be conducted annually.

19. Cleaning
   a. Cleaning the belt webbing only with a mild soap solution recommended for cleaning upholstery or carpets. Follow the instructions provided with the soap.
I. BACKGROUND

Transport leg braces shall only be used on inmates who pose as a flight risk during jury trials, where other restraint devices are not in place. An inmate shall be placed in the transport leg brace only with the prior approval of the Sergeant or O.I.C. on duty.

II. DEFINITION

RESTRRAINT DEVICE: Any devices that immobilize an inmate’s extremities and/or prevent the inmate from being ambulatory. Any inmate in restraint devices will be placed in protective housing (kept separate from any other inmates).

III. PROCEDURES

A. ‘HUMANE RESTRAINT’ TRANSPORT LEG BRACE

The Transport Leg Brace is specifically manufactured to allow a restrained person to stand trial while jurors are unaware of the presence of any restraints. Although this leg brace will impede the progress of the person wearing it, at no time should the restrained person be unattended or unobserved by Sheriff’s Office personnel.

1. It is the policy of the Tuolumne County Sheriff’s Office Custody Division that inmates shall only be placed into the transport leg brace with the prior approval of the on-duty jail Sergeant or officer in charge (OIC).

2. Jail staff may utilize the leg brace to control inmates who pose a flight risk during jury trials.

3. The Transport Leg Brace should only be worn under the clothing of the inmate to prevent it from being observed by the jury.

4. The Transport Leg Brace should be placed on only one leg at a time.

5. Only jail staff trained in the use of the transport leg brace shall place an inmate into the transport leg brace. The leg brace shall not be used as punishment. Any playful or careless use may result in disciplinary action.

6. Inmates who are wearing the leg brace shall also be placed into belly chains when being transported.
B. **INSTRUCTIONS FOR USE**

First, make sure you are correctly using a right or left leg restraint. To verify, check the stamp inside the metal bar that is nearest to the lock. ‘L’ is for left, ‘R’ is for right. After you have verified the correct to side to apply the restraint, unlock the lock and pull apart all hook and loop straps. Then hold the restraint against the leg with the hinge at the knee, close the hook and loop straps around the leg, and lock the leather strap at the ankle. **ENSURE THAT ALL STRAPS ARE ALLOWING PROPER CIRCULATION.**

C. **MEDICAL CONSIDERATIONS**

A. While placed into the leg brace, inmates should not remain in a sedentary position for a period of time exceeding 1 hour.

B. Once per hour, the straps should be checked and the inmate will be allowed to stand up to ensure proper circulation.

C. Inmates who have certain medical conditions or are on certain types of medications I.E. blood thinners, will need prior approval from medical staff before placement into the leg brace.

D. **TRAINING REQUIREMENTS**

A. Jail deputies shall attend an instructional course specific to the transport leg brace and its securing procedures prior to placing an inmate into the leg brace. Refresher training should be conducted annually.

E. **CLEANING**

A. For regular cleaning, wipe with a mild soap and warm water. When decontaminating blood borne pathogens, use one cup of bleach to a gallon of water, then rinse. After wiping the leather, allow it to air dry and apply ‘Neat’s-Foot Oil’. Be sure to oil the hinge and lever weekly to assure properly working parts.

F. **STORAGE**

A. Store in a dry area to prevent mildew.
I. BACKGROUND

Title 15 requires an inmate education program that provides for the voluntary academic and/or vocational education of housed inmates in a Type II facility.

II. DEFINITIONS

An educational program designed to allow inmates to receive a G.E.D. certificate.

III. PROCEDURES

A. INMATE PROGRAM COORDINATOR

1. One of the responsibilities of the Jail Program Specialist will be to recruit and obtain security clearance for educational tutors.

B. INMATE SERVICES

1. The Senior Account Clerk provides inmate assistance through coordination of the jail commissary, inmate educational services and management of the inmate welfare fund.

2. An inmate may be excluded or removed based on sound security practices or failure to abide by facility rules and regulations.

C. VOLUNTEER ORGANIZATIONS

1. G.E.D. Program is run by a volunteer organization and is subject to the availability of their personnel.

2. Organized volunteer groups from the community shall, with the approval of the Custody Commander and Sheriff, be permitted to visit to provide rehabilitation and educational programs for inmates.

3. Appropriate security checks shall be made, prior to admittance, of all individuals participating in such programs. Such checks should include local case files, wants and warrants, etc.

4. Persons convicted of a felony or a misdemeanor within 5 years should not serve within the jail. The Custody Commander may authorize individual exceptions to this rule based on the value of the service to the institution.
D. **SCHEDULING**

1. The library is currently reserved for General Education Development tutoring. Schedule allows for maximum number of hours available in conjunction with other inmate programs. Schedule will specify the days and times of the week for G.E.D. programs.

E. **Behavioral Intervention (B.I)**

1. Behavioral Intervention (B.I.) The BI Program works in conjunction with the jail to bring comprehensive life changing and support services to inmates at the local level. Program opportunities include: Life Skills classes, Moral Reconation Therapy and Individual Sessions.
I. BACKGROUND

Inmate visits are required by Title 15, but also provide the benefit of reduced tension, a healthy emotional climate in the jail, maintaining of family relationships, and improvement of morale and rapport between staff and inmates.

All visits are done by video. Visits can be done at the Jail or from a remote area by smart phone or computer.

II. DEFINITIONS

MINOR - Any person under 18 years of age.

III. PROCEDURES

A. INMATE VISITING PLAN

1. This policy establishes an inmate visiting plan which shall provide for as many visits and visitors as the facility schedules, space, and number of personnel will permit.

2. Each inmate shall be allowed no fewer than two visits totaling at least one hour per inmate per week.

3. This plan is reasonable and necessary to protect the facility security and the inmate welfare.

4. When visiting at the Jail the visitors must have photo identification.

5. For special visit consideration contact the Watch Commander at (209) 533-5844.

6. Visitor Identification: Visitors may be requested to provide a valid picture identification which may include, but not be limited to:

   a. California Drivers License
   b. California DMV Identification Card
   c. Selective Service Registration
   d. Military Identification
   e. Passport
8. When visiting at the Jail, minors must be accompanied by an adult while visiting inmates, unless the Watch Commander approves a special visit.

9. Participation in video-visitation both visitor and inmate are expected to conduct themselves in an appropriate fashion at all times during a video visit.

10. The Jail reserves the right to deny, cancel, or terminate a video visit prior to or during a video session based upon a visitor or inmate’s misconduct. The Jail reserves the right to restrict visitors from participating in future use of the system.

11. All video visits with the general public are recorded and subject to monitoring by the Jail personnel. Use of the video visitation system constitutes consent to this recording and monitoring.

12. No nudity, tight fitting or provocative clothing will be allowed during the visit. Violators will be barred from off-site and on-site video visitation.

13. Visitors appearing to be under the influence of alcohol or drugs; displaying items that may be considered contraband such as drugs, drug paraphernalia, weapons; or displaying gang signs, symbols, colors, etc., are subject to having the visit cancelled and barred from future visits.

14. Any type of provocative or disruptive behavior will not be permitted.

B. HOUSING SCHEDULE

1. Visitation is throughout the week from 8:00 a.m. to 10:00 p.m., the last visit starting at 9:30 p.m. Inmates housed in B-single, Unit D and E will have visits on Tuesdays, Wednesdays and Thursdays. Unit J has visits on Fridays Saturdays and Sundays.

2. Inmate’s visit needs to be scheduled at least 72 hours prior to the visit. Visits can be made by calling 1-888-729-4326 or by logging into the Legacy website at www.legacyinmate.com.

3. Each visit is either 15 or 30 minute visits depending on what the visitor choses. The visitor has the option of visiting from a remote area with some cost to them or they can visit from our kiosks in the lobby at no cost.

4. The individual that made the appointment must be present for the entirety of the visit.

C. HOUSING SCHEDULE CHANGE

In order to protect facility security, inmate and staff welfare, the Custody Commander or Watch Commander may change visiting hours or schedules for visiting days. If a long term change is necessary, the following will apply:

1. The change of visit days or hours will be posted in all inmate housing areas/cells that will be affected by the change.
I. BACKGROUND

The mission of the Tuolumne County Jail is to maintain safe, secure and humane custody of all inmates. To that end, the Department recognizes the potential hazards to both inmates and staff presented by inmates having unfettered access to mail from outside the facility, which has not been screened for contraband or illicit information. Therefore, it is the responsibility of jail staff to peruse inmate mail for both contraband and communications that may present a threat to inmates, staff and/or facility security.

The Custody Division handles incoming and outgoing inmate correspondence pursuant to Title 15, Section 1063 of Minimum Jail Standards.

II. DEFINITION

Correspondence is mail between an inmate(s) and their family, or friends. It also includes legal mail with attorneys, State and Federal Courts, members of the State Bar, State Board of Corrections, Sheriff's Department official and any holder of public office.

III. PROCEDURES

A. WRITING PERSONAL CORRESPONDENCE

1. The following rules and standards shall be followed concerning inmates writing outgoing letters:
   a. Lead pencils shall be used.
   b. Both sides of the paper may be written upon.
   c. Any number of pages may be written.

2. There shall be no limitation on the volume of mail that an inmate may send or receive. However, each inmate must pay his/her own postage.

3. Letters shall not contain any form of contraband, threats, intimidation, escape plans, possible criminal information, or any violation of State or Federal law.

4. Jail deputies shall not read Inmate mail unless there is a valid security reason to justify such action and the facility manager or designee approves.

5. Those inmates without funds shall be permitted at least two postage-paid envelopes
and two sheets of paper each week to permit correspondence with family members and friends. An inmate must be indigent for at least 14 days to be eligible. There shall be no limitation on the number of postage-free letters to the inmate’s attorney and to the courts.

6. Inmates shall not seal any outgoing mail until jail personnel have inspected it.

7. All outgoing correspondence will be inspected for contraband. Mail will be scanned and processed on the graveyard shift by one deputy only. The mail will be date stamped, the day the shift began. That deputy will log in the JMS when the mail processing has been completed.

8. Violation of any part of these inmate correspondence rules shall result in the letter being returned to the inmate.

9. All processed mail shall be deposited with the U.S. Postal Service without delay.

10. The inmate’s return address shall appear on the outside of the envelope and shall include:

    FIRST AND LAST NAME OF INMATE  
    TUOLUMNE COUNTY JAIL  
    175 YANEY AVE.,  
    SONORA, CA 95370

    Any additional information deemed necessary by the facility.

B. RECEIVING PERSONAL CORRESPONDENCE

1. Mail inspection is to be done by jail deputy personnel.

2. The following rules and standards shall be followed concerning inmates receiving personal correspondence:

   a. All incoming correspondence will be inspected for contraband. Mail will be scanned and processed on the graveyard shift by one deputy only. That deputy will log in the JMS when the mail processing has been completed.

   b. All processed mail shall be expediently routed to the addressee.

   c. Photographs may be given to inmates subject to the following guidelines:

      1. The photographs shall be unadorned and shall not exceed 4 inches by 6 inches in size.

      2. Jail staff may prohibit photographs that are deemed capable of compromising the security of the facility. Photographs depicting nudity or anything in a sexual manner will also be prohibited.
C. PRIVILEGED CORRESPONDENCE

1. As a general rule, inmate mail may be scanned over to ensure the safety of the facility. Mail from the following is privileged communications and may not be read:
   a. Attorneys
   b. Doctors
   c. Clergy

   • Courts: Care should be taken when reviewing mail from courts. While this correspondence does not generally meet the standard of the attorney-client privilege, it may be potentially sensitive. Any questions concerning the confidentiality of the mail should be forwarded to the involved court before the mail is opened and screened.

2. There is no limitation on the volume of mail that an inmate may send or receive.

3. Mail is not read except where there is a valid security reason to justify such action and approved by the Custody Commander.

4. Inmates may correspond, confidentially, with state and federal courts, any member of the State Bar or holder of public office, and the State Board of Corrections, provided that the jail staff may open and inspect such mail only to search for contraband. Such searches shall be conducted in the presence of the inmate. Inmates may also correspond, confidentially, with the Custody Commander or the Sheriff.

5. Those inmates who are without funds shall be permitted at least two postage-free letters each week to permit correspondence with family members and friends but without limitation on the number of postage-free letters to his or her attorney and to the courts.

6. Deputies shall ask the inmate to riffle through and shake the pages of the document to check for contraband. This does not preclude the additional use of a tactile examination or physical manipulation to enhance the security check.

7. After the inspection, the inmate will be instructed to seal the envelope and give it to the deputy. Jail personnel shall initial and write their Sheriff’s Office ID number on the inspected envelope.

8. After processing, all legal correspondence shall be deposited with the U.S. Postal Service without delay.
C. FEDERAL INMATE CORRESPONDENCE

1. Any incoming or outgoing mail that discloses evidence of the following nature shall be withheld and reported to the U.S. Marshal or the U.S. Bureau of Prisons.

2. Contraband

3. Escape plots of plans

4. Criminal and/or gang information or activities

5. Violation of Postal law

6. Federal inmates will be permitted to correspond, within reasonable limits and subject to inspection, to the following:
   a. Family members
   b. Friends
   c. Persons necessary for preparation of upcoming trials

7. As provided for in the U.S. Justice Department Contract, Federal inmates shall be permitted, without examination, to correspond with the following:
   a. U.S. Attorney General
   b. Director of the Bureau of Prisons
   c. Members of the U.S. Board of Parole
   d. Pardon Attorney
   e. U.S. Marshal
   f. U.S. District Court Judge
   g. Attorney of record

D. INMATE TO STAFF MAIL

1. Written correspondence of a personal nature between inmates and staff is prohibited. **ALL** such mail (incoming and outgoing) is to be carefully inspected by the involved employee’s supervisor prior to delivery. Such inspection should consider the potential for negative employee performance, facility security and the
safety of inmates and staff. Any supervisor receiving information from inmate mail which poses safety and/or security concerns shall notify the Custody Commander within 24 hours and shall present him/her with the mail for review.

E. **FIRE FUELS LIMITATIONS**

1. Inmates may not accumulate excessive mail in their possession. Excess mail (excluding legal mail) deemed by jail staff to present a fire hazard shall be placed in the inmate’s property.
   
   a. Excess mail is any mail that doesn’t fit within a White Mesh Inmate Property Bag.
I. BACKGROUND

Inmate library service shall include access to legal reference materials, current information on community services and resources, and religious, educational, and recreational reading material. Appropriate library services, designed to meet inmate needs, will do much to relieve tension in an institution and could aid in preparing inmates to return to the community.

II. DEFINITIONS

MINIMUM LIBRARY CONTENTS

The facility shall make available to all inmates, upon request, access to each of the following materials:

A. California Laws pertaining to County and City Adult Detention Facilities.

B. Minimum Standards for local Detention Facilities.

C. Legal Research Associates (LRA) will be utilized to answer all inmate legal reference inquiries.

III. PROCEDURE

A. JAIL LIBRARY

1. Soft cover books and newspapers for inmate use will be purchased with money from the Inmate Welfare Fund.

2. Donations of soft cover books may be accepted for use in the inmate library.
   
   a. All books will be searched by jail staff prior to placing in the inmate library and, additionally, before placing in a Housing Unit.

3. Housing Units will be supplied with books by the Inmate Services Coordinator through the Post Deputy. Post Deputies will log, in the Jail Management System under Housing Notes, when books are swapped out.

4. An exchange of books will be available upon request to each housing unit dependant on staff time and availability. Inmates may have in their possession a reasonable number of books as long as they fit within the White Mesh Inmate Property Bags.

5. Unused books should be returned to the inmate library through the Post Deputy
to the Inmate Services Coordinator.

B. LAW LIBRARY

1. It is not required by law to have a complete hard copy law library.

2. Inmates have access to legal material through the services of Legal Research Associates (LRA).

3. When the courts authorize Inmate Pro Per status they will provide instructions to the jail and to the inmate about what is authorized and what is required. This authorization is in written form from the court to the jail.

C. COMMUNITY RESOURCES

1. It is recommended that the inmate library contain a listing of community resources such as the Community Resource Directory.
I. BACKGROUND

An exercise and recreation area is provided to inmates for the purpose of being exposed to fresh air, exercise, and stress release. Policy shall meet the guidelines of Title 15, section 1065, but are not limited to and shall provide extra exercise and recreation when time permits.

II. DEFINITION

The exercise yard provides exposure to fresh air and sun.

III. PROCEDURES

A. EXERCISE AND RECREATION

1. The facility has developed and implemented an exercise program in an area designated for recreation that shall allow a minimum of three hours of such activity over a period of seven days.

2. This program includes regulations as are reasonable and necessary to protect the facility’s security and the inmate’s welfare.

3. Recreational activities shall be available to all inmates unless they are restricted by medical reasons, or by the Custody Commander for security or disciplinary reasons.

4. The time spent in the exercise yard shall be documented on the JMS and yard log.

   a. The JMS and the yard log will indicate which housing units were offered yard/refused yard. The date and the time spent in the yard will be indicated on the yard log. Jail Deputies will also include their ID # on the date in which they supervised the yard.

   b. The yard log will also show total amount of time spent in the yard for each housing unit so that all units can be scheduled to receive at least the minimum three hours per week.

5. No articles of any kind will be allowed in the yard unless authorized by the post deputy. i.e. mandatory cell searches.

6. At least once per weekly shift rotation shift, the on-duty sergeant or OIC shall inspect the yard log and yard. The sergeant or OIC shall document the inspection by indicating inspection on the yard log.
B. SECURITY

1. Exercise areas are key points for escapes and the introduction of contraband.

2. It is essential that staff supervise recreation areas for the safety of the inmates and the security of the facility.

3. The jail staff shall search the exercise area for contraband and security, both before and after each use by inmates.
I. BACKGROUND

This regulation provides the constitutionally approved parameters within which facility administrators can limit publications and newspapers while also supporting access to daily newspapers and other reading materials.

II. DEFINITIONS

A. BOOKS - A set of written or printed pages fastened on one side and enclosed between protective covers.

B. NEWSPAPERS - A daily or weekly publication containing recent news, articles and editorials.

C. PERIODICALS – magazines

III. PROCEDURES

A. RECEIVING READING MATERIAL

1. Only soft back books and periodicals publications sent by a publisher or book distributor will be accepted and given to an inmate. All hardcover books will be placed into the inmate’s property.

2. Housing Units will be supplied with books by the Inmate Services Coordinator through the Post Deputy.

3. Nothing in this policy shall be construed as limiting the right of the Custody Division:

   a. To open and inspect any and all packages received by an inmate.

   b. To establish reasonable restrictions as to the number of newspapers, magazines, and books that an inmate may have in his/her cell or elsewhere in the jail at one time.

4. Jail staff will not forward magazines or periodicals upon release or transfer of an inmate. First class mail of inmates no longer in custody shall be returned to the post office for forwarding.
B. **PERIODICALS**

1. Periodicals must be mailed directly from the publisher. All others are prohibited because of the ability to secrete contraband (e.g., drugs, messages, etc.) within the pages.

2. Any periodical depicting or describing sexual acts, nudity, illegal acts, gang activity, violence, aggressive behavior toward law enforcement or corrections, or conduct, which, if performed within the facility, would be contrary to established inmate rules or Department policies are prohibited.

*Jail employees are prohibited from bringing such periodicals into the facility.*

C. **BOOKS**

1. Hardbound books
   
   a. Hardbound books may be used as weapons, may be used to carry contraband inside the facility and may be used to smuggle contraband into the facility. Hardbound books are prohibited and shall be returned to sender or placed on the inmate’s property.

2. Softbound books
   
   a. Inmates may receive soft-cover books mailed directly from the publisher or recognized retail bookstore (i.e. Barnes and Noble and Amazon.com). Books mailed from other locations, (private party, bookstores, etc.) will not be delivered to the inmate. Jail staff shall examine all books to ensure they conform to the same standards of acceptable material as periodicals.

D. **NEWSPAPERS**

1. The Custody Commander will select a suitable daily or weekly publication for distribution to inmates. Local newspapers often contain information relating to local events, including the status of inmates’ criminal cases. Such information may promote hostility and violence between inmates. Local newspapers are prohibited.

E. **PROHIBITED MAIL**

1. Envelopes: All mail is to be delivered to inmates without the envelopes. The envelopes are to be discarded in a location inaccessible to inmates. The purpose for this policy is to prevent the entry into the facility of drugs concealed in the corners of envelopes, under flaps and under stamps.

2. Greeting cards: Greeting cards are often constructed of multiple layers of paper sealed together. This configuration makes them particularly useful for smuggling narcotics.

3. Post cards: Post cards bear a stamp that can be used to conceal drugs.
4. Any mail that a supervisor deems a negative impact to jail operations.

5. Questionable publications shall be reviewed by the Watch Commander to determine their suitability. The Watch Commander shall notify the concerned inmate whenever a publication is rejected and the reason for its rejection. The inmate must then decide whether to send the publication to a correspondent, destroy it, or have it placed in his property.

6. Inmates shall not be permitted to receive books, newspapers, periodicals, or any other publication from visitors.
I. BACKGROUND

Law requires that every person arrested be provided the opportunity to make phone calls to arrange bail and/or speak with their attorney when they are incarcerated.

The legal requirements for inmates making these phone calls and the responsibilities of the custody staff are described in this section.

The Custody Commander has developed and implemented this policy, which allows inmates reasonable access to a telephone beyond those calls which are required by Section 851.5 of the Penal Code.

II. DEFINITION

PRE-ARRAIGNED - A subject that has been arrested but has not yet been before a judge or released from custody.

III. PROCEDURES

A. PRE-ARRAIGNED ARRESTEE

1. Telephone calls

   a. All arrested persons (felony or misdemeanor) are entitled by law to three completed phone calls. Local calls are provided without charge. Out of the local area code calls are to be made collect.

   b. Section 851.5 P.C., requires the opportunity to make the calls “immediately upon being booked, and, except where physically impossible, no later than three hours after arrest”. The calls may be made to any of the following:

      1. An attorney of choice or public defender
      2. A bail bondsmen
      3. A relative or other person
      4. If the arrested person is identified as a custodial parent with responsibility for a minor child, the arrested person shall be entitled to two additional local phone calls at no expense, to arrange care for the minor child, 851.5PC.

2. Booking personnel responsibility
a. Booking personnel shall insure that mandated phone calls are completed within the three-hour limit.

Note: That requirement is no later than three hours after arrest, not three hours after arrival at the jail. Booking personnel shall document the completed calls or the opportunity to make them, or refusal, on the booking sheet.

B. INMATE USE OF TELEPHONES

1. Telephones are also available in all housing units.

2. The facility allows reasonable access to a telephone beyond those telephone calls which are required by section 851.5 of the Penal Code.

3. Telephones are turned on daily at 0700 hours and turned off at 2200 hours. At any time, the phones may be turned off for facility security.

4. Each housing unit has a telephone for the use of inmates. The telephone cannot receive incoming calls. Outgoing calls must be placed at the inmate’s expense.

5. Misuse and/or abuse will cause the telephone to be turned off.

6. In the event an inmate should damage or destroy a telephone, the phone company handling inmate phones will be notified promptly. Damaged or inoperable phones will be reported for repair in a timely manner.

7. The Custody Section shall pursue appropriate criminal charges via Criminal Report to the District Attorney.

Note: The jail has no control over the phone company pertaining to the amount of time it takes to have the phone system repaired.

Note: The Inmate Hand Book states, “Phone calls may be monitored and they are recorded at all times”.
I. BACKGROUND

Inmates are required by law to have access to the courts and to legal counsel and to be able to have confidential consultation with attorneys.

II. DEFINITION

Inmates are allowed to have the right to have access to their attorney face to face in the attorney-visiting booth. Attorneys may upon request make appointments to visit with their clients in the inmate visiting area. Inmates are allowed privileged correspondence via legal mail with state and federal courts, public officers, sheriff's departments, State Board of Corrections and the Custody Commander of the Sheriff’s Department.

III. PROCEDURES

A. ATTORNEY VISITS

1. Tuolumne County Jail has provided an attorney booth that does not permit monitoring of any conversation.

2. The attorney booth has been soundproofed to the extent possible.

3. Attorneys can reserve a time to visit an inmate in the attorney booth by calling the jail telephone number.

4. Due to new court ruling (County of Nevada vs. The Superior Court of Nevada County) that was certified on May 14, 2015 attorneys shall be allowed to have contact visits with their clients. Attorneys may upon request, make appointments to visit with their clients in the inmate visiting area. This will allow them to meet in a secure location with a countertop and seating as well as providing confidentiality with regard to sound and with no intercom system. Attorneys shall be pat searched prior to entry into the jail.

5. The Jail staff will attempt to schedule the visit at the attorney’s convenience based on the time they call in. Attorneys may schedule a visit with their clients at any time the attorney booth or the visiting booth is available.

6. Staff must make inmates available to their attorney when the attorney comes to the jail to see them.

7. Jail staff shall not attempt to monitor any conversation between attorney and client.

B. PRIVILEGED CORRESPONDENCE
1. As a general rule, inmate mail may be scanned to assure the safety of the facility. Mail from the following is privileged communication and may not be scanned:

   a. Attorneys

   b. Doctors

   c. Clergy

* Courts: Care should be taken when reviewing mail from courts, while this correspondence does not generally meet the standard of the attorney-client privilege, it may be potentially sensitive. Any questions concerning the confidentiality of the mail should be forwarded to the involved court before the mail is opened and screened.

2. Inmates may correspond, confidentially, with state and federal courts, any member of the State Bar or holder of public office, and the State Board of Corrections, provided that the jail staff may open and inspect such mail only to search for contraband. Such searches shall be conducted in the presence of the inmate. Inmates may also correspond, confidentially, with the Custody Commander or the Sheriff.

3. Those inmates who are without funds shall be permitted two postage-free letters each week to permit correspondence with family members and friends but without limitation on the number of postage-free letters to his or her attorney and to the courts.

4. Deputies shall ask the inmate to riffle through and shake the pages of any legal mail to check for contraband. This does not preclude the additional use of a tactile examination or physical manipulation to enhance the security check.

5. After the inspection, the inmate will be instructed to seal the envelope and give it to the deputy.

6. After processing, all legal correspondence shall be deposited with the U.S. Postal Service without delay.
I. BACKGROUND

If custody staff is going to hold inmates accountable for following the rules and exercising their rights and privileges, then they have an obligation to make inmates aware of those rules, rights and privileges. The Inmate Orientation Handbook provides inmates with information about the jail procedures, rules, services and activities that they must know to function successfully in the jail.

II. DEFINITION

ORIENTATION - Adjustment to a new environment.

III. PROCEDURES

A. INMATE ORIENTATION HANDBOOK

1. Each incoming inmate shall be provided a copy of the Inmate Orientation Handbook.

2. The Inmate Orientation Handbook will be revised and reprinted when necessary by changes in law or jail rules and procedures. Changes in rules or procedures may be added to the handbook by insertion of the written material glued or stapled to the inside cover between printings.

3. The Inmate Orientation Handbook includes the following:

   a. Introduction
   b. Table of Contents
   c. Instructions to the inmate
   d. Inmate Rights
   e. Expected behavior
   f. Sentence Completion
   g. Tuolumne County Jail Rules & Regulations
   h. Disciplinary Sanctions
   i. Disciplinary Appeals Procedure
   j. Special CDC Notice
   k. Inmate Worker Rules
   l. Work Crew Rules
   m. Inmate Grievance Procedure
   n. Disciplinary Hearing
   o. Mail Procedures
   p. Medical Services
   q. Sick Call Co-pay
r. Work Programs  
s. Counseling and Education Services  
t. Money  
u. Commissary  
v. Security/Counts/Inspections  
w. Contraband  
x. Property and Housekeeping  
y. TCJ Property  
z. Movement  
aa. Visiting  
bb. Telephones  
c. Televisions  
dd. Exercise Yard  
ee. Property Release  
ff. Inmate Transportation to Prison  
gg. Sanitation and Hygiene  
hh. Clothing/Linen Issue and Exchange  
i. Voting  
jj. Prison Rape Elimination Act Reporting Information (PREA)  
kk. Special Requests  
ll. Emergency Procedures  
mm. Correspondence with Custody Commander


5. The Inmate Orientation Handbook is the property of the Tuolumne County Jail and must be returned upon inmate’s release.

6. The Inmate Orientation Handbook is subject to change without notice.

7. Loss or damage of the Inmate Orientation Handbook may cause a delay in an inmates release from the Facility.
I. BACKGROUND

The policy of the Tuolumne County Jail is to facilitate cooperation with appropriate public or private agencies for individual and/or family social service programs for inmates.

II. DEFINITION

DIRECTOR OF INMATE SERVICES - The Jail Program Specialist is the Director of Inmate Services and is authorized to coordinate jail programs and interface between programs and custody staff.

III. PROCEDURES

A. INMATE PROGRAM COORDINATOR

1. The Jail Program Specialist coordinates religious services, religious counseling and bible study.

2. The Jail Program Specialist coordinates with non-profit groups to place inmates on work crews.

B. TUOLUMNE COUNTY BEHAVIORAL HEALTH

1. Tuolumne County Behavioral Health provides mental health services to the inmates in the Tuolumne County Jail.

2. Tuolumne County Behavioral Health also provides addiction counseling.

C. VOLUNTEER ORGANIZATIONS

1. Organized volunteer groups from the community shall, with the approval of the Custody Commander and Sheriff, be permitted to visit and to provide rehabilitation and educational programs for inmates.

2. Appropriate security checks shall be made, prior to admittance, of all individuals participating in such programs. Such checks should include local case files, wants and warrants, etc.

3. Persons convicted of a felony or a misdemeanor within 5 years should not serve within the jail. The Custody Commander may authorize individual exceptions to this rule based on the value of the service to the institution.
4. Volunteers are not allowed to provide programs for family members.

D. **ALCOHOLICS ANONYMOUS**

1. Meets weekly.

2. AA meetings are offered to housing units on a rotational basis to prevent problems between inmates that are classified differently.

E. **NARCOTICS ANONYMOUS**

1. Meets weekly

2. NA meetings are offered to housing units on a rotational basis to prevent problems between inmates that are classified differently.

F. **SOCIAL SERVICES**

1. Are available to all inmates upon request and should be coordinated through the Jail Program Specialist, refer to Inmate Handbook.

G. **BI**

1. **BI (Behavioral Interventions):** The BI Program works in conjunction with the jail to bring comprehensive life changing and support services to inmates at the local level. Program opportunities include: Life Skills classes, Moral Reconation Therapy and Individual Sessions.

   Life Skills groups focus on day-to-day situations and developing positive perspectives and outcomes in areas including finance, anger management, substance abuse, family and employment/education.
I. BACKGROUND

The jail facility has established procedures enabling qualified inmates to vote and register to vote in local, State and Federal elections, pursuant to California Election Code.

II. DEFINITION

Inmates who are registered voters are allowed to vote in local, State and Federal elections.

III. PROCEDURES

A. INMATE REGISTRATION TO VOTE

1. Any inmate who is qualified by age, citizenship, residence, etc., to register to vote through a Deputy Registrar may also register, by mail, while he/she is in custody.

2. In order to qualify to register an inmate must be:

   a. A citizen of the United States.
   b. A resident of the State of California.
   c. Age eighteen years or older.
   d. Not currently imprisoned or on parole for the conviction of a felony; and not found mentally incompetent by a court of law.
   e. Former convicts may vote if they have completed their parole.

3. This registration by mail shall be accomplished by making available to inmates, at their request, an “Affidavit of Registration” form. The Jail Program Specialist can obtain this document, which folds into a postage pre-paid mailing form, in quantity, from:

   Tuolumne County
   Office of Registrar-Recorder
   #2 South Green Street
   Sonora, Ca. 95370

4. A properly executed Affidavit of Registration must be received by the Registrar of Voters on or before the 29th day prior to the Election Day. Exception: New residents of California may vote for President and Vice President if they register on or before the 7th day prior to a presidential election.
5. Completed Affidavit of Registration cards shall be mailed as soon as possible (those held more than three (3) days, excluding weekends and holidays, before being returned to the Registrar of Voters, shall be declared void).

B. NOTIFICATION OF REGISTRATION

1. A “Voter Notification Card” will be mailed to each registrant by the Registrar of Voters. The registration will be canceled if this card is returned as undeliverable.

C. ABSENTEE VOTING

1. Any inmate who is registered to vote may vote, by mail with an absentee ballot.

2. This voting shall be accomplished by making available to inmates, at their request, an “Application for Absent Voter Ballot”. This application, which is available in Spanish and English and may be reproduced, shall be completed by the inmate and mailed at the inmate’s expense, to the Registrar-Recorder. Information on obtaining voting ballots, inmates will refer to their Inmate Handbook.

3. The Registrar-Recorder will mail the Absent Voter Ballots to qualified inmates. These ballots shall be completed, addressed and sealed by the voting inmate and shall not be reviewed by deputies.

D. CAMPAIGN LITERATURE

1. Campaign literature and/or sample ballots addressed to inmates shall be delivered without delay.
I. BACKGROUND

The religious program must provide an opportunity for all religions. Facility Administrators are encouraged to provide a full array of religious programs as found throughout our county.

II. DEFINITIONS

A. CHAPLAIN - An ordained minister authorized to perform religious services and counseling inside the facility.

B. VOLUNTEERS - Volunteers, in this example, are members of a local church who are authorized to come into the jail to teach Bible study classes.

C. Jail Program Specialist – Has the responsibility to coordinate all inmate programs within the facility.

III. PROCEDURES

A. CHAPLAINS - The custody division shall make available to inmates, upon request, the services of the Jail Chaplain. The Jail Chaplain may:

1. Arrange for a jail ministry program for inmates and conduct religious activities in the facility.

2. Approve assistant chaplains for assistance in the jail ministry.

3. Assist the various clergy in their efforts regarding individual inmates.

4. Arrange for approval to be issued to an inmate's pastor in order that he/she may visit him/her in the visiting area.

5. Provide individual counseling and guidance regarding personal problems such as, but not limited to, contacting inmates’ families about marital problems.

6. Make available religious literature for all faiths.

7. Conduct religious services for those inmates requesting them on an individual basis when those inmates are administratively segregated.

B. RELIGIOUS BELIEFS
1. This facility supports a Chaplain Program and:
   a. Will arrange a scheduled time period to permit inmates to worship or meditate.
   b. Permits receipt of any religious literature and publications that can be transmitted legally through the U.S. mail.
   c. To provide for the safety and security of the facility no metallic religious paraphernalia will be allowed. Any other religious object requested by the inmate will be approved at the discretion of the Watch Commander or Custody Commander.

2. Church Services
   a. Bible study meets weekly.
   b. Custody Chaplain is available upon request.
   c. The Jail Chaplain must evaluate all religious material sent or provided to inmates.

C. VOLUNTEERS

1. Volunteers will be cleared and authorized by the Jail Program Specialist and/or Jail Chaplain to teach bible study classes within the facility.

2. A list of those cleared will be forwarded to via the chain of command to the Custody Commander.
I. **BACKGROUND**

This policy establishes formal procedure and a consistent written method that allows inmates the opportunity to have their grievances heard and resolved in a lawful impartial manner relating to conditions of confinement.

II. **DEFINITION**

**GRIEVANCE** - A grievance is a complaint about a jail policy or procedure or may be about how a staff member administered the policy.

III. **PROCEDURE**

A. **INMATE GRIEVANCE PROCEDURE**

1. Grievances may be filed in all matters except the following:

   a. **Decisions handed down by the courts.**

2. Inmate Grievances:

   a. Any inmate confined in the jail may file a grievance against any act relating to conditions of confinement.

   b. Grievance forms will be made available to any inmate upon request. If necessary, instructions should also be provided in preparing the grievance form.

   c. On receiving complaints from inmates, the deputy should attempt to resolve the problem informally and without delay. Inmates shall inform the deputy as to the nature of the complaint, so the deputy has an opportunity to resolve it at their level.

   d. When a grievance cannot be resolved informally, deputies will inform the Watch Commander who will decide if the Inmate will be provided with a grievance form.

   e. When the inmate has completed the grievance form, including signature and date, it shall be given to a deputy who will immediately turn the form over to the Watch Commander.
f. The sergeant will attempt to resolve the grievance at his/her level. If he/she is unable to resolve the grievance, he/she will forward the written grievance to the Custody Commander, informing the inmate as to the status of his grievance. (Notation and documentation on the jail log)

g. Misuse of the grievance procedure may result in disciplinary sanctions.

h. If the grievance is the result of an action by an allied agency, i.e. medical complaint against the arresting agency, the Custody Commander shall coordinate the investigation with the allied agency.

i. The Custody Commander shall attempt to resolve the grievance at his/her level in a legal, efficient and impartial manner. If the Custody Commander is unable to resolve the grievance, he/she will forward it to the next level in the chain of command.

j. The formal reply shall be made to the grievant inmate within five working days of the original complaint. The Custody Commander will review all grievances and their responses.

3. Custody Commander Responsibilities:

   a. The Custody Commander will insure that each grievance and the progressive stages of each grievance are in the respective inmate's jail file. A cross file will be maintained for documentation, statistics, and retrieval.

   b. The Custody Commander is responsible for notification to the grievant and concerned jail staff on each phase of the grievance procedure. The Custody Commander will monitor the progress of each grievance to insure that the process is completed in the most expedient and reasonable time limit.

B. GRIEVANCE APPEAL PROCEDURE:

1. Grievance appeal to the next level of review will be according to the following order:

   a. Inform a deputy that you want to appeal – Post Deputy

   b. Formal Grievance – Sergeant

   c. First level of appeal – Custody Commander

   d. Second level of appeal – Undersheriff

   e. Third level of appeal – Sheriff
2. Each level of appeal will endeavor to resolve the grievance, if possible, at that level of the process.

3. When determination is reached, each appeal level will provide their written findings, dispositions, and/or solutions to the Custody Commander. The Custody Commander will, within five days, forward the findings, dispositions, and/or solutions to the inmate and concerned jail staff.
I. BACKGROUND

These rules are provided to all inmates and are for the protection of their rights and safety during their stay. Any violation of the rules will result in loss/restriction of privileges and/or criminal prosecution.

Inmates who violate any law, Federal, State, or County Ordinance may have criminal charges filed against them. In addition, they may also be re-classified and/or re-housed and have other privileges restricted.

For those inmates who are illiterate or unable to read English, and for persons with disabilities, provisions will be made for the jail staff to instruct them verbally or provide them with material in an understandable form regarding jail rules and disciplinary procedures and penalties.

II. DEFINITION

Written rules and disciplinary penalties are established for the safety and security of inmates, staff and the facility.

III. PROCEDURES

A. GENERAL RULES APPLY TO ALL INMATES WITHIN THE JAIL

1. Inmates will not attempt or encourage suicide or self-mutilation.

2. Inmates will not alter, destroy, deface, damage or tamper with the property or equipment of the jail; this includes the identification arm band.

3. Inmates will not act, failure to act, attempt or conspire to act anything constituting a crime.

4. Inmates will not be allowed to display any kind of disruptive conduct.

5. Inmates will not engage or encourage group demonstrations.

6. Inmates will not enter another inmate’s cell or sleeping area.

7. Inmates will not escape or aid in the escape of another inmate.

8. Inmates will have their bed made when not utilizing it.

9. Inmates will comply with sanitation and hygiene standards.
10. Inmates will be fully dressed and clothing worn properly in all common areas including the day room, hallways, library and in visiting.

11. Inmates will not fight.

12. Inmates will not gamble.

13. Inmates will not give or offer items of value to staff.

14. Inmates will not give or offer anything of value to other inmates, including commissary items or food trays.

15. Inmates will not expose themselves, engage in sexual acts or make sexual proposals to another person.

16. Inmates will not be insubordinate or disrespectful to staff.

17. Inmates will not interfere with staff duties.

18. Inmates will not make, use or possess intoxicants or narcotics, and/or be under the influence of the same.

19. Inmates will not misuse medication or feign (fake) illness.

20. Inmates will not possess another inmate’s property.

21. Inmates will not possess contraband. Contraband is defined as anything being used for other than its intended purpose or altered from its original condition.

22. Inmates will not possess any food or drink items that are not purchased on commissary after the scheduled meal serving.

23. Inmates will not possess smoking material or ignition substances.

24. Inmates will not post personal items to any surface, or any obstruction of windows, lights and emergency buttons.

25. Inmates will not refuse to obey a written or verbal request or order from staff.

26. Inmates will not tattoo or body pierce.

27. Inmates will not threaten staff or other inmates.

28. Inmates will not use obscene or abusive language.

29. Unauthorized use of telephones, intercom or emergency buttons by inmates.

30. Unauthorized movement by inmates to another area or cell.

31. Inmates will not be involved in any gang activity, such as graffiti, flashing signs, and
the wearing of oversized clothing.


33. Inmates will not tamper with the locking devices.

34. Kicking, hitting and slamming of doors or windows.

35. Inmates will not possess any type of inmate manufactured weapons.

36. Inmates are not allowed to hang items such as blankets, sheets, towels or clothing in such a manner as to obstruct the Deputy’s view of the housing unit, cell or inmates.

37. Inmates shall not communicate or attempt to communicate with visitors outside the facility.

38. Inmates shall not communicate or attempt to communicate with inmates housed in other housing units.

39. Inmates shall not pass/receive or attempt to pass/receive anything under any cell or housing unit door.

40. Inmates shall be fully dressed for pill call weather or not they are receiving medication.

41. Inmates shall not straggle to Sick Call, Pill Call, Court, or meals.

42. Inmates shall not participate in horseplay, shadow boxing or any other disturbance.

43. Inmates shall not commit intentional or negligent acts of flooding or starting fires.

44. Inmates shall not solicit other inmates to violate any jail rule.

45. Inmates shall not cover their heads while sleeping.

46. Inmates shall not save trash or excessive combustible materials.

47. Stealing

48. Inmate I.D. card shall be displayed chest high or above while in dayroom or out of cell.

49. Being in an unauthorized area.

50. Possession of excessive, modified or unauthorized clothing.

51. Alter, damage, or tamper with Inmate I.D. Card.

52. Failure to cooperate with facility count or delaying count.
53. Possession of money or currency.

54. Possessing material depicting violence toward law enforcement, racial hatred, or gang paraphernalia.

55. Unruly behavior while being transported to court, while in court, holding area, or being transported back from court.

56. Improper use of clothing such as pants sagging, pegged pants, tied up shirts, underclothes outside of outer clothing, bandanas, or headbands.

57. Tampering with fire sprinklers or smoke detectors.

58. Failure to follow instructions included on your day pass.

59. Use of another inmate’s I.D. Card.

60. Destruction of evidence.

61. Alter or destroy shaving razor.

B. INMATE WORKER RULES

1. May be required to do any work at any time.

2. Will be at their workstation, or when done, in their housing unit.

3. Those assigned to work within the jail shall wear a green t-shirt, white pullover and white pants.

4. Those assigned to work outside the jail shall wear blue jeans and jail issued t-shirt.

5. An inmate worker will not visit the nurse’s office unless called for. An inmate worker requesting sick call will do so in the normal manner.

6. Inmate workers will not be in any place other than their workstation or housing unit unless the jail staff has granted prior approval.

7. Violation of any General Rule or Inmate Worker Rule or failure to complete their assignment may result in disciplinary action and the loss of their job assignment.

C. WORK CREW RULES

1. While working on crews outside the jail, inmate workers are to follow the directions of the person they are working for.

2. Inmate workers are not allowed to have telephone calls or visits from anyone while working on outside work crews.
3. Inmate workers are not to leave their assigned stations for any reason.

4. Inmate Workers shall not bring contraband of any kind into the jail from the outside.

5. Violations of any General Rule or Work Crew Rules or failure to complete the job assignment may result in disciplinary action and the loss of the job assignment.

6. Inmate Workers are not authorized to smoke at any time in or away from the facility.

7. Inmate workers who remain within the control of this department shall remain in facility issued clothing at all times.

D. JAIL HOURS

1. Lights will be turned on by 5:30 AM. Lights will be turned off and general lockdown shall be completed between the hours of 1000 PM and 1100 PM.

2. Breakfast is served at approximately 6:00 AM.

3. Dinner is served at approximately 5:00 PM.

4. Jail hours may be subject to change.

E. TELEVISIONS

1. Televisions are a privilege and may be taken away as a disciplinary action. Day room and individual cells must be clean before television is turned on.

2. The volume will be turned down during meals, med pass and at jail staff discretion.

F. EXERCISE YARD

1. Each housing unit will be given a minimum of three hours use of the exercise yard per week. The exercise yard will be offered at varying periods throughout the day. The yard must be used at the time offered or inmates will forfeit their time in the yard.

G. SPECIAL REQUESTS

1. Inmates may make a written request for reconsideration of housing assignments, reclassification, and other requests. Written requests shall be made to the Watch Commander.

H. CORRESPONDENCE WITH THE CUSTODY COMMANDER

1. Any inmate may correspond with the Custody Commander by giving the letter to a post deputy who will put it in the Lieutenant’s mail box.
I. BACKGROUND

A jail facility, even more than other institutions, cannot be operated efficiently and safely unless its occupants conform to standards of orderly behavior. These standards serve to protect all concerned parties including staff, inmates, and visitors. The rules and regulations for the Tuolumne County Jail are contained in the Inmate Orientation Handbook.

For those inmates who are illiterate or unable to read English, and for persons with disabilities, provisions shall be made for the jail staff to instruct them verbally or provide them with material in an understandable form regarding jail rules and disciplinary procedures and penalties.

II. DEFINITION

DISCIPLINE - a process of orientation, training, guidance and punitive sanction intended to bring order and personal responsibility.

III. PROCEDURES

The Discipline Review Board consists of a sergeant, O.I.C., corporal or JTO and one deputy. The Board acts under the authority of the Custody Commander following the guidelines of Title 15.

A. INMATE DISCIPLINE

1. Discipline results in compliance with custody rules and regulations.

B. RESPONSIBILITY FOR DISCIPLINARY ACTION

1. Responsibility for taking disciplinary action against any inmate is delegated to sergeants or O.I.C.’s. All disciplinary action shall be reviewed by the Custody Commander to see that it is administered fairly and impartially.

2. Deputies will not subject or threaten any inmate with any type of disciplinary action. This is not meant to prevent deputies from taking proper action at the time of the violation or infraction.

3. Any deputy may report a violation of jail rules by an inmate. Deputies may write reports alleging infractions of rules and regulations to the sergeant for consideration of disciplinary action.
**C. BASIC DISCIPLINARY GUIDELINES**

1. In all disciplinary actions, the inmate shall be informed in writing of the offense or infraction of the rules for which he is being disciplined. He/she must know what they did wrong.

2. Each inmate receives a copy of the jail rules as the rules are contained in the Inmate Orientation Handbook. Violation of one or more rules established in the Inmate Orientation Handbook is a cause for disciplinary action as described in this order.

3. The inmate shall have the opportunity to explain and present a defense (tell their side) (Wolff Decision), and shall be afforded not less than twenty-four hours to prepare, unless waived by the inmate.

4. A Disciplinary Review Board, not personally involved in the original violation or infraction of the rules, shall determine if the charges are valid.

5. The Disciplinary Review Board, in determining the validity of the charges, may conduct further investigation into the incident.

6. Written records of the procedures followed in each case shall be maintained and shall include a statement as to the evidence relied upon and reasons for any disciplinary action.

7. Pursuant to Section 1081(c) of the Minimum Jail Standards, any charges pending against an inmate shall be acted upon as soon as possible and no later than 72 hours after the report is filed.

**D. DISCIPLINARY REVIEW PROCESS**

1. Inmates involved in any disciplinary action, other than counseling or reprimand, shall have the right to an administrative process that adheres to the constitutional principles of due process and equal protection.

2. Due process is and should be flexible to be the exigencies of the situation. Due process is related to appropriate regard for the seriousness of the infraction, the severity of the disciplinary sanction, and the circumstances of the affected inmate.

3. The Custody Division has established and implemented a disciplinary review process that shall function to review all disciplinary cases to assure a fair and impartial evaluation relating to the offense.

4. A sergeant/corporal/FTO not involved nor a witness to the incident will conduct the disciplinary hearing. At the hearing, the accused inmate may relate in their own words their side of the story, as well as call witnesses or interpreters.
5. The Custody Commander shall have the authority, in conformance with policy and procedures, to take any of the following actions that are appropriate to the circumstances:

   a. Conduct a further investigation into the incident, including the interviewing of inmates and staff that may have pertinent information on the incident, when the facts indicate that such investigation is appropriate.

   b. Assess discipline.

   c. Change the disciplinary location.

   d. Withhold good time or work time awarded.

   e. Terminate the discipline and/or expunge the inmate's disciplinary record.

6. Deputies involved in the review process shall not participate in a disciplinary review of an incident where they are involved in the charges.

7. Minor Discipline Sanctions:

   a. Minor acts of non-conformance or minor violations of institutional rules may be handled informally by any staff member by counseling or advising the inmate of expected conduct, assignment to any extra work detail, or removal from a work assignment without loss of work time credit.

   b. Temporary loss of privileges such as, but not limited to, access to television, telephones, or commissary, or lockdown for less than 24 hours, may be considered minor discipline if such acts are accompanied by written documentation, and a policy of review and appeal to a supervisor.

8. Imposition of Major Discipline Sanctions: Incidents involving major discipline sanctions require a more complex review process than does the imposition of minor sanctions. Deputies observing an inmate commit a major infraction of the rules shall immediately:

   a. Orally advise the inmate of the violation and shall complete an **Inmate Incident Report**, specifying the circumstances surrounding the violation. All witnesses to the incident shall be identified in the report and relevant statements included.

   b. A sergeant or designee shall review the report, interview staff members and inmates, and record his findings on the incident report.

   c. The Custody Commander shall review the report and conduct further investigation if the circumstances warrant.

   e. Administrative segregation prior to the imposition of discipline may be used where allowing the inmate to remain in regular housing areas may impair the security and welfare of the facility’s staff or inmates.
9. Review of Major Discipline:

   a. Major violations or repetitive minor acts of non-conformance shall be documented in writing (Jail Incident Report) by the staff member(s) observing the act.

   1. After the report is approved, the deputy shall properly fill out the Request for Disciplinary Action form. This includes the following steps:

      a. The sergeant’s last name that approved the report must be indicated.

      b. The boxes “Report Approved” and “Referred to Disciplinary Hearing/Review Board” are marked.

      c. The inmate’s name

      d. Incident report number

      e. Reporting deputies name and I.D. number

      f. Date

   2. Serve the inmate with a copy of the report and allow him/her to read it. The inmate will then have to make the following decisions:

      a. Does the inmate wish to have a hearing?

         1) If yes, ask whether they require the Title 15 time limitation (24 hour). If yes, they shall initial only the box titled “I have received my copy of the incident report”. If no, they shall initial the box “I waive the 24 hour time limitation per title 15”.

         2) If they do not want a hearing, they shall initial the boxes entitled, “I received my copy of the incident report” and “I waive my right to a disciplinary hearing”.

   3. The inmate shall then sign the form and date it. The deputy serving the report signs the report and documents the time. If the inmate wants a hearing, the deputy shall add 72 hours to the date and document the 72 hour expiration date and time.

   4. After the form is filled out properly it shall be given to a Sergeant/OIC to be placed in the hearing basket.

      a. If the inmate waives his/her 24 hours to prepare a response, a sergeant/corporal/JTO and one uninvolved deputy will act as the Disciplinary Review Board.

      b. The review board will review the report and conduct a hearing.

      c. The inmate will be permitted to appear in their defense and shall be
informed of the charge(s) made against them.

d. The review board will forward its findings and recommendations to the disciplinary sergeant who will review and on approval, advise the inmate of the findings. The recommended action will then be implemented, amended or disapproved.

e. The sergeant will advise the originating officer of the findings and action.

f. The resulting reports and findings will then be placed in the inmate's file pursuant to Penal Code Section 4019.5 (e).

g. Inmates may appeal in writing to the Custody Commander, the Undersheriff and to final appeal of the Sheriff. Disciplinary Appeals will be resolved at the lowest possible level of appeal.

h. This procedure will not be used when the offense constitutes a statutory violation. Such crimes will be handled by arrest and reports will be forwarded to the District Attorney for prosecution.

i. No other inmate, regardless of status or assignment will be part of this procedure, in terms of assuming any authority or passing judgment, or inflicting punishment.

10. Incompetency

a. Disciplinary Hearing Officers will consult with Jail Mental Health Staff prior to initiating a disciplinary hearing on an inmate with a known mental health issue. This must be completed prior to the 72 hour time limit.

b. Jail Mental Health Staff will document their opinion as to if the inmate is capable of understanding the disciplinary process and forward the documentation to the Disciplinary Hearing Officer.

1. A notation will be made in the jail computer system as to whether or not the inmate can be written up for a rules violation.

c. If Jail Mental Health staff finds that the inmate is able to understand the disciplinary process, the Disciplinary Hearing Officer will proceed with the hearing.

d. If Jail Mental Health staff finds that the inmate is not able to understand the proceedings, no disciplinary action will be taken.

11. Review of the loss of previously earned Good Time or Work Time Credits.
a. All or any portion of good time or work time credits shall only be revoked by the Disciplinary Sergeant with the approval of the Custody Commander. The inmate shall be given notice of the revocation of good time or work time credits by the Disciplinary Sergeant.

b. Upon the actual revocation by the Disciplinary Sergeant, the inmate will be advised of his/her right to appeal the decision. If the inmate desires to appeal, the inmate may submit an appeal form thru the chain of command to the Custody Commander who will investigate the incident and render a decision in writing to the inmate.

12. Rights of Inmates on Disciplinary Status

a. The placement of an inmate on disciplinary status shall not restrict any of the inmate’s rights to work on his own defense, send or receive legal mail, or communicate through approved channels, with persons pertinent to his own defense.

b. All documents prepared by such inmates in the furtherance of their defense shall be processed and sent out immediately.

c. All inmates on disciplinary status shall be accorded legal rights and opportunities that are neither greater nor less than those inmates not on disciplinary status.
I. BACKGROUND

In order for discipline to be effective, there must be a correlation between the severity of the infraction and the severity of the punishment. To establish both fairness and consistency, jail managers should develop a policy that includes specific penalties or a range of penalties for various rule violations.

For those inmates who are illiterate or unable to read English, and for persons with disabilities, provisions shall be made for the jail staff to instruct them verbally or provide them with material in an understandable form regarding jail rules and disciplinary procedures and penalties.

II. DEFINITIONS

The degree of punishment shall be directly related to the severity of the rule infraction.

A. Acceptable forms of discipline shall consist of, but not be limited to, the following.

1. Loss of privileges.
2. Extra work detail.
3. Short term lockdown for less than 24 hours.
4. Removal from work details.
6. Forfeiture of “Good Time” credits.
7. Disciplinary isolation.
8. Disciplinary isolation diet.

III. PROCEDURES

A. FORMS OF DISCIPLINE

1. All deputies shall administer discipline in a fair and impartial manner. Inmates shall have the right to appeal on any disciplinary action in accordance with established procedures and shall not suffer any discipline, intimidation or harassment for exercising this right.

2. Minor Sanctions Defined: A minor incident is one wherein the action taken against the inmate does not result in the loss of good time or work time earned, and the sanction imposed is one or more of the following:
a. Loss of visitation privileges (when offense relates to visitation).
b. Loss of T.V. privileges
c. Loss of Commissary privileges
d. Loss of exercise yard
e. Reclassification/re-housing

3. Major Sanctions Defined: A major incident is one wherein action taken against the inmate is one or more of the following and is sufficient for the circumstances surrounding the incident.
   a. Restriction of telephone use (except legal calls)
   b. Loss of good/work time credits (P.C. 4019)
   c. Reclassification/re-housing
d. Disciplinary separation
e. Disciplinary Separation Diet: In every instance, Disciplinary Isolation Diet shall be prepared and implemented using all applicable Title 15 guidelines. The Custody Commander shall approve the initial placement of an inmate on the disciplinary isolation diet and the medical staff shall be notified. In consultation with medical staff, the Custody Commander shall approve any continuation on that diet every 72 hours after the initial placement.

4. Minor acts of non-conformance: Minor acts of non-conformance or minor violations of facility rules may be handled informally by any staff member by counseling or advising the inmate of the expected conduct, or by submitting an Informational incident report.

5. Rights of Inmates on Disciplinary Status:
   a. The placement of an inmate on disciplinary status shall not restrict any of the inmate's right to work on his own defense, send or receive legal mail, or communicate through approved channels, with persons pertinent to their own defense.
   b. All documents prepared by such inmates in the furtherance of their defense shall be processed and sent out immediately.
   c. All inmates on disciplinary status shall be accorded legal rights and opportunities that are neither greater nor less than those inmates not on disciplinary status.
I. BACKGROUND

Tuolumne County Jail follows the guidelines under Penal Code and the State Constitution expressly prohibiting all cruel or unusual punishment. Additionally, there shall be the following limitations.

II. DEFINITION

Limits punishment imposed on inmates receiving disciplinary actions. The punishment shall be directly related to the rule violation(s).

III. PROCEDURES

A. LIMITATIONS OF DISCIPLINE

1. Inmates on disciplinary isolation status for 30 consecutive days shall be reviewed by the Custody Commander before the disciplinary isolation status is continued. Review shall include a consultation with health care staff. Reviews shall continue at least every fifteen days thereafter until the disciplinary status has ended.

2. Disciplinary isolation cell or cells shall have the minimum furnishings and space as specified in Title 24, Section 2-470A 2.6 and 2.7. Inmates shall be issued clothing and bedding as specified in Articles 12 and 13. An exception to Articles 12 and 13 is that those inmates who engage in the destruction of clothing and bedding may be deprived of such articles. The facility manager or his designee shall review the decision to deprive an inmate of such articles every 24 hour period beginning from the time period that bedding and clothing were restricted from the inmate.

3. No inmate or group of inmates has the right to exercise punishment over any other inmate or group of inmates. Penal Code Section 4019.5 expressly prohibits this type of behavior.

4. Title 24, Section 2-470A2.5, specifies; in no case shall a safety cell or any restraint device be used for disciplinary purposes.

5. Personal hygiene as specified in Section 1265 of Title 15, states no inmate may be deprived of the implements necessary to maintain an acceptable level of hygiene.

6. Food shall not be withheld as a disciplinary measure.
7. Section 1247 of Title 15, states that disciplinary isolation diets shall only be utilized for major violations of the jail facility rules. In every case where Disciplinary Meatloaf Diet is used, all applicable Title 15 regulations shall apply.

8. Correspondence (inmate U.S. mail) privileges shall not be withheld except in cases where the inmate has violated correspondence regulations, in which case correspondence may be suspended for no longer than 72 hours, without the review and approval of the facility manager.

Note: In no case shall access to courts and legal counsel be suspended as a disciplinary measure.
I. BACKGROUND

A standardized form for rule violations will provide the necessary documentation of violations. The form should cover all essential information relating to the incident.

II. DEFINITION

A disciplinary form documents the rule violation that the inmate is accused of. The form also documents any disciplinary action imposed upon the inmate if he/she is found in violation of the rules and policies of the facility, or if the inmate is exonerated of the rule violation.

III. PROCEDURES

A. DISCIPLINARY RECORDS

1. Penal Code Section 4019.5 requires maintaining a record of all disciplinary infractions and punishments administered. This requirement shall be satisfied by retaining a copy of the Inmate Incident Report within the inmate’s file in the control room.

   a. Copies of disciplinary actions shall be forwarded to any state prison or other applicable agency.

2. Notices to Inmates:

   a. Section 1081 (d) of the California Administrative Code requires that the inmate shall be informed of the charge(s) made against him by furnishing him a copy of the written report submitted by the member reporting the incident.

   b. Section 1081 (h) of the California Administrative Code requires that an inmate be advised of disciplinary action by furnishing him/her with a copy of the record that is required by Penal Code Section 4019.5.

3. Records of Sentenced Inmates:

   a. If an inmate is sentenced, Inmate Incident Reports shall be maintained in the inmate’s file. When the inmate is released from custody, copies of the Incident Reports shall be retained in the JMS and the inmates file for 5 years.
I. BACKGROUND

The screening and proper authorization of non-department personnel requesting access to the jail facility is an essential part of providing a safe and secure correctional environment. These guidelines will provide an official and consistent method of authorization for non-departmental staff.

II. DEFINITIONS

A. STAFF

1. “Staff” refers to all Sheriff’s Office employees.

B. OFFICIALS

1. “Officials” refers to all other law enforcement and/or criminal justice staff whose duties require their entry into the jail facility. This includes law enforcement officers from other agencies, probation officers, private prisoner transportation officers, Grand Jury members, Tuolumne County judges, etc. It does NOT include attorneys, bail bondsmen, private investigators, news media, etc.

   a. Individuals not readily recognized by jail staff will present identification prior to entry into the Jail Facility.

2. Control room access for non-departmental personnel is limited to the length of time necessary to conduct required activities.

C. VOLUNTEERS

1. “Volunteers” refers to persons who provide a wide variety of essential inmate services, but who are not employed by Tuolumne County. In order to be a recognized volunteer in the jail, individuals must complete an application process administered by the Inmate Program Specialist (IPS) and possess a Department issued Identification Card.

   a. A list of the approved volunteers is located at the intake area. The J1 post deputy must identify the volunteer by use of the list prior to escorting them into the jail.

   b. All volunteers SHALL BE pat-searched upon entry.

   c. Volunteers may not bring any article(s) into the facility and/or presence of an
inmate unless the jail watch commander has approved the article(s). Jail personnel are trained to recognize the potential of seemingly harmless items to be used as weapons, (such as musical instruments, hardbound books, ball-point pens, etc.). Additionally, jail deputies are more readily able to identify those items prohibited by policy, such as local newspapers.

d. **LIMITATIONS**: A limited number of persons will be cleared and authorized as volunteers granted access into the jail. This number will be recommended by the IPS and determined by the Custody Commander. The quantity of authorized volunteers will be limited to those necessary to perform essential programs and will not be so large as to create a detrimental administrative impact.

D. **VISITORS**

1. “Visitor” refers to any person brought inside the jail for purposes of education, facilities inspections, etc. Such visitors may include youth mentoring programs, health inspectors, medical inspectors, maintenance workers, contractors and computer service technicians. **Shift sergeants shall perform security clearances of all visitors prior to entry.** Whenever visitors are in the facility, a jail deputy shall accompany them at all times. Visitors are not allowed contact with inmates. Visits to the facility should be scheduled in advance with prior notification to the Custody Commander.

III. **PROCEDURES**

A. **JAIL ACCESS**

1. Access into the interior of the jail is restricted to jail staff, officials and clearly identified volunteers and visitors. No other persons not listed above may enter the jail without the express permission of the Custody Commander or Watch Commander. All Department personnel are responsible for the security of the Sheriff’s Office facility, including the jail.

B. **JAIL PERSONNEL RESPONSIBILITIES**

1. All jail personnel are responsible for adhering to these guidelines and Department Policies.

2. Jail deputies shall courteously challenge all persons seeking entry into the facility whenever the person and their purpose for seeking entry are not known to the deputy.

3. Jail staff will report any perceived threat to security to the jail watch commander as soon as possible.

C. **WATCH COMMANDER RESPONSIBILITIES**

1. All sergeants will review these guidelines with their personnel. A review of these guidelines will be performed at the beginning of each four-month shift rotation.
2. The sergeant is directly responsible for facility security. As such, he/she has the authority to deny access into the facility to any person. Such denial may be caused by:

   a. Inappropriate behavior toward inmates or staff.

   b. Intoxication

   c. Inappropriate attire (such as overly revealing clothing, shorts and sandals, tank tops, etc.).

   d. High operational tempo limiting the number of jail personnel available to escort and/or monitor visitors and inmates.

3. In any case where a volunteer violates department policy or performs (or fails to perform) any act, which constitutes a disruption of jail operations or threat to facility security, the sergeant shall relieve the volunteer and escort them outside the facility. The sergeant shall immediately notify the Custody Commander and prepare a detailed report of the incident.

D. REVIEW

1. All personnel are encouraged to scrutinize security procedures with an eye toward improving those procedures. Personnel with ideas for modification of security practices should document those ideas in detail and discuss those ideas with their fellow employees to review and obtain input. If the change merits further consideration, submit the detailed recommendation to the Custody Commander via their supervisor.
I. BACKGROUND

Conduct between custody staff and inmates shall be on a professional basis. Inmates are entitled to fair and impartial treatment. Jail employees shall respect the dignity of each person and refrain from profane, callous, or degrading remarks. Deputies at the same time must be firm, impartial, and resolute in requiring compliance with rules and regulations of the facility.

II. DEFINITIONS

A. DEPUTY: An employee of the jail whose responsibility is to maintain order, security, compliance with jail rules and the law and to provide inmates with basic necessities.

B. INMATE: A subject incarcerated in the county jail for alleged violation(s) of the law, awaiting trial or serving a sentence in the county jail as mandated by the court.

C. CIVILIAN EMPLOYEE: Any employee or contracted worker of the jail that is not a sworn Jail Deputy (i.e. B.I., Kitchen, Mental Health, Booking Clerk, etc.)

III. PROCEDURES

A. CONDUCT TOWARD INMATES

1. Jail employees shall not pre-judge the guilt or innocence of any inmate.

2. Jail employees shall not become emotionally involved because of the nature of the crime resulting in the inmate's arrest or any crime committed while the inmate is in custody.

B. RELATIONSHIP TO INMATES

1. Any jail employee having knowledge that a relative is incarcerated shall immediately report such fact to the Custody Commander through the chain of command. Such a report shall contain the inmate’s name, booking number, location and the nature of the relationship.

2. The Custody Commander shall make a determination if the relationship is such that the inmate’s continued incarceration at the facility may serve to jeopardize the safety of the inmate or if the efficiency of the deputy may be impaired.

   a. If such conditions are found to exist, the inmate may be transferred to another custody facility.
C. **FRATERNIZATION WITH INMATES**

Jail deputies, civilian employees and contracted employees **shall not**:  

1. Fraternize with inmates while on duty. Fraternization in this case refers to social contact with an inmate outside of contact necessary in the performance of assigned duties.

2. Deliver any message or article to or from any inmate unless in the performance of his/her established routine duties or as directed by a supervisor.

3. Discuss personal business or confidential department business when inmates may overhear such conversation.

4. Discuss business of a personal nature or confidential departmental information with inmates.

5. Discuss personal or job performance information about another employee with any inmate. Complaints by an inmate about a deputy shall be referred to the duty sergeant.

6. Borrow money or articles from any inmate.

7. Loan money or personal articles to any inmate.

8. Purchase any articles from any inmate during his/her incarceration.

9. Sell any personal articles to any inmate.

10. Accept any gift from any inmate.

11. Offer any gift to any inmate.

12. Allow inmates to gain special consideration or favor from other inmates, employees or visitors by the use of bribery, threat, or other unlawful means.

13. Jail employees shall immediately report to a supervisor any attempts by inmates to purchase, sell, loan, borrow, or give any money or articles to them or any other jail employee.

14. Engage in undue familiarity with an inmate within the facility, an ex-inmate, or with an inmate’s family or friends.

15. Engage in serious improper misconduct with an inmate, former inmate or their family or friends.

16. Engage in any sexual misconduct or sexual behavior that involves or is directed toward any inmate or ex-felon.
17. Nothing in this policy shall be construed to prohibit the normal course of business in the operation of the facility, nor prohibit conversations with inmates in any official investigation.

D. OFFICER DEMEANOR

1. Jail deputies shall maintain proper demeanor with all inmates in custody and shall perform their duties in a mature, professional manner.

2. Jail deputies shall not, in the presence of any inmate, criticize the Sheriff's Office or the actions of any member of the department.

3. Jail deputies shall be alert, courteous and professional in their dealings with inmates, fellow employees, visitors and members of the public.

4. Jail deputies shall not contact, correspond or otherwise communicate with any inmate or inmate’s family except in the performance of their assigned duties.

5. Jail staff shall not report for duty under the influence of intoxicants or drugs. Use of alcohol or drugs to the extent that it interferes with job performance is grounds for dismissal.

E. PHYSICAL SEARCHES AS PUNISHMENT

1. Physical searches are intended to afford the officer protection and jail security. They are not to be used to inflict physical stress or punishment on inmates. As such, inmates shall not be required to remain in a search position for protracted periods of time.
I. BACKGROUND

This section defines employee records and their proper use and should be used to provide guidelines for jail supervisors when adding, reviewing or deleting material from an employee file that is maintained in the jail or by the Sheriff’s Administration.

II. DEFINITIONS

A. PERSONNEL FOLDERS: Maintained by administration to maintain an employee’s records.

B. SUPERVISOR LOG: Used to document positive and negative activity of custodial staff. Employees must be shown any negative item and initial the log.

C. EMPLOYEE EVALUATIONS: A report of an employee’s work performance and attendance, usually done annually after an employee has completed probation.

III. PROCEDURES

A. PERSONNEL FOLDERS

1. The Sheriff's Office shall maintain a "personnel folder" for each employee. This folder is kept in administration and contains all hiring paperwork, any censurable or commendable reports and attendance records.

2. Supervisor Logs are maintained by their respective section supervisor to assist in employee evaluation and to document positive and negative activity of a minor nature.

3. Employees shall be permitted to review their personnel folders and supervisor log upon request.

B. SUPERVISOR LOG

1. A supervisor log is a file maintained by jail sergeants for the purpose of developing employee evaluations and to document positive and negative activity of the jail staff.

2. Supervisor log may contain the following:

   a. Memorandums and notes documenting commendable and censurable behavior with the acknowledgment signature of the employee.

   b. Commendable incident reports.
C. **JOB PERFORMANCE EVALUATIONS**

1. Employee job performance evaluations shall be completed annually for all Custody Division employees. A probationary employee’s job performance shall be evaluated at the end of 3 months, 6 months and/or at the end of their probationary period.

2. A special job performance evaluation shall be completed when the employee has been placed in an interim evaluation program, or upon promotion to another position.


4. To assist supervisors in completing employee job performance evaluations, a guide, Evaluation Criteria is available from the Tuolumne County Human Resources Department on-line.

D. **EMPLOYEE ABSENCES**

1. Employees shall notify the jail as far as possible in advance of any unscheduled absence, but at least one hour prior to the scheduled reporting time, and shall provide the following information:
   
   a. Reason for the absence. i.e. sick or family emergency.
      
      1. If it is an illness, the employee is not required to give specific details about the illness under HIPPA.
   
   b. Type of absence to be credited.
   
   c. Expected length of absence.
   
   d. Telephone number where employee can be contacted.

2. Employees shall notify the jail regarding their inability to return to duty at least eight hours prior to the scheduled reporting time.

3. If an emergency prohibits such notification within the prescribed time frame, employees shall make such notification as soon as possible thereafter.

4. Holiday – Vacation - COMP Time: Arrangements to take time off must be approved by the Shift Sergeant or designee.

E. **TRAINING**

1. The jail maintains a Jail Training Program.
2. In-Service Training: The Custody Commander shall provide continual in-service training programs for all personnel assigned to the jail. The type of training, which shall be set at the discretion of the Commander, may be in addition to other mandated training programs.

3. The Custody Commander has developed and implemented an orientation program of lectures and handout material to be conducted for each employee who is newly assigned to the facility.

4. Jail corporals and/or F.T.O’s are designated to conduct the training of all new employees in accordance with the Jail Training Manual.
   a. The Jail Training Manual utilizes a twelve-week training program to familiarize new employees with the duties and responsibilities of the job of a jail deputy.
   b. Satisfactory completion of the training program and the STC CORE Academy within the first year of employment is necessary to complete the probationary period for new employees.

F. GENERAL PERSONNEL INFORMATION

1. Employee Evaluations: Employee Performance Evaluations shall be prepared in accordance with established Department Procedures and County Personnel Regulations.

2. Commendations and Discipline: Commendable actions or censurable conduct shall be reported on the appropriate form in accordance with Department Policy and Procedure Manual.
   a. Commendable Actions Defined: Incidents, which reflect action by an employee involving outstanding or exceptional execution of a difficult or dangerous duty or assignments, are considered commendable actions.
   b. Censurable Conduct Defined: Incidents or conduct that is improper and/or in violation of departmental policy; or actions that constitute a danger to the employee or others.
   c. Commendable or censurable actions shall be reported and placed in the personnel file of the jail deputy.

3. Off Duty Incidents: Jail deputies involved in off duty incidents leading to an arrest or a police report shall immediately telephone the Custody Commander and report the incident.
4. **Telephone Availability**: All members of the Custody Division shall have a telephone in their home or place of residence so that they may be contacted by the jail. Jail Staff Members will respond to or return a call from the jail as soon as possible.

   a. While awaiting the installation of a phone, the deputy shall furnish the Custody Division with a telephone number through which they may be reached.

   b. Each deputy shall immediately notify the Custody Division of any change in telephone numbers.
I. BACKGROUND

When a Federal prisoner is committed to the jail of this department, his/her custody becomes the responsibility of this facility. As such, the federal prisoner shall be subject to the same rules and regulations that apply to this facility, in addition to federal laws and statutes.

II. DEFINITIONS

III. PROCEDURE

A. MOVEMENT OF FEDERAL PRISONERS

1. The United States Marshal may authorize the removal of a federal prisoner for medical treatment that cannot be provided in this facility. Unless an emergency is involved, the prisoner may be removed from the facility only after the United States Marshal has been notified and has authorized the removal.

2. In the event of an emergency that does not permit prior notification, facility personnel may remove the prisoner for necessary treatment, but must notify the United States Marshal as soon as possible, and shall take all necessary precautions to assure the safekeeping of the prisoner.

B. LIMITATIONS ON MOVEMENT OF FEDERAL PRISONERS

1. Federal prisoners held in county jail may not be removed from the facility by any person without an order from the Federal Court, the United States Attorney, the United States Commissioner or Magistrate, or permission from the Director of the Bureau Of Prisons, except that:

   a. The Sheriff may remove the prisoner for a hearing before the United States Commissioner or other magistrate concerning the charge on which the prisoner was arrested.

   b. The Sheriff may remove a prisoner who has been placed in the facility temporarily while being transported.

   c. The United States Marshal may remove a prisoner on demand.
C. **FEDERAL PRISONER’S CLOTHING**

1. A federal prisoner, either under sentence or held awaiting trial, shall not be permitted to appear in Federal Court in jail clothing.

D. **U.S. IMMIGRATION PRISONERS**

1. Persons detained by the U.S. Immigration and Customs Enforcement are not under sentence, but are detained solely to insure the person’s availability for further proceedings or deportation.

2. Immigration detainees housed in the jail shall be subject to the same rules and regulations that apply to this facility, in addition to U.S. Immigration and Customs Enforcement laws and statutes.

E. **CREDITS FOR FEDERAL PRISONERS**

1. Federal prisoners while incarcerated in the county jail are not subject to good time, work time, or any other early release credits.
I. BACKGROUND

California Penal Code, Section 4018.6, authorizes the Sheriff of the County to temporarily release an inmate for not more than three days for family emergencies or preparatory to return to the community.

II. DEFINITION

The Family Emergency pass is a temporary release of an inmate who meets specific qualifications to deal with a family emergency.

III. PROCEDURE

A. FAMILY EMERGENCY PASS

Custody Division policy regarding Family Pass Request/preparatory to Return to Community is outlined as follows:

1. Family Emergency Pass limited to three days only.

2. Tuolumne County inmates or clergy may request a pass for the express purpose of permitting an inmate to attend the funeral of, or to visit a critically ill member of their immediate family.

3. A member of the immediate family, for purposes of this policy includes:

   a. Parents (natural, step-parent or legal guardian)
   b. Spouse
   c. Children (natural, adopted, or step)
   d. Siblings (brother, sister, step-brother, or step-sister)
   e. Grandparents (natural, or step)
   f. Grandchildren (natural, or step)

4. The following limitations apply to family emergencies made pursuant to this policy:

   a. Unsentenced inmates are not eligible.
b. Inmates who are classified as security risks, or who are potentially dangerous or violent are not eligible.

5. Attendance at funerals or visits to critically ill family members shall generally be limited to one day and only be permitted between 0700 hours and 1900 hours. The Custody Commander may extend the hours because of unusual circumstances.

6. Such releases will apply to sentenced inmates only.

7. Releases, whether temporary or early, may be apportioned in one, two, or three-day increments. However, under no circumstances will such release exceed three days.

8. Funerals or visits to critically ill persons shall be limited to a reasonable distance that can be easily traveled in the time period listed in #5 and an attending physician or medical facility will verify the critical status.

9. Federal prisoners cannot be moved without the approval of the United States Marshal’s Office.

10. Inmates with out-of-state holds or detainers are not eligible.

B. CUSTODY RESPONSIBILITY

1. It is the responsibility of the Watch Commander to verify the information on the request form is true and correct prior to forwarding such request to the Custody Commander. If the request is not valid, or limitations are not met, the Watch Commander will so advise the inmate/clergy making the request.

2. The Watch Commander will forward the request immediately to the Custody Commander or a designee.

3. The Custody Commander or designee will determine that the request is valid and the inmate meets the limitations as enumerated in this policy.

4. Upon approval of the request, the inmate shall be notified immediately. It is the responsibility of the inmate to arrange for transportation. The signed original copy of the pass request will be put in the inmate’s jail file and a copy provided to the inmate.

Note: Last minute requests on weekends and holidays may be made by calling the Custody Commander.

5. If the jail receives an order from any Tuolumne County Superior Court as to the release of an inmate for the purpose to attend a funeral or preparatory back into the community all instructions from the court shall be followed to the fullest extent.

C. PREPARATORY TO RETURN TO COMMUNITY
1. Preparatory release to the community shall be at the sole discretion of the Custody Commander, on a case-by-case basis.

Note: When an inmate is released for purposes preparatory to his/her return to the community, the Sheriff may require the inmate to reimburse the County, in whole or in part, for expenses incurred by the County in connection therewith.
I. **BACKGROUND**

The Tuolumne County Probation Department has established a Work Furlough Program.

II. **DEFINITION**

**WORK FURLough:** An inmate is allowed to leave the jail for the purpose of attending gainful employment or to attend classes, as approved by the Probation Department.

III. **PROCEDURES**

A. **INMATE WORK FURLOUGH PROGRAM**

1. Provided through the Probation Department.

B. **ELIGIBILITY REQUIREMENTS FOR WORK FURLOUGH**

1. Must be sentenced to thirty days or more in jail.
2. Cannot have holds or other charges pending.
3. Must have, or be able to obtain, suitable employment.
4. Must have suitable transportation.

C. **ELIGIBLE INMATES WILL BE REQUIRED TO:**

1. Spend all non-working or non-school time in custody.
2. Reimburse the County at a rate of actual costs per day if employed.

D. **APPLYING FOR WORK FURLOUGH**

1. Work furlough is handled through the probation department and work furlough inmates are no longer housed at the jail.
I. BACKGROUND

To insure the uniform release of inmates from the Tuolumne County Jail to the Jail Overflow Work Crew when circumstances dictate the necessity to reduce the inmate population in the jail.

II. DEFINITION

By order of the Sheriff: The inmate population in the jail shall not exceed 140 inmates. This policy is established to insure that each inmate sentenced by Tuolumne County Superior Court to the Tuolumne County Jail will complete the full time of his or her sentence.

III. PROCEDURES

1. All inmates who are within 3 days of their outdate, calculated from the sentence imposed by the court, will be released pursuant to Penal Code Section 4018.6.

2. All inmates who are being held on a misdemeanor warrant, (EXCEPT violent or sex crimes) will be cited out using the pre-assigned date from their last court appearance or if they have not been arraigned, an appropriate court date will be selected.

3. All inmates being held on misdemeanor warrants from other counties will be cited out using the appropriate court date provided by that county. All felony warrants will be turned over to the county holding the warrant at the earliest possible opportunity.

4. After all three of the proceeding steps have been completed the Jail Overflow Work Crew will be established. To be considered for the work crew the inmate must meet the following criteria:

   A. Must reside within Tuolumne County, have a reasonable place to live and a way to get to the jail to report each morning.

   B. The priority for release to the overflow work crew is:

      1. “Non-violent” sentenced misdemeanors (EXCEPT sex crimes).
      2. “Non-violent sentenced felons (EXCEPT sex crimes).

If the inmate population is still in excess of 140 inmates, contact the following to provide guidance:

1. Jail Commander
2. Undersheriff
3. Sheriff

After the inmate has been selected to be placed on the overflow work crew the following release procedure will be followed:

1. The inmate will fill out the jail work program form. The original will be placed in the inmate’s jail file. A copy will be given to the inmate upon release from the jail and a copy will be forwarded to the Probation Department.

2. Normal jail release procedures will be followed.

3. The inmate will be added to the overflow work crew list. (A copy of the list and a copy of the jail inmate population roster will be sent to the Presiding Judge of the Tuolumne County Superior Court each week day). A copy of the work crew list will be faxed to the Probation Department each morning.

4. If an inmate should fail to appear at the jail for the work crew a “Request for Apprehension and Return to Custody” form will be prepared by the Jail Watch Commander. The original will be placed in the inmate’s jail file. A copy will be delivered to Dispatch where it will be given to the Patrol Watch Commander who may assign a Patrol Deputy to attempt to apprehend the inmate and return them to custody.

5. If the inmate is not apprehended by the inmate’s “time served date” a criminal report will be submitted by the Jail Division to the District Attorney’s Office for a complaint to be filed charging the inmate with violation of Penal Code Section: 1203.2, 4024.2 and 4024.3.

The inmates who are placed on the Overflow Work Crew shall be returned to custody as soon as the inmate population in the jail is sufficiently reduced to allow for their return and remain under 140 inmates.

Prior to releasing any inmate under the criteria listed in 1 through 5 above, the Jail Watch Commander making the release has the discretion of reviewing the inmates prior criminal history for all violent offences and the Watch Commander can use this information to disqualify an inmate from participation in any early release program in the interest of public safety, even if the inmates present offense meets all release criteria.
I. BACKGROUND

The Tuolumne County Jail provides services to inmates as provided by law.

II. DEFINITION

To provide specific services to inmates.

III. PROCEDURE

A. COMMISSARY

1. The Tuolumne County Jail provides commissary services via a private vendor for inmates committed to the facility. Inmates may purchase food items, postage and writing materials, toilet articles and supplies for cash.

2. The Sheriff fixes the sale prices of the articles on commissary. Any profits are deposited in an interest bearing; Inmate Welfare Fund kept in the treasury of the County.

3. Commissions received from the inmate telephone service company which is attributed to the use of pay telephones primarily used by inmates while incarcerated are deposited into the Inmate Welfare Fund.

4. All money deposited into the Inmate Welfare Fund is expended by the Sheriff solely for the benefit, education, and welfare of the inmates confined within the jail. Inmate funds are not used to pay required expenses of confining inmates in the jail, such as inmate meals, clothing, housing or medical services. Appropriate expenditures include, but are not limited to the following, when they are for the benefit, recreation, education or welfare of inmates.

   a. Supplies, equipment and tools for the benefit, recreation, education or welfare of inmates.

   b. Contract services for such inmate programs.

   c. Salaries and benefits of staff proportionate to the time expended by their assignment to provide for such inmate programs and services.

   d. An itemized report of these expenditures is submitted annually to the Board of Supervisors. The County Auditors Office conducts an annual audit of the inmate welfare fund to confirm all expenditures and deposits.
B. SHERIFF’S PAROLE

1. Penal Code Section 3076, Board’s Powers and Procedures as to Rules for Parole, permits inmates sentenced for any criminal offense to apply for Sheriff’s Parole. Except for specific prohibitions ordered by the Court at the time of sentencing.

2. At this time there is an agreement between the Tuolumne County Sheriff’s Department and Tuolumne County Superior Courts, that the Tuolumne County Probation Department will govern the Sheriff’s Parole Program. Tuolumne County Probation Department will determine who is eligible for Sheriff’s Parole.

3. Sheriff’s Parole rules and regulations governing eligibility shall either be conspicuously posted, or maintained within each county correctional facility. All inmates may have access to a copy upon request. Jail deputies shall advise all persons sentenced for any criminal offense that they may file an application for Sheriff’s Parole. Judgment rendered on its merits is determined by the Probation Department. Favorable consideration for this request usually involves a change of circumstances unknown to court at time of sentencing.

4. Sheriff’s Parole forms are available to inmates with fifteen thirty days left on their final commitment to county jail. Jail deputies are to provide Sheriff’s Parole forms upon request from inmates. Request form may be returned to any jail deputy. It is the responsibility of the deputy who received the request to forward immediately to the Tuolumne County Probation Department.

C. NOTARY PUBLIC

1. Inmates who require the services of a notary public may make arrangements for a notary to visit the inmate for purposes of notarizing legal documents.

2. The Notary Public shall only be admitted to the visiting booth. The Watch Commander may make the services of a Notary Public available to any inmate upon request.
I. BACKGROUND

Title 15, requires that the facility administrator shall develop and publish a manual of policy and procedures for the facility. This manual shall be updated annually. A report of the jail safety and security review and its findings will be submitted to the Undersheriff.

The security and safety of the jail are the responsibility of the jail staff.

This policy will provide guidelines and promote security consciousness while performing assigned duties.

To ensure the safety and security of the jail for all staff members and inmates and provide direction and accountability for keys, medication, kitchen implements and tools.

II. DEFINITIONS

A. KEY CONTROL SAFE

1. Metal safe inside the control room for storing spare keys and keys or key sets that are not currently being used.

2. The Watch Commander or O.I.C. will have the key to the Key Safe.

B. RED LINE

1. Red lines are painted on the floor and delineate the boundaries for inmates. Inmates cannot cross red lines without the permission of a deputy or being accompanied by a deputy.

C. CELL BLOCK

1. A group of cells for housing inmates, separate from other housing areas.

D. MAXIMUM SECURITY

1. Maximum Security housing is for those inmates that are the greatest risk to jail staff, other inmates, or are escape risks.

E. LOCKDOWN

1. Lockdown is the time when ALL inmates are locked in their cell or housing unit for a specified period of time.
F. INMATE COUNTS

1. Inmate counts can be done at any time and determine the location of all inmates.

III. PROCEDURES

A. KEY CONTROL

1. The key control safe in the jail control room is the only place that keys are to be stored.

2. The sergeant/corporal or O.I.C. shall insure that a check of the key control safe is made for key accountability at least once each shift.

3. No key ring shall contain both interior and exterior door keys.

4. All duplicate keys shall be kept in the key control safe.

5. Under no circumstances are inmate workers or inmates allowed to handle any jail key.

6. Keys shall never be left in locks or lying around in the jail.

7. Broken or malfunctioning keys or locks shall immediately be reported to the sergeant/corporal or O.I.C.

8. Employees shall not duplicate a facility key or lock, nor permit any inmate to handle any facility keys or tamper with any locks or security equipment.

9. All personnel, prior to leaving the facility, shall return their shift keys to the Watch Commander. The Watch Commander and the shift sergeant/OIC coming on duty will insure that all keys are counted and turned over to the next shift. Prior to going off duty both will count the jail keys and make an appropriate JMS log entry to reflect this.

   All jail keys shall be assigned and given to the post deputy by the Watch Commander.

   Deputies shall keep their assigned keys with them at all time and shall keep them safe and secure from loss or misuse.

   Deputies shall not leave jail keys unattended (such as putting them on a desk or counter top) at any time.

10. When an employee leaves the department for any reason, he shall relinquish all keys assigned to him/her.
B. SECURITY PROCEDURES – GENERAL

1. Red lines will be enforced without exceptions. All inmates including inmate workers will not be allowed to cross a red line without specific instruction from a jail staff member. When inmates are permitted to cross a line, they will be observed and accompanied by a staff member.

2. Exterior and interior doors will remain closed and locked on all shifts. Generally, if two doors need to be passed through, the first door will be locked before the second door is opened. Never leave doors unlocked for convenience. Prior to admitting any person or inmate to pass through an electric/automatic door, all personnel will first ascertain the identity and purpose of the person requesting or attempting to pass.

C. MAXIMUM SECURITY AREAS

1. Inmate workers shall never be allowed to cross the red line leading to the cell area unless under direct supervision. Jail staff shall monitor all food service, tray count and pickup, laundry exchange, or any other activity in the unit.

2. Anytime the door to the maximum-security unit is opened, there shall always be two deputies present. Before the inmates are escorted from the unit, they shall be handcuffed to the rear. Handcuffing will be done through the gate prior to it being opened. Upon return, the inmate will enter the unit, the gate closed, and handcuffs removed.

D. KITCHEN SECURITY

1. Trinity cooks shall assure jail knives are accounted for and not removed from the kitchen area.

2. The delivery doors for the kitchen, both interior and exterior shall remain locked on all shifts. Generally, if two doors need to be passed through, the first door will be locked before the second door is opened. Delivery doors shall never be left open or unlocked for convenience.

3. The vendors shall leave all kitchen deliveries outside the jail next to the freight room exterior delivery door. It shall be the responsibility of the Trinity cook to receive, inspect, and account for all deliveries made to the jail. Once the delivery is accepted, it should be moved inside under the supervision of the Trinity cook.

E. EVENING LOCK DOWN

1. The locks of individual cells and cellblocks will be checked for loading and proper functioning during each evening lock-down. Lockdown will take place between 2200 and 2300 hours.

F. CELL BLOCK AND IN CELL SECURITY

1. Deputies should be alert for their personal safety at all times in inmate areas. Keep a position of advantage at all times and never turn your back on an inmate. Keep them in front of you and insight whenever possible. Order inmates into cells or security areas whenever you have cause or suspicion of any danger or belligerence.
Do not enter a cell area by yourself to handle a problem.

G. HIGH RISKS INMATES

1. The jail nurse, mental health employees, or any other authorized visitors will be accompanied by two deputies for any occasion to enter these areas.

H. TOURS OF HOUSING UNITS

1. The sergeant should tour all cells and living areas at least once per shift. Attention will be made to cleanliness, any hazardous conditions, and violations of any inmate rules or security violations. Immediate action will be taken on any observed violations.

I. INMATE COUNTS

1. The sergeant will insure that a physical inmate count is made once per shift, ascertaining that all jail inmates are present and/or accounted for. The count will be recorded on the jail log.

J. WORKER ASSIGNMENTS

1. Generally, only sentenced inmates will be considered for inmate worker assignments. (This includes both inside and outside workers.) However, the Custody Commander may authorize non-sentenced inmates to perform inside work assignments.

2. Inside work details (outside inmate workers excepted) will not be permitted outside (however temporary) unless supervised by Sheriffs Department personnel or other competent persons.

3. The Custody Commander or sergeant shall determine the competency of supervising persons. Inmates assigned to work outside details will wear appropriate attire.

K. SECURITY OF HOUSEKEEPING EQUIPMENT AND SUPPLIES

1. Facility shall provide for the secure storage of housekeeping equipment and supplies while not in use. Potentially dangerous cleaning agents shall be kept locked up and shall be used only under the supervision of a jail Deputy. (Exception: Bleach used in the laundry need not be kept under lock.)

L. SECURITY OF MEDICATION

1. "Medical Protocol" provide for the secure storage and the controlled administration of all legally obtained drugs. Such plans, procedures, space and accessories shall include, but not be limited to the following:

   a. Secure lockable cabinets, closets and refrigeration units.
b. Means for a positive identification of the recipient of the prescribed medication, such as a wristband or photograph;

c. Procedures for administering prescribed drugs at the proper time and dosage.

d. The deputy shall confirm that the recipient has ingested the medication.

e. Procedures for the administration of controlled substances and dangerous drugs in liquid or powdered form, whenever possible;

f. Procedures for recording that the prescribed dose has been administered and by whom, or, if not administered, the reason therefore.

g. Inmates are prohibited from the administration of drugs.

M. SECURITY OF TOOLS

1. All tools assigned to or used within the facility shall be controlled so they may not be used by an inmate to affect an escape or use as a weapon.

2. Any member becoming aware of a condition that allows unauthorized inmates access to tools shall immediately secure the tools and report the incidents to their immediate supervisor.

3. All tools assigned to the facility such as gardening, mechanical, culinary, etc., shall be properly safeguarded and accounted for.

4. An inmate shall not use tools without proper supervision and control and shall not retain the tools after the assigned task has been completed.

N. SECURITY CHECK AFTER REPAIRS

1. Whenever workmen or Facilities Maintenance personnel make repairs in an area, the deputy assigned to that area shall ascertain that tools or supplies have not been left behind. Any discrepancies are to be reported to the Watch Commander immediately. Inmates shall be removed from housing units or locked down during repairs.

O. SECURITY OF WEAPONS

1. All weapons shall remain secured outside of the jail.

P. PERIMETER SECURITY

1. At least once during periods of darkness, the Watch Commander will assign a jail deputy to walk the perimeter of the Sheriff's Department facility. The perimeter security check shall include:
a. All exterior doors to the facility are closed and locked.

b. There are no persons loitering around the perimeter.

c. The department parking lot on Jackson Street and the outer security of the windows to J and K housing units.

d. No ladders or other means of access to the facility roof.

Q. JAIL SERGEANT RESPONSIBILITY

1. The Watch Commander shall insure the security of the facility.
I. BACKGROUND
Cell extractions are unpredictable situations. They may result in property damage, injuries to inmates and/or staff and should only be used when immediate action appears reasonably necessary to the watch commander or after all other available options have been considered or failed.

II. DEFINITION
Cell Extraction: A cell extraction is the forcible removal of an inmate or inmates from a cell or housing unit.

III. PROCEDURES

A. All forceful extractions will be performed under the direct supervision of the watch commander or designee. Only approved techniques and equipment shall be used. The purpose of this policy is to establish and maintain a legal, safe, humane, and consistent method for the forcible movement of an inmate in custody.

1. Involved inmates should be given at least two (2) verbal warnings to comply with orders prior to forceful extraction. At least one (1) of these warnings should be from the watch commander on the scene.

2. Each cell extraction team shall be comprised of up to five members plus a team leader, who is generally the Jail Watch Commander. The number of staff used shall be at the discretion of the Watch Commander. Cell extractions will be conducted in accordance with department policies 300 Use of Force and 309 Taser Device.

3. When possible, the cell extraction event will be recorded on videotape. The video operator is an additional and separate position from the extraction team and team leader. The tape will be either entered into evidence, if criminal charges are filed against the inmate(s) or, it must be held for administrative review for 1 year.

4. The Jail Commander shall be notified of any forced cell extraction as soon as practical.
B. Medical Treatment

1. Medical staff will, upon notification by Jail Staff, respond and standby.
   
a. Any inmate that has been involved in a cell extraction shall be evaluated by medical staff even if there are no obvious or apparent injuries.

2. Any injuries to staff shall be reported immediately to the watch commander and medical treatment will be administered as necessary and the proper forms and reports will be completed.

C. Reports

1. A detailed report of the cell extraction shall be completed by the Watch Commander.
   
a. Photos of any injuries should be taken and attached to the report.

D. Special Circumstances

1. Patrol Deputies may be requested through the Patrol Watch Commander if deemed necessary by the Jail Watch Commander.

2. SWAT shall be called in for any of the following situations:
   
a. Hostages have been taken
   b. Then inmate(s) is known to have a weapon
   c. A firearm needing to be brought into the jail
   d. Special munitions are needed, i.e.: flash-bangs, sting balls or impact projectiles
   e. The watch commander considers it is needed

3. SWAT notification shall be made through the communications division.
I. BACKGROUND

Searches are an integral part of the custody operation and will include many types of searches as described in this policy.

The Custody Division shall implement standards for searches to maintain the safety and security of the jail and to prevent injury, possession of contraband and escape.

II. DEFINITION

Search: To look in order to find something, to examine in order to find something that is concealed.

III. PROCEDURES

A. CUSTODY SEARCHES SHOULD INCLUDE, BUT NOT BE LIMITED TO:

1. Specific area searches
2. Housing area searches
3. Facility perimeter searches
4. Unexpected Searches
5. Inmate searches
6. Narcotics searches

B. CONTRABAND

1. Contraband defined:
   a. Any item(s) illegally brought into the Jail.
   b. Items brought legally into the jail, but possessed by inmates without proper authorization.
   c. Items rightfully in the possession of inmates, but in excess of authorized limits.
   d. Any item, legally possessed, which has been altered from its original condition.
e. Any item illegally in the possession of an inmate, or in violation of posted rules.

f. Anything not sold by inmate canteen or issued by the jail is contraband.

2. Contraband constituting a crime should be prosecuted in accordance with law and seized substances treated as evidence in accordance with Departmental Policy.

3. The jail shall regulate the disposal of contraband not retained as evidence. Broken, damaged, or altered items will be thrown away. Drugs and related items shall be disposed of per Department Policy.

C. SEARCH OF INMATES

1. All arrested persons and inmates coming into the facility shall be pat searched. The pat search should be by the deputy of the same sex or person’s gender identity and gender expression as the arrestee.

2. Incoming inmates shall be pat searched and property removed prior to placing in holding cells.

3. Inmates in the direct custody of jail staff may be exempted from regular searches. However, searches should be conducted when:

   a. An inmate has come into contact with any other person when outside of the facility.

   b. An inmate has been out of direct sight of the jail deputy at any time outside of the facility.

   c. When the inmate has been in a location where contraband could have been acquired surreptitiously.

4. Persons arrested on warrants are also subject to pat down, clothing searches and metal detector searches.

D. BODY CAVITY SEARCHES

1. Physical Body Cavity Searches: No person arrested on a misdemeanor or infraction offense or any minor detained prior to a detention hearing shall be subjected to a physical body cavity search except under the authority of a Search Warrant issued by a magistrate. A physical body cavity search shall be conducted under sanitary conditions and only by licensed medically qualified personnel (M.D., R.N., L.V.N., Nurse Practitioner, or E.M.T. Level II).

E. Strip Searches
1. On March 8, 1984 emergency legislation (Chapter 35 - Statutes of 1984) was passed and became operational on March 31, 1984. This legislation restricts authorization for strip searches.

2. It is the Policy of the Tuolumne County Sheriff's Department to provide a secure jail environment that assures safety to staff and inmates alike, by controlling weapons and contraband from entering the jail population. All inmates being housed in the Tuolumne County Jail will strip searched.

3. Strip searches are defined as, a search that requires a person to remove or arrange some or all clothing so as to permit a **visual** inspection of underclothing, breasts, buttocks, or genitalia of such person.

4. Strip searches shall be conducted in an area of privacy, out of observation of persons not participating in the search. All persons conducting or participating in the search should be of the same sex or person’s gender identity and gender expression as the arrestee (Physicians and licensed medical personnel, excepted). **Persons conducting the strip search shall not touch the breast, buttocks, or genitalia of the person being searched.**

5. Absent exigent circumstances, inmates will be strip-searched under the following conditions.
   a. Inmates who are returning to the facility from work assignments, temporary out of custody situations, or any other event that caused the inmate to be removed from the secure area of the facility.
   b. Inmates may be strip searched anytime there is probable cause to believe that they are concealing contraband, weapons or narcotics.
   c. Inmates are subject to a strip search during scheduled or unscheduled housing unit searches, weekly hygiene inspections, laundry exchanges, criminal investigations, etc.

E. **HOUSING UNIT SEARCHES**

1. Housing units, and each cell therein, shall be searched at least once each week.

2. A log of housing searches shall be maintained.

3. The Custody Division Commander will review the log each week.
I. BACKGROUND

It is the policy of the Tuolumne County Jail to transport inmates of the facility to all scheduled court appearances, medical and dental appointments, and commitments to the Department of Corrections. The jail transportation unit will also cooperate with other departments in moving inmates between jurisdictions and the Transportation Of Prisoners In California (T.O.P.I.C.).

All inmate movements will be made in the safest, most expedient, and cost-effective manner available.

II. DEFINITION

To transport Tuolumne County Jail inmates to Court, Prison, Medical Appointments as required.

III. PROCEDURES

A. TRANSPORTATION STAFF-INMATE RATIOS

1. To establish a safe environment for transportation staff and security for the inmates being transported, the following staff to inmate ratios shall be adhered to:

2. Maximum security, high profile, assaultive, and escape prone inmates, and commitments to the Department of Corrections, shall have two deputies assigned for each inmate movement made outside of the jail. Only one high risk inmate shall be transported at a time.

3. Medium and minimum-security inmates shall have one deputy for every two inmates and two deputies shall be required when the inmates number three but not exceeding Four.

B. COURT APPEARANCES

1. Inmates scheduled to appear in court shall be moved from their housing units to the holding cells in the booking areas of the jail prior to the court appearance time. The transportation deputy shall secure each inmate with a waist chain, leg shackles, or other security devices, prior to moving the inmate out of the jail. The inmate shall be transported to the appropriate court, arriving at least fifteen minutes prior to the appearance time.

2. When transporting an inmate for jury trial use waist chains not handcuffs.
3. When in Department 1 for a jury trial, lunch will be eaten at the court house. All other jury trial in other departments you will bring the inmate back to the jail for lunch.

4. When in Department 2, one deputy will stand near the Judge’s entrance door. The other deputy will stand near the court room entrance. If one deputy is transporting, you shall stand next to the Judge’s entrance door.

C. MEDICAL APPOINTMENTS

1. Inmates attending medical and dental appointments shall be handled equally to the inmates being taken to court. Inmates are the responsibility of the jail and security is the responsibility of the transporting deputy. Inmates shall not be released from security devices during appointment visits. If medical treatment or procedure dictates, the inmate may be released from only the amount of restraint required to accomplish the process. The inmate shall not leave the immediate control of the transporting deputy for any reason and only one inmate will be transported at any time. Appointments of a confidential nature may require a deputy of the same sex as the inmate.

D. HOURS OF DUTY

1. Transportation duty assignments shall not exceed 12 hours of total on-duty time including prior shift hours worked. With the approval of the duty sergeant, the total on-duty time may be extended to 13 hours for exigent circumstances. At the end of the 12-hour duty period, the transportation deputy shall break for at least 8 hours before resuming assignments. It shall be the responsibility of the deputy assigned to the transport to arrange for the overnight holding of an inmate at a facility nearest the end of the 12-hour tour of duty.

E. DEPARTMENT OF CORRECTIONS

1. Commitments and Return to Custody: Inmates being transported to the Department of Corrections to begin a commitment or to return to custody after being released to our facility for a court appearance shall be handled pursuant to their level of charges, demonstrated behavior or criminal history. Every inmate is to be accompanied by all criminal reports and incident reports that occurred while in our custody. A package containing the inmate’s medical history and/or medications needed by the inmate shall be transported with each inmate. The medical package will contain a cover page informing the transporting officer of any special needs or precautions to be taken while moving the inmate. Medical packages are mandatory and inmates cannot be removed from the jail without one.

2. Out to Court: A medical package containing the inmate’s medical history, and/or medications needed by the inmate shall be transported with the inmate.

F. TRANSPORTATION OF PRISONERS IN CALIFORNIA (T.O.P.I.C.)

1. In cooperation and agreement with other law enforcement agencies, the Tuolumne County Jail will continue to support the concept of mutual assistance
for the successful transportation of inmates throughout the state at minimal cost to all concerned. Each inmate moved by the T.O.P.I.C. system shall travel with a medical package that contains the inmate’s medical history and/or medications needed by the inmate. The medical package will contain a cover page which notifies the transporting officer of any special needs or precautions to be taken while transporting the inmate. Any special security needs along with any reports shall be given to the transporting officer. Inmates are not to be released from our jail without a medical package.

G. WHERE TO STOP WHILE EN ROUTE

1. The need to make comfort stops for both the transportation staff and the inmates should be planned ahead. When scheduling a long distance trip, routes, other jail facilities, and hospitals are of major importance.

2. Inmate meals should be completed before the trip begins at the facility they are being transferred from. A bag lunch may be provided for longer trips. Deputies are to plan meals either before or after the transport has been completed unless other circumstances dictate. Stopping at public restaurants is discouraged while an inmate is being transported.

3. When making stops for restroom breaks, other jail facilities should be considered first. If it is necessary to stop at a public restroom, the facility shall be inspected prior to the inmate entering. The inmate shall never be allowed to be out of sight of the deputy or left alone.

4. During long distance trips that require housing the inmate at another facility overnight, arrangements shall be made and approved with the receiving facility prior to the start of the trip. Any special needs such as special housing, security, or medical issues shall be communicated to the receiving agency when the overnight housing is requested.

5. It is suggested that deputies making long distance or overnight trips carry their own civilian clothing and personal items in the event of vehicle breakdown or delays in obtaining the inmate from another facility.

H. COMMUNICATIONS

1. Transportation communications with the jail should preferably be made by cellular telephone and not via radio. This is due to scanner monitoring which could compromise the safety and security of the deputy and the inmate. Jail control shall be notified of arrival and departure times along with mileage and estimated time of travel for all transports. Additionally, the vehicle mileage shall be given when a female inmate is in the transportation vehicle. The booking clerk receiving the call shall record the time and mileage information on the jail log.
I. **SPECIAL TRANSPORTATION REQUIREMENTS**

1. **Medical issues:** All inmates being transported should be handled using accepted universal safety precautions. Inmates with a known case of T.B. should wear a mask and the transporting officer(s) should also wear masks. The air-conditioning in the vehicle shall be **TURNED OFF.** It is recommended that the vehicle’s windows be opened if the inmate’s area is secure. At the conclusion of the transport, the interior of the vehicle shall be wiped down using a 5:1 ratio mixture of bleach and water (5 parts water to 1 part bleach or L.P.H.).

2. **Spitting Inmates:** Inmates prone to spitting on or at the transporting officer(s) shall have their face covered with a mask or their head covered with a spit hood.

3. **Pregnant Inmates:** When restraints are deemed necessary, hand cuffs shall be placed in the front and leg shackles will not be used on pregnant inmates. At no time shall a woman who is in labor be shackled by the wrists, ankles, or both including during transport to a hospital, during delivery, and while in recovery after giving birth. (Exception) Section: 5007.7 PC: Pregnant inmates temporarily taken to a hospital outside the facility for the purpose of childbirth shall be transported in the least restrictive way possible, consistent with the legitimate security needs of each inmate. Upon arrival at the hospital, once the inmate has been declared by the attending physician to be in active labor, the inmate shall not be shackled by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, and the public.

4. **Immobilizing Prone Restraints:** Inmates shall not be transported while immobilized with restraint devices which cause them to lie on their back or stomach. The inmate must be seated in an upright position while remaining immobilized. The use of seat belts may be used to achieve and maintain this position.

J. **AUTHORIZED TRANSPORTATION EQUIPMENT AND RESTRAINT GEAR**

1. **HANDCUFFS** - Usually applied behind the inmate with palms of the hands away from each other. Keyholes facing up the arms, and **ALWAYS** double locked when on the inmate. For officer safety reasons, never apply handcuffs to the front of the inmate without other security devices such as a cuff belt or chain.

2. **LEG SHACKLES** - With the inmate in the kneeling position, apply to the ankles, double bars up, key holes facing the deputy with the second locking device on top. As with handcuffs, the device is **ALWAYS** double locked when on the inmate.

3. **PLASTIC FLEX CUFFS** - Apply snugly to crossed wrist preferably behind the back. In extreme cases may be applied to ankles to subdue a violent subject. Plastic cuffs should only be removed with a flex-cuff cutter or snip shear.
designed for that purpose. An open-blade knife shall never be used to remove the cuffs.

4. WAIST CHAINS - Also known as “Belly Chains” a length of chain that fits snugly around the waist, is secured in the back, and has an attached cuff on a short length of chain for each wrist. The rear of the chain is secured with a padlock; the wrist cuffs are secured with the keyholes up the arm and are **ALWAYS** double locked.

5. CUFF BELT - A waist belt made of chain or leather, secured in the back, and a metal loop to put hand cuffs through in the front. It uses the same principle as the waist chain but in conjunction with handcuffs.

6. LEG BRACE - The mechanical brace is usually worn on the outside of the inmate’s clothing and is fashioned of metal. It is attached to the inmate who is then locked into the device. Other restraint gear can be worn at the same time as the leg brace, but the brace may be worn by itself during high visibility transports on public carriers.

7. ROPES - Ropes are used in extraordinary circumstances to “Hog Tie” an individual when other devices cannot be applied. Inmates shall not be transported prone while “hog tied”.

8. LEASHES - Leashes are effective to hobble or as a quick leg restraint that can be pulled up through the hand cuffs.

9. MAINTENANCE: On a daily basis, restraint equipment should be checked to see if it is in good repair and in working order and taken out of service when the ratchets or hinges do not work properly.

10. On a regular basis, restraint equipment should be disinfected in an approved 5:1 ratio solution of 5 parts water and 1 part bleach. The equipment should be dipped in the solution, blown dry, and lubricated. Restraint gear is to be taken out of service when inoperative and repaired or replaced.

K. **SUGGESTED VEHICLE AND TRANSPORTATION GEAR**

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<thead>
<tr>
<th>Extra waist chain</th>
<th>9-1-1 knife</th>
<th>First Aid Kit</th>
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<tbody>
<tr>
<td>Extra leg shackles</td>
<td>Bio-hazardous bags</td>
<td>Cellular telephone</td>
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<tr>
<td>Extra handcuffs</td>
<td>Spray bottle with bleach/water</td>
<td>Tire chains</td>
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<tr>
<td>Extra plastic cuffs</td>
<td>Fuel card with location map</td>
<td>Credit card</td>
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<td>Flares</td>
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<td>Rope</td>
<td>Duct tape</td>
<td>Foam tire inflator</td>
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<td>Spit hood</td>
<td>Flashlight &amp; batteries</td>
<td>Jumper cables</td>
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<tr>
<td>Universal protection gear (Latex gloves, mask, eye protection)</td>
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<td>Arm band scissors</td>
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</table>
I. BACKGROUND

When an escape from the Tuolumne County Jail has occurred this procedure is established.

II. DEFINITION

Escape is the unauthorized removal of an inmate from the Tuolumne County Jail, from the custody of jail personnel during transportation or from an authorized work site. Escape is a violation of Penal Code Section 4532.

III. PROCEDURE

A. PROCEDURES FOR JAIL ESCAPES

1. The jail deputy who first discovers the escape shall immediately notify the Watch Commander.

2. If an escape has not been confirmed, the entire jail shall go into a complete lock down. NO PERSON shall be allowed to enter or exit the jail. This includes outside deputies, incoming bookings, Sheriff, etc.

3. The Watch Commander shall notify the Communications Center (Dispatch) of the escape or escape attempt.

4. A systematic search shall be made of the entire interior of the jail to determine if there has been an escape.

5. After completing the interior search, if the inmate is not located and the escape was successful, the Communications Center (Dispatch) will again be notified and the following information furnished:

   a. Name and physical description.

   b. Direction of travel

   b. Mode of travel

   d. The Custody Commander shall be notified of the escape. The Custody Commander will notify the Sheriff through the Chain of Command.

6. The shift log entry and escape report will be completed.

7. Other notification will be made as directed by the Custody Commander or
appropriate authority, e.g. written report to the District Attorney.

8. The exterior jail entrance/exit doors may now be used.

B. RE-BOOKING OF ESCAPEES

1. An inmate who has escaped shall be re-booked when he/she is apprehended.

2. Escape charges will be added to any existing charges or commitment.

3. Persons who aid or abet the escape of an inmate will be prosecuted.
I. BACKGROUND

It is the policy of the Tuolumne County Jail to provide an established guideline to be used by custody staff when a suspected bomb has been discovered or when a bomb threat has been received. This policy should be followed unless unusual circumstances exist and good judgment dictates otherwise. Bomb threats and/or explosions will be handled in a professional and expedient manner to ensure that information is disseminated and to prevent damage and injury to staff, the general public, and inmates.

Most bomb threats are telephoned in, announcing a bomb has been placed within the jail or its surrounding areas. Mailing a letter or note is another typical way bomb threats are conveyed. Though most bomb threats are just that, every bomb threat must be taken seriously.

If any staff member receives a bomb threat call, it is important to obtain as much information as necessary from the caller. They will immediately advise the Jail Sergeant or OIC.

If any staff member receives a bomb threat by note, they will immediately advise the Jail Sergeant or OIC, and will not give the note to anyone, to insure that as few people as possible handle the note so it can be preserved as physical evidence.

SUSPECTED BOMB

A. If a suspected bomb is found, the object SHOULD NOT be moved or touched in any way. The employee who discovers the object should immediately notify the Jail Sergeant who will advise Dispatch.

BOMB THREAT

A. The only two reasonable explanations for a call reporting that a bomb is to go off in a particular facility are:

1. The caller has definite knowledge or believes that a bomb has been or will be placed and wants to minimize personal injury or property damage. The caller may be the person who placed the device or someone else who has become aware of such information.

2. The caller wants to create an atmosphere of anxiety and panic which will, in turn, possibly result in a disruption of the normal activities at the facility where the device is purportedly located.

B. Keep a caller on the line as long as possible. Ask the caller to repeat the message. Record every word spoken by the person making the call. Record the time the call was received and terminated. Listen for any strange or peculiar background noises, which
might give a clue as to the place from which the call is being made. Determine if the
voice is male or female. Listen for accents, regional expressions, speech impediments,
or any other speech or voice characteristic, which might help law enforcement identify
the caller.

C. Immediately after the caller hangs up the officer receiving the call should report the
threat to the Jail Sergeant.

D. If the location of the bomb is identified and confirmed, the procedures outlined under
“Suspected Bomb” above will be followed.

E. If the location of the bomb is not obtained from the caller, a search of the facility shall be
conducted under the supervision of the Jail Sergeant. The Jail Sergeant shall ensure
that all areas associated with the jail are searched, preferably in the following order:

1. Outside building, including the roof.
2. Public access areas in the building.
3. Limited access areas in the building.
4. Utility areas, storage areas, machinery rooms, etc.

If a time of detonation has been given, NO employee will be required to assist in a search during
the 30 minutes before and the 30 minutes after the stated detonation time. If there is no known
detonation time, the search should continue until Jail Sergeant concludes that the search should
be stopped. If a bomb is located during a search, procedures outlined under “Suspected Bomb”
above will be followed.

II. PROCEDURE

A. The employee receiving the threat will immediately:

1. Notify the Main Jail Control Room by telephone that a bomb threat has been
received.
2. Notify the Jail Sergeant by telephone a bomb threat has been received. The Jail
Sergeant will make the decision to search or evacuate the area.

B. Jail Control Room will telephone all posts to announce to all officers that radio traffic is
temporarily prohibited, and to order the use the telephone or deputies as message
runners for all communications until further notice.

C. All inmate movement, visits or activity will be immediately stopped and a total lockdown
of all jail facilities will occur.

D. Responding deputies shall assemble at the area where the bomb is supposed to be
located and conduct a simple systematic and thorough search. The area to be searched
may be large, requiring additional staff, but generally, staff assigned to the area will
conduct the search.

E. The Jail Facility Manager and the Jail Lieutenant will be notified of the incident and what
action is being taken.

F. If no device is located, the Jail Sergeant will make every effort to restore normal
operations within the Jail.

G. A Jail Incident Report will be generated and all additional reports and forms shall be
completed in a timely manner and forwarded to Jail Lieutenant.
I. BACKGROUND

It is the policy of the Tuolumne County Sheriff’s Department Custody Division that inmate marriage is a private matter between the inmate and his/her fiancée. No approval is necessary from custody staff, nor will staff provide any assistance in making the arrangements. The custody division will not incur any staff cost without being compensated. At all times custody staff shall be aware that although Section 2601 states that an inmate has the right to marry, Section 2600 states that in any circumstances where the security of the facility or the general public may be compromised, an inmate may be deprived of such rights. Should any member of the custody staff have sufficient belief that a marriage between any two given persons, or the attendance of any family members of those two persons would create a security problem for the staff, facility or the general public, they will immediately notify the Custody Commander via memorandum through the chain of command. The Custody Commander may, with cause, postpone the marriage ceremony.

A. REFERENCES OF AUTHORITY

1. California Penal Code Section 2601
2. California Family Code Section 400, 500

II. DEFINITION

A. INMATE MARRIAGE - The marital union between an inmate incarcerated at the county jail and his/her fiancée.

III. PROCEDURES

A. LOCATION TO BE USED FOR MARRIAGE CEREMONY

1. The jail’s visiting booth will be utilized for all inmate marriages. The inmate will be placed in the jail side of the booth. The fiancée will use the public visiting side along with the county clerk and a maximum of 2 witnesses. The visiting area shall only be used at a time when no other inmates, inmate visitors or any other inmate services are present or scheduled for their weekly visits. All security procedures will be followed at all times. The inmate and the fiancée will not be allowed to have physical contact at any time.
B. GENERAL INFORMATION

1. Inmate marriages will be arranged between the inmate and his/her fiancée and the attorney. The arrangements for the marriage ceremony must be made by the inmate’s attorney and approved by the Custody Division Commander. The inmate’s fiancée will have to make arrangements with the county clerk’s office for licensing.

2. If a blood test is needed for the inmate, the inmate’s attorney or fiancée will have to make arrangements with an outside lab technician to enter the facility and complete the test under the observation of medical staff and at the convenience of the medical and custody staff. The fee for the blood test and all related fees for any proceedings will be the sole responsibility of the inmate.

C. CIVIL MARRIAGE

1. It will be the responsibility of the inmate’s attorney or his/her fiancée to make all necessary arrangements with the county clerk or other authorized individual to perform the marriage ceremony.

D. SECURITY AND CLASSIFICATION

1. Inmates classified as high risk or those with special needs, such as oxygen tanks, may avail themselves of the right to marry. They must, however, comply with the requirements and policies that pertain to their day-to-day incarceration.

2. No inmate classified as high risk will be reclassified for the sole purpose of participating in a marriage ceremony.

3. No inmate may willfully deprive themselves of any medical treatment or procedure against the recommendation of the jail medical staff solely for the purpose of participating in a marriage ceremony.
I. BACKGROUND

When inmates are taken into custody their personal property will be inventoried and kept safe. Property taken in must fit into a 16 x 28 inch plastic property bag. Law Enforcement agencies shall be responsible for inmate property that exceeds this limitation.

II. DEFINITION

To protect personal property that is in the possession of an inmate at the time of incarceration.

III. PROCEDURES

A. RECEIVING PERSONAL EFFECTS

1. All property received from an inmate shall be inventoried and itemized on the property intake form. Valuables, such as rings, watches, necklaces, earrings, bracelets, etc. shall be placed into a sealed envelope and a written description placed on the outside of the envelope. The envelope shall be placed in the property bag. Any and all additional property received for the inmate after the original booking has been completed, shall be added to the property inventory by the booking clerk. All property received shall be placed into the inmate’s property bag, sealed and placed in the inmate property room.

2. Legal amounts of marijuana brought into the jail during an intake of an arrestee shall be accepted as inmate property. It will be weighed (grams). The weight (grams) shall be listed on the property inventory sheet. The marijuana by itself will be heat sealed in a small inmate property bag and placed into the inmate property tub as usual. If the inmate is staying in custody, the small bag containing the marijuana will be vacuumed packed with the inmate’s clothing.

3. Un-opened cans or plastic containers of alcoholic beverages will be accepted and placed into inmate property. No glass containers of alcoholic beverages will be accepted into the jail.

B. RELEASE OF PERSONAL EFFECTS

1. If an inmate releases personal property or effects to another person, a property release form shall be completed. The releasing deputy shall verify all property or effects being released. The property release form shall be signed by the person receiving the property and by the deputy releasing the property, along with the date that the release was made. The completed property release form will then be placed into the inmate’s file.

2. If an inmate releases their property, all contents of the small bag are included. Their
clothes and Identification will remain in the large bag. If the inmate has been sentenced to prison they may also release the large bag containing their clothing.

3. Inmate will only be able to release money from their books 2 times a calendar month.

C. **SEIZURE OF INMATE PROPERTY**

1. In any case where jail personnel are notified by a law enforcement agency of an interest in an inmate’s property to further a criminal investigation, jail personnel will assist those efforts.

2. In all cases where an item(s) of inmate property is seized as evidence by a peace officer, a detailed property receipt clearly identifying the name of agency, officer’s name and agency case number will be placed in the inmate file.
I. BACKGROUND

Certain inmates may be afforded this status by the Tuolumne County Superior Court.

II. DEFINITION

PRO PER - Abbreviation for the Latin term “IN PROPIA PERSONA” which means without legal representation.

III. PROCEDURES

A. PRO PER STATUS

1. Pro Per status shall be granted by court order to inmates. Per the Presiding Judge: The issuing court will list all items in writing or the Pro Per status will not be honored by the jail. Pro Per status will be limited to the following areas:
   a. Legal Research Associates services
   b. Subpoenas
   c. Telephone Usage
   d. Legal Runners
   e. Witnesses
   f. Equipment and Supplies
   g. Investigators

2. Special privileges shall not be extended in the following areas:
   a. Mail
   b. Clothing
   c. Haircuts
   d. Hot meals
   e. Church service attendance

3. The sheriff is authorized to suspend any and all privileges for cause.
IV. DEFINITIONS

A.  Legal Research Associates (L.R.A.)

L.R.A. will act as the law library for Pro Per inmates. L.R.A. will provide a copy of Title 15, California Penal Code and other legal material upon request.

B.  Subpoenas

Blank subpoena forms shall be issued to the inmate by the Court pursuant to 1326(3) PC. The inmate should request the forms while appearing in court.

C.  Telephone Usage

Pro Per inmates housed in the Tuolumne County Jail may use the phone in their housing unit or may request to use the phone in holding cell 1 or 5 if available.

All calls will be outgoing and collect unless other arrangements are made through court.

Unmonitored calls are limited to calls made to the inmate’s court ordered legal assistants. The inmate is responsible for providing the number(s) to staff who will verify and block the number.

D.  Legal Runner

A “legal runner” will be recognized for the function implied, specifically, the obtaining, copying and delivering of legal materials.

The inmate has the responsibility to notify the Court as to the designated legal runner. This person shall be subject to security clearance by the Jail Commander. The Jail Commander may refuse clearance or deny admittance for any disruptive conduct, or if the runner is a security hazard; or if the runner was released from custody within six months; or is a convicted felon per 4571 PC.

The inmate may be authorized, by court order one legal runner, at his/her expense or as designated by the court. The Sheriff shall not be responsible for this expense.

Legal materials delivered by a legal runner shall be checked for contraband by staff prior to delivery to the inmate.

Visits between the inmate and the legal runner shall take place in the attorney visiting booth. These visits are not monitored.
E. Witnesses

Pro Per inmates may interview approved witnesses in the attorney visiting booth. These are considered "confidential visits".

No interview will be permitted without notification from the trial judge confirming or validating the prospective witness. The Pro Per inmate is responsible for providing the judge with the list of prospective witnesses for validation.

No visit shall be permitted by a prospective witness who is in custody of the Sheriff or otherwise detained by a governmental agency except upon a specific court order.

F. Equipment and Supplies

Pro Per inmates requesting legal supplies shall submit an Inmate Request Form to a Deputy. The supplies will be supplied per court approval and instructions.

G. Investigators

The inmate may retain the service of a California Licensed Investigator.

The inmate may be authorized by court order, one investigator at his/her expense unless the court makes other provisions. In any case, the Sheriff shall not bear the responsibility for this cost.

The inmate has the responsibility to notify the court as to the designated investigator. The investigator shall be subject to a security clearance by the Jail Commander and may be refused a clearance or admittance for disruptive conduct, or if the investigator is a security hazard.

Visits between the inmate and investigator shall occur in the attorney visiting booth and shall not be monitored.
I. BACKGROUND

DNA (Deoxyribonucleic acid) testing is required by Penal Code section 296 for people who are arrested for a qualifying felony offense.

II. DEFINITION

III. PROCEDURES

A. DNA TESTING REQUIREMENTS

1. DNA kits can be obtained from the State of California, Department of Justice DNA Lab in Berkeley, CA.

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

2. There are two types of Buccal DNA kits. As long as the Livescan Machine is working and connecting, Jail Staff shall use it to transmit DNA. In cases where the Livescan machine system is down, Jail Staff will use a Manual DNA collection kit. Each Manual Buccal DNA kit consists of, a Bode DNA Collector, one specimen identification card, one envelope for the collector, one security seal and two ink strips for the thumb print. Each Machine DNA kit consists of, a Bode DNA Collector and one envelope for the collector.

3. DNA kits will be kept in stock in the jail and shall be reordered when supplies get low.

B. DNA TESTING PROCEDURE

1. The District Attorneys Office, the courts or the Probation Department will notify the individual that they are required to submit to DNA Testing at the Tuolumne County Jail.

2. They will also notify the jail of the individuals required to report to the Tuolumne County Jail for DNA testing.

   a. Notification to the jail will be interoffice paperwork, telephone, fax or commitment papers. In some cases, the paperwork the Individual brings in will be the only notification.
C. CONFIRMING THE NECESSITY FOR DNA TESTING

1. In some cases the individual may have already submitted to DNA testing at a prior time or at another agency.
   
   a. This can be confirmed by running a CII rap sheet or by calling the DNA databank at 510-620-3300.

2. If an individual will be going to prison, a DNA test will not be required because it will be done at the prison.

D. JAIL RESPONSIBILITIES

1. Take DNA specimens as part of PC 290 registration update for offenders who have not yet given samples.

2. Take DNA samples of incarcerated inmates when their entire term of confinement is in the county jail and they are convicted of one of the Penal Code sections designated in PC 296.

E. INSTRUCTIONS

1. Obtain a DNA kit.

2. Verify subject’s identity before beginning.

3. Determine if you are going to use a Manual, or a Machine DNA Buccal Kit.

4. Complete Specimen Information Card if Manual DNA Buccal Kit will be used. If using the print machine to verify and transmit the DNA information, Enter CII number and Booking number into the computer. Do finger slaps and thumb slaps on the machine. Transmit. DOJ will send back whether to collect, or to NOT collect DNA on the inmate.

5. Whether using the Manual or print DNA collection kit, print required CII number and name in permanent marker on the label of the provided collector.
   
   a. Put on a pair of exam gloves.
   
   b. Remove collector from container.

5. Move slider cover back if necessary to fully expose paper.

6. Have subject place the collector in his/her mouth with the paper side against his/her cheek.

7. With collection paper pressed against the inside of his/her cheek, ask subject to drag it firmly toward lips and out of the mouth. Repeat this action seven more times.

8. Push slider cover forward toward the tip of the collector. DO NOT touch collection
paper with your hand. Place the collector in the paper envelope. Seal pouch and discard gloves.

F. MAILING THE KIT

1. Place only the sealed paper pouch and the Specimen Identification Card into the pre-addressed paper return envelope provided.

2. If using a Manual DNA Buccal Kit, Deputy must have Watch Commander check for accuracy and sign the Specimen Identification Card.

3. Seal the envelope with the security seal.

4. Mail the kit as soon as possible to the address on the envelope.
I. BACKGROUND

Proposition 69 requires the collection of DNA samples along with palm print impressions from persons arrested or convicted of specific offenses pursuant to California Penal Code Section 296.

II. DEFINITION

The on duty Watch Commander will be responsible for coordinating the collection of DNA samples and palm prints required for DNA testing, and for mailing these samples to the respective State of California offices.

III. PROCEDURES

A. Identification of Qualifying Offenders

1. Beginning in 2009, collect buccal swabs from all adults arrested for any felony offense on or after January 1, 2009. (PC 296(a)(2)(C).) This expansion of the arrestee provision is not retroactive to arrests that took place before January 1, 2009.

Convicted Felons / Sex & Arson Offender Registrants:

a. Collect buccal swab samples, right thumb prints, full palm print from each hand from persons, including juveniles, convicted or adjudicated of a felony offense, or required to register under Section 290 or Section 457.1 for commission of any offense, including misdemeanors, if their DNA samples and print impressions are not already in the possession of the Department of Justice. (§§ 296(a)(1); 296(a)(3).)

b. Collection Based Upon Prior Felony Offense(s):

Collect DNA samples, specimens, and print impressions from any person, including any juvenile, immediately after any current (e.g., misdemeanor) conviction if he or she has a past felony conviction or adjudication in California, or an offense from another jurisdiction that would qualify as a felony in California, and whose DNA samples and print impressions are not already in the possession of the Department of Justice. (§ 296.1(a)(2)(A).; or when the person, including any juvenile is currently imprisoned or confined, or on probation, parole, or other release following conviction for any offense (e.g., misdemeanor) if he or she has a past felony conviction or adjudication in California, or an offense from another jurisdiction that would qualify as a felony in California, and whose DNA samples and print impressions are not already in the possession of the Department of Justice. (§ 296.1(a)(2)(A).)
2. Note: Collection as per above may only occur while the qualifying person remains legally subject to government supervision or control. Samples cannot be collected simply because an individual has a past felony conviction or past arrest of record; There must be a current nexus to the criminal justice system or court to authorize collection. A new conviction provides such a nexus, for example.

   a. Referrals:

   Collect from qualified subjects referred to the county jail collection facility by another law enforcement or correctional agency.

   The on duty Watch Commander will examine the CII rap sheet on each inmate booked in this facility for a qualifying offense. When information is received from the California Department of Justice, via a rap sheet, that an inmate has already provided DNA samples and palm print impressions as required, no further action will be necessary.

B. Pre-Release Procedure

1. The Watch Commander or his/her designee will identify and determine if any inmate who is scheduled to be released from custody but must submit to DNA samples prior to being released pursuant to Penal Code Section 296. The Watch Commander will determine this by running a CII Rap Sheet.

2. If an inmate is to be released from custody and the DNA Collection List does not indicate that they have not previously provided the DNA sample, thumb and palm prints pursuant to Penal Code Section 296, the Watch Commander will arrange for the samples to be taken prior to the inmate’s release.

3. Inmates transferring to a State Prison, will have their DNA samples, thumb and palm prints taken prior to transfer.

C. INSTRUCTIONS

1. Obtain a DNA kit.

2. Verify subject’s identity before beginning. The shift sergeant will advise if DNA is necessary per the individual criminal history query.

3. Complete Specimen Information Card. Use the DNA submission tab on the Livescan machine and follow the instructions as directed.

4. Print required CII number and name in permanent marker on the label of the provided collector.
   
   a. Put on a pair of exam gloves.
   
   b. Remove collector from container.
5. Move slider cover back if necessary to fully expose paper.

6. Have subject place the collector in his/her mouth with the paper side against his/her cheek.

7. With collection paper pressed against the inside of his/her cheek, ask subject to drag it firmly toward lips and out of the mouth. Repeat this action seven more times.

8. Scan the barcode on the center of the Buccal collector used into Livescan when requested. Confirm that the subject information displayed by Livescan describes the person collected.

9. Push slider cover forward toward the tip of the collector. DO NOT touch collection paper with your hand. Place the collector in the paper envelope. Seal pouch and discard gloves.

D. **MAILING THE KIT**

1. Place only the sealed paper pouch and the Specimen Identification Card into the pre-addressed paper return envelope provided.

2. Seal the envelope with the security seal.

3. Mail the kit as soon as possible to the address on the envelope.

The deputy will notify the inmate that pursuant to Penal Code Section 296, he or she must submit to DNA testing. The deputy will advise the inmate if they refuse to submit to testing, they could be arrested and charged with Penal Code Section 298.1 (a misdemeanor).

The deputy will obtain a Buccal swab sample from the inmate. After obtaining the sample, the deputy will finish processing and packaging the Buccal Collection Kit.

Once the security seal has been placed on the kit, it is ready for mailing and is considered “sealed”, until the CAL-DNA lab opens it. The sealed Buccal DNA Collection Kit will be given to the Watch Commander or his/her designee, who will in turn assure that it is mailed to DOJ.

The deputy will obtain the palm print and thumb print impressions from the offender. The palm print impressions should be sent via Live-Scan whenever possible.

It is a misdemeanor to refuse to provide DNA samples and print impressions as required by law. (Penal Code Section 298.1 (a).) In addition, state law authorizes the use of reasonable force to obtain DNA samples from those who refuse collection, once legally-mandated regulations are in place. (Penal Code Section 298.1 (b) (c).) No court order is necessary.
1. Use of reasonable force.

a. 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.

b. 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.

c. Reasonable force shall not be used without the prior notification and authorization of the Watch Commander, who will in turn notify the Jail Commander. The Watch Commander will submit a report to the Jail Commander with information that reflects the fact that the inmate was asked to provide the requisite specimen, sample, or impression and refused. A blood sample will be substituted for a Buccal sample if a refusal is involved.

d. If the use of reasonable force is necessary and must include a cell extraction, the incident should be videotaped when possible.

e. The facility administrator shall send a report to the Board of Corrections within 10 days, documenting the refusal to voluntarily submit to the DNA testing. The report will include the type of force used; the efforts undertaken to obtain voluntary compliance; and whether medical attention was needed by the inmate or other person as a result of reasonable force being used.

E. Logging and Mailing of Specimens and Print Impressions

1. The Watch Commander or his/her designee will insure the Buccal DNA Kit is properly packaged, labeled, and mailed. (The Buccal DNA Collection Kits do not need to be refrigerated.)

   The Buccal DNA Collection Kit will be mailed to:

   State of California
   Department of Justice
   DNA Data Bank Program
   1001 W. Cutting Blvd. Suite 110
   Richmond, Ca. 94804-2028
I. BACKGROUND

Wellpath has established a medical protocol for health care delivery to the county jail. This protocol is available in its original form and located in the office of the Custody Commander, Jail Medical Office, and the office of the County Health Officer.

The following are excerpts of the protocol to be followed by deputies working within the jail facility:

Wellpath is the designated health authority. They are responsible for overseeing, planning, coordination and developing health care delivery to the jail. All final medical judgments rest with the medical director of Wellpath, licensed in the State of California. The Health Authority will define the parameters of health care to be comparable to that which is available in the community.

II. DEFINITION

Wellpath is responsible for the medical health care inmates receive while in the custody of the Tuolumne County Jail.

III. PROCEDURES

A. MEDICAL AUTONOMY

1. Matters of medical, psychiatric and dental judgment are the sole province of the responsible physician, psychiatrist, dentist or their designees respectfully. Employees of the Tuolumne County Health Department and Wellpath are not responsible for drawing blood alcohols or collecting of evidence from inmates for possible prosecution.

B. RELATIONSHIP OF CUSTODY AND MEDICAL/MENTAL HEALTH PERSONNEL

1. Proper care is achieved only through the mutual cooperation of the health and custody personnel. The Health Authority arranges for the availability of health care services; Custody Commander provides the support for the accessibility of health care services to the inmates. Health care staff has sole authority for inmate health care treatment occurring at the jail. Quarterly documented meetings will be held between the jail and Health Administrative staff to identify and resolve issues and bring about greater coordination.

C. FISCAL RESPONSIBILITIES

1. Wellpath will provide personnel, outpatient X-rays (for inmates), and medications.
Hospital inpatient and outpatient care charges are also the responsibility of Wellpath. The Sheriff’s Department will be responsible for office supplies.

D. **BILLS FOR MEDICAL SERVICES**

1. All bills for medical care will be reviewed and verified by the program manager and/or his/her designee. After review, bills will be sent to the Wellpath for payment.

E. **MEDICAL WASTE DISPOSAL**

1. Medical waste is healthcare waste that may be contaminated by blood, body fluids or other potentially infectious materials and is often referred to as regulated medical waste.
   
   a. All medical waste is disposed in proper storage by a Wellpath vendor. All medical waste is transported out of the facility every other week by a Wellpath vendor.

2. Sharps Containers are a rigid puncture-resistant container used for the collection of discarded medical needles or other sharps. These containers are transported out by a Wellpath vendor.

3. Biohazard Bag is a disposable film bag that is impervious to moisture. The film bags that are used for transport shall be marked and certified by the manufacturer. These bags are transported out by a Wellpath vendor.

4. Pharmaceutical disposal is requested as needed by Wellpath personnel and transported out of the facility by a Wellpath vendor.

F. **EMERGENCY SERVICES**

1. Emergency medical care is care for an acute illness or an unexpected health need that cannot be deferred until the next scheduled sick call or clinic. Twenty-four hour emergency care will be available to inmates as necessary. The need for emergency care will be based on the judgment of nursing staff (when present in the facility) or the medical director. During hours when nursing staff is not present, the need for medical care will be based on the judgment of the Watch Commander.

2. Inmates needing emergency care shall be transported by ambulance or patrol car to the emergency room at Adventist Health Sonora (AHS). AHS shall be the sole provider of emergency and non-emergency medical care.

3. An emergency exists when there is a sudden marked change in an inmate’s condition so that action is immediately necessary for the preservation of the life or the prevention of serious bodily harm to the inmate or to others.

4. Any inmate who is difficult or unable to be roused displays irregular snoring/breathing patterns, or who has convulsions, shall be considered an emergency.
G. **MEDICAL/MENTAL HEALTH SERVICES AUDIT (Title 15 - Section 1202)**

1. The Health Officer will conduct an annual internal and external services audit. He/she shall provide the Custody Commander with a written report, including medical/mental health. Wellpath provides an annual pharmacy inspection. This report shall include a plan to correct identified deficiencies.

2. Besides the yearly audit review, health care delivery problems such as illness outbreaks, custody deaths, liability claims and other data programs, new or revised policies and procedures, staffing changes, and adjustment in staff assignments shall be addressed as needed.

3. An internal services audit will be performed by the medical staff to keep track of statistical information, e.g. number of sick call visits, profile of hospital admissions, emergency room visits, etc.

H. **LICENSOR (T-15 Sec. 1203)**

1. All health care providers at the detention facility are licensed to practice nursing within the scope of their designated license, e.g. LVN or RN. Official licensure documentation is kept in the personnel files by Wellpath.

I. **HEALTH CARE STAFF PROCEDURE (T-15 Sec.1204)**

1. Refer to standardized medical protocols signed by the Health Authority (Wellpath) located in the jail medical office.

J. **MEDICAL/MENTAL HEALTH RECORDS (T-15 Sec. 1205)**

1. Complete medical records will be kept on each inmate seen at sick call. They shall include a pre-screening form, medical history, medical evaluation, complaints of illness or injury, follow up medical care, names of personnel who treat, prescribe and administer prescription medication, location where treated and medication records.

2. The medical health records are confidential, maintained away from the jail confinement records and kept under lock and key. The nurse will maintain the key.

3. When necessary, the nurse shall share information with jail authorities regarding the inmate’s medical problems and management of same.

4. The written consent of the inmate is necessary for transferring medical/mental health records unless otherwise provided by law or administrative regulations.

K. **PREGNANCY AND RELATED ISSUES**

1. Female inmates shall have access to the GYN service at the facility.

2. The inmate who is confined for a relatively short period of time may continue to take prescribed oral contraceptives.
3. The nurse may elect to perform a pregnancy test, after taking medical history and/or an evaluation has been made. Family planning information will be provided.

4. For those inmates who are pregnant and wish to continue their pregnancy, care will be provided with access to their OB/GYN physician or AHS Prenatal Clinic.

5. For those inmates who are pregnant and request an abortion, they shall be provided with information and assistance. Financial assistance will be provided to the indigent. Those who have the ability to pay must do so. Adoptive service information and assistance will be provided.

L. NEXT OF KIN NOTIFICATION

1. In instances where an inmate in the custody of the jail is diagnosed by competent medical authority as being seriously ill or injured to an extent that his/her condition is either serious or critical and may result in death, a notification shall be made to the next of kin or legal guardian.

2. The ultimate responsibility for the next of kin notification rests with the Watch Commander on duty at the time the illness or injury occurs or is diagnosed. If possible, the Watch Commander will coordinate with the Sheriff Office Coroner Division to make the next of kin notification.

3. Next of kin notifications shall be made by telephone.

4. In the event the next of kin resides in another jurisdiction, either locally or out of state, the appropriate law enforcement agency is to be contacted and requested to make the necessary in-person notification.

5. Upon confirmation that the appropriate notification has been made, an entry shall be made in the shift log, listing the names, times, and addresses of the concerned parties.

M. HIV/AIDS TESTING

1. HIV testing will not be routinely performed on inmates. Inmates requesting a test will be informed of local testing resources for testing upon discharge.

2. An ongoing educational program related to prevention of HIV transmission will be offered.

N. TB SKIN TESTING

1. An intradermal PPD will be administered to all jail personnel every year by Wellpath. Employees with a history of a prior reactive skin test will be referred for an x-ray.

2. Inmates will be skin tested on a periodic basis, the frequency of which will be based on sound public health practices and adequate nursing staff.
O. REFERRALS TO SECONDARY CARE

1. The designated Health Authority shall review all inmates referred from emergency rooms and/or primary care clinics.

2. Referral to a specialty physician is subject to the review and approval of the designated health authority.

3. For every inmate treated for major medical/mental problems in the jail, a written treatment plan will be developed and implemented.
Refer to Wellpath

Policy and Procedures including Section 1200
I. BACKGROUND

Communicable disease screening, continuing medical surveillance, case management and reporting is done pursuant with written procedures and guidelines established and approved by the medical director and the facility manager in accordance with state and local regulations and accepted community standards and practice. All staff in the jail SHALL practice Universal Safety Precautions.

II. DEFINITION

Management of Communicable Diseases: The continued screening and treatment of inmates for communicable diseases while in the custody of the Tuolumne County Jail.

III. PROCEDURES

A. SCREENING

1. Inmates are screened for communicable diseases by any or all of the following:

   a. During the initial booking process.

   b. A 14 day Health Inventory / Communicable Disease Screening.

   c. Inmate kitchen worker clearance (food workers).

   d. Sick call.

B. TREATMENT/CASE MANAGEMENT

1. Inmates identified with or suspected of having a communicable disease shall be placed in a single cell in accordance with direct medical provider orders or written protocols, standardized procedures and/or guidelines approved by the medical director, and contained within the Blood Borne and Air Borne Pathogen Exposure Control plans.

2. Custody - The RN shall report incidences of communicable disease exposure to the Watch Commander in accordance with CFMG procedure “Communicable Disease Reporting Requirements.”
3. Health services shall advise inmates with communicable diseases that they are statutorily required to report to custody per the Health and Safety Code 121070 and Penal Code 7500 et al.

4. Public Health Reporting - Health services staff shall report reportable communicable diseases to the Tuolumne County Public Health Department in accordance with the CFMG procedures.

5. The Confidential Morbidity Report Card shall be completed and sent to the Public Health Department.

6. The inmate shall be informed that, statutorily, communicable disease information must be reported to the Public Health Department. Intervention will be performed with strict confidentiality, and that he/she may be contacted for follow-up by a public health nurse.

C. TRANSFER / RELEASE

1. Prior to transferring inmates with a communicable disease to another facility or releasing the inmate to the community, the jail must notify their Local Health Officer twenty-four hours in advance and provide a prescribed treatment plan. When transferring to another detention facility, the chief medical officer of the receiving facility will also be notified in advance.

D. INFECTION CONTROL

1. Infection control instructions, including the use of personal protective gear for custody staff and masking of the infected inmate will be provided by Wellpath.
I. BACKGROUND

It is the policy of the jail and the jail medical program that no arrestee who displays obvious signs of trauma or acute illness or who reports a history of recent trauma or whose circumstances of arrest suggests the probability of trauma be incarcerated without first undergoing medical evaluation. A receiving health screening will be completed on all inmates at the time of intake into the facility and prior to housing by health trained custody staff with referral of positive findings to qualified health services staff for follow-up evaluation.

II. DEFINITION

Jail staff administers a Medical Questionnaire during the intake processing of every inmate. Information is obtained as to any medical conditions past or present the inmate may have been exposed to or affected by. Mental health and PREA questions are also included in the questionnaire.

III. PROCEDURE

A. RESPONSIBILITY

1. It is the responsibility of the arresting officer to report any evidence of trauma, acute illness or mental/emotional problems affecting the arrestee to the receiving deputy.

2. The receiving deputy has the responsibility to observe the arrestee for any visible signs of trauma and to question the arrestee and the arresting officer concerning any recent history of trauma.

B. PRE-SCREENING

1. There are five levels of medical conditions that will be identified initially upon arrival of the prisoner.

2. Those obvious and acute conditions that would preclude acceptance into custody PRIOR to “outside” medical evaluation and clearance:
   a. Prisoners who are unconscious or who cannot walk under their own power.
   b. Prisoners who are having or have recently had convulsions.
   c. Prisoners with any significant obvious injuries or external bleeding.
   d. Prisoners with a diabetic condition (when nursing staff is not on duty).
   e. Inmates with a PAS over a .275 (when nursing staff is not on duty).
3. If there has been “outside” medical clearance, the jail nurse and/or the watch commander reserved the right to not accept the inmate.

C. RECEIVING SCREENING

1. A pre-screening, medical checklist shall be administered to each inmate during the intake process, before the inmate is placed in any living area.

2. The non-medical jail staff will be familiarized with the screening form, observation of medical problems and other information deemed important.

3. In the presence of any or all of the above addressed medical problems the Watch Commander may:
   a. Refuse to admit the inmate - arresting officer will then transport the inmate to Adventist Health Sonora Emergency Room.
   b. Call the jail nurse, if available, for advice and examination. After hour advice is available from the Wellpath on-call program manager.
   c. Call Adventist Health Sonora Emergency Room for advice.
   d. Transfer inmate to Adventist Health Sonora.
   e. If the prisoner is refused, the Watch Commander will log what prisoner was refused, the time they were refused and why they were refused.

D. REFUSAL OF CUSTODY

1. If medical staff determines the incoming inmate is not fit to stay in custody without clearance, the arresting agency shall transport the inmate to Adventist Health Sonora for medical clearance.

2. The arresting agency shall bring a medical clearance form provided by Adventist Health Sonora.

3. The inmate shall be reevaluated by medical staff before the arresting/transporting officer leaves the facility. If it is determined that the inmate is still not clear to remain in custody, medical staff will contact Adventist Health Sonora and obtain more information before sending the inmate back for further clearance.

4. If the inmate is refusing medical care, the inmate shall sign a release of responsibility, refusal of medical care form. This form shall also be signed by the arresting/transporting officer and medical staff.

E. MEDICAL SCREENING
1. Medical screening will be done during the intake process to determine if an inmate has medical or mental health problems or is disabled in any way.

2. Inmates with a previous medical or psychiatric history or whose behavior/condition indicates a need for a medical evaluation will be referred to the medical staff by the jail staff.

3. Jail staff and medical staff will, before housing is assigned, discuss the condition, potential reactions and special needs of medically, mentally or developmentally disabled inmates to determine:
   a. Appropriate housing assignments.
   b. Program assignments.
   c. Disciplinary measures if needed.
   d. Admissions or referrals to other institutions.

4. Medical staff will be notified of pending transfers out of the facility.

5. Medical staff will provide information to the jail staff regarding special medical or psychiatric considerations of the inmate prior to transfers out of the facility.

F. PROSTHESIS AND OTHER MEDICAL APPARATUS

1. Inmates with a medical order to use crutches, wheel chairs, canes, respiratory therapy devices or limb prostheses may be allowed to use them. The Medical Staff, Watch Commander and/or the Custody Commander will evaluate the best way to handle these special problems.
I. BACKGROUND

All females who have given birth within the past year and are charged with murder or attempted murder of their infants shall have a mental health screening performed.

II. DEFINITION

A Special Mental Disorder Assessment is provided for every female who has given birth within the past year and is charged with 187 P.C. or attempted 187 P.C.

III. PROCEDURES

A. SPECIAL ASSESSMENT

1. Females with such charges will be identified at time of booking and will be referred to the nurse on duty, who will then schedule the inmate for evaluation by the mental health provider.

B. MEDICAL SCREENING

1. Medical screening will be done during the intake process to determine if an inmate has medical or mental health problems or is disabled in any way.

2. Jail staff will refer inmates with previous medical or psychiatric history to the medical staff. Medical staff will also evaluate those inmates whose behavior or condition indicates a need for medical evaluation.

3. Jail staff and medical staff will, before housing is assigned, discuss the condition, potential reactions and special needs of medical, mental health or developmentally disabled inmates to determine.

   a. Appropriate housing assignments.

   b. Program assignments.

   c. Disciplinary measures if needed.

   d. Admissions or referrals to other institutions.

4. Medical staff will be notified of pending transfers out of the facility.

5. Medical staff will provide information to the jail staff regarding special medical and/or
psychiatric considerations of the inmate prior to transfers out of the facility.
I. BACKGROUND

Inmates shall have access to emergent and medically necessary non-emergent health care services. Qualified health services professionals shall maintain the health and safety of the inmate during incarceration.

II. DEFINITION

Wellpath will provide access to medical services for both primary and secondary medical needs of inmates while incarcerated in the Tuolumne County Jail.

III. PROCEDURES

A. HEALTH CARE SERVICES

1. Wellpath personnel shall provide health care services for inmates and act as their advocates in health care matters.

2. Inmates have a right to refuse treatment.

3. Inmates may have access to their private physician and/or dentist at their own expense.

4. Inmates requiring medical/health services beyond the scope of services provided by Wellpath shall be transferred to a community provider in accordance with Policies and Procedures.
   a. All cost incurred by the facility shall be the responsibility of the inmate.
   b. All medical appointments shall be made by Wellpath. Inmates SHALL NOT be informed of appointment dates and times.

B. REFERRALS TO SECONDARY CARE

1. The designated health authority shall review all inmate referrals from emergency rooms and primary care clinics.

2. Inmate referral to a specialty physician is subject to the review and approval of the designated health authority.

3. For every inmate treated for a major medical/mental problem in the jail, a written treatment plan will be developed.
I. BACKGROUND

Outpatient mental health services are to include screening, evaluation, diagnosis, treatment and referral services and shall be available to all inmates in the Tuolumne County Jail. Qualified health services staff shall provide all mental health outpatient services. Inmates requiring services beyond the on-site capability at the Tuolumne County Jail will be referred to appropriate off-site providers.

II. DEFINITION

Mental health services are provided for those inmates exhibiting mental illness or requiring psychiatric treatment.

III. PROCEDURES

A. SCREENING

1. All new inmates shall be observed and queried for symptoms, presence and history of mental illness, including suicidal attempts, behavior or ideations, and use of medication for psychiatric treatment as part of the intake health screening completed by the trained custody staff. Every inmate exhibiting or testifying to presence or history of mental illness shall be referred to health services staff for further evaluation.

2. Inmates requiring special in-jail housing and/or observation for psychiatric reasons will be housed in single-occupant observation cells pursuant to consultation with the facility manager or watch commander and the on-duty nurse.

B. INTERVENTION

1. Crisis intervention and management of acute psychiatric episodes shall be initially handled by the on-duty medical staff, with referral to the on-call provider. When medical staff isn’t on-site, custody staff shall contact the on-call mental health provider.

C. TREATMENT

1. The Tuolumne County Mental Health Provider will provide outpatient treatment of inmates.

2. Providers will respond to the jail for emergencies, initial contact, and on-going treatment.

3. Mental Health Providers, in conjunction with Wellpath doctors shall determine
medication for inmates with mental health problems.

D. **EMERGENCY TREATMENT**

1. If the on-call provider or the medical staff determines that an inmate requires services beyond what is available on-site, the county crises team shall be contacted for a 5150 evaluation.

2. Inmates requiring health services beyond the facility’s scope of capability will be transferred to the appropriate health care facility in accordance with specified criteria and standardized procedures.

3. Inmates determined to be in need of acute medical and/or psychiatric care will be transferred via an appropriate mode of transport as befitting the illness or injury and in accordance with the emergency transport protocols.
I. BACKGROUND

Qualified health services staff shall develop an individualized treatment plan for inmates requiring medical and/or mental health services.

II. DEFINITION

A Treatment Plan consists of a written plan to provide medical and mental health treatment for inmates while in custody.

III. PROCEDURES

A. TREATMENT PLAN

1. Inmates with medical and/or psychiatric conditions identified during intake screening, or returning to the jail from off-site treatment facilities, shall be referred to the medical staff for evaluation. Medical staff will be responsible for developing and documenting an individualized plan of treatment.

2. For each inmate treated in the jail by the mental health provider or medical staff, the staff member shall develop a written treatment plan. The jail staff shall be informed of the plan when necessary, to ensure coordination and cooperation in the ongoing care of the inmate.

3. Treatment plans shall include the specific medical or psychiatric problem, interventions, housing, dietary medication, observation and monitoring, and follow-up referral if necessary.

4. The treatment plan shall include referral to treatment after release from the facility, when recommended by treatment staff.
I. BACKGROUND

To maintain the health and well being of inmates, to the extent possible, there shall be a sick call for all inmates requesting medical and/or mental health attention.

II. DEFINITION

Sick call is provided for those inmates who request treatment for a medical or mental health condition.

III. PROCEDURES

A. SICK CALL

1. Each inmate requesting or requiring medical attention shall receive such attention as soon as possible. The nurse will conduct sick call Monday-Friday. Urgent sick call requests will be seen on weekends.

2. Medical Request Slips are to be handed directly to the nurse on duty by the inmate. The inmate will be seen the next day providing it is Monday-Friday. The weekend nurse will review all request slips daily for emergency or potential emergency situations.

3. The nurse, upon examination and evaluation of the inmate’s medical problem, will ascertain the need for examination by a physician. The nurse will order the inmate transported to Adventist Health Sonora Emergency Room for emergency care as indicated.

4. The area used for the medical exam will be well ventilated and appropriately equipped and supplied. The inmate’s privacy shall be honored at all times.

5. Also see sections 1208 and 1210 in the Wellpath Policy and Procedures Manual.
I. BACKGROUND

Vermin infested inmates will be treated by medical staff on an individual basis and thoroughly confined to prevent the spread of communicable conditions within the jail. Authority: Title 15, Sections 1212 and 1264.

II. DEFINITION

Vermin are a communicable disease spread by humans.

III. PROCEDURES

A. VERMIN CONTROL

1. Inmates infested with vermin should be isolated from others. The facility nurse shall be notified and a treatment plan developed and implemented.

2. Clothing and property shall be bagged and removed to the laundry area, or if possible, removed from the facility by the family members. If they remain in the facility they will be washed in hot water with detergent and tumbled dry in a hot dryer. All bed linen shall be treated in the same manner.

3. At the directions of the nurse, non-medical staff, following written instructions, may administer the non-prescription medication.

4. If heavy contamination exists, the services of a licensed pest control operation should be considered. Judicious use of insecticide sprays is advised.

5. Since there is little information as to the effectiveness of the spray and its potential hazard for misuse, use of spray should be confined to objects that cannot be washed or cleaned.

6. Notation of treatment should be placed in the patient’s chart.

7. Individuals suspected of having scabies will be isolated and placed on a priority list for the next sick call.
I. BACKGROUND

Chemical dependency refers to persons physiologically dependent upon alcohol, opium derivatives, opiates, stimulants and depressants. Detoxification is the process of withdrawing from that dependency.

II. DEFINITION

Medical treatment for inmates with a chemical dependency administered and monitored by the jail medical staff while in custody.

III. PROCEDURES

A. DETOXIFICATION

1. The non-medical staff shall be aware of signs and symptoms of inmates undergoing acute drug or alcohol withdrawal. Such inmates shall be observed twice every thirty minutes by the non-medical staff, with written documentation of observation.

2. Drug detoxification will be provided within the facility. Jail staff will refer inmates believed to need detoxification to the nurse, who will consult with the Medical Director.

3. Methadone withdrawal will not be provided.

4. Pregnant heroin addicted females will be provided withdrawal treatment.

5. An "Informed Consent" form will be utilized in obtaining consent from inmates.

6. Immediate transportation to an appropriate medical facility should be accomplished when symptoms indicate. Medical staff or the Watch Commander should determine transportation.
I. BACKGROUND

All examination, treatments, and procedures are governed by informed consent in a language understood by the inmate.

II. DEFINITION

INFORMED CONSENT - An inmate must be aware of and understand the treatment to be administered and agree to that treatment.

III. PROCEDURES

A. INFORMED CONSENT

1. An “Informed Consent” form will be utilized in obtaining consent from inmates.

2. Anyone who has not been adjudicated to be incompetent may refuse non-emergency treatment.

3. The medical staff shall inform the inmate of the nature of the treatment and its possible side effects and risks as well as the risk of not having the treatment.

4. Involuntary treatment shall be delivered in accordance with a court order and /or Wellpath policy and procedure for involuntary administration of psychotropic medication.
I. BACKGROUND

The jail medical program provides screening and referral for treatment of dental conditions that appear detrimental to the inmate’s general state of health.

II. DEFINITION

Dental Care is dental hygiene treatment provided by a dentist.

III. PROCEDURES

A. DENTAL CARE

1. Emergency and medically required dental care shall be provided to an inmate based on a recommendation by the health care provider.

2. A licensed dentist shall provide treatment, at a site away from the jail.

3. If an acute problem is present and treatment deemed necessary by the health care provider, transportation will be provided to and from the dentist’s office at the first available appointment time.

4. Inmates are provided toothbrushes and toothpaste for dental hygiene.

5. Dental floss will not be provided due to security reasons. Selected individuals may floss under the supervision of medical staff.

6. Treatment provided is based on the inmate’s needs, length of stay and the priority levels as defined by medical staff.
I. BACKGROUND

Pharmaceutical Management ensures safe, accurate methods of administering medication. All state and federal laws and regulations regarding prescribing, dispensing, and administration will be strictly adhered to.

II. DEFINITION

Pharmaceutical Management consists of the security, administration and charting of all inmate medications.

III. PROCEDURES

A. SECURITY OF MEDICATION

1. "Medical Protocol" provides for the secure storage and the controlled administration of all legally obtained drugs. Such plans, procedures, space and accessories shall include, but not be limited to the following:

   a. Cabinets, closets and refrigeration units that can be securely locked or confined within another locked unit.

   b. Means for a positive identification of the recipient of the prescribed medication, such as an inmate ID or photograph.

   c. Procedures for administering prescribed drugs at the proper time and dosage.

   d. The deputy shall confirm that the recipient has ingested the medication.

   e. Procedures for the administration of controlled substances and dangerous drugs in liquid or powdered form, whenever possible.

   f. Procedures for recording that the prescribed dose has been administered and by whom, or, if not administered, the reason therefore.

   g. Inmates are prohibited from administering prescription drugs.

2. Prescription drugs and medication will be given only on the order of the physician.

B. ADMINISTERING MEDICATION
1. The nurse shall administer medications. A deputy shall accompany the nurse when
    passing medications.

2. Inmates must be wearing the proper I.D. card, before receiving medication.

3. No inmate shall administer or deliver drugs.

4. At the nurse’s discretion, inmates will be examined orally to ensure ingestion of
    medication.

C. **CHARTING MEDICATION**

1. If refused or not given, medication will be circled on nurse’s drug record.

2. All medications administered, including over the counter medications, will be
    charted.

3. All medications will be locked in a secure cabinet.

4. PRN medications will be available two times daily, shall be administered by licensed
    staff, and the time of the dispensation documented.
I. **BACKGROUND**

Psychotropic medications are used for the treatment of mental and emotional disorders. Law, medical procedures, Title 15 and the procedures listed below, strictly governs their prescribed use, voluntary and involuntary.

II. **DEFINITIONS**

A. **PSYCHOTROPIC MEDICATIONS** - Any medication prescribed for the treatment of symptoms of psychoses and other mental and emotional disorders.

B. **EMERGENCY** - A situation in which action to impose treatment over the inmate’s objection is immediately necessary for the preservation of life, or the prevention of serious bodily harm to the inmate or others and it is impracticable to first gain consent.

III. **PROCEDURES**

A. **SCREENING**

1. Custody staff will note on the intake health screening form when an arrestee states that he or she is on psychotropic medications or has a history of receiving psychotropic medication. Medical staff will be informed and assess the inmate.

2. No psychotropic medications shall be unilaterally discontinued without consultation with the facility physician or psychiatrist.

B. **EMERGENCIES**

1. Without an emergency situation, as described above, inmates will not be administered involuntary psychotropic medications at the Tuolumne County Jail.

2. Without an emergency or a court order for treatment, an inmate must give his or her informed consent.

C. **ADMINISTRATION OF DRUGS**

1. Inmates requiring psychiatric care beyond on-site capability shall be transferred to a licensed treatment facility.

2. Psychotropic medication will not be administered for disciplinary purposes.
TUOLUMNE COUNTY SHERIFF'S
OFFICE PROCEDURE
Date: February 2, 2010
Revised 12-17-19
Page: 1 of 1
No: 6.70

DISSEMINATION: ALL PERSONNEL
SUBJECT: INMATE DEATHS

ORIGINATING DIVISION: CUSTODY
NEW PROCEDURE ☐ PROCEDURAL CHANGE ☐ SUPERSEDES:
RELATED POLICY

I. BACKGROUND

Title 15, Section 1218 requires that procedures be in place to ensure a medical and operational review of every in-custody inmate death. The facility administrator, in cooperation with the health administrator, shall develop a written policy and procedures to ensure that there is an initial review of every in-custody death within 30 days. The review team shall include the facility administrator and/or the facility manager, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident.

II. DEFINITION

INMATE DEATH - A person who dies while incarcerated in a custody facility.

III. PROCEDURES

A. INMATE DEATHS

1. Remove all inmates from the housing unit. Separate the inmates if possible. Lock down the entire jail until cleared by the Watch Commander.

2. Place a Deputy at the housing unit. Start a written log of all personnel that enter the housing unit.

3. The Custody Commander shall be notified and will respond to the jail. He/she in turn will notify the Sheriff via the chain of command.

4. The Coroner and the Investigations Divisions shall conduct an investigation into every inmate death. The on-call Investigator and Criminal Investigator shall be requested through the Communications Section.

5. The Coroner Division will be responsible for notifying the next of kin.

6. Reports shall be submitted in accordance with Title 15, Section 1218 and Government Code, Section 12525 within 10 days.
I. BACKGROUND

A suicide prevention program should include symptom identification, staff training, inmate assessment, inmate monitoring, appropriate housing, referral to mental health staff and services, communications with all involved, intervention, notification, reporting and review of suicide related occurrences.

II. DEFINITION

The prevention of an inmate causing physical harm to him/her self.

III. PROCEDURES

A. INITIAL CONTACT AND SCREENING

1. The receiving deputy and the classification officer, when available, will interview and screen for suicidal tendencies when an arrestee is brought in to the jail.

2. It shall be the responsibility of the Watch Commander to ensure that the inmate is housed in the proper section of the jail and that appropriate provisions are made to prevent the inmate from injuring himself, i.e. posted notifications, and visual observation checklist on the inmate.

B. PREVENTION AND MONITORING

1. Identification

   a. The receiving and screening procedures completed by custody staff at the time of inmate intake into the facility shall include questions and observations regarding mental status and potential for suicidal behavior.

   b. Custody and health services staff shall be trained and alerted to the need to continuously monitor inmate behavior for suicide potential during incarceration.

2. Training

   a. Regularly scheduled training for all correctional and health services staff shall include identification and management of suicidal behavior in the jail setting, including high-risk periods of incarceration, suicidal risk profiles and recognition of verbal and behavioral cues that indicate potential suicide.
3. Assessment
   a. Mental health services shall be available to assess the inmate’s level of suicide risk upon referral by custody staff.

4. Housing and Monitoring
   a. Inmate identified as potentially suicidal shall be placed on SUICIDE WATCH by custody or health services staff.

5. Suicide Watch
   a. Safety Cell.
   b. Inmates clothing is removed and they are given a safety gown.
   c. Inmate may NOT have access to razors, sharp objects (pencils, etc.) or other items which may be used in a suicidal acting out gesture (e.g., plastic bags, shoelaces, sheets, etc.)
   d. Inmates placed on SUICIDE WATCH shall be monitored by jail staff twice every 30 minutes for the duration of the inmate’s stay in the Safety Cell. In addition, the inmate shall be evaluated by health services once every 12 hours, and by mental health a minimum of once per duty shift.
   e. All monitoring/supervision shall be documented on a safety check log to include name of subject, date, time, inmate behavior/appearance, intervention (when appropriate) and signature/initials of the individual monitoring.
   f. Health services documentation will be recorded on the inmate’s health record. Assessment shall include orientation level, behavior, and willingness to comply with treatment, activity level and presence/absence of suicidal ideation.
   g. An incident report shall be written and submitted to the Jail Commander as soon as possible. A copy of the incident report will be submitted to the Administrative Sergeant or Designee.

6. Referral
   a. All inmates identified as displaying suicidal ideation, gestures and/or attempts shall be referred to the medical staff.
   b. During the hours when no medical staff is on duty, notify the on call mental health worker.
7. Medical Intervention
   a. Intervention and treatment shall be carried out in accordance with direct order of the responsible medical or mental health provider and/or Wellpath protocols/standardized procedures.

8. Communication
   a. Wellpath administration, the RN, and the facility commander shall be responsible for developing and implementing operational procedures to insure timely and accurate communication between custody staff and health services staff regarding the status of the inmate to include end-of-shift reporting.

9. Reporting
   a. Wellpath administration will develop procedures for documenting, identifying and monitoring of potential or attempted suicides, and reporting completed suicides.
   b. Wellpath Corporate Management shall be notified of the suicide within one working day.

10. Notification
   a. Next of kin
      Family member(s) of an inmate who completed suicide shall be notified in accordance with Department Policy and Procedure.
   b. Custody Commander
      The nurse on duty shall be responsible for reporting all potential and/or attempted and completed suicides to the Custody Commander via the chain of command as soon as possible.

11. Review
   a. The Custody Commander shall review all suicides.
   b. The Quality Assurance Review Committee shall review all suicides.
I. BACKGROUND

First aid kits shall be available in all facilities. The responsible physician shall approve the contents, number, location and procedure. First aid kits shall be checked monthly for restocking of supplies. Medical staff shall document the monthly check after review of the kit.

II. DEFINITION

A first aid kit is kept in the jail staff break room for immediate access.

III. PROCEDURES

A. FIRST AID KITS

1. First Aid Kits shall be available in the kitchen, deputy break room and control room. The contents are subject to the approval of the Medical Director.

2. Contents will be limited to basic first aid supplies. An index card of the contents of the kits will be included with periodic inspection to insure proper stocking.

3. Contents of first aid kits will be checked and refilled monthly by the nurse.
I. BACKGROUND

Food handlers shall receive education and ongoing monitoring regarding personal hygiene, kitchen cleanliness and proper preparation and storage of food.

II. DEFINITION

Civilian cooks and inmate kitchen workers.

III. PROCEDURES

A. FOOD HANDLING

1. All food handlers shall maintain a high standard of personal hygiene.

2. All inmate food handlers shall be required to wear a hair cover to prevent contamination of food.

   a. All inmates must be clean-shaven or wear a medical mask.

3. Food handlers shall wear clean, washable outer garments, keep their hands clean and shall use appropriate serving devices such as tongs, ladles, etc. All food handlers shall wear gloves when touching or serving food.

4. The kitchen equipment will be maintained in clean serviceable condition.

5. Perishable food shall be maintained under refrigeration or in air tight containers to prevent contamination.

6. A jail deputy shall supervise the serving of all meals.

B. INMATE KITCHEN WORKERS

1. The nursing staff shall screen every inmate prior to assignment to the kitchen. They shall be free of any communicable disease, including: colds, hepatitis, vomiting, diarrhea, skin sores, rashes, open cuts or yellow skin or eyes.

2. Inmates assigned to the kitchen will sign an agreement outlining the rules for working in the kitchen. The agreement will include the following:

   a. The requirement to wear hair net while working with food or in the kitchen and be free of facial hair or wear a mask during these times.

   1. Hair cuts will be paid from the inmate welfare fund for inmate workers
assigned to the kitchen.

b. The requirement that inmate workers wash their hands and hair prior to entering the kitchen. They shall wash their hands each time prior to working with foods. Inmates shall wash hands with soap and water following every use of the bathroom.

c. They shall not eat, or touch their face or hair while working in the kitchen.

d. They shall use appropriate utensils and/or plastic gloves when serving or handling food.

e. That they report any illness or condition that may compromise the health and safety of the kitchen or the handling of food.

f. The inmate kitchen workers will normally come out at 0800 and work until 1800 hours. They will assist the Trinity cooks to prepare all inmate meals, clean the kitchen and any other duties as assigned.

g. Inmate teams will put away incoming deliveries, which requires the ability to carry heavy packages and placing them on shelves.

C. FOOD HANDLERS AND MEDICAL DIETS

1. Food handlers shall be screened for communicable diseases, skin lesions and jaundice prior to working in the kitchen. Also, they will have an annual T.B. skin test or chest x-ray if history of positive PPD. The non-inmate kitchen supervisor will report to the nurse any change in inmates medical condition.

2. Food handlers shall be made aware of acceptable sanitary practices, covering proper food handling and personal hygiene. The importance of hand washing in particular will be emphasized.

3. General population inmates will be provided with three meals in a twenty-four hour period. They will follow the daily requirements as shown in Section 459 of the Health and Safety Code.

4. The Medical Director will institute menus for inmates with special dietary needs. The nurse will oversee administration of such diets. Special diet problems will be directed to the Trinity Food Service Director.
I. BACKGROUND

Menus will be planned by the Trinity Food Service Director and approved by a registered dietitian.

II. DEFINITION

A menu is a list of food and beverage available to be served for a meal.

III. PROCEDURES

A. MENUS

1. The cooks will prepare a four-week menu for jail inmate meals. The four-week menu will be used in a continuing rotation. The menu shall comply with the Recommended Dietary Allowances of the National Academy of Sciences (1989) and generally upon the California Daily Food Guide pursuant to Title 15.

2. The four-week menu may provide for hot meals at lunch and dinner and a sack breakfast.

3. A Registered Dietitian will review the four-week menu at least annually for compliance with Title 15 guidelines.

4. Periodically, a “dead man tray” of inmate service will be set aside for review by the nutritionist to confirm compliance with regulations and approved menu.

5. Deviations from the menu schedule should be avoided. However, if a deviation is necessary because of a lack of materials, a suitable substitute for the menu item should be made. The deviation should be noted on the menu for that day.

B. MEALS

1. The prescription of a therapeutic diet is the sole province of the responsible physician. The therapeutic diets utilized shall be planned, prepared and served with consultation from a registered dietician. A therapeutic diet manual, which includes sample menus for therapeutic diets, shall be available in both the medical unit and food service office for reference and information.

2. When a disciplinary isolation diet is directed, that meal shall comply with Title 15 Section 1247.

3. If an inmate misses a regularly scheduled facility meal, they may be provided with a
sandwich and beverage in lieu of that meal.

4. Inmates on medical diets shall be provided with a full dietary meal.

5. Jail personnel are to be served meals as a part of their work shift as they do not have an opportunity to leave the facility for meal breaks. Trinity is providing this meal service.
I. BACKGROUND

To establish an emergency food plan that will be developed by the Trinity Services Food Service Director and approved by a Registered Dietitian. It will be used to ensure an adequate supply of food for County Jail Inmates in the event deliveries of food are interrupted. The jail will maintain an emergency food supply sufficient to feed an inmate population of one hundred fifty persons for a period of one week.

II. DEFINITION

An emergency food plan is a procedure put in place in the event of an emergency within the Jail Facility or any other emergency that may affect the Jail Facility’s ability to secure food from normal sources.

III. PROCEDURES

A. FOOD STORAGE

1. The Food Service Director will keep a supply of emergency canned food and water, sufficient to sustain a jail population of one hundred fifty persons for a one week period.

2. The Food Service Director will store emergency food supplies in the dry food storage area located in the Facility and County Surplus building located on Jackson Street.

3. The Food Service Director will ensure that emergency food supplies consist of the four basic food groups.

4. The Food Service Director will notify the Jail Commander in writing and for what reason it is necessary to use the emergency food supplies.

5. The Food Service Director will restock emergency food supplies as they are used.

6. The Food Service Director will rotate the emergency food supplies depending on their shelf life.
I. BACKGROUND

The jail kitchen feeds the entire jail three meals a day. They are required by the Health Department to maintain sanitary conditions and provide nutritious meals.

The jail kitchen will be maintained in a clean and organized manner to assure preparation of nutritious meals for inmates and staff.

II. DEFINITION

Food Service Director - A trained and experienced food service manager who prepares and implements the food service plan.

III. PROCEDURES

A. STAFFING

1. The Trinity cooks shall staff the jail kitchen.

B. FOOD SERVICE DIRECTOR

1. Trinity will designate the Food Service Director who will:
   a. Plan menus.
   b. Provide a portion control system.
   c. Supervise kitchen personnel.
   d. Train inmate food service staff.
   e. Prepare a yearly food budget.
   f. Provide a food cost system.

2. Jail deputies will provide functional supervision of the inmates assigned to assist in the kitchen.

3. The Jail Cook Supervisor will provide supervision of inmates assigned to assist the kitchen.

4. Shifts will be established to assure a cook is on duty from 0800 hours through 1830 hours daily.

5. Inmate kitchen workers schedule will be prepared by the Food Services Director.
from Trinity on a weekly basis. Also it will be posted in the kitchen office and a copy given to the Jail Commander.

C. MAINTAINING CLEANLINESS

1. All assigned personnel, cooks and inmates, shall endeavor to keep the kitchen and themselves clean at all times. Hair should be covered and inmates shall be clean-shaven.

2. Hands shall be washed prior to handling food. Appropriate utensils or plastic gloves should be used to avoid handling food barehanded.

3. Floors and preparation areas should be cleaned after each meal. Floors will be mopped daily. Floor drains will be flushed every Tuesday and Friday with cleaning materials.

4. Cooks will maintain a rotating schedule to assure floors and equipment are thoroughly cleaned at least every three days.

5. Cooks will immediately report problems to the Food Services Director and/or the Watch Commander.
I. **BACKGROUND**

The Custody Division will be responsible for the control, storage and inventory of all inmate clothing. The Jail shall assure that a sufficient supply of clothing is available at all times and shall be prepared to meet any unusual demands which may arise. Authority: Title 15, sections 1260 and 1270.

II. **DEFINITION**

Standard Institutional Clothing is the standard issue of climatically suitable clothing for inmates.

III. **PROCEDURES**

A. **INMATE CLOTHING**

1. A standard issue of institutional clothing shall include, but not be limited to:

   a. Males: One short sleeve jumpsuit, one t-shirt; one pair boxers; one pair of socks; one pair of shoes; one towel; two blankets and one sheet.
      i. High Risk Males: One red short sleeve jumpsuit, one red t-shirt; one pair of boxers; one pair of socks; one pair of shoes; one towel; two blankets and one sheet.
   b. Females: One short sleeve jumpsuit, one t-shirt; two pair of panties; one sports bra; one pair of socks; one pair of shoes; one towel; two blankets, and one sheet.
      i. High Risk Females: One red short sleeve jumpsuit, one red t-shirt; two pairs of panties; one sports bra; one pair of socks; one pair of shoes; one towel; two blankets and one sheet.

2. One serviceable mattress per inmate will be issued.

3. Clothing shall be reasonably fitted, durable, easily laundered, repaired, and shall be issued to all inmates housed in the facility.

B. **INMATE DRESS CODE**

1. The jail has established inmate dress codes adaptable to daily inmate life. They include but are not limited to:

   a. Standard jail clothing shall be worn at all times while in the day room of the housing unit.
b. Alteration, in any form, of jail clothing is prohibited.
I. BACKGROUND

The Custody Division will be responsible for the control, storage and inventory of all inmate clothing. The Jail shall assure that a sufficient supply of clothing is available at all times and shall be prepared to meet any unusual demands which may arise.

II. DEFINITION

SPECIAL CLOTHING - clothing, other than regular jail issue, that is issued to an inmate while performing a work assignment.

III. PROCEDURES

A. SPECIAL CLOTHING

1. Inmates shall be issued suitable clothing to enable them to work assignments such as food services, painting, and other specified work. Inmates shall be provided with suitable footwear.

2. Kitchen and laundry workers will be issued white shirts and white trousers instead of the standard jail issue.

   a. The inmate will be issued a pair of black tennis shoes.

3. Outside workers will be issued blue jeans and work boots in addition to the standard jail issue.
I. BACKGROUND

The Custody Division will be responsible for the control, storage and inventory of all inmate clothing. The Jail shall insure that a sufficient supply of clothing is available at all times and shall be prepared to meet any unusual demands which may arise. Authority: Title 15, Sections 1262 and 1271.

II. DEFINITION

CLOTHING EXCHANGE - To exchange soiled jail issue clothing for clean jail issue clothing.

III. PROCEDURES

A. INSTITUTIONAL CLOTHING EXCHANGE

1. Each inmate is responsible for his laundry items when laundry exchange is conducted in the housing units. To receive clean laundry, the inmate must turn in soiled items at the time they are issued clean clothing.

B. CLOTHING/LINEN WILL BE EXCHANGED AS FOLLOWS

1. Outer-wear (excluding shoes) and sheets once per week.

2. Undergarments and socks, twice per week.

3. Towels, twice per week.

4. Blankets, every 3 months.

5. Clothing and linen exchanges will be logged with the date and time completed on the JMS.
I. BACKGROUND

The Custody Division will be responsible for the control, storage and inventory of all inmate clothing. The Jail shall insure that a sufficient supply of clothing is available at all times and shall be prepared to meet any unusual demands which may arise.

II. DEFINITION

Clothing supply is the quantity of clothing, bedding, and linen available for the needs of the inmate population.

III. PROCEDURES

A. CLOTHING SUPPLY

1. There shall be a quantity of clothing, bedding, and linen available for actual and replacement needs of the inmate population.

B. CONTAMINATED CLOTHING

1. The following procedures shall be implemented for confiscating and handling contaminated inmate clothing. Clothing shall only be confiscated when it cannot be laundered and will contaminate other clothing if stored. Clothing should be confiscated and destroyed for the following reasons:

   a. Contains excessive amounts of blood and shall be taken to SRMC for destruction.

   b. Contains excessive amounts of dirt and the material is rotting.

   c. Is saturated in heavy grease or oil.

   d. Is saturated with urine or fecal matter and shall be taken to SRMC for destruction.

2. A supplemental report shall be made which will include the date and reason the clothing was destroyed. A copy of this report will be placed in the inmate’s record file.

3. An Inmate Incident Report form shall be used to make proper notification.

4. Final authority to destroy an inmate’s clothing shall be made by the Watch
Commander.
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<td>DISSEMINATION: ALL PERSONNEL</td>
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<td>ORIGINATING DIVISION: CUSTODY</td>
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REFER TO SECTION 6.64
I. BACKGROUND

Basic personal hygiene items will be supplied to each inmate as required by Title 15, Section 1265.

II. DEFINITION

INDIGENT - An inmate who has no money or less than two dollars on his account for at least two weeks.

III. PROCEDURES

A. PERSONAL HYGIENE ITEMS

1. The jail shall issue personal hygiene items according to the guidelines and standards set forth in Title 15.

2. All inmates held over twenty-four hours shall be issued the following personal care items:

   a. Toothbrush
   b. Toothpaste
   c. Soap
   d. Comb
   e. Shampoo
   f. Cup
   g. Deodorant
   h. Spork

3. Inmates shall not be required to share any personal care items listed in items “a” through “i”.

4. Razor exchange will be on Wednesday and Sunday. The day shift deputy will pass out razors early in the shift and pick them up before their shift is over. Inmates should have at least one hour to use their razors. Inmates will not share disposable razors. The same deputy that issues the razor should be the one that picks them up. There shall be no razors left in the inmate population except during the razor exchange period. Inmates upon request may have access to shaving implements daily.

5. Toothbrushes will be exchanged on a “one for one” basis.

6. All female inmates shall be issued sanitary napkins.
B. **INDIGENT SUPPLIES**

1. Inmates who qualify as indigent may sign up weekly to receive an “indigent kit” containing the following items:
   
   a. Pencil
   b. Paper
   c. Envelopes
   d. Shampoo
   e. Soap
   f. Toothpaste
   g. Deodorant

2. Indigent inmates will be allowed two postage free letters each week as well as unlimited postage free legal mail.

3. Indigent inmates will be eligible for a haircut once a month if they have two dollars or less in their account for two weeks.
I. BACKGROUND

Personal hygiene is a necessity and will be encouraged for all inmates.

II. DEFINITION

Showering is bathing one's person.

III. PROCEDURES

A. SHOWERING

1. Inmates may be allowed to shower prior to housing if warranted by their personal hygiene.

2. Inmates shall be permitted to shower upon assignment to a housing unit and then, preferably, on a daily basis.

3. Showers are available in all housing units, except single cells, from the time the inmates are unlocked in the morning until they are locked down at night.

4. Single cell housing is Administrative Segregation or discipline. Inmates in these cells will normally be allowed access to showers every day, with a minimum of every other day as required by Title 15.

5. Inmates on work assignments and those making court appearances shall be permitted to shower daily.
I. BACKGROUND

To offer hair care services to inmates.

II. DEFINITION

A professional hair care person provides hair care.

III. PROCEDURES

A. HAIR CARE SERVICES

1. Head and facial hair shall be kept clean and groomed at all times. The Custody Commander may invoke necessary restrictions regarding extreme hairstyles that relate to safety, health or security. These restrictions may result in exclusion from certain work assignments, but only with the exercise of discretion and good judgment.

2. The following guidelines apply:

   a. Hair care services shall be available to all inmates.

   b. Inmates, except those who may not shave for reasons of identification in court, shall be permitted to shave daily and receive hair care services at least once per month.

   c. Hair care equipment shall be disinfected before each use, by a method approved by the State Board of Barbering and Cosmetology to meet the requirements of Title 16, Chapter 9, Sections 979 and 980, California Code of Regulations.

3. Haircuts are available once per month. A sign up sheet will be placed in the housing units prior to the day hair care is provided.

4. If in the event that the jail is unable to provide a licensed barber for inmate hair cutting services, the jail shall provide hair clippers and the appropriate accessories to utilize while in the Video Arraignment room. Clippers and attachments that are used must be disinfected prior to each use. Attachments are to be placed into the Barbicide container which shall contain a 2 ounce Barbicide/32 ounce water mixture for a minimum of 10 minutes between uses. Barbicide must be rinsed off attachments prior to each use. Fresh solution must be prepared daily or more often if solution becomes diluted or soiled. Inmates shall brush out clippers and a deputy shall spray the clippers with Cool Care aerosol spray that is provided after its use.
Inmates can be provided a broom and shall sweep up after themselves. The deputy must account for any attachments/brushes that are given to the inmate. Each inmate that is given the opportunity to use the clippers must be logged in the JMS as such. No group haircutting. The Jail Program Schedule has been adjusted to show Haircuts on Saturdays starting at 0900-1700 in Program Room 1 (V/A room). Supplies shall be kept in the Video Arraignment cabinet.
I. BACKGROUND

The Custody Division will be responsible for the control, storage and inventory of all inmate bedding and linen. The Jail shall assure that a sufficient supply of bedding and linen is available at all times and shall be prepared to meet any unusual demands which may arise.

II. DEFINITION

To provide a standard issue of clean suitable bedding and linens for inmates housed at Tuolumne County Jail.

III. PROCEDURES

A. Standard Bedding and Linen issue.

1. The standard issue of clean suitable bedding and linens, for each inmate living area shall include:

   a. One serviceable mattress which meets the requirements of Section 1272, Title 15.

   b. Two sheets

   c. One towel

   d. One cotton and one wool blanket

B. Two blankets or sleep bag may be issued in place of one mattress cover or one sheet.
I. BACKGROUND

The Custody Division will be responsible for the control, storage and inventory of all inmate bedding and linen. The Jail shall assure that a sufficient supply of linen is available at all times and shall be prepared to meet any unusual demands which may arise.

II. DEFINITION

Bedding and linen exchange is the procedure for exchanging bedding and linen.

III. PROCEDURES

A. BEDDING AND LINEN WILL BE EXCHANGED AS FOLLOWS

1. Sheets once per week.
2. Towels, twice per week.
3. Blankets, every 3 months.
I. BACKGROUND

The facility is required to issue one mattress to each inmate.

II. DEFINITION

MATTRESS - A rectangular pad filled with soft material.

III. PROCEDURES

A. MATTRESSES

1. Any mattress issued to an inmate in any facility shall be enclosed in an easily cleaned, non-absorbent and fire retardant ticking.

2. All mattresses issued shall conform to the size of the bunk.

3. Any mattress purchased for issue to an inmate in a locked facility shall meet the requirements of the State Fire Marshall.

4. One mattress will be provided for each inmate.
I. BACKGROUND

Maintaining an acceptable level of cleanliness, repair and safety throughout the facility is a necessity in any custody facility. To obtain that goal, cleaning supplies must be available and a cleaning schedule must be established and maintained.

II. DEFINITION

Facility Sanitation is an implemented plan for facility sanitation, safety and maintenance.

III. PROCEDURES

A. HOUSING UNITS

1. Cleaning supplies will be placed in each housing unit by 0600 hours and be removed prior to lockdown.

2. Cleaning supplies will consist of:

   a. Mop bucket (containing a premixed cleaning solution), mop handle and mop head, broom head. One gray bucket, one full bottle of Peroxide disinfectant, ½ green scuff pad, one toilet brush with brush container, 4 rags, and 2 pairs of gloves.

3. Shower mats and curtains can be cleaned outside by car wash worker or in the housing unit with appropriate cleaning materials.

4. The rags are to be counted at night when removed from the housing unit, re washed and re issued into the buckets each day.

5. All the supplies for the cleanup are stored in the sally port closet by the J3 post.

B. CORRIDORS AND COMMON AREAS

1. Inmate workers will be responsible for cleaning all corridors and common areas.

2. Inmate laundry workers will be responsible for most of the cleaning of the corridors and common areas.

3. Inmate laundry workers will be responsible for maintaining cleanliness of the corridors and common areas, i.e. cleaning up spills etc.

C. STAFF WORK AREAS, BREAK ROOM, BATHROOMS
1. Inmate laundry workers will clean all staff areas as needed.

2. A staff member shall supervise inmate workers while they are working in any staff area.

3. Inmate workers shall never enter the Jail Control Room for any reason.

D. KITCHEN

1. See Policy and Procedure Section 6.75

E. INSPECTIONS

1. Both Fire/safety and facility maintenance inspections will take place monthly.

2. These inspections will identify and correct unsanitary or unsafe conditions or work practices which may be found

3. When unsafe or unsanitary conditions are identified the watch commander will report these conditions to the facility manager. The facility manager or his/her designee will ensure these conditions are corrected.

F. Flammable, Toxic or Caustic Materials

i. Definitions:

1. **Flammable Materials**: Any product which will ignite when contacted flame or spark at or below 100 degrees Fahrenheit.

2. **Toxic**: A poisonous material that can destroy the life or health of a living animal or plant.

3. **Caustic**: A material able to burn or corrode persons or objects by chemical action.

ii. Acquisition

1. Every effort shall be made by all employees involved in the purchase or use of hazardous material to replace those products with those less likely to be abused or misused in the detention setting.

iii. Storage

1. All flammable, toxic and caustic materials will be stored in secure areas that meet with the approval of the State Fire Marshall.

2. All paints will be stored in a State Fire Marshall approved storage container, to be located in the car wash area.

iv. Use:

1. When using a hazardous, flammable, toxic or caustic material, all safety precautions shall be taken.

2. Read and follow the directions and warnings located on the hazardous material container.

3. Wear the necessary protective gear. Examples include gloves, mask, and eye protection.

4. Assure the proper ventilation is present.

5. Report any and all exposures of hazardous materials to medical staff
immediately, and follow through with a written report.
I. BACKGROUND

The refurbishment plan is to insure the cleanliness and sanitation of the jail facility. To establish a three year plan that will insure the ongoing custody division refurbishment process is completed.

II. DEFINITION

To refurbish the jail facility on a three year rotating schedule, utilizing the jail inmate population to supply the labor.

III. PROCEDURES

1. Utilizing jail inmates under the supervision of jail staff for painting and preparation including; scraping, sanding, cleaning and taping off work areas. All painting supplies and equipment will be provided and accounted for. A Tuolumne County Jail account at Kelley Moore Paint in Sonora has been established to insure quality products and consistent acceptable results.

2. Inmates shall paint their own housing units while supervised by jail staff. Inmate workers shall paint the jail hallways, offices, staff areas and other common areas i.e. visiting, attorney both and holding cells.

3. The three year plan schedule:

   A. Year One:

   1. Intake area including holding cells and hallways.
   2. Staff areas including; Cpl’s office, break room.
   3. Jail visiting area and lobby.
   4. Jail attorney room.
   5. Unit P.
   6. Unit K.
   7. Stairwell to second floor.

   B. Year Two:

   1. Yard and stairwell.
   2. Staff areas including; Admin. Sgt. office and medical office.
   3. Library and hallways.
   4. Laundry room.
   5. Unit J.
   6. Units L, M, N, and O.
C. Year Three:

1. Staff areas including; kitchen office and staff bathrooms.
2. Pantry.
3. Hallways.
5. Kitchen receiving area.
6. Unit A.
7. Unit B.
8. Unit C.
9. Unit D.
10. Unit E.
11. Unit F.
12. Unit G.
13. Safety Cell H.
14. Unit I.

4. A budget of $5,000.00 per year should be established to insure this plan is completed annually.

5. Durapoxy (Epoxy latex paint) has been chosen, tested, and proven to be the best possible paint product to use in the jail. Durapoxy is a commercial grade product that is expected to be serviceable well past the three year rotating refurbishment plan schedule.

6. Annual inspections of all freestanding mechanical units will be performed to insure the units are repaired or replaced prior to an operational failure.

7. An annual assessment of all jail control room and post equipment will be performed to identify possible replacement needs.

8. Facility inspections will be performed by jail staff prior to the end of each month. A copy of the inspection report will be forwarded to Facilities Management via the county Facilities work order system.
I. BACKGROUND

Tuolumne County Sheriff’s Office regularly receives Immigration Detainer requests (DHS Form-I-247) from the U.S. Department of Homeland Security’s Immigration and Customs Enforcement agency (ICE). A detainer serves to advise that ICE seeks custody of an individual presently in custody for the purpose of deportation.

II. DEFINITIONS

It is the interest of the Tuolumne County Jail to notify ICE regarding outdates and pick up deadlines for detainer requests that meet the criteria as outlined in the Trust Act (AB 4) and to release those individuals that are otherwise eligible for release.

III. PROCEDURES

Tuolumne County Jail regularly receives Immigration Detainer requests. The detainer is a request that the agency advise ICE, prior to releasing the individual, in order for ICE to arrange to assume custody. These detainer requests will not be honored unless a signed Federal warrant or a court order has been issued.

1. Trust Act: The Trust Act (AB4) provides that a person may not be held in custody solely on the basis of an immigration detainer if he or she is otherwise eligible to be released from custody, unless at the time the individual becomes eligible for release from custody certain conditions are met. These conditions are listed in this document. “Eligible for release from custody” means that the individual may be released from custody because one of the following conditions has occurred:

a. All criminal charges against the individual have been dropped or dismissed; or
b. The individual has been acquitted of all criminal charges filed against him or her; or
(c. The individual has served all the time required for his or her sentence; or
d. The individual has posted a bond; or
e. The individual is otherwise eligible for release under state or local law, or local policy.
2. Values Act: The Values Act (S.B. 54)
   a. California law enforcement agencies shall not:
      
     i. Inquire into an individual’s immigration status.
     
     ii. Detaining an individual on the basis of a hold request.
     
     iii. Providing information regarding a person’s release date or responding to requests for notification by providing release dates or other information unless that information is available to the public, or is in response to a notification request from immigration authorities in accordance with Section 7282.5. Responses are never required, but are permitted under this subdivision, provided that they do not violate any local law or policy.
     
     iv. Providing personal information, as defined in Section 1798.3 of the Civil Code, about an individual, including, but not limited to, the individual’s home address or work address unless that information is available to the public.
     
     v. Making or intentionally participating in arrests based on civil immigration warrants.
     
     vi. Transfer an individual to immigration authorities unless authorized by a judicial warrant or judicial probable cause determination, or in accordance with Section 7282.5.
     
     vii. Provide office space exclusively dedicated for immigration authorities for use within a city or county law enforcement facility.
     
   b. The Value Act does not prevent any California law enforcement agency from doing any of the following that does not violate any policy of the law enforcement agency or any local law or policy of the jurisdiction in which the agency is operating:
      
     i. Responding to a request from immigration authorities for information about a specific person’s criminal history, including previous criminal arrests, convictions, or similar criminal history information accessed through the California Law Enforcement Telecommunications System (CLETS), where otherwise permitted by state law.
      
3. Immigration Detainers: Inmates who are eligible for release from custody shall not be held, pursuant to an immigration hold, beyond the time he or she would otherwise be released. If an inmate meets one of the conditions set forth in subparagraphs a-f, ICE will be notified of the inmates outdate 10 days prior to the date. ICE may pick up the inmate up to 5 days prior to the inmates outdate but must pick-up the inmate by the outdate. If ICE does not pick up the inmate by the outdate, the Jail Commander or designee must be notified and the circumstances will be immediately assessed prior to the releasing the inmate from the Jail’s custody. It is the intent of the Tuolumne County Sheriff’s office not to hold any inmate beyond the time he or she would otherwise be released unless a signed Federal warrant or a court order has been issued.
a. Immigration detainers will be evaluated and ICE will be notified for inmates who are charged with certain felonies, if the individual is arrested on (i) a charge involving a serious felony [PC 1192.7(c)] or a violent felony, [PC 667.5(c)] (see listing below); or (ii) a felony punishable by imprisonment in state prison, other than domestic violence; or (iii) any felony listed in section 2(e), other than domestic violence; and a magistrate has made a finding of probable cause as to that charge pursuant to Section 872 of the Penal Code (i.e., a judge has signed the Probable Cause form).

b. As used in PC 1192.7(c), “serious felony” means any of the following:

- Murder or voluntary manslaughter;
- Mayhem;
- Rape;
- Sodomy by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person;
- Oral copulation by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person;
- Lewd or lascivious act on a child under 14 years of age;
- Any felony punishable by death or imprisonment in the state prison for life;
- Any felony in which the defendant personally inflicts great bodily injury on any person, other than an accomplice, or any felony in which the defendant personally uses a firearm;
- Attempted murder;
- Assault with intent to commit rape or robbery;
- Assault with a deadly weapon or instrument on a peace officer;
- Assault by a life prisoner on a non-inmate;
- Assault with a deadly weapon by an inmate;
- Arson;
- Exploding a destructive device or any explosive with intent to injure;
- Exploding a destructive device or any explosive causing bodily injury, great bodily injury, or mayhem;
- Exploding a destructive device or any explosive with intent to murder;
- Any burglary of the first degree;
- Robbery or bank robbery;
- Kidnapping;
- Holding of a hostage by a person confined in a state prison;
- Attempt to commit a felony punishable by death or imprisonment in the state prison for life;
- Any felony in which the defendant personally used a dangerous or deadly weapon;
- Selling, furnishing, administering, giving, or offering to sell, furnish, administer, or give to a minor any heroin, cocaine, phencyclidine (PCP), or any methamphetamine-related drug, or any of the precursors of methamphetamines;
- Any violation of PC 289(a) where the act is accomplished against the victim’s will by force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person;
- Grand theft involving a firearm;
- Carjacking;
- Any felony offense, which would also constitute a felony violation of PC 186.22;
- Assault with the intent to commit mayhem, rape, sodomy, or oral copulation;
- Throwing acid or flammable substances;
- Assault with a deadly weapon, firearm, machinegun, assault weapon, or semiautomatic firearm or assault on a peace officer or firefighter;
- Assault with a deadly weapon against a public transit employee, custodial officer, or school employee;
- Discharge of a firearm at an inhabited dwelling, vehicle, or aircraft;
- Commission of rape or sexual penetration in concert with another person;
- Continuous sexual abuse of a child;
- Shooting from a vehicle;
- Intimidation of victims or witnesses;
- Criminal threats;
- Any attempt to commit a crime listed in this subdivision other than an assault;
- Any violation of PC 12022.53 [Enhancements for use of a firearm in 18 specified felonies];
- A violation of subdivision (b) or (c) of Section 11418;
- Any conspiracy to commit an offense described in this subdivision.
- Additionally, any offense committed in another state, which if committed in California, would be punishable as a listed serious felony.

c. As used in PC 667.5(c), "violent felony" means any of the following:

- Murder or voluntary manslaughter;
- Mayhem;
- Rape;
- Sodomy;
- Oral copulation;
- Lewd or lascivious act;
- Any felony punishable by death or imprisonment in the state prison for life;
- Any felony in which the defendant inflicts great bodily injury on any person other than an accomplice which has been charged and proved, or any felony in which the defendant uses a firearm which use has been charged and proved;
- Any robbery;
- Arson;
- Sexual penetration;
- Attempted murder;
- A violation of PC 18745, 18750, or 18755 (explosives);
- Kidnapping;
- Assault with the intent to commit a specified felony, in violation of Section 220;
- Continuous sexual abuse of a child;
- Carjacking;
- Rape, spousal rape, or sexual penetration;
- Extortion, which would constitute a felony violation of PC 186.22;
- Threats to victims or witnesses, which would constitute a felony violation of PC 186.22;
- Any burglary of the first degree, wherein it is charged and proved that another person, other than an accomplice, was present in the residence during the
Custody

- Commission of the burglary;
- Any violation of PC 12022.53 [Enhancements for use of a firearm in 18 specified felonies];
- A violation of PC 11418(b) or (c)(weapon of mass destruction);
- And any offense committed in another state, which if committed in California, would be punishable as a listed violent felony.

d. ICE detainers will be evaluated and ICE will be notified for any conviction or prior conviction for serious felonies (see PC 1192.7(c)) or violent felonies (see PC 667.5(c));

e. Detainers will be evaluated and ICE will be notified for any conviction or prior conviction for a felony punishable by imprisonment in the state prison;

f. Detainers will be evaluated and ICE will be notified for any conviction or prior conviction for which the person is required to register on the California Sex and Arson Registry (CSAR) as a sex offender pursuant to PC 290 or as an arson offender pursuant to PC 457.1;

g. Detainers will be evaluated and ICE will be notified for any misdemeanor conviction within the last five years, that could also have been charged either as a misdemeanor or as a felony (i.e., “wobblers”) involving the following specified crimes or any felony conviction (at any time), involving the following specified crimes:
- Assault;
- Battery;
- Use of threats;
- Sexual abuse, sexual exploitation, or crimes endangering children;
- Child abuse or endangerment;
- Burglary, robbery, theft, fraud, forgery, or embezzlement;
- Driving under the influence of alcohol or drugs, but only for a felony conviction;
- Obstruction of justice;
- Bribery;
- Escape;
- Unlawful possession or use of a weapon, firearm, explosive device, or weapon of mass destruction;
- Possession of an unlawful deadly weapon, under the Deadly Weapons Recodification Act of 2010 (PC 16000);
- An offense involving the felony possession, sale, distribution, manufacture, or trafficking of controlled substances;
- Vandalism with prior convictions;
- Gang-related offenses;
- An attempt, or any conspiracy, to commit an offense specified in this section;
- A crime resulting in death, or involving the personal infliction of great bodily injury;
- Possession or use of a firearm in the commission of an offense;
- An offense that would require the individual to register as a sex offender;
- False imprisonment, slavery, and human trafficking;
- Criminal profiteering and money laundering;
- Torture and mayhem;
- A crime threatening the public safety;
- Elder and dependent adult abuse;
- A hate crime;
- Stalking;
- Soliciting the commission of a crime;
- An offense committed while on bail or released on his or her own recognizance;
- Rape, sodomy, oral copulation, or sexual penetration;
- Kidnapping;
- A violation of CVC 20001(c).

h. Detainers will be evaluated and ICE will be notified for any conviction of any federal crime that meets the definition of an aggravated felony as set forth in the Immigration and Nationality Act (8 U.S.C. Sec. 1101 at Section 1101(a)(43)(A) to (P). The full listing of specified crimes follows:

   The term "aggravated felony" means –

- Murder, rape, or sexual abuse of a minor;
- Illicit trafficking in a controlled substance;
- Illicit trafficking in firearms or destructive;
- Laundering of monetary instruments if the amount of the funds exceeded $10,000;
- An offense relating to explosive materials;
- A crime of violence, but not including a purely political offense for which the term of imprisonment is at least one year;
- A theft offense or burglary offense for which the term of imprisonment is at least one year;
- The demand for or receipt of ransom;
- Child pornography;
- Racketeer Influenced Corrupt Organizations (RICO) or gambling offenses, for which a sentence of one year imprisonment or more may be imposed;
- Owning, controlling, managing, or supervising of a prostitution business; peonage, slavery, involuntary servitude, and trafficking in persons;
- Gathering or transmitting national defense information relating to disclosure of classified information relating to sabotage, relating to treason, relating to protecting the identity of undercover intelligence agents or relating to protecting the identity of undercover agents;
- Fraud or deceit in which the loss to the victim or victims exceeds $10,000;
- Tax evasion in which the revenue loss to the Government exceeds $10,000;
- Alien smuggling (except in the case of a first offense for which the alien has affirmatively shown that the alien committed the offense for the purpose of assisting, abetting, or aiding only the alien's spouse, child, or parent);
- An offense described in section 1325(a) or 1326 of this title committed by an alien who was previously deported on the basis of a conviction for an offense described in another subparagraph of this paragraph;
- Falsely making, forging, counterfeiting, mutilating, or altering a passport or instrument and for which the term of imprisonment is at least 12 months (except in the case of a first offense for which the alien has affirmatively shown that the alien committed the offense for the purpose of assisting, abetting, or aiding only the alien's spouse, child, or parent (and no other individual.)
In the event a subject is held in custody on an immigration detainer pursuant to the above authority they may be held for 48 hours, excluding weekends and federal holidays, once all the local charges are completed, or the individual concerned is “time served”.

If none of the conditions listed in 2a-2h above are satisfied, an individual shall not be detained on the basis of an immigration hold after the individual becomes eligible for release from custody.

3. **Changed Circumstances:** Compliance with ICE detainer requests will be rescinded and the detainer requests will not be further honored whenever the factors justifying the detainer no longer exist.

   Similarly, if new evidence is developed meeting the requirements for honoring the detainer request, a prior determination not to honor the detainer request will be reevaluated pursuant to the provisions of the Trust Act.

4. **Equality of Access:** All persons arrested for a criminal offense and held in our custody pursuant to an ICE Detainer will have equal access to custody programs if otherwise program-eligible.

5. **Warrants:** Detainers and warrants are entirely separate and should not be confused. Duly issued warrants will in all cases be honored.

### AB2792 Federal Immigration Policy Enforcement: Ice Access

The Transparent Review of Unjust Transfers and Holds (TRUST) Act requires a local law enforcement agency, prior to an interview between the United States Immigration and Customs Enforcement (ICE) and an individual in custody regarding civil immigration violations, to provide the individual with a specified written consent form that would explain, among other things, the purpose of the interview, that it is voluntary, and that the individual may decline to be interviewed.

#### A. ICE Interviews:

Before an individual in custody is made available for an interview with Immigration and Customs Enforcement (ICE), whether in person or by phone, and including by being located in an area of the jail where ICE has the ability to approach the individual for questioning:

- The individual must be given a copy of the written consent form (TRUTH Act Form 1), which explains that the purpose of the interview is to investigate potential immigration violations, that the interview is voluntary, and that he or she may decline to be interviewed and/or may choose to be interviewed only with his or her attorney present.
- The consent form shall be provided in the individual’s preferred language, as indicated by the individual.
- The individual may indicate whether he or she consents to the interview by marking the form.
- If the individual does not affirmatively consent to the interview by signing the form, the individual shall not be made available for an ICE interview.
- If the individual indicates that he or she is only willing to speak to ICE with an attorney present, the individual shall not be made available for an interview until ICE has scheduled a meeting with the individual’s attorney, and the attorney is present.
• The officer must also sign and date the form, indicating that it has been provided to the individual in his or her preferred language and when this occurred.

B. ICE Hold, Notification, or Transfer Requests, including I-247, I-247D, I-247N, I-247X:

Upon receiving an ICE hold, notification, or transfer request for any individual:

• The individual shall promptly be given a copy of the request.
• The individual shall be given a copy of the notification form (TRUTH Act Form 2) indicating whether the Department intends to comply with the request. Any decision to comply shall be made in conformance with Department policy and the California TRUST Act, Gov. Code §§ 7282-7282.5. If the Department has not yet made a decision about whether it intends to comply, it shall so inform the individual, and shall also inform the individual when it expects to make a decision and the criteria it will use in making that decision.
• If the Department intends to comply with an ICE notification request, or has not yet made a decision about compliance, the individual shall be given the opportunity to complete the notification form with contact information for his or her attorney or any other individual the inmate chooses to designate.
• If the Department notifies ICE that an individual is being, or will be, released on a certain date and time, the officer providing that information to ICE shall promptly provide the same notice, using TRUTH Act Form 3, to the individual. The Department also shall notify the individual’s attorney or other designee, using the contact information provided by the individual on TRUTH Act Form 2. If notification to the attorney or designee is provided by phone, the Department shall subsequently provide, by email, the attorney or designee with a written copy of the notice given to the individual on TRUTH Act Form 3.

C. Public Access to Records:

Upon receiving any request pursuant to the California Public Records Act, GOVT. CODE §§ 6250 - 6276.48 for information related to ICE’s access to individuals, responsive records shall be produced consistent with the Act’s requirements.
AB4 (TRUST ACT) IMMIGRATION DETAINER ELIGIBILITY

An Immigration Detainer has been placed on ______________________________ and at least one of the following conditions has been met: (last name, first name)

- The individual has been charged with certain felonies, arrested on a charge involving a serious or violent felony (see listing); or a felony punishable by imprisonment in state prison, other than domestic violence; or any other felony listed (see listing), other than domestic violence; and a judge has signed the Probable Cause form.

- The individual has been convicted of a serious or violent felony (see listing); or the individual has been convicted of a felony punishable by imprisonment in the state prison.

- The individual has been convicted within the past five years of a misdemeanor for a crime that is punishable as either a misdemeanor or a felony (i.e., “wobblers”), or has been convicted at any time of the felony (see listing).

- The individual is a current registrant on the California Sex (PC 290) or Arson (PC 457.1) Registry.

- The individual has been convicted of a federal crime that meets the definition of an aggravated felony (see listing) or is identified by the United States Department of Homeland Security’s Immigration and Customs Enforcements as the subject of an outstanding federal felony warrant.

  - Conviction date_________________
  - Charges________________________________________________________

  - Conviction date_________________
  - Charges________________________________________________________

  - Conviction date_________________
  - Charges________________________________________________________

(If applicable for any of the above conditions)

- IF NONE OF THE CONDITIONS ARE SATISFIED, AN INDIVIDUAL SHALL NOT BE DETAINED ON THE BASIS OF AN IMMIGRATION HOLD AFTER THE INDIVIDUAL BECOMES ELIGIBLE FOR RELEASE FROM CUSTODY.

Dated______________        Print Name ________________________

Watch Commander Signature ________________________________
Truth Act Form 1

Date: __________

☐ Solicito recibir este formulario en español. / I request to receive this form in Spanish.
☐ 請寄來中文表格。/ I request to receive this form in Chinese.
☐ Nais ko pong makiusap na matanggap ang forma na ito sa Tagalog. / I request to receive this form in Tagalog.
☐ Tôi yêu cầu để nhận mẫu đơn này trong tiếng Việt. / I request to receive this form in Vietnamese.
☐ 저는 이서류를 한국어로 번역된 것으로 받고 싶습니다./ I request to receive this form in Korean.

Re: Consent Form for Immigration and Customs Enforcement Interview:
This notice is to inform you that Immigration and Customs Enforcement ("ICE") wants to interview you, either in person or by phone, to get information that they may use to try to deport you. You have the right to agree or to refuse this interview.

This notice is intended to provide you with information about your rights:

(1) **ICE interviews are voluntary.** You can say no to an interview by ICE.

(2) **You have the right to remain silent.** Even if you decide to say yes to an interview, you can refuse to answer any questions, including questions about your immigration status. This includes where you were born and how you came to the United States. Anything you say may be used against you in criminal and/or immigration proceedings. You should not sign any forms you do not understand.

(3) **You may request to have an attorney present during any interview.** If you request an attorney in this form below, the jail may not bring you to an ICE interview without your attorney present.

(4) **If you are already in removal (deportation) proceedings,** you have the right to have your immigration lawyer present during any questioning. You should tell ICE to contact your attorney (if you have one) before the interview.

By checking the box and signing below, you are indicating whether or not you agree to an interview with ICE. The jail or police officer will inform ICE of your decision. The jail is only allowed to bring you to an ICE interview if you agree.

Name: __________________________________ Booking #: ____________________

Signature: _______________________________

_____ I do not agree to speak to ICE.
_____ I agree to speak with ICE, only with my attorney present.
_____ I agree to speak with ICE, without an attorney present.

FOR LAW ENFORCEMENT PERSONNEL:
Truth Act Form 1
Served by: ___________________________ ID #: ____________________ Date: __________
Truth Act Form 2

Dear: ____________________________,
(Name of Inmate)

The purpose of this letter is to inform you that Immigration and Customs Enforcement ("ICE") has requested that we:

_____ Hold you for up to 48 hours after your release from criminal custody to allow ICE time to take you into immigration detention. (I-247 or I-247D)
_____ Notify ICE of your release date, so that ICE may detain you. (I-247N)
_____ Transfer you into immigration detention. (I-247X or other request)

Under the Transparent Review of Unjust Transfers and Holds (TRUTH) Act, we are required to provide you with a copy of ICE’s request and inform you whether we intend to comply with the request. A copy of the request is attached.

We _____ DO / _____ DO NOT intend to comply with ICE’s request. (Check one)

You will promptly receive a separate letter if we notify ICE of your release date. We are required to notify both you and your attorney or another person that you choose if we notify ICE of your release. Please provide contact information, including phone number and/or email, for your attorney or another person that you choose on the next page. Please contact the Jail Commander if you have any questions or concerns.

Lt. Tamara McCaig
Tuolumne County Sheriff’s Office
175 Yaney Avenue, Sonora CA 95370
(209) 533-5845
tmccaig@co.tuolumne.ca.us

Sincerely,
[Signature & Title]  

-------------------------------------------------------------------------------------------------------------------------------

FOR LAW ENFORCEMENT PERSONNEL:
Truth Act Form 2
Served by: _______________________ ID #: ______________________ Date: __________
Name of Detained Individual: ____________________________________________

Attorney or Designee (choose one): _______________________________________

Name of Attorney or Designee: __________________________________________

Email for Attorney or Designee: _________________________________________

Phone Number for Attorney or Designee: _________________________________
Truth Act Form 3

Date: ______

☐ Solicito recibir este formulario en español. / I request to receive this form in Spanish.
☐ 請寄來中文表格。/ I request to receive this form in Chinese.
☐ Nais ko pong makiusap na matanggap ang forma na ito sa Tagalog. / I request to receive this form in Tagalog.
☐ Tôi yêu cầu để nhận mẫu đơn này trong tiếng Việt. / I request to receive this form in Vietnamese.
☐ 저는 이서류를 한국어로 번역된 것으로 받고 싶습니다./ I request to receive this form in Korean.

RE: Immigration and Customs Enforcement Notified of Your Release

Dear: ____________________________________________________________

(Name of Inmate)

Under the Transparent Review of Unjust Transfers and Holds ("TRUTH") Act, we are required to notify you and your attorney or another person that you choose in writing if we inform Immigration and Customs Enforcement ("ICE") of your release.

The purpose of this letter is to inform you that on ___________ (Date of notice of ICE)
At ________________ (Time of notice to ICE)

We notified ICE that you are scheduled to be released on ___________ (Date of notice of ICE)
At ________________ (Time of notice to ICE)

We have provided this same information to your: 
□ Attorney / □ designee (check one)

____________________________________ (Name of attorney or designee - see Form 2) 
at ________________________________ (Email and/or phone number)

Please contact the Jail Commander if you have any questions or concerns.

Lt. Tamara McCaig
Tuolumne County Sheriff’s Office
175 Yaney Avenue, Sonora CA 95370
(209) 533-5845
tmccaig@co.tuolumne.ca.us

Sincerely,

[Name & Title]

CC: _________________________________ (Name of attorney or designee)

--------------------------------------------------------------------------------------------------

FOR LAW ENFORCEMENT PERSONNEL:

Truth Act Form 3
Served by: ___________________________ ID #: ____________________ Date: ________
I. BACKGROUND

When a foreign national is detained, the individual must be advised of their right to have a foreign embassy or consulate notified pursuant to 834 (c) PC.

(a) The foreign national has the option to have a consular representative notified of their detention or not, if the foreign national’s country of origin is not on the mandatory notification list.

(b) If the foreign national’s country of origin is on the mandatory notification list; the nearest foreign embassy or consulate must be notified without delay of the individual’s detention, regardless of any request not to notify.

Consular officials are entitled to provide consular assistance to detained foreign nationals. Consular officials have the right to visit foreign nationals during established visiting hours (professional visiting), correspond with them and arrange legal representation for them.

II. DEFINITIONS

A. Consular Officers: Is a citizen of a foreign country employed by the foreign government and authorized to provide assistance on behalf of that government to that government’s citizens in a foreign country.

B. Foreign National: Is anyone who is not a citizen of the United States. A person with dual-citizenship, U.S. and foreign, is NOT a foreign national.

III. PROCEDURES

A. Procedure 1 – Consular Notification

1. In the absence of other identifying information, while determining the foreign national’s country of origin, assume this is the country on the subject’s passport or other travel document.

2. If the foreign national’s country of origin is NOT on the mandatory notification list:

   (a) Immediately offer to notify the foreign national’s embassy or consulate regarding their detention.

   (i) The booking clerk will note the individual’s response in the JMS. The
Custody entry shall be dated and contain the booking clerks ID number.

(b) If the foreign national asks that consular notification be given; notify the nearest foreign embassy or consulate for the individual's country of origin without delay.

(i) Find the notification form on pages 73-100 (in various languages) of the Consular Notification and Access Manual. The consular notification fax sheet can be found on page 101. Additional information can be located at the following website: https://travel.state.gov/content/travel/en/consularnotification.html.

(ii) Consular Notification and Access (CNA) U.S. Department of State CA/P SA-17, 12th Floor Washington, DC 20522-1712; Telephone (202) 647-1512; Email consnot@state.gov.

(iii) Urgent telephone inquiries after regular business hours (8 a.m. to 5 p.m. Eastern time) may be directed to the Department’s information center at (202) 647-1512.

(c) Notify the Watch Commander of all requests for consular notification PRIOR to notification being made. The Watch Commander will make the notification.

(d) A copy of the notification form is kept in the individual’s booking file.

3. If the foreign national’s country of origin IS on the mandatory notification list:

(a) Mandatory Notification Countries and Jurisdictions (refer to the Consular Notification an Information Guide for additional information).

i. Albania
ii. Algeria
iii. Antigua and Barbuda
iv. Armenia
v. Azerbaijan
vi. Bahamas
vii. Barbados
viii. Belarus
ix. Belize
x. Brunei
xi. Bulgaria
xii. China (including Hong Kong an Macau)
xiii. Costa Rica
xiv. Cyprus
xv. Czech Republic
xvi. Dominica
xvii. Fiji
xviii. Gambia
xix. Georgia
(b) Immediately notify the nearest foreign embassy or consulate office for the individual’s country of origin.

(i) Find the notification form on pages 73-100 (in various languages) of the Consular Notification and Access Manual. The consular notification fax sheet can be found on page 101. Additional information can be located at the following website: https://travel.state.gov/content/travel/en/consularnotification.html.

(ii) Consular Notification and Access (CNA) U.S. Department of State CA/P SA-17, 12th Floor Washington, DC 20522-1712; Telephone (202) 647-1512; Email consnot@state.gov.
(iii) Urgent telephone inquiries after regular business hours (8 a.m. to 5 p.m. Eastern time) may be directed to the Department's information center at (202) 647-1512.

(c) Inform the individual that notification has been made.

(d) The booking clerk will note in the JMS that notification was made. The entry shall be dated and contain the booking clerk's ID number.

(e) Notify the watch commander of all requests for consular notification PRIOR to notification being made. The Watch Commander will make the notification.

(f) A copy of the notification form is kept in the individual's booking file.

4. Consular officials must be notified in the event of a foreign national's death or serious injury while in custody. Find the notification fax sheet on Page 103 of the Consular Notification and Access Manual. Notification will be done by the Tuolumne County Sheriff's Office Coroner.
I. BACKGROUND

Inmates shall only be allowed to order a limited amount of specific medication through Commissary.

II. DEFINITIONS

A. Limited medication - Ibuprofen
B. Limited medication – acetaminophen

III. PROCEDURES

A. COMMISSARY MEDICATION

1. Inmates purchasing items on the commissary order form listed in definitions are limited to 5 packets per week.

2. Inmates shall not possess more than the equivalent of one week’s order worth of each medication listed in definitions.

3. Medication found over the limit may be considered contraband and the inmate will be subject to disciplinary action.
I. BACKGROUND

In order to more effectively address the increasing level of fire power and body armor utilized by criminal suspects shotguns are available to qualified Jail Deputies during inmate transports.

II. DEFINITION

A shotgun is a long gun with a smoothbore barrel used to deliver a single projectile or many projectiles for each pull of the trigger.

III. PROCEDURES

A. TRAINING

Deputies shall not carry or utilize the shotgun unless they have successfully completed departmental training. This training shall consist of an initial Department approved shotgun users training course and qualification score with a certified shotgun instructor. Deputies shall thereafter be required to successfully complete quarterly training and qualification conducted by a certified shotgun instructor.

1. Any deputy who fails to successfully complete department sanctioned training/qualification sessions will no longer be authorized to carry the shotgun without successfully completing remediation training and qualification.

B. STORAGE

Shotguns will be stored in the long gun locker or department armory when not issued to a deputy.

1. Shotguns will be unloaded, with the slide open and the safety on when in storage.
2. The buttstock shell carrier may be left loaded.

C. ISSUANCE

The Watch Commander will issue shotguns to trained deputies during transports and other high risk assignments.

1. The shotgun will be issued unloaded.
2. The deputy issued a shotgun will load the shotgun with department issued ammunition from the storage locker and make it Patrol Ready.
D. **PATROL READY**

A shotgun is considered “patrol ready” when it has been inspected by the assigned deputy and meets the following conditions.

1. The chamber is empty.
2. The slide is locked forward.
3. The safety is on.
4. The magazine tube is loaded with 4 or 5 rounds of buckshot, slugs or a combination thereof.
5. The buttstock shell carrier is fully loaded with 3 rounds of slugs in the front section and 4 rounds of buckshot in the rear section.
6. The shotgun is locked in the electro lock of the vehicle.

E. **DEPLOYMENT**

Deputies may deploy the shotgun in any circumstance where the deputy can articulate reasonable expectation the shotgun may be needed. Examples of general guidelines for deploying the shotgun may include, but are not limited to:

1. Situations where the deputy reasonably anticipates an armed encounter
2. Situations where a deputy reasonably expects the need to meet or exceed a suspect’s firepower.
3. When a deputy reasonably believes that there may be a need to deliver fire on a barricaded suspect.
4. When a deputy reasonably believes that a suspect may be wearing body armor.
5. When authorized or requested by a supervisor.

F. **DISCHARGE**

The discharge of the shotgun shall be governed by the Departments Deadly Force Policy, **Policy Manual** 300.

G. **MAINTENANCE**

Primary responsibility for the service of the shotgun shall fall on the Range master, designated range staff member or armorer who shall inspect and service each shotgun on a semi annual basis.

1. Each deputy carrying a shotgun shall be responsible for field stripping and cleaning the shotgun if needed.
2. Each deputy shall be responsible for promptly reporting any damage or malfunction of a shotgun.
I. BACKGROUND
All newly received inmates will be screened for release options per Penal Code Sections 849(b)(2) PC, 853.6 PC and the Tuolumne County Pre-Trial release program.

II. DEFINITIONS
A) 849(b)(2) PC: The person arrested was arrested for intoxication only, and no further proceedings are desirable.

B) 853.6 PC: In any case in which a person is arrested for an offense declared to be a misdemeanor, including a violation of any city or county ordinance, and does not demand to be taken before a magistrate, that person shall, instead of being taken before a magistrate, be released according to the procedures set forth by this chapter, although nothing prevents an officer from first booking an arrestee pursuant to subdivision (g).

C) Tuolumne County Pre-Trial Release Program: If arrestee meets the qualifications set forth in the program outline using the appropriate Pre-Trial Risk Assessment Tool.

III. PROCEDURES
A) Release of 849(b)(1) PC: Arresting officer to complete Certificate of Release form.

B) Release by 853.6 PC: Watch Commander to determine if newly received inmate qualifies to be released according to guidelines set forth in section 853.6 of the California penal code. Watch Commander will ensure all appropriate documents are processed as outlined in penal code.

C) Release by Pre-Trial Release Program:
1. The Classification Officer will review the inmate’s rap sheet and the custody file, interview the inmate, and fill out the Pre-Trial Risk Assessment Tool.

2. If the inmate does not meet the minimum qualifications for release then the inmate will be housed according to their classification.

3. If the inmate does meet the minimum qualifications and agrees to sign the Own
Recognizance and Pre-Trial Release Agreement Forms, the inmate will be released with designated provisions as outlined in the terms and conditions.

4. The Superior Court judges will be notified as well as the probation department with an account of who was released, what their risk level was and what the conditions of OR and Release Agreements are.
I. **BACKGROUND**

It is the intent of this policy to establish additional time credits for inmates sentenced to the Tuolumne County Jail who participate in in-custody work or job training programs in accordance with 4019.1 PC.

II. **DEFINITIONS**

A. Any inmate sentenced to the Tuolumne County Jail may receive additional time credits if they successfully participate in an in-custody work or job training program other than those specified in Section 4019.2 PC, and who is eligible to receive one day of credit for every one day of incarceration pursuant to Section 4019. The Sheriff may instead award one and one-half days of credit for every one day of incarceration while satisfactorily participating in work or job training subject to this section.

B. As used in this section, a work or job training program includes, but is not limited to, any inmate working on an industrial farm or industrial road camp as authorized in Section 4101, an environmental improvement and preservation program, or projects such as forest and brush fire prevention, forest, brush, and watershed management, fish and game management, soil conservation, and forest and watershed re-vegetation.

III. **PROCEDURES**

A. The Tuolumne County Jail Administrative Sergeant shall calculate and award authorized credit reductions after input, coordination and documentation from instructors, program leaders, or the Inmate Jail Program Specialist. Credits will be calculated at 1.5 credits for each four day period in which the inmate is confined in the facility.

B. Credits awarded pursuant to this section may be forfeited pursuant to the provisions of Section 4019. Inmates shall not be eligible for program credits that result in an inmate being overdue for release.
Custody
I. BACKGROUND

It is the intent of this policy to establish a guideline for credit reduction programs for realignment inmates who successfully complete specific program performance objectives for approved rehabilitative programming, including, but not limited to, credit reduction of not less than one week to credit reduction of not more than six weeks for each performance milestone under AB 624 in accordance with 4019.4 PC.

II. DEFINITIONS

A. Inmates who successfully complete specific program performance objectives for approved rehabilitative programming, including, but not limited to, academic programs, vocational programs, vocational training, substance abuse programs, and core programs such as anger management and social life skills will be awarded graduated credits.

B. An inmate may not have his or her term of imprisonment reduced by more than six weeks for credits awarded pursuant to this section during any 12-month period of continuous confinement.

C. Program credit is a privilege, not a right per AB624. Inmates shall have a reasonable opportunity to participate in program credit qualifying assignments in a manner consistent with facility security, available resources, and guidelines set forth by the Sheriff.

D. The current designated and approved rehabilitative programs are Moral Recognition Therapy (MRT), ICBT Sessions, Life Skills/Self Journaling and General Education Development Program (GED). These programs separately or combined will allow for credit reduction.

III. PROCEDURES
A. The Sheriff’s Office will follow guidelines below that provide for credit reductions for inmates who successfully complete specific program performance objectives for approved rehabilitative programming.

1. **Moral Recognition Therapy (MRT):**
   - Milestone One – Objective Steps 1-4 Credit: 7 days
   - Milestone Two – Objective Steps 5-9 Credit: 7 days
   - Milestone Three – Objective Steps 10-12 Credit: 7 days

2. **ICBT Sessions:**
   - Create Behavior Change Plan (BCP) Credit: 7 days
   - ICBT Sessions 1-5 Credit: 7 days
   - ICBT Sessions 6-10 Credit: 7 days
   - ICBT Sessions 11-15 Credit: 7 days
   - Passport to Action Completed (on going - no credits)

3. **Life Skills / Self Journaling:**
   - Journal 1 Credit: 7 days
   - Life Skills Sessions 1-3 Credit: 7 days
   - Life Skills Sessions 4-6 Credit: 7 days
   - Life Skills Sessions 7-9 Credit: 7 days
   - Journal 2 Credit: 7 days

4. **General Education Development:**
   - Milestone One Credit: 7 days
     18 hours of GED class and meet the average on Test
   - Milestone Two Credit: 7 days
     18 hours of GED class and meet the average on Test
   - Milestone Three Credit: 7 days
     18 hours of GED class and meet the average on Test
   - Milestone Four Credit: 7 days
     18 hours of GED class and meet the average on Test

B. Tuolumne County Jail Administrative Sergeant shall calculate and award authorized credit reductions after input, coordination and documentation from instructors, program leaders or the Inmate Jail Program Specialist.

C. Credits awarded pursuant to this section may be forfeited pursuant to the provisions of Section 4019. Inmates shall not be eligible for program credits that result in an inmate being overdue for release.

D. This credit reduction program only applies to inmates sentenced to Tuolumne
County Jail pursuant to Penal Code section 1170(h).
I. BACKGROUND

It is the purpose of this policy for the Custody Division to establish a “Release Preparation Program” (RPP) that recognizes that reentry planning begins at intake and extends beyond release. The “Release Preparation Program” is a distinct component of the broader reentry and social reintegration process. A goal of release planning is to provide a variety of programming opportunities for the inmates to better themselves. An expected outcome of this program is that inmate recidivism will be decreased.

II. DEFINITIONS

A. The Release Preparation Program is the final phase of the correctional facilities overriding mission of improving the offender’s employability, social, and human relations skills.

B. Release Planning represents a distinct component of the broader process of re-entry planning, focusing on success at the moment of release and in the days and weeks that follow.

C. The Custody Division will offer program opportunities to inmates that provide the skills necessary for successful reentry into society. In addition to the basic services of food, clothing and access to health care, the facilities will provide inmates with a variety of educational, vocational, recreational, spiritual, and psychological programs that are geared toward preparing them for eventual release.

D. The release plan will address the following areas of inmate needs:

1. Food, Clothing, and Shelter (Housing)
2. Financial Resources
3. Support Systems
4. Documentation (ID, Records, etc.)
5. Transportation
6. Employment
7. Education and Training
8. Health Care
The details of the plan will differ according to the inmates assessed needs as well as available agency resources. Reentry and release preparation are comprehensive processes that may appear differently according to the offender and unique circumstances but in all cases takes into consideration the holistic needs of the local population.

III. PROCEDURES

A. Sentenced inmates that are within 120 days of their scheduled release may enroll in the “Release Preparation Program” (RPP) by submitting an application form to Jail Programs. Application forms will be available from each Post and will become part of the inmate record.

B. Eligible inmates will be enrolled in either the B.I. reentry program or the Jail Release Preparation Program.

C. Upon enrollment, inmates will be issued a "Living On The Outside" release planning handbook that has been prepared by and published for the Tuolumne County Correctional Facilities. Those participating in the B.I. Program may choose to use the "Passport" book.

D. Any inmate may request a release planning handbook regardless of their custody status to begin working on their personal reentry plan.

E. A Jail Program Specialist or other designee of the Custody Division Commander will develop, implement, and coordinate the Release Preparation Program. The program will be reviewed and revised as needed on an ongoing basis.

F. A record of inmates issued release planning handbooks will be maintained and submitted to the Commander on a quarterly basis. This record will include a list of inmates who have refused to participate in the program.

G. All inmates participating in program will have their progress documented on a “TCJ Reentry Program: Release Plan” form by a Jail or B.I. staff member. On release, this document will be filed in the inmate record.

H. Enrolled inmates will have an intake interview with a Program Specialist or B.I. Case Manager to begin developing their individual release plan.

I. Inmates will be responsible for working on their release plan by participating in the available Jail programs. They can gather information for their handbooks and request additional information from a Program Specialist.

J. All enrolled inmates will meet with a Department of Social Services staff member to have their eligibility for Medi-Cal and other services on release. Eligible inmates will be enrolled in Medi-Cal prior to release.

K. Inmates may also participate in a general information meeting with the DSS staff to explore other services that are available to them on release such as housing, employment, food stamps, etc.

L. Inmates who are Veterans will be seen by a representative of the Veterans Administration
or the County Veterans Service Office to have their eligibility for VA services evaluated and/or established. Eligible inmates will be issued a Veterans Administration I.D. card. These inmates may enroll in VA health care and apply for programs available at the local VA clinic or other facilities of the Palo Alto Health Care System. Veterans will need to sign the Jail consent to release information before the Jail can refer them to the Veterans Administration or Tuolumne County Veterans Service Office.

M. Jail Programs will develop and maintain Resource Directories of available social services, drug and alcohol treatment programs, educational resources, etc. These materials will be available to any inmate at any time by submitting a request slip to Jail Programs staff.

N. Prior to the scheduled release, enrolled inmates will be seen for an individual exit interview to complete and review the inmates release plan. When indicated, referrals for health care follow up, case management services at Public Health, further services from DSS, etc. will be accomplished through referral to the Medical Department, or a letter of introduction from Jail Programs. This letter will confirm that the inmate has participated in the Release Preparation Program and needs further assistance from the specified resource agency. Examples are drug and alcohol programs and support groups, local faith based social services, educational facilities, etc.
### I. PURPOSE:

The purpose of this policy is to maintain a program of education; prevention; detection; investigation; punishment for the perpetrator; treatment and support for the victim; and data collection; in order to protect the inmate population from inmate-on-inmate sexual assault and staff sexual abuse, sexual misconduct, and sexual harassment.

### II. POLICY:

It is the policy of the Tuolumne County Sheriff’s Office to maintain a zero-tolerance for inmate-on-inmate sexual assault and staff sexual abuse, sexual misconduct, and sexual harassment toward inmates. This policy provides a response plan universal for all instances of sexual abuse, sexual assault and sexual misconduct.

It is the policy of the Tuolumne County Sheriff’s Office to thoroughly investigate every allegation of sexual abuse, and where warranted by evidence, proportional sanctions, up to and including criminal prosecution, are implemented.

It is the policy of the Tuolumne County Sheriff’s Office that retaliatory measures against employees or inmates who report incidents of sexual abuse shall not be tolerated and shall result in disciplinary action and/or criminal prosecution. Retaliatory measures include, but are not limited to, coercion, threats of punishment, or any other activities intended to discourage or prevent an employee or inmate from reporting the sexual abuse.

This policy applies to all inmates and persons employed by the Tuolumne County Sheriff’s Office, including volunteers and independent contractors.

Consensual sodomy and oral copulation among inmates is prohibited by law (Penal Code Code Sections 286(e) and 288a(e), respectively). Without repealing those provisions, the increased scrutiny provided by this policy shall apply only to nonconsensual sexual contact among inmates and custodial sexual misconduct.
A. DEFINITIONS

Sexual Abuse includes sexual abuse by another inmate and sexual abuse of an inmate by a staff member, contractor, or volunteer.

1. Sexual Abuse by Another Inmate includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

   a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.

   b. Contact between the mouth and the penis, vulva, or anus.

   c. Penetration of the anal or genital opening of another person, however slight, by any part of the body of one person, or of any object, substance, instrument or device, into the sex organ, mouth or anus of another person.

   d. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of any person, with the intent to abuse, arouse or gratify sexual desire.

2. Sexual Abuse by a Staff Member, Contractor, or Volunteer includes:

   a. Sexual Touching – includes any of the above acts, with or without consent.

   b. Any attempted, threatened, or requested sexual touching by a staff member, contractor, or volunteer.

   c. Indecent Exposure - means the display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate.

   d. Voyeurism - means an invasion of an inmate's privacy by staff for reasons unrelated to official duties, such as peering at an inmate who is showering, undressing, or using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions, and distributing or publishing them.

3. Sexual Harassment includes

   a. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate directed toward another; and

   b. Repeated verbal comments or gestures of a sexual nature to an inmate by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

4. Sexual Misconduct
a. As it relates to inmates, includes acts of indecent exposure, sexual disorderly conduct and exhibitionist masturbation. Any inmate who “willfully and lewdly” exposes their private parts or who touches (without exposing) their genitals, buttocks, or breasts in a manner that demonstrates it is for the purpose of sexual arousal, gratification, annoyance, or offense will be subject to a rule violation and/or to criminal prosecution.

b. As it relates to employees, any sexual behavior by a departmental employee directed toward an inmate as defined in Penal Code Section 289.6. The legal concept of “consent” does not exist between employees and inmates; any sexual behavior between them constitutes sexual misconduct and shall subject the employee to disciplinary action and/or to prosecution under the law. Sexual misconduct also includes, but is not limited to, conversations or correspondence that suggests a romantic relationship.

IV. EMPLOYEE TRAINING

A. All employees who may have contact with inmates shall be trained on the Sheriff’s Office zero-tolerance policy for sexual abuse and sexual harassment. The training shall include instruction related to the prevention, detection, response and investigation of inmate sexual abuse. This training class will be conducted during new employee orientation, annual training, and included in the curriculum of the Correctional Training Academy.

B. All volunteers and contractors who have contact with inmates shall be notified of the zero-tolerance policy regarding sexual abuse and sexual harassment, and trained on their responsibilities regarding sexual abuse prevention, detection, and response.

V. INMATE EDUCATION

A. All inmates will be provided with a copy of the Inmate Orientation Handbook, which informs the inmates of the zero-tolerance policy regarding sexual abuse or sexual harassment and how to report incidents or suspicions of sexual abuse or sexual harassment.

B. Appropriate provisions shall be made to ensure effective education for inmates who are not fluent in English, are deaf, visually impaired, or otherwise disabled, as well as to inmates who have limited reading skills.

C. Posters which contain key information and sexual abuse reporting telephone numbers shall be posted in designated locations throughout the facilities (i.e., all housing units, medical rooms, gymnasiums and program classrooms).

VI. DETECTION OF SEXUAL ASSAULT

A. All employees have a responsibility to protect the inmates in their custody. Every employee is responsible for reporting immediately and confidentially to the appropriate supervisor any information that indicates an inmate is being, or has been, sexually
assaulted. In addition to this reporting, employees have a responsibility to assist the inmate and refer him/her to medical/mental health for evaluation. Employees shall ensure the reporting of information is done in a confidential manner.

B. An inmate may report sexual abuse that occurs under the jurisdiction of the Sheriff's Office to any employee, volunteer, or contractor. If the person who receives the report is a non-custody employee, he/she shall immediately notify their supervisor and report the information to the Watch Commander.

VII. SEXUAL ACTIVITY BETWEEN INMATES AND EMPLOYEES

A. There is no consensual sex in a custodial or supervisory relationship. Any sexual activity between employees and inmates is inconsistent with the professional ethical principles and policies of the Sheriff’s Office. All such allegations will be investigated.

B. Acts of sexual abuse, sexual misconduct or sexual harassment against inmates, retaliation against inmates who refuse to submit to sexual activity, or intimidation of a witness may be a crime. Retaliation against individuals because of their involvement in the reporting or investigation of sexual abuse, sexual misconduct or sexual harassment is prohibited.

C. All cases involving sexual abuse, sexual misconduct or sexual harassment will be referred to the appropriate investigating unit, and if appropriate, such cases will be referred to the District Attorney for prosecution.

D. All incidents of sexual abuse, sexual misconduct, sexual harassment, and retaliatory acts against individuals for reporting incidents will result in corrective and/or disciplinary action, up to and including termination. Failure of employees to report incidents, will result in corrective and/or disciplinary action.

VIII. REPORTING

A. Inmates may privately report sexual abuse, sexual misconduct, and sexual harassment; retaliation by other inmates or staff for reporting sexual abuse and sexual harassment; and staff neglect or violation of responsibilities that may have contributed to an incident of sexual abuse to any employee, volunteer or contractor. Additionally, inmates may report abuse, retaliation, or harassment by writing to the Sheriff’s Office, or by contacting the California Attorney General’s Public Inquiry Unit at 1-800-952-5225.

B. Employees shall accept reports made verbally, in writing, anonymously, and from third parties.

1. Such allegations shall be treated with discretion and, to the extent permitted by law, confidentially. Apart from reporting to designated supervisors or officials, employees shall not reveal any information related to a sexual abuse report to anyone other than those who need to know, as specified in this policy, to make treatment, investigation, and other security and management decisions.

2. Any verbal reports shall be promptly documented.
C. If an inmate reports having been sexually abused at another facility, the Sheriff shall notify the head of that agency in writing within fourteen (14) days of receiving the allegation.

D. If it is determined that the inmate's allegations are false, the inmate may be subject to disciplinary action. A charge of "making a false report of a crime" is appropriate if evidence discovered during the investigation would support that charge.

IX. INITIAL RESPONSE

A. Upon learning that an inmate was sexually abused within a time period that still allows for the collection of physical evidence, the custody employee shall:

1. Separate the alleged victim and abuser.

2. Seal and preserve any crime scene.

3. Request the victim not to take any actions that could destroy physical evidence, including:
   a. Showering or washing
   b. Brushing teeth
   c. Changing or removing clothes
   d. Using the restroom facilities
   e. Drinking or eating

4. Attempt to obtain the identity of the suspect and any possible witnesses, but do not interview the victim further.

5. Do not attempt to interrogate the alleged suspect, unless circumstances make it unavoidable.

B. The Watch Commander shall ensure that the victim is informed that his/her name will become a matter of public record unless he/she requests that it not become a matter of public record, pursuant to PC 293(a).

1. The advisement and the victim's response shall be memorialized in a written report.

2. If the victim chooses to have his/her name remain confidential, any written report concerning the offenses must indicate that the victim requested confidentiality of his/her name pursuant to PC 293(a).

3. If the victim has requested confidentiality, the victim’s name and address may not be released except to specified persons as authorized by law.
C. If the person notified is a volunteer or contractor, the responder shall be required to request the victim not to take any actions that could destroy physical evidence, and then notify custody staff.

D. The provision of safe housing options, medical care, and the like shall not be contingent upon the victim’s willingness to press charges.

X. COORDINATED RESPONSE

A. All allegations of sexual abuse, including third-party and anonymous reports shall be reported to the Jail Commander and Undersheriff.

B. The inmate shall be transported to the hospital for a forensic examination.

C. If any life-threatening injuries exist, response may include the need to request emergency transportation (i.e., ambulance). When the call is made to request an ambulance, it is critical to inform the dispatcher that the injured inmate is the victim of sexual assault.

   1. Medical staff shall be cognizant to maintain intact any physical evidence which may be found on the victim’s person or clothing.

   2. Follow-up testing for pregnancy, sexually transmitted infections/diseases and HIV will be offered as clinically indicated.

D. The inmate shall be assigned a custody escort who shall remain with the victim for the entire process, whenever possible.

   1. Gender preference should be considered when assigning a custody escort to the victim. The custody escort will ensure effective communication (i.e., complexity of the issues, language barriers, and literacy).

XI. CRISIS INTERVENTION AND RISK ASSESSMENT

A. Upon return to the Jail, all victims of a sexual assault shall be referred to mental health services for an urgent suicide risk assessment. Mental health staff shall evaluate the victim within four (4) hours of referral. Until that time, the inmate shall be placed under constant and direct supervision to ensure he/she does not attempt to hurt him/herself or someone else.

B. Mental Health shall be responsible to monitor victims for suicidal impulses, post-traumatic stress disorder, depression, and other mental health consequences.

C. The victim shall be offered crisis intervention counseling, appropriate to the individual needs of the victim.

XII. SUSPECT PROCESSING

A. Staff shall ensure that there is no physical, verbal, or visual contact between the victim
and suspect, whenever possible. Custody staff shall not interrogate the alleged suspect unless circumstances make it unavoidable.

1. The investigating detectives will provide a Miranda warning and interview the suspect to obtain his/her account of the incident.

2. The suspect will be transported to the designated medical location for the forensic examination.

3. The suspect must consent to the forensic examination or staff will take steps necessary to obtain a search warrant.

B. The Sheriff will determine who will be responsible for all phases of the investigation if the allegations are against an employee.

1. Immediate efforts shall be made to eliminate contact between the victim and the staff member.

2. The Sheriff shall determine if the employee should be placed on administrative leave consistent with departmental policy during the course of the investigation.

C. Substantiated allegations of conduct that appears to be criminal shall be referred for prosecution.

XIII. DELAYED REPORTING OF SEXUAL ABUSE – MORE THAN 72 HOURS

A. If the alleged sexual assault is reported or discovered more than 72 hours after the incident, the custody supervisor shall secure the alleged crime scene (if feasible) and place the alleged suspect (if identified) into administrative segregation.

B. A medical opinion shall be obtained to determine whether the victim is to be taken for a forensic examination. In addition, the victim should be asked if he/she retained any evidence of the assault (e.g., soiled bedding, clothing, etc.).

C. Hospital medical staff will be responsible to conduct an examination of the victim and alleged suspect to determine the presence or absence of physical trauma, and perform follow-up testing for sexually transmitted diseases and pregnancy testing, as appropriate.

D. The victim shall be referred to mental health for evaluation/counseling.

XIV. RETALIATION

A. Retaliation against any employee or inmate for reporting or cooperating with a sexual abuse investigation is strictly prohibited.

B. Retaliation is a form of employee misconduct. Any evidence of retaliation shall be considered a separate violation of this policy.
C. The Watch Commander shall ensure that the conduct and treatment of inmates or staff that have reported sexual abuse or cooperated with investigations is monitored for signs of retaliation for at least ninety (90) days following their report or cooperation. If necessary, the Watch Commander shall act promptly to remedy any such retaliation.

XV. DISCIPLINARY SANCTIONS FOR INMATES

A. Inmates who are found guilty of committing sexual assault will be punished to the highest degree in accordance with the Jail Division’s Inmate Discipline policy, which is separate from any criminal prosecution.

B. An inmate’s mental disabilities or mental illness shall be considered when determining what type of discipline, if any, should be imposed.

C. An inmate may be disciplined for sexual contact with staff only upon a finding that the staff member did not consent to such contact.

D. For the purpose of disciplinary action, a report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred shall not constitute falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation.

XVI. DISCIPLINARY SANCTIONS FOR EMPLOYEES

A. Employees shall be subject to disciplinary sanctions up to and including termination for violating this policy.

B. All terminations for violations of sexual abuse, sexual misconduct, or sexual harassment policies, or resignations by staff who would have been terminated if not for their resignation, shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and to any relevant licensing bodies.

XVII. DATA COLLECTION AND REVIEW

The Sheriff’s Office shall conduct a sexual abuse incident review at the conclusion of every sexual abuse investigation, including when the allegation has not been substantiated, unless the allegation has been determined to be unfounded. The review team shall:

A. Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect or respond to sexual abuse.

B. Consider whether the incident or allegation was motivated or otherwise caused by the perpetrator or victim’s race, ethnicity, sexual orientation, gang affiliation, or other group dynamics at the facility.

C. Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse.

D. Assess the adequacy of staffing levels in that area during different shifts.
E. Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff.

F. Prepare a report of its findings and any recommendations for improvement and submit such report to the Sheriff.
I. BACKGROUND

It is the policy of the Tuolumne County Sheriff Office to receive, evaluate, house and provide secure, safe and humane custody of all persons, including transgender and gender-variant inmates, who are lawfully committed or held for confinement by the Tuolumne County Sheriff Office until their lawful and appropriate release or transfer to another authority.

II. DEFINITIONS

A. **Gender-Variant** - Individuals who display gender traits that are not generally associated with their birth-assigned sex. Gender-variant individuals may not identify as male, female, or transgender.

B. **Health Insurance Portability and Accountability Act (HIPAA)** - A federal law that, in part, defines the lawful use and/or the disclosure by a third party of an individual's health information.

C. **Intersex** - A person who is born with genitalia and/or secondary sex characteristics determined as neither exclusively male nor female, or which combine features of the male and female sexes.

D. **Lesbian, Gay, Bisexual and Heterosexual** - An individual’s enduring physical, romantic and/or emotional attraction to other people.

E. **Personal "Pat" or "Frisk" Search** - A search of an inmate's clothed person, including the frisking of his/her body, the examination of his/her pockets and any hand-carried items (i.e. legal papers, prayer books, etc.), shoes and head covering. Frisking is defined as running the hands rapidly over the body in an attempt to locate a hidden item in or under the clothing.

F. **Sex** - The physical anatomy and underlying chromosomal and hormonal biology that determines whether someone is male, female, or intersex.

G. **Strip Search**: A visual search in which the inmate is required to remove all of his/her clothing, to expose the genitalia, breasts and other parts of the body; and may include a visual inspection of body cavities.

H. **Transgender**: Transgender is an overall term used to describe people whose gender identity and/or gender expression differs from their birth-assigned sex, whether or not they have changed their biological or hormonal characteristics. The term includes transsexual persons.

I. **Transition**: Altering one’s birth sex is a complex progression that occurs over a long period of time. Transition includes some or all of the following: making personal,
J. **Transsexual:** A person who establishes a permanent identity with the opposite gender from their birth-assigned sex. Some, but not all, transsexual people undergo medical treatments to change their physical sex so that it is in line with their gender expression.

### III. PROCEDURES

**A. Intake and Initial Classification**

1. **Identifying Transgender/Gender-Variant Prisoners**

   When determining whether prisoners are transgender/gender-variant, the following should be taken into consideration:

   a. Prisoner’s appearance or behavior does not match the gender marker on the prisoners arresting/transportation paperwork or identification.

   b. Prisoner self reports. If there is doubt or a question concerning the validity of the self report the deputy shall consult a supervisor and if necessary, medical staff.

   c. Arresting/transporting agency has alerted the jail staff to the prisoner’s transgender/gender-variant status.

   d. Prisoner’s past history, if known.

   e. Deputy’s discretion.

**B. Searches**

1. **Pat Searches**

   a. If there is prior knowledge that an inmate is transgender/gender-variant, and a pat search is required, the officer performing the search should be of the same sex as identified by the inmate’s transgender/gender-variant search preference.

2. **Strip Searches**

   a. When a strip search is required for a transgender/gender-variant prisoner, the search will be conducted by a deputy.

   b. The deputy will be of the same sex.

   c. If the gender of the prisoner cannot be determined, or a prisoner refuses to state his or her gender, medical staff may be consulted to assist in making a
d. Medical staff may attempt to communicate to the inmate the need for his or her cooperation in determining sex for the purposes of housing and additional inmate services without resorting to a physical examination.

e. The intake search deputy will be responsible for notifying the medical staff and the watch commander that a transgender/gender-variant inmate has been identified. The transgender/gender-variant inmate should be temporarily housed in administrative segregation.

C. Staff Notification

1. The intake search deputy will be responsible for notifying the watch commander and medical staff that a transgender/gender variant inmate has been identified.

D. Housing

1. The determining factor in where a transgender or intersex inmate is housed will be genitalia. If a transgender woman has completed the surgical process and the penis has been removed, she will be housed in a female facility. If a transgender man has completed the surgical process of penal construction, he will be housed in a male facility. In cases of intersex inmates in which there is genital ambiguity, the decision of gender will be made through consultation with the staff medical doctor who will consider both the physical attributes as well as the chosen gender identity of the inmate.

2. The transgender/gender-variant inmate should be temporarily housed in Administrative Segregation.
I. BACKGROUND

To prevent suicides and preserve life a safety knife will greatly reduce response times from staff. Removing the ligature from an inmate as swiftly as possible is crucial to ensuring the best possible chance of surviving and avoiding long-term permanent brain damage.

II. DEFINITIONS

A Safety Knife is a blade with a rounded tip that is enclosed in a protective guard so it is difficult to be cut accidentally. Also known as a strap cutter, cut down tool, cut down knife, fish knife, rescue tool, and suicide knife. The issued safety knife is a Gerber Item # 22-01944 black strap cutter.

III. PROCEDURES

Each Jail Deputy may be issued a Gerber strap cutter and it shall be concealed on the Deputy.
I. BACKGROUND

Tuolumne County Sheriff’s Office (TCSO) Deputy assigned as an inmate work crew deputy will provide security for work details in performing outside non-secure areas of the county jail facility. Work is performed within the guidelines of TSCO, local ordinances, state and federal laws. All work will be within any and all OSHA standards. The inmate work crew deputy reports through the Jail Work Crew Manager to the assigned Jail Sergeant and works with inmates, co-workers, outside agency employees, other law enforcement officers and the public to provide a safe and secure work environment.

II. DEFINITIONS

The inmate work crew deputy (IWCD) must remember that their primary job is the safety and security of the inmate workers and the public as a whole. The IWCD must train, supervise and provide security for the inmate work crew.

III. PROCEDURES

A. Inmate Work Crew Deputy (IWCD)

1. Maintains order and discipline among inmate work crew.

2. Supervises, observes, monitors and controls inmates as they participate on work details, or as they are being transported from one location to another. Stays alert to recognize and report probable security or offender behavior problems.

3. Operates vehicles to transport inmate crew to and from work sites. Logs in with dispatch at the start of their day with: Their I.D. number, vehicle number, starting mileage and location where they will be working. Keep dispatch abreast of their activities to include: When they reach their work site, any change of work site, en route back to jail, at jail and logging off. Remain alert to radio traffic.

4. Supervises, instructs and guides inmates in assigned activities such as construction maintenance, right-of-way maintenance, forestry projects, landscape tasks, drainage ditch maintenance, cleaning, safety, sanitation and other assigned projects.

5. Instructs and documents, the proper use of tools, equipment and supplies to ensure that such activities are appropriately completed.

6. Properly obtains and issues to assigned inmate crew, as applicable, the tools, equipment, materials, supplies, etc. as necessary to complete their assigned activities.
III. PROCEDURES CON’T

7. Ensures control of inmate crew on detail by maintaining optimal vantage point, minimum distance, appropriate communication and remaining alert to diversionary tactics.

8. Conducts random head counts approximately every 30 minutes, to ensure that assigned inmate crew is properly accounted for.

9. Conducts equipment inventory at the start of the day, during each change of work site and at the end of the day. Conducts a through inventory once a month.

10. Conducts physical search of vehicle(s) at the start of each day, prior to inmate's arrival. Does random pat downs and searches throughout the work day.

11. Prior to leaving the jail, does a review to ensure inmates don’t have an appointment that day. I.E. court, medical, etc.

12. Conducts safety meetings the first work day of the week and as needed to ensure that safety is always the first concern. Use the tailgate safety meeting form and give the completed form to Jail Work Crew Manager, to be placed in safety binder.

13. Inmates assigned as chainsaw operators (sawyer) will be trained in the proper maintenance, use of equipment and all safety related issues in the use of such equipment, per TCSO procedure of: chainsaw use and training. Any inmate sawyer will be directly supervised by a deputy, while using a chainsaw.

14. Any inmate feeding a wood chipper will have a deputy in direct proximity of the wood chipper.

B. Medical Issues.

1. IWCD will instruct all inmates to report any illness, injury or any medical issues immediately. Any inmate who reports a false claim will be cited for a disciplinary rule infraction, possible criminal prosecution and face possible removal from the work crew.

2. At no time will the IWCD leave the inmate crew unattended to escort an individual(s) for medical problems.

3. If an injury happens while in the field, the IWCD should take the following actions:

   a.) Mild: Injury or Illness (twisted ankle, small laceration not requiring stiches, poison oak, etc.). IWCD will contact medical upon returning to jail for treatment and follow up.

   b.) Moderate: Injury or Illness (broken bones, lacerations requiring stiches, etc.). IWCD, should immediately give first aid, load up all inmates and proceed to nearest emergency room, notify Jail Watch Commander and Dispatch.

   c.) Extreme: Injury or Illness (loss of limb, chainsaw accident, any injury or illness requiring immediate medical response). IWCD should immediately start first aid, secure the rest of the crew to the best of their ability. Notify dispatch with the following information: what
is the emergency, what you need, where you are. Also have dispatch notify the Jail Watch Commander. Based on where the accident happens and the nearest access for emergency vehicles, it may require transporting the injured person to a cross road or helipad to link up with emergency response personnel.

Note: During medical emergencies, two different scenarios can unfold. Jail Watch Commander can send a jail deputy to meet IWCD at the emergency room and either deputy will take control of the remaining work crew, while the other deputy stays with the injured worker or the IWCD can turn over the remaining crew to the jail and take injured worker to the emergency room. It depends on the severity of the injury.

Prior to the end of shift, an incident report will be file by IWCD.

C. Escape.

1. The IWCD who first discovers the escape shall immediately, secure the rest of the crew, search the area where the inmate worker was last seen, once the escape is confirmed, notify dispatch and then the Jail Watch Commander.

2. The following information will be furnished to dispatch:
   a. Work crew location
   b. Name and physical description of escapee
   c. Direction of travel
   d. Mode of travel

3. The IWCD will wait on site until he or she briefs the responding patrol unit, then proceed to jail, secure the rest of the inmate work crew and complete an incident report.
I. BACKGROUND

Inmate work crews (IWC) perform a variety of jobs requiring the use of chainsaws. Among these are road maintenance, timber stand improvement, fence and trail clearing and other maintenance activities. Inmates assigned as chainsaw operators (sawyers) will be trained in the proper maintenance, use of equipment and all safety related issues in the use of such equipment. No inmate will be allowed to operate equipment until they are properly trained.

II. DEFINITION

POWER TOOL: Chainsaws are the most dangerous piece of hand held equipment. The safe use of a chainsaw requires additional training and supervision. The proper use of this tool will enhance the performance and production of our inmate work crew (IWC). It requires attention to detail for safety of the operator (sawyer) and other persons working in the immediate area.

III. PROCEDURES

A. CHAINSAWS

Tuolumne County Sheriff’s Office (TCSO), chainsaw training program is to provide all Sawyers (chainsaw operator’s) a solid foundation for safe and efficient saw operation while felling, bucking, brushing, or limbing. This training will provide the skills to safely use chain saws. Safety is the most critical concern. Operator’s safety, the safety of the work crew, the safety of the public, and property protection should be a part of every project plan, prior to starting a project a Job Hazard Analysis (JHA) should be completed.

1. It is the policy of the Tuolumne County Sheriff’s Office (TCSO) that basic chainsaw training per appendix III. B. will be followed prior to an inmate using a chainsaw.

2. The following lists the minimum Personal Protective Equipment (PPE) required for chainsaw operators.

   • Hardhat
   • Eye protection
   • Hearing protection (specific for chainsaw operations)
   • Gloves (cut resistant for chain filing)
   • Chainsaw chaps (chaps should overlap boots at least 2 inches)
   • Non-skid boots (lug soles or caulks) with a minimum of 8-inch tops
   • Appropriate field attire (long-sleeved shirt, etc.)

All chainsaws, axes and wedges used by TCSO inmates will meet or exceed applicable
safety standards.

3. Sawyers (chainsaw operators) are required to wear appropriate PPE while operating chainsaws. Each chainsaw placed into service must be equipped with a chain brake and must otherwise meet the requirements of ANSI B175.1-1991 Safety Requirements for Gasoline-Powered Chainsaws as well as the requirements of this policy. All PPE will meet safety standards as set by the ANSI, OSHA, and BLM).

4. Sawyers are responsible to wear and maintain their PPE and operate chainsaws only within the scope of their duties and certification level. The ultimate responsibility for personal safety rests with the sawyer. All sawyers have the right to refuse an assigned task which they deem to be beyond their ability, certification level or feel it’s unsafe.

B. CHAINSAW SAFETY AND TRAINING

Training Summary
Proper maintenance, personal protective equipment, and correct technique are critical components of safe chain saw operation. IWC rely on chain saws to help clear fence and trails, remove deadfalls, clear timber. This training outline provides TCSO with the resources to train inmate chain saw operators.

1. Learning Objectives:
   - At the end of this lesson, participants will be able to
     - Identify daily, weekly, and monthly required chain saw maintenance items.
     - Properly use personal protective safety equipment and clothing.
     - Start and operate a chain saw.
     - Understand felling, limbing, and bucking procedures.

2. Required Materials:
   - Demonstration chain saw, tool kit, and manual
   - Examples of approved safety equipment, PPE.
   - Training records for participants
   - State or local information regarding chain saw use
   - Chain Saw Safety PowerPoint presentation (OSHA), Chainsaw Training guideline, Sawyer evaluation form.
   - Manufacturer’s literature (optional)

Attachments:
   a. Tailgate Safety Sheet (Weekly, Orientation and On the spot safety meetings, will be recorded on this form)
   b. Chainsaw Safety workbook and Training
   c. Sawyer Evaluation Form
   d. Job Hazard Analysis (Chainsaw use)
TUOLUMNE COUNTY SHERIFF’S OFFICE
JAIL DIVISION POLICIES AND PROCEDURES

TITLE: SEXUAL MISCONDUCT AND ABUSE
PRISON RAPE ELIMINATION ACT (PREA)

AUTHORITY: Prison Rape Elimination Act of 2003 (42 USC 15601); 28 CFR 115; Penal Code Sections 264.2, 286(e), 288a(e), 289.6, 293.5, 679.04 13516; and Tuolumne County Sheriff’s Office Policy and Procedure Manual Section _______.

PURPOSE:

The purpose of this policy is to maintain a program of education; prevention; detection; investigation; punishment for the perpetrator; treatment and support for the victim; and data collection; in order to protect the inmate population from inmate-on-inmate sexual assault and staff sexual abuse, sexual misconduct, and sexual harassment.

POLICY:

It is the policy of the Tuolumne County Sheriff’s Office to maintain a zero-tolerance for inmate-on-inmate sexual assault and staff sexual abuse, sexual misconduct, and sexual harassment toward inmates. This policy provides a response plan universal for all instances of sexual abuse, sexual assault and sexual misconduct.

It is the policy of the Tuolumne County Sheriff’s Office to thoroughly investigate every allegation of sexual abuse, and where warranted by evidence, proportional sanctions, up to and including criminal prosecution, are implemented.

It is the policy of the Tuolumne County Sheriff’s Office that retaliatory measures against employees or inmates who report incidents of sexual abuse shall not be tolerated and shall result in disciplinary action and/or criminal prosecution. Retaliatory measures include, but are not limited to, coercion, threats of punishment, or any other activities intended to discourage or prevent an employee or inmate from reporting the sexual abuse.

This policy applies to all inmates and persons employed by the Tuolumne County Sheriff’s Office, including volunteers and independent contractors.

Consensual sodomy and oral copulation among inmates is prohibited by law (Penal Code Sections 286(e) and 288a(e), respectively). Without repealing those provisions, the increased scrutiny provided by this policy shall apply only to nonconsensual sexual contact among inmates and custodial sexual misconduct.
I. DEFINITIONS

**Sexual Abuse** includes sexual abuse by another inmate and sexual abuse of an inmate by a staff member, contractor, or volunteer.

A. **Sexual Abuse by Another Inmate** includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
2. Contact between the mouth and the penis, vulva, or anus.
3. Penetration of the anal or genital opening of another person, however slight, by any part of the body of one person, or of any object, substance, instrument or device, into the sex organ, mouth or anus of another person.
4. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of any person, with the intent to abuse, arouse or gratify sexual desire.

B. **Sexual Abuse by a Staff Member, Contractor, or Volunteer** includes:

1. Sexual Touching – includes any of the above acts, with or without consent.
2. Any attempted, threatened, or requested sexual touching by a staff member, contractor, or volunteer.
3. Indecent Exposure - means the display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate.
4. Voyeurism - means an invasion of an inmate’s privacy by staff for reasons unrelated to official duties, such as peering at an inmate who is showering, undressing, or using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals or breasts; or taking images of all or part of an inmate’s naked body or of an inmate performing bodily functions, and distributing or publishing them.
C. Sexual Harassment includes:

1. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate directed toward another; and

2. Repeated verbal comments or gestures of a sexual nature to an inmate by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

D. Sexual Misconduct

1. As it relates to inmates, includes acts of indecent exposure, sexual disorderly conduct and exhibitionist masturbation. Any inmate who “willfully and lewdly” exposes their private parts or who touches (without exposing) their genitals, buttocks, or breasts in a manner that demonstrates it is for the purpose of sexual arousal, gratification, annoyance, or offense will be subject to a rule violation and/or to criminal prosecution.

2. As it relates to employees, any sexual behavior by a departmental employee directed toward an inmate as defined in Penal Code Section 289.6. The legal concept of “consent” does not exist between employees and inmates; any sexual behavior between them constitutes sexual misconduct and shall subject the employee to disciplinary action and/or to prosecution under the law. Sexual misconduct also includes, but is not limited to, conversations or correspondence that suggests a romantic relationship.

II. EMPLOYEE TRAINING

A. All employees who may have contact with inmates shall be trained on the Sheriff’s Office zero-tolerance policy for sexual abuse and sexual harassment. The training shall include instruction related to the prevention, detection, response and investigation of inmate sexual abuse. This training class will be conducted during new employee orientation, annual training, and included in the curriculum of the Correctional Training Academy.

B. All volunteers and contractors who have contact with inmates shall be notified of the zero-tolerance policy regarding sexual abuse and sexual
harassment, and trained on their responsibilities regarding sexual abuse prevention, detection, and response.

III. INMATE EDUCATION

A. All inmates will be provided with a copy of the Inmate Orientation Handbook, which informs the inmates of the zero-tolerance policy regarding sexual abuse or sexual harassment and how to report incidents or suspicions of sexual abuse or sexual harassment.

B. Appropriate provisions shall be made to ensure effective education for inmates who are not fluent in English, are deaf, visually impaired, or otherwise disabled, as well as to inmates who have limited reading skills.

C. Posters which contain key information and sexual abuse reporting telephone numbers shall be posted in designated locations throughout the facilities (i.e., all housing units, medical rooms, gymnasiums and program classrooms).

IV. DETECTION OF SEXUAL ASSAULT

A. All employees have a responsibility to protect the inmates in their custody. Every employee is responsible for reporting immediately and confidentially to the appropriate supervisor any information that indicates an inmate is being, or has been, sexually assaulted. In addition to this reporting, employees have a responsibility to assist the inmate and refer him/her to medical/mental health for evaluation. Employees shall ensure the reporting of information is done in a confidential manner.

B. An inmate may report sexual abuse that occurs under the jurisdiction of the Sheriff’s Office to any employee, volunteer, or contractor. If the person who receives the report is a non-custody employee, he/she shall immediately notify their supervisor and report the information to the Watch Commander.

V. SEXUAL ACTIVITY BETWEEN INMATES AND EMPLOYEES

A. There is no consensual sex in a custodial or supervisory relationship. Any sexual activity between employees and inmates is inconsistent with the professional ethical principles and policies of the Sheriff’s Office. All such allegations will be investigated.
B. Acts of sexual abuse, sexual misconduct or sexual harassment against inmates, retaliation against inmates who refuse to submit to sexual activity, or intimidation of a witness may be a crime. Retaliation against individuals because of their involvement in the reporting or investigation of sexual abuse, sexual misconduct or sexual harassment is prohibited.

C. All cases involving sexual abuse, sexual misconduct or sexual harassment will be referred to the appropriate investigating unit, and if appropriate, such cases will be referred to the District Attorney for prosecution.

D. All incidents of sexual abuse, sexual misconduct, sexual harassment, and retaliatory acts against individuals for reporting incidents will result in corrective and/or disciplinary action, up to and including termination. Failure of employees to report incidents will result in corrective and/or disciplinary action.

VI. REPORTING

A. Inmates may privately report sexual abuse, sexual misconduct, and sexual harassment; retaliation by other inmates or staff for reporting sexual abuse and sexual harassment; and staff neglect or violation of responsibilities that may have contributed to an incident of sexual abuse to any employee, volunteer or contractor. Additionally, inmates may report abuse, retaliation, or harassment by writing to the Sheriff’s Office, or by contacting the California Attorney General’s Public Inquiry Unit at 1-800-952-5225.

B. Employees shall accept reports made verbally, in writing, anonymously, and from third parties.

1. Such allegations shall be treated with discretion and, to the extent permitted by law, confidentially. Apart from reporting to designated supervisors or officials, employees shall not reveal any information related to a sexual abuse report to anyone other than those who need to know, as specified in this policy, to make treatment, investigation, and other security and management decisions.

2. Any verbal reports shall be promptly documented.
C. If an inmate reports having been sexually abused at another facility, the Sheriff shall notify the head of that agency in writing within fourteen (14) days of receiving the allegation.

D. If it is determined that the inmate’s allegations are false, the inmate may be subject to disciplinary action. A charge of “making a false report of a crime” is appropriate if evidence discovered during the investigation would support that charge.

VII. INITIAL RESPONSE

A. Upon learning that an inmate was sexually abused within a time period that still allows for the collection of physical evidence, the custody employee shall:

1. Separate the alleged victim and abuser.
2. Seal and preserve any crime scene.
3. Request the victim not to take any actions that could destroy physical evidence, including:
   a. Showering or washing
   b. Brushing teeth
   c. Changing or removing clothes
   d. Using the restroom facilities
   e. Drinking or eating
4. Attempt to obtain the identity of the suspect and any possible witnesses, but do not interview the victim further.
5. Do not attempt to interrogate the alleged suspect, unless circumstances make it unavoidable.

B. The Watch Commander shall ensure that the victim is informed that his/her name will become a matter of public record unless he/she requests that it not become a matter of public record, pursuant to PC 293(a).

1. The advisement and the victim’s response shall be memorialized in a written report.
2. If the victim chooses to have his/her name remain confidential, any written report concerning the offenses must indicate that the victim requested confidentiality of his/her name pursuant to PC 293(a).

3. If the victim has requested confidentiality, the victim’s name and address may not be released except to specified persons as authorized by law.

E. If the person notified is a volunteer or contractor, the responder shall be required to request the victim not to take any actions that could destroy physical evidence, and then notify custody staff.

F. The provision of safe housing options, medical care, and the like shall not be contingent upon the victim’s willingness to press charges.

VIII. COORDINATED RESPONSE

A. All allegations of sexual abuse, including third-party and anonymous reports shall be reported to the Jail Commander and Undersheriff.

B. The inmate shall be transported to the hospital for a forensic examination.

C. If any life-threatening injuries exist, response may include the need to request emergency transportation (i.e., ambulance). When the call is made to request an ambulance, it is critical to inform the dispatcher that the injured inmate is the victim of sexual assault.

1. Medical staff shall be cognizant to maintain intact any physical evidence which may be found on the victim’s person or clothing.

2. Follow-up testing for pregnancy, sexually transmitted infections/diseases and HIV will be offered as clinically indicated.

D. The inmate shall be assigned a custody escort who shall remain with the victim for the entire process, whenever possible.

1. Gender preference should be considered when assigning a custody escort to the victim. The custody escort will ensure effective communication (i.e., complexity of the issues, language barriers, and literacy).
IX. CRISIS INTERVENTION AND RISK ASSESSMENT

A. Upon return to the Jail, all victims of a sexual assault shall be referred to mental health services for an urgent suicide risk assessment. Mental health staff shall evaluate the victim within four (4) hours of referral. Until that time, the inmate shall be placed under constant and direct supervision to ensure he/she does not attempt to hurt him/herself or someone else.

B. Mental Health shall be responsible to monitor victims for suicidal impulses, post traumatic stress disorder, depression, and other mental health consequences.

C. The victim shall be offered crisis intervention counseling, appropriate to the individual needs of the victim.

X. SUSPECT PROCESSING

A. Staff shall ensure that there is no physical, verbal, or visual contact between the victim and suspect, whenever possible. Custody staff shall not interrogate the alleged suspect unless circumstances make it unavoidable.

1. The investigating detectives will provide a Miranda warning and interview the suspect to obtain his/her account of the incident.

2. The suspect will be transported to the designated medical location for the forensic examination.

3. The suspect must consent to the forensic examination or staff will take steps necessary to obtain a search warrant.

B. The Sheriff will determine who will be responsible for all phases of the investigation if the allegations are against an employee.

1. Immediate efforts shall be made to eliminate contact between the victim and the staff member.

2. The Sheriff shall determine if the employee should be placed on administrative leave consistent with departmental policy during the course of the investigation.
C. Substantiated allegations of conduct that appears to be criminal shall be referred for prosecution.

XI. DELAYED REPORTING OF SEXUAL ABUSE – MORE THAN 72 HOURS

A. If the alleged sexual assault is reported or discovered more than 72 hours after the incident, the custody supervisor shall secure the alleged crime scene (if feasible) and place the alleged suspect (if identified) into administrative segregation.

B. A medical opinion shall be obtained to determine whether the victim is to be taken for a forensic examination. In addition, the victim should be asked if he/she retained any evidence of the assault (e.g., soiled bedding, clothing, etc.).

C. Hospital medical staff will be responsible to conduct an examination of the victim and alleged suspect to determine the presence or absence of physical trauma, and perform follow-up testing for sexually transmitted diseases and pregnancy testing, as appropriate.

D. The victim shall be referred to mental health for evaluation/counseling.

XII. RETALIATION

A. Retaliation against any employee or inmate for reporting or cooperating with a sexual abuse investigation is strictly prohibited.

B. Retaliation is a form of employee misconduct. Any evidence of retaliation shall be considered a separate violation of this policy.

C. The Watch Commander shall ensure that the conduct and treatment of inmates or staff who have reported sexual abuse or cooperated with investigations is monitored for signs of retaliation for at least ninety (90) days following their report or cooperation. If necessary, the Watch Commander shall act promptly to remedy any such retaliation.

XIII. DISCIPLINARY SANCTIONS FOR INMATES

A. Inmates who are found guilty of committing sexual assault will be punished to the highest degree in accordance with the Jail Division’s Inmate Discipline policy, which is separate from any criminal prosecution.
B. An inmate’s mental disabilities or mental illness shall be considered when determining what type of discipline, if any, should be imposed.

C. An inmate may be disciplined for sexual contact with staff only upon a finding that the staff member did not consent to such contact.

D. For the purpose of disciplinary action, a report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred shall not constitute falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation.

XIV. DISCIPLINARY SANCTIONS FOR EMPLOYEES

A. Employees shall be subject to disciplinary sanctions up to and including termination for violating this policy.

B. All terminations for violations of sexual abuse, sexual misconduct, or sexual harassment policies, or resignations by staff who would have been terminated if not for their resignation, shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and to any relevant licensing bodies.

XV. DATA COLLECTION AND REVIEW

The Sheriff’s Office shall conduct a sexual abuse incident review at the conclusion of every sexual abuse investigation, including when the allegation has not been substantiated, unless the allegation has been determined to be unfounded. The review team shall:

A. Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect or respond to sexual abuse.

B. Consider whether the incident or allegation was motivated or otherwise caused by the perpetrator or victim’s race, ethnicity, sexual orientation, gang affiliation, or other group dynamics at the facility.

C. Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse.
D. Assess the adequacy of staffing levels in that area during different shifts.

E. Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff.

F. Prepare a report of its findings and any recommendations for improvement and submit such report to the Sheriff.